Guide and Application for Travelling While on Exchange

Outline

Exchange students should understand that travelling while on exchange (other than travel organised by Rotary) is a privilege and not a right. Travel can only be undertaken if it does not clash with the plans of the Host Family, Host Club and others who provide hospitality to students during exchange. It must also fit in with School attendance and Visa requirements. The exchange program takes priority over all other travel plans.

Host Families are under no obligation to take students on holidays or provide tours. Where a Host Family will be away and cannot take the student, the Counsellor needs to be advised well in advance so that alternative accommodation arrangements can be made while the Host Family is away.

Most students manage to see a lot of their host country due to the generosity of their Host Family, their Rotary Clubs, and individual Rotarians. Where this occurs, it is an added advantage to the exchange. This Form is to be used when permission is needed for these opportunities offered to students.

Students should first tell their Club Counsellor, or President about the proposed travel as soon as possible and get help to decide what approvals are needed. Students should then submit the Travel Plan at least two weeks before the intended travel because final approval may take some time. Under NO circumstances should students make travel arrangements and then expect that permission will be given.

Students must follow all Rotary Rules while travelling and any other Rules set by Rotary as a condition of giving permission for the proposed travel.

Depending on the Travel Plan, approvals may need to be obtained from:

1. The Host Club (Club Counsellor or President)
2. The Host Parents
3. The School
4. The student's own parents
5. The Host District YEC Chair, YEC Country Coordinator, or the Host District Governor.
6. The Sponsor District YEC Chair

Unaccompanied travel, or travel with other students without a Rotarian, or a Host Family outside Victoria (D9800, D9810 and D9820), Victoria and South Australia (D9780 and D9510) or Victoria and New South Wales (D9790) is not encouraged and is strictly forbidden by some Rotary Districts.

The safety, welfare and pastoral care of the student is primarily a Host Club responsibility, and these considerations are a priority when considering travel requests outside normal Rotary Club and District activities.

Travel Opportunities Offered In District 9___

Every year a Safari is organised for Inbound students. The trip will often involve students from other Districts and usually takes place around March to April. Students pay for the cost of Safari. Permission for Safari is required from students' parents and the School. All required permission forms for Safari will be sent to students separately.

Every year the Inbound students are invited to and are expected to attend the District Conference. This is an opportunity to meet fellow exchange students and to help promote the Youth Exchange Program. This cost is covered by the Host Club. No permission is required for this trip, although students must advise Host Families as soon as possible after the dates are known.

Other opportunities for Inbound students to get together are various camps during the year, including Orientation camps and a Rotex Camp. The Orientation camps are compulsory for students to attend, and the cost is covered by the Host Club or District. No permission is required for these Camps, although students must advise Host Families as soon as possible after the dates are known.

Host Clubs will sometimes organise weekend trips or activities for students. These are not compulsory, but students are expected to participate in all Host Club activities where possible. If there are costs involved, they would normally be paid by the Host Club.

Information For Schools

Under the guidelines of the Rotary Youth Exchange Program, a student is required to have an 80% attendance at School, excluding the Safari involving most Rotary Districts across Australia around March to April. This tour is approved by the State Education Authorities and is exempt from any calculation of school attendance.

It is recognised that Rotary Youth Exchange students may be given an opportunity to travel with their Host Family, or other Rotarians on trips that have an educational component.

This Form is designed to support Schools in monitoring the times an exchange student is absent from School.

Types Of Travel And Requirements

For any travel involving contact with adults, all laws and policies must be complied with. This includes meeting Child Safety requirements and holding a current Working With Children Card. Students must provide all documents and information necessary in the Travel Plan to establish there is compliance.

Travel is described as one of three Levels with varying requirements for approval.

This Form need not be completed for Level 1 Travel but must be completed for Level 2 and 3 Travel.

Level 1 Travel	Where the proposed travel is a **day trip within Victoria** (**D9800, D9810 and D9820**), Victoria and South Australia (**D9780 and D9510**) or Victoria and New South Wales (**D9790**) **without the Host Family**, approval must be obtained from the Host Family Where the proposed travel is for **one or more nights with the Host Family** in Victoria (**D9800, D9810 and D9820**), Victoria and South Australia (**D9780 and D9510**) or Victoria and New South Wales (**D9790**), the student must advise the Country Coordinator of their location. If travel is during School time, approval must be obtained from the School and a letter or email from the School is sufficient.
Level 2 Travel	Where the proposed travel is for **one or more nights away from the Host Family** in Victoria (**D9800, D9810 and D9820**), Victoria and South Australia (**D9780 and D9510**) or Victoria and New South Wales (**D9790**), approval must be obtained from the Host Family and Host Club Counsellor, or President. Students must advise their parents/guardian of the location, travel itinerary, sleeping arrangements and contact information for the adults hosting the students during the travel. If travel is during School time, approval must also be obtained from the School.
Level 3 Travel	For **all other travel** with or without the Host Family, (including international travel), additional approval must be obtained from the Host Club Counsellor, or President, the student's parents/guardian, Host District YEC Chair, or YEC Country Coordinator and the Sponsor District YEC Chair, or Coordinator. If **international travel** is proposed, final approval will also be needed from the Host District Governor. If travel is during School time, approval must also be obtained from the School.

Completing, Signing And Submitting The Travel Plan

The proposed Travel Plan below must be completed in detail and all documents must be included. Where applicable, the Travel Plan must include the name, address, and telephone number of the responsible Rotarian (or approved contact) at each stopover.

NOTE:

When the Travel Plan is fully completed, it may be sent in one email to everyone listed in the Approvals Section on the last page of this form.

Each person can sign their approval and "Reply All" with the signed form and documents.

Any queries can be made in the "Reply All" email and the appropriate person will deal with it.

Travel Plan

Student Name	Email Address	Telephone Number

Club Details:	Club Name:

Names	Contact Details	Working With Children Card #

Accompanying the student to airports, bus or train stations for departure and return journeys:

Hosting the student during the trip, including persons meeting the student at the destination:

Travelling as a companion with the student:

Attach copies of any required ticketing (including any flights):

For international travel:

1. Attach a letter from the Travel Insurance provider to confirm insurance will cover the trip.
2. Confirm the student's Visa will allow entry to the destination country and re-entry to Australia.

Trip Details: include all travel dates and methods and accommodation and sleeping arrangements:

Approvals Section

Signing this Form confirms approval of the proposed Travel Plan. Rotarians signing this form are verifying they are satisfied that all relevant documents have been provided.

Level 2 Approval

One or more nights away from the Host Family in Victoria (D9800, D9810 and D9820), Victoria and South Australia (D9780 and D9510) or Victoria and New South Wales (D9790)

Host Father **Name:**	**Signature:**	**Date:**
Host Mother **Name**	**Signature:**	**Date:**
Club Counsellor/President **Name**	**Signature:**	**Date:**
School Principal If applicable. **Name**	**Signature:**	**Date:**

Level 3 Approval

All other travel with or without the Host Family, (including international travel), requires ALL of the above approvals, PLUS the following:

Student's Father/Guardian **Name:**	**Signature:**	**Date:**
Student's Mother/Guardian **Name**	**Signature:**	**Date:**
Sponsor (Home Country) District YEC Chair/Coordinator **Name**	**Signature:**	**Date:**
Host District YEC Chair/Country Coordinator. **Name**	**Signature:**	**Date:**

NOTE:

After this page is signed, final approval is required from the **Host District YEC Chair**, or **District Governor**.

By signing this form, Country Coordinators verify that all relevant approvals have been obtained and they will notify the student.

All documents will be filed in the student's folder maintained by the District Youth Exchange Secretary.