

DISTRICT
5100

NW OREGON &
SW WASHINGTON

CLUB OUTBOUND TRAINING

rotary
youth
exchange



Facilitated by
Dan Boldt & Danny Lonai
District Youth Exchange
Committee



TOPICS WE WILL COVER TODAY

- **Important Dates**
- **Structure of Our District**
- **Costs**
- **Role of the Club YEO**
- **Outbound Process**
 - **Intent to Participate**
- **Student Recruiting & Marketing**
 - **Qualities of a Rotary Ambassador**
 - **Marketing Materials**
 - **Interview Questions**
- **Host Family Recruiting (high level)**
- **Nomination forms**
- **Applications**
- **Resources - YEAH Portal & HUB, Website, ROTEX**



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

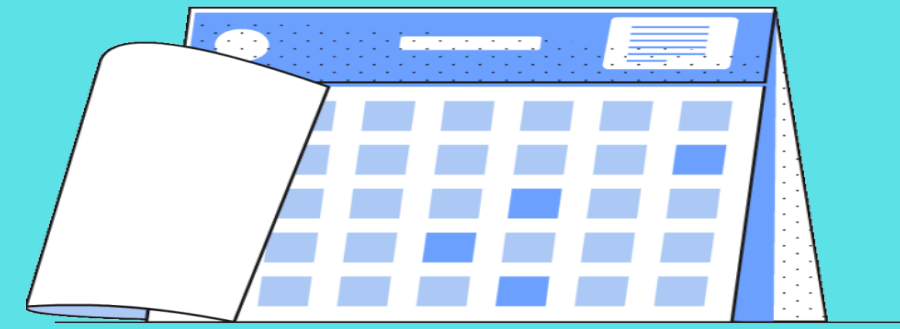
All District LTEP Outbound Candidates

OB Candidates - by Host Country

Inbound Students - by Host Country



DATES TO REMEMBER



HOST FAMILY RECRUITING

- **Year Round**

STUDENT RECRUITING

- **Spring or Fall**

INTENT TO PARTICIPATE*

- **July each year**

NOMINATION FORM ACCEPTED

- **July - September**

NOMINATION FORMS FINAL DUE

- **LTEP & STEP - September 30**

STEP & LTEP APPLICATION SEMINAR

- **October each year**

STEP STUDENT FINAL APPLICATION

- **Due by October 31**

LTEP STUDENT FINAL APPLICATION

- **Due by November 15**

CLUB TRAINING

- **April, August and October each year**
-

OB CANDIDATE TRAINING

January, February and April/May

What does it cost??



2024-2025

2025-2026

OB \$1850

OB \$1900

IB \$1550

IB \$1600

STEP \$450

STEP \$450

CLUB YEO

Responsibilities Regarding

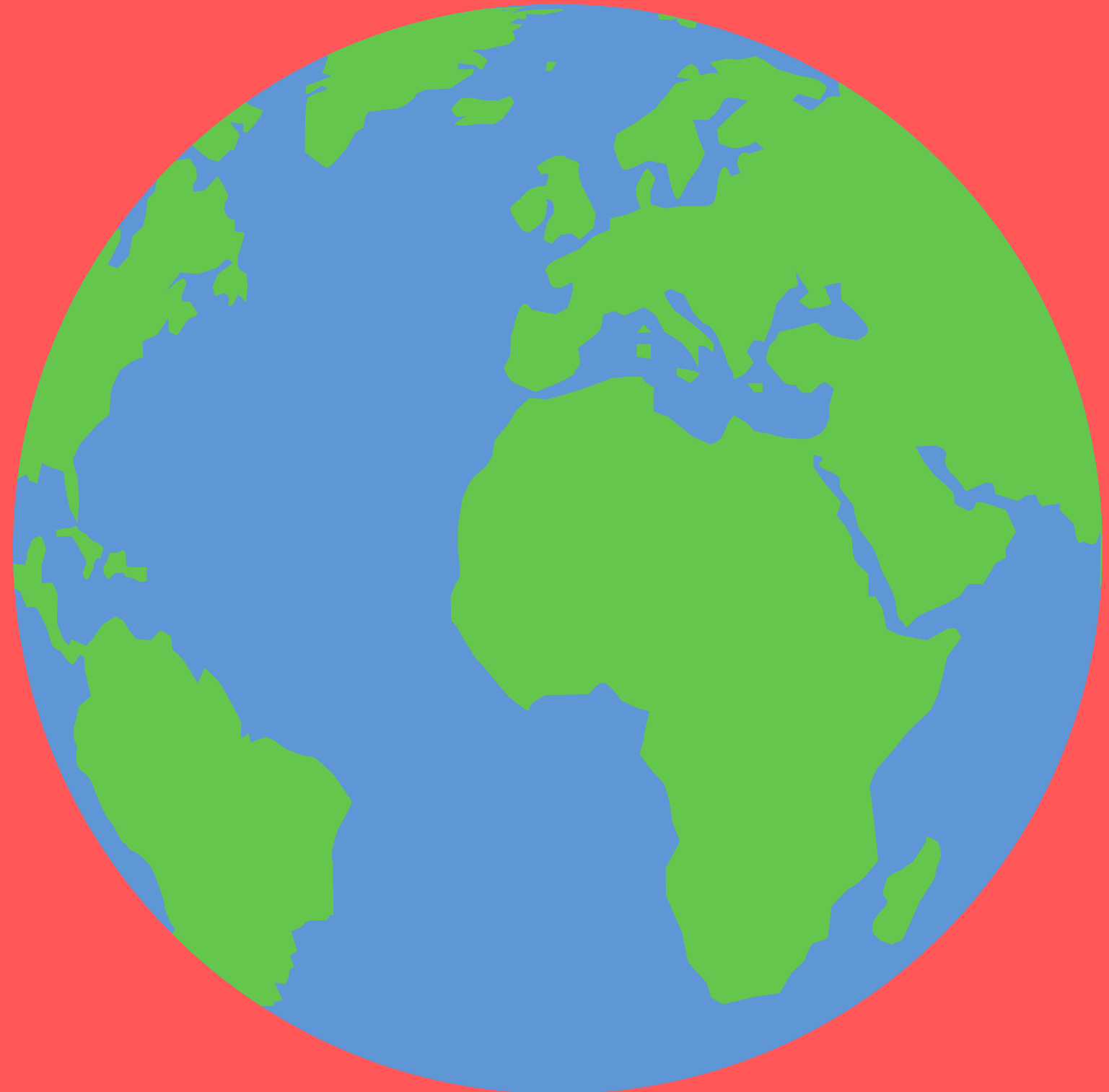
- **The Club YEO is responsible for the program at the Club level. Lead the Club's RYE Committee**
- **The Club YEO should remain in close contact with the student's District 5100 Country Officer throughout the year.**
- **Oversee Recruitment and selection of Outbound Candidates - both STEP and LTEP**
- **Provide a liaison between the Club and the local high school**

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

OUTBOUND PROCESS





ANY CLUB THAT SENDS A PRIMARY STUDENT(S) OVERSEAS MUST HOST AN EQUIVALENT NUMBER OF STUDENTS.

Intent to participate form

- **Change - The Intent to Participate Form should be completed in July when the new Club President is installed**
- **How to complete the form and what it means**

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 2025 - 26 YEAR

Your District Youth Exchange Committee needs to know of your Rotary club's 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 _____

Complete section below (if applicable). Information may be submitted/revised later.

Club YEC Chair: _____

Club YEC Chair Address: _____

Club YEC Chair City, State, Zip: _____

Club YEC Contact Info: E-Mail: _____

Business: _____ Fax: _____ 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 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

Note: There is an Alternate Program 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	Ecuador	Mexico
Austria	Estonia	Slovakia
Belgium	Finland	South Korea
Brazil	France	Switzerland
Chile	Germany	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 form should be turned into your AG at Pre-PETS, or no later than PETS.

It can also be returned to the Rotary District 5100 office at: office@district5100.org or 6700 SW 105th Ave., Suite 313, Beaverton, OR 97008.

Please send a scanned copy to the District RYE Outbound Coordinator, Danny Lonai, at: ddlonai@gmail.com.

Please keep a copy for your files.

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



**FINDING
YOUR**

STUDENT

How to Market the Programs & Hosting



- **Information Nights**
- **What to cover**
- **Example of information to share**
- **Recruit Rebounds and/or ROTEX**

What to Cover at Information Night

- Tell them about Rotary – who we are and what our areas of focus are
- Discuss the ways to be involved, – short term, long term and hosting a student
- Review the District Calendar and REQUIRED events
- Review Costs vs what it would cost with another program
- Provide your Club application (basically going over the district calendar)
- Describe the Interview process
- Discuss some of the rules
- For Long Term – attendance and participation at school is MANDATORY.
- Discuss school credit – depends on country and your high school here in the US.
- Give out Club Application with Due date. Usually give about a week
- A more detailed list can be found on our website.

**GOAL OF ROTARY YOUTH
EXCHANGE:
PROMOTE PEACE AND
UNDERSTANDING**



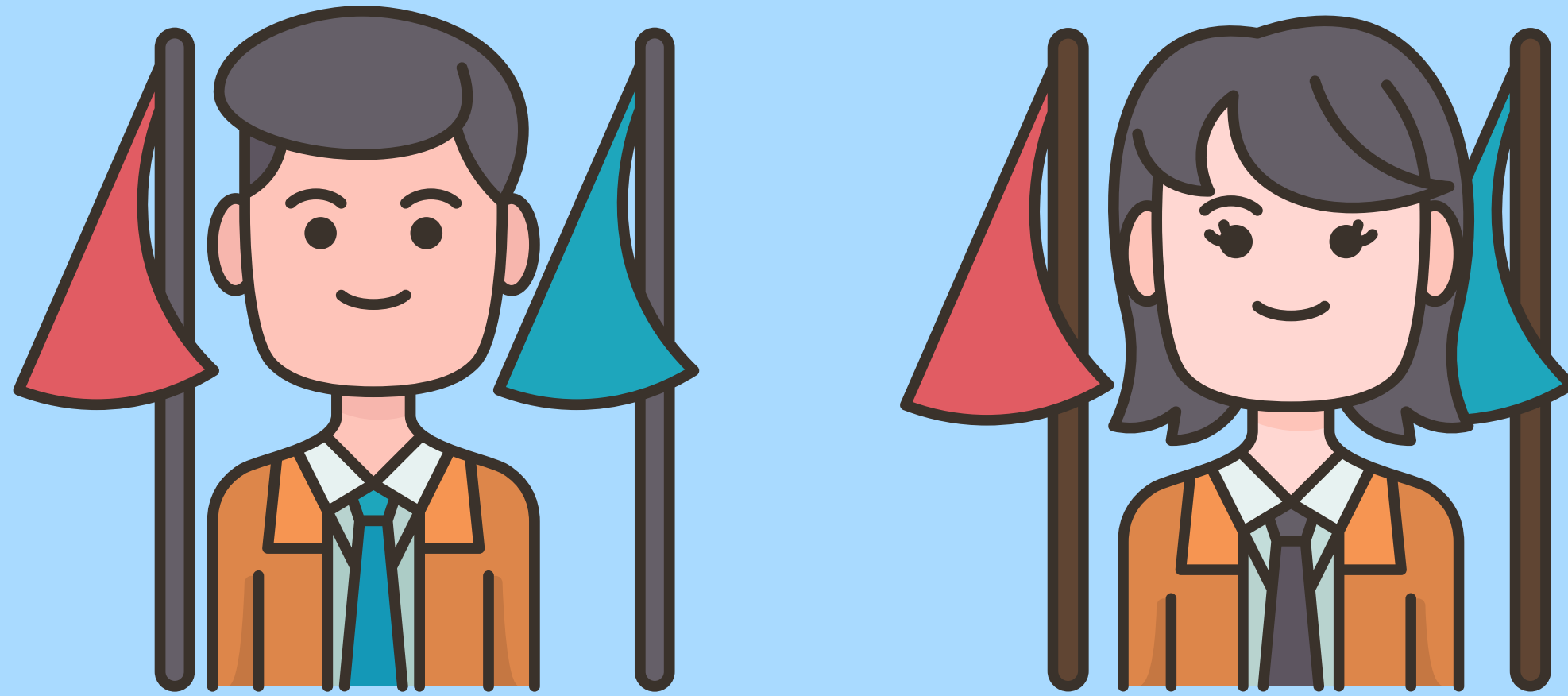
Interview Best Practices - Consider the following when interviewing students



- **We are not a “find yourself” program**
- **Be sure it is the STUDENT that wants to go and is not being SENT by the parents**
- **There is no Entitlement on Exchange**
- **The exchange is not to “fix them”**
- **Not about travel**
- **Three-year commitment**

Rotary Youth Exchange students are:

- open-minded
- flexible
- adaptable
- honest
- individuals who demonstrate leadership qualities
- have high moral standards
- have good judgment
- will be excellent cultural ambassadors for their country and the Rotary club and district that supports them.



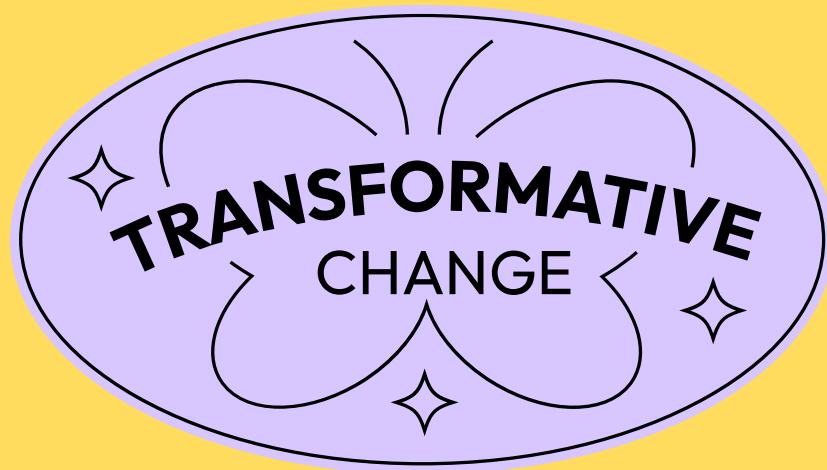


Why we look for those qualities

Exchange is HARD

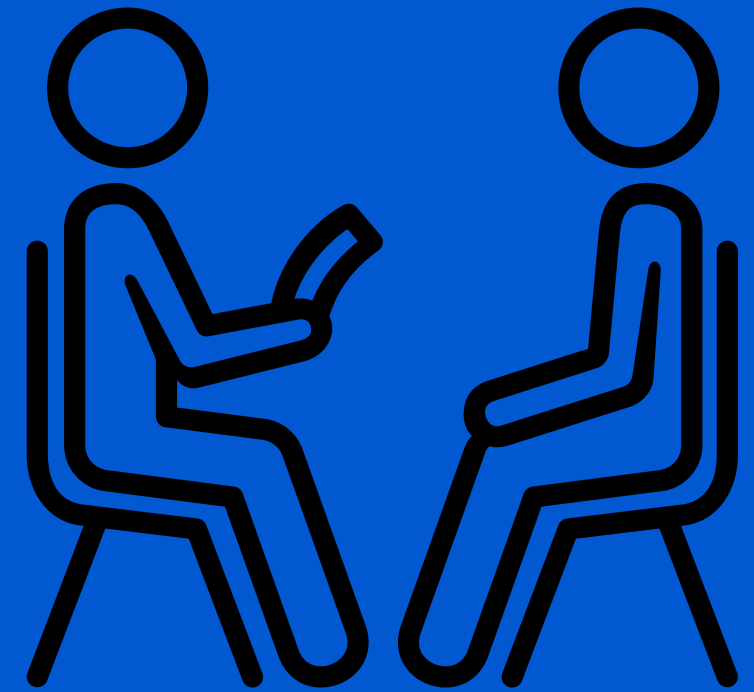
They can be amazing life changing experiences

They can be difficult



Our website has

- **Sample Interview Questions**
- **Selection Criteria**
- **Sample Home Interview Questions**
- **Sample Host Family Questions**



STUDENT INTERVIEW & SELECTION CONSIDERATIONS



LET'S DISCUSS THE FOLLOWING

- **MENTAL HEALTH**
- **NO EXCEPTIONS - MANDATORY ATTENDANCE**

**AT JANUARY, EASTERN OREGON AND
DISTRICT CONFERENCE FOR OUTBOUNDS**



**Needs to go in application
and countries may be
limited**

**Doctor care - medication -
may need to evaluate more
IF there is a history - are
they prepared to go???**
DOCUMENT!!

**Did you know
there is a new RI
policy for
Diversity, Equity,
and Inclusion?**



[youth-exchange-dei-supporting-lgbtq-exchange-students-en.pdf](#)

OUTBOUND STUDENT PRIORITIES

1

Required District 5100 activities

2

Family

3

Rotary Club

4

School

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



**BE CERTAIN TO COVER
ATTENDANCE**

**Any activities on the Calendar of
Scheduled Events will not be Excused**

This means

**Sports - Drama - Choir - Band - Testing -
Vacations - etc.**

**No
Exceptions**

ATTENDANCE IS MANDATORY

Be sure your outbounds students understand they are candidates until the airplane wheels take off

We can pull their exchange for any number of reasons including, but not limited to:

- Not performing in school**
- Disrespect of others or each other**
- Failure to correct behaviors identified that need to be changed.**
- Not following Rotary Rules**
- Not attending the required District YE function**
- Failure to do as instructed by their country officer to prepare for exchange.....**



*Once you
select your
student*

LONG TERM / SHORT TERM NOMINATION FORMS

- **How to Complete**
- **Deadline September 30**
- **Long Term Alternate Process**
- **Short Term Conversion Process**



SHORT-TERM (STEP) STUDENT NOMINATION FORM (2024-2025)

The Rotary Club of _____ nominates:

Name of Student _____

Student's Mailing Address _____

City _____ State _____ Zip _____

Student's Home or Cell Telephone _____

Student's E-Mail Address _____

Name of High School Student Attends _____

Student's current GPA _____

Check one:

Yes, the sponsoring Rotary Club verifies that this student could be a LTEP Candidate if the opportunity arises. The student and family would be interested in switching to LTEP in that situation. *Please note: This is NOT the same as a LTEP Alternate spot.*

There is a separate form for that type of nomination.

No, this student is for STEP only.

The undersigned Club President understands that in order for a Club to nominate a student to the Rotary International District 5100 Short Term Youth Exchange program, this form needs to be completed and submitted. This is a Family to Family exchange so the nominated student and their family are required to be an approved host family for their inbound exchange student partner.

STEP Candidates selected in 2023 will travel in the summer of 2024. Reciprocal STEP students will usually travel in the summer of 2024 unless it is a southern hemisphere country. This is usually a staggered exchange and the other student would travel here during their summer (November, December, January, and/or February).

The Club Youth Exchange Chairperson is responsible to assist the STEP Candidate with completing the official STEP Application, with all appropriate signatures affixed, up to the level of District involvement. The STEP Application is due October 31, 2023. The STEP application is online in the YEAH system. The candidate will be sent a link to the STEP application after the Application Seminar the first weekend of October. The family must complete the District host family approval process by February 1, 2024.

SHORT TERM NOMINATION FORM



LONG-TERM STUDENT NOMINATION FORM (2024-2025)

The Rotary Club of _____ nominates:
 Name of Student _____
 Student's Mailing Address _____
 City _____ State _____ Zip _____
 Student's Telephone number _____ Student's E-mail _____
 One Parents name _____ Parent E-mail _____
 Name of Student's High School _____ Current GPA _____

The undersigned Club President understands that in order for a Club to nominate a student to the Rotary International District 5100 Youth Exchange program, the Club must host at least one student for each student nominated. This obligation to host is incurred at the time the nomination is submitted to the District Youth Exchange Committee, and continues even though the student may resign or other-wise be removed from the program. It is not necessary to nominate a student in order to host a student.

Outbound Candidates selected in 2023 will usually travel in August or September 2024. Reciprocal Inbound students will usually arrive in August 2024. The Club Youth Exchange Chairperson is responsible to assist the Outbound Candidate with completing the official Long-Term Application, with all appropriate signatures affixed, up to the level of District involvement. The Long-Term Application is due November 15, 2023. The candidate is now sent a link to the application in the YEAH system. **The old paper application is NO LONGER ACCEPTED.** It takes at "least" one month for the student to complete the final application. **Therefore, please submit this nomination form (email a scanned copy) to the Outbound Coordinator by Sept. 30, 2023.**

**A \$1,850 CHECK FROM THE CLUB, PAYABLE TO:
 "Rotary D-5100 Youth Exchange"
 MUST ACCOMPANY THIS NOMINATION FORM**

The local Rotary Club may require the student to reimburse the Club for all or part of the application fee. Should the student resign or otherwise be removed from the program prior to departure on an exchange, the unused portion of the application fee will be refunded to the Club.

Club Youth Exchange Chairperson _____
 Daytime Telephone _____ Mobile Telephone _____
 E-mail address _____
 2nd Club Youth Exchange Contact: _____
 Daytime Telephone _____ Mobile Telephone _____
 Email _____
 Signature of Club President _____

LONG TERM NOMINATION FORM

ALTERNATE STUDENT NOMINATION FORM (2024-2025)

The Rotary Club of _____ nominates:

Name of Alternate Student _____

Student's Mailing Address _____

City _____ State _____ Zip _____

Student's Telephone _____ Student's Email _____

One Parents Telephone _____ Parent Email _____

Name of Student's High School _____ Current GPA _____

The undersigned Club President has read the attached "Policy for Identifying and Placing D-5100 Alternate Outbound Candidates", and understands that in order for a Club to nominate an Alternate student to the Rotary International District 5100 Long-Term Youth Exchange Program (LTEP) the student must be a highly-qualified "runner-up" applicant. An Alternate Outbound (OB) Candidate cannot be formally accepted by the District Youth Exchange Committee as an official LTEP Outbound Candidate until a Rotary District 5100 Club is found to host a reciprocal LTEP Inbound student and the Alternate Candidate's full LTEP Outbound fee is paid. Your club is the sponsor club and are responsible for the paperwork and OB fees. You must be participating in the LTEP with a student and can ONLY submit one ALTERNATE per club.

Initially, Alternate OB Candidates shall be nominated into the Short-Term Youth Exchange Program (STEP), complete the STEP Application, and pay the STEP fee (\$450). This is to ensure the student is fully trained at the January Orientation and will be accepted into one exchange program or the other. The Club Youth Exchange Chairperson is responsible to assist the Alternate OB Candidate with completing the official STEP Application per all STEP guidelines, submitting it to the STEP Coordinator by October 31, 2023. It takes a month for the student to complete the final application. Therefore, please submit (email a scanned copy) of this alternate nomination form to the LTEP Outbound Coordinator by September 30, 2023.

A \$450 CHECK FROM THE CLUB, PAYABLE TO: "Rotary D-5100 Youth Exchange" MUST ACCOMPANY THIS NOMINATION FORM

The local Rotary Club may require the student to reimburse the Club for all or part of the application fee. Should the student resign or otherwise be removed from the program prior to departure on an exchange, the unused portion of the application fee will be refunded to the Club.

Club Youth Exchange Chairperson _____

Daytime Telephone _____ Mobile Telephone _____

Email _____

2nd Club Youth Exchange Contact: _____

Daytime Telephone _____ Mobile Telephone _____

Email _____

Signature of Club President _____

ALTERNATE LTEP NOMINATION FORM

LONG TERM / SHORT TERM NOMINATION APPLICATION SEMINAR



- **Usually in October**
- **Optional - but HIGHLY recommended for students and parents**
- **Conducted by the District Committee**

CLUB TRAINING



- **Held the same day as the Outbound Application Seminar**
- **One of the times each year we will offer Club YEO and Counselor Training**
- **Conducted by the District Committee**

GET YOUR OUTBOUND CANDIDATES INVOLVED WITH YOUR CLUB





INVOLVE YOUR OUTBOUND CANDIDATES

- **Ask them to be a greeter or Sergeant at Arms**
- **Have them introduce themselves each week in their host country language**
- **Have Outbounds speak at the club, have them tell what they are doing to get ready for exchange each week**
- **Have them do the presentation they will need to do in their host clubs**
- **Invite them to events and service projects**

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



RECRUIT HOST FAMILIES:

- **At Information Nights**
- **Using Social Media**
- **in the local paper**
- **Through prior host families both STEP and LTEP**
- **Editable marketing materials on the website**



RESOURCES



STRATEGIES
LEARN
TEACH
COLLEGE
EDUCATIONAL
UNIVERSITY
PROJECT
GOAL
SUCCESS
SKILL
DISCOVER
INSTRUCTION
TEACH
TRAINING
TEACHER
INFORMATION
MEDI
SOLUTION
GOAL
SCHOOLING
MEDIA
LEARN
INTELLIGENCE
STRATEGY
STUDY

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 >

Dan Boldt – Outbound Coordinator, CO Finland, Power of One

Danny Lonai – Outbound Coordinator, CO South Korea

ROTEX –5100ROTEX@gmail.com

Instagram – @yourfav5100ROTEX

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