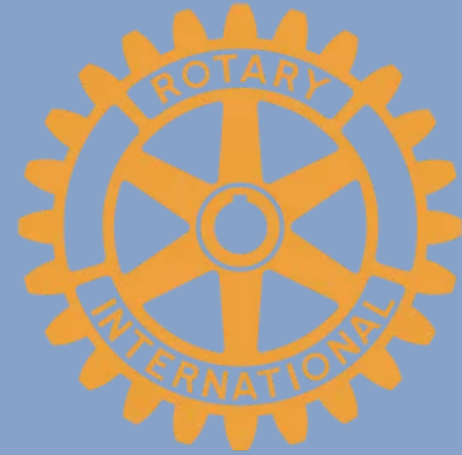


Rotary
District 5100



Club

Inbound Training



Facilitated by
Joyce Forsyth
and Bob Archer

District 5100 Youth Exchange Committee

rotary
youth
exchange



TOPICS WE WILL COVER TODAY

- **Who is a Volunteer?**
- **Reporting Structure of D5100 Youth Exchange Committee**
- **Club Counselor & YEO Responsibilities**
- **Inbound Process**
- **Monthly Counselor Reports**
- **Host Families**
- **Independent Travel**
- **Resources**



VOLUNTEERS ARE:

**Anyone involved with the Rotary Youth
Exchange Process -**

- **Club YEO**
- **Club Counselors**
- **District Committee Members**
- **Host Families**
- **Any Club Member who is in contact with students on a regular basis**



Rotary

**rotary
youth
exchange**

Rotary D5100 Youth Exchange

Youth Volunteer Application/Affidavit

The Rotary Youth Exchange program and your local District appreciate your interest in serving as a volunteer, and we are confident that this will be a truly rewarding experience for you.

The US State Department requires that we obtain the information on this form and conduct background checks on all potential volunteers. We assure you that the information that we receive will be treated confidentially, and we thank you for your assistance and understanding.

Begin a new Volunteer
application

Renew or continue my
application

District 5100 Youth Exchange Structure

District 5100 Governor

District Youth Exchange Program Committee Chairperson

ARO

District Physical & Mental Health Counselors

Treasurer & Assistant Treasurer

Youth Protection Officer (YPO)

Compliance Officer

District Short Term Youth Exchange Program (STEP) Coordinator

Special Events

LTEP Country Officers

LTEP Inbound Coordinator

LTEP Outbound Coordinator

LTEP Rebound Coordinator

ROTEX Alumni

Outbound Candidates/Students

All Inbound Students

Sponsor Club YEO

Rebound Students

Country Officers in Host Countries

All District LTEP Outbound Candidates

OB Candidates - by Host Country

Inbound Students - by Host Country





CLUB
COUNSELOR &
CLUB YEO
RESPONSIBILITIES

OUR PROGRAM IS DIRECTED

& AUDITED BY

The

Department of State

(DOS)



**There are rules to be followed or
we risk the program being shut
down**

**CLUB COUNSELOR IN OUR
PROGRAM**



**DO YOU
KNOW**

=

**LOCAL AREA COORDINATOR
(DOS)**

OUR PROGRAM IS DIRECTED BY THE US DEPARTMENT OF STATE



- **The Local Area Coordinator is a position required by State Department regulations.**
- **All Club Counselors are Local Coordinators according to the State Department.**

CLUB COUNSELOR

Local Area Coordinator

- Our Local Area Coordinators are Rotarians who live within about 120 miles of students whom they are responsible for.
- They tie together the Schools, Rotary Clubs, Host Families, and students in their assigned areas.
- The student must have 3 distinct adults serving in the 3 areas of supervision (District Youth Protection Officer, Club Counselor (Local Area Coordinator), and Club YEO)

CLUB COUNSELOR

Local Area Coordinator

- First and foremost, the Club Counselor is the “Local Coordinator” for purposes of the U.S. Department of State and must ensure compliance with monthly reporting requirements.
- Appointed by the Club YEO to serve as the Inbound Student’s friend and advocate when he/she is having difficulties at home or at school.
- MUST meet with the student at least once per month, to give sound advice and deal with any problems, fears, and worries the Inbound Student may have. (Prefer in person meetings)
- Must submit a monthly counselor report through the YEAH Portal BEFORE the 25th of each month the student is here.

RESTRICTIONS

- The Club Counselor CANNOT be an Inbound Student's Host Parent in the same school year.
- The Club Counselor CANNOT be the Student's High School Principal, or School Superintendent.

CLUB COUNSELOR

Additional Responsibilities

- **LISTEN to the student**
- **Advocate for student**
- **Help student feel part of the Rotary family**
- **Work with the Club YEO as a Liason between student, Rotary Club & School**
- **Provide guidance and counseling to student**
- **Assist student in adapting to our culture & language**
- **Be proactive with Club and District if there are concerns**
- **Submit monthly reports in YEAH with DETAILS**
- **Help transport the student to and from Rotary meetings and District Trainings.**

CLUB RYE

Responsibilities Regarding
Inbounds

- Responsible for the program at the Club level - Lead the Club's RYE Committee
- Oversee Marketing, Recruitment, Interviews and approvals for Host Families - this should be done year round
- Visit each host family's home as part of the vetting process before the student is assigned. (report required)
- File the initial home visit report for a host family. Visit must take place BEFORE the student moves to the home. Host Families must be APPROVED in YEAH before a move can occur
- HOST FAMILY CHANGE REPORT - All student host family moves MUST be reported to the student's Country Officer.

CLUB YEO

Responsibilities Regarding Inbounds

- Ensure Host Family Change Reports are submitted within 24 hours of the Student's move. Then Notify the Student's Country Officer.
- When possible the Club YEO should arrange and conduct the student move and transition families with the Host Family Notebook.
- Ensure the Club Counselor (or another committee member - other than the person who did the initial home visit) **MUST** file the follow-up Host Family visit report within 60 days after the move.
- The Club YEO should remain in contact with the Inbound Student's District 5100 Country Officer throughout the year.

CLUB YEO

Responsibilities Regarding

Inbounds

- Provide a liaison, along with the Club Counselor between the Host Club and the local high school
- The Club YEO must appoint a counselor who will help coordinate student visits within the club throughout the year, helping to enhance the student's experiences.
- Ensure the Club Counselor is submitting timely monthly reports for the Inbound Student.
- Encourage Club Members to get involved with the Youth Exchange Program.

CLUB RYE COMMITTEE

Responsibilities

- Help to transport the student to and from Rotary Meetings (Both Inbound and Outbound Students)
- Ensure the student is included in fundraisers and service projects. (both Inbound and Outbound students)
- Assist in transporting the student to Fall Orientation, January Country Fair, Eastern Oregon Trip and District Conference. (Both Inbound and Outbound Students)
- The Club Counselor or CLUB YEO is responsible for corresponding with the Inbound student, with the Inbound student's natural family, and with the Inbound student's sponsoring Rotary Club prior to arrival.
- The Club Counselor or CLUB YEO should inform the student about your club, community, school, the first host family, and other topics of interest

INBOUND PROCESS



The program starts with the club telling the district it wants to participate.



**Complete the
Intent to Participate Form
(ITP)**

**The Intent To Participate will be
completed in July by the new
Club President**

INTENT TO PARTICIPATE FORM



Rotary International Youth Exchange Committee
District 5100, located in Oregon and Washington, USA
www.youthexchange5100.org

YOUTH EXCHANGE CONTACT INFORMATION INTENT TO PARTICIPATE IN 2023-24 YEAR

Your District Youth Exchange Committee needs to know if your Rotary Club plans to participate in the youth exchange program for the upcoming year. As we balance our number of Inbound to Outbound students on the Rotary International fiscal year, inbound students who arrive August of the following year are near equal in number to those outbound students who depart during the summer months. To help us better plan the next exchange year, please answer a few questions as best as you can.

Club Name: Rotary Club of _____
Club YEC Chair: _____
Club YEC Chair Address: _____
Club YEC Chair City, ST Zip: _____
Club YEC Contact Info: E-Mail: _____
Cell: _____ Home: _____

Does your Club wish to participate in the youth exchange program? Yes No
If yes, which program(s): LTEP _____ STEP _____ Both _____

How many students do you wish to sponsor (Outbound) in the LTEP? 1 2 3
**** Your Club must host at least as many students as you wish to sponsor. ****

How many students do you wish to host (Inbound) in the LTEP? 1 2 3 4
Note: There is an Alternate LTEP available. Contact the Outbound Coordinator for details.

How many students do you wish to sponsor in the STEP? 1 2 3
This is the family-to-family exchange so the STEP student must be an approved host family.

Club President-Elect's signature: _____
Date signed; _____

Does the club have a preference to host a female or male student? Female Male Either

Circle any/all countries you would like to host a student from? (Possible exchange partners)

Argentina	Finland	Mexico
Austria	France	Estonia
Belgium	Germany	Ecuador
Brazil	Slovakia	Switzerland
Chile	South Korea	Taiwan
Colombia	India	Thailand
Czechia	Italy	Turkey
Denmark	Japan	Any Country

We have exchanged with all of the countries shown on this form in the past but do not guarantee we will exchange with all of them every year. In the past we received students twice a year: August and January. Most of our exchange partners have switched to August arrival dates. We may still have the occasional January inbound student.

We will base our selection for your Club upon your wishes, and past hosting history as much as possible. As you can well imagine, it is not an easy task, as we cannot satisfy everyone's wishes, but we try. It is well to remember that the key to your program is all of us working together. All of the kids are great and will add to the strength of your Club. The future of the world is in the hearts and minds of your youth. So be proud that you have held out open arms to host an exchange student, as well as given the opportunity for one of your local students to become a citizen of the world-at-large.

NOW IS THE TIME TO START PLANNING FOR RECRUITING YOUR CANDIDATE FOR THE YOUTH EXCHANGE PROGRAM.

This Intent to Participate should be turned into your AG at Pre-Pets or no later than Pets. Please send a scanned copy to the District RYE Outbound Coordinator at: tmohryeo@gmail.com

Please keep a copy for your files.

If you have any questions, contact the District Youth Exchange Committee Chairman.

What does it cost??



2024-2025

OB \$1850

IB \$1550

STEP \$450

2025-2026

OB \$1900

IB \$1600

STEP \$450

INBOUNDS


As Soon As They Are Assigned

- **Need guarantee form filled out with Club Information (Host Family, club counselor, school, President, SIGNATURES IN BLUE INK, Etc.)**
- **Letter of acceptance from school ON SCHOOL LETTERHEAD**
- **HF and Club counselor must be YEAH approved (fully vetted)**
- **Inbound Fee 2024-25 \$1550.00 and for 2025-2026 \$1600**

LTEP INBOUND GUARANTEE FORM

How to Complete

- Your Student's Country Officer should email you a partially filled in Guarantee Form PDF.
- Fillable PDF is on the website



Applicant Name

Rotary Youth Exchange – Long-Term Exchange Program
Section F: Host Club, District, & School Endorsements
(Guarantee Form / Visa Application Supporting Document)

Full Legal Name as on passport or birth certificate (use uppercase for your FAMILY name: e.g., John David SMITH)		Name You Wish to be Called		<input type="checkbox"/> Male	
				<input type="checkbox"/> Female	
Place of Birth (City, State/Province, Country)		Citizen of (Country)		Date of Birth (e.g., 25/Jan/1999)	

(A) HOST CLUB AND DISTRICT GUARANTEE

The Rotary Club and Rotary District specified within this section will provide room and board in approved homes, provide up to one year of study at the secondary school level, invite the applicant to participate in Rotary club and district events and activities typical of the host country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary club will also give the applicant a monthly allowance as specified below. The host Rotary District agrees to ensure appropriate screening, selection, and training for host families and Youth Exchange volunteers and orientation for the student upon his/her arrival.

Host Country		Host Club Name			Host Club ID #	
Host District #	Monthly Allowance	Arrival Airport in Host Country	Airport Code	Arrival Date(s)		
5100						
Name of District Youth Exchange Chair		Name of Host Club President		Name of Host Club Youth Exchange Officer		
Dan Boldt						
Signature of District Youth Exchange Chair		Signature of Host Club President		Signature of Host Club Youth Exchange Officer		
Date (e.g., 25/Jan/2012)	Home Phone Number	Date (e.g., 25/Jan/2012)	Home Phone Number	Date (e.g., 25/Jan/2012)	Home Phone Number	
	541-980-7296					
E-mail Address of District Youth Exchange Chair		E-mail Address of Host Club President		E-mail Address of Host Club Youth Exchange Officer		
dan.boldt@outlook.com						

(B) HOST CLUB COUNSELOR

Name			E-mail Address		
Address – Street		City	State/Province	Postal Code	Country
Home Phone Number	Business Phone Number	Mobile Phone Number	Fax Number		

(C) SCHOOLING GUARANTEE

(To be completed by the school the applicant will attend in host country.) The applicant will attend school from date of school start for one school year. Costs of tuition and activities not a part of the normal curriculum must be paid by the applicant or his/her parents/guardians.



Applicant's Name

Rotary District 5100
Short-Term Exchange Program
Guarantee Form

Form section for personal information including Full Legal Name, Name You Wish to be Called, Place of Birth, Date of Birth, Home Address, and E-mail Address.

SENDING CLUB section including Sending District No. (5100), Sending Club Name, and Name of District Youth Exchange Chair (Bill Paulsen).

Alternative Emergency Contact for student in home country, OTHER THAN A PARENT/GUARDIAN section with fields for Name, Relationship, and Home Address.

HOST DISTRICT and CLUB GUARANTEE section including a paragraph of text and a table for Host Country, District No., Club Name, and Club ID No.

HOST DISTRICT or CLUB COUNSELOR (Individual Exchanges only) section with fields for Name, E-mail Address, and Address.

HOST FAMILY (if applicable?) section with fields for Name of Host Father/Mother, E-mail Address, Business Phone, and Mobile Phone.

SHORT TERM
GUARANTEE
FORM

School Letter Head



McLoughlin High School

120 S. Main Street • Milton-Freewater, OR 97862 • 541-938-5591 • Fax 541-938-5593

938-5593

May 9, 2023

This letter is to confirm that McLoughlin High School has accepted Rotary Exchange student Lucie Delizee for the 2023-2024 school year. Please call the counseling office mid-August to schedule an appointment for registration and scheduling.

student
gust to

Thank you,

Daniela Gomez

Registrar

McLoughlin High School



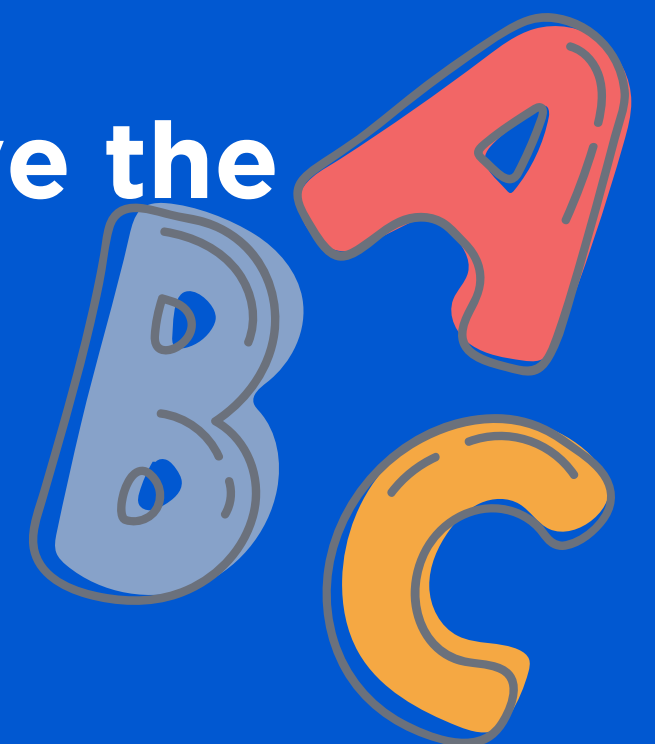
Blue Ink Signature

School Seal

ELTIS TESTING

FYI

- **Applicable in Portland Public Schools, Oregon City Schools**
- **A widely accepted test of English Proficiency for foreign students**
- **Secure, remote testing**
- **Instant results**
- **If your school requires this test, be sure they have the updated scoring information for ELTiS 2.0**
- **DO NOT PROMOTE!!!**
- **Coordinate the Test through the Country Officer**



INBOUND STUDENT PRIORITIES

1

Required District 5100 activities

2

Host Family

3

Host Rotary Club

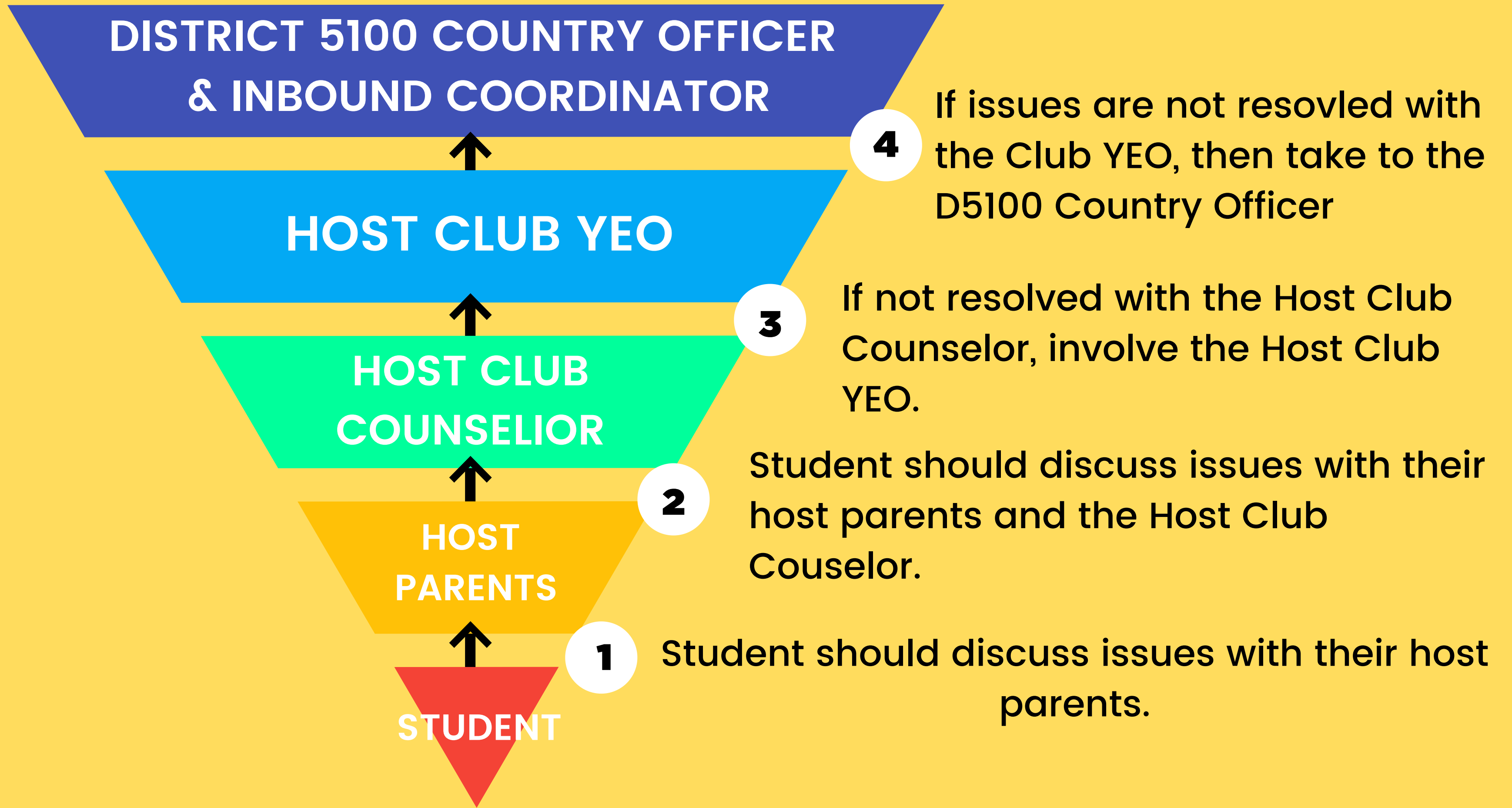
4

School

MAKE SURE YOUR STUDENTS, HOST FAMILIES, CLUB MEMBERS & SCHOOLS ARE AWARE OF THESE PRIORITIES.

Support Structure for the INBOUND Exchange Student

Regarding issues with host family, host siblings, school, etc..



Club Counselor handling of problems

The Club Counselor should be comfortable in responding to any problems or concerns which may arise during the exchange

The Club Counselor, in concert with the YEO, and the CO needs to determine the sources of any reported problems; i.e. the student, the host family, poor communications, etc.

- **Prompt counseling is necessary to effect performance modification. Counseling may have to be both individual and joint with host parents or school counselors to result in the required changes.**
- **If repeat counseling for the same problem is required, it should be done with a witness and should be documented.**
- **Any significant student problem must be reported immediately by the YEO to the Country Officer (CO) assigned to the student's country on the District Youth Exchange Committee.**

- **The CO will monitor the progress and assist the club. This officer will investigate any problems and notify the District Youth Exchange Chair of the situation with a recommendation for action if necessary.**
- **Problems involving drugs, public drinking or drunkenness, driving, proven sexual activity, or breaking the laws of the host country may result in the immediate termination of the student's exchange and return home.**
- **Romantic involvement or sexual activity by the student must be discouraged. Counseling should be used to try to modify the student's behavior.**

District Discipline Policy

When behaviors with a student do not improve and require intervention, our District has the following in place. IB Students are aware of this policy.

- **Yellow Card** – these are behaviors that are problematic, but do not warrant an immediate early return. When they are identified and properly dealt with, an at-risk situation can be completely turned around. Some Examples – Disregard of host family rules, smoking, vaping, lack of effort in school, lying, disrespectful behavior...
- **Continued issues that were part of the yellow card if not resolved will warrant a Red Card and a trip home.**
- **Red Card** – These are behaviors that are totally unacceptable and warrant an immediate return home after consultation with the sponsoring district. Examples might include – driving a motorized vehicle, illegal use of drugs, sexual relations, theft...
- **There are specific guidelines for each discipline policy. Talk with your student's country officer if you need more information or assistance.**

MONTHLY COUNSELOR REPORTS

WHY THEY ARE IMPORTANT

7. What did you specifically discuss with the student and/or host family during this contact? Please list topics and results.(Required)

Getting student to interact better with host family

8. Use the following space to add comments, including any situations that merit further attention (Required).

Student doing well at school and enjoying being a cheer leader

Useful or Not Useful comments??

7. What did you specifically discuss with the student and/or host family during this contact? Please list topics and results.(Required)

I contacted Giulia by text to check in with her about how things were going with her new host family and to set up a time to meet next week.

I see her host family at Rotary meetings and check in with them about how things are going with Giulia.

8. Use the following space to add comments, including any situations that merit further attention (Required).

none at this time

REASONS THESE REPORT COMMENTS ARE NOT HELPFUL

- One sentence answers are not enough to give an adequate picture of what is going on with the student
- Contacting by text is not a preferred method of communication and the written information does not give us any idea what is really going on.
- This was a student that the Club wanted to send home. There is no evidence in the reports that would support what the issues were, how they were discussed, or what was being done to resolve the issues.

Comments

Alice is struggling. Her host family, her country officer and I have been in frequent contact.

Thoughts on this example??

Comments

Alice is struggling with several issues, most of which are a result of the differences between Taiwanese and American culture. She has a hard time trusting adults, although she often confides in her first Host Mom, Marie Johnson. Changing counselors in January was hard for her because she thought she had done something wrong, or that the previous counselor, Gail Toien didn't like her. Neither was the case, of course. I met with Alice last week and I think that we are developing a good relationship. She did take action on a suggestion I made: she asked her host mom about something that was bothering her and was satisfied with the answer (basically, this is merely the way we do things in our home). But, the host family is having a hard time, too, because they cannot seem to connect with Alice. She spends most of the time in her room and does not get along with the other two teen aged girls in the family. She doesn't seem to have many friends at school, either.

How about this one??

**TERMINATION OF THE STUDENT'S
EXCHANGE WILL ONLY BE DONE ON THE
AUTHORITY OF THE DISTRICT YOUTH
EXCHANGE CHAIR OR DESIGNEE.**



Without proper documentation, it is difficult to send a student home. PLEASE do thorough documentation of your monthly reports and any other meetings, especially when issues arise. Relationships with our Country Officers in other countries are at stake.



HOST FAMILIES

HOST FAMILY – MYTH OR FACT?

MYTH -

- **“Only Rotarians can be host families for Rotary Youth Exchange students.”**

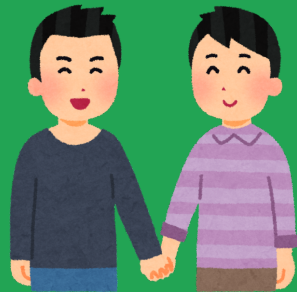
FACT -

- **Families DO NOT need to be Rotarians to host Rotary Exchange Students.**
- **Host families run the full spectrum of possibilities. They can live anywhere—the suburbs, the city, or even a farm.**

HOST FAMILY – MYTH OR FACT?

Myth – “To be a host parent, you must currently have children living in your home.”

FACT - It doesn't matter if you have children, you're single, you're an “empty nester” or you're a same sex couple...you can host. In fact...



- Families with small children make great host families. Young children get the experience of having a big brother or sister and the exchange student often enjoys the relaxed atmosphere of practicing their language skills with a younger child.
- Families with high school-age children are ideal because host brothers and sisters can quickly get the student involved in school and community activities
- Empty Nesters or retired couples are good too because they can have more time to spend with their student than younger parents.
- A single parent can host, but additional documentation is required. They are in the YEAH Library – show them in a slide



HOST FAMILIES

recruit & train

- Recruiting Materials available to you
- Host Family Application
- References
- Background checks for all 18+
- Home Visit - Questions
- Host Family Orientation - Form
- Backup Host Family **(NEW)**
- Host Family Binder
- Visit after 60 days



H O S T F A M I L I E S

- **Online Application in YEAH**
- **3 References**
- **Background Check**
- **Department of State Training**
- **Youth Protection Training**



Rotary D5100 Youth Exchange

Host Family Application

The Rotary Youth Exchange Program appreciates your interest in hosting an exchange student, and we are confident that this will be a truly rewarding experience for you.

The US State Department requires that we obtain the information on this form and conduct background checks on all potential host families. We assure you that the information that we receive will be treated confidentially, and we thank you for your assistance and understanding.

[Begin a new Host Family application](#)

[Renew or continue my application](#)



WESSEX Host Family Orientation

Rotary Youth Exchange, District 5100



Section 1 – Prerequisites for Orientation (Following must be completed before the host family is oriented.)

Date Background Checks Completed	Date Reference Checks Completed	Date In-Home Interview/Inspection Done
----------------------------------	---------------------------------	--

Student Information

Student's Name	Gender Select one:	Home Country	Home District
----------------	-----------------------	--------------	---------------

Section 2 – District policy on each of the following must be explained to the host family. Please check as discussed.

- | | |
|--|--|
| <input type="checkbox"/> Rotary organization, youth exchange program | <input type="checkbox"/> Student's place in the family |
| <input type="checkbox"/> First night questions | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Rotary Club and Rotary Counselor's roles | <input type="checkbox"/> Customs and mores of student's home country |
| <input type="checkbox"/> Rotary activities (district and club) | <input type="checkbox"/> Local transportation |
| <input type="checkbox"/> How to respond to a problem | <input type="checkbox"/> District Travel policy |
| <input type="checkbox"/> Rotary resource persons | <input type="checkbox"/> Drinking, Drugs, Driving, "Dating" |
| <input type="checkbox"/> Medical, liability and dental insurance | <input type="checkbox"/> Body decorations (Piercing, tattoos, etc.) |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Airline Ticket | <input type="checkbox"/> "Downloading" |
| <input type="checkbox"/> Money | <input type="checkbox"/> Internet/computer policy |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Phone/Text message policy |
| <input type="checkbox"/> School (academic expectations, etc.) | <input type="checkbox"/> Notification of material changes (address, work, arrests) |
| <input type="checkbox"/> Dress Codes (School and social occasions) | <input type="checkbox"/> Hosting "Best Practices" |
| <input type="checkbox"/> School lunches | <input type="checkbox"/> Strategies for cross-cultural interaction |
| <input type="checkbox"/> Financial obligations | <input type="checkbox"/> Post hosting evaluation |

Section 3 – Check items received by the host family

- Host Family Handbook and/or Guidelines
- Copy of the student's application
- Calendar of student activities
- Rotary District Rules and Conditions of Exchange
- Contact information for club and district youth exchange volunteers
- Letter to Host Family from USA State Department
- Copy of USA State Department Exchange Visitor Program Regulations
- Travel permission from Natural Parents

Certification

Signatures certify that information in this report is accurate and that the orientation was conducted on the date listed below.

Date Orientation Conducted	Program Representative who Conducted Orientation	Signature of Program Representative
----------------------------	--	-------------------------------------

Host Parent #1 Name (Type or Print)	Host Parent #2 Name (Type or Print)	Other Host Family Members Present
Signature	Signature	

DOCUMENT RETENTION & TRACKING INSTRUCTIONS: Appropriate District or Club Officer must upload a digital copy to the YEAH online database. Records will be maintained for a minimum of three years after Exchange completion.

HOST FAMILY ORIENTATION FORM

Rotary



rotary
youth
exchange

Rotary D5100 Youth Exchange

Host Family Interview/Home Visit Report

Name of Report



This form is to be completed by a Youth Exchange Officer, Counselor, or other Rotarian, to document the initial interview and home visit to a potential host family.

Please complete the form in its entirety, then click the 'Submit' button once. Your report will be reviewed and become part of the permanent record of the host family.

Host Family Name: A
Address: 2
City/State/Zip: P
Home Phone: 5
Host Parent #1 Cell: 5
Host Parent #2 Cell: 5
Host Parent #1 E-mail: e
Host Parent #2 E-mail: a
Local High School: G
Rotary Club: P

This should
auto fill



Enter Your
Information



Date of Visit: (e.g., 01-JAN-2014)

Your Name (Person Conducting the Visit):

Your Position:

Your Rotary Club:

Your E-mail Address:

Host Family Evaluation

1. Family understanding of RYE program rules:

2. Family lifestyle appropriateness for hosting:

3. Family work hours conducive to hosting:

4. Comfort level of family during conversation:

5. Living conditions for student:

6. How supportive is family of hosting:

7. Safety of neighborhood:

8. Acceptance of host sibling(s), if any:

9. Student's bedroom/living quarters:

10. Overall appropriateness of this family/home as a potential host family:

11. (optional) Add any other comments about the host family or situation (positive or negative):

Use the pull down menu to make your selections

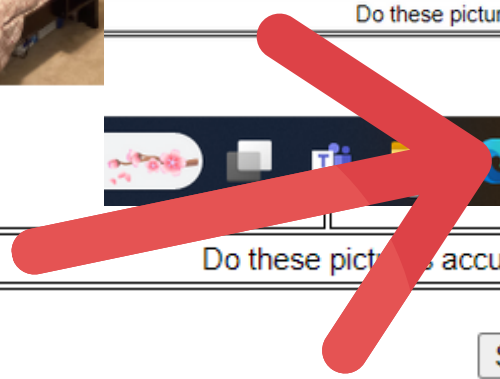
Verify the photos are what is acutally in/ around the home

Click to Submit

Host Family Photos

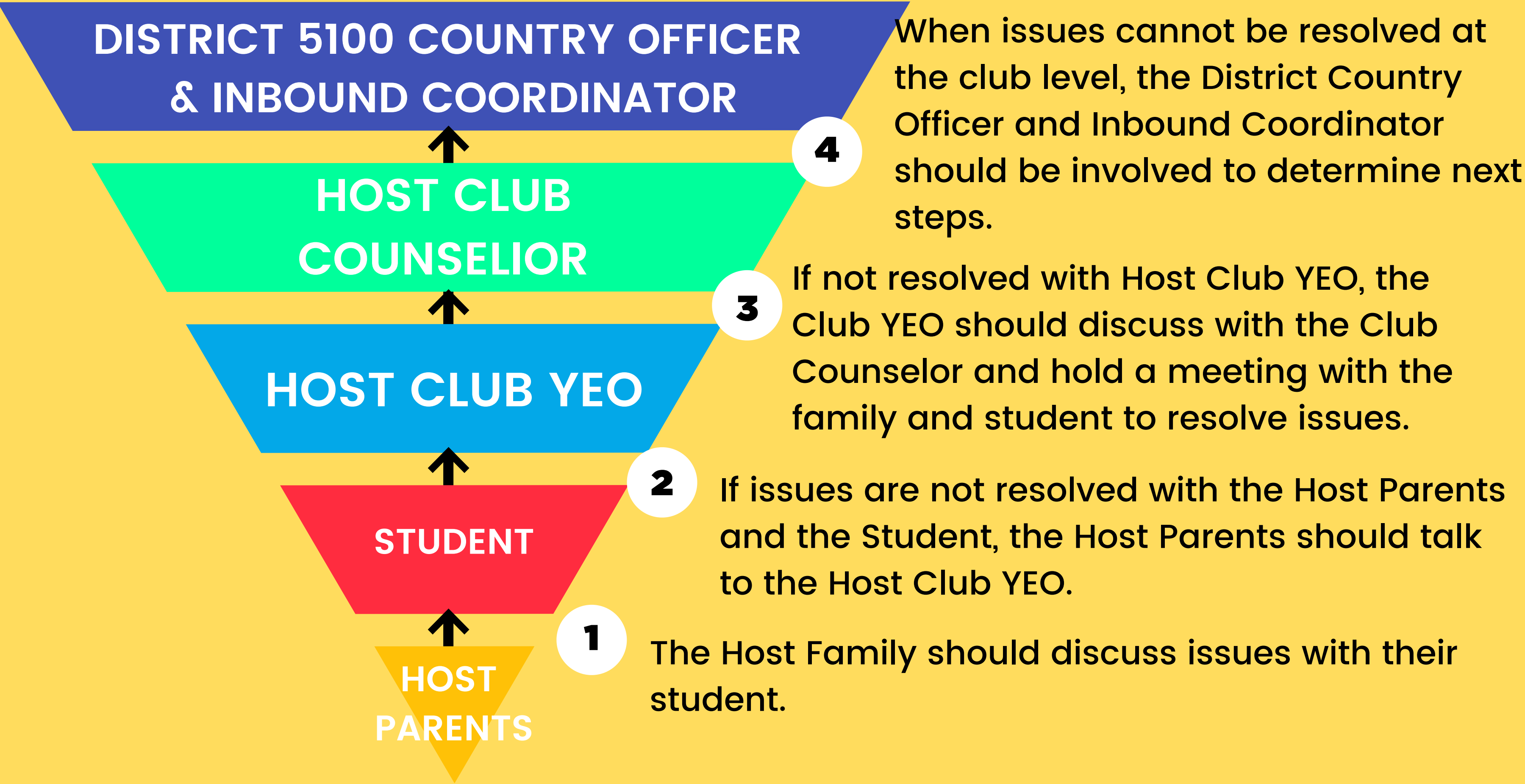
	Host Family Photos	
Do these pictures accurately represent the home? <input type="text"/>		
<input type="button" value="Submit Report"/>		

Do these pictures accurately represent the home?



Support Structure for the HOST FAMILY

Regarding issues with student behavior, rules and school issues.



Host Families need to

- **Supervise the school and leisure hour activities of the student as if he or she were their own son or daughter.**
- **Maintain the student in their home and are expected to share all family activities.**
- **It is desirable that the student has a room of his or her own when possible. However, if this is not possible the student may share a room with someone in the student's same gender and age group.**
- **Fill out all required Rotary forms, one of which is a volunteer affidavit. This affidavit allows the D5100 Youth Protection Officer (or designate) to perform a criminal background check.**
- **Anyone in the home 18+ must take and pass Rotary Youth Protection Training**
- **Have monthly contact with an assigned Rotarian from the hosting club to discuss the progress of the student and resolve any issues that might have arisen during the hosting period.**

Host Family Provides for Student:

- Room and Board**
- School lunches and routine school supplies (If the student has been provided supplies to make their own lunch at home, the host family can choose whether to pay for their lunch in the school cafeteria.)**
- Laundry detergent, toiletries, etc.**
- Family trips, and vacations - the Host Family can ask the student to pay or contribute to these special activities.**

iNBOUND Student Provides:

- **Personal clothing**
- **Cell phone, unless otherwise specified**
- **Personal items, such as souvenirs**
- **Optional Rotary trips and spending money**
- **CISI Insurance Coverage**
- **Medical and dental expenses**
- **Emergency Fund of \$500**
 - **Held and administered by host Rotary Club**
 - **Used in emergencies, with Rotary permission**
 - **Must be replenished if used.**

Typical First Host Family



- **First US family for student**
- **Pick them up at the airport, usually with a welcome sign**
- **English may or may not be very good.**
- **Help them either get a short term phone or SIM card so they have an American Phone number. Work with the student's club on his**
- **Help with high school course registration along with Club Counselor (keep it simple – some of our students may have to repeat this year at home)**
- **Fall sports – see if they want to play any... They will need a US Physical that is available at most of the school's health centers – fyi - water polo, cross country are usually no cut sports**
- **Fall Inbound Orientation at Twin Rocks – Usually in September for 3 days.**

Typical First Host Family Continued



- **Football games – encourage them to go and be part of school spirit.**
- **Homecoming is usually a new experience. Encourage them to attend.**
- **Student may experience home sickness during the first few weeks/ months.**
- **Optional District 5100 West Coast Tour. Not all students go. Usually 9 – 11 days in October.**
- **Halloween and Thanksgiving are most likely new cultural experiences for them. Have some fun!**
- **May also need to help them prepare for winter sports.**
- **Items the STUDENT may want to purchase in this time frame – some clubs may pay for these items, but you as the host family do not need to purchase**
- **Yearbook can be purchased at a discount**
- **Graduation cap and gown can be purchased at a discount (most students receive an honorary diploma)**
- **Grad Night ticket can be purchased at a discount**

Typical Second Host Family

2nd

- **Winter Break**
- **Christmas – may or may not be celebrated in the student’s country. Great time to learn from them and share our culture.**
- **New Year Eve and New Years**
- **Student may already be playing a winter sport.**
- **Mid-January Outbound Orientation – your student may be asked to represent their country at this event in Salem.**
- **End of January – Beginning of February – Eastern Oregon Trip – Mandatory for the IB to attend.**
- **Valentine’s Day**

Typical Third Host Family



- **Student should speak English well by now.**
- **Spring sports - may already be participating - Track is often a no cut sport**
- **District Conference - talent show and speech (Required for IB student)**
- **Prom**
- **Graduation - Grad Night Party**
- **Last weeks in the US**
- **Sending them off to their home country - usually very emotional for the student... and you.**
- **NO NATURAL parent visits when the student goes home. (cannot pick them up and go on a vacation)**
- **Natural parent visits can be approved after the winter holiday, but NOT during any required training AND must be approved by Club YEO, Host Family and Country Officer.**

Host Family are Expected to:

- Review the First Night Questionnaire with the student within the first days of moving into the home.
- Treat student as member of the family (while also understanding the culture they were raised in might need to be taken into consideration in how to communicate)
- Delegate daily responsibilities and chores in the home
- Provide emotional support to the student just as you would your own child
- Assist student in finding the right friends
- Be prepared to say “No” when appropriate
- Ensure students dress & present themselves appropriately
- Ensure the safety of the student
- Be aware of and help the student in following Rotary and District Policies



Host Family Should Not:

- **Supply or allow students to have beer, wine, liquor, cigarettes, e-cigarettes, marijuana, drugs of any kind - unless prescribed by a doctor**
- **Allow students to drive or use e-scooters**
- **Allow students to travel by themselves outside of your immediate local city area (A good rule of thumb is within 15 to 20 miles of home)**
- **Encourage romantic relationships between the student and other exchange students or local students.**
- **Use the student as a babysitter for younger host children**
- **Leave a student overnight without notifying the Counselor**
- **Require their student to attend their family church services every week. Host families should not force the issue if the student wishes to follow their own religion (where their religion differs from the host family). Every effort should be made to assist them in that respect (does not need to be weekly)**



- **Inbounds CAN babysit or do yard work for spending money. They just cannot become employed by anyone**
- **Invite Host Families to Events and Service Projects**
- **Be sure to thank them and make them feel special for hosting.**

When the Student MOVES Host Families....

- For all inbound students, every change in residence, or contact information, (including the street address of the new host family) must be recorded in the YEAH database within 24 hours of the move.
- NOTIFY THE STUDENT'S COUNTRY OFFICER OF ANY STUDENT MOVE.
- An email to the student, the Country Officer, and the ARO (Alternative Responsible Officer - our liaison to the State Department for U.S. hosted students) indicating that a change has been made

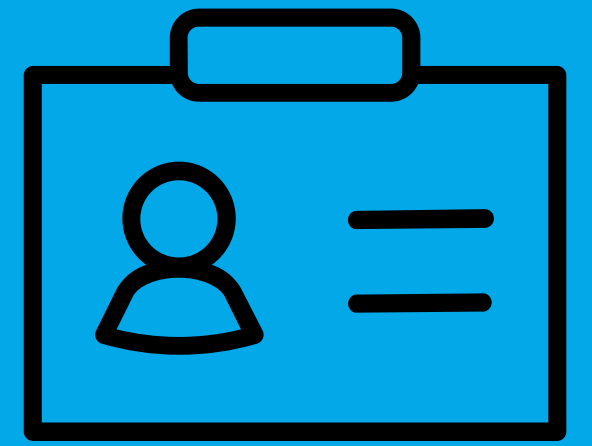
Host Family Manual & Notebook



Club YEO should make and review with each Host Family
Should Contain:

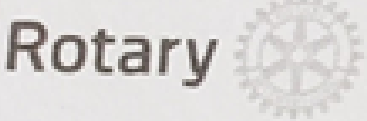
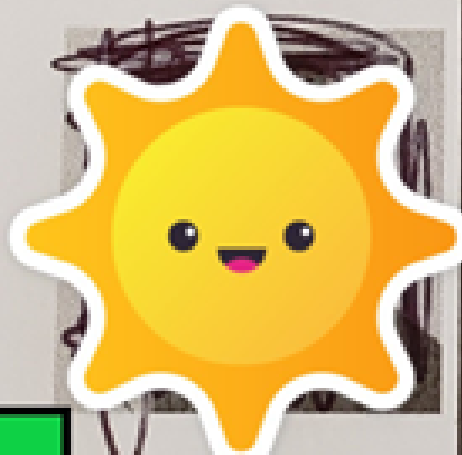
- Host Family Manual
- Inbound Student Application
- Inbound Insurance Card with the medical page signed by parents easily accessible
- How and when to use Insurance
- Copy of DOS Student Identification Card
- Names of other host families
- District Committee Contact List
- Contact information for Club YEO and Club Counselor
- A section for Notes about the student
- A copy of the receipt for the Students \$500 Emergency Fund

Student Identification Card



- **Student's are on a J-1 Visa - The Exchange Visitor (J) non-immigrant visa category is for individuals approved to participate in work-and study-based exchange visitor programs.**
- **Rotary has a Student Identification Card that the student should always have.**
- **Students are given their initial card at the Fall Orientation.**
- **When a student moves to their second and third host families, the District YE Secretary will send the student a NEW Student Identification Card with their new host family information on the card.**

US State Dept Identification Card Example

 rotary youth exchange	US State Department Program P-3-04065 Valid August 21, 2019 through July 31, 2020	
District 5100 Rotary Youth Exchange		
Student Name inbound Student from Belgium SEVIS ID No. N0030539877 Date of Birth: December 18, 2001 Host: Rotary Club of Tigard, District 5100 Host Family:		
Host Family Information		
Medical Insurance provided by CISI Bolduc, Policy #19 N0106096A (INBOUND), ID #2363387		
The student identified on this card is in the USA on a one-year J-1 student visa, authorized by the US State Department (1-866-283-9090, jvisas@state.gov).		
Hosted by Rotary District 5100 Dan Boldt, Youth Exchange Chair Phone: 541-980-7296 Email: dan.boldt@outlook.com		
Local Coordinator: Mike McCleskey Phone: 503-309-5743 Email: tallduck@gmail.com		
Area Representative: Dan Boldt Phone: 541-980-7296 Email: dan.boldt@outlook.com		
Wessex, Inc. Northern Oregon and Southwest Washington		

Student needs to have this on their person at all times.

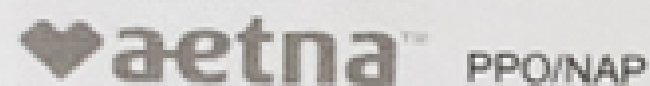


Student Insurance

- **Students have medical insurance that covers them while here in the US. It is CISI and they should always have their insurance card on them. (The only exception to this is the students from DENMARK, who have their own Country Insurance)**
- **Student's insurance does not cover dental needs or emergencies. Talk to the student's Host Club if a student needs emergency dental work such as a root canal or broken tooth. A Rotarian dentist might be able to help, or this is why they have their emergency fund.**



CISI Insurance Card Example



GROUP SPONSOR: ROTARY YOUTH EXCHANGE

PLAN B+

Subscriber Name:

Student Name

Group #:

0863971-018-00100

Member ID:

002363387

Coverage Dates: 21-Aug-2019 to 21-Aug-2020

Aetna Provider Services Phone #: 1-800-414-0596

Submit claims to: Aetna, P.O. Box 30259, Tampa, FL 33630

For Electronic submissions: Electronic Payer ID# 60054

For Member information see back of card



KEEP THIS CARD WITH YOU AT ALL TIMES

MEMBER INFORMATION AND CONTACT INFORMATION

Plan Policy #: 19 N0106096A (INBOUND)

Underwritten by CHUBB, Administered by
CISI (Cultural Insurance Services International)

Coverage and/or Claim Questions?

Contact CISI by:

Phone: 1-203-399-5130

Email: claimhelp@mycisi.com

FOR EMERGENCIES (24/7/365) - Contact Team Assist

(Inpatient or Emergency Care)

Call AXA ASSISTANCE at (855) 327-1411 (in U.S.), +001 (312) 935-1703 (call collect from outside the U.S.), Email: MEDASSIST-USA@AXA-ASSISTANCE.US.

**INVOLVE YOUR CLUB
MEMBERS WITH YOUR
INBOUND STUDENTS**



INVOLVE YOUR INBOUND CANDIDATES

- **Ask them to be a Greeter or Sergeant at Arms at meetings**
- **Have Inbounds speak at the club, and have them tell what they are doing each week at school, home, or for fun**
- **Schedule them to give their sponsor country presentation.**
- **Have club members invite them over for dinner or out to an event.**
- **Invite them to Club events and service projects**
- **Help your students say YES to opportunities**

TRAVEL NOT NEEDING APPROVAL

- Travel is permitted with Host Parents or on Rotary-authorized functions and school trips with proper adult chaperones. (Out of the US Needs to be reviewed by District Chair.)
- The Country Officer **MUST** be informed of any absences of the student from the host family home for 3 days or more.
- Students using Tri-Met to get around is OK (public transportation)
- A good rule of thumb is 10 to 20 miles from home
- District 5100 has an obligation to be able to reach any inbound student within 24 hours should the need arise.

- The RI Certification document stipulates:
 - Students should not undertake travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.
- The Rotary Youth Exchange Program is NOT a travel program.
- Any opportunity to travel is at the discretion of the Rotary DISTRICT and must be under the direct supervision of the host family, school or hosting Rotary club/district.
- A student MUST NOT travel alone or be accompanied solely by other students.

All INDEPENDENT travel must be approved by:

- **District Youth Exchange Chair**
- **District Country Officer or Inbound Coordinator**
- **The Host club**
- **The Host family**
- **The Sponsoring district chair**
- **the Student's Natural parents in writing,**





YEAH - PORTAL

- **Download YEAH Portal onto your mobile phone (can also be accessed via the computer)**
- **A web-accessible secured site that presents information for the YEO - need userid and password**
- **Can submit monthly reports, host family change notifications and more**
- **Gives you access to insurance cards, etc.**

Login Page once Approved

YEO Portal

- Your Students
 - Contact Information
 - Flight Itineraries
 - Insurance Details
 - Links to Maps
 - Generate ID Cards
- Your Host Families
 - Contact Information
 - Host Student History
 - Links to Maps
- Directory & Library
 - Officers, District Chairs, etc.
 - Reference Material
- Web Forms
 - Monthly Counselor Reports
 - Host Family Changes
 - Home Visit/Interview
 - Follow-up HF (2nd Visit) Reports
 - Host Family Applications
 - Volunteer Applications
 - Outbound Applications
 - Itinerary Uploads
 - Insurance Uploads

Rotary  **rotary youth exchange**

Rotary D5100 Youth Exchange YEO Portal

Youth Exchange Officer Login

Welcome to the Youth Exchange Officer Web Portal.
This is a secure site which requires a login for access.
Please enter your login credentials below.

Your E-mail Address:

Your Password:

Remember Me?

[Forgot Password](#)

What you have at your fingertips!

ROTEX

CRITICAL TO YOUR CLUB AND DISTRICT SUCCESS

- **Support District 5100 Rotary Youth Exchange (RYE) students in every stage of the program**
- **Assist in the administration of the program to such extent as determined in cooperation with the District Youth Exchange Committee (DYEC).**
- **Assist Rotary clubs in raising awareness of RYE in their communities, finding OutboundCandidates, finding host families, welcoming Inbounds to their schools and communities, and re-integrating Rebound Students.**
- **Assist the DYEC in planning, updating, and execution of its orientations and other activities**
- **Providing support to the Rebound, Inbound, Outbound Candidate, and Outbound studentsand their families**
- **Encourage RYE participants to continue in some aspect of the Rotary organization at sometime following the conclusion of their exchange**

District Website

Contains:

- Information for the public and our program to access**
- Links to YEAH Applications for Volunteers, Host Families**
- Links to most current documents**
- Information on ROTEX**
- Youth Protection and DEI**
- Club, Counselor, Inbound, Outbound and Host Family documents and training information**

contact us

District 5100
www.youthexchange5100.org

Joyce Forsyth - Clackamas
Country Officer Thailand and Czechia
Inbound Coordinator
jrforsyth1@comcast.net

Bob Archer - Monmouth-Independence
Country Officer Japan
Inbound Coordinator
bgrantarch@gmail.com

ROTEX - 5100ROTEX@gmail.com
Instagram - @yourfav5100ROTEX

