Guidelines for Host Families

of Inbound Exchange Students

District 7040

www.rotary7040ye.com

Table of Contents

Rotary International 3

What is Youth Exchange? 3

The Founding Principles of Youth Exchange 3

Objectives of the Youth Exchange Program 3

The Role of the Rotary District 4

Youth Exchange Committee 4

District 7040 Exchange Year Events 5

The Motto and 7 B's of 7040 Rotary Youth Exchange (RYE) 6

The Exchange Cycle 7

Host Family Responsibilities 8

Additional Information for Host Families 17

Important Guidelines for Your Student 19

The Role of the Student Counselor 22

Youth Protection 24

Rotary International

- Rotary International is the world's first service club organization, with more than 1.2 million members in 33,000 clubs worldwide. Rotary club members are volunteers who work locally, regionally, and internationally to combat hunger, improve health and sanitation, provide education and job training, promote peace, and eradicate polio under the motto *Service Above Self*.

What is Youth Exchange?

- Rotary Youth Exchange is a country-to-country exchange of high-school age young people. In District 7040 students must be aged between 15 years and 17 ½ years, at the time of departure, for a cultural and educational experience for both the student and those serving as hosts. The duration of the exchange is typically 10.5 months with the students arriving in mid August and returning home at the end of June.

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The Founding Principles of Youth Exchange

- To build world peace, one person at a time and to increase international understanding through the promotion of cultural and educational opportunities for students around the world.

Objectives of the Youth Exchange Program

- To further international goodwill and understanding by enabling you to study firsthand some of the accomplishments and differences of people in other lands

- To enable you to advance your education by studying for a year in an entirely different environment and take courses and subjects not normally available to you in your own country.

- To broaden your outlook by learning to live with and meet people of different cultures and by coping with day-to-day living.

- To act as ambassadors for your own country and Rotary, by addressing Rotary clubs, schools, community organisations and youth groups in your host country and by imparting as much knowledge as you can of your own country and its culture to the people you meet during your time abroad.
- To study and observe life and culture in your host country so that you can pass on the understanding and knowledge you have gained, to Rotary clubs and the wider community in your home country, upon your return.

The Role of the Rotary District Youth Exchange Committee

- Rotary Youth Exchange is an exchange of students between one Rotary club and another in different countries. Conduct and administration of the Exchange Program is the responsibility of each participating Rotary District under the authority of the respective District Governor. All Rotary districts participating in the Youth Exchange Program agree to comply with Rotary International guidelines. To assure a complete understanding of the district's rules, regulations, and guidelines, the District 7040 Committee provides a comprehensive orientation to our Inbound Students shortly after their arrival.

- The Youth Exchange Committee establishes and maintains communications with the Inbound Students both before their arrival and during their year here, and also with the Outbound Students we are sending overseas.

The District 7040 Youth Exchange Committee is a valuable resource for both you and the Exchange student, and its members are familiar with the conduct of the Exchange Program both here and in the country your student is from. Feel welcome to contact any member of the District 7040 Committee anytime you have a question or need help with a problem.

The Role of the Hosting Rotary Club

The local Rotary club provides another level of support to you, the Host family, the student, and the Exchange Program.

- Rotary clubs will appoint a Student Counsellor. This person serves primarily as an advisor and advocate for the student, but should certainly also be in contact with the host family on a regular basis, and be available to answer questions or direct host parents to the appropriate resource when needed.

- The exchange student should be encouraged to attend the weekly Rotary meetings and be involved in the hosting club's Rotary events.

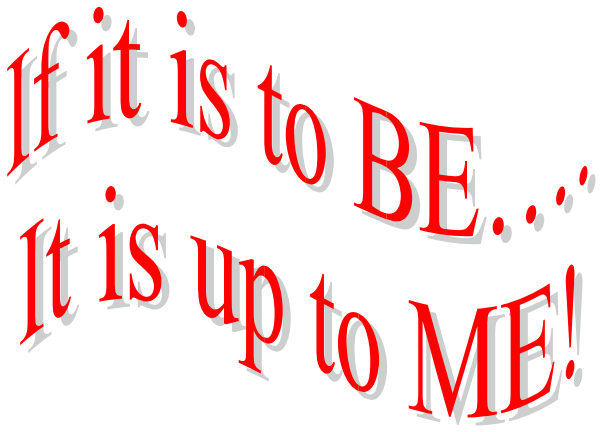
- The hosting club provides the exchange student an allowance of $100 per month. This is to be used for incidental personal expenses, entertainment, etc. Through the Rotary-provided allowance and parental resources, exchange students are expected to be financially self-supporting in terms of personal expenses, clothing, entertainment, and travel when not part of a host family event.

District 7040 Exchange Year Events

(Subject to Change)

August weekend	Rebound Weekend (Rebounds)
Early-Mid September	Welcome Weekend (Inbounds & Rebounds)
Late October	Halloween Party (Inbounds & Rebounds)
Late Nov-Early Dec	Christmas Party (Inbounds & Rebounds)
January (2nd weekend)	Short Term Orientation 1 of 2; and Long Term Orientation 1 of 3 (Outbounds & Parents)
February weekend	Long Term Orientation 2 of 3 (Outbounds only)
February weekend	Winter Activity (Inbounds & Rebounds)
March	NAYEN Conference (District Committee) (Students optional depending on location)
April weekend	Spring Retreat (Inbounds & Rebounds)
May weekend	Short Term Orientation 2 of 2; and Long Term Orientation 3 of 3 (Inbounds, Outbounds & Parents)
May weekend	District Conference (Inbounds & Rebounds)
Early June weekend	Farewell Weekend (Inbounds & Rebounds)
June weekend	Annual General Meeting (Committee)

The Motto and 7 B's of 7040 Rotary Youth Exchange (RYE)



BE a Person of Action
I take initiative!

BE Curious
I seek to understand!

BE Purposeful
I have clear goals and move steadily towards them!

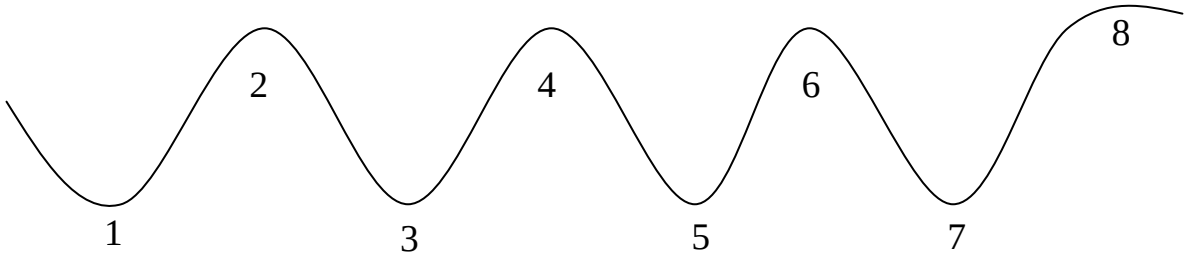
BE Grateful
I focus on things I can be thankful for!

BE Respectful *I am courteous and gracious to all!*

BE Accountable *I am answerable for my behaviour!*

BE of Service
I give of myself!

The Exchange Cycle



1. Application Anxiety

2. Selection/Arrival Fascination

- Elation
- Expectation

3. Initial Culture Shock: 1-6 Months

Novelty wears off (Characteristics)

- Sleeping habits
- Disorientation
- Language difficulties
- Fatigue (Mental & Physical)
- Eating

4. Surface Adjustments

After initial "down"

Settle in:

- Language improves
- Navigate culture
- Friends
- Social life

5. Mental Isolation

- Frustration increases
- New sense of isolation
- Boredom
- Lack of motivation
- Unresolved problems
- Language problems

6. Integration/Acceptance

- Begin to examine Society
- Accept Surroundings/self

7. Return Anxiety

- Preparation for departure
- Realze changes
- Desire to stay
- Results:
    - Confusion/Pain
    - Breaking of bonds
- No promise of renewal in future

8. Shock/Reintegration

- Contrast of old and new
- Family/friends
    - Difficulty to accept change
    - Not the center of attention
- Others not interested in experience details
- Reorientation

Exchange students may experience phases of elation, anxiety and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated and calmly accepted and dealt with. The best method to resolve each occurrence is to keep the student busy and remember that all the exchange students before them, with them and who follow them, will experience similar circumstances.

Counsellors and host families need to know that exchange students will experience these phases and should not be alarmed. They should be read to help the student work their way out of the down cycles.

Host Family Responsibilities

We expect the Inbound students to be involved in their new family, involved in their school, involved in the community in which they now live, and involved in Rotary.

Your job as Host parents is to ensure the student's participation and assist them in adapting and learning the new language. Remember, their culture is likely quite different and learning to 'fit in' and get comfortable in their new country can be a challenge – please be patient!

Communication with Your Student

Setting Expectations

Establish a clear understanding of expectations soon after your student arrives by ensuring that you and your student address the following questions:

- *Would you prefer that I call you by your first name or by another name?*
- *I will make my bed, keep my room tidy at all times and clean the bathroom after I use it. What else should I do regularly?*
- *What are normal meal times? The normal daily routine for the household?*
- *Discuss any dietary requirements that you may have and work out suitable alternatives.*
- *Do I have a permanent job at meal times – lay or clear the table, wash or dry the dishes, empty the rubbish?*
- *May I help myself to food and drink (within moderation) or should I ask first?*
- *What are the arrangements for school lunches?*
- *What are the laundry arrangements? Where should I put my dirty clothes?*
- *Should I do my own washing and ironing?*
- *Where can I keep my toiletries? May I use family soap, shampoo or toothpaste?*
- *When is the most convenient time for me to use the bathroom? Are there any water restrictions?*
- *What areas of the house are private?*
- *Do you have any dislikes that I should avoid?*
- *What times should I go to bed and rise in the morning? Is this different for weekends?*
- *May I use the stereo, TV, DVD, computer, sewing machine or workshop tools?*
- *Can I go out during the week? At weekends? Under what conditions?*
- *What are the responsibilities of house employees? (if there are any) How should I address them?*
- *May I have my own pictures or posters in my bedroom?*
- *Where should I store my luggage?*
- *If I have a problem getting home, I will phone you. If I am going to be late I will phone you within 30 minutes. Is that acceptable?*

- *May I invite friends around during the day, to stay the night or for a weekend?*
- *What are your expectations of me if I use the home phone?*
- *What postal address should I use for incoming mail?*
- *When should I use public transportation? School, outings-daytime/evening?*
- *When and how are birthdays of host family members celebrated?*
- *Are there any other special or festive days you observe?*
- *If I have a problem, how would you like me to handle it?*

Student Not a Guest

Explain to your student that he/she is a **member of the family** and not a guest while staying with you. He/she is expected to do chores, accept duties and participate in family activities along with everyone else. He/she is **not on vacation or a visitor,** but is here to participate in the culture of Canada/United States.

Discipline

The student is expected to adapt to the supervision and discipline of the host family. Remember, the host family does not have to adapt to the student; the student must learn to adapt to the host family. Any sign of reluctance or unwillingness on the student's part to accept this point of view should be brought to the attention of the Counselor, who will make the point clear to the student. It is better that such a ruling come from an outside person such as the Counselor, rather than the host parents. Problems can be avoided only when the student clearly understands that he/she is expected to conform to the host country conditions. At the same time, host families should be aware of the difficulty of adaptation and be prepared to make the student feel a part of the family.

Religion

Somewhat surprisingly, perhaps, religion poses very few problems. Most students are very flexible in their attitudes and may even accompany the host family to their church even where religions differ. Host families should not force this issue. If the student wishes to follow his/her own religion, every effort should be made to assist him/her in this respect. Some students may choose not to attend church at all, and this choice must also be respected. A bit of gentle encouragement might be used, however, during special religious seasons as they are an important part of our culture, and a total cultural experience is what the program is all about.

Alcoholic Beverages

This can present a problem in two ways: A student who has been used to consuming alcoholic beverages at home in his/her own country may be hosted by a family which doesn't tolerate alcohol. He/she must respect the wishes of that family and must abstain from consumption of alcoholic beverages while being hosted in that home. On the other hand, just as large a problem can occur where a student from a home which

does not use alcohol, is hosted by a family where alcoholic beverages are consumed. In this case, the host family should respect the student's principles and should make no attempt to persuade him/her to indulge with them.

In all cases, it must be remembered that students must never consume alcohol outside the home. Under no circumstances will the abuse of alcohol be tolerated.

Drugs

Students are absolutely forbidden to indulge in drug taking in any form during the period of their exchange except as prescribed by a licensed physician. Any student breaching this rule will be expelled from the program and returned home at once. If host parents have reason to suspect that a student in their care is partaking of drugs, they should immediately report their suspicions to the Rotary Counselor.

Driving

Many legal problems can arise, should a student be driving and become involved in an accident. Both the student and his/her parents have signed statements to the effect that the student will not operate a motorized vehicle of any description during the period of the exchange. This includes cars, motorcycles, snowmobiles, motorboats, tractors or any similar vehicle. Host families should neither permit it nor leave the decision to the student.

Romance/Dating

The Youth Exchange Program rules provide that a student should not become "romantically or sexually involved." If host parents consider that such a relationship is developing with their student and that he/she is drifting into "deep waters," they should report the matter to the Rotary Counselor. This is a difficult area but the rule is basically sound; a student who becomes romantically involved will centre all of his/her interest on one person to the exclusion of others, thereby interfering with one of the main purposes of the program.

Finances

The host Rotary Club will provide the student with a monthly allowance for his/her personal needs. Generally, the student will have additional funds of his/her own as well as a contingency fund which is to be used for purchasing clothing and paying for any approved travel. The host family is not obliged to provide the student with spending money, nor are they to finance purchases of clothing, travel or any other expenses. If students do not carry a lunch to school then the host family should provide them with lunch money

Charges for long distance telephone calls made by the student should be paid promptly by the student to the host parents.

Money Problems

Some young people need guidance in handling money if they are to live within the monthly allowance supplied by the host Rotary Club. As mentioned above, the contingency fund has a specific purpose; it is not to be used for day-to-day needs or for entertainment. Generally, the contingency fund is in a bank account which requires the joint signatures of the student and Counselor for any withdrawals. If the host family become concerned with the student's spending habits, they should notify the Counselor who can investigate.

Travel

The host family is under no obligation to provide the student with a travel experience. Families, as well as other Rotarians are encouraged to involve the student in any travel plans they might have. Notification of the Club Youth Exchange Chair is required for overnight absences, and District Youth Exchange Chair approval is required for all travel outside the District boundaries, or independent travel across the border. To be safe, the host family should check with the Club Youth Exchange Chair regarding any travel.

Changing Families

Host families should keep in touch with the host Rotary Club through the Counselor regarding hosting arrangements so that all parties concerned know exactly when each change of home is to take place. It would not be out of place for the current host family to meet with the next host family to discuss some of the student's habits, likes and dislikes. It can help bring about a smoother transition from one family to the next.

Attendance at Rotary Meetings

Explain to your student that he/she is expected to attend Rotary meetings regularly (most clubs meet every week). Organise transport with other Rotarians if you are not able to take him/her.

School Work & School Activities

Please treat your student as you would your own child regarding school activities and if you have any problems with your Exchange student not attending school/school activities, please speak with the *Counsellor* or *Country Coordinator* immediately.

Discuss school work with your student, your student's teachers, and school officials if academic or social problems are becoming apparent. Please attend parent-teacher interview sessions at the student's school.

Encourage Participation

Encourage your student to get involved in Rotary activities, school extra-curricular activities, sport, community activities and family activities. However, be aware that these may be new and unfamiliar to your student, and could also be very 'different' from those activities he or she was involved in back home. If you sense that your student is bored and reluctant to participate in available activities, it may simply be because **no one has asked him or her to join in**.

Assist your student to get to know as many club members as possible. Help your student become acquainted with other Host families he/she is scheduled to stay with so that the transition will be easier when the time comes. If you are not the first Host family, understand that your student and earlier Host families may want to maintain contact as well. Students will generally stay with four families for 3-4 months each.

Explain to your student that it would be in their interest to attend any special opportunities, trips, cultural or social events that you or other Rotarians may ask them to, in order for them to make the most of their exchange.

Learn Culture of Student's Home Country

Try to learn as much as you can of the customs of the student's home country. Too much freedom may be bad for a student who comes from a restrictive society. Likewise, too much restriction may be bad for a student who comes from a more lenient society. Often you will just have to play this by ear and do the best you can. For the most part, these students are good, reasonably mature, level-headed representatives of their countries and can be trusted — but they are also just teenagers!

Remember Student's Birthday

Make sure you remember your student's birthday. It is often around this time that students feel really homesick and miss their families.

Remind Student to Send Monthly Reports

From time to time ask your student if he/she is writing to his/her family and also sending in monthly reports to his/her Rotary District and Sponsor Club.

Assisting with Learning the Host Language

Most students arrive with some understanding of the host language, and some can speak and understand our language well, having studied it for several years in school. For some, considerable effort will be needed on their part to understand the English or French that we *speak*, which is often different than the English or French they were *taught* in school.

- The student must practice, by engaging in real conversation. Reading and writing our language is necessary to develop true proficiency.
- Some host families label objects around the house, which can be a fun activity.
- You can help by asking questions that require more than “yes” or “no” answers, having patience when communications are not clear, and consciously speaking slowly and clearly, with frequent checks for understanding.
- Most students will have a dictionary close at hand. If something is not understood by the student, just repeating it slower and louder **does not** help them to understand.
- Think of other words, other phrases, complete sentences and non-truncated words to use and try to minimise slang so the student understands.

Exchange students often 'pretend' to understand because they believe they are 'expected' to understand – again, please be patient with them.

Helping the Student to Adapt

The Host family will need to encourage and help the student to adapt by being willing to:

- Try new things.
- Do things differently.
- Accept that our cultural differences are neither ‘better nor worse' simply **different**.

The Host family also needs to adapt and sometimes after the initial excitement wears off, hosted students can be irritating to their host brothers and sisters and host brothers and sisters can be irritating to the hosted student. Host parents need to deal with a situation such as this with mutual care, sensitivity and guidance to all concerned.

Do not hesitate to ask for help from your student’s Counsellor, local Rotary club, or members of the District Youth Exchange Committee if you have questions, concerns, or issues of any kind.

Please remember ……The Exchange student is a child in a new country with a new family.

Tips For Your Student to Stay Safe

Your student will have these tips in their Student Handbook, but it would be good for you to go over these tips with your student and encourage them to ask about anything they are not sure of:

- If you have a problem or are worried about something, always tell an adult you trust about it, such as your teacher, Counsellor or current or recent host parents. NEVER suffer in silence!
- Carry the telephone numbers for the emergency services in your host town and district and keep them handy.
- Tell someone where you are going and what time you will be home – don't change your plans at the last minute as this can cause confusion.
- Look out for anything that might hurt or threaten you or anyone in your group and tell someone responsible.
- If you are out at night in the centre of town, stay in places with street lights – wherever you are, make sure that you don't get separated from your friends.
- If you need to use a public toilet, go with a friend.
- If you do get lost or separated go to a shop or place where you will be seen by lots of people to ask for directions.
- If someone you don't know talks to you, just walk away.
- Have the details of your accommodation on you, whether it's your host family's address and telephone number or hotel or campsite details.
- Keep enough money to make a telephone call.
- Keep your money hidden in an inside pocket, concealed money belt, or something similar – choose whichever is comfortable for you.
- Arrange for someone to pick you up at night unless you can take public transport, where you are amongst a sizeable group of people.
- Make sure you know the person who is coming to pick you up. Never get into a car unless it is with this arranged person.
- If you are on a bus and someone makes you feel unsafe, move to a seat near the driver.

- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.
- Always look and behave confidently.

General Support Structure for Host Families

>>> ISSUE ARISES FROM SCHOOL <<<

Host Parents
Should be made aware of the issue by the student or the school.
They then should attempt to resolve the issue.
If unable to resolve, then contact the student's *Counsellor*

Counsellor
Should attempt to resolve the issue.
If unable to resolve, then contact the *Country Coordinator* and *Host Club President*

Country Coordinator and Host Club President
If still unable to resolve, contact *District Youth Exchange Chairman*

District Youth Exchange Chairman
Works with District Youth Director to resolve the issue.
Chairman and Youth Director consult with *District Governor*.

>>> ISSUE ARISES WITHIN HOST FAMILY HOME <<<

Host Family/Student
Need to openly and calmly discuss any issues which may be upsetting the family unit.
If unable to resolve quickly, speak with the *Counsellor.*
Counsellor may suggest other Rotarians take student for a 'break'.

Counsellor
If still not resolved deal with the problem immediately – do not let it go on.
Country Coordinator and *Host Club President* are to be notified.

Country Coordinator and Host Club President
If still unable to resolve the issue, contact *District Youth Exchange Chairman*

District Youth Exchange Chairman
. *Chairman* consults with *District Governor* if unable to resolve.

During the entire resolution process, counterparts in the student's home country are often informed of the situation. The District Youth Exchange Committee works very hard to ensure fair and proper resolution.

Additional Information for Host Families

Single Parent Host Family

If a Rotary Exchange student is to be hosted in a single parent host family, only the same gender is permissible.

One Host Parent Goes Away

If one host parent is to go away from home for a period of time e.g. a weekend/business trip/holiday and the exchange student is of the opposite gender to the remaining host parent and there are no siblings living in the home at that time, host parents should discuss accommodation arrangements with the Counsellor and student.

Being the First Host Family

While being 'first' often provides the greatest challenges for dealing with things like language difficulties and cultural differences, it also provides the opportunity to form a lasting emotional bond with the student that can continue after the student moves on to subsequent host families.

The first host family will have a huge impact on the student and how he or she copes in, what is, the most challenging period of their exchange

Once your student has moved to the next host family, maintain contact without undermining the development of relationships with the next family. Inviting your student to share special family events, like birthdays, will reinforce the relationship you developed earlier, and will usually be welcomed by the current host family, just as you welcomed others' invitations to the student when part of your family.

Being the Second/Third Host Family

By this time the student has usually overcome home sickness, begun to understand the language, has hopefully settled into school and made new friends. This is often a time when students prove they are typical teenagers and may try to push the boundaries – just like our own teenagers sometimes do. Do not be frightened to say "NO" to your exchange student.

Being the Final Host Family

Being the host family at the conclusion of the exchange year could involve dealing with many of the same emotions the student had upon arrival, but this time caused by the realisation that the 'familiar' is now ***our*** culture, and the 'unknown' involves ***returning home***.

A sign of a successful exchange is the student's reluctance to go home, and we wouldn't want it any other way!

The following points are important for the final host family:

You will need to help your student prepare to go home.

- Confirm the departure date with the Country Coordinator.
- Make sure, through the Country Coordinator, that return dates have been confirmed and that the reservations have been booked.
- Check well in advance with the Counsellor that the student's passport and tickets will be available when required.
- Help the student with packing and luggage.
- Students may need to send possessions home via surface mail to ensure they meet airline weight requirements.
- Ensure the student has finalised any financial obligations with anyone – please note that students are told they must never borrow money, but we need to make sure all financial obligations have been finalised.
- Ensure the Counsellor and the student (joint signatories) have withdrawn the $500 emergency money, closed off the bank account and the full balance of the account refunded to the student.
- If the student has been provided with a 'loan' mobile phone, make sure it is returned to the owner and there are no outstanding costs.
- Make sure appropriate arrangements have been made regarding school uniforms, books, calculators - i.e. they may need to be returned to the secondhand shop at school or given back to the Rotary club for recycling. If the student wishes to take them home they need to pay for them.
- The Rotary club should plan a farewell event involving all Host families, the student's Counsellor and Club members.
- Allow the student time in their final days of exchange to say goodbye to the many friends they have made during the past year.

Important Guidelines for Your Student

Your student will already have knowledge of these rules as they are outlined in the Student Handbook. However it is important for the Host parents to regularly discuss and reinforce these rules, if necessary:

School Attendance

All students are required to attend school regularly, work diligently on all assignments and take part in all normal school activities.

Alcohol/Smoking/Drugs

Underage drinking of alcoholic beverages is expressly forbidden. Students who are of a legal age should also refrain at public gatherings. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home.

Smoking is discouraged and students must abide by the smoking position declared on the application.

With the exception of prescribed medication, use of any drugs is not permitted. Use of illegal drugs would result in immediate expulsion (if not imprisonment!).

Driving

The student is not authorized to operate a motorized vehicle of any kind or participate in driver education programs. This will make the student's insurance coverage void.

Dating

Students should refrain from dating steadily with one person but are encouraged rather, to join in social functions with groups of peers so as to make as many friends as possible and avoid romantic attachments. This rule includes no sexual abuse, harassment or other sexual activity.

Disfigurement

Students are asked to refrain from disfiguring their body with tattoos and piercings, etc.

Use of Home Telephone and Internet

Any costs incurred by the student must be paid for by the student. The student is responsible for any telephone, computer costs, or internet charges that they incur, and Host Parents should decide in advance how the student will pay for such usage

when it is permitted. It is a privilege, not a right, for the student to use the home computer. Students are not permitted to download material from the internet without host parent permission.

Use of Mobile Phones

If a student does not wish to use his/her own mobile phone and wants to purchase A North American one they are expected to pay for it themselves. In the first 2 weeks the Counsellor may help the student with their selection and purchase of a phone and a pre-paid start up kit where credit can then be replenished as required to suit the needs of the student.

Travel

Unauthorised travel is forbidden. Depending on the travel destination, if the student wants to travel outside the district, prior permission must be gained from their Host Parents, Counsellor, District Chairman and/or their biological parents/guardians.

Travel Insurance

Ensure that you are familiar with your student's travel insurance, so that when required you will be able to assist with claims. The Country Coordinator will have checked that the student's insurance meets the minimum guidelines required by D7040 and recommended by Rotary International for Youth Exchange Students.

Student Allowance

The hosting club provides the exchange student an allowance of $100 per month. This is to be used for incidental personal expenses, entertainment, etc. Through the allowance provided by Rotary and parental resources, exchange students are expected to be financially self-supporting in terms of personal expenses, clothing, entertainment, and travel when not part of a host family event.

Abuse or Harassment

It is important to emphasise to your student that abuse or harassment must not be tolerated. He/she should talk to their Counsellor and/or the Host Parents or other trusted adults if they encounter any form of abuse or harassment whilst on their exchange.

Emergency Fund

Students are required to maintain the equivalent of $500 US/CDN as an emergency fund to be placed in a local bank account and which will be jointly administered by the Counsellor and the Student.

Immunizations

Students must obtain such immunizations as may be required by health authorities in our district.

Obey the Law

Students must obey the laws of the host country, including any other country visited during the exchange year.

Lifestyle

Students must make every attempt to adapt to the normal rules and style of life in the host families assigned. They must also attempt to learn the language of the community, adapt to the customs and learn as much as possible about the lifestyle of the host community.

Rotary Functions

Students must participate in Rotary functions as requested. These functions have priority over other activities and events.

Unplanned Gatherings with Other Rotary Exchange Students

Students must obtain written authorization from a D7040 Youth Exchange Committee Member (and copied to the D7040 Club YE Chair) prior to scheduling or arranging other events, parties or gatherings, etc. as this creates unnecessary strain on the respective host clubs and families that may feel they must provide transportation to these unscheduled events.

Family Visits

You may need to reiterate with your student that visits by parents/guardians, siblings or friends are discouraged early in the period of exchange and in the last few weeks of the exchange. Such visits, if they are to be arranged, may only take place with the Counsellor and District's consent and within their guidelines.

Return Home

Ensure that your student is aware that he/she must return home to their country directly by a route mutually agreeable to their Host District and their parents/guardians.

The Role of the Student Counselor

The following is intended to present Host families with the responsibilities that the Counsellor has towards the Inbound student. This should then assist to provide a clearer picture of their own duties. However, Host parents are often expected to collaborate with the Counselor for various things and are also encouraged to contact the Counsellor whenever they need help with their student.

Before the First Host Family the Counselor will:

- Enrol the student in school and will assist in selecting a course of study for the student.
- Set up a bank account for the student's personal use.
- Assist the student to set up an 'emergency money' account with a balance of $500 requiring two signatures - that of the Counselor and that of the student. It must be replenished by the student's parents/guardians if it is depleted. Unused funds at the end of the exchange will be returned to the student.

General Information

- The Counselor will arrange for the student to make presentations about his/her country and the experience of being an Exchange student, to various community groups, e.g. Rotary clubs, school assemblies, senior citizens, etc.
- The Counselor will learn what interests your student has and what outside interests/contacts the club members have. He/she will then set up various experiences for your student in concurrence with the Host families.

Administrative Procedures:

Please understand that many of the following points are listed ***only so that you can check*** to be sure that procedures have been followed, ***not because it's up to you to do all these things:***

- The Counsellor should act as the student's legal guardian for signing and receiving all official documents - including school enrolment, subject selection, school reports, and the student's compulsory "emergency" fund.
- The Counsellor should have a duplicate copy of the student's application in his/her possession. This can be obtained from the club's Youth/International director, or, if need be, from the student's Country Exchange Officer.

- Whenever the student changes homes, details of the new Host family and their contact information must be coordinated with the Counselor who will forward the information to the District Country Coordinator. This is critical. The District Committee must have accurate, up-to-date information as to how to contact the students/host families at all times.

- The Counsellor will make sure that the student receives the monthly allowance from the club on arrival and at the same time each month.

- The Counsellor will check with the school occasionally to see how the student is doing and discuss with the Host families any issues that need to be attended to.

Youth Protection

Statement of Conduct for Working With Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Definitions

Volunteer: Any adult (Rotarian and non-Rotarians) involved with Rotary Youth Exchange (RYE) activities who has direct interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and district Youth Exchange offices and committee members, Rotarian counselors, that host students for RYE activities or outings or who might drive students to RYE events or functions, host parents, and other adult residents of the host home (including siblings and other family members).

Student: Youth involved with RYE, regardless of whether they are of the age of majority.

Sexual abuse: Refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. Such activity includes both active and passive exposure. Additional examples of sexual abuse include, but are not limited to; non-touching offences (e.g., language), indecent exposure, and exposing a student to sexual or pornographic material.

Sexual harassment: Refers to sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or "groom" their victims. Examples of sexual harassment include, but are not limited to; sexual advances, sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies or prowess verbal abuse of a sexual nature displaying sexually suggestive objects, pictures or drawings sexual leering or other inappropriate physical contact (such as brushing or touching), obscene language or gestures and suggestive or insulting comments

District 7040 Youth Exchange Program Allegation Reporting Guidelines

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. ***Receive the report.***
    a. **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror or disbelief.
    b. **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
    c. **Get the facts, but don't interrogate.** Ask questions that establish facts; who, what, where, when and how. Reassure the young person that s/he did the right thing in telling you. Avoid asking 'why' questions, which may be interpreted as questioning the young person's motives. Remember your responsibility is to present the student's story to the proper authorities.
    d. **Be non-judgmental and reassure.** Avoid criticizing anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
    e. **Document the allegation.** Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words, and record only what has been told to you.

2. ***Protect the Student***
    Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment.

3. ***Report the allegations to appropriate authorities – child protection or law enforcement.*** Immediately report all cases of sexual abuse or harassment - first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through. Given the geographical diversity of District 7040, it is not practical to have a designated law enforcement office. Accordingly, each club shall report all cases of sexual abuse of harassment to their local law enforcement agency.

    In most situations, the first Rotary contact is the Rotarian Counselor who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of the Rotarian counselor, the

District 7040 Youth Exchange Program Chair or District Governor should be the first Rotary contact.

District 7040 will cooperate fully with police or legal investigations.

4. ***Avoid Gossip and Blame***

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation. District 7040 maintains the privacy (as distinct from confidentiality) of any accused person by not telling anyone about the report, other than those required by the guidelines, until the legal process is complete. At that time, the District Governor will inform the Club President of any action that is required to be taken regarding any Club Rotarians, and the final disposition of the case.

5. ***Do Not Challenge the Alleged Offender***

Don't contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the district youth exchange chair and district governor are responsible for follow through, and will contact the alleged offender after the student has been moved to a safe environment.

Follow-through Procedures.

Either the district youth exchange program chair or district governor must ensure that the following steps are taken immediately after an abuse allegation is reported:

1) Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
2) If law enforcement agencies will not investigate, the district youth exchange program chair should coordinate an independent review of the allegations.
3) Ensure that the student receives immediate support services.
4) Offer the young person an independent, non-Rotarian counselor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5) Contact the student's parents or legal guardian. If the student is away from home, the student and his or her parents should decide whether to stay in country or return home. It the student stays in country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents chose for the student to return home, consult with police before making travel arrangements. In an investigation is pending, the police may not approve the student leaving the country.

6) Remove the alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7) Cooperate with the police or legal investigation.
8) Inform the district governor of the allegation. Either the district governor or district youth exchange program chair must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.
9) After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, District 7040 will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

Post Allegation Report Considerations
Responding to the needs of the youth program participant

District 7040 will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed, confused, and may become withdrawn. After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary Club. In some cases, a student may wish to remain in country but change to a different host club.

Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive. Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However they need to do whatever is necessary to reassure the student of their support at all times.

Addressing issues within the club

When addressing an allegation of abuse or harassment, the most important concern is the safety of the youth. Club members should not speculate, or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations. Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.