

## Table of Contents

<b><u>Navigating This Guideline .....</u></b>	<b><u>3</u></b>
Linked Documents .....	3
Glossary .....	3
Index .....	3
Short Cuts .....	3
<b><u>Introduction .....</u></b>	<b><u>4</u></b>
<b><u>Benefits of Youth Exchange .....</u></b>	<b><u>4</u></b>
<b><u>Objectives of the Youth Exchange Program .....</u></b>	<b><u>5</u></b>
<b><u>Communication .....</u></b>	<b><u>5</u></b>
First Night Questions .....	5
Change of Host Families .....	6
Resolution of Problems .....	6
<b><u>Student Participation .....</u></b>	<b><u>6</u></b>
Interaction with Host Family .....	6
Religion .....	6
Schooling.....	6
Rotary Events.....	7
<b><u>Student Mental Health.....</u></b>	<b><u>7</u></b>
Homesickness .....	7
Anxiety & Low Mood .....	7
Culture Shock.....	7
<b><u>Student Counselor .....</u></b>	<b><u>8</u></b>
Duties of a Counselor.....	8
<b><u>Discipline .....</u></b>	<b><u>8</u></b>
Expectations of Student.....	8
Standards of Behavior .....	8
<b><u>Cannabis, Tobacco, Alcohol and Related Products .....</u></b>	<b><u>9</u></b>
<b><u>Youth Protection.....</u></b>	<b><u>9</u></b>
Components.....	9
Some Youth Protection Guidelines.....	10
Host Family Vetting.....	10
Crisis Management .....	10
<b><u>Orientations.....</u></b>	<b><u>11</u></b>

# Host Family Guidelines

Host Family .....	11
Host District .....	11
Host District .....	11
<b><u>Responsibilities of the Various Parties to an exchange .....</u></b>	<b><u>12</u></b>
Exchange Student .....	12
Host Family .....	13
Natural Parents or Guardians .....	13
Receiving District (Host) .....	14
Receiving Club (Host) .....	15
<b><u>Organization Overview of Rotary .....</u></b>	<b><u>15</u></b>
Rotary Club .....	15
Rotary Districts .....	16
Rotary International .....	16
<b><u>Travel.....</u></b>	<b><u>16</u></b>
<b><u>Insurance .....</u></b>	<b><u>20</u></b>
Submitting Claims .....	21
Medical Health Issues .....	21
Mental Health Issues .....	22
<b><u>Appendix of Document Links .....</u></b>	<b><u>23</u></b>
<b><u>Index of Document Links .....</u></b>	<b><u>23</u></b>

## Navigating This Guideline

### Linked Documents

Throughout the text of this Guideline, references will be made to related documents. Note that when such reference is made, the name of the document will appear in ***bold italic*** text which contains a link to that document. Clicking on the ***bold italic*** text will open a linked .pdf document. These documents can then be then down loaded and / or printed. The exception to this rule is when the link is to a document created in MS word or PowerPoint. Clicking the link will automatically download the file to your browser, from where it can be opened if the above application resides on your computer. These documents are able to be edited according to your circumstances.

### Glossary

If you know the name of the document you wish to find, at the end of this Guideline, you will find a glossary listing of all the documents linked throughout

the text. Clicking on any one item in the Glossay will bring the document into view, and able to be printed. This precludes you having to search through the Guideline to locate a document so you can view / print it.

### Index

The index located at the end of this document lists the linked documents and the pages that they appear within the Host Family Guidelines.

### Short Cuts

- Each topic listed in the Table of Contents is linked to corresponding text within this guideline. Clicking on a topic in the Table of Contents will take you to the relevant text in the Guideline.

- **Returning to the Table of Contents at any time:**

PC using Edge: Use key combination Ctrl + Home

Mac: using Safari: Command (Home) + up arrow (upon return to the table of contents the topic you left is **highlighted**.)

- **To open a linked ***document*** in a new window**

(This keeps the Guideline window active for easy return)

Mac using Safari: Command + Option + Shift + click ***Document***

PC using Edge: Shift + click on linked ***document***

- **To download a linked ***document*****

Mac using Safari: Control + click on ***Document***

PC using Edge: Control + leftclick on ***Document***

# Host Family Guidelines

## Introduction

One of the main purposes of the Youth Exchange Program is the exchange of knowledge on an international level. Your student is an ambassador for his or her country, so show an interest in that country and try and learn as much as possible about your student's home environment. In turn, you are also an ambassador for your country by imparting knowledge about the United States way of life to your student, so that he or she will be able to take back to their home country a picture of the U.S. that is as accurate as possible. This two-way exchange of ideas and information can be a very stimulating and rewarding adventure in international goodwill and understanding. By acting as a host to an overseas student, you are doing far more than providing bed and board for someone. You are taking the first very essential step towards world peace by helping to break down fears and prejudices and misunderstandings which are based on ignorance.

The Rotary Youth Exchange Program is a wonderful adventure in International Service which each year enables thousands of secondary school students to travel to other parts of the world to study for one year in an entirely different environment.

The impact of this Program on future international relations is incalculable, however, the impact on the lives of those fortunate enough to participate is most evident. Those young people are the potential leaders in their future community; therefore the breadth of experience and the widening of horizons obtained by them through the Program must play a vital role in the shaping of tomorrow's world. Participants return with a broader view of the world and a deeper understanding of themselves. Global perspective, self-confidence, language competence, college competitiveness, high level career opportunities, broad education, political insight, new international friends while having the time of their life is exchanged for one year in their home country.

The program is a most rewarding experience for all who participate in it, whether as student, host family, Rotary Club, or at District level

The following topics go into detail of policies specific to Rotary District 5060. For a general introduction to Rotary Youth Exchange refer to [A Guide for Host Families](#).

## Benefits of Youth Exchange

Each year, Rotary Youth Exchange provides approximately 7000 young people from over 100 countries with the opportunity to experience the cultures, concerns and accomplishments of people in other countries. Through this Rotary program, students are given the opportunity to grow as individuals while their concept of the world expands as well.

Through Youth Exchange, Rotarians seek to provide the best possible environment for the participant. The program enjoys the advantages of more than fifty years of experience and a network of more than 1.1 million Rotarians around the world. This experience and support system ensure the best possible exchange for youth in the program.

But why do we do it? It's all about PEACE.

The Youth Exchange program helps students around the world connect with each other and discover we all have the same wants and desires. We're really not that different from each other and when we're friends, it's hard to engage in

# Host Family Guidelines

conflict. Each student who travels to another country meets many other students, not just from the country they are hosted by, but they also meet exchange students from other countries. They become ambassadors to spread Peace and Understanding. When they return home, they continue through the rest of their lives to be ambassadors for Peace.

Participants return with a broader view of the world and a deeper understanding of themselves. As these young people become adults, many assume leadership roles in their communities and bring to these positions the benefits of their exchange experiences. As a result, Rotary's Youth Exchange program becomes a powerful force in the promotion of world peace and understanding.

Long-term exchange students must have more than one host family — preferably three different families — during their exchange. By living in the homes of several families, students are exposed to a variety of experiences in the host country and better understand the culture as a whole.

## Objectives of the Youth Exchange Program

- To further international goodwill and understanding by enabling students to study at first-hand some of the accomplishments and problems of people in other lands.
- To enable students to further their education by studying for a year in a different environment and by undertaking courses of study in subjects not normally available to them in secondary schools of their own country.
- To urge students to broaden their own outlook by learning to live with and meet people of different cultures, creeds and colors and by having to cope with day-to-day problems in a new environment.
- To act as ambassadors for their own countries by addressing Rotary Clubs, community organizations and youth groups in their host countries and by imparting as much knowledge as they can of their own countries to the people they meet during their year abroad.
- To enable students to study and observe all facets of life and culture in their host country so that on their return home they can pass on the knowledge they have gained.

Acting as a host to an overseas student can be a tremendously rewarding experience for a family. However, it also entails some important obligations. Here are some of the ground rules:

## Communication

### First Night Questions

Very early you should sit down with your student to clarify any questions they may have. **First Night Questions** will help the family to get off on a good start with their student. Upon clicking on the above link, you can select English (First Language) and the students (Second Language) so that the first night questions appear side by side in the selected languages. This process will preclude any future misunderstandings and will put the student at ease.

# Host Family Guidelines

## Change of Host Families

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

## Resolution of Problems

When a problem does arise, timely communication is important. The first avenue of this communication should be between the host family and student. This action will usually resolve any issue. However if this does not occur satisfactorily, don't hesitate in contacting the student's Councilor. If after all this the issue is still not resolved, contact the District Youth Exchange Chairperson.

It is helpful to know that the student is trained to resolve problems using this same escalatory hierarchy of communication.

## Student Participation

### Interaction with Host Family

It cannot be stressed too much that the student should not be treated as a special "honored guest" by the family. The whole value of this program centers on the acceptance by both students and hosts that the student will be "one of the family", not receiving any special favors or treatment and undertaking all the normal family chores. For this reason it is desirable that the student address the host parents as "Mom" and "Dad" or some other informal title. They should never call you "Mr." Or "Mrs."

The student should most certainly make their own bed, keep their room tidy - very difficult for some - and assist with general household chores, such as setting the table or doing dishes; boys might reasonably be expected to help with lawn mowing and similar tasks. Some complaints have been received from students that they are being used as unpaid help or as constant baby sitters. Others again have found that they are not allowed to join in with the normal household chores. The problem is to strike the right balance, and a guiding principle in these cases is to ask what would be expected from the host families' own children.

### Religion

Somewhat surprisingly this seldom poses serious problems. Most students are very flexible on attitudes and usually accompany the host family to their church even where religions differ. Host families should not force an issue and if the student wishes to follow his or her own religion, every effort should be made to assist them in this respect. However, if the host family goes to church on Sunday morning, the student should not remain home in bed.

### Schooling

The Youth Exchange Program rules require attendance at a high school. Usually the Counselor will take care of the enrollment details and will arrange, together with the student, the optimum subject package and educational materials. The host family's role is to supervise the day-to-day attendance of the student at school and encourage them to participate fully in both the academic and extra-curricular activities of the school. Exchange students are not exempt from homework

# Host Family Guidelines

assignments and projects and are expected to make an honest effort to succeed in school work. Failure in this effort may result in early termination of the exchange. It is important to the success of the exchange that any problems which might arise from language difficulties be dealt with promptly. The host parents should always ensure that the student is provided with a note for the principal/teacher to excuse them from any classes which they need to miss for any reason. It is very important that the school is kept fully informed regarding the student's program of activities.

Students should not attempt enroll in college or university. The Youth Exchange Program is a high school program and high school attendance is a prerequisite to selection. All public school fees should be paid by the hosting Club. Enrollment in a private school is not a financial responsibility of the club.

## Rotary Events

See [Event Calendar](#) for list and specific dates of events. For detailed information about the events, go to [Youth Exchange District Events](#). In all, the Inbound students attend five District weekend functions. Two of these activities include the selected Outbound students and the opportunity to begin a friendship that will continue the next year in their home country and usually for a lifetime thereafter. Weekends are considered mandatory. School sporting events or travel with host families are not considered as reasons to not attend.

## Student Mental Health

### Homesickness

Every student experiences homesickness to some degree and the extent of this problem will depend largely on the student's own background and personality. Host families should be appreciative of this fact and should expect the student to have some adjustment problems. Many students say that they feel there are times when they want privacy to cope with feelings of homesickness. If your student spends some time alone in his or her room, do not be alarmed - this is fairly normal. But if the student spends a lot of time alone, this could be a danger signal that all is not well. The student who is actively involved in the community will be less likely to suffer from adjustment problems and homesickness than the non-participant; therefore, do all you can to encourage your student to accept the opportunities available to become involved in the community.

### Anxiety & Low Mood

Exchange students can be especially susceptible to Anxiety and mood swings. Refer to [Navigating Anxiety & Low Mood](#) for insight to this phenomenon. In extreme cases the student's counselor should be alerted and stands ready for support and counsel when needed.

### Culture Shock

Rotary Youth Exchange Students, living and studying in a different culture, living in the homes of host families, often experience significant culture shock, sometimes on a continuous basis, throughout their stay abroad. For more information on this subject, refer to [Culture Shock](#).

Also understanding the [Phases of a Typical Exchange Experience](#) will be very useful.

## Student Counselor

### Duties of a Counselor

The host Rotary Club will appoint a Counselor who will act as a confidante to the student during their stay. The student is expected to consult the Counselor on any problems that may arise.

In addition to responding to calls from the student, the Rotarian counselor should initiate communication with the student at least once a month by phone or in-person.

The counselor or another qualified Rotarian should visit the student in the host family's home to make sure living arrangements are consistent with what was agreed upon during the screening.

The Counselor is also available to help the host families with any problems that they may encounter in hosting the student. Do not hesitate to consult the Counselor if problems of any kind arise.

Counselor's task is to guide and assist their young people, rather than boss or dictate each move they make.

It is not the counselor's duty to make decisions regarding travel by the student. Extended trip plans must be approved by the Club and District Chair to assure that the plans meet requirements of the program.

## Discipline

### Expectations of Student

The student is expected to adapt to the supervision and discipline of the host family. Remember the host family does not have to adapt to the student; rather the student must learn to adapt to the family. Any sign of reluctance or unwillingness on the student's part to accept this point of view should be brought to the attention of the Counselor, who should then clarify this point with the student. It would be better that such a ruling come from a third party, such as the Counselor, rather than the host parents. Problems can arise unless the student clearly understands the fact that they are expected to conform to host country conditions. At the same time, host families should be aware of the problems of adaptation and should be prepared to be flexible.

### Standards of Behavior

So that there is no mistake about how Rotary feels about certain conduct, this District has clear standards for the type of behaviors that can end a student's exchange. This **Standards of Behavior** document is signed by the student at their District orientation.

Violations of these Standards will be reviewed on a case by case basis and may result in a warning, a behavior plan or immediate termination of the exchange. The response will depend on the circumstances of the incident and discussion between the hosting club and District Chairperson.



# Host Family Guidelines

The Standard for Behavior are to protect the exchange student, host family, host Rotary Club, and District 5060 who have responsibility to the sponsor club and parents.

In addition the student, in completing the exchange application, pledged to adhere to the [\*Rules and Conditions of Exchange\*](#).

## Cannabis, Tobacco, Alcohol and Related Products

District 5060 recognizes that the use of cannabis, tobacco, alcohol and other related products (edibles and inhaled) are now legal for adults throughout the District.

The District policy for selection of host parents for our inbounds is that host users of these products be requested to not consume the products in a way that a student would be subject to primary or secondary consumption. Under no circumstances may our inbounds be permitted to consume cannabis products.

Inbound students are aware that they are not permitted to consume cannabis, or alcohol while on exchange. If their exchange application indicated the student was a non-user of tobacco, they may not smoke while on exchange.

## Youth Protection

### Components

A Youth Exchange student will spend a year, or perhaps just an extended period of time, living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional abuse or harassment of every student with whom they come into contact. To this end a District 5060 Youth Exchange [\*Youth Protection Policy\*](#) is in place. Incorporated in this policy is the requirement that all parties with extensive contact with students be vetted according to the requirements of Rotary International and, in the case of U.S. Clubs, the overlapping U.S. Department of State regulations.

Rotary International and Rotary International District 5060 are committed to protecting the safety and well-being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the District 5060 Youth Exchange [\*Sexual Abuse and Harassment Allegation Reporting Guidelines\*](#). If you become aware of any abuse of your student, please refer to that document.

Prevention is always preferable to having to deal with an actual case of abuse. To that end, alerting all parties involved with our inbounds to the fact that we are sensitive and vigilant is extremely important. This includes discussions with our inbound students themselves that include a [\*Sexual Abuse Response\*](#): A Quick guide for Inbound Exchange Students.

The Rotary Youth Exchange program is regulated in the United States by its Department of State. Most of those regulations mirror those of Rotary International. The complete text is found in [\*USA DoS Exchange Regulations\*](#).

# Host Family Guidelines

The DoS welcomes Host Families and expresses its support in a [\*US DoS Letter to Host Family\*](#)

## Some Youth Protection Guidelines

1. Always treat students with respect and request that others do the same.
2. Touch and hug students only in ways that are appropriate for teenage children in your family.
3. However, be aware that the appropriateness of hugging and other forms of touching vary considerably from one culture to another.
4. Respect the right of the student to privacy.
5. Never engage in or allow physical force or emotional abuse or harassment.
6. Never make sexually suggestive comments, even as a joke.
7. Spending excessive time alone with a student is never a good idea.
8. Communicate immediately with Rotary if there are allegations or suspicions of abuse or harassment.

## Host Family Vetting

need brief mention of this requirement – not detailed

Upon locating a committed host family, the Club Youth Exchange Officers (YEO) forwards the parent's name and email address to the District Protection Coordinator who will initiate a online Host Family Application sent to the family. Upon completion of online application the family's vetting begins.

Host Family members over the age of majority are vetted separately as volunteers within a family. Criminal background checks, including law enforcement public record checks and reference checks, must be done for all adult members of the host family. In addition, both scheduled and unannounced or short-notice home visits should be made before and during the exchange.

## Crisis Management

The health, safety, and security of our volunteers and program participants is our highest priority. For that purpose, a [\*Management Procedures for Crises and Covid – 19\*](#) has been developed to serve as an important procedural resource to assist District 5060 volunteers and participants in responding effectively when a crisis occurs. This minimizes risk, and to the greatest extent possible, ensures the safety of all.

A crisis involving Youth Exchange may involve international students hosted in D5060, or D5060 students hosted in international partner Districts. The crisis may involve an individual student or a group of students within a region.

District 5060 provides training related to crisis management for its Youth Exchange students and volunteers at the annual Inbound Orientation and/or once per year through in person or webinar delivery. Certain circumstances may arise that lead to additional training.

# Host Family Guidelines

## Orientations

### Host Family

For all Host Families in the U.S., the last step in vetting will be an in person orientation supervised by the Club YEO. All family members over the age of 18 will be required to be present. A careful review of this Host Family Guideline will prepare the family of this in person orientation. Shortly after the orientation, the host family will be notified of their approval.

Canadian families will be registered for an NAYEN online orientation as the last step in their vetting process. At the appropriate time, you will receive a notice from NAYEN Training containing a link for the course.

### Host District

Soon after your student arrives there will be an orientation regarding the Host Clubs student rules and expectations. The [\*Student Club Orientation Outline\*](#) lists some of those.

### Host District

In early September all the inbound students will gather for an Orientation. Most of the topics will be a repeat of what they learned from their outbound orientation before they departed from their home country. Added to those topics will be rules and expectations that may be specific to District 5060, all of which are covered somewhere in this Host Family Guideline.

## Responsibilities of the Various Parties to an exchange

### Exchange Student

- Adapt positively to host family.
  - Work at developing good friendships.
- Agrees in writing to accept all the rules and conditions of the program.
- Accepts the supervision of the receiving District, Club, and host family.
  - They shall provide room and board for three or four months and should include the student in all family activities.
  - The student will be expected to attend host Rotary club meetings and events as requested by the host Rotary club.
  - The student will be expected to make continuous language improvement, leading to practical fluency in the language of the host club.
  - The student will limit their total electronic communications (text, Skype, Facebook and similar services) to Canada and the US to not more than 30 minutes per day (preferably less).
  - The student will become engaged with the local environment and community so as to be an exceptional ambassador for Rotary International
  - Agrees to accept the placement in the country to which he or she is assigned.
  - Arranges to speak at Rotary and other community functions both during and after the period of the Exchange.
  - Corresponds regularly with both the sending District and sponsor Club.
  - Limit communications with natural parents & friends back home.
  - Adhere to Rotary district policy regarding:
    - Overnight stays
    - Out of town travel rules
    - Visits by natural parents, family or friends
    - Travel
    - The Five D's
  - Avoid employment - Rotary & visa rules. Note: Student may occasionally do yard work or babysit for extra money, but may not hold a regular job.
  - Returns home at a time and by a route specified by the sending District.
  - Attends secondary school regularly and take schoolwork seriously

# Host Family Guidelines

## Host Family

- Provide room and board for three or four months. Board includes three meals per day. The student may utilize the lunch supplied by the school or pack a lunch from home. Either way the Host family must provide or pay for this.
- Maintain communication with the local Rotary Club.
- It is desirable for the student to have his or her own room or, alternatively, to share with someone of their own age group
- Should include the student in all family activities accepting the student as one of the family in all respects.
- It is not obliged to provide the student with spending money nor to finance clothing, travel or other expenses (including telephone calls).
- The host family must undertake to supervise the school and leisure hour activities of the student as if he or she were their own son or daughter.
- Exercises parental responsibilities and supervision, as would the student's own parents.
- Help with typical challenges such as language acquisition, friendships, culture shock, local customs, etc.
- Advise the student regarding options for local transportation
- Advises the student about matters such as the family, school and community functions during the period of the exchange.
- Notifies the Rotary counselor if the student is encountering any problems (such as illness, difficulty in adapting to the host family or school, or serious homesickness).
- Notification Host Club of material changes in status (address, work, arrests)
- At the end of the stay with your family, you will be requested with helping the Program improve by completing a brief survey about your hosting experience.

## Natural Parents or Guardians

- The parents of an outbound student are required to undertake the following financial obligations:
  - The cost of registration, lodging, transportation and meals for the Revelstoke long weekend, February 17-20 for the outbound student.
  - The cost of Rotary International required medical, travel and liability insurance.
  - The student and his or her natural family are expected to cover the costs of "special soaps, shampoos or lotions" personal cosmetics and prescriptions.

# Host Family Guidelines

- If students need to acquire additional clothing while on exchange, this cost is also the responsibility of the student or natural family.
  - The student and natural family will be responsible for any medical expense co-payments or payments prior to reimbursement under the provided insurance.
  - The student will normally be responsible for any costs incurred for the use of a cell phone or long distance costs incurred for the use of the host family phone.
  - Nearly all hosting Rotary districts offer optional trips within their country or region for the students. The cost of any of these optional trips varies greatly and is the responsibility of the student and the natural family.
- All students are required to carry the Rotary approved medical and hospital coverage for the year away.
  - The parents are required to provide the student with a revolving emergency fund of \$500 (Canadian or US) which can be drawn upon with the consent of the Rotary Counselor in emergency circumstances only. Emergency circumstances might include medical costs that must be paid “up front”, unexpected phone bills incurred by inbound student, other unexpected costs.
  - A monthly allowance will be paid to the student by the host Club to help cover spending money requirements and incidentals.
  - All clothing needs of the student while abroad are the responsibility of the parents. This includes school uniforms where applicable. Some school fees may be the responsibility of the student but tuition if applicable is the responsibility of the host club.
  - Provide appropriate clothing including any necessary school uniforms.
  - Provide any additional spending money plus the required emergency fund of \$500 (Canadian or US).

## Receiving District (Host)

- assigns the student to a specific Rotary club.
- arranges a suitable orientation for the newly arrived students.
- maintains contact with the student and the sending District during the Exchange period.
- ensures that students are at all times in possession of valid visas and other necessary documents during the exchange period.
- ensures that the student purchases the Rotary approved insurance policy locally if they arrived with no insurance.
- Tracks the progress of all inbound students and intercedes when necessary.

# Host Family Guidelines

## Receiving Club (Host)

- Checks student's entry documents. Return airline tickets will have a date indicating return well before the actual return date. The Club will see to it that tickets will be rebooked at a later time.
- Meets with the student for the purpose of Student Orientation to review Club expectations.
- arranges for 3 to 4 host families for each student hosted. Host family orientation and maintain monthly contact with the current host family.
- arranges secondary schooling. All educational expenses, including tuition, transportation to and from school, materials fees and the like are the responsibility of the hosting Rotary club.
- appoints a counselor for each student.
- meets the Exchange student upon arrival.
- Keep in a secure place the:
  - Emergency fund per district policy
  - Return airline ticket confirmation
  - Passport and other government papers, if requested by student
- ensures the attendance of the student at all mandatory functions such as orientation or District conference.
- Bears the cost of supporting the student.
- Develops a suitable program of contact and activities for the student.
- Provides a monthly allowance.
- Ensures regular attendance of the student at club meetings and functions.
- Provide transportation to Rotary events per district policy.
- Meet with student & school officials to discuss credits, graduation options, and participation in school activities, such as extracurricular activities.
- Tracks the progress of students and reports same to District.
- Maintains records consistent with the District's **Youth Protection Policy**.
- Familiarize host families with strategies to deal with cultural differences and practices. (See **Culture Shock** for more information)

## Organization Overview of Rotary

### Rotary Club

A **Rotary Club** is a local chapter of Rotary International.

# Host Family Guidelines

Various Club Committees participate in projects within their community, Nation, or that can even extend world wide. The Club Youth Exchange committee is just one of these, recruiting outbound students, and hosting inbound students.

## Rotary Districts

**Rotary Districts** within a geographic area contain up to 60 clubs. District 5060 covers Central Washington and Central British Columbia. See [District Map](#) for Club locations. The District Youth Exchange committee arranges inbound and outbound exchanges of youth with partner districts around the world, then coordinates these exchanges with the clubs within it's area. The 5060 [District Committee](#), active since 1970 in Youth Exchange, consists of individuals with many years of experience, lending important support to Clubs and their students.

## Rotary International

**Rotary International** is made up of many Zones worldwide, each one containing many districts. It provides support for the many activities of it's Zones, Districts, and Clubs.

## Travel

### **Travel for Inbound Exchange Students is a privilege, not a right:**

This is an educational and cultural exchange, not a tourist exchange. Students are expected to learn the language and the culture of their host community, to become an active member of their host family, their host school and their host city or town. Travel is not allowed when it interferes with the activities of the host school, the host family or the host Rotary Club.

The primary responsibility of Rotary is to keep students safe. It is important that the adults (host family, YEO and Chairperson) responsible for exchange students know where students are, who they are with and what activities they are involved in. All travel must go through an approval process. Host parents, Youth Exchange Officers (YEO) or Counselors can deny any travel requests if there is any concern about the safety and security of the student and/or the behavior and attitude of the student. If the student's YEO is not available to begin the permission process, the student can contact their Counselor directly.

### **Travel and School:**

Students who are not doing well in school cannot miss school to travel. Students, who are doing well in school, may occasionally miss school to travel (no more than 10 days). All of their homework must be current.

Students are to ask their teachers, before their trip, for the homework that they would miss while traveling. They are expected to make arrangements with their teacher for getting their homework finished and for making-up any tests or exams that they miss.

### **School and Church Group Organized Trips:**

Trips organized through school and church groups may be authorized as long as the student follows all the proper approval process.

**No travel will be approved for other Rotary District's organized trips.** There may be an opportunity to travel on an approved tour (ie Belo USA trip to Hawaii in March) if it does not conflict with District 5060 Rotary trips noted below.



# Host Family Guidelines

## Groups of Students Meeting or Traveling Together:

Other than the meetings/trips that are described below, **groups of 4 or more** students are **not** allowed to travel or to meet together without the direct supervision of responsible adults involved with the **Youth Exchange Program (or approval of District Chair)**

**Travel That Is Approved, Authorized, and Organized by District 5060 are as follows:**

There are **5 required** district trips/meetings for Inbound Students:

1. **The Inbound Orientation** – first weekend in September after school has started.
2. **The Weekend in the Snow** – held at Silverstar Mountain resort, Vernon, B.C, **December**.
3. **The Weekend in Merritt, B.C** – held in Merritt B.C - middle of **February**.
4. **The Outbound Orientation weekend**- held in Penticton, B.C. beginning of **April** – Inbound and outbounds with their parents get together to discuss outbound exchange.
5. **District 5060 Annual Conference** – usually held in **May** (4 days) and alternates between the US and Canadian sides of the district.

**Optional but highly recommended is a bus trip organized by Inbound Educator/Coodinator around District 5060 after District Conference (5-6 days)- Cost of trip will be advised at a later date.**

## Travel Rules for Students Hosted by District 5060

1) In all cases we need to know:

- Where you are going
- Who you are going with
- How you are getting there
- What are the planned activities for the day
- When you will leave and return
- That you have enough money for the activities that are planned
- That you have all necessary travel documents with you
- How you can be contacted in case of an emergency, and your emergency contacts.
- The names and phone numbers of the responsible adults who will be supervising you.

## **2) Same Day Travel within District 5060 but not crossing the border**

**Same Day** travel within British Columbia or Washington that begins and ends in your host town is approved by your host parents. Before they can make the decision to allow you to travel, the host family and the YEO need to have, in writing the information noted above (communicate with YEO via email with the information needed.

**Example-** Student X is living in Summerland and wants to visit/ student Y who lives 40 km away in Kelowna or Vernon to go shopping/movie etc. they are taking

# Host Family Guidelines

a bus/or getting a ride with a Rotarian Z- send an email to YEO as long as host family approves of the day travel.

## **All overnight travel must have a *Travel Permission Form submitted.***

If you are traveling **without** your host family, this travel must be approved by your host parents as well as your YEO/counselor. The adult(s) you are traveling with must be an approved Volunteer.

**Example-** Student X who lives in Yakima has been invited to stay overnight with Student Y Host family in Wenatchee to go to a football game/ movie/skiing. They are taking the bus or getting a ride. (**Travel request to be completed**).

If you are traveling **with** your host family and staying overnight **within** the District but not crossing boarder (**Travel request to be completed**) and sent to Yeo and District chair so they are aware (signatures of YEO and chair not required).

## **All Overnight Travel outside of District 5060 boundaries (eg. Seattle, Portland, Vancouver/Vancouver Island or USA/Canada)**

This travel will need the **final approval of the District Chair**. For the district chair to approve the travel request, they would like to receive the completed Travel Authorization form with the requested information before **(7) days** (if possible) before the date of departure to give the request thoughtful consideration and have any questions answered.

This travel must first be approved by your host parents and YEO. Your YEO or counselor needs to provide the travel plans (**Travel request to be completed**). Along with this student must ensure they have this information:

- The names and phone numbers of the responsible adults (Vetted) who will be supervising you.
- How you can be contacted in case of an emergency, and that you have a list of emergency contacts.
- That you have sufficient funds for the activities planned
- That you have the necessary travel documents with you
- Written permission (email acceptable) from the natural parents that includes all of the above information

The YEO will communicate to the host family and the student once they have received District Chair approval for the trip.

**Example:** Student X has been invited by a Rotarian to take them to Seattle from Kelowna B.C for 3 days to see Seattle - Rotarian is vetted, Host family first signs travel form sends it back to student to get the YEO / counsellor signature then the student or YEO should send it to the District Chair for approval. This form will be uploaded into YEAH database by Chairperson.

## **Any travel outside Canada and the United States (**ie Mexico**) must have full written permission from your**

# Host Family Guidelines

**natural parents before any travel will be considered.** This should be done first and sent to the YEO and District Chairperson.

**IF Travel form is not completed when it's required and YEO or District Chair becomes aware of the unapproved travel, student will be issued a Yellow card (see Standards of Behavior form).**

## **Unaccompanied Travel:**

Permission for you to travel to a destination by yourself will only be granted after confirmation that a responsible, vetted adult will meet you at the final destination.

**Example:** Student A's host parents have a second home in Arizona and has invited student A to attend for Spring break. Host parents are in Arizona already and will be meeting Student A when they arrive (**trave form required**).

## **Guidelines for Parents Visiting District 5060:**

Visits from your parents and immediate family members are **discouraged** but may be **permitted** only with **prior** permission from your **host club/YEO** and the **District Chair**. Visits are only permitted during the last three months of your exchange (**April to June**) and **cannot interfere with Rotary events or school**.

Visits by home country friends are not permitted unless there are very special circumstances and only (April – June) and this must be discussed/approved by Yeo and District Chair for approval.

Students are not permitted to return home during the exchange year, except in the case of a serious emergency.

**Before your parents make any travel plans to visit you, or purchase any airplane tickets, their visit needs to be approved in writing (e-mail is permitted) by: the student, the host parents, the Club YEO, and the District Chair.**

Failure to get **PRE-APPROVAL** may result in disappointment and have a financial penalty if tickets are non-refundable.

Visits by parents should occur only between April to June and must not interfere with your school time or other required Rotary events.

Schools will only give permission for you to be absent if you are doing well in all of your classes and if you have had few previous absences.

If your parents plan to travel with you outside of **District 5060**, and this travel needs to be approved **IN ADVANCE**, they must provide a detailed itinerary of all travel on the Travel Form.

Parents are strongly **discouraged** from coming at the end of your exchange year.

Visits **DEFINITELY** will not be allowed during the last **7 days of your exchange**. This will be a very emotional time for you and you will need this time to say your goodbyes to your new friends and families.

# Host Family Guidelines

## In Summary:

Our primary concern is for the safety and security of all students. We take these travel rules very seriously. Host parents, YEOs and District Chair can deny any travel requests if there is any concern about your safety and and/or your behavior and attitude. If you break these travel rules, we will send you home and terminate your exchange. You should **never buy an airplane** ticket or make other financial commitments for travel until the needed permissions have been given.

## **Travel on the Return Trip Home**

You **will not** be allowed to travel with your natural parents during the last 7 days of your exchange **year or to return home with them**. All students are required to return home directly with no additional travel. Within 24 hours of your departure date your visa to the USA or Canada will be cancelled. You must depart for home from an airport associated with and approved by District 5060.

Breaking this rule may have a negative impact on your ability or the district's ability to get visas in the future. You must leave the country on or before the day that your visa expires or by **July 15th**, whichever comes first. If these rules are broken, you may be denied a visa to the US or Canada in the future. Failure to follow these rules may also make it harder for students from your country to be a Rotary student in the future.

## **Insurance**

[Need to have a point by point explanation on claim making. Wrote email to Lin Click for direction.](#)



It is mandatory that all students coming into District 5030 purchase the Rotary approved insurance policy before they leave their country or within thirty days of departure from your home country. All students are covered from the time they leave their host country until they return home, providing they make no interruptions in their return travel itinerary.

Depending on the severity of the illness or Injury, parents, host parents, and Club YEO should be contacted.

In the case of any up from cost associated with medical treatment, these are to paid out of the revolving fund maintained by the biological parents and jointly controlled by the Club YEO and the Student.

Students should be carrying an Insurance ID Card as pictured below at all times. Use the information on the student's card when you contact the medical service provider.

# Host Family Guidelines

 <b>CISI</b> CULTURAL INSURANCE SERVICES INTERNATIONAL	 <b>First Health</b> Network
<b>Insurance Identification Card</b>	
Carry your ID at all times. Always present it to your medical service provider. Medical providers can call (855) 327-1411 in the USA or call collect +001 (312) 935-1703 outside the USA for verification. Your participant ID is: <b>2159583</b>	
Participant Name:	<b>*****</b>
Coverage Dates:	<b>01-Aug-2018</b> through: <b>01-Aug-2019</b>
Policy:	<b>18 N0106096A (INBOUND) PLAN B</b>

## Submitting Claims

Two types of claims:

- Personal liability (loss / damage / theft)
- Medical

Instructions are provided on the [Medical Claim Form](#) or the [Liability Claim Form](#) depending on the type of claim. In the case of Medical claims, reimbursements will be paid to the provider of the service unless otherwise indicated.

If you need help or have questions contact the District Insurance Coordinator appearing on the [District Committee Members](#) document.

## Medical Health Issues

### In the event of illness/accident:

1. Know that medical care is pre-authorized by natural parents in student application.
2. Get medical attention for the student as needed.
3. Call a Rotary Volunteer.
4. Only Rotary is to contact the natural parents once details are known and if contact is deemed necessary and/or appropriate.
5. Host families should not sign financial liability forms.

Note: Every student must have health insurance.

Nonetheless, medical costs are the responsibility of the student and the natural parents.

# Host Family Guidelines

## Mental Health Issues

Just like anyone else, from time to time students may experience mental health issues. Just being an exchange student can sometimes be stressful, precipitating mental health issues.

If you suspect the student has a mental health issue

1. Contact Rotary Club immediately.
2. Do not confront the student. Leave that to Rotary and/or a professional.
3. Rotary contacts the sponsor Rotary district and the natural parents.

## Appendix of Document Links

Use this table to click a link and go to the linked document.

[\*A Guide for Host Families.\*](#)  
[\*Culture Shock\*](#)  
[\*District Committee\*](#)  
[\*District Committee Members\*](#)  
[\*District Map\*](#)  
[\*Event Calendar\*](#)  
[\*First Night Questions\*](#)  
[\*Liability Claim Form\*](#)  
[\*Management Procedures for Crises and Covid – 19\*](#)  
[\*Medical Claim Form\*](#)  
[\*Navigating Anxiety & Low Mood\*](#)  
[\*NAYEN Host Family Orientation Outline\*](#)  
[\*Phases of a Typical Exchange Experience\*](#)  
[\*Rules and Conditions of Exchange\*](#)  
[\*Sexual Abuse and Harassment Allegation Reporting Guidelines\*](#)  
[\*Sexual Abuse Response\*](#)  
[\*Standards of Behavior\*](#)  
[\*Student Club Orientation Outline\*](#)  
[\*Travel / Medical / Permission\*](#)  
[\*US DoS Letter to Host Family\*](#)  
[\*USA DoS Exchange Regulations\*](#)  
[\*Youth Exchange District Events\*](#)  
[\*Youth Protection Policy\*](#)

## Index of Document Links

Use this table to find the locations where the document link occurs.

A Guide for Host Families.....	4, 17
Culture Shock.....	7, 17
District Committee.....	13, 14, 15, 17
District Committee Members .....	16, 17
District Map .....	13, 17
Event Calendar .....	7, 17
First Night Questions .....	5, 17
Liability Claim Form .....	16, 17
Medical Claim Form.....	16, 17
Navigating Anxiety & Low Mood.....	7, 17
Sexual Abuse and Harassment Allegation Reporting Guidelines.....	9, 17
Sexual Abuse Response .....	9, 17
Standards of Behavior .....	8, 17
Travel / Medical / Permission .....	14, 17
Youth Exchange District Events .....	7, 17
Youth Protection Policy.....	9, 13, 17