

Rotary



Rotary
Youth
Exchange
Victoria



Guidelines for Host Club and Counsellor Rotary Youth Exchange Students

**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.

THE FOUR WAY TEST – *It is always good to consider the things we think, say, or do:*

Is it the **TRUTH**?

Is it **FAIR** to all concerned?

Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?

Will it be **BENEFICIAL** to all concerned?

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.

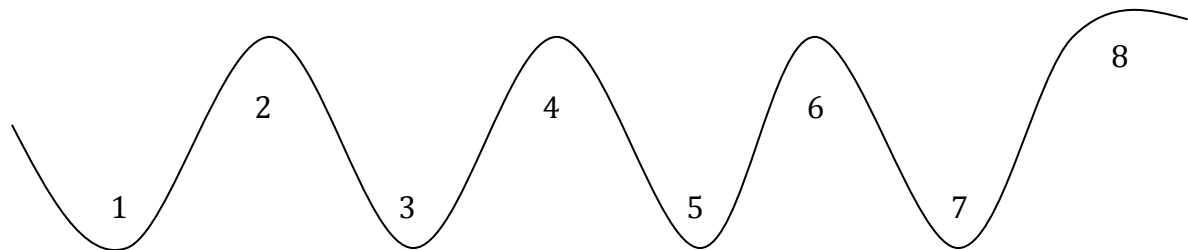
- Rotary Clubs will appoint a Student Counsellor. This person serves primarily as an advisor and advocate for the student, but should certainly also be in contact with the Host Family on a regular basis, and be available to answer questions or direct Host Parents to the appropriate resource when needed.
- 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 a minimum \$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.

WHAT IS ROTARY 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.

Both prior to the exchange, during and afterwards there are distinct periods where challenges of different types occur. Guidebooks are provided to all of the parties involved to assist in making the exchange as successful and enjoyable as possible. Please use these as they are intended to be helpful to you.

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. You may experience one or more of these phases. Various phases will then continue even after you return home. It is important that these be anticipated and calmly accepted and dealt with. The best method to resolve each occurrence is to keep your self-busy and remember that all Exchange Students before you, and who follow you, will experience similar circumstances.

Your Counsellor and your Host Families need to know when you experience these phases. They will be ready to help you work your way out of the down cycles. The time necessary to work through each phase is not predictable and will depend on the circumstances

YOUR ROLE AS COUNSELLOR

Remember that the student is a young person in a foreign country without parents or siblings, in new surroundings and most significantly, often having to communicate in a new language. It can be tough! The role of the Counsellor is very important and cannot be overstated. The student should be helped to settle in quickly, feel at home, participate fully in the Club and form a good relationship and friendship with you.

- Make contact with the student by e-mail prior to their departure from their home country and provide some details about yourself and your family, as well as the Club, and the immediate surroundings.
- You should greet the student on arrival at the airport. It would also be good if some members of the student's first Host Family could also be there.
- Make sure that the student contacts his/her parents to inform them of their safe arrival.
- A student's counsellor cannot, at the same time, be a host parent to that student. In circumstances where a counsellor is required to be a host parent for a short period of time, an alternative counsellor must be appointed for that period and the student notified in writing, including all contact details.
- The decision as to, which school the student attends should be made by the Rotary Club in close consultation with the Counsellor who will then liaise with the school.
- Enrol the student in school and assist in selecting a course of study for the student.
- No school fees or levies are to be incurred during the Exchange Year. The Club will not put the Exchange student into a private school unless school fees have been waived. In some cases there may be additional charges for excursions and special events.
- If students insist on having new uniforms they may be asked to purchase the articles themselves. The same applies to schoolbooks, where second hand books should be purchased or borrowed whenever possible. Most schools will assist wherever they can. Be careful that demands to have everything new are not coming from the student. In conjunction with the student's Counsellor, check this with the school.
- Public transport costs are always the responsibility of the Host Club. Host Parents should never incur travel expenses.
- It is your role to help the student set up his/her emergency money account if your Club requires it. This will require two signatures - that of the Counsellor and that of the student.
- Set up a bank account for the student's personal use.
- If emergency money is used this must always be topped up by the student or their natural parents (i.e. there should always be \$500 in the emergency account, which will be returned to the student prior to their return home at the end of the Exchange).
- Please organise with the student the safe keeping of the student's passport and airline tickets in a secure but accessible place.
- Make a commitment to talk with the student at least every second week and see that the student is involved with the host Rotary Club.
- Ensure that the student obeys the rules and is fulfilling his/her obligations as a family member, school member, and is involved in the Rotary activities.
- As much as possible you should be aware of the student's cultural background and ethics and help the Host Families, Club members and school, understand them. It's equally important to alert the student to our own cultural ethics. It helps to avoid embarrassment or offence on both sides.
- Arrange for the move to successive host families
- Keep in contact with host families at least on a monthly basis in person face-to-face or by telephone (not email or text message)
- Keep in contact with the school on a regular basis to check on attendance, progress or if any issues
- Report changes of host family with full contact details including address, mobile telephone numbers and email address together with a copy of the WWC card and volunteer form for all members of the host family over the age of 18 years
- Help ensure that the student can engage with as much of the Australian culture as possible. Much of this will happen with the Host Families and through District sponsored events, but there are other things that you or your fellow Rotarians could do with the student as well.
- Ensure that your student is included as a family member in an Ambulance subscription. This could be in any family within your Rotary Club, including a Host Family. There is no additional cost.

- 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.
- Learn what interests your student has and what outside interests/contacts the Club members have.

Examples of possible experiences for your student could be:

- A weekend on a farm
- A theatre or dance performance
- Attend a concert
- A sporting event
- Museums, Art Galleries
- Visits to Historic sites
- Visit to the State or National Capital
- Visit to a court in session
- Attend agricultural shows
- Go camping or fishing

Use your imagination! Remember, though, that the Host Family should always be consulted regarding scheduling.

- Encourage the student to make a “bucket list” that can be published at your club because this makes it easier for members to offer suitable activities to the student.
- The student should attend Rotary meetings and also Club functions/events. Encourage your student to give a verbal report to their Rotary Club, periodically.
- You should assist the student to build a rapport with all Rotarians in the Club.
- You should encourage Rotarians to invite the student to their home for a meal/outing/ weekend – the student belongs to the Club.
- It is important for you to make sure that the Inbound Student is involved in their new family, in their school, in the community in which they now live, and in Rotary. To do this successfully, most Exchange Students must do two things:

Learn to communicate in English

Most students arrive with some understanding of the English language, and some can speak and understand our language well, having studied English for several years in school. For some, considerable effort will be needed on their part to understand the English we speak, which is often different than the English 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 will 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 the student does not understand something, just repeating it slower and louder does not help them.

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.

Learn to adapt

Learning to adapt means, for most students, being willing to try new things, do things differently, recognise the cultural basis for the environment they are used to, and accepting that our cultural differences are neither 'better or worse', simply 'different'. As a Counsellor, remember to not criticise the student's country and culture, but also do not let the student criticise ours. The key word is 'different', not 'better' or 'worse'.

The Host Family will also need 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. Help the host parents deal with a situation such as this with mutual care, sensitivity and guidance to all concerned – again please remember the Exchange Student is a child in a new country with a new family.

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:

As far as the student and the Host Families are concerned, you are Rotary. You are the most immediate contact person for the student and for the families and must make yourself available to them for information and advice. You are not alone, however. The District Youth Exchange Committee will do everything possible to help. If you need assistance please contact the District Country Coordinator responsible for your student.

- As soon as possible after the student arrives, an orientation session should be arranged to review rules and address any last-minute questions from the student or the Host Families.
- You should act as the student's legal guardian for signing and receiving all official documents - including school enrolment, subject selection, school excursions, school reports, and the student's compulsory "emergency" fund. (See Appendix 1 for the AASES form).
- You should have a duplicate copy of the student's application in your possession. This can be obtained from the Club's Youth/International director or, if need be, from the student's Country Coordinator.
- Whenever the student changes homes, details of the new Host Family and their contact information must be forwarded 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.
- Make sure that the student receives the monthly allowance from the Club on arrival and at the same time each month.
- Make sure the student is writing to his/her family and also sending in monthly reports to his/her Rotary District and Sponsor Club.
- You may wish to send reports at least quarterly to the student's natural parents and Sponsoring Club - and even better if you can do it in their native language, although there is usually someone in the family and/or the Club who knows English at least to some extent.
- Check with the school on a regular basis to see how the student is doing. If it appears additional homework help may be needed, discuss with the Host Family and the student to see whether it can be provided within the family or whether other alternatives need to be pursued.
- Perhaps a student "brother/sister" could be appointed for the Inbound Exchange Student as a project of one of the Clubs or Student Organizations in the school, such as an Interact Club, International Club and Student Council. This would be particularly helpful if the Host Family does not have a student of the same age/year Level.

The appointed student(s) could:

- Write a welcoming letter/email telling about themselves, their family and the school.
- Welcome the student upon arrival.
- Be a liaison between the student and school/ Clubs/Host Families.
- Introduce the student to other students.
- Help the student feel comfortable and welcome in a strange environment.

ROTARY PROTECTION POLICIES

Rotary Clubs, in particular Host Clubs and Club Counsellors should be mindful of the Protection Policies, as they apply to the Youth Exchange Program. The District Protection Officer and Committee will assist clubs and relevant District committees to enforce the District Protection Policies. They will provide appropriate training for Club Protection Officers, club leaders and members, as required. Further details can be obtained from the District website via the appropriate link. Rotary requires all volunteers who work with children including all members of host families over the age of 18 years to sign a Volunteer declaration Form and Code of Conduct

WORKING WITH CHILDREN CHECK Victoria:

The Working with Children Act 2005 requires that people, who work or volunteer in child related work, must hold a current WWC Check. It aims to strike a balance between protecting children under 18 years of age, promoting volunteering and safeguarding the rights of individuals.

As of 1st July 2008, all volunteers who work with children must hold a current Victorian Government 'Working with Children Check' which is an obligation under the Working with Children Act 2005.
www.justice.vic.gov.au/workingwithchildren

TIPS FOR THE STUDENT TO STAY SAFE

Please discuss these tips with your student and ensure they fully understand them:

- 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 overseas for people you don't know well. Take care that you do not act as a drug courier for someone else, on purpose, or by accident.
- Tell your Host Family where you are going and what time you will be home
- If you have a mobile phone, ensure that it is fully charged at all times you are away from home.
- 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, make sure you are near streetlights.
- 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.
- Carry the telephone numbers for the emergency services in Australia and keep them handy.

OVERSEAS STUDENT HEALTH COVER (OSHC)

The student has had to purchase Overseas Student Health Cover (OSHC) as a condition of applying for the visa and is covered from the time of arrival. Regardless of whether or not the students have the card, they are covered.

- OSHC provides the same coverage for the students as Medicare does for Australians.
- Ambulance costs is only covered in part under the (OSHC) policy so the student must have singles Ambulance cover. Alternatively have the student included as a family member in an Ambulance subscription. This could be in any family within their Rotary Club, including one of the Host Families. There is no additional cost. (Please ensure that this has been arranged).
- If there is no bulk billing the student must pay for medical visits and then claim back the refund from the OSHC and their travel insurance.
- In the event of an emergency requiring immediate attention, treat the student as you would your own child.
- Contact the District Committee as soon as possible.
- Inform doctors/hospital staff that the child is an Exchange Student.

As a result of an agreement between the Australian Government with Norway, Sweden and Belgium students from those countries are exempt from the requirement of OSHC. They must claim any medical expenses through the relevant national insurer. Counsellors and others must be aware of these arrangements and that the student is also aware of these.

TRAVEL INSURANCE

Rotary International requires all students participating in the Rotary Youth Exchange Program (YEP) to be covered by a compliant Travel Insurance Policy.

Australian Inbound Travel Insurance (CHUBB Insurance Policy – 04PP005610)

In the event that suitable Travel Insurance is not available from the student's home country, or for other reasons, Inbound Students may procure the Australian Inbound Insurance cover - Chubb Insurance Policy and students need to send or bring a bank draft for cash in AU\$ for the correct premium (please contact the Youth Exchange Committee Insurance Officer for the correct premium).

Specific details of the above are set out in the APPENDIX at the end of these Guidelines.

IMPORTANT RULES FOR YOUR STUDENT

It would be expedient for you, the Counsellor, to establish the following rules during the student's settling in period:

GENERAL

- Outline the Club's rules regarding the Exchange, and what is expected of the student throughout the year – gently but firmly.
- Establish a caring, friendly relationship with your student.
- Be aware of District rules and make sure that the student is also aware of and understands them.
- Ensure that the student understands that he/she is under the Host District's authority while on Exchange and must abide by the rules and conditions of Exchange provided by our District committee.

ALCOHOL

- Underage drinking of alcoholic beverages is expressly forbidden. Even if students are of a legal age, they should refrain from drinking alcohol 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. If the student's application form indicates that they do not smoke, then it is expected that they will not smoke.

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!).

ABUSE OR HARASSMENT

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

DRIVING

- The student is not authorized to operate a motorized vehicle of any kind on public roads or participate in driver education programs. This will make the student's insurance cover void.
- A Rotary Exchange Student is not permitted to be a passenger in a motorised vehicle when a learner driver is in control of that vehicle. Please discuss this with both the Exchange Student and each of the Host Families to ensure everyone is clear about this.
- A Rotary exchange student is not permitted to be a passenger in a motorised vehicle when a "P1" driver is in control of that vehicle. The student may be a passenger in a motorised vehicle when a "P2" driver is in control of the vehicle but is limited to travel within the immediate area of the community in which the Youth Exchange student resides.

DATING

- The student is discouraged from forming a steady and serious romantic attachment, as the focus becomes the relationship and this would distract the student from having a comprehensive Exchange.

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.

STUDENT ALLOWANCE

- The Hosting Club provides the Exchange Student an allowance of a minimum of \$120 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.

REPORTS/LETTERS

- Make sure that the student sends their required reports to their respective Rotary District back home plus reports to Australian Country Coordinator.
- The student should keep in touch with their Sponsor Club. This contact is important, especially when the student returns home.

USE OF HOME TELEPHONE AND INTERNET

- Ensure that the student establishes the rules of communication with the Host Families at the outset of each stay. Tying up phone lines, Internet usage, payment of the costs, when and how, etc. should be discussed and agreed upon in the first few days within each new home.
- The student must pay for any costs incurred by the student. The student is responsible for any telephone, computer costs, or Internet charges 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. Host parents must make sure there is a mutual understanding of this usage.

MOBILE PHONE

- If a student does not wish to use their own mobile phone and wants to purchase an Australian one, please ensure that they know that they are expected to pay for it themselves. In the first weeks Counsellors may help the student purchase a phone if required.

TRAVEL

- Unauthorised travel is forbidden. If the student wants to travel outside their District and depending on the travel destination, prior permission must be gained from their Host Parents, yourself, Country Coordinator or Chairman and/or their biological parents/guardians and school (if during school time) (see Travel Guide and Travel Request/Approval Form) on our website.

FAMILY VISITS

- Visits by parents/guardians, siblings or friends are discouraged. Such visits, if they are to be arranged, may only take place with the Host Club's and District's consent and within their guidelines and, preferably, in the last 3 months of the Exchange.

TRAVEL INSURANCE

- Ensure that your student has 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.
- Luggage Allowance: Check with the specific airline via their website. If in doubt, the following should be adhered to: 20kg luggage and 5kg hand luggage limit. This may save the student some very costly excessive baggage charges.

FORMAL STUDENT REPORTING POLICY

Counsellors should assist students to understand and carry out the following reporting procedures, which are mandatory:

THE AIMS OF THE DISTRICT STUDENT REPORTING POLICY ARE:

- To ensure that each student under our care has a confidential channel through which he/she can make monthly written reports – be they positive or negative.
- To ensure an effective and efficient means of two-way communication between Rotary Youth Exchange Students and the District Youth Exchange Committee.

REPORTING PERIOD

Students should begin reporting from the end of the month of arrival and conclude 1 month after their return to their Home country. Reports must be written and emailed to their Country Coordinator.

REPORTING DEADLINES

Monthly - by the 1st of each month.

WAYS OF REPORTING

The method of reporting is to the Country Coordinator via the reporting form. A copy of which is attached and on our website for download. We require a detailed report under each heading every month. A one line or one sentence will not usually suffice.

"3 STRIKES" POLICY

Failure to Report on 3 consecutive occasions or a total of 5 times during the Reporting Period will be dealt with as follows:

First failure to Report:

- A warning will be issued to the Student, his/her Parents/Guardians, Counsellor & the District Governor of Rotary District 9800.

Second Consecutive or Third failure to Report:

- A warning will be issued to the Student, his/her Parents/Guardians, Counsellor & the District Governor. In addition, his/her Country Co-ordinator and District Chairman will be notified.

Third Consecutive or Fifth failure to Report:

As above, but with the following further consequences

- A formal meeting will take place between the Country Co-ordinator, Youth Exchange Chairman and District Governor.
- The probable outcome, subject to any/all extenuating circumstances being taken into account, will most likely be exclusion from any participation in the Safari Trip held in March/April.

ASSISTING YOUR STUDENT TO SETTLE IN WITH HOST FAMILIES

As Counsellor you should hold a meeting of all host parents before the student arrives to explain the Club guidelines and to give 'new' Host Families an idea of what to expect and how to handle a new son or daughter in the household.

Families that have hosted before should be reminded that each student is different and comparisons should not be made between the newcomer and their predecessors.

Each time the student moves to a new home remind them that the rules of the house may be different and they need to adjust accordingly.

Ensure with each move that the student goes through 'Questions to ask Your Host Family' as listed below:

- 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, 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?

GENERAL SUPPORT STRUCTURE

WHEN AN 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 the issue, contact District Youth Exchange Chairman.

District Youth Exchange Chairman

- Chairman works with the Club president and consults with District Governor if unable to resolve.

WHEN AN 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, contact District Youth Exchange Chairman.

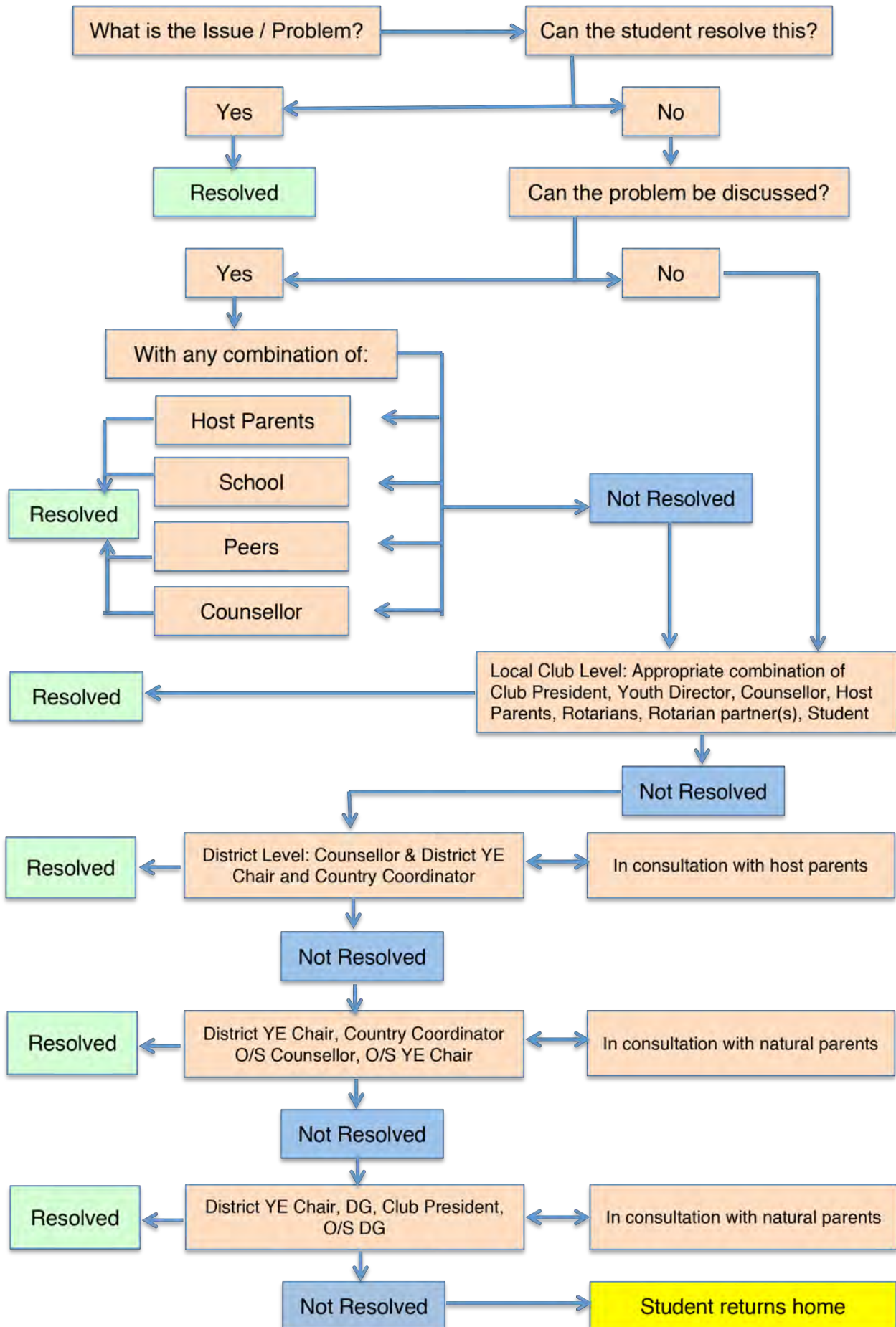
District Youth Exchange Chairman

- 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.

As a last resort, students may be sent home at the direction of the District Governor.

ISSUES AND PROBLEM RESOLUTION PROCEDURES



WHAT DO ROTEX STUDENTS SAY TO EXCHANGE STUDENTS?

WHAT DOES IT MEAN TO BE AN EXCHANGE STUDENT?

- Fantastic!
- Meeting hundreds of wonderful people.
- Realising just how much your own family and country mean to you.
- Giving speeches, writing emails and reports.
- Getting fat and at times being poor.
- Seeing new country and experiencing new things.
- Being homesick and at times miserable.
- Attending Rotary Club meetings.
- Attending a different school.
- Getting tired.
- Being an ambassador.
- Personal growth

WHAT MAKES A SUCCESSFUL YEAR OF EXCHANGE?

- Being flexible and adaptable.
- Being open to challenge and change.
- Being knowledgeable and well read.
- Being sensitive, loyal and trustworthy.
- Getting involved.
- Being introspective.
- Recognising 'different' from 'good', 'bad', 'wrong', etc.
- Communicating with family, Rotary, school, friends.
- Wanting to learn and have new experiences.

WHEN DO HOSTS TIRE OF EXCHANGE STUDENTS?

- When they stay in their room and do not make an effort to be a part of the family.
- When they play loud music and block out everyone else in the family.
- When they over-use the Internet.
- When they do not show appreciation for the efforts of their Host Family - e.g. outings, special meals.
- When they constantly complain.
- When they don't get in
- Involved in school/community activities

WHAT PAST INBOUND STUDENTS HAVE SAID

Madara Möhlmann (Germany)

Due to the Exchange year I have understood how big the world is and experienced how small it can be once you know a handful of people...who know a handful of people...who know a handful of people...who know someone who you know from home.

The Exchange year showed me the importance of international communication, concerning the dialogue between different cultures that differ from each other. It also showed me that you don't have to be old and wise to act as an ambassador between those cultures. The age doesn't count as long as you have a strong personality and believe in yourself.

Rotary made me understand how useful it can be having a network of international relationships. And my Exchange showed me that I could also make friends out of these relationships who might accompany my whole life. Our global world offers us many opportunities to connect with each other and share our information to get help from other people and also help them.

Kirsten Høgholt (Denmark)

What is the definition of Youth Exchange when looking back at my year as an Aussie? I don't think there is a definition. Being an Exchange Student is the beginning of a new lifestyle. The connections you create worldwide are gold when you later on travel around the world to catch up with friends. I will give this new lifestyle five out of five stars, but!!! There is a catch!!! You will get the travel bug! after Youth Exchange, you will have the personality and confidence to meet the entire world with a smile, and you will want to do so. So if you are keen on all boring things, lots of TV, sleeping all day long, having nothing to do, staying at home and not meeting new people, then this lifestyle is not for you. But if you want the year of your life, then get your butt over the boarder and come to Aussieland!.

Nayla Ventura (Brazil)

Being an Exchange Student it is not just going to a different country:

- Being an Exchange Student is to believe in myself.
- It is to learn to appreciate what I have.
- It is to (try to) take care of myself.
- It is to think that the world is mine.
- It is to feel independent, because I don't have my parents around me.

And so the time flew and I changed a lot both physically and mentally. Today I can see how I grew up. I grew up 7 years in this 1 year of Exchange. Because:

- I learnt to make decisions.
- I learnt that I can benefit from my mistakes.
- I learnt that making mistakes is acceptable.
- I learnt that difficulties do not need to be seen as problems, but as challenges.
- I learnt to respect people who are different compared to me.
- I learnt that true friends are still friends even when separated by distance.
- I learnt to think before speaking.
- I learnt that words can hurt.
- I learnt to listen more and talk less.
- I learnt that the family it is the most precious thing in anyone's life.
- I learnt to find something good in every situation.
- I learnt to control my emotions.
- I learnt that crying can mean not only sadness but happiness as well.
- I learnt to plan less and do more.
- I learnt to complain less and thank more.
- I learnt that nobody is perfect.
- I learnt that every day is the best day of my life.

Alina Kemper (Germany)

Being an Exchange Student is one of the biggest opportunities a young person can ever get. By experiencing a new lifestyle and meeting new people, it can change your view of the world. You realise how small the world actually is and how we are all the same deep inside, no matter what country we are from or what language we speak. Rotary is opening these doors to let young minds develop in an amazing way and I am so thankful and proud to be a part of this.



Rotary
District 9810



rotary
youth
exchange



Information for

Hosted Exchange Students and Parents

Conditions, Rules and Expectations

Rotary District 9810, Victoria, Australia.

District 9810 is part of the eastern half of the City of Melbourne, the Capital of the State of Victoria. It covers an area of approximately 1,000 square kilometres. The district abounds in many beautiful contrasts. It starts with bayside suburbs around Port Phillip Bay in the south east and wooded hill suburbs to the north east. It ends with mountains and lush rainforests at the start of The Great Dividing Range, mountains which run the entire east coast of Australia

CONDITIONS

TERM OF EXCHANGE:

The exchange is for a minimum period of ELEVEN months and will not exceed TWELVE months within the arrival and departure parameters advised separately.

TRAVEL TO AUSTRALIA:

The arrival point for students coming to District 9810 is Melbourne International Airport. Arrival where possible should be as part of a group of other exchange students. Details of flight and arrival times **MUST** be notified in advance to District 9810.

RETURN HOME:

The student will return home on the date and by the route arranged by the District 9810 Youth Exchange Committee. There will be no discussions on variations except in the case of death or severe illness in the student's family.

NATURAL PARENTS:

Natural parents or guardians have several responsibilities to ensure a successful exchange. These include providing a caring support of the student without becoming too demanding. Parents must ensure that the student has sufficient financial support to provide for clothing, entertainment, personal travel and any other expenses, not covered by Rotary.

VISITS BY NATURAL PARENTS:

Visits by parents (and friends) are discouraged, especially during the first six months of the exchange. Past experience has shown that these visits may be disruptive and tend to upset students. Homesickness is often heightened by visits from parents or relatives.

If parents are proposing to visit, they **MUST** as a courtesy contact the host Club first, providing details of arrival and departure and any proposed itinerary. This will allow comment on the suitability of both the visit and the itinerary. Australia is a large country to travel and some local knowledge will be of assistance. Although a cordial reception can be expected parents should not expect any form of hosting or hospitality from Rotary. Parents should not expect unreserved access to their student, since the young person is in the care of the hosting Rotary Club.

EXPENSES:

The natural parents, guardian or student must provide;

- (a) Return airfare between home and the airport of final destination in Australia.
- (b) Return freight expenses of accompanying and non accompanying baggage.
- (c) All clothing and personal requirements of the student.
- (d) Miscellaneous personal expenses including all travel, souvenirs, gifts, postage and long distance telephone calls.
- (e) Contingency funds of not less than Aust.\$400 . This fund is to be used for emergency travel, clothing, unexpected major expenses and similar needs. On arrival this money is banked in the student's name and to safeguard against impulsive spending, the signature of the student counsellor as well as the student is required for withdrawals. The bank balance must be replenished as funds are withdrawn. This fund will be returned to the student shortly before the return home.
- (f) All insurance, as required and detailed below.
- (g) Any cost of medical treatment or other costs not covered by insurance policies.

INSURANCE:

Insurance is a most important requirement. It provides a safeguard against unforeseen expenses.

- (a) All students must have medical insurance as required by the Australian Government . This is Overseas Student Health Cover (OSHC). Proof of payment of this is required before a visa can be issued. The cost of this insurance is the responsibility of the student and must be paid for by parents.
- (b) Rotary International requires that all students have insurance cover for medical expenses and accidental death. Additionally, this insurance should cover personal accidents, disability, pre-existing illness, repatriation expenses, legal liability and loss of luggage. The policy should provide Worldwide Cover and offer a Free 24 Hour Emergency Helpline.
A general Travel Insurance Policy is suggested for this purpose. This insurance **MUST** be purchased in the home country **PRIOR** to departure, or by specific arrangement with District 9810. Coverage must be from the time of departure from home until the time of return home. Proof of this coverage must be forwarded to the host district **PRIOR** to departure.

HOST ROTARY DISTRICT (District 9810):

The District will provide a briefing on Rotary's expectations of the student. This briefing will occur shortly after arrival.

HOST ROTARY CLUB:

The host Rotary Club will provide;

- (a) Host families. There may be three or four host families. They will be Rotary approved but not necessarily Rotary members.
- (b) A Student Counsellor. You need to develop a friendship with your Counsellor. He or she is the person most important to the success of your exchange. You must get the Counsellor's approval for some activities.
- (c) Schooling at a school of its choice, school uniform, fees, books and fares necessary between the host family and school.
- (d) Expenses for any function or conference where the student is invited by Rotary including travel and accommodation expenses (excluding Safari).
- (e) A monthly allowance as agreed by RI, paid in advance each calendar month and to be used at the student's discretion.

HOST FAMILY:

The student is to become an active member of the host family, assuming any duties and domestic responsibilities normally expected in that household. The student must obtain the permission of the host family for various activities as determined and must accept any curfews or discipline imposed. The host family will provide all meals and living conditions as enjoyed by the rest of the family

RULES

SCHOOLING:

The student must attend the secondary school assigned by the Host Rotary Club. You are expected to take part in all school activities. Academic studies must be undertaken and are subject to regular reports by the school.

LAWS:

The student must obey the laws of Australia at all times.

ILLEGAL DRUGS, POSSESSION AND OR USE IS ILLEGAL AND NOT PERMITTED.

ALCOHOL:

The drinking of alcoholic beverages in public places or at any function or activity is not permitted. At the discretion of your current host family a moderate consumption of alcoholic beverages may be acceptable under supervision.

SMOKING:

Smoking is actively discouraged. However, some host families may permit the smoking of tobacco products. Permission to smoke must always be sought and smoking inside homes and many public facilities is banned.

ROMANTIC ACTIVITY:

Romantic attachments are discouraged. Promiscuity is not permitted.

TRAVEL:

The student must observe the following travel rules. Where absence from School occurs, the School is to be advised and concur where necessary.

TRAVEL WITHIN VICTORIA:

- (a) Students are to obtain the permission of their host parents and counsellor.
- (b) The counsellor is to record sufficient details to allow immediate contact if necessary.
- (c) Where the travel is to exceed two (2) days the District Committee Area Co-ordinator is to be advised prior to commencement.

TRAVEL OUTSIDE VICTORIA:

- (a) Additionally, the counsellor must obtain the permission of the student's natural parents in writing, and their host parents. School approval must be given if travel will occur during the school term.
- (b) A trip itinerary including contact telephone numbers is to be provided to the District Area Coordinator.
- (c) This also applies to the Central Australian Safari trip except that the itinerary details will already be known.

TRAVEL OUTSIDE AUSTRALIA AND NEW ZEALAND:

Travel outside Australia and New Zealand will not be permitted.

BACKPACKING AND HITCH HIKING:

These modes of travel are expressly forbidden.

TRAVEL IN AIRCRAFT:

Details of aircraft travel are set out below;

1: APPROVED;

- (a) Travel in any scheduled commercial flight is allowed.
- (b) Travel in any non scheduled commercial flight of a sightseeing nature is approved provided that the flight operates from an approved airport. e.g. Scenic Flights at Uluru.

2: APPROVED WITH CONDITIONS;

Travel on any private flight with a properly licenced pilot from either an approved airport or a private airstrip must be approved by the Area Coordinator and the student's natural parents prior to occurring. Approval shall be subject to the provision of specific details of the proposed flight, details of the pilot, and aircraft type.

3: INSURANCE FOR TRAVEL IN AIRCRAFT;

Prior to ANY flight being undertaken under category (2), the student must show proof of having a valid insurance policy, covering death, injury, damages resulting from that specific flight.

4: NOT APPROVED;

(a) Travel will not be approved under any circumstances for any of the following aircraft types.

- (i) Non Motorised Glider.
- (ii) Motorised Glider.
- (iii) Ultralight Airplane (any type)
- (iv) Hang Glider (any type)

(b) The following activities will not be approved under any circumstances.

- (i) Parachute Jumping.
- (ii) Skydiving.

- (c) Any private flight under category (2) but with an unlicensed pilot or a pilot unlicensed to fly that type of plane will not be approved under any circumstance.

OTHER NON APPROVED ACTIVITIES:

The following activities will not be approved under any circumstances.

- (i) Bungee Jumping
- (ii) Any other activities of a dangerous nature as determined by the District Committee and advised from time to time.
- (iii) Any activities excluded by the student's personal accident policy.

BODY PIERCING AND TATTOOS:

In the interest of personal health and hygiene, students are not permitted to have any body piercing or tattoos done whilst on exchange.

REPATRIATION

The student shall be returned home at his or her parent's expense during the exchange year if he or she;

- (a) drives a motor vehicle, motor bike, tractor
- (b) is absent from school without the consent of the counsellor
- (c) possesses or uses illegal drugs
- (d) engages in promiscuous activities
- (e) consumes alcoholic liquor in excessive quantities or contrary to these conditions
- (f) does not adapt to his or her new host town or city environment or presents an unsatisfactory attitude to their hosting Club
- (g) commits a theft of any money or material goods
- (h) commits any criminal offence
- (i) damages the image of Rotary in any way

If early repatriation is to be considered for any of the above reasons, this will be done in consultation with the student, student's host Club counsellor, District 9810 Youth Exchange Chairman, the two District Governors and the student's natural parents.

EXPECTATIONS

We are delighted that you are to be hosted in our district for your year as a Rotary Exchange Student. Your host Club and members of the District Youth Exchange Committee have certain expectations of you. Most of these are detailed in the preceeding sections of Conditions and Rules.

During your year in Australia you will be an example for other exchange students. You will also be an ambassador for Rotary, your home country and most importantly yourself. It is for these reasons that we require your attention to all of these. Additionally, you may be expected to speak on a number of occasions to Rotarians, service clubs, youth groups and other organisations about yourself and your homeland. This is an opportunity to promote yourself as an ambassador.

Australia is a very large country with great distances between some of its more famous tourist attractions. In some instances an opportunity to travel to different parts of Australia may become available. This may be with your host family or other members of Rotary. However, do not expect this as it may not happen. If an opportunity is given to you, you are expected to offer to pay your share of any costs involved.

CENTRAL AUSTRALIAN TOUR:

Each year the District 9810 Youth Exchange Committee arranges a Rotary escorted tour to Central Australia. Although this is not compulsory, students are encouraged to participate in this. The cost of this tour plus personal spending money is the responsibility of the student.

The duration of the tour is between 2 and 3 weeks visiting places including Alice Springs, Uluru, Coober Pedy and other major attractions of Central Australia. You will be required to pay for this in advance to confirm your participation.

Finally, we generally will expect that you adapt yourself to our habits, we do not think that they are better than yours; we only know that they are different. The principal objective of the Rotary Youth Exchange Program is to promote better understanding and goodwill. With your assistance, and ours, the full purpose of the program will be met.

We look forward to your arrival and the completion of a successful year of exchange with Rotary District 9810.

DECLARATION;

We the undersigned, affirm that we have read and do clearly understand these Conditions, Rules and Expectations of the District 9810 Youth Exchange Program and that we agree to be bound by these Conditions, Rules and Expectations.

Please sign all copies and return one copy of this declaration to District 9810 as required.

Student: _____ (signature)

Mother: _____ (signature)

Father: _____ (signature)

Date: _____

IMPORTANT CONTACT TELEPHONE NUMBERS

The following includes a list of contact names and/or Telephone numbers that you can contact during the exchange period. These represent a range of people and Community Support Services you are able to contact if you experience a serious problem, which you need to discuss and/or report.

The Non Rotary contacts are former Rotary exchange students who you can contact at any time about any matters of personal concern and to assist you to resolve these.

They are not in any order but provide a range of options and alternative contacts depending on the type of problem and those who may be involved. The contacts are not provided as alternatives for the resolution of routine and everyday issues and concerns that may arise.

Numbers provided and any details specific to your Host Club and School should be copied into the spaces provided in the following lists:

Community and Emergency Services Contacts: Enter these into your phone

Service/Role	Contact Number
Emergency Response – Police, Fire, Ambulance	000
Sexual Assault Line	1800 806 292
Suicide Help Line (24 Hour Crisis Counseling)	1800 100 024
Lifeline	13 11 44
Depression – Beyond Blue	1300 224 636
DIRECT Line (Alcohol & Drugs)	1800 888 236
Youth Health Line	1300 131 719
Kids Help Line	1800 551 800
Victorian Registration & Qualifications Authority	vrqa.student.exchange@vrqa.vic.gov.au

My School Contacts: Enter these into your phone

Name	School Position	Contact Number
	Home Room Teacher	
	Student Counselor	
	School Office	

My Host Rotary Club Contacts: Enter these into your phone

Name	Club Position	Home Number	Mobile Number
	Host Club Counselor		
	Host Club President		
	Host Club YEO		
	1st Host Family		
	2 nd Host Family		
	3 rd Host Family		
	4 th Host Family		

My Non Rotary Contacts: Enter these into your phone

Name	Mobile Number	Name	Mobile Number
Nicole BOTTERILL	0432 714 846		
Matthew BODE	0435 526 273		

Inbound 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 format – type directly into the text fields

Student Name		Host Club			
Sponsor Club		Country		District	
Report for Month Ending					

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

Present Host Family:	Next Host Family:		
Name:		Name:	
Address:		Address:	
Telephone – Private / Mobile		Telephone – Private / Mobile	
- Email		- Email	
Date of last contact with student (<i>at least monthly</i>) – 'phone		Face to face	
Date of last contact with host family (<i>at least monthly</i>) – 'phone		Face to face	
Date of last contact with school (<i>at least monthly</i>) – 'phone		Face to face	

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;



Advice of First Host Family & Notice of 'Moving Host Family'

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

Host Rotary Club		Name of Counsellor	
Date of move to this family		Date of move to next family	

Exchange Student details

Name		AASES No.	
Country of origin			
Mobile number			
Email address			
School			

Host Family details –

Please supply a copy of each WWCC with this notice

Home address	
Home phone number	

Host Father's name			
Working With Children Check card number		Expiry Date	
Mobile number			
Email address			

Host Mother's name			
Working With Children Check card number		Expiry Date	
Mobile number			
Email address			

Others over 18 year of age living at home			
Name			
Working With Children Check card number		Expiry Date	
Name			
Working With Children Check card number		Expiry Date	
Name			
Working With Children Check card number		Expiry Date	

Please email this form to the **Country Coordinator and YEP Chairman and YEP Secretary**.
Either prior to the move-taking place, or within 3 days of the move.



Inbound Student Approval for Student to Travel

Approval for Student to Travel

Submit this request at least one week prior to travel.

Travel will not automatically be approved

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

Student Name		Host Club	
Mobile 'phone		Email	

Host Club Approval – Date		Host Family Approval – Date	
School Approval – <i>if applicable</i> – Date		District Approval – <i>if applicable</i> – Date	

Details of travel to be approved

Travelling with		Mobile 'phone	
Travelling to		Dates of travel	
Staying where?			

As part of the duty of care to the student and the hosting Rotary Club the Rotary District Rules for Travel must be observed. These are;

TRAVEL WITHIN VICTORIA:

- (a) Students are to obtain the permission of their host parents and counselor.
- (b) The counselor is to record sufficient details to allow immediate contact if necessary.
- (c) Where the travel exceeds two days the District Committee is to be advised prior to commencement.

TRAVEL OUTSIDE VICTORIA:

- (a) Additionally, the counselor must obtain the permission of the student's natural parents in writing and their host parents. School approval must be given if travel will occur during the school term.
- (b) An itinerary of the trip including names and telephone contact numbers is to be provided prior to the travel. The District Committee must approve this travel.

TRAVEL OUTSIDE AUSTRALIA:

Travel outside Australia will not be permitted.

BACKPACKING AND HITCHHIKING:

These modes of travel are expressly forbidden.

Approval is required one week prior to travel whenever possible, by completing this Travel Request Form.
Unaccompanied travel will not generally be approved. Travel will not automatically be approved.

<i>Signature of Student and Date:</i>	<i>Attach written approval of Natural Parent/s – if applicable:</i>
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<i>Signature of Counsellor or Club President and Date:</i>	<i>Approved by District Committee – if applicable: - and Date</i>
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Approval for student to travel with Natural parent/s during exchange

Approval for student to travel with Natural parent/s or Guardian during exchange

Sign and submit this request at least one week prior to travel to
District committee for approval and notification of details
Travel will not automatically be approved

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

Student Name		Host Club	
Mobile 'phone		Email	

Host Club Approval – Date		Host Family Approval – Date	
School Approval – <i>if applicable</i> – Date		District Approval – <i>if applicable</i> – Date	

Details of travel to be approved

Travelling with		Mobile 'phone	
Travelling to		Dates of travel	
Staying where?			

As a condition of approval for the student to travel during the exchange in the company of a natural parent/s or guardian or adult sibling the following conditions must be accepted and signed by the student, the accompanying parent or adult sibling is responsible for this travel and is to be approved by the host Rotary club and the District Youth Exchange Committee prior to travel.

Statement: I/we being the natural parent or guardian or adult sibling of the above named Rotary exchange student agree and accept that during the period of the travel indicated that I/we will be solely responsible for the Duty of Care and personal welfare of the student and that he or she must adhere to the rules and conditions of being a Rotary youth exchange student.

During this time the student will continue to be covered by the student's personal travel insurance and by the Overseas Student Health Cover (OSHC) provided that all rules and conditions of being a Rotary youth exchange student are adhered to.

Signature of Parent/s or Guardian and Date:	Signature of Student and Date:
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Signature of Counsellor or Club President and Date:	Approved by District Committee and Date:
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