

Mountain & Plains Rotary Youth Exchange

Country Contact Best Practices

Outbound Students

Prior To Departure

- CC uploads student(s):
 1. Host Club/District information in YEAH (get from the VGF). Enter the info by editing the student's record (first page).
 2. Itinerary (you can send the student a "request flight info" email through YEAH to have the student input the info).
- CC emails student(s):
 1. Wish him/her safe travels.
 2. If he/she needs anything during his/her travels, contact the CC at email and phone number specified.

Arrival (approximately 3-5 days after)

- CC emails student(s):
 1. What was your arrival in your new country like? Who was there to greet you?
 2. What did you do after arrival?
 3. Have you reviewed the [First Night Questions](#) with your host family? If so, when? If not, please do so!
 4. What are some of the differences you have experienced so far, such as people, food, schedules, school?
 5. What is your sleeping situation? If other family members have their own bed, do you also have your own bed?
 6. What is your food situation? Do you dine at your host family's home or outside of the home? Are you paying for your own meals?
 7. When will you/have you met your Rotary Youth Exchange Counselor?
 8. When will you/have you met your Rotary Youth Exchange Officer?
 9. Anything else you'd like to tell us? Don't be shy. We're here to help you get situated in your new world.

Monthly

- Reports:
 1. Every month, the students are required to complete a "How is everything going?" report.
 2. At the beginning of every month, students receive an email from YEAH with the report link.
 3. Reports are to be submitted by the 10th of each month.
 4. **PLEASE READ THE REPORTS!** We want to foster an open-line of communication with our students:

- If no issues, and your student is having a fabulous time, GREAT! Even if everything is going swell, **please acknowledge** you've read his/her report and encourage him/her to keep up the good work.
- If issues are reported, be fair and open-minded when assessing the situation. Are the issues related to cultural norms the student is having trouble adjusting to? Or, are the issues related to basic needs that the student should be receiving? Examples: 1) Does everyone have a bed in the house except for your student? 2) Is your student the only one having to pay for his/her meals while the others don't pay? 3) Has your student still not received the monthly stipend from the Host Club after being abroad for 3 months? These are issues that need addressing. Respond to the student appropriately, including others who should be advised of the situation (see YEO Go-To-List.pdf). If you are uncertain about ANYTHING, reach out to the Outbound Coordinator to talk through it first.

Prior To Their Arrival Back In The US

- CC uploads student(s):
 1. Itinerary (you can send the student a "request flight info" email through YEAH to have the student input the info).
- CC emails student(s):
 1. Wish him/her safe travels.
 2. If he/she needs anything during his/her travels, contact the CC at email and phone number specified.

Inbound Students

Prior To Departure

- CC uploads student(s):
 1. Itinerary (you can send the student a "request flight info" email through YEAH to have the student input the info).
- CC emails student(s):
 1. Wish him/her safe travels
 2. If he/she needs anything during his/her travels, contact the CC at email and phone number specified.

Arrival (approximately 3-5 days after)

- CC emails student(s):
 1. What was your arrival in the US like? Who was there to greet you?
 2. What did you do after arrival?
 3. Have you reviewed the [First Night Questions](#) with your host family? If so, when? If not, please do so!
 4. What are some of the differences you have experienced so far, such as people, food, schedules, school?
 5. What is your sleeping situation like?
 6. What is your meal situation like?
 7. When will you/have you met your Rotary Youth Exchange Counselor?
 8. When will you/have you met your Rotary Youth Exchange Officer?

9. Anything else you'd like to tell us? Don't be shy. We're here to help you get situated in your new world.

Monthly

➤ Reports:

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Prior To Arrival Back In Their Home Country

➤ CC uploads student(s):

1. Itinerary (you can send the student a "request flight info" email through YEAH to have the student input the info).

➤ CC emails student(s):

1. Wish him/her safe travels.
2. If he/she needs anything during his/her travels, contact the CC at email and phone number specified.

Resources: REBOUNDERS! They are the best source of info. Ask them questions using <https://www.facebook.com/groups/301931539870202/members/> or find contact information in YEAH. Of course, you can always consult your fellow RYE Members. We're happy to help each other.