

Rotary



Rotary
Youth
Exchange
Victoria



Guidelines for Counsellor of Rotary Outbound Youth Exchange Student

**Rotary Youth Exchange Victoria is:
Rotary International Districts 9780, 9790, 9800, 9810 & 9820**

Rotary Youth Exchange Victoria is a Student Exchange Organisation approved and quality assured in Victoria by the Victorian Registration and Qualifications Authority (VRQA)
Students can contact the VRQA at; vrqa.student.exchange@edumail.vic.gov.au

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FOREWORD

To have the opportunity to study abroad is a life-changing experience. Rotary youth exchange provides this opportunity. Those who have this opportunity come back from their exchange more independent, more confident and more eager and able to take on any future challenge, academic, professional or personal.

They;

- Gain in self-confidence
- Gain independence and maturity
- Gain a global network of friends
- Gain a better appreciation of other cultures as well as their own
- Gain an understanding of their own personal strengths and weaknesses

Why?

- They chose to be removed from their comfort zone to be in a foreign environment
- They chose to be exposed to new traditions and social customs
- They chose to have to learn to speak the language of the host country

Studying abroad is full of many amazing experiences, from learning a new culture and language to making new friends from diverse ethnic and national backgrounds. Students choose to participate in exchange programs for the learning opportunities they provide. They then learn to analyse the things around them in a constructive manner and learn how to solve problems on their own.

While adding to a student's education is very important, students who participate in exchange programs also benefit on a personal level by having the opportunity to discover themselves in a place that is unfamiliar to them, living outside of their comfort zone. They develop self-awareness and self-esteem in a manner that cannot be duplicated. These students learn the ability to confront social challenges outside of their comfort zones and deal with problems head-on. Also, exchange students must learn to live in their host families' households, and this increases the value they gain from a new culture.

Students who participate learn skills that will stay with them for the rest of their lives. Once they have finished their education to seek employment, there is no doubt that employers will look favourably upon those who have travelled with such a program. The social changes that take place in exchange students are remarkable; they are often more flexible in any 'foreign' situation, whether this means taking a new job, embarking on a new course of study or speaking publicly in front of their peers.

Rotary youth exchange is the best of the best of Rotary's youth development programs. It can only be as successful and as valued as it is because of the personal commitment of the students, their families and all of those in Rotary who are facilitators of the program through being counsellors, host families, club supporters and members of the district youth exchange committee. In Rotary we have so many who contribute in these ways. To maintain and grow the program we need more of these people. In the past have you worried about being outside of your own comfort zone hosting a student? Have you thought that your age or family structure was some limiting factor?

It could be you, your extended family, your friends and work colleagues who will help us provide more opportunities for everyone who wants to be involved.

ACKNOWLEDGEMENTS

This document is a combination of information from the guidebooks of other Rotary district youth exchange programmes. We appreciate the hard work that has gone into producing these documents.

As always we welcome suggestions, criticisms (constructive) or any other comment from Rotary clubs, student counsellors, host families, exchange students and those who use this handbook. Such assistance will ensure that the strength and well being of the Rotary exchange programme is constantly being reviewed for the betterment of its participants and supporters.

ROTARY INTERNATIONAL



Rotary is a worldwide community service organization of professional and business people who contribute to building better communities. There are currently more than 1.2 million Rotarians, across more than 34,300 Clubs in more than 200 countries worldwide. The Rotary Club of Melbourne was the first Australian Rotary Club chartered in 1921.

Rotary Youth Exchange Victoria consists of 5 of 21 Rotary Districts in Australia and the Australia-wide membership exceeds 32,000 spread over more than 1,100 Clubs.

SERVICE ABOVE SELF

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

The development of acquaintance as an opportunity for service.

- High ethical standards in business and professions, the recognition of the worthiness of all useful occupations and the dignifying by each Rotarian of his occupation as an opportunity to serve society.
- The application of the ideal of service by every Rotarian to his personal, business and community life.
- The advancement of international understanding, goodwill and peace through a world fellowship of business and professional men and women united in the ideal of service.

These are expressed as the Five Avenues of Service - Club, Vocational, Community, International and Youth. Youth Exchange is a program of the Fifth Avenue of Service – Youth.

ROTARY AT THE LOCAL LEVEL - THE ROTARY CLUB

The 'personality' of each Rotary Club is a reflection of the community it serves and the membership of that Club. Most Rotary Clubs meet weekly. Some have a breakfast meeting while others have a lunch or dinner meeting.

Exchange Students often find that the Rotary Club hosting them will be very different from the Rotary Club sponsoring them, and both will be very different from other Rotary Clubs they may have the opportunity to visit during their Exchange year. Rotarians around the world all share the common philosophy for 'Service to Others', and as an Exchange Student, they are there to help provide a successful Exchange experience.

As with most organisations, Rotary Clubs are lead by officers who are elected by the membership for one year terms, beginning on July 1, which is the beginning of the Rotary year. The officers include the Club President, Secretary, Treasurer, Vice- President and/or President-Elect and Directors. Rotary Clubs participating in the Youth Exchange Program appoint the Student Counsellors. These Counsellors serve as the primary liaison between the Rotary Club, the Exchange Student and the Host families.

WHAT IS YOUTH EXCHANGE?

Rotary Youth Exchange is a country-to-country Exchange of high-school age young people. Students must be aged between 15 years and 17 ½ years, at the time of arrival in Australia, for a cultural and educational experience for both the student and those serving as hosts. The duration of the Exchange is typically 11.5 months with the students arriving around July.

OBJECTIVES OF THE YOUTH EXCHANGE PROGRAM

- To further international goodwill and understanding by enabling students to study first-hand some of the accomplishments and differences of people in other lands.
- To enable students to advance their education by studying for a year in an entirely different environment and take courses and subjects not normally available to them in their own country.
- To broaden the students' 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 their own country and Rotary, by addressing Rotary Clubs, schools, community organisations and youth groups in their Host Country and by imparting as much knowledge as they can of their own country and its culture to the people they meet during their time abroad.
- To study and observe life and culture in their Host Country so that they can pass on the understanding and knowledge they have gained to Rotary Clubs and the wider community in their home country, upon their return
- To further child safety as a key goal Rotary is committed to a policy of zero tolerance of child abuse or harassment.

THE ROLE OF THE ROTARY DISTRICT AND 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. This responsibility is delegated in Rotary Districts to the District Youth Exchange Committee.
- To assure a complete understanding of the District's rules, regulations, and guidelines, the District Youth Exchange 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 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 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 approximately \$120 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.

THE ROLE OF THE COUNSELLOR OF AN OUTBOUND STUDENT

After Students Are Accepted Into The Program

As a Sponsor Club Counsellor you serve as liaison between your Rotary Club, its Outbound Youth Exchange Student, their family and the District Youth Exchange Committee. Your role, as Counsellor, is pivotal to the preparation of the student and, ultimately, their future success as a Rotary Youth Exchange Student.

As early as possible after being nominated by District, organize for your Exchange Student to attend a Club Meeting to formally introduce them to your Club Members and to thank them for sponsoring the student on the amazing journey they are about to embark on.

Assist your student with all facets of their preparation - including a Country and Personal Presentation that can be used in their Host Country. Organise for them to present this to their Sponsor Rotary Club.

In consultation with the Club President, organise for your student and their parents/guardians to attend Club meetings and other selected club functions before their departure in mid-January.

Organise for them to be presented with their Youth Exchange blazer by your Club President. This typically occurs in December.

Where possible, introduce your student and their parents/guardians to past Outbound Students (and parents/guardians) who are from the local area. This is a great way for them to get a better understanding of the highs and lows of the Exchange Program and it also assists the Club in retaining direct contact with past Exchange Students.

Before Students Go On Exchange

As soon as information becomes available regarding the student's Host country and club, attempt to make contact with the Host Counsellor as a good rapport between both Counsellors can only assist the student in the success of their exchange.

From the outset, establish a liaison program between your student, their parents/guardians and yourself. This should be at least monthly, but can be more often if problems are being experienced.

Encourage your student to add you to their 'group email' list so that you can be in the loop regarding any news from their Host destination.

Ensure students have a supply of club banners to take with them on exchange.

Remind the student of their obligation to Rotary. They must submit a Monthly Report by the 7th of each month following to their Country Coordinator. You should also expect an update via email on a monthly basis, which you forward to your Rotary Club.

The Months Before Departure

Counsellors, please ensure the student:

- Has a current passport with at least 18 months time left on it from time of departure?
- Has one parent with a current passport for the same period the student is on exchange.
- Meets all requests and deadlines.
- Gets to know their sponsor Rotary club, its members and the work they do in their community.
- Works hard to learn the language of their host country if the national language.
- Learns something of the culture of their host country.
- Communicates with their host Rotary club/host Counsellor and their host families.
- Prepares their PowerPoint presentation(s) to be given to their host country's Rotary club and other organisations whilst on exchange.
- Watches some SBS TV or the World Movie channel to get used to hearing the language of their host country. The picture usually tells the story, so they don't have to know the language, and there are the subtitles.
- Has any immunisations required.
- Practices budgeting, looking after their own finances and living within their means.

The Week Before Departure

Counsellors, please ensure the student:

- Has the details regarding checked baggage allowance, size and weight of cabin baggage, departure date and time, meeting point and time on day of departure.
- Goes through their checklist.
- Is prepared for arrival in a very different climate and are packed accordingly.
- Gets farewells out of the way days before departure.
- Tries to get as much rest as possible in the days before departure.

- Has copied their insurance information and left it with their parents.
- Has left a copy of their passport and any other official documents with their parents.
- Has contacted their first host family by phone to confirm their arrival date and time.

Departure

Counsellors, please ensure the student knows to:

- Be on time.
- Not pack their ticket, passport or money in their checked baggage, as all will be needed during their journey. Carry them at all times.
- Make sure their baggage is not overweight.
- Carry a reasonable amount of cash (suggest \$200) in the currency of the country to be visited.
- **Never carry a package for anyone else** onto or off an aircraft.
- Be correctly, yet comfortably, dressed – Wear their blazer proudly.
- Be prepared - the impact of what they're about to embark on may suddenly hit them.
- Has the contact details of their first host family, phone number and address, written down and included with their passport and other documentation. That is important if the host family is delayed because of weather conditions or for other reasons.
- Contacts your self shortly after their arrival as a courtesy.

Whilst Students Are On Exchange

- Report any problems being experienced by your student, to the Youth Exchange Country Coordinator as soon as practicable after becoming aware of them. The District Youth Exchange Committee exists to help the smooth running of the Program and has direct access to counterparts in all countries that the district exchanges with. Most problems that arise are 'minor' in nature and can, and should be, dealt with easily. However, if the need arises it is much more appropriate to get the District Youth Exchange Committee involved!
- Ensure that you provide information about your student to be occasionally included in the club's weekly newsletter, so that the members of the club are up to date on the progress of the student.
- Keep in contact with the student's family whilst the student is away. Invite them to Rotary occasionally and include them in Rotary activities.
- Remember the exchange student's birthday, as a birthday greeting from you will be very much appreciated. Don't forget their parents at this time also. It may be the first time the student and parents have been apart for a birthday.
- Complete a required monthly Report to the country coordinator on the Youth Exchange Committee.

When Students Return From Exchange

- Make sure you, and hopefully other club members, are at the airport to welcome your student home.
- Make sure the student knows the date of the district debriefing morning. You and your returning student and their parent/s must attend. The purpose of this is to discuss any significant problems that may have been encountered during the year. But more importantly this provides information to further develop the ongoing program for the benefit of future participants.
- The final commitment of your student is to attend the District Conference. Make sure your student is aware of the dates/place for the Conference and that the club has made the necessary arrangements for their attendance.
- Upon their return home arrange for the student to be the guest speaker at your club where they will have the opportunity to share their experiences of their year abroad. Parents/guardians should be invited to attend this meeting. This should occur before the end of February to mid March. That shows the student that the club is interested in their exchange and gives them an opportunity to express their appreciation. Invite the district committee to be represented.
- Assist your student to settle back into their home environment. Adjusting back into their home can be as difficult for the student as when they first went away. Please keep regular contact for at least 3 months after the student returns to assist the student and their family following the exchange. This period is when Reverse Culture Shock can occur and is quite usual. The parents may also be experiencing some issues of understanding this new worldly sibling.

Whilst On Exchange

Counsellors, please ensure the student knows to:

- Accept all decisions of their Host Rotary club and their host families, Counsellors and natural parents.
- Be adaptable - become part of their host family.
- Use the host language and participate in and experience the culture of the host country.
- Be prepared for culture shock and know how to deal with it.
- Present talks to their Host club and others about Australia, their community and themselves.
- Participate, be busy and get involved in and with their:
 - School. Host Families. Host Rotary Club. New 'Local' Community.;
- Make friends with students from their host country – not only make friends with exchange students.
- Attend local Rotary meetings, especially those of your host club.
- Dress appropriately for all occasions especially more 'formal' ones.
- Never plan without asking - ask their host family and their host club before committing to anything.
- Be prepared for the unexpected.
- Observe, adjust and adapt to the Host country's culture and laws.

It May Be Hard For Your Student To Come Back Home

Counsellors, be aware that when your student returns home there may still be phases of elation, anxiety and depression which they will have to work their way through. Please keep in touch with your student and help them through these stages.

- It is only a short year and they should have made the most of it.
- Everyone will have spoilt them.
- In many ways they will have been on their own and very independent.
- They will have made so many new friends and it will have been hard to leave them.
- They may have strong ties to their host families.
- They may feel torn between leaving their new home and returning to their family in Australia.
- They should try not to show their family how they are missing their host families.
- There will be a difficult re-adjustment period now they have returned home.
- They could be experiencing a feeling a loss, a 'let down' and homesickness in reverse.
- They could have a feeling that nobody understands them, nobody loves them and they just want to go "home" (back to their host country).
- It is important they make a determined effort to again get involved in their normal life.

Re-adjusting to their home culture after a year abroad will probably be just as difficult as it was to adjust to their host country when they first arrived overseas.

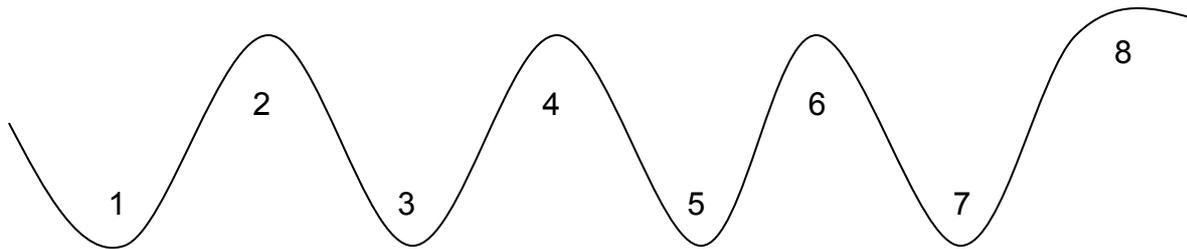
- Their home, family, friends and culture here in Australia, have not stood still during their absence. Some things have changed while they have been away.
- They will have grown up and changed their perspectives on many things. They have become 'multi-national' in their thinking and in some of their beliefs.
- The student and their family will undergo a re-adjustment period in which they may feel uncomfortable with each other.
- Their friends may appear indifferent to them and perhaps even jealous of their experiences. They might find that they no longer have the same things in common anymore. Things may not be the way they remembered them and their attitude towards some aspects of our Australian culture may now have changed.
- It is important for the student to recognise the symptoms of re-entry shock and to cope as best as they can, with as much support as possible from you, as their Counsellor.
- Make sure that they attend the compulsory de-brief morning on their return.
- Students have a group of peers among the other returned exchange students in District 9810. Encourage them to reconnect with them and build a support network for themselves.
- Encourage them to become an active 'Rotex' member and to stay involved with Youth Exchange.

Your Commitment To Your Student

If by chance, you are unable to meet the commitment of being Counsellor due to a move or workload or a holiday, please:

- Discuss this with your student don't just disappear.
- Make sure that your successor takes over with these guidelines to guide them, and is aware of what you have done to date.

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

Realise 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

Reorientation

All Exchange Students experience phases of elation, anxiety and depression. One or more of these phases may be experienced at the time of the selection and application process. 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 ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and the circumstances.

COPING WITH CULTURE SHOCK

Honeymoon Stage

Think of the first stage of cultural shock as the honeymoon stage. This occurs in the first few days of you arriving in your host country.

Symptoms of honeymoon stage:

- Excitement and euphoria
- General anticipation of everything that you are about to experience
- Everything and everyone you encounter is new and many times exciting
- You'll probably be eager to learn the language spoken in your host country

During the honeymoon stage you will be poised to take on the challenges of living broad.

Frustration Stage

After the honeymoon stage your initial excitement may wane. You also may start to feel frustration; this is the onset of the frustration stage. Frustration can occur for various reasons.

Symptoms of the frustration stage:

- Some of your initial excitement dissipates
- Feelings of anxiety, anger and homesickness creep in
- You might reject your new environment and begin to have a lack of interest in your new surroundings
- You'll become frustrated with trying to speak a foreign language

How to handle the frustration stage

- Don't blame the host country or its people for your feelings. Your anxiety and frustration happens to millions of people who study, work or travel abroad.
- Remember, you're in a new environment and getting accustomed takes time. How you handle this frustration that determines how you to grow from your experience abroad.
- Don't be negative; you'll only prolong the feelings of frustration.
- Stay positive. Think about the experience you're having living abroad and learning about new people, food, and culture.
- Try keeping a journal chronicling your experiences.

Understanding Stage

The understanding stage arrives when you develop a more balanced view of your experience abroad.

Characteristics of the understanding stage

- You become more familiar with the culture, people, food and language of your host country
- You will have made friends
- You become less homesick
- You'll be more comfortable with speaking and listening to the language spoken in your host country
- You become more comfortable and relaxed in your new environment
- You better handle the situations you previously found frustrating

Acclimation Stage

During the acclimation stage you will begin to feel like you really belong in your new environment.

Characteristics of the acclimation stage

- ❖ You'll be able to compare the good and bad of your host country with the good and bad of your home country
- ❖ You feel less like a foreigner and more like your host country is your second home
- ❖ You laugh about things that frustrated you at earlier stages of cultural shock
- ❖ Once you reach the acclimation, you'll have the satisfaction of knowing that you can live successfully in two cultures; this is a huge milestone.

IMPORTANT GUIDELINES FOR YOUR STUDENT:

Please discuss with your student the following requirements expected from them as an Exchange Student:

Alcohol

- Underage drinking of alcoholic beverages is expressly forbidden. Students who are of a legal age must 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

- Smoking is discouraged.

Drugs

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

Driving

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

Dating

- The student is discouraged from forming a steady and serious romantic attachment because the focus then becomes the relationship instead of the exchange.

Student Allowance

- The hosting club provides the exchange student an allowance of approximately \$120 per month 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.

Reports/Letters

- Make sure that the student sends their required reports to their respective Rotary district back home.
- The student needs to keep in touch with their sponsoring club. This contact is important, especially when the student returns home.

Use Of Home Telephone And Internet

- The student must understand that it is a privilege, not a right, to use the home computer or telephone of their host family. Host parents must make sure there is a mutual understanding of this usage and should decide in advance, whether the student will need to pay for any charges.

Use Of Mobile Phones

- The student should purchase pre-paid phone package with the assistance of their host family or counsellor after arrival. Under no circumstances have the student's home phone or an Australian phone on Global Roaming: Discuss the economical use of Smart Phones and similar devices.

School

- Reiterate with your student that school enrolment is as a full-time student and the expectation is to attend classes and take part in all normal school activities.

Travel

- Unauthorised travel is forbidden. Depending on the travel destination, if it is outside their District, prior permission must be gained from their Host Parents, Host Rotary Club Counsellor, Host District Country Coordinator or Chairman and/or their biological parents/guardians.

Travel Insurance

- Your student has Rotary Youth Exchange Australia travel insurance that meets the minimum guidelines recommended by Rotary International for Youth Exchange Students.

Return Home

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

Family Visits

- You may need to reiterate with your student that visits by parents/guardians are discouraged early in the period of exchange and toward the end of the exchange. Such visits, if they are to be arranged, may only take place with the host Club and host District's consent and within their guidelines.

Abuse Or Harassment

- It is important to emphasise to your student that abuse or harassment must not be tolerated. They should talk to their Host Counsellor, the Host Parents, Country Coordinator, other trusted adults, if they encounter any form of abuse or harassment whilst on their exchange.

INSURANCE

Please discuss the following with your student:

- At any moment from a student's departure until their return to Australia they are as likely to suffer illness or incur injury as if they were at home.
- It is a requirement to have **comprehensive insurance, which is compliant with Rotary International and valid medical and hospital insurance** for their Host country. Students are fully covered by Rotary Youth Exchange Australia travel insurance for health, medical and hospitalisation from their time of departure until their return home.
- Students do not need to take out any extra insurance.

Rotary Youth Exchange Australia Insurance Policy

- All students accepted into the Youth Exchange Program will be provided with the Rotary Insurance package which covers the risks of:
 - ❖ Personal accident, injury and/or death
 - ❖ Funeral expenses
 - ❖ Return of body remains
 - ❖ Travel
 - ❖ Loss of personal belongings
 - ❖ Personal liability
 - ❖ Medical insurance
 - ❖ Hospitalization
 - ❖ Terrorism
- The Rotary Youth Exchange Australia Insurance Policy is amongst the most extensive student exchange policies available anywhere in the world.
- Rotary is insured under a travel insurance policy that may be accessed by the nominated Youth Exchange Student (your student). The travel insurance policy is underwritten by the insurer, CHUBB Insurance Limited and arranged through Aon Risk Services Australia Ltd.
- The policy provides 12 months coverage – it begins from the time a student leaves their home to the time they return to it at the end of the exchange period.
- Access to their cover automatically ends from the time they no longer meet the insured person definition (e.g. they are no longer nominated as a Rotary Youth Exchange student or they return home after completing the exchange program)

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!
- Pack your own suitcase and never carry items abroad for others. Take care that you do not unwittingly or wittingly act as a drug courier for someone else given that some countries impose death penalties for drug offences.
- Carry the telephone numbers for the emergency services in your host country and keep them handy.
- Tell your host parents 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 streetlights and 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, bum bag, 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.

Questions To Ask Their Host Family

Remind your student to go through these questions each time they move to a new host family as it makes things easier for everyone if things are clear from the outset:

- 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?
- Should I use public transport to and from school, to the city, for outings at night and during the day?
- 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?

DUTY OF CARE

Risk is inherent in virtually all aspects of society and a Youth Exchange program may, by its nature, have more inherent risks than youth programs 'closer to home'. Rotary's goal of developing world citizens by exposing Exchange Students to other cultures brings with it some risks. But ever since its earliest days, programs for youth have been a central focus of Rotary.

In November 2002, the RI Board of Directors adopted a 'Code of Conduct' for Working with Youth. It states:

"Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of, and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact."

Further, District Governors of Australia's 23 Rotary districts adopted the following charter in November 2002:

Charter for Child Protection

- All children have the right to live free from harassment, intimidation and abuse.
- Rotarians commit to a rejection of this type of behavior.
- Breaking the silence on this issue is a responsible approach to this matter.
- Allegations by children regarding breaches of this issue will be responded to promptly and sensitively.
- Relevant legislation will be adhered to by Rotary Clubs and District Committees when planning and carrying out activities involving children.
- Appropriate "Risk Assessment" and reporting procedures are to be established including appropriate training programs.
- Rotary's Youth Programs should be conducted in a professional manner, sensitive to all relevant issues.
- A 'child' is a person under the age of eighteen years.
- This Charter shall apply to all relevant programs of Rotary where Rotarians are involved in a 'person in authority' role.
- This Charter should be applied to GSE, Rotaract and like programs.
- Rotary International also fully supports the aims and objectives of the United Nations Convention on the Rights of the Child, which guarantees a child's right to protection and good and basic levels of care.
- The principles and philosophy of the Convention should be carried over into all activities with which Rotarians engage with young people and are bound to implement all necessary measures to ensure a safe and supportive environment for all children and youth. Australia is a signatory to this UN Convention.
- The District Youth Exchange Committee is fully committed to adopting and fulfilling the principles and practices as laid down in the RI Code of Conduct for Working with Youth, the RI Guidelines on the prevention of abuse and harassment of young people, the Charter for Child Protection and the UN Declaration of the Rights of the Child.
- All young persons involved in District 9800 Youth Exchange have the right to feel safe and comfortable whilst they are a part of that activity and the District, participating Clubs and Rotarians are committed to achieving and implementing this policy.
- A Youth Exchange program may find it difficult, if not impossible, to eliminate all threats of harm to students.
- Duty of care is an all embracing term. It has become more publicised in the community over the past few years with increased litigation involving sexual and child abuse cases. It is a subject from which Rotary, the District and sponsor and host Clubs cannot retreat. The truth is abuse occurs in many forms in society. Rotary is a microcosm of society and, as such, abuse can occur within Rotary without anybody knowing about it.
- Our Exchange Students, both inbound and outbound, are of an age where they are vulnerable. Differences in culture, language, education and judicial systems and the fact they are so far from

home, all contribute to their vulnerability. Our role as Rotarians is to protect and guide those in our care and to safeguard their welfare to the best of our ability.

- As an Exchange Student, you need to recognise abuse when it occurs. Indeed, ALL involved in Youth Exchange have to be able to do that. Accordingly, your best protection, if you as Exchange Students need it, is your Club Counsellor. They are there to look after your well-being during the period of the Exchange. They will be your mentor, friend and confidante - somebody to turn to for advice, guidance, help and counsel. As a student you must feel confident enough to talk through problems and issues with your Counsellor or another member of your host Club. You should, officially or unofficially, have two Counsellors, one of each gender. In many cases, it may be a husband and wife team or it may be a member of each gender from the host Club.
- The introduction of Certification is another positive step taken by Rotary International to ensure the safety of Exchange Students.
- Rotary takes the issue of duty of care and dealing with youth very seriously. We will take all reasonable steps to ensure the risk of harm is removed and that youth feel safe and confident when in our care. As Rotarians we rely on the cooperation of our fellow Rotarians in the countries we Exchange with, and trust they will also take all such reasonable steps. We are all bound by the RI Code of Conduct. Perfection and the total removal of all elements of harm are not, and cannot, be expected but all will be done within our power to reduce and eliminate the risks. As Rotarians we should be applying the highest of professional, ethical and moral standards in all our dealings.
- Accordingly, we seek to achieve our policy through:
 - Education of students about safety issues and measures through appropriate training sessions to assist with prevention and elimination of possible dangers;
 - Advising students on how to deal with and disclose abuse;
 - Education of Rotarians and other participants in Youth Exchange through appropriate training sessions to assist in the prevention and elimination of possible dangers;
 - Encouraging a spirit of community and cooperation to promote awareness of the issue of harassment and abuse;
 - Making clear to all Rotarians, potential Rotarians and other volunteers the standards and codes of behaviour which are required to uphold these standards;
 - Publicising Rotary International's standing as an organisation with an attitude of zero tolerance towards harassment and abuse;
 - Appropriate screening of all those involved in Youth Exchange activities;
 - Fulfilling all requirements as laid down by government and other regulatory bodies including Rotary International;
 - Implementation of appropriate reporting procedures upon disclosure of abuse;
- District has adopted a very extensive Student Protection Policy. Likewise, Rotary International has adopted a set of guidelines as a part of their Rotary Code of Policies to be followed by all Clubs and Districts, worldwide, engaged in Youth Exchange.



Remember - If it doesn't feel right, it isn't right.

Program Rules and Conditions of Exchange

Following is a copy of the Rules and Conditions that all inbound students, together with your parents, must sign at the December orientation camp, prior to your departure from Australia.

District 9810 Rules and Conditions of Exchange

In your application for the Rotary Youth Exchange Program, you signed an agreement to follow the rules and conditions, which were set out in the application form. These rules apply in every Rotary District all over the world. Rotary International recommends that Districts adapt the rules to suit local conditions. The agreement, which follows, contains the rules and conditions for Youth Exchange in District 9810, which has been established for your safety and wellbeing. Violation of any of these rules may result in dismissal from the program and your immediate return home, at your own expense. You and your parents are asked to sign this agreement to acknowledge your commitment for a full twelve months to the Youth Exchange Program to your sponsor Rotary Club and District 9810, to your host District, host Rotary Club and host families.

Please read these rules very carefully, and sign them only if you agree to follow them. If you are not prepared to sign this agreement, and abide by the rules, you should immediately withdraw your application from consideration by Rotary District 9810.

The fundamental purpose of the Youth Exchange Program is the promotion of international understanding, goodwill, peace and experiencing and absorbing different cultures and languages. It is thus expected that you will be an ambassador for your own family, Rotary and Australia. In order to do so you should be friendly, interested and adjust to and be involved in the way of life of your host country, and maintain high standards of dress, grooming, behavior and personal hygiene at all times. Rotary commitments take precedence over any of your personal plans.

Agreement

I, _____
Student's name

Agree that I shall abide by the following rules and conditions of my exchange.

1. Rotary District 9810 has established rules and conditions for my safety and wellbeing while I am a participant in the Youth Exchange Program. Violation of any of these rules may result in my dismissal from the program and my immediate return home, at my own expense.
2. **Ambassador**
 I will serve as an Ambassador for my family, my Sponsoring Rotary Club, and Rotary International
 I will be friendly, and show interest in the way of life of my host country, and adjust to and be involved in the activities of my Host Family, my Host Club, Host District, and my School
 I will maintain a high standard of dress, grooming, behavior and personal hygiene at all times.
 I agree that Rotary commitments take precedence over other activities.
3. **Laws of the Country** – I will obey the laws of the country of my exchange.
4. **Drugs** – I will not use illicit drugs, I understand that use of any illegal drugs will result in my immediate return home
5. **Drinking** – I will not drink any alcohol. I understand that the consumption of any alcohol is forbidden whilst I am on exchange.
6. **Driving** – I will not operate any motorised vehicle including, but not limited to cars, motorbikes, trail bikes, tractors, boats, jet skis and other motorised watercraft.

7. Dating – I will not form a steady and serious romantic attachment. I understand that sexual activities will result in my immediate return home.
8. Body Piercing and Tattoos – I agree that I will not have any part of my body pierced or tattooed during my exchange year.
9. Debts – I will not borrow money or run up any debts whilst I am on exchange and I understand that I am required to pay bills promptly. This includes telephone and Internet charges.
10. Stealing/Theft – I understand that stealing is prohibited and illegal and that there are no exceptions.
11. Unauthorised Travel – I will not travel outside the area of my Rotary District unless I have had those travel plans approved by my Host Club Counselor. I agree to abide by the travel rules of my host District.
12. Insurance Cover –
I will be fully covered by health, medical accident, and travel insurance acceptable to my host District and Rotary International.
The arrangements for this will have been finalised before my departure.
I understand that I am not allowed to participate in dangerous activities such as hang-gliding, parachuting, skydiving, and bungee jumping and I will not travel in a motorised or non-motorised glider or ultra-light plane.
13. School Attendance –
I agree to attend school every day of the school calendar and make an honest attempt to succeed.
I understand that school is the basis of my exchange visa.
I will take part in all normal school activities, including exams, as a full-time student at a school arranged by my Host Rotary Club.
14. Smoking – I understand that smoking is actively discouraged. However some host families may the smoking of tobacco products with their permission and restrictions.
15. Host family – I will respect the members of my host families, and the wishes of my host parents; Not act as a guest, but make genuine effort to become an integral part of the host family; and assume duties and responsibilities normal for a student of my age or for children in the family;
Adapt to the family: I understand that the family is not expected to adapt to me; and
Keep my room tidy.
16. Language – I understand that I must make every effort to learn the language of my host country.
17. Rotary Events –
I will attend regular Rotary meetings, Rotary sponsored and host family events and show an interest in these activities.
I will volunteer to be involved without waiting to be asked.
I acknowledge that a lack of interest on my part is detrimental to my exchange and can have a negative impact on future exchanges.
18. Friends – I will choose my friends carefully and take the advice of host families, Counselors and school personnel in choosing these friends.
19. Telephone and Computer – I will pay any telephone and computer costs incurred by me and I understand that it is a privilege, not a right, for me to use a home computer.
20. Use of Mobile Phones – If I wish to have a mobile phone I understand that I am to purchase and pay for it myself and that it is not the responsibility of my host family or Rotary Club.
21. Trip/Event – If I am offered the opportunity to go on a trip or to an event, I understand that my financial contribution and responsibilities must be clearly understood before I accept the offer.
22. Financial Support –
I acknowledge that I must have sufficient support to assure my wellbeing during my exchange.
I will arrange the equivalent of A\$400 to be paid into a bank account as an "emergency" fund. If this fund is used, my parents or guardians will replenish it. I understand that any unused funds still remaining at the end of the exchange year will be returned to me. I will arrange for all fees required by my host District to be paid immediately I arrive in my host country.

I understand that I will be paid a monthly allowance approximately equivalent to A\$120 by my host Rotary Club.

23. Work – I understand that I am not permitted to do any paid full-time, part-time or casual work while I am on exchange.
24. Early Return – I understand the exchange is for one year and I must complete the full year of exchange before returning home. Requests from students to return home earlier than the stipulated date will not be granted.
25. Students being Repatriated – If the District Governor or Chairman of my host district repatriates me home early, I understand that costs relative to my early return home are the sole responsibility of my natural parents/guardians.
26. Language, Extra Curricular, Tours - I understand that all costs relating to language courses, extra tuition and tours (i.e. Central Australia Tour) must be paid for by my parents.
27. Authority – I understand that
I am under the care of my YEP host district's authority while I am an exchange student;
My natural parents/guardians are not permitted to authorise any extra activities directly to me;
My host Rotary Club and District Youth Exchange Officers must authorise such activities; and
If I have relatives in my host country, they will have no authority over me while I am in the program.
28. Parental Visits –
I acknowledge that visits by my parents and friends are not discouraged but require prior approval of my host club and district.
I acknowledge that my parents or friends should not visit me in the first six months, the last month, during the school term, nor at Christmas or New Year and they should not expect to spend more than 10 days with me.
I acknowledge that I must attend all compulsory District activities, regardless of whether my parents are visiting or not. I will not be permitted to travel with them and I will not be permitted to return home before my exchange is complete.
I will not expect my host family to accommodate my family or friends.
29. Compulsory Events – I understand that I must attend the following compulsory events at the cost of my host club or host district:
 - Youth Exchange Orientations
 - The Rotary conference
30. Return – I will return home directly by a route mutually agreeable to District 9810 and my natural parents/guardians

Please complete and sign where indicated.

We, the exchange student and his/her parents or guardians, agree that we have read and understand the Program Rules and Conditions of Exchange as outlined above and agree to abide by these Rules and Conditions of Exchange whilst an exchange student in the Rotary District 9810, Australia Youth Exchange Program.

Signed Student.....

Signed Father or Guardian.....

Signed Mother or Guardian.....

Date/...../.....



Outbound Student Counsellor's Report

To be sent within 7 days of the month of report to both the Country Coordinator and the YEP Chairman

This form is in a fillable Word format – type directly into the text fields

Student Name		Sponsor Club			
Host Club		Country		District	
Month Ending		Date of last contact with student			

Counsellor Name				
Telephone – Private		Email – Private		
– Business		Email – Business		

Present Host Family:	Next Host Family:
Name:	Name:
Address:	Address:
Telephone – Private	Telephone – Private
– Mobile	– Mobile
- Email	- Email
Date of last face to face contact with natural parents	

During this Reporting Period - has the student:		Yes	No
1	Contacted their natural parent/s / guardian?		
2	Contacted their sponsor club?		
3	Experienced any difficulties with their host family?		
4	Experienced any difficulties with their school?		
5	Attended any Rotary club meetings?		
6	Had any illness, accident or injury?		
7	Felt unsafe at any time ?		
8	Felt homesick?		
9	Had any problems?		

Provide any further comments;



Rotary Exchange Student Monthly Report

*This is confidential. To be emailed **ON** the last day of the reporting month to your **Country Coordinator** and **YEP Chairman**.*

Information required since your last Monthly Report

This form is a fillable Word format – type directly into the text fields

Name		Mobile		Month	
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Host Club		Sponsor Club		Country	
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Counsellor Details			
Host Club Counsellor		Sponsor Club Counsellor	
Telephone		Telephone	
Email		Email	

Present Host Family		Next Host Family – date of change if known	
Name		Name	
Address		Address	
Telephone – Home		Telephone – Home	
– Mobile		– Mobile	
- Email		- Email	

School life, progress and activities:
Social activities and friends:
Travel – <i>Have you completed the travel approval form if required?</i>
Contact with family back home:
Highlights:
Language: - <i>How are you coping with your new language?</i>
Problems or Difficulties: <i>(please give details)</i>