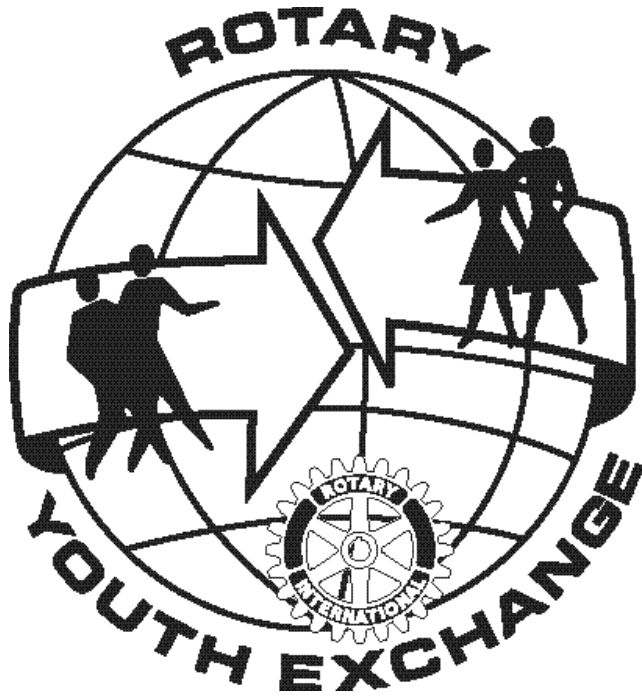


# Rotary International District 5470



## Information Book For Host Parents

Revised Nov 2019

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## Objectives of The Program

- **To further international goodwill and understanding** by enabling students to study firsthand some of the problems and accomplishments of people in lands other than their own.
- **To enable students to advance their education** by studying for a year in an environment entirely different from their own and undertaking the study of courses and subjects not normally available to them in their own country.
- **To give students opportunities to broaden their 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 an environment completely different from the one they have experienced at home.
- **To have students act as ambassadors** for their own country by addressing Rotary Clubs, community organizations and youth groups in their host country; by imparting as much knowledge as they can of their own country, its attributes and its problems to the people they meet during their year abroad.
- **To provide sufficient time to study and observe another country's culture** so that upon returning home students can pass on the knowledge they have gained by addressing Rotary clubs and other organizations and assimilate the positive aspects into their everyday living.

# The Rotary Support System

## What is Youth Exchange?

Rotary Youth Exchange is a country-to-country exchange of high-school age young people, between the ages of 15 and 17½ years old at the time of arrival in the hosting country for a cultural and educational experience for both the student and those serving as hosts. The duration of the exchange is 10-12 months, and generally follows the school year as defined by the Exchange student's home country. Youth Exchange began in Rotary in 1929 with the first exchange between Denmark and Spain. Now more than 8,000 students got out on exchange each year through Rotary. It is one of Rotary's largest and longest continuous programs.

## What is Rotary?

Rotary International, as the sponsoring organization of this program, is an international volunteer organization comprised of Rotarians around the world dedicated to improving their community, both locally and world-wide, through service to others. A more comprehensive description of Rotary and its structure can be found in [Appendix A](#) of this Information Book. However, one term used throughout this Book warrants explanation here: **District** is the geographic organization of a number of local Rotary clubs for purposes of governance and support. We are **Rotary International District 5470**, consisting of 58 Rotary clubs representing the southern two thirds of Colorado.

## Role of the Rotary District and Youth Exchange Committee

Rotary Youth Exchange is, more specifically, an exchange of students between two Rotary Districts in different countries. District 5470 is excited about the possibilities of expanding our Youth Exchange program, involving more and more countries and more and more students. Conduct and administration of the Exchange program is the responsibility of each participating Rotary District under the authority of the respective **District Governor**, a Rotarian elected for a one-year term to provide leadership to the clubs and Rotarians in that District. All Rotary districts participating in the Youth Exchange Program agree to comply with Rotary International guidelines, but retain autonomy in the conduct of the program. This responsibility is delegated in District 5470 to the **District Youth Exchange Committee** (or Mountain & Plains **RYE**).

For example, the selection, screening and preparation of "outbound" exchange student candidates is the responsibility of each sending or sponsoring Rotary District, although a uniform application form has been developed for this purpose by Rotary International. On the other hand, once our District RYE has agreed to accept an "inbound" exchange student, and one of our 58 Rotary Clubs has agreed to host and support that student, that student agrees to comply with **this** District's rules,

regulations, and guidelines as a condition of the exchange.

To assure a complete understanding of those conditions, the District 5470 RYE provides a comprehensive orientation to our inbound students shortly after their arrival. Even before the student's arrival, the Youth Exchange Committee establishes and maintains communications with its counterparts in the exchanging district, the inbound students both before their arrival and during their year here, and the outbound students we are sending overseas.

The District 5470 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. **If you have any questions or need help with a problem with your student, please contact the Country Coordinator for your student.** Please feel welcome to contact any member of the District 5470 RYE Committee anytime you have a question or need help with a problem **if you are unable to reach the Country Coordinator.** Names, telephone numbers and E-mail addresses are available at the beginning of this handbook.

### **The Hosting Rotary Club's Role**

The local Rotary Club provides another level of support to you, the student, and the Exchange Program. Rotary clubs will identify an individual Rotarian as the **Youth Exchange Officer (or YEO)** to administer the club's Exchange program, including recruiting outbound candidates and Host families. Another member of the Rotary club will be designated as the Inbound Exchange student's **Club Counselor** for the duration of the exchange. The **Club Counselor may or may not be of the same gender as the exchange student** and 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. Club Counselors **may not serve as a host parent.**

The Hosting Rotary Club has made or will make arrangements for enrolling the exchange student in your community's high school or a private school shortly after he or she arrives. The YEO may ask for your help in registration of your student for school. The YEO or Club Counselor, together with the school counselor, will assist the student in selecting a course of study that should be neither overly-challenging nor boring for the student. As a host parent, you should discuss schoolwork with the student, teachers, and school officials if academic or social problems are becoming apparent just as you would your own child. The Hosting Rotary Club is also responsible for paying for all school fees related to **required** course work at school. Non-obligatory school activities, such as athletic fees, are normally the responsibility of the student's natural parents if not covered by the Hosting Rotary Club

The Hosting Rotary Club provides another form of support to the Exchange student in the form of a **personal allowance**. Each month the Rotary Club will provide an amount between \$100 and \$150 (depending on the location of the Rotary Club) directly to the student, to be used for incidental personal expenses, entertainment and

similar expenses. 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 participating in a host family event.

The Hosting Rotary Club will regularly invite the exchange student to attend Rotary meetings and other Rotary events. While students are encouraged to attend Rotary meetings and other events as often as possible, attendance at the **Inbound Orientation weekend, the annual Rotary District Conference, the District 5470 Interview Weekend, and the Farewell Weekend** are **mandatory** for the student. Interference with host family activities or transportation to and from Rotary events should not impose a burden on the host family, and the YEO/Club Counselor should be advised before this can occur. There are a number of other events scheduled for the inbound exchange student throughout the year- ski weekends, informal gatherings, and similar events which may be found on the general event calendar for our Rotary District. Please click [here](#) to see the D5470 RYE Calendar of events.

### **Rotary Support -- District + Club**

This Team of the **District Youth Exchange Committee**, the local Rotary Club **Youth Exchange Officer** and the **Club Counselor** are here to help the Exchange student and host family have a successful exchange experience. They are available to you, 24 hours a day, to provide you with assistance on any matters of concern. We strongly urge you to seek our involvement before problems become too large for simple solutions.

#### **General Support Structure for Host Families – How It Works**

1. **Issue Arises**
2. **Host Family-Typically made aware of issue by student- school/family attempts to resolve. If unable to resolve, contacts YEO or Club Counselor.**
3. **YEO or Club Counselor-if unable to resolve, contacts student's U.S. Country Coordinator**
4. **U.S. Country Coordinator-if unable to resolve, contacts Inbound Coordinator**
5. **Inbound Coordinator-if unable to resolve issue, contacts District Chair**
6. **District Chair-Typically works with District Governor or foreign District Chair to resolve issue**

During the entire process, our counterparts in the student's home country are informed of the situation when appropriate. The Committee works hard to ensure fair

and proper resolution of issues and privacy is respected as best as possible. Students are sent home as a last resort. We prefer the student or host family to inform us early of an issue- especially those involving a rules violation- so that we can work to resolve the issue and preserve the exchange. However, certain rules violations will result in immediate termination of the exchange year.

## **The Exchange Student's Role**

Above all else, we expect the inbound students to be involved: involved in your family, involved in school, involved in the community in which you live, and involved in Rotary. To do this successfully, most Exchange students must do two things: **learn to communicate in English, and learn to adapt.**

### **Learning English**

All students arrive with some understanding of the English language, and most can speak and understand our language well, having studied English for several years in school. But for a number of students, 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. Practice, by engaging in real conversation, reading, and writing our language are necessary to develop true proficiency. 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.

*Inbound exchange students may be tested for English proficiency before or shortly after arrival and tutoring can be arranged by Rotary for students who are experiencing difficulty communicating. Some schools offer ESL classes to exchange students which include extra help with homework concerns. School counselors and teachers can also be valuable resources for both the student and host family in addressing communications problems.*

### **Learning to Adapt**

Learning to adapt means, for most students, being willing to try new things (especially new foods), do things differently, recognize the cultural biases of the environment they are used to, and accept that our cultural differences are neither “better or worse”, simply “different”.

### **Comply with our Rules**

All inbound exchange students, and their parents, agreed to comply with the rules, regulations, and guidelines that are part of the Rotary Youth Exchange application. These are common sense conditions that are intended to insure their safety, comply with the standards of the international organizations monitoring exchange programs, and assure that their conduct does not impose a burden on the families who open

their homes to these students – you, the Host Parents. **The Program Rules & Conditions of Exchange** are located in [Appendix B](#) of this handbook for your information. A summary of the more important rules are listed below:

1. **Driving:** Exchange students are **not** permitted to operate motor vehicles, including motorcycles, boats, snowmobiles, airplanes, or any other powered device as a condition of the medical and accident insurance. Under no circumstances may they take a Driver Education course.
2. **Drinking and Drugs:** We expect all exchange students to comply with our laws, including those applying to possession and consumption of alcoholic beverages and controlled substances. Students, with the approval of the host parents, may accept an alcoholic beverage offered by the host parent in the host home when celebratory occasions may occur. Keep in mind that consumption of alcohol under age 21 is illegal. Under no circumstance will the use of marijuana in any form be allowed. Though the drug is legal for those over the age of 21 in Colorado, it is considered illegal by the federal government, and all visas are issued federally. If you suspect use of either alcohol or other drugs, please contact the Youth Exchange Officer.
3. **Smoking:** Applicants are asked to indicate if they smoke on the application, and this information is often the basis for the decision by the host family to host the student. Students who do smoke must comply with the conditions and restrictions imposed by the host family in all cases, and we strongly endorse the requirement that smoking not be permitted within the host family home. Any student who stated on the application that he/she did not smoke is absolutely not permitted to smoke while here on exchange.
4. **School Attendance:** This is an educational exchange, and students are **required to attend school regularly**, and maintain satisfactory grades. All exchange students should maintain at least a C average in all classes. The RYE program's objective is not necessarily to provide a high school diploma to these students; each high school/school district that agrees to enroll exchange students will determine what certification and/or transcripts will be provided for classes taken. As the host parent, you are responsible for determining the appropriateness of any school **absence requested by the student**, as you would for your own children. You should know and comply with the attendance requirements (and absence notification requirements) for the school your student is attending.
5. **Travel:** Travel for the exchange student as part of your family, or with school or church groups, is highly encouraged and will provide the student with opportunities to learn more about the host country. However, **independent travel, or travel without adult supervision** should be given the same level of parental control you would impose on your own children of that age. Normally travel without adult supervision is not allowed, but under certain circumstances, the local hosting Rotary Club may allow such travel. Additionally, Rotarians at both the host club and district committee need to know where Exchange students are in the event of an emergency. The **Travel Policy for District 5470 Inbound Exchange**

**Students** will be reviewed in detail with your exchange student, and **compliance with this policy is a condition of the exchange.** We ask that you be familiar with this policy and enforce it with your student. ***Please know that we will always support the host parents when you say NO to travel by your student with which YOU are not in agreement. It is also important to know the names of the friends your exchange student may be driving with in private vehicles and to know the state laws regarding student drivers.*** Go to [Appendix C](#) for the Inbound Student Travel Policy.

6. **Visits by the student's parents, family, and friends:** Program rules discourage any visitors from the student's home country prior to March, and **specifically at any time that will interfere with school or that will cause an inconvenience to the host family. Furthermore, visits by family or friends during the traditional Christmas and New Year holiday are NOT ALLOWED under any circumstance.** On the other hand, parental visits near the conclusion of the exchange year are great opportunities for the student to share their mastery of our language and knowledge of our culture, and introduce natural parents to all of the host families they've lived with. Any such visits planned by the student or his/her parents must be fully acceptable to you, the host parents, and should be discussed with and approved by the Host Rotary Club YEO/Counselor **before** being finalized. We do not expect you as a host family to pay for your exchange student to travel with you during a family vacation, although many families do choose include their student as a member of the family anyway. If a concern arises as to payment of the student's travel expenses, you should always communicate with your student's natural parents who may be willing to pay for such a trip. If you choose to travel without including your Exchange student, please arrange well in advance with the Host Club to provide a temporary Host Family during your absence. More information can be found [HERE](#).
  
7. **Use of telephone and Internet:** Students who frequently communicate with family and friends "back home" by telephone, WhatsApp, Facebook or Snapchat often delay their own adjustment and adaptation to the exchange, and prolong, rather than reduce, feelings of homesickness. In addition, they often do not recognize the cost of lengthy, international telephone calls until the phone bill arrives. **Occasional** calls to or from home, plus calls on special occasions (birthdays, special holidays both here and in their home country, etc.), should be sufficient voice contact when combined with "newsy" letters the student mails home that will likely be cherished and reread by his or her parents long after the exchange year is finished. Constant e-mail or instant messaging also prevents a student from becoming part of the host family and community. Students are told to limit that kind of electronic communication with home. Nearly all students arrive with their own phone, and most Rotary Clubs will provide a data plan. If your student is spending too much time on their phone, it is perfectly reasonable to set limits on use. **If overuse of communications becomes an issue, please notify your Youth Exchange Officer as soon as possible.**

## **The Host Family's Role**



The operative word here is **Family**, and we ask you to help your exchange student become a part of your family during the period that he or she lives with you. That means treating this young person as you would your own son or daughter, not as a guest, and exercising all of the **parental responsibilities and authorities** you would for your own child. While many factors will influence to what extent you may need to focus on this role, such as your own prior experience as a host parent, the ages of your own children, and whether you are the first, middle, or final host family for this student, here are some suggestions that previous host parents have provided to us:

- **Establish a clear understanding of expectations** soon after your student arrives. A review of **First Night Questions** that we provide to both students and host parents that cover most of the topics that will help define those expectations is a good start. To access First Night Questions based on Language, please go [HERE](#). Cultural differences as well as personality differences often lead to misunderstandings unless these topics are discussed and clarified. Many students will use the questions as a “check-off list” to make sure nothing has been overlooked during the first few days; we suggest that host parents also review this list for any topics that are important to them. To view the First Night Questions in English, visit [Appendix D](#).
- Be prepared to help your student recover from **homesickness**. This can take many forms, from simply general sadness to wishing to stay in his or her room alone. It is perfectly normal for Exchange students to have bad days and experience homesickness. If you are sensitive to this, you will be able to reassure your student that such reactions are perfectly normal. Help him or her to keep busy and involved. These feelings will pass. If your student has poured out frustrations in a letter home (often saying he or she wants to return home immediately), suggest that the letter be put away for a couple of days and re-read, and only then mail it ... if it still applies. Most times the letter will be thrown out!
- Encourage your student to **get involved**. School extracurricular activities, sports, community activities, church groups, and family activities may be new and unfamiliar to your student, and will likely be very “different” from those activities he or she was involved in back home. If you sense that your student is bored and reluctant to participate in available activities, it may simply be because no one has asked him or her to join in. Try to introduce the student to some people who will help overcome this reluctance. Or introduce the student to the coach/leader of the sport/club he or she wants to try.
- **Understand “culture shock”, and help your student learn our culture**. The Resource Tab of this website provides the article **How to Cope with Culture Shock**, which may help you understand some of the feelings your student may experience as a result of the differences between our culture and the one they have known since birth.
- To become a host family, all adult’s in the family are required to take our Youth

Protection Awareness Class, and for very good reason. Our program and by extension your family has been entrusted with the welfare of many parent's children. If you see, hear, or suspect that your student is being or has been physically or emotionally abused, or harassed in any way, regardless of who is involved, it is your duty to report this immediately to a Rotarian involved in the Program. Please make immediate contact with your student's Youth Exchange Officer or Club Counselor. Appendix

# Other Information Needed By Host Parents

## INSURANCE

All inbound exchange students have a medical/accidental injury policy that meets Rotary's requirements. Some will have Insurance that they purchased from their home country, but nearly all will purchase our Insurance. Before they arrive, they will already have their Insurance Card. Instructions for submitting a claim are included in Appendix F. In addition, a **Medical Authorization form**, signed by the Exchange student's natural parents, should be provided to the Host Parents by the Host Rotary Club YEO or Counselor before the student moves into your home, authorizing you to seek medical treatment for the student while part of your household.

**The cost of any medical treatment is the responsibility of the student** and his/her natural parents. Host families should not incur any costs in this regard. If you end up taking your student to the doctor's, under no circumstance should you agree to take financial responsibility for the student. Immediately notify the Youth Exchange Officer of any medical issues, whether they require treatment or not. It is always advisable to inform the host Rotary Club of any medical treatment or medical problems that have occurred so that information is made available to subsequent host families.

**However, as host parents, you are asked to make arrangements for medical treatment when necessary**, as well as to determine when medical treatment is called for. Your student may be reluctant to discuss medical problems initially, and their own culture, or medical system at home, may be quite different than that which we have, so you may need to patiently ask questions and offer suggestions when you observe conditions that may be medically-based. Many Rotary clubs have arrangements with local medical-services providers (often a member of the Rotary club), and you should be appraised of these arrangements by the Rotary YEO or Club Counselor before a medical problem arises.

**Your student is required to have and maintain an emergency fund of \$500 which may be used ONLY to cover the cost of EMERGENCY situations such as medical or dental issues. If this fund is used for an emergency, the natural parents must be informed and replace it to the \$500 balance required. Any unused funds will be returned to the student at year's end. The Host Rotary Club YEO/Counselor should have access to this fund if it should be needed.**

## BEING THE FIRST HOST FAMILY

While being "first" often provides the greatest challenges for dealing with things like language difficulties and cultural differences, it also provides the opportunity to form a lasting emotional bond with the student that can continue after the student moves on to subsequent host families, since he or she will remain part of your community for the

balance of the exchange year.

When the time comes for the student to move on, be prepared for the emotions that come with separation and fear of something new, both for the student and you. It will help to make this transition go smoothly if the student has met the new family, perhaps first in your home, and then later for a visit in the next host family home, to provide opportunities to become familiar with the family and surroundings.

Once your student has moved, maintain contact without undermining the development of relationships with the next family. Inviting your student to share special family events, like birthdays, will reinforce the relationship you developed earlier, and will usually be welcomed by the current host family, just as you welcomed others' invitations to the student when part of your family.

When it is finally time for your student to return home to his or her own family, they will be leaving not one but several **families** that they will consider "home" for the rest of their lives.

### **BEING THE FINAL HOST FAMILY**

Being the host family at the conclusion of the exchange year could involve dealing with many of the same emotions the student had upon arrival, but this time caused by the realization that the "familiar" is now *our* culture, and the "unknown" involves *returning home*. Understand that the exchange student **must** return home at the conclusion of the exchange year, typically departing within a few weeks after school has ended. **A sign of a successful exchange is the student's reluctance to go home, and we wouldn't want it any other way.**

You may need to help your student prepare mentally for this departure, in addition to the physical assistance that will be needed. **Start by selecting an actual departure date** with which everyone involved agrees (the student's natural parents, the Host Rotary Club YEO and Counselor, and the airline on which the student is flying) and help the student make the necessary airline reservations. The Host Rotary Club YEO or Counselor is the person normally responsible for assisting the student with these air arrangements. (Although we require all students to have round-trip airlines tickets, some airlines can only book flights 6-9 months in advance, and many students must change the initial return date once they know end of school and bus tour dates, etc.). As the departure date approaches, help the student with packing and luggage, recognizing that much has been collected since their arrival. It may be necessary to ship some of the student's possessions home to keep suitcases below the airlines' quantity and weight limits. Sometimes it is less costly to buy an old suitcase and pay the extra baggage fee than it is to ship items home. Do NOT allow yourself to be put in a situation where you are asked to pay excess baggage fees for the student at the airport, because it may be difficult to get reimbursement once he or she returns home.

Help the student wrap up any financial obligations with you and others. The Host Rotary Club YEO or Counselor will work with the student to close his/her bank account and end any membership obligations in the community.

Involve the prior host families, and the Host Rotary Club, in planning a farewell event before the student departs. Often the Host Rotary Club will plan such an event, including a thank you to all host families. Allow sufficient flexibility in your schedule during the final few days to provide your student with the opportunity to say goodbye to the many friends made during the past year. In many cases, these “good-byes” will be even harder for the student than those said 11 or 12 months earlier, and your understanding and support will make this a happy time for everyone involved.

### **IMPORTANT REMINDER:**

Whenever the exchange student changes host families, the new family name, address, phone numbers, and e-mail **must be reported to Rotary**. The regulations of the U.S. Department of State require address changes to be filed within ten days – failure to do so can result in the deportation of the student. It is the responsibility of the Host Rotary Club YEO or Counselor to ensure this information is submitted; however, host families will often communicate with each other and make their own transfer arrangements so it is important to include these Rotarians in your plans. Although we consider it the student’s responsibility to report moves, we recommend that host families and/or club counselors stay on top of the situation as well, due to the seriousness of the consequences.

### **LASTLY, IF THERE ARE QUESTIONS OR PROBLEMS.....**

While there is no way we or you can guarantee that every Exchange student and host parent will enjoy a completely successful exchange, we do our best to help them, and you, and the percentage of unsuccessful exchanges is very small. Most problems that do occur can be taken care of satisfactorily **if addressed early**, before they become too big to handle.

**IF YOU DO HAVE A CONCERN, AND NEED TO DISCUSS SOMETHING**, please contact the local Rotary Club Youth Exchange Officer or the student’s Club Counselor. If he or she is not available, please contact your student’s Country Coordinator. If that person is not available then contact the Inbound Coordinator. As a final resource, contact the District RYE Chair. They will get in touch with the student, and if appropriate, the counterpart in the sponsoring district for further information and help, if needed. [Here](#) is where you can find District Committee contact information.

**Please do not dismiss non-compliance with our rules or try to solve major problems yourself.** Because this is an international program, there may be cultural and/or Rotary subtleties of which you are unaware, and there may also be long-range implications affecting future exchanges. Please call and give us the opportunity to show you that we are as concerned about the exchange student and the host family and club as you are. We can’t help you or the student if we don’t know that there is a problem.

Finally, while much of this booklet addresses rules, regulations, and “dealing with problems”, we want you to know that being a host parent is also a lot of fun and full of rewards. You will get to know, and love, someone from another country, another culture,

and another part of the world. You will have the opportunity to watch, and help shape, the development and maturity of a young person. You will have opportunities to learn of another culture yourself, and in the process of sharing our culture and our country with this student, gain knowledge and understanding for you and your family. And at the end of the exchange, you will have added to your family a son or daughter who may live in a “foreign” country the rest of their life but will always be a part of **your** family.

# Appendix A – What is Rotary?

## ***The History of Rotary***

Rotary was born on February 23, 1905 in Chicago, Illinois, the world's first and most international service club. The founder of Rotary was attorney Paul P. Harris (1868-1947), who gathered with three others to discuss his idea of a group of businessmen from different professions getting together periodically to become better acquainted. They decided to limit membership to one representative of each profession and to rotate the meeting site among each member's place of business, to acquaint each other with their various vocations and to promote business. The rotation of meeting places is the source of the name "Rotary".

Club membership grew rapidly. The second Rotary Club was founded in San Francisco in 1908. When clubs were formed in Canada and Great Britain, in 1912, Rotary became an international organization.

Since 1905, the ideas of Paul Harris and his friends have become ideals which have been accepted by people of practically all nationalities, and of many political and religious beliefs. Today there are Rotary Clubs in Austria and American Samoa, in Brazil and Brunei, in Italy and India, in Scotland and South Africa - in over 200 countries. The universal acceptance of Rotary principles has been so great that there are now nearly 34,000 Rotary clubs, with a membership of over 1.2 million men and women.

## ***Rotary Motto and Themes***

Rotary International has adopted as its motto, "**Service Above Self**". A second theme of Rotary is "**He profits most who serves best**". Additionally, each year, the Rotary International President coins a theme for that Rotary year.

Rotarians throughout the world quote the Four Way Test (essentially a statement of Ethics). Of all the things we think, say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

## ***The Rotary Foundation***

In 1917, the Rotary Foundation was born. The Rotary Foundation is a philanthropic trust promoting further understanding and friendly relations between peoples of different nations. The Foundation sponsors the largest scholarship program (Ambassadorial Scholarship) in the world and is supported purely by voluntary contributions from Rotary Clubs and Rotarians.

The Rotary Foundation has eight working programs and a budget of approximately \$45-

\$50 million (US) each year. These programs include Ambassadorial Scholarships, The 3H program (for Health, Hunger and Humanity), Rotary Peace Fellowship, World Community Service Projects all over the world through matching grants, Group Study Exchange and many youth related activities such as RYLA and Young RYLA.

One specific project of Rotary International, begun in 1985 as a project of a single Rotarian and Rotary Club in the Philippines is Polio-Plus. Rotary has partnered with the World Health Organization, The Centers for Disease Control and UNESCO to **eradicate** Polio from this earth.

Group Study Exchange involves paired districts in different countries sending teams of 4 or 5 business or professional men and women for a 4 week period of study and discussion with their counterparts in the other country.

### ***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. Even within our own District, club size ranges from less than two dozen members to over three hundred members. Rotary clubs meet weekly throughout the year; some for a breakfast meeting, others during lunch. Some Rotary club meetings are quiet and "serious", staying to a tight schedule so the members can return to work on time, while other club meetings are less formal and structured.

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, but Rotarians around the world all share the common philosophy for Service to Others and they are there to help provide a successful exchange experience. As with most organizations, Rotary clubs are lead by officers who are elected by the membership for one year terms, beginning on July 1<sup>st</sup>. 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 generally appoint a Youth Exchange Officer, or YEO, to oversee that program. It is the YEO who is the primary liaison between the hosting Rotary club and the student, the host families and the District Youth Exchange Committee. Each club also provides another Rotarian as the counselor for the exchange student. It is the counselor's duty to communicate regularly with the student and to be available if problems arise which the student may need help in solving.



# Appendix B – Program Rules and Conditions of Exchange

The following two pages contain the Program Rules and Conditions which all exchange students and their parents agreed to follow as part of the Application to the Exchange Program. These are the “universal” set of commonsense rules that all Rotary District Youth Exchange Programs expect the student to comply with as a condition of the Exchange.

## Program Rules and Conditions of Exchange

As a Youth Exchange Student sponsored by a Rotary Club and/or District, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules on the reverse side if needed to account for local conditions.

### Rules and Conditions of Exchange — Violations will result in student’s immediate return home.

- 1) Obey the Laws of the Host Country — If found guilty of violation of any law, student can expect no assistance from their sponsors or their native country. Student will be returned home as soon as he/she is released by authorities.
- 2) The student is not allowed to possess or use illegal drugs. Medicine prescribed by a physician is allowed.
- 3) The student is not authorized to operate a motorized vehicle of any kind which requires a federal/state/provincial license or participate in driver education programs.
- 4) The drinking of alcoholic beverages is expressly forbidden. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home. The legal drinking age is 21.
- 5) Stealing is prohibited. There are no exceptions.
- 6) Unauthorized travel is not allowed. Students must follow the travel rules of the Host District.
- 7) The student must be covered by a health and life insurance policy agreeable to the Hosting District.
- 8) The student must attend school regularly and make an honest attempt to succeed.
- 9) The student must abide by the rules and conditions of exchange of the Hosting District provided to you by the District Youth Exchange Committee.

**Common Sense Rules and Conditions of Exchange — Violations will result in a district review and restrictions. Severe/Consistent disregard for these rules will result in being returned home.**

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your year. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your Host Family's home.
- 2) Become an integral part of the Host Family, assuming duties and responsibilities normal for a student of your age and other children in the family. Respect your host's wishes.
- 3) Learn the language of your host country. The effort will be appreciated by teachers, host parents, Rotary club members and others you meet in the community. It will go a long way in your gaining acceptance in the community and those who will become lifelong friends.
- 4) Attend Rotary-sponsored events and host family events. Show an interest in host family and Rotary activities to which you are invited. Volunteer to get involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 5) Get involved in your school and community activities. Plan your recreation and spare time activities around your school and community friends. Do not spend all your time with the other exchange students.
- 6) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors and school personnel in choosing friends.
- 7) Do not borrow money. Pay any bills you incur promptly. Ask permission to use the family telephone, keep track of long distance calls and reimburse your host family each month for the calls you make.
- 8) Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary Club or district with proper adult chaperones. Other travel must be approved by the host district Country Coordinator, host club YEO, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students.
- 9) If you are offered an opportunity to go on a trip or to an event, make sure you understand any costs you must pay and your responsibilities before you go.
- 10) You must show proof of proper immunization. See page 4, question 5 — Immunizations.
- 11) Students should have sufficient financial support to assure their well-being during the exchange year. Your hosting district may require a contingency fund for emergency situations. It must be replenished by the student's parents/guardians as it

is depleted. Unused funds at the end of the exchange will be returned to the student. These funds must be turned over to your Host Rotary Club upon your arrival and is not meant to cover day-to-day expenses.

- 12) Any costs relative to a student's early return home or any other unusual costs (e.g., language tutoring, tours, etc.) shall be the responsibility of the student's own parents/guardians.
- 13) Students must return home directly by a route mutually agreeable to the host district and student's parents/guardians.
- 14) You will be under the Hosting District's authority while you are an exchange student. Parents/guardians must avoid authorizing any extra

activities directly to their son/daughter. The Host Club and District Youth Exchange Officers must authorize such activities. If the student has relatives in the host country or region, they will have no authority over the student while the student is in the program.

- 15) Visits by your parents/guardians, siblings and/or friends while you are in the program are strongly discouraged. Such visits may only take place with the host club and host district's consent and only within the last quarter of the exchange or during school breaks. Visits are not allowed during major holidays, even if occurring during school breaks.
- 16) Avoid serious romantic activity. Abstain from sexual activity and promiscuity.

#### **Additional Program Rules and Conditions for Inbound Students to District 5470:**

- 1) Students must arrive with a complete round-trip airline ticket, including both domestic and international segments, and the ticket must have an "OPEN" return.
- 2) Students must maintain an Emergency Fund of \$500 US, to be deposited upon arrival with the host Rotary Club Counselor or Youth Exchange Officer. This fund is ONLY to be used in emergencies and then must be replenished immediately by the student or his/her natural parents.
- 3) All inbound students must purchase the Rotary- approved accident and sickness insurance policy. (There are some exceptions for certain countries) Insurance must be paid for prior to the student's arrival, by credit

card or by bank check (in US Dollars, drawn on a bank in the USA). Guarantee forms and DS-2019 visa documents will not be issued until the insurance premium is paid.

- 4) Students must certify that they have no dietary or physical restrictions other than those shown on the application. If something occurred after submission of the application and the student needs special attention, the District 5470 YE Chairperson must receive a complete report no later than 2 weeks before departure. If the applicant suffers from mental or medical condition(s), the D5470 RYE Chairperson

reserves the right to cancel or terminate the exchange.

- 5) To help in the adaptation of the students, we ask that phone calls home and time spent on the computer communicating home through E-mail and social networks be limited.
- 6) Students must attend school regularly and make good effort in classes. Students will attend high school, at the school designated by the Host Rotary Club. Under no circumstances will the student be allowed to take driver education or operate a motor vehicle.
- 7) Students must follow the protocol outlined in the Travel Approval Requirement document. Inbound students must arrive directly in District 5470 from their home country, and must return directly at the end of the exchange year.
- 8) Visits by parents and family members are permitted only during the last quarter of the exchange year. Visits by home country friends are generally NOT permitted, and may be allowed only in very special circumstances. Students are not permitted to return home during the exchange year, except in cases of emergency.

## Appendix C – Inbound Student Travel Policy

**Travel** that requires one or more overnight stays with host parents, Rotarians or other **approved** (via D5470 Compliance Officer) responsible adults to visit relatives or friends, to take a vacation, or to travel for school, organizational, Rotary or community-sponsored functions is allowed with appropriate adult supervision. Note: School should not be in session (exceptions: school-approved absence or Rotary-sponsored trip).

**Travel by a Rotary Youth Exchange student will only be permitted under the following general conditions:**

### **Travel LESS than 24 hours duration, you need:**

*Inside Colorado & 100 miles within neighboring states:* Host parent approval

*Outside Colorado:* Host parent approval, host club YEO and/or Counselor notified by email or text

NOTE: An overnight stay with a friend **within your host community** is also at the host family's discretion.

### **Travel GREATER than 24 hours duration, you need:**

- Inside Colorado & 100 miles within neighboring states (includes school activity trips): Host parent approval, host club YEO or Counselor notified via email or text
- Outside our immediate area, but always within the USA:
  - ✓ **Student should generate an email with the following details at least one week prior to departure:**
    - Where are you going?
    - What are the start and end dates of your trip?
    - Who are you going with? Indicate the name, address, telephone numbers and email address of the person(s) who will be traveling with you. Indicate your relationship to these people. (NOTE: Adults you are traveling with **may** require vetting; Independent travel requirements are listed in the next section)
    - How are you getting there (auto, train, plane – provide itinerary)
    - What is the purpose of this trip (example: invited on family vacation, Rotarian wants to show me a different part of the country, etc.)
  - ✓ **The email should be sent to ALL of the following. At least one person from each category must APPROVE via email REPLY TO ALL**
    - Host parents
    - Host club (YEO or Counselor)
    - District 5470 representative (Country Coordinator, Inbound Coordinator, Vice Chair, Chair)
    - Natural Parents

### **ADDITIONAL REQUIREMENTS for TRAVEL OUTSIDE THE USA (including MEXICO, CANADA, CARIBBEAN)**

Travel outside the USA is allowed WITH adult supervision. Note that foreign students on a J-1 visa are NOT permitted to re-enter the USA after crossing a foreign border. To allow their re-entry, the following are required **one month in advance** of such travel:

- **Original DS2019** (AKA the document that allowed them to obtain their Visa) with SECOND SIGNATURE of our Department of State Responsible Officer (this will take two days each way, Express Mail)
- Student and Rotary Country Coordinator must also confirm that a visa for the exchange student is not required for travel to the designated country.

## **INDEPENDENT TRAVEL**

“Independent travel” would occur if you are taking a car, bus, train, or plane alone or with your peers to a specific destination (or multiple destinations) with a specific purpose. Travel with natural parents, where the student and the parent travel outside the student’s host area, will also be considered independent travel. Travel requests to leave the host community to visit family, friends, or a former hosted student will be considered. Permission for an independent travel trip may be granted IF the overall performance of the student in school, with their host families, and their host club is excellent.

You may be allowed one independent travel experience during your exchange not to exceed fourteen days. The fourteen days cannot be split into more than one trip, unless your parents are legally separated or divorced and both are planning separate visits, and then the total travel days may still not exceed fourteen days. Independent travel requests to travel either individually, or in a group, to a tourist destination with no natural family or Rotary-approved family at the other end will be denied.

**Student should generate an email with the following details:**

- Where are you planning to go?
- What are the start and end dates of your trip?
- Who are you visiting? The email must indicate the name, address, telephone numbers and email address of the person(s) being visited and should also indicate any relationship to the student (i.e. aunt, uncle, brother, sister, family friend, etc.)
- How are you getting there (auto, train, plane – provide itinerary)
- What is the purpose of this trip (example: to see a relative or family friend who lives in the USA)

**The email should be sent to ALL of the following. At least one person from each category must APPROVE via email REPLY TO ALL**

- Host parents
- Host club (YEO or Counselor)
- District 5470 representative (Country Coordinator, Inbound Coordinator, Vice Chair, Chair)
- Natural Parents
- **Sponsor** District Representative (Chair, Outbound Coordinator, Country Coordinator, etc.)
- The person(s) the student intends to visit

Travel will be permitted only by regularly scheduled commercial bus, train, or airlines. When the person “sending” the student should notify the “receiver” when student boards transportation. The “receiver” shall immediately call the person who sent the student off, and advise them that the student has in fact arrived safely and is now in their custody. This same communication must occur on the return trip also.

**NOTICE: Independent travel is a privilege - not an entitlement - and may be suspended or revoked at any time for safety reasons. If all parties are not agreeable to the above terms and conditions, permission will not be granted for the trip. DO NOT PURCHASE ANY TICKETS UNTIL YOU HAVE PERMISSION FOR THE TRIP!!!**

## **PARENTAL VISITS**

Parents are not permitted to visit or travel with their students at any time before March. Visits during the exchange where the student travels in the U.S. with the parents will be considered as the student’s independent travel experience. Parents must have the permission of the **host family, host club, and host district** before

making plans to visit. A request for parental visit will not be considered until January. Parents are NOT allowed to come to the U.S. and pick up their student at the end of the exchange. This is a violation of the US Department of State regulation and is a violation of the student's visa. Students are required to depart directly from their arrival airport. The only exceptions will be for students who depart from the airport at the end of a Rotary-sponsored tour, or if the host family requests a different departure airport due to HOST family vacation plans. Please consider this before you make plans. **IF ALL PARTIES ARE NOT AGREEABLE TO THE ABOVE TERMS AND CONDITIONS, PERMISSION WILL NOT BE GRANTED FOR THE TRIP. DO NOT PURCHASE ANY TICKETS UNTIL YOU HAVE PERMISSION FOR THE TRIP!!!**

### **TOURS**

District 5470 provides several activities throughout your stay in Colorado. Trips include an Inbound Orientation, District Conference, D5470 RYE Conference, winter event in the snowy mountains, Outbound Orientation, and final farewell in May. This is considerably more activity than is provided by many Rotary Districts.

We allow our inbound students to participate in specific group tours that are officially chaperoned by vetted Rotarians. Tour information is provided at Inbound Orientation. Trips with the student's host family, Rotary club members, church or school are also permitted. Costs for these optional trips, including travel between the host community and the tour start/end points, are fully at the student's expense.

Students who are active in their clubs, schools, and host families will have ample opportunity to travel through other group trips and family activities. The number of opportunities that will be available depends greatly on the student, and how they have presented themselves to the community.

### **International Travel:**

**International travel requires additional approval and original signatures. Students should NEVER travel internationally without explicit prior approval and without specific forms from the Mountain and Plains RYE Visa and SEVIS Responsible Officer. A student's failure to have these forms at time of border crossing will likely result in the student's detention and eventual deportation. This includes travel to Mexico and Canada**

### **Unaccompanied Travel:**

**It is understood that the host parents will verify by personal conversation with the adult with whom the student will be traveling or staying, all plans and itinerary for the travel. There must be an individual at the destination who assumes full responsibility for the student, and who has been approved by the Host Parent, and if applicable, the Host Rotary Club and RYE District Chair. A background check may be required!!**

**UNAUTHORIZED TRAVEL WILL RESULT IN THE STUDENT BEING RETURNED HOME**

## **Appendix D – Questions for “First Night” with Host Family**

1. What do I call you? “Mom”, “Dad”, or given (first) name?
2. What am I expected to do daily other than:
  - a. Make my bed
  - b. Keep my room tidy
  - c. Clean the bathroom up after I use it?
3. What is the procedure about dirty clothes? Where do I keep them until wash day?
4. Should I wash my own underclothes?
5. What is the procedure if I need to iron my clothes?
6. May I use the iron, washing machine, sewing machine, etc.?
7. Where can I keep my bathroom accessories?
8. When is the most convenient time for me to use the bathroom on weekday mornings?
9. When is the best time for me to shower or bathe?
10. When are mealtimes?
11. Do I have a regular job at meal times? Set, clear, wash, dry the dishes; take out the garbage?
12. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
13. What areas are strictly private e.g. your study, bedroom, pantry, etc.?
14. May I put posters and pictures in my room? On the wall? How do you want things hung?
15. What are your feelings about my drinking alcohol if offered by you?
16. Do you object to my having wine at the table with you or an occasional beer?
17. What time must I get up weekday mornings?
18. What time should I get up weekends and holidays?
19. What time must I go to bed weekdays? Weekends?
20. What time must I be in on school nights if I go out? (Exceptions by special arrangement).



21. What time must I be in on weekends if I go out?
22. What dates are the birthdays of family members?
23. May I have friends stay overnight?
24. What is your rule on entertaining friends in my room with the door closed?
25. Can I invite friends over during the day? After school? When no one else is home?
26. What are the rules about phone calls? Local?, Long Distance?, Overseas? How and when may I pay for calls I make? How do you want me to keep track of my pay telephone calls?
27. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited?
28. May my friends call me? What times are not good?
29. What is the procedure about posting mail?
30. Do any of you have any pet dislikes? e.g. chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
31. How do I get around? bus, bicycle, be driven, riding with friends, etc.
32. What about transportation to the mall or movies?
33. May I play the stereo or TV?
34. May I use kitchen appliances? Microwave? Dishwasher? Stove?
35. What are the rules about going to church?
36. May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
37. If I have something bugging me, how do you want me to handle it?
  - a. Write a note explaining it
  - b. Ask for a heart to heart discussion
  - c. Tell my counselor
  - d. Keep it to myself and live with it
38. How often can I go out each week?
39. Who pays for "event" expenses? me? you? Rotary? (movies, sports events, concerts/shows)

- 40. Can I use the shampoo and tooth paste or buy my own?
- 41. What do I do about school lunch? Buy- who pays- me, you, Rotary? Bring from home?
- 42. Are there any eating habits or foods I need to discuss? I don't like\_\_\_.

**In general, ask about those things you feel are most important the first night, and then other over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.**

**If you'd like the ability to present these question's in your student's native tongue, so you can be sure of good communication, click [HERE](#) to get language-specific First Night Questions.**

# Appendix E – How to Cope with Culture Shock

by Arthur Gordon

As the world grows smaller, as ever-increasing numbers of people travel, work or study abroad, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveler or the unwary expatriate. It's the loss of emotional equilibrium that a person suffers when he moves from a familiar environment where he has learned to function easily and successfully to one where he has not. The term used to describe this malady is "culture shock".

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hyper-sensitivity and loss of perspective are common symptoms. Often the victim doesn't know what the matter with him is. He just knows that something's wrong -- and he feels miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse. These signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind on hundreds of these cues, even though we may not be consciously aware of them. "When an individual enters a strange culture," Dr. Oberg says, "all or most of these familiar cues are removed. He or she is like a fish out of water. No matter how broad-minded or full of goodwill he may be, a series of props has been knocked out from under him."

Sometimes the transition to an alien culture has an immediate impact. A short term American visitor to certain Eastern European countries may find himself dismayed or depressed by living conditions that seem perfectly normal and acceptable to the people of that country - toilets with no seats, for example, or even more primitive bathroom facilities. It may come as a real shock to a teenager from Texas to find that hamburgers are non-existent, or, that local hairdressers never heard of plastic curlers.

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends or business connections one may be asked to dinner, taken sight-seeing, made much of -- at first. Also, in the beginning similarities between cultures are more apparent than differences. Almost everywhere people live in houses, go to work, relax on week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring.

It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him facing a host of perplexing problems. Many of these problems never bothered him at home, because they solved themselves almost automatically. Now, to his increased dismay, he finds that he has language troubles, housing troubles, money troubles, transportation troubles, food troubles, recreation troubles, perhaps even health troubles. All of these things drain away his reservoir of good-humor and equanimity. Having his laundry done may become a major struggle. Making a telephone call may be a small crisis. It may seem to him that people say yes when they mean no and promise to do things which they never do. Time may be regarded quite differently by the people among whom he finds himself. So may space, in some countries people like to stand very close together when they converse, in others this violates a deep-rooted sense of privacy.

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status. At home he was "somebody", or at least his place in society was established and recognized, here he is relatively "nobody". As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in "circumstances of beleaguered self-esteem".

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem over-whelming. Furthermore, as troubles pile up and he begins to look around for help, he may conclude that the natives of the country in which he finds himself are either incapable of understanding his plight or are indifferent to it. This in turn triggers the emotion that is one of the surest signs of culture shock: hostility to the new environment. The victim says to himself, "These people don't seem to know or care what I'm going through. Therefore they must be selfish, insensitive people. Therefore I don't like them."

Inevitably this reaction tends to increase the isolation of the unhappy visitor because people sense his antagonism and begin to avoid him. When this happens, he may seek out other disgruntled souls, usually expatriates like himself, and find melancholy relief in criticizing all aspects of the host country. These discussions almost never lead to any honest evaluation of the situation or awareness that the difficulty may lie in the attitude of the critics themselves. They are simply gripe-sessions in which the virtues of the home country are exaggerated almost as much as the alleged failing of the country being visited. As Dr. Oberg says, "When Americans or other foreigners get together to grouse about the host country and its people, you can be sure they are suffering from culture shock."

Sometimes the victim of culture shock may go to the other extreme, surrendering his own identity and trying to imitate all the customs and attitudes of the alien culture. Or he may try to solve the problem by withdrawing into himself, refusing to learn the native language, making no effort to find friends among the local people, taking no interest in their history, art, architecture, or any other aspect of their culture. While in this state of mind he may display a variety of unattractive symptoms. One is a tendency to over-react to minor frustrations or delays or inconveniences with irritation or anger out of all proportion to the cause. Another is to be unduly suspicious, to think that people are out to cheat or swindle him because he is a foreigner. Yet another is over-concern about cleanliness, an unwarranted conviction that water, food or dishes are unsanitary when in fact they are not. Often the person is unaware of the extent to which he is displaying these symptoms.

He does know, however, that he is miserable and that the casual remedies recommended to him --- patience, hard work, mastery of the language and so on -- don't seem to do much good. Sometimes he will develop a marked degree of over-dependence on people from his own country who have passed through their own period of culture shock and are residing successfully and happily in the host country. If they in turn can display wisdom, patience and understanding of his symptoms, they often are able to shorten the span of his misery.

One reason the unhappy expatriate gravitates toward his own countrymen is that in their company he can at least feel sure of being understood. Underlying much of his confusion is the fact that even if he speaks the language of the country there remains endless opportunities for misunderstanding. All experts in communication emphasize the fact that language and voice are by no means our only form of communication; they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

Yet another stumbling block that compounds the problems of culture shock is the tendency of many people to think of members of other cultures in terms of stereotypes. The excitable Arabs. The amorous French. The touchy Italians. The lazy Latinos. The volatile Hungarians. The materialistic Americans. Some psychologists think that anxiety-prone people cling to stereotypes because it lessens the threat of the unknown by making the world predictable ... and what the victim of culture shock needs desperately is a familiar, predictable world.

Almost always, fortunately, symptoms of culture shock subside with the passage of time. The first sign of recovery may well be the reappearance of the victim's sense of humor; he begins to smile or even laugh at some of the things that irritated him as much at first. As familiarity with local language and customs increases, his self-confidence and self-esteem begin to return. He comes out of his shell and makes tentative overtures to the people around him -- and as soon as he starts being friendly, they stop seeming hostile. Slowly he progresses from a grudging acceptance of his surroundings to a genuine fondness for them and becomes proud of his growing ability to function in them. In the end, he wonders what he was so unhappy about in the beginning.

Is it possible to shorten the duration of culture shock or minimize its impact? The experts think so. Here are three suggestions they offer to anyone planning a stay in a foreign land.

- First, be aware that such a thing as culture shock exists, that it will probably affect you one way or another, but that it doesn't last forever.
- Next, try to remember, if and when you become thoroughly disenchanted with your surroundings, that the problem probably isn't so much in them as it is in you.
- Third, accept the idea that while it may be somewhat painful, culture shock can be a very valuable experience, a mind-stretching process that will leave you with broader perspectives, deeper insight into yourself and wider tolerance for other people.

If it happens to you, don't think that you're strange or abnormal. If you had a happy life back home, why shouldn't you miss some aspects of it or feel a sense of loss? You'd be abnormal if you didn't.

If it happens to you, don't sit around being negative and critical, this just prolong and deepens your gloom. Try to keep busy. Arrange something pleasant to look forward to. Set goals for yourself -- learning ten new foreign phrases each day, for example-- and stick to them.

If it happens to you, try not to be judgmental. Everyone has an ethnocentric tendency to think that his own culture is superior to all others. Actually, any culture is a good culture if it provides an environment that meets basic human needs.

If it happens to you, force yourself to look for the best, not the worst, in your situation. People who go around looking for trouble usually manage to find it. Train yourself to enjoy the diversity of people and cultures, not fear it or shy away from it.

Recently in Russia two members of an American tour- group at different times during the day bought a candy bar from a booth in a railroad station. Each was given his change in the form of chocolate wafers. One American, disturbed by this departure from the familiar, felt that he was being victimized and protested vehemently. The other, charmed by what seemed to him a quaint and delightful custom, regarded it as a novel and refreshing experience and even bragged about it to his fellow tourists. The first American, it seems reasonable to say, was far more a prisoner of his own culture, than the second.

In sum, before he leaves home the visitor to a foreign land should make up his mind neither to resist the culture in which he finds himself nor surrender to it. What he needs to do is fight or grope or inch his way toward a new and flexible personality, a personality that retains its own cultural identity but recognizes the right of members of other cultures to retain theirs.

If that new personality can help him toward a better understanding of himself and of others, if it can enable him to communicate easily and convey warmth and understanding and goodwill across the culture barricades, then the pain of culture shock will have served its purpose,

and the recovered victim will truly have the best of two worlds.

*Abridged version reprinted by kind permission of Youth for Understanding.*

# Appendix F- Youth Protection Policy

## Rotary District 5470

### Youth Exchange

## Abuse, Harassment & Neglect Prevention & Reporting Policy

### Contents:

- Policy Statement
- Purpose, Approach & Scope of Policy
- Definitions
- Active Volunteers Screening & Approval
- Student Selection & Screening
- Safe Environment Protocol
- Preventative Training & Other Resources
- Record Keeping & Privacy
- Other District Responsibilities
- Club Responsibilities Compliance
- Reporting & Investigating Allegations

### Statement of Conduct for Working with Youth

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

### Statement of Conduct for Working with Youth

District 5470 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual or emotional abuse or neglect of children and young people with whom they come in contact.

District 5470 is further committed to meeting or exceeding all guidelines and regulations dealing with youth exchange set forth by both Rotary International's Board of Directors and the U.S. Department of State.

### Purpose, Approach & Scope of Policy

In fulfilling this duty, District 5470's Youth Exchange Program has created this policy to safeguard students and will require participating clubs to adhere to these policies as a condition of participation in the program.

These policies and procedures are based on the following approach:

- Screening active volunteers who have authority over students will safeguard the quality of the program and the safety of both volunteers and students.
- Establishing recommended Safe Environment protocols for both volunteers and students will minimize the risk of abuse, harassment and neglect of students.
- Training of volunteers and students will enhance the quality of the program.
- Establishing and following a standard response to accusations of abuse, harassment or neglect will assure a response that meets the Four Way Test.
- Establishing standard policies and recommendations for the operation of the program will enhance the quality and safety of the program.
- Requiring clubs to adhere to these policies as a condition of participation in the D5470 RYE program will ensure a uniform quality program throughout the district.

## Definitions

**District 5470 Mountain & Plains Rotary Youth Exchange, Inc.** is incorporated under the laws of the State of Colorado and exists for the purpose of assisting financially in operating a certified Rotary Youth Exchange program. It is required to carry adequate general liability insurance with coverage and limits appropriate for its geographic location, including coverage for its officers and committee members.

**District 5470 RYE Committee:** District 5470 Youth Exchange committee consists of RYE Chair, appointed by the District 5470 Governor, and members who are appointed by the RYE Chair and approved by the District Governor. Committee positions may include, but are not limited to: Alternate Responsible Officer (ARO), Communication Coordinator, Inbound Coordinator,

Outbound Coordinator, Treasurer, Insurance Coordinator, Compliance Officer, and various Country Contacts plus any additional members deemed necessary by the Committee Chair.

**Participating Club:** Any Rotary Club that participates by sponsoring or hosting students through District 5470 Rotary Youth Exchange is required to adhere to this policy as well as to all other mandatory district policies, for the protection of students and to assure the quality of the program. Agreement to adhere to this policy is required in writing as part of the agreement to host a student and is required to be submitted to the District RYE Committee Chair by October 31 of the year preceding the exchange.

**Active Volunteers:** Any adult officially involved with Rotary Youth Exchange activities who has a supervising role, authority over, or frequent direct interactions with students. All volunteers who have direct, unsupervised contact with exchange students must undergo a criminal background check and National Sex Offender Report. This includes, but is not limited to, District Youth Exchange Committee Members, Country Contacts, club YEOs, Rotary Counselors, host parents and other adult residents of the host home (including siblings over 18 years and other family members residing in the home).

**Other Volunteers:** Any adult involved with sanctioned Rotary Youth Exchange activities who supervises interactions with students including Rotarians and non-Rotarians, their spouses and partners who host students for activities or outings, exercise authority over students in a RYE program context, or chaperone them during other activities. These volunteers are required to know and adhere to the Safe Environment protocol outlined in this policy and must undergo a criminal background check and a National Sex Offender Report annually.

**Student:** Youth involved with Rotary Youth Exchange, whether they be U.S. citizens studying and residing abroad or citizens of another nation studying and residing in District 5470. By the rules for participation in Youth Exchange in District 5470, students will be enrolled in public or private secondary schools and must be between the ages of 15 and 17 ½ and will not have completed more than 11 years of education (not including kindergarten or other preschool programs) prior to the start of an exchange.

**Sexual Abuse:** Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex. Additional examples of sexual abuse could include, but are not limited to:

- Non-touching offences
- Indecent exposure
- Exposing a student to sexual or pornographic material

**Sexual Harassment:** Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims and should be considered a warning sign. Examples of sexual harassment could include, but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess.

- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects, pictures or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

**Physical Abuse:** Any non-accidental physical injury. District 5470 Rotary Youth Exchange prohibits corporal punishment or physically constraining or confining students as a means of discipline.

**Emotional Abuse:** Chronic exposure to alcohol or drug abuse, verbal attacks on a person's sense of self, repeated rejection or humiliation. It also includes exposure to domestic abuse, isolation or placing in an environment of fear and/or anxiety and any conduct that erodes the dignity of the student, particularly based on the student's color, race, national origin, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability. Emotional abuse goes beyond normal cultural adjustments and family or social interactions. Perpetrators of emotional abuse can be any age and size. This may include, but not limited to:

- Unwelcome and demeaning remarks, jokes, and innuendos
- Use, display or distribution of racist, pornographic, derogatory, or other offensive material
- Practical jokes based on race, sex, or other discriminatory grounds
- Verbal abuse or threats, inappropriate or offensive gestures.

**Neglect:** Neglect includes, but is not limited to, leaving a vulnerable person in a situation in which the person would be exposed to a substantial risk of physical or mental harm; placing a vulnerable person in, or failing to remove the person from, a situation that a reasonable person would realize requires judgment or actions beyond the person's mental abilities, level of maturity, or physical condition and that may result in bodily injury or substantial risk of immediate harm to the person; or placing a potentially vulnerable person in, or failing to remove a person from, a situation in which the person would be exposed to a substantial risk of abuse, harassment or neglect.

## **Active Volunteers Screening & Approval**

The first step in safeguarding students is to assure the quality of individuals involved in the program as organizers and supervisors or those who have frequent one-on-one contact with students. These Active Volunteers (including Host Families and Club Counselors who have additional requirements) must have completed the following screening and been approved for participation in District 5470 Rotary Youth Exchange programs by the District RYE Chair prior to involvement with the student:

### **Active Volunteers:**

- Complete a Youth Volunteer Affidavit on-line in the YEAH database system
- Complete and pass a Criminal Background Check and a National Sex Offender Report.
- Provide three references
- Meet Rotary International and District 5470 eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of the student(s) and the protection of the accused, additional safeguards must be put in place to assure the security of any youth with whom the individual may have future contact. An accused person who has been cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right and no guarantee is made that he/she will be reinstated to his or her former position.
- Understand and comply with RI and District 5470 guidelines for the Youth Exchange program.
- Be vetted by the District Compliance Officer and approved by the District RYE Chair.
- Participate in and complete Youth Protection Awareness (YPA), Youth Protection Certificate (YPC), and Department of State (DOS LCT) training to recognize and prevent abuse, harassment and neglect.

### **Additional Requirements for Host Families: Host Families must:**

- Complete a written on-line application in the YEAH database system.



- ❑ Undergo a comprehensive interview by the hosting Rotary Club's host family coordinator and the YEO to determine their suitability for hosting exchange students
- ❑ Complete and pass a background check and National Sex Offender Report.
- ❑ Provide a suitable environment for hosting students that ensures them appropriate privacy and safety
- ❑ Demonstrate commitment to the safety and security of students by completing and passing a Youth Protection Awareness training and test
- ❑ Demonstrate motivation for hosting a student participant that is consistent with Rotary ideals of international understanding and cultural exchange.
- ❑ Demonstrate financial ability to provide adequate accommodations (room and board) for the student
- ❑ Demonstrate aptitude for providing appropriate supervision and parental responsibility that ensures the student participant's well-being. Home visits must be conducted for each host family and should include both announced and unannounced visits, both prior to and during the hosting period; home visits must be conducted at least twice during each hosting period even for host families who are continuing to host the same or a different student in the same year.
- ❑ All adult residents of the host home must meet the selection and screening guidelines for active volunteers. This includes adult children of the host family and other members of the extended family who reside in the home. College students who are away at college are exempt.

**Additional Requirements for Rotarian Club Counselors:**

- ❑ Counselors must not be a member of the student's host family
- ❑ Counselors must pro-actively assure students are in environments that adhere to the Safe Environment protocol, including regularly reminding students of safety protocol.
- ❑ Counselors should not be close friends or relatives of other volunteers involved with a particular student (i.e. school principal, host family, etc.)
- ❑ Counselors should speak regularly at least once per month with students and actively question students on safety and abuse issues
- ❑ Counselors must provide students with a list of contacts including a means of contact 24 hours per day.
- ❑ Counselors must be trained to respond to any problems or concerns which may arise during the exchange which may include instances of physical, sexual or emotional abuse or harassment or neglect. Counselors are required to complete the Youth Protection Awareness Training and test to accomplish this goal.
- ❑ Counselors must ensure students write monthly reports to be sent to the student's Country Coordinator, Inbound Coordinator and District Chair for Student Programs
- ❑ Counselors must file a monthly report of the student's exchange with District RYE Chair through the YEAH database reporting system.

**Approval of Active Volunteers:**

All active volunteers must be identified and recommended by the Rotary Club YEO for screening and background checks by the District Compliance Officer who will present recommendations to the District RYE Chair for approval via the YEAH database reporting system before the volunteer is allowed to participate in the program. The District RYE Chair and the District Compliance Officer will only return an approved/not approved decision to the Rotary Club YEO who must abide by and enforce the decision of the District RYE Chair. Appeals will be heard by the District Governor.

## **Student Selection, Screening and Training**

**All students interested in participating in the District 5470 RYE program must:**

- Complete a written on-line application in the YEAH database system and be interviewed at both the club and district level for their suitability for participation in the Youth Exchange program. District 5470 requires the club level interviews be completed and approved applications submitted to the District Chair for Student Programs no later than October 31 of the year preceding the start of a long term exchange, or by January 31 for short term exchanges to start that same year. Only those applicants meeting these deadlines will be considered by the district committee for exchanges during the ensuing exchange period.
- Attend and participate in all District Orientation and Training sessions.
- Agree to abide by the rules for behavior and conduct as an exchange student set forth by RI, District 5470 and any partner Rotary Districts, including avoiding engaging in abuse or harassment of others.

**All parents / legal guardians of outbound students must:**

- Be interviewed by the club and the district to help determine the student's suitability for participation in the Youth Exchange program.
- Attend and participate in all District Orientation and Training sessions for outbound students.

**All Inbound Students:**

- In keeping with U.S. Department of State rules, inbound students on long-term exchange must provide a written English summary of their academic work and may not have previously participated in an academic exchange (J1 or F1 visa).
- Must demonstrate a basic English proficiency as required by the Department of State via completing a written test in their home country, a telephone interview, or a Skype interview conducted by the District 5470 Country Contact and one other RYE Committee member.
- Must have been interviewed, selected and trained by his/her sponsoring Rotary District as required by Rotary International.
- Must understand that they are in the USA on an Academic Visa and must enroll in, participate in, and Maintain a passing grade.

## **Safe Environment Protocol**

District 5470 Rotary Youth Exchange recognizes that it will not be able to ensure the complete protection of its students in its program nor be able to screen all adults who come in contact with students. In the interest of creating the safest possible environment, this policy recommends the following protocol for all volunteers, active and other, and all students in order to create the safest possible environment for everyone:

**Three is Good Company:** Whenever possible, all volunteers and students should include others, either adults or other young people, in activities, meetings and outings and avoid one- on-one situations. This is especially true of interactions involving discipline, difficult topics or activities that may cause students to be uncomfortable or feel threatened. Students should request a third person if they feel uncomfortable or threatened. This will increase the security of both students and volunteers. If it is necessary for a volunteer to be in one-on-one contact with a student, he/she must undergo the Active Volunteer screening process.

**Avoid Secrecy:** Nothing in the exchange experience should involve pledges of secrecy. Volunteers and students should see requests for secrecy or confidentiality as a warning sign of inappropriate activity, as it is a technique often used by abusers to "groom" victims. In the event that difficult topics must be discussed, volunteers should ensure privacy, but not confidentiality, to students. The volunteer is required, by law, to report abusers, and by this policy, to notify the District RYE Chair of allegations of abuse, harassment or neglect.

**Respect for Privacy:** All volunteers should respect the privacy of students and ensure they have a safe, private place to change clothing, use bathroom facilities, and/or attend to personal hygiene. Whenever possible, host families should provide students a bedroom with a closing door and a private area to wash and to dress. Further, volunteers and students should avoid touching, brushing or bumping another person in a manner that makes them feel uncomfortable. Pushing the limits of comfort and privacy are techniques abusers often use to desensitize victims and should be seen as warning signs.

**Appropriate Attire:** Volunteers and students should wear appropriate attire at all times and respect the comfort level of others. Students should

not be asked to participate in or be exposed to unnecessary public or private nudity, skinny dipping, nude sunbathing, bathing suits optional saunas and swimming, etc.

**Access to Communications:** All volunteers should ensure students have a reasonable and timely access to communications should they wish to speak with law enforcement, Rotary Club YEO, Rotary Club Counselors, Country Coordinators, the District RYE Chair or the District Governor. Students must be given a contact list by club counselors including the names, phone numbers and e-mail addresses of these and other resources and should be free to contact them without restriction. Students shall be given a 24/7 contact cell number to be used any time the student feels it is needed.

## Preventive Training and Other Resources

District 5470 Rotary Youth Exchange will provide abuse and harassment prevention and reporting training to all volunteers and students. This training may include on-line seminars, talks at Orientation, written home-study materials and handbooks. Training is mandatory for participation by both active volunteers and students. The District RYE Compliance Officer shall be responsible for tracking completion of this training.

Training will include information found in the RI Abuse and Harassment Prevention Training Manual as well as district guidelines, local customs, cultural issues and legal requirements.

On-line training through our YEAH database program is available for each volunteer position. It includes who must participate, and when, how and where the training will be conducted. Guidelines have been established to ensure that all those required to be trained have participated.

Among those who must participate in Youth Protection training are:

- District Youth Exchange Committee Members
- Club Youth Exchange Committee Members
- Rotary Club Counselors
- Other Rotarians and non-Rotarians who participate in Youth Exchange activities such as local tours or district events
- Host Families
- Inbound and Outbound Students
- Parents and/or legal guardians of outbound students

Law enforcement personnel should be asked to provide the District RYE Committee with training in investigation and criminal prosecution procedures. Local Rotary Clubs should seek similar training from their local law enforcement personnel.

District 5470 will also strive to make use of the experience and talent of students who have previously completed a successful exchange (Rebounders) in both selection and training of students and training of volunteers involved with students.

District committee members with the responsibility of arranging exchanges with specific overseas RYE programs (Country Contacts) will be responsible for sharing the specifics of District 5470's training programs with their counterparts overseas, requesting from those counterparts specifics of their training programs to ensure appropriate training, and the resources outlined below, are provided to outbound students.

**Resources:** Hosting Club Youth Exchange Officer's will provide materials to active volunteers and students to raise awareness about abuse, harassment and neglect and provide contact information for reporting allegations and seeking assistance. In keeping with U.S. Department of State rules, inbound students shall receive a program identity card and contact numbers including:

- Local rape and suicide crisis hotlines
- Alcohol and drug awareness programs for teens
- Local and State Law enforcement agencies
- Community Services to support youth
- Contact information for: Host Family and District RYE Chairperson
- A 24/7 cell phone number for emergency contact at all times.

If any of the above incidences take place, call the San Miguel Resource Center Hot Line Number at 970-728-5660, as well as the Youth Protection Officer and RYE District Chair. All current phone numbers and email addresses are in YEAH.

In keeping with U.S. Department of State rules, hosting families in District 5470 will receive a written statement of the philosophy, rules and regulations governing the District 5470 RYE

program, as well as contact information for the local Rotarian Counselor, President and Secretary of the hosting club, appropriate

Country Contact, and the District RYE Chair .

## **Record Keeping and Privacy**

The District RYE Committee Chair shall maintain, or cause to be maintained, records of students and volunteers involved in the program. In keeping with U.S. Department of State rules, the District RYE Committee will maintain a record of documentation, including but not limited to Application Forms, Background Checks, Evaluations, and Interviews for all selected host families for a period not less than three years.

The District 5470 RYE Committee Compliance Officer will maintain records regarding the screening, approval and training of volunteers and students and will ensure the privacy of these documents and will make them available only to the RYE Chair and District Governor. If a volunteer is not approved, the Rotary Club YEO and the District Youth Protection Officer will be notified that the volunteer was not approved. In order to protect the privacy of the applicant in the local community, no reasons will be given and information relating to the non-approval will be sealed.

Country Coordinators and the RYE District Chair will maintain records on inbound and outbound students, exchange agreements with other countries, student applications and monthly reports from both inbound and outbound students. Country Coordinators will be responsible for forwarding these records to any subsequent Country Coordinator and to the District RYE Chairs when they leave their position.

All of the above noted record-keeping is now done on the YEAH Database system.

**Club Compliance:** All Rotary Clubs that wish to apply to District 5470 for participation in Rotary Youth Exchange, under district, RI and federal guidelines, must submit to the District RYE Chair, the following for review and approval:

- Copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to, promotional materials and brochures, applications, policies, web links, etc.
- List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teens, law enforcement agencies, and community and private services for teens).
- Agreement of hosting Rotary Club to accept and follow the District 5470 Abuse and Harassment Policy and prevention training programs.
- A signed Agreement to Participate in the District 5470 RYE program.
- A signed compliance statement that the Rotary Club is operating their program in accordance with District, RI and Federal policies.
- An agreement to report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the Rotary Club and District leadership immediately following within 24 hours.
- An agreement not to engage in direct placement of students outside of the District 5470 Youth Exchange program (i.e. no backdoor exchanges). An agreement to report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to the District RYE Chair immediately.
- Written confirmation that Rotarians or program volunteers are not expected to conduct their own investigation of an allegation of abuse or harassment; this should only be done by trained law enforcement.

### **Hosting Clubs will also agree to:**

- Develop a comprehensive system for host family selection which includes interviews and home visits both prior to and during the stay of a student.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long term exchange students have at least two and preferably three host families committed prior to their arrival as much as is possible.
- Develop contingency plans for hosting that include at least one pre-screened and available host homes in case of emergency or unusual circumstances.
- Establish set procedures for removal of a student from the host family including criteria for moving a student to temporary housing arranged in advance.

- Conduct follow-up evaluations with both host families and students.
- Provide hosting families, in writing, the philosophy, rules and regulations governing the District 5470 RYE program as well as provide contact information for the local Rotary counselor, President and Secretary of the hosting club, appropriate Country Contact on the District 5470 RYE Committee and the District RYE Chairs.
- Provide mandatory training for host families on physical abuse, sexual abuse, harassment and neglect and this program's reporting policy. Training should include awareness of cultural differences and how and when to use the Rotary Counselor and other local resources.

**Hosting Clubs Will Agree To:**

- Provide each student with a comprehensive list of local services including the names and contact information for at least three people not related to each other and independent from the host families and host counselor, who can provide assistance with any issues of students. These three should include both genders.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including physical, sexual or emotional abuse, harassment or neglect. This training is achieved by completion of the NAYEN Youth Protection Awareness training and test required of all Rotary Club Counselors.
- Provide mandatory training for students on physical abuse, sexual abuse, harassment and neglect prevention and awareness of cultural differences and how and when to use the Rotarian Counselor and other local resources. This training is done at District level during Orientation twice during the exchange year.
- Not arrange exchange agreements outside of D5470's established structure (i.e. backdoor exchanges).

**Rotary Clubs Engaged In Sponsoring Local Outbound Exchange Student(s) will:**

- Conduct interviews with all applicants and their parents/legal guardians in sufficient time to meet district application deadline. The club is responsible for ensuring the applicant is suitable to be a Rotary Youth Exchange student prior to submitting his/her application to the District Committee.

**Other District Committee Responsibilities**

- The District RYE Committee will, with the cooperation of Country Contacts, ensure that all inbound and outbound students have appropriate Health, Accident and Liability coverage to meet District, RI and U.S. Department of State requirements.
- The District RYE Chair for Student Programs will see that a student data form (Visa Guarantee Form) is completed for all participating students and the completed form is submitted to RI at least one month prior to the start of the exchange.
- Country Contacts will submit copies of the following information on each inbound student to the District Committee's authorized Alternate Responsible Officer (ARO) for SEVIS (Student and Exchange Visitor Information System) person at least two months prior to the commencement of the exchange: complete standard application, completed two page visa guarantee form, photo page of student's passport, and the first host family's application to host. The first host family must also show evidence of completion of a criminal background check and National Sex Offender Report as well as completion of the Youth Protection

Awareness Training and test. This information will be used to prepare the DS2019 form required by U.S. Consulates. The completed original DS2019 will be sent to the appropriate Country Contact to be included with the package of information to be sent to the student prior to his/her departure for District 5470.

## Reporting & Investigating Allegations Procedures

All allegations of abuse or harassment will be taken seriously and investigated thoroughly. Reporting will be handled in accordance with the Youth Exchange Sexual Abuse and Harassment Allegation Reporting protocols developed by RI and the U.S. Department of State (incidents involving actual harm reported within 24 hours; all other incidents within 72 hours to the District 5470 RYE Chair). The district will cooperate with all law enforcement, child protective agencies and legal investigations and will conduct its own independent investigation, as deemed necessary, in a manner which does not interfere with other investigations. The District Governor, and the District Youth Protection Officer, as well as the District RYE Chair, will be kept informed of progress of any Rotary directed investigations.

The District 5470 leadership is responsible for maintaining procedures for reporting, investigating and properly handling non-criminal offenses or historic cases that law enforcement will not investigate, and for promulgating local, state and national laws relating to sexual abuse and harassment prevention and reporting.

## Guidelines for Hearing Allegations

Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these Allegation Reporting Procedures.

### Taking a Report from Student:

- Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- Get the facts, but don't interrogate. Ask the student questions that establish what was done and who did it. Reassure the student that he/she did the right thing in telling you. Avoid asking "why" questions. Remember your responsibility is to present the student's story to the proper authorities.
- Be non-judgmental and reassure the student. Do not be critical of anything that has happened or of anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
- Record the conversation with the student in writing as soon after the report as you can, including the date and time of the conversation. Use the student's words and record only what has been told to you.

**Ensure the safety and well-being of the student:** Remove the student from the situation immediately and from all contact with the alleged abuser/harasser. Give reassurance that this is for the student's own safety and is not a punishment. Immediately notify local law enforcement, the Rotary Club Counselor, Country Contact and District RYE Chair.

**Do not challenge the alleged offender:** The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the District RYE and District Governor are responsible for investigating and will be in contact with the alleged offender after the student has been moved to a safe environment.

## Communication Protocol

When an allegation of harassment or abuse is received by any Rotarian, the following steps will be followed within 24 hours:

- Notification of the Youth Protection Officer as soon as possible
- Notification of the District Governor as soon as possible.
- Notification of the RYE Chairman
- All other adults will be notified on a "need to know" basis as determined by the YPO, the DG and the RYE Chairman.

The District Governor will serve as the communications officer when addressing the media, if necessary.

***All allegations of sexual abuse or harassment must be reported to Rotary International and in the case of Inbound Youth***

***Exchange Students to the WESSEX Responsible Officer within 72 hours (within 24 hours in the case of serious incidents); the person responsible for doing so is the District RYE Chair.*** Care must be taken to protect the rights of both the victim and the accused during the investigation.

***Follow-Up:*** After reporting allegations per the Communication Protocol, follow-up to make sure steps are being taken to address the situation. Rotarians and other program volunteers are not expected to conduct their own investigation of any allegations. This should only be done by trained law enforcement. Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth until the matter is resolved.

- A student involved in an allegation will be provided with a non-Rotarian counselor who can serve as advocate for the student and represent his/her interests.
- The student's natural parents and sponsor district RYE Chair must be contacted as soon as required reporting has been accomplished.

## **Post Allegation Report Guidelines**

A cohesive and managed team approach will be needed to support the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or Rotary Club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary Club depending on the circumstances. In some cases, a student may wish to remain in the district, but change to a different host club.

It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.

District RYE Committee will ensure support is provided to any alleged victim in cases of sexual abuse or harassment; all criminal allegations are to be reported to the District Governor and to RI within 24 hours of learning of the incident; report all serious incidents (such as accidents, crimes, early returns, death) involving Youth Exchange students to the District Governor and RI within 24 hours of learning of the incident.

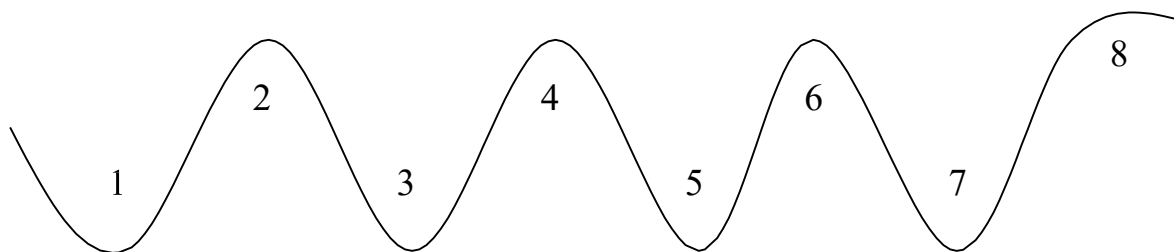
When addressing an allegation of abuse or harassment, the most important concern is the safety of the student. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not

support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim against Rotarians or clubs by the alleged abuser.

**Reviewed and Updated: October 2019**

**Approved by RYE Committee**

# Appendix G-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  
Realize 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 details  
Reorientation

All exchange students experience phases of elation, anxiety, and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated, and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

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

Ref. Helmut Muscheid, Rotary Youth Exchange Officer, Germany