



DISTRICT 7810 YOUTH EXCHANGE PROGRAM

Orientation Handbook

2017



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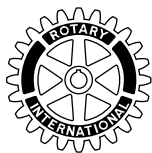
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What is Rotary International?

Rotary International is an organization of business and professional leaders dedicated to humanitarian service, ethical standards in business and to promoting world understanding and peace through programs like Rotary Youth Exchange.

With more than 1.2 million members in 33,000 clubs in more than 200 different countries, Rotary has, since 1929, built one of the largest and, we think, the best youth exchange programs almost entirely with committed volunteers! District 7810 consists of 40 clubs with over 1300 Rotarians covering all of New Brunswick and parts of Maine.

A Rotary Club is a group of people who meet weekly, each member representing a different profession or vocation, who are concerned for the well-being of their fellow man. The Youth Exchange Program is one of many “international” programs which include International Scholarships, Group Study Exchanges, Vocational Exchanges and many medical and other humanitarian projects in underdeveloped countries.

Every year, almost 8,000 young people from 80 countries see the world the way it is best seen – from the inside out – through Rotary’s Youth Exchange program. As a Rotary Exchange student, you may learn a new language but you will certainly learn a new way of living – and a great deal about yourself. The people you meet will learn too – about your country, and your culture and ideas. As an unofficial ambassador you will bring the world closer together and make new friends in the process.

If you’d like more information on Rotary, visit the official Rotary International web site at www.rotary.org.

Objectives of the Rotary Youth Exchange Program

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



**GENERAL
INFORMATION**

Goals of Rotary's Exchange Programs

Each year, Rotary Youth Exchange provides about 8,000 young people with the opportunity to experience the cultures, problems and accomplishments of people in other countries. Through this Rotary program, students are given the opportunity to grow as individuals while their concept of the world is growing too. Participants return with a broader view of the world and a deeper understanding of themselves.

As these young people become adults, many assume leadership roles in their communities and bring to these positions the benefits of and insights from their exchange experiences. As a result, Rotary's Youth Exchange program becomes a powerful force in the promotion of world understanding and peace. To further

foster these goals, Rotary attempts to minimize those costs associated with the program which must be borne by parents and students participating in the program. Because the program is staffed almost entirely by volunteers, Rotary is able to make youth exchange opportunities accessible to youth of all backgrounds and economic means.

Through Youth Exchange, Rotarians seek to provide the best possible environment for the participant. The program enjoys the advantages of more than 40 years of experience and a network of more than 1.2 million Rotarians around the world. This experience and support system ensures the best possible exchange for participants in the program.

Why are Rotary's Exchange Programs so good?

The Rotary exchange programs are volunteer driven. The youth exchange program is organized and administered by volunteer Rotarians and their families throughout the world. The Operation is done at several levels, namely: the local Rotary club, the district, and the regional levels. They screen applicants, select the students, prepare them, arrange hosting abroad, travel, insurance, school admission, visas, etc.

All of this work is done by Rotarians as a service. They are not paid to provide this service. Rotarians select host families on the basis of quality.

In programs where people are paid to find host families, they tend to sacrifice quality in order to satisfy their quotas. Rotary does not believe this to be in the best interest of the students. Ultimately, such operational costs end up being passed on to the parents.

Students are provided local supervision by members of the local hosting Rotary club, who are directly involved in the welfare of these students.

Students often attend Rotary Club meetings and get to know Rotarians who are generally the local business and professional leaders of that community. This should be of great value for the exchange students later in their lives as professionals, in business, etc., for they already have established contacts.

At times of immediate need, students who are away from home will be more comfortable knowing that any Rotarian of their host club will be available to help and offer guidance.



How does a student benefit from being abroad?

Being away in a foreign country has a powerful broadening and an accelerating effect on your maturing process. Managing your finances and making decisions influence your independence from what your parents would have done for you as a matter of course. You will develop a confidence in speaking before groups in your

own as well as in a foreign language. You will develop a tolerance toward the life, culture and personalities of other people, which will benefit you throughout your life. Even without credits you certainly become fluent in the language of your host country, and will obtain a priceless experience.

How long is the exchange?

Short Term: Students selected will spend 4-6 weeks in a visiting country with the matched student in his or her family's home during school holidays. Both students then travel together to the visiting student's home for the return exchange.

Long Term: Students selected for this program will study abroad for 10 to 12 months. Our students usually leave in mid-August of the year following selection. In some countries, this means you will arrive in the middle of the school year.

Will I receive credits for my year abroad?

Credits for courses of study abroad may be granted by your school Principal and/or the Ministry of Education in some instances. However, the courses eligible for credits are limited and you should not plan on receiving them. A lot also depends on the school system

in your host country and its compatibility with our system. Former exchange students tell us that the experience is well worth the loss of a year at school and no one should hesitate to apply for this reason.

Our Obligations

Students who are sent abroad under the Rotary International Youth Exchange Program are required to conform to the Youth Exchange Program rules.

Each Rotary district is autonomous. Although the program and rules of each district are similar for the most part, the host district guidelines take precedence over those of the

sponsoring district. In other words, within the meaning of common sense and good judgement, the host district, host club and host family are totally responsible for each student's cultural, spiritual and physical well-being and have the responsibility of setting their own rules and guidelines.



GENERAL INFORMATION

Counsellors

Your sponsoring and host Rotary Clubs each appoint a Counsellor to advise and help you. Your sponsoring Counsellor will help you prepare for your year or short-term exchange abroad. As a long-term exchange student, your host club Counsellor will introduce you to your school and help you select suitable subjects,

help you coordinate social and Rotary Club activities, help you arrange suitable banking and a budget, and help you resolve problems of any kind. It's a good idea to attend a meeting of your sponsor Rotary Club, so you can meet and thank the people who are making this opportunity possible for you.

Host Families

The hosting arrangements are entirely the responsibility of the host Rotary Club. The usual arrangement is for you to be hosted by three or four different families selected by the host Club, each for a three or four month period, but the host Club may vary this at its discretion. The host family is under no obligation whatever to adjust to you, or to treat you as a "special guest". You are expected to accept the normal discipline of the family and settle into their routine, not

the routine you have been used to back home. Though your families will do their best to make you feel at home, you must be prepared to adapt to their way; not the reverse. You will frequently be in a different social and political climate.

Short Term – As this is a family-to-family exchange, the matched families make their own arrangements for travelling and set the agenda for the exchange.

School Fees

Your school fees or tuition will be paid for by your host Club. School books may or may not be provided free. You will likely have to buy your own notebooks, pens, pencils, etc. In a few

countries you may also have to buy a school uniform, although often either your host family or host Club provides that.

Travel

It is important to understand you are not going away on a glorified holiday! Your host Club and host families are not obliged to take you anywhere. However, the great majority of students who go abroad do manage to travel a great deal and see a lot of their host country – thanks to the generosity of Rotary Clubs, Club members and host families.

There are restrictions on unsupervised travel by yourself or with other students. You may travel with your host families and host Rotarians without any special permission. Any other travel must be with the WRITTEN consent of your parents and the Rotary Districts.

It may be useful for parents to provide a signed letter indicating which countries their child is authorized to visit during their exchange abroad. The Canadian consular affairs website "Before You Go" provides much useful information and strongly recommends that children 16 years and under travelling alone carry a consent letter. A sample letter can be found at the web site below. The letter can be adapted to different travel situations. It is advisable to have the consent letter certified by a commissioner of oaths, lawyer or notary, but not absolutely necessary.

<http://travel.gc.ca/travelling/children/consent-letter>



Many long-term exchanges include an extended tour at some point. For example, students in our district can choose to take Cross Canada Tour in July. Cross Europe Tours are sometimes offered as well. These kinds of trips and tours are optional and taken at additional cost to the

student and their family. If you intend to take part in such a tour, please be sure to pack a consent letter from your parents. Although sometimes expensive, these tours usually provide exceptional value and an unforgettable experience.

Parental Obligations

Parents are required to attend the Club Selection Interview. Parents of successful applicants must attend District Orientation Meetings and sign the District 7810 Agreement entitled *Youth Exchange program Rules* and other formal application documentation.

The parents of an outbound exchange student are required to undertake the following financial obligations:

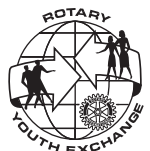
- The cost of transportation and other travel expenses for the student to and from the host country. This varies considerably depending on destination and form of travel.
- The New Brunswick Medicare Plan will cover your son or daughter during the duration of their exchange at their current fee schedule. However, you should advise Medicare Enquiries, P.O. Box 5100, Fredericton, NB E3B 5G8 of their travel plans. If you do not have extended major medical coverage under your group insurance plan, the student must take out an individual, Rotary-approved medical plan. For short term exchanges, holiday type travel insurance is sufficient.
- Some countries require exchange students to purchase their own government insurance plans. This being the case, the student must abide by these regulations and bear the cost of such programs if required.
- Rotary exchange rules stipulate that the long-term exchange student must have not less than \$500,000 medical and \$10,000.00 Accidental Death (or Life/Repatriation) insurance for the year away.
- The parents are required to provide the long-term exchange student with a revolving \$500.00 fund which can be drawn upon with the consent of his/her host Club Counsellor. This is to be used for clothing (including school uniforms if required), travel, emergencies, etc. As the revolving fund is used, it must be replaced.
- A monthly allowance for the long-term exchange student is provided by the host Club to cover spending money requirements and incidentals. This may not be adequate to cover all the student's personal expenses and you may wish to modestly supplement it.

Parents Visiting Student

Visits by parents and family are not encouraged. Visits by friends are strictly PROHIBITED! For some students, such visits can be very distressing.

Parent visits should be discussed with the sponsoring Club Chairman and must have the approval of the host Rotary Club and District. The host families, host Club, and host District are under no obligation to provide accommodation, transportation, etc., for any parents or relatives visiting the student.

A visit by immediate family should not take place during the first nine months of the exchange. Visits during the last week of the exchange are extremely challenging and stressful for the student in most cases, and is not advisable.



II

GUIDELINES FOR OUTBOUND STUDENTS

Blazer/Backpack

Long Term: District blazers are required for the long-term exchange students. A woven gold-wire Rotary crest will be provided at the May orientation meeting for placement on the left breast pocket and a distinctive District 7810 name badge will also be provided for your right lapel. The blazers may be matched up with slacks or skirts and are quite acceptable as formal wear while on exchange.

Blazers are normally worn while travelling to and from your host country and at all special Rotary events. You should not hesitate to wear it to the homes of Rotarian or on other occasions which call for you getting dressed up.

Students usually come home with their blazer lapels covered with lapel pins that are presented to them over the course of the year. Students have told us over and over again how much the blazers help draw people to them in very positive ways.

The students will be fitted for their blazers at the May orientation meeting and are expected to pay for them by that time.

Short Term: Since exchanges take place mostly during the summer months, a leisure shirt and backpack are provided to short-term exchange students in place of the blazer.

Visiting Cards

District 7810 will supply you with your Youth Exchange badge and approximately 250 visiting cards in a distinctive District format.

Club Banners, Lapel Pins, and Flags

It is customary for Club banners to be exchanged when you visit a Rotary Club. Your sponsoring Club will give you a supply. It will be most appropriate for you to exchange banners with your host Club when you attend your first meeting.

Lapel pins have become extremely popular. Most students take 200-300 lapel pins to give out to Club members, fellow school and exchange students, and all of your new host brothers and sisters, cousins, etc. These are available from your local, state, and national government at no cost. Contact your municipal

government office, provincial or state representative's office, and the office of your Canadian MP or US Senator/Congress Person.

Many students take at least one full-sized Canadian or US flag with them for presentation to their host Club or school. Students tell us that this gesture of goodwill goes over exceptionally well. These flags may also be available from your Canadian MP or US Senator/Congress Person.



Clothing

The majority of students participating in the program, both inbound and outbound, report substantial gains in weight during the first few months. Also, styles and type of clothing worn in your host country may differ from ours. For these reasons you are strongly urged to take a minimum of clothing, unless you can determine from your host Family, Counsellor or inbound exchange students, the type and style of clothing worn and if there is a financial benefit in buying

here. Any clothing bought here should be a bit on the large side to allow for the weight gain or have wide seams which can be let out.

Try not to let the possibility of weight gain bother you – it is perfectly normal when adjusting to a different diet, even when the new diet contains less fat than what you're used to. You will quickly lose the weight once you return home.

Writing Paper and Thank-you Notes

Students write two types of letters. One type is the newsy correspondence to family, friends, sponsoring Club Counsellor, and of course your Quarterly Reports. You are also encouraged to write at least one letter to your school principal and sponsoring Club. The other type of letter is a thank-you note to people who have you to their homes or take you somewhere. **It cannot**

be over-stressed how important the little thank-you notes really are! To add a touch of meaningful class, it is nice if you can take with you note paper or cards with a distinct Canadian (American) motif (e.g. beaver, maple leaf, Mountie, etc.) or use special post cards from home.

Gifts

Do not overlook the important item of gifts for your host families and for a number of people who will act as your hosts for occasional weekends, etc. These gifts need not be expensive, but should be something distinctly representative of your local area or country. Here are some suggestions:

- Tea towels with Canadian/American motifs
- A set of coasters with Canadian/American motifs
- Native prints (reproductions)
- Big wall map of Canada or the US or North America
- Canadian or American flags
- Good quantity of maple leaf or Canadian/American lapel pins or badges
- Maple syrup or sugar candies
- T-shirts with Canadian/American designs
- Books relating to Canada, the USA or your local area
- Scenic calendars (great for Christmas gifts)

You should have a special present for your host family when you depart. Long-term students: Do not forget birthday and Christmas presents for your many host mothers, father, brothers and sisters. You may want to send a list home and ask your parents to mail suitable gifts. Again, it should be stressed that these need not be expensive; being representative of where you are from and given with a warm thoughtfulness is what really counts.

Here is one more little suggestion. It is amazing how a single flower, small box of chocolates, or a photograph given to your host parents with a little hug can have so much meaning – true grass roots strengthening of international understanding and goodwill.



GUIDELINES FOR OUTBOUND STUDENTS

Pictures

It is recommended that you take along a good set of 50 to 75 pictures on CD-ROM or USB travel drive for showing at Rotary meetings, school, church groups, and other special groups. You may wish to locate some photos online as well as personal ones of your family, home, school, and local interests before you leave and download or burn them onto a CD or travel drive for later use.

It is also recommended that you take a photo album to show your host families and people you visit for dinner or on weekends. This is particularly useful for short term exchanges.

It is suggested that the photos include:

- your family, home, cottage, etc.
- your special interests such as school, sports activities, trips, etc.
- special local sites, such as historic and scenic points of interest
- national points of interest (some Provincial/State departments will have free slides available or websites from which you can download images). Obtain a good cross-section of the country (i.e. Prairies, the Rockies, Ontario, Quebec and the Maritimes and, of course, a Mountie).

Medical, Hospital, and AD&D Insurance

Medical, Hospital and Accidental Death & Dismemberment or Life Insurance is a definite requirement, but circumstances differ from country to country. Suitable and adequate insurance must be arranged before you leave Canada (the US). New Brunswick Medicare provides coverage for students during their exchange, BUT you must notify Medicare of your departure and return date. You are advised to check your coverage well in advance of your departure. If Medicare does not provide adequate

coverage while you are away, your parents are responsible for any additional cost incurred. Your host Club and District must be satisfied that the coverage is adequate for the circumstances. Many countries require the student to enrol in their own plan and this must be complied with at your expense.

These responsibilities are dealt with in detail in the **Guidelines for Parents** (page 7) and should be thoroughly investigated before departure.

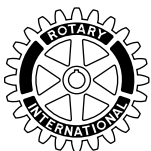
Knowledge of Your Home Country... and Your Host Country

As an ambassador for Canada or the USA, you will be expected to be knowledgeable about your home country. There are many good sources of material available, much of it is free from governmental departments and on the internet. However, you may not always have access to the internet when you need it, so we recommend you take at least some printed material. The most recent edition of a Canadian/American Almanac contains basic information on Canadian/American geography, climate, government, provinces/states, trade, finance, history, etc and is an excellent portable reference guide. You should study it carefully before your departure. You will undoubtedly be asked many

questions about your home country and being prepared with accurate information will do much to enhance your image.

It's also a good idea to talk to former exchange students in your community or district who have been to the country you will be living in. They can help answer questions about the culture there, as well as currency, climate, voltage requirements, geography, government, history, language, etc.

Of course, there is a wealth of information on-line about all the countries of the world. Knowing more about your host country will help prepare you for the cultural differences you are about to be immersed in.



District Reports

All long-term exchange students are required to write a Quarterly Report to the District 7810 Youth Exchange Outbound Chairperson, Sharon Niles. Your reports are required to help us to monitor your progress and the types of activities your host Club and District provide. Often we can gain ideas on how to improve the effectiveness of our program. In your report, you should keep in mind that exchanges like yours cannot exist without the dedicated efforts of many

Rotarians and host “moms” and “dads”. It is therefore important that your reports be completed on time and newsy as we want to know how you are doing. Your report does not have to be long, but it should tell about your activities with your host Family, Rotary Club and school. Talk about the impressions your experiences have had on you. If you wish to write about something you wish to be kept private, do not hesitate to write a separate letter.

GUIDELINES FOR OUTBOUND STUDENTS



III

GUIDELINES, INFORMATION AND RULES

General Information and Rules

1. Forward a written report to the District Outbound Chair quarterly. The address is:
Long Term – Marcel A. Gervais
 137 White Oak Terrace
 Moncton, NB E1G 2E5
 mgervais@healthconnect.ca
Short Term – Carlos Lavin
 116 Centennial Drive
 Moncton, NB E1E 3X1
 carlos.lavin@lavinvaluations.com
 Copies of your reports will be made available to your sponsoring Club and District. Special questionnaires may also be sent to you from time to time for completion.
2. Travel is permitted, but only with proper adult chaperoning such as your host parents or a Rotary family. You may not travel alone or with other students. Any other travel will be considered on individual merit with the permission of your parents, the host Club Youth Exchange Chairman or host Club Counsellor, and the District Chairperson.
3. You must agree to return home at the end of the exchange by a route and timetable agreed upon by the Districts. If you wish to return home by an indirect route, written parental consent is required and you cease to be part of the Rotary Exchange Program at the time of your departure from your host country.
4. Hosting a student is the responsibility of the hosting Club. In case of difficulties, you should consult with the Club's Youth Exchange Counsellor, President or the District Chairperson hosting you.
5. Long-term exchange students are required to maintain a \$500 revolving fund (in the currency of your host country) provided their parents. This is to be used for clothing (including school uniforms if required), travel, emergencies, etc. A monthly allowance for long-term students will be provided by the host Club to help cover their spending money requirements and incidentals.
6. You are expected to become an integral member of your host Family, assuming duties and responsibilities normal for a person of your age.
7. Choose your friends slowly and wisely as you will have many social opportunities. You do not have to accept the first invitation. Trust your hosts and Club Counsellor to aid you in developing a respectable circle of friends.
8. Your host families and Club are responsible for you socially, spiritually and physically. You will respect their wishes and requests. Each society has different customs and ways of doing things. Be flexible and adapt. Some guidance and restrictions are to be expected and advisable. You must accept the supervision and discipline of the host Club, host parents and school.
9. You must obey the laws of each country where you are. If you violate any law, you can expect no assistance from the Government of Canada or US Government.
10. Smoking is discouraged. You are expected to abide by host family home rules which may not allow smoking.
11. If you are not familiar with the language of the host country, you should learn the essentials of the language before departure. Upon arrival in your host country you are expected to work diligently to learn the language quickly.
12. Long-term exchange students are required to enrol in the high school selected by the host Club, attend classes full time, and participate fully in all school activities during their stay in the host country.



GUIDELINES, INFORMATION AND RULES

13. During your year abroad you are expected to attend Rotary and Youth Exchange functions as directed by your host Club and District Chairperson. These functions come first and ahead of all other social activities and even school attendance. Do not plan activities involving other exchange students without approval of your Club and the District Chairperson.
14. You will be expected to address Rotary Clubs, youth and school groups while being hosted and upon your return home.
15. You are an ambassador for your home country and must at all times behave in a manner which will reflect credit upon yourself, your family and your country – and your sponsoring Rotary Club.
16. You must at all times abide by the five “D” rules, namely:
 - (a) Absolutely **NO DRUGS** will be used, except for valid medical reasons and as prescribed by a physician.
 - (b) **DO NOT DRIVE** a motorized vehicle of any kind.
 - (c) Serious **DATING** will not be permitted. Dating in a casual way, preferably with a group, is quite acceptable. But, if your Club Counsellor or host family feel you are getting “romantically involved”, you will be told to discontinue the relationship.
 - (d) Absolutely **NO DRINKING** of alcoholic beverages, except:
 - (i) when in the **PHYSICAL PRESENCE** of your host parents or a Rotarian who is **SPECIFICALLY** responsible for you at that time, AND
 - (ii) the circumstances for drinking are completely legal, AND
 - (iii) if **YOU** wish to drink, AND
 - (iv) it is done in **EXTREME MODERATION**.
 - (e) No **DISFIGUREMENT** while on exchange, eg. tattoos, piercings.
17. Visits by immediate family members (parents, brothers, sisters, etc.) are discouraged. Visits by friends are strictly prohibited! Family visits should not be planned during the first nine months of the exchange and must be with the approval of the host Rotary Club through the District Youth Exchange Committee. The host Club and District are under no obligation to provide accommodation, transportation, etc., during any such visit.
18. Acquiring tattoos and piercings during your year abroad is strictly prohibited. If you feel the need to add a tattoo or a piercing to your person, wait until you have returned to your home country or risk being sent home early.

Under the auspices of the District Governor, the District 7810 Youth Exchange Chair is the final authority on any matters pertaining to the Youth Exchange Program. Most matters, however, are handled at the local Rotary Club level. Short-term exchanges are dealt with by the Short-Term Chair.

It should be emphasized that the District 7810 Youth Exchange Committee has absolutely no reservations about removing any student from the program and sending him or her home at their own expense, if the student does not adhere to the general intent and conditions of the program and particularly a student who is in violation of rules 12 and 16.



GUIDELINES, INFORMATION AND RULES

Characteristics of a Good Youth Exchange Ambassador

The purpose of this information is to help prepare you as adequately as possible for the significant responsibilities bestowed upon you as an ambassador of goodwill and international understanding for Rotary, your family, your community and your country. In the final analysis, the real success will be determined by the tact and manner in which you exercise your responsibilities. We have a great deal of confidence in your ability to do a good job, otherwise you would not have been selected.

The basic ingredients for a successful exchange are in place. You are keen to go. Your host Club wants you and your host families want you, otherwise they would not have agreed to participate in the exchange. So, let's review some of the essentials that will make your exchange an outstanding success.

1. Become part of your host family. Adapt to them. Comply with their rules, whether you agree with them or not. Remember, it's all part of a learning experience.
2. Keep your room tidy and yourself well-groomed. Accept your full share of the household chores – and fun.
3. Be loyal to your host families. Do not criticize them to other people. Treat them as you would your own family at home.
4. Be sensitive to the use of the bathroom, laundry, etc. Use them when others do not need to and do not use all the hot water. Clean up after yourself, etc.
5. Take a keen interest in other people. Ask lots of questions. Be a good listener!
6. NEVER compare anything in your own country such as the school system, government, industrial efficiencies, homes, standard of living, etc. as being better than what is found in your host country. You should provide information when asked, but do not be judgmental. Remember: it's not better or worse, it's just *different*.
7. Do not express an opinion until you know what you are talking about, especially when being interviewed by the press, radio or television. Carelessly uttered remarks when reported may cause resentment as well as embarrassment to you. Do not echo local criticisms expressed to you by your hosts.
8. Keep in close contact with your host Rotary Club. Ask to be put on their Club Bulletin mailing list. Make a point of getting to know the members and ask them lots of questions about themselves, their families, business, interests, etc. Many Rotarians are shy with young people and you will have to take the initiative to break down this barrier.
9. Above all else, do not sit on problems you cannot work out on your own. Talk to the appropriate individuals: your host parents, your host Club Counsellor, your host Club President, your District Chairperson. All problems can be resolved – view problems as just unsolved challenges and opportunities.
10. Your first priority should be to keep yourself available for involvement with Rotary Clubs, Club members and host families. All other interests should receive secondary priority.
11. Always be sure to express thanks to anyone who does something for you. After all, if they took the interest and time to do something for you, the least you should do is show warm appreciation.
12. When you return home, tell the facts about your year away, but do not express anything in a critical manner.
13. Each country has different customs, values and mannerisms. Be sensitive, tolerant and adjust to them. The adjustments are all part of the exchange experience.

This will probably be the most memorable year of your life. Enjoy it to the fullest!

Congratulations, good luck and best wishes!



Hints From Rotex (former Exchange students)

Before you leave

- Write to your first host family, introduce yourself, ask them about appropriate clothing, average weather, school, etc.
- Learn about your host country, i.e. encyclopedias, travel agents, embassies, other exchange students, Rotex, etc.
- Learn about Canada or the USA, and not just your local area.
- Keep up on current events so you can correctly answer questions.
- Prepare a presentation on Canada/USA, including photos of your family, your house, your school, etc. It's a lot easier to get this info together here at home than after you've left.
- Bring souvenirs and gifts for your host families, counsellors, and friends. Pins are great give-aways for classmates and presentations..
- Make a list of everything in your suitcase, so you will remember, in case it is lost. Put the list in your carry-on bag.
- Make two copies of your passport, visa, and airline tickets – take one copy with you and leave one with your parents.
- If you wear eyeglasses, take an extra pair. If you wear contacts, bring a set of glasses and a copy of your prescription.

In Transit

- Bring a toothbrush in your carry-on bag.
- Do not let strangers carry your bags. Keep your carry-on luggage with you at all times. If you nap on the plane, do not store anything in an overhead locker that you can't afford to lose.
- Bring a book to read and some activities like crossword puzzles.
- Drink plenty of liquids so you won't become dehydrated.
- Get up and walk around frequently to keep your circulation going.

- Bring a small amount of cash with you so that you can exchange currencies in any airport where you have a connection. You may want to buy something to eat or drink. In addition, you may need money for transportation if your flight is delayed or cancelled.

Adjusting upon arrival

To your host family

- Use the questionnaire as a guide to have all your questions answered up front.
- Get involved with the family, children, etc.
- Show pictures of your family and area as an icebreaker.
- Offer to cook something Canadian/American (consider cookbooks as a gift).
- Do chores, help around the house.
- Get to know your host siblings but don't depend on them to entertain you (offer to help with English or French lessons or homework).
- Be aware of sibling rivalry – prevent it by spending time with them and not “monopolizing” their parents.

To your school

- School abroad is VERY different from school here.
- School may be academically oriented, very little social atmosphere.
- Make an effort to get to know your classmates, you'll have them in almost all your classes.
- Get involved in school activities – and extracurricular activities outside of school, if there aren't any in school.
- Don't wait for people to approach you.
- Don't cling to other exchange students, it intimidates your classmates and won't help you learn the language or fit in better.
- Offer to make presentations to the various English, Geography and History classes.
- You are there to attend school and learn but don't let homework take up all your time and get you all stressed out – the cultural aspects are just as important.



GUIDELINES, INFORMATION AND RULES

General

- Give your passport and airline tickets to your Counsellor or host family.
- Keep a copy of your health insurance policy with you at all times.
- Try new things – don't turn down any opportunities to do something different.
- Learn to speak up – it's the only way to get results.
- Get involved in Rotary projects. Think of ways to meet all the members. And send an email to your sponsor Club to let them know how you're doing.
- Find what stores give student discounts, which offer the best prices, which sell the products you want, but don't expect to find all the same brand names you'd buy at home.
- When in Rome, do as the Romans do, but be reasonable.
- Keep a diary, write down your memorable events.
- Be polite and say thank you. Smile!
- Take advantage of nice sunny days to walk, bus or bike around town taking pictures for your scrapbook, your friends, and your return presentation.

Finances

- Your year will cost you about the same as a year of Canadian university.
- Don't blow all your money at once.
- Open an account when you get there, ask your host family or Counsellor for advice.
- Arrive with some foreign currency on hand.
- If you bring traveller's cheques, cash them all at once, there is a surcharge each time you cash them.
- Your parents can send you money through the bank, but check with your bank as to cost.
- A cashier's cheque may be a good way to bring a large sum over – check with your bank.
- A Visa or M/C is a great way to get money quickly and at a good rate... just make sure you have a PIN number. They're also good for travelling to different countries and for emergencies. Ask your bank here if your card will be recognized.
- Always keep an emergency fund on hand.

- Never carry large amounts of cash on your person when you're travelling or even just walking around town. Guys, don't carry your wallet in your back pocket, it just invites pickpockets. Don't flash your cash.

Homesickness

- Don't write or phone home during a bout of homesickness – go out and have some fun. Don't spend all your time online or "chatting" with friends from home – this will not help.
- Take it out on your diary, not on your host family or friends.
- Write/call another exchange student in another region or country if you have to. They have great shoulders to cry on and understand what you're going through, but don't get them down too. They can help cheer you up and someday you can return the favour!

Packing

- Pack with room to spare – you'll need it!
- Bring extra bags to carry everything you'll have accumulated during the year back home.
- Only bring what's necessary – remember you'll have to move at least 3 times, before trying to pack everything up to come home.
- Don't pack electrical appliances. The voltage may not be the same.
- Mark your suitcases so you can easily spot them at the airport.
- Bring one bag (backpack) to use for weekends and short trips.
- Bring good, broken-in walking shoes and clothes suitable for the weather over there.
- Don't pack things you can buy over there i.e. toothpaste, soap, etc.
- If you plan on travelling a lot, bring good walking shoes, a backpack, proper clothes, etc.
- Put a photocopy of your passport in each suitcase and leave one at home with your parents.

Returning

- Ship home extra winter clothing, gifts, etc. by ground/sea early enough so that it'll be there when you get home.
- Keep in touch with the friends you made abroad.



Adjusting

- Don't expect to find everything the same on your return – don't expect to find everything different either. Be patient and take your time readjusting.
- Don't expect star treatment.
- Do expect to hear "How was your year?" often and be prepared to answer it in 10 words or less.
- Share your experiences with your family and friends, but be careful not to continually talk about your year.
- Don't be surprised if you get reverse homesickness.
- Don't be surprised to find that your friends and family have changed while you were away – so have you.

- Contact people in your community who speak your new language, so you will have opportunities to practice.
- Give a presentation to Rotary Clubs and share the highlights of your exchange.
- Think about helping with Rotex activities or joining Rotaract.
- Continue to promote international understanding and goodwill.
- Write to your host families and host Club to thank them for their support during the year.

Parents

- The child you sent away will not be the same one coming home, be prepared for some changes and treat him/her accordingly.

Red Face Savers

1. When you arrive at a new home, sit down with your host family and find out about the house rules and how your new parents want to be addressed, on the first day!
2. Allow yourself a two-week settling in time. Remember it is up to you to adjust to the family and NOT the family to you.
4. You are an ambassador! You don't criticize, condemn or complain. You observe and give honest appreciation.
5. Become genuinely interested in other people.
6. Be a good listener. Encourage others to talk about themselves.
7. Never be a judge. That's not your job.
8. Keep your bedroom tidy at all times. Attempt to give the room some of your character, photos from home, etc.
9. Don't wait to be asked something. Offer to help and make sure your offer comes first! Help whenever possible.
10. Be generous and thoughtful of others at all times. It will be returned many times.
11. If you're not sure, ask and listen to the answer.
12. Be loving and warm and show sincere appreciation.
13. Be of an open mind with a positive attitude.
14. If you take money in traveller's cheques, cash them all at once and deposit them in an account there as there are often quite high fees for cashing traveller's cheques regardless of the amount cashed. It may be easier to arrange to transfer funds through your bank or to deposit money on a VISA or MasterCard for a cash advance upon arrival in your host country. Bring some cash in the currency of your host country with you. You don't know how long it may take you to make banking arrangements upon your arrival.
15. Don't squander your money. Always ask "Do I need it?" and "If I were home, would I buy it?"

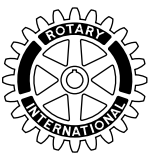


**GUIDELINES,
INFORMATION
AND RULES****Clothes**

1. It may be expensive to buy clothes in your new country so take a good and serviceable wardrobe with you. You will most likely gain weight during your exchange. Pack for this eventuality.
2. Take comfortable shoes. These may also be expensive abroad and should be chosen with care and thought as to suitability.
3. Include several national T-shirts in your wardrobe.
4. Make sure that garments are versatile as this will increase your wardrobe mileage.

Public Speaking

1. Spectacular achievement follows spectacular practice. Put together outlines on typical talks about your home, school, church, family vacations, friends, hobbies, country.
2. Practice in front of a mirror.
3. Projection is important and you must bear in mind that you must talk to the person who is furthest away.
4. Eye contact is a must with your audience. Don't read your speech.
5. Plan your talk in full, then transfer it to small note cards. Do not transfer every word, only the highlights.
6. Should you for some reason, lose track of your line of thought, go back and repeat your last point, then continue with your speech. In this way your speech doesn't become disjointed and you will retain the attention of your audience.
7. Remember there is usually a time limit to talks. Leave room for some questions if possible.
8. Put together a small table display so you can generate some additional interest.
9. Questions can help you with feedback so that you can constantly be looking to improve your talks.
10. Conclude your speech clearly and only once.
11. Smile before you start.
12. Look for speaking engagements.
13. Alter your talks according to your audience, e.g. students vs Rotary Clubs vs church groups.
14. Your audience won't eat you, they can only bite. Remember you generate the fear.
15. The more often you speak, the easier it will get and the better you will become, so jump in as quickly as possible.



Correspondence

1. Phone your parents as soon as you arrive in your new country and have settled with your host family.
2. E-mail or write home to your family at least once a week. Allow them to grow and experience things with you.
3. Thank-you notes: remember to write thank-you notes as soon after the event as possible.
4. You will collect many items during your year away. It is impossible to bring them all back in your bags and so we suggest you send boxes during the year. Label these things well and on the outside add "used items of returning Rotary Exchange Student".
5. Make sure your reports are sent in on time and that you also send information to your sponsoring Rotary Club.
6. Always carry your writing materials with you so you can send notes and make reminders to yourself.
7. When possible make tapes and send home and to your sponsoring Rotary Club.

Travel Tips

1. Always have your Rotary identification badge on your shirt or wear your blazer or leisure shirt. Note: Since the increase in airport security you may not be allowed to wear your blazer on board if it is covered in pins. In that case, wear a Rotary T-shirt with your name tag on it.
2. Always have your camera with you.
3. Pack as lightly as possible when travelling in your new country and ask questions like: will we need clothes for a formal dinner, will be going on a hike?
4. Have a small sewing kit with buttons, thread, pins, etc.
5. Always have a towel with you and your toiletry kit.
6. Try and find out weather conditions that prevail at your destination and dress accordingly.

Other Items

1. Banners from your sponsoring Club.
2. Some commemorative stamps make nice gifts.
3. Some coins are good gifts.
4. Make some CDs of music for you to share with your friends.
5. Photos of your house, family, school friends, town and local interest. Post cards!
6. Long-term students: Prepare a 20-minute slide show of your area, again include your family, school, town, etc. Include in your slides subjects of major national interest if possible and some historical items, maps, etc.



GUIDELINES, INFORMATION AND RULES

Miscellaneous

1. Always smile. A happy face is more positive and more approachable than a glum face.
2. Have a diary and a scrapbook to record your year away, both emotions and experiences. It is amazing how quickly you forget.
3. Think about any problems you may have objectively. Don't worry, as worry is a negative emotion and won't solve your problems – it just makes things worse.
4. Stay clean and brush your teeth.
5. Stay fit.
6. Get a "rugged" address book.
7. Keep a notebook in which to write hints, dates, phone numbers.
8. Write down your goals and objectives and review them at least weekly. Add more goals as you progress. Start now.
9. Keep your passport and personal documents in a safe place.
10. Trust yourself and know your capabilities. Don't allow problems to get you down – problems are only opportunities to expand your abilities.
11. Dress appropriately for the occasion. Jeans do not go everywhere.
12. Make the most of this opportunity for you only get it once.

Smile and have fun!

Checklist – Are you really ready to go?

- | | |
|---|--|
| <input type="checkbox"/> Do you have your passport and visa? | <input type="checkbox"/> What gifts will you take for your host families and people who become special to you? |
| <input type="checkbox"/> Have you made your travel arrangements? | <input type="checkbox"/> Do you have your "business" cards and thank-you notes? |
| <input type="checkbox"/> Have you corresponded with your host Club and family? | <input type="checkbox"/> What questions will you ask your host family upon arrival? Do you have your "Sample Questions to Ask Your Host Family"? |
| <input type="checkbox"/> Have you made any language preparations? Do you have a bilingual dictionary? Can you introduce yourself in our new language? | <input type="checkbox"/> Do you have your sponsoring Club's banners? |
| <input type="checkbox"/> Have you prepared your pictures for presentation? | <input type="checkbox"/> Have you done your homework on your new country – its history, geography, politics, neighbours? |
| <input type="checkbox"/> How are your parents going to send you money? Do you know the exchange rate? | <input type="checkbox"/> Have you made sure your medical insurance is adequate, or purchased a policy that is? |
| <input type="checkbox"/> How will you handle initial homesickness and loneliness? | |



IV GUIDELINES FOR HOST FAMILIES

Host Rotary Clubs are responsible for selecting families who are representative of their community and who are willing to assume the responsibilities involved in hosting an Exchange Student.

Most Clubs find it advisable to have the long-term student live with three or four Host Families during the course of the year. This is the recommended policy of this District. This gives the student a broader base for understanding the culture of the host community.

In short-term exchanges where there is a family-to-family exchange, the student remains with his or her host family for the full duration of the exchange and then returns to his or her home country and family with the matched student to host for the return exchange.

A General Guide to Host Families

Hosting a student from another country is a challenge and an opportunity. It is an opportunity to get in touch with an alert young person and share his or her hopes and ambitions for at least part of a school year. The experience enriches all members of the family. In the broader sense, the Host Family shares in international understanding and fellowship.

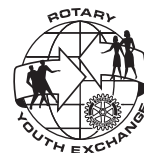
The Rotary Exchange Program begins with the selection of a student, 15 to 18 years old who is coping adequately with his or her secondary education. The sponsoring Selection committee will have looked for certain qualities, such as adaptability, ability to accept discipline, linguistic ability, general awareness, scholastic attainment, and others.

Youth Exchange Committees both at home and abroad will have the goals of the Rotary Exchange Program in mind. After selection, the student will have had some orientation. But, no matter how thorough the orientation, the student comes into the Host Family as a stranger in a strange land. This may be the first trip of any length away from home for the student.

Families may or may not be Rotarian. Although families with teenage children are desirable for the student's first Host Family, those with younger children or with grown children may also make suitable hosts. Where there is not a child of similar age in the first Host Family, it is advisable to locate a student in the neighbourhood to assist the Exchange Student through the initial stages of beginning school classes. Host families, the Rotary Counsellor for the student, the School Counsellors, and the Exchange Student should all have a clear understanding of their responsibilities, including the maintenance of contact between the Sponsoring and Hosting Districts, and scheduling of the Exchange Student's time and activities.

Similarly, the Host Family may be influenced by misapprehensions about the homeland of the student. Herein lies the basic meaning of "international understanding" in this experience. It requires modification of the traditional beliefs and attitudes about other people. The world around us can get in the way of true understanding. The challenge as hosts is to rise above such barriers to understanding.

Part of this process is sharing with the young student Canadian (American) culture as it exists in everyday life. This does not mean elaborate entertainment. It does mean making a visitor a part of the family unit with opportunities to share in all aspects of home, school, and community life.



GUIDELINES FOR HOST FAMILIES

First Steps

The Rotary Club will advise the Host Family of the rules governing the program. For the most part, these are simple, common sense stipulations, such as no romantic entanglements (although companionship within cultural standards is encouraged), NO DRIVING OF MOTORIZED VEHICLES, and similar matters. The Club will have appointed an individual Rotarian outside the Host Families to serve as Counsellor for the student. This person can be of major assistance throughout the exchange. Please review the **Youth Exchange Rules and Guidelines for Inbound Students and Their Parents** and discuss any questions with the Counsellor.

The Counsellor is available to help Host Families with any problems that they may encounter in hosting a student. Do not hesitate to consult with the Counsellor if problems of any kind arise.

The Host Family should correspond with the student and the student's parents as soon as the sponsoring district allows, and each Host Family should send photos of the family and home. The first Host Family might also send photos of the school that the student is to attend.

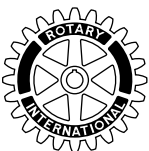
In addition to extending a warm welcome, the Exchange Student will also be interested in knowing the composition of your family, such as how many members, their ages, nicknames, hobbies, school interests and so on. One should also include such practical information as the type of clothing required for school and the climate. Ask yourself what would you like to know about a strange home and a strange country and supply that kind of information.

Meeting Your Long-Term Exchange Student

The Exchange Student will be met on arrival by his or her Counsellor, the Chairperson or a member of the Youth Exchange Committee. The first Host Family must be on hand upon the student's arrival in the community.

Also, as part of the greeting process, remember the individual may suffer "jet lag", the cyclic confusion arising when natural body rhythms must adjust to a new time zone. Allow time for adjustment. The Counsellor may host the student for a few days before moving in with the first Host Family. Trying to communicate and interact in a foreign language can be exhausting. Do not be surprised if the student sleeps a lot during the first few weeks.

Host Families should resist the temptation to confer greater or lesser privileges on the student than are accorded to the members of their own family. The Host Family must undertake to supervise school and leisure hours as if the student were their own son or daughter!



GUIDELINES FOR HOST FAMILIES

Helping in Family Adjustments

One of the first adjustments to be faced is how the Exchange Student is to address adult members of the family. Many students are encouraged to call their Host parents by their first names. There is a natural reluctance to use “mother” or “father” since those are emotionally reserved for the real parents. “Mom”, “Pop”, “Mum” or “Dad” all have been used; usually a substitute term develops naturally if the use of first names is not acceptable. They should never call you “Mr.” or “Mrs.”!

There are a few points of adjustment requiring some understanding:

- individual responsibilities for household tasks
- normal household routines, meal and bed times, study hours, etc.
- rules about how late one may stay out on special occasions, plus keys to the house
- explanation of emergency telephone numbers
- information on transportation about the community (a map of the city can be useful)
- religious affiliation and practice

School

The Long Term Youth Exchange Program requires attendance at high school! The host parents must ensure the Exchange Student gets started properly. Usually the Counsellor is responsible for enrollment, visiting the School Counsellor with the Exchange Student to arrange the study program, getting the necessary books and supplies, and completing other requirements.

Some students will have completed their Secondary School education before beginning the exchange. The Counsellor will have attempted to place the student in a course of study involving subjects not normally available to the student at home. Some students, however, become bored or anticipate a “holiday” from school and attendance declines. It is your responsibility to ensure that the student attends regularly and any problems in this area should be reported to the Counsellor immediately!

Much of this information is conveyed by assimilation, but it is wise to develop a clear understanding from the beginning. This should include discussion of the Host Rotary Club and District Guidelines in conjunction with the Club Counsellor. The student should have become familiar with these prior to departure from his/her country. In fact, District 7810 requires the Exchange Student’s and parent’s written agreement to abide by the rules prior to the student departing for Canada or the USA.

As soon as possible, the Exchange Student should meet people of his or her own peer group who will comprise the majority of associations during his or her stay. Frequently, the Rotary Club will have some sort of social event to start this process, or the Host Family may stage a welcoming party. This need not be, and usually is not, an elaborate affair. The purpose is simply to introduce the Exchange Student to some people in the community so as to continue the process of “fitting in”. Frequently, host brothers and sisters take on this responsibility.

The student can miss class if invited to participate in an educational, cultural, or travel experience or for any Rotary sponsored event. The idea is not that they attend school to the exclusion of experiencing life in Canada or the USA, but they are not to miss class without a good reason and without the permission of their host parents or a Rotarian.

The student should become acquainted with school procedures, particularly if the student comes from a totally different school system. Again, brothers and sisters in the Host Family can provide assistance, but it may also be necessary to contact the School Counsellor for further explanations. You should be sure also that the student knows how to get to and from the school. If feasible, a walking tour of the community can be helpful.



GUIDELINES FOR HOST FAMILIES

If school lunches are required, these are the responsibility of the Host Family.

Language

During the early stages you will be aware of any language problems which may exist. Most Exchange Students will have studied English or French, sometimes to a considerable extent. But to even the best of students, it will be a “foreign” tongue, a language learned from books rather than from daily use. It is important to the success of the exchange that any problems which might arise from language difficulties be dealt with promptly.

You, as host, are in the best position to help! Primarily it is a matter of being certain of communication and understanding. Therefore, be certain that the Exchange Student

understands what is being said about such things as school assignments, geographical directions and so on. You should make definite efforts to be certain you understand what the student is saying to you, too.

On occasion it may be necessary to seek help from someone fluent in the student’s native language such as a teacher, a returned Exchange Student (ROTEX), a translator, or a visitor from home. Do not hesitate to do this. It will be welcomed as a touch of home by the Exchange Student.

Homesickness

The language problem, if it exists, often is linked with a phenomenon that nearly all hosts face sooner or later, homesickness. There is not much room for this in the early stages of the exchange, but after the novelty wears off, the individual may feel suddenly alone in a strange land. Problems seem insurmountable and one tends to look nostalgically toward home. It can be devastating, particularly to a sensitive young person. The best remedy is a full program of

activities, possibly a side trip to some point of interest, or even just a social event. In such a situation, the Rotary Counsellor may be able to help. This Rotarian, being outside the Host Family, is one to whom the student can unburden his/her thoughts without fear of hurting any feelings. The Counsellor can also involve other Rotarians in helping to keep the student very involved in many activities.

Changing Homes

Most Long Term Rotary Exchange programs use more than a single home during the school year. The suggested number in this District is three. It is important that the hosts and student know the approximate duration of each stay at the outset. It is also important not to have too many Host Families as this can be too demanding in terms of the adjustment required of a young student. The first of these moves will entail some shock for the Exchange Student. Inevitably, the Exchange Student will have become attached to the “family”. The prospect of moving may be quite upsetting. Sympathetic understanding,

couched in terms of a broadening of opportunity, should be offered. Counselling such as from the Rotarian Counsellor, can be a way of smoothing the transition. The Exchange Student should, of course, understand at the outset that such transfers will be made and should have been introduced to his or her next Host Family early in the exchange. The subsequent Host Families should invite the student to their homes prior to the moves, so the exchangee will not be a complete stranger upon moving, and will not have to deal with a “fear of the unknown”.



GUIDELINES FOR HOST FAMILIES

It is a good idea for all Host Families to meet occasionally with the Club Youth Exchange Chairperson and the Student Counsellor to discuss the basic rules and the student's habits,

likes and dislikes, and general progress. Uniformity can help smooth the move from one family to the next.

Helping with Rotary Obligations

Hosts should expect to help their guests meet Rotary obligations. Most plans require the individual to attend weekly Rotary meetings and other functions, address Club meetings, and attend District meetings. (The Club Counsellor and Youth Exchange Committee are expected to assist with this, both with ensuring that the invitations are forthcoming, and with arranging transportation when necessary.) These occasions are an important feature of the exchange; part of being an "ambassador". They help the student achieve an understanding of the host culture and mature as an individual.

Rotary functions take precedence over all other activities. Students should not make personal plans which may conflict with these commitments.

Students, Host Families and Rotary Clubs should not plan social events ("sleep-overs", etc.) involving Exchange Students in other towns without the approval of the District. The distances between many Host Clubs in District 7810 are significant and transportation presents considerable inconvenience for Host Families. As a general rule, activities involving more than 3 Exchange Students should have District approval.

Public Speaking

The Exchange Student who does not speak English needs time to increase his or her command of the language. This time varies with the individual, but a rough rule of thumb is to allow two to three months after arrival before asking the student to undertake anything other than social obligations and attend weekly Rotary Club meetings. It is important to take your Exchange Student to Rotary Club meetings early in the visit simply as part of the familiarization process, but no student should undertake speaking assignments until he or she has had time to settle in.

The student should not be permitted to decline speaking on the excuse that "he/she is no public speaker". These young people are not expected to be orators. Audiences are more interested in seeing the visitor and hearing the student's reactions than they are in polished public speaking. They will listen to what is said, rather than how it is said.



GUIDELINES FOR HOST FAMILIES

Travel

Host Families are under no obligation to provide the student with a travel experience, however the Host Family should include the student in vacation or other travel plans if possible.

Students may travel at any time with the Host Family or other Rotarians without the Club Counsellor's permission. However, it should be stressed that students cannot travel alone or with other students outside of the local community unless properly supervised and with the Counsellor's permission.

Whenever the student is to be out-of-town overnight, the Club Counsellor or Youth Exchange Chairperson should be made aware of the fact and given a name, address and/or telephone number where the student can be reached in case of an emergency. If travelling on vacation with a Rotary family, an itinerary and list of telephone numbers must be provided.

All other travel (school trips, Cross Canada Tour, etc..) is the responsibility of the Counsellor and require his or her permission.

In Conclusion

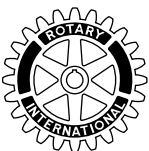
All this sounds as though the job of hosting is extremely complicated. It is not. However, it does require tact, empathy and patience. But its rewards are great in terms of widened views and understanding, to say nothing of long-term friendships.

Your responsibilities can be summarized in a few simple precepts:

- Meet your Exchange Student on arrival and make your visitor feel at home in the new environment as part of your family.
- Help the student achieve a working knowledge of the language as soon as possible.
- Involve the Exchange Student in obligations similar to those laid down for your own family members.
- Guard the young person from outside demands on time and involvement to allow time to accept Rotary obligations.
- See that the young person meets with other people.
- Be tolerant of differences and be willing to change your own ideas.

Or, as one host mother observed in more simple terms:

*“Open your heart
and the rest will
follow.”*



Long Term Inbound Students

The Youth Exchange Committee Chairperson will appoint a Counsellor for Inbound Student(s). His/Her duty is one of utmost importance. The Counsellor should be a Rotarian with a well balanced outlook and an ability to work with and relate to teenagers. At the same time, he/she must be able to coordinate and inspire the Club membership and Host Family involvements with the student in the absence of a Club Youth Exchange Chairperson or Committee. It is a job which requires tact, sympathy and patience, but can be very satisfying. The Counsellor's spouse will naturally fill an important role, particularly if he/she are of the same sex as the student.

Although the appointment of the Counsellor is made by the Club, it is necessary for the Counsellor to be prepared to defend the rights of the student, the sincere requests of the parents and the rules of the District Committee against any over-enthusiasm of the Host Families or the youthful exuberance of the student.

The Counsellor is discouraged from being a Host Family in order to maintain this independence. If he/she does host, the most ideal time is for the last period.

The responsibilities of the Inbound Student Counsellor, with help from the overall Club Youth Exchange Committee are as follows:

1. Make sure all Guarantee Forms and acceptance documentation are properly completed and returned quickly to the District Chairperson.
2. As soon as the student's application is accepted, write the student a warm letter of welcome explaining a little about your community, etc. Explain the financial and insurance requirements, suggest an appropriate arrival date so that the student may investigate and arrange his or her transportation, give the name and address of the first Host Family and encourage the family to write also. If dietary restrictions are noted on the Application Form, you should request an explanation of what these entail!

Copies of **Youth Exchange Program Rules** and **Guidelines for Inbound Students** and their parents should be included in the initial correspondence. There will hopefully be an exchange of two or three letters before the student arrives.

3. The Counsellor, and Youth Exchange Chairperson or some other member of the Committee must meet the student on arrival. Hopefully at least one parent of the first Host Family will also be on hand. If you wish, other Host Families and members of the Club's Youth Exchange Committee may be included in the welcoming party.
4. It is an excellent idea for the student to spend the first few days or week with the Counsellor and his/her family before moving to the first Host Family. This allows the student to overcome any "jet lag" and enables the Counsellor, his/her spouse and the student to become well acquainted and an opportunity to establish confidence and rapport. During this period, the Counsellor can also attend to the student's financial arrangements and enroll the student in school.
5. At the earliest opportunity after arrival, the Counsellor should have a good discussion with the student, developing a parent/child relationship. The student should be oriented to local conditions of schooling, family discipline, the need to conform to normal Host Family practices and of the shared responsibilities of the home. Rules concerning smoking should be discussed. The **Youth Exchange Program Rules** should be reviewed. It should be emphasized that this document does not say one thing and mean another. In other words, we expect it to be complied with in all respects. Financial arrangements should be clarified, including the compulsory deposit of the contingency fund in a joint account.

V GUIDELINES FOR YOUTH EXCHANGE COUNSELLORS



GUIDELINES FOR YOUTH EXCHANGE COUNSELLORS

NOTE: Not all Exchange Students will have been selected through the normal interview and selection process. Similarly, the orientations offered by some districts do not always adequately prepare the student for the exchange. This is not to suggest that these will be difficult or problem students. Of the thousands of students on exchange at any given time, a very small minority develop insurmountable problems.

It is important that the Counsellor determine as early as possible whether he/she is dealing with a “chosen” student and the circumstances under which the student was selected. It is equally important to determine how well that student was prepared before arrival. The Counsellor should try to gain as much knowledge as possible about the culture and customs of the student’s home country. Armed with this information, the Counsellor can decide which area of the Rules, etc., should be stressed and reviewed in greater detail if necessary. Also, he/she can better assist the student in overcoming any “cultural shock” and adapting to our lifestyle.

Verify that the student’s Visa and Student Authorization are in order (school, expiry date, etc.) and arrange to have them changed if necessary.

It is recommended that you place the student’s passport, visa, insurance policies, return ticket and any other important documents in your Safety Deposit Box for safekeeping.

6. A joint “Trust” Account should be opened as soon as possible in both the student’s and Counsellor’s names whereby it is necessary to have both signatures before money can be withdrawn or cheques issued. The student’s contingency fund should be deposited in this account.

It is essential this type of control be placed on these funds to prevent the student from “living it up” and to give the Counsellor some degree of protection while

administering expenditures. Some students may balk at this proposal. However, the Counsellor must remain firm, especially if the student has arrived with considerable funds in excess of the basic amount and without direction or authorization from his/her parents as to its disposition.

At the same time, a Savings or Chequing Account should be established in the student’s name for the deposit of the student’s allowance, etc., and upon which the student may withdraw sufficient funds for incidentals, etc.

7. Review the student’s US\$100,000 AD and D insurance to be certain that it is in order. If not, arrange for the student to purchase Rotary approved coverage at his or her own expense.
8. Arrangements should be made to enroll the student in the High School chosen by the Committee and determining the most suitable courses of study. Host Clubs are under no obligation to enroll students in college or university should they be requested to do so. The Exchange Program is based at the secondary school level and attendance is a pre-requisite to selection. If school lunches are required they should be provided by the Host Family.

Here are some points to guard against. Some students will have completed their secondary school education just prior to coming on the exchange. Those who have done so and are enrolled in a standard course of study have complained of boredom. It is therefore recommended that these students follow a course of study which involves subjects not normally available to them in their home country. Some young people feel they are obliged to assume an almost impossible academic load. It is not uncommon for some Exchange Students to want to take such things as four or five laboratory courses as well as a full schedule of other subjects. On the other hand, some students will want as few courses as possible, hoping for a year of



GUIDELINES FOR YOUTH EXCHANGE COUNSELLORS

“vacation”. Guidance, with the help of the School Counsellor, is necessary in such matters.

Canadian or North American history and geography should be encouraged. English/French literature and Composition should not be a prerequisite for students who speak a foreign language unless they have a reasonable grasp of the language when they arrive. Some exchange students may have the basics of the English/French language but their limited vocabularies usually create problems in advanced language courses.

It is important to have the student attend Rotary meetings and events, especially during the early stages. It gives the student and the members an opportunity to better know each other. This should enhance a greater student/member interaction of activity. The school should be advised on registration that the student will be late or miss some classes as attendance at Rotary meetings and functions is considered a very high priority for the overall success of the exchange.

It is a good idea to make arrangements for a classmate to go to and from school with the Exchange student for the first few days. Special efforts should be made to introduce the Exchange Student to key teachers, the executive and suitable friends and ask them to help orient the Exchange Student into the school system.

9. The student will likely need clothing. Since the student will not know local values, it will be important for the Counsellor's spouse or Host parent to accompany the student shopping. Students from warmer climates are encouraged not to buy winter clothing until they arrive here. Often a Host Family or Club member may be able to provide a suitable winter coat or jacket but the purchase of winter footwear will be necessary.

10. The Club Youth Exchange Committee, with the help of the Counsellor, will select all Host Families and provide for their orientation individually or as a group. Each family should be given a copy of the **Guidelines for Host Families and Youth Exchange Program Rules**. A list of medical and dental practitioners (preferably Rotarians) should be provided to each Host Family for reference in an emergency or should problems of this nature occur.

The Counsellor must meet regularly with the student to discuss the progress of the exchange. It is equally important to talk about the good times as well as the bad. Students cannot be expected to seek help and guidance from the Counsellor during “bad times” if there has been no prior association with the “good times”. The Counsellor should check individually with the student and Host Family frequently during the early stages to make sure things are going well.

11. During the early stages and the Christmas holidays in particular, the student may be inclined to become somewhat homesick. With changing cultures, customs, and quite possibly also having to adjust to a new language, some level of homesickness may be expected. Experience has shown that the best antidote is to be sensitive, cheerful, positive and above all else, to keep the student extremely busy. No student has ever died of homesickness! Keep the student involved with lots of people. At the same time, he/she should have short intervals where he/she can be alone. It can be helpful to find someone who speaks the student's native language and arrange for them to get together. Former Exchange Students (ROTEX) are sympathetic to this condition and are usually very willing to help in any way they can.



GUIDELINES FOR YOUTH EXCHANGE COUNSELLORS

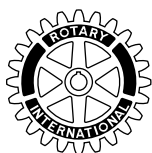
12. The Youth Exchange Committee should arrange for the student to speak to the Club on at least one occasion. This should be after the student has a grasp of the language if he or she is not fluent in English. Most students will have a good slide presentation to present. You may also want to arrange for the student to make slide presentations at schools, churches, youth groups, other Service Clubs, etc.
13. Encourage the student to send reports and letters to his/her sponsoring Club/District about once every three months. This often does much to enhance exchange relationships and helps the Exchange Student develop report writing skills. The Sponsoring/Host Counsellors should write occasionally to report on the progress of the exchange.

If the Counsellor and student are not compatible, the Counsellor should step down in favour of another Counsellor where there can be a happier relationship. It is imperative that the lines of communication be as open as possible between the student and the Counsellor. The Counsellor should not view this as an indication of failure as there are times when personalities clash for no apparent reason.

Travel

The Club membership, through the Youth Exchange Committee, should be made aware that the student must adhere to the **Youth Exchange Program Rules** and in particular to the five “Ds” and travel restrictions. Students may travel at any time with Host Families or Rotarians without the Club Counsellor’s permission. However, it should be stressed that students cannot travel alone or with other students. In other words, students will not be permitted to take off on an unsupervised holiday. Consideration can be given to students travelling from Point A to Point B where they will be under adult supervision at each end, providing it is with the consent of the Club Counsellor.

Whenever the student is to be out-of-town overnight, the Club Counsellor or Youth Exchange Chairperson should be made aware of the fact and given a name, address and/or telephone number where the student may be reached in case of an emergency. When travelling on vacation with a Rotary family or other group, an itinerary and list of telephone numbers must be provided.



Long Term Outbound Students

The Youth Exchange Chair will appoint a Counsellor for the Outbound Student to assist the student in preparing for his or her year abroad or short term exchange. While it is the outgoing students' and their parents' responsibility to arrange for the student's transportation, passport, visa, etc., the Counsellor may help in many ways.

Before the Guarantee Form is received by the Host Club, the Counsellor should:

1. Review the **Youth Exchange Program Rules, Guidelines for Outbound Students and Guidelines for Parents of Outbound Students** with both the student and his/her parents. It is imperative that the Counsellor establish a friendly easy relationship with the student and his/her family, as most of your contact during the exchange will be through email. The Counsellor may be the principal and only contact with the Rotary Club.
2. Provide the student with the date and location of the Orientation Meeting. It should be stressed that it is mandatory for the student and at least one parent to attend.

After the Guarantee Form is received the Counsellor should:

1. Ensure that the student begins corresponding with the Host Club Counsellor and first Host Family thanking them for agreeing to host and expressing interests and enthusiasm about the exchange.
2. Advise the student on how to obtain a visa and assist in making travel arrangements if necessary.
3. Ensure the student obtains his/her Badge, printed visiting cards, blazer and a supply of Club banners for presentation to Rotary Clubs while on exchange. Many students take letters of introduction and greeting from their Sponsoring Club President to their Hosting Club President.

In general, the Counsellor should:

1. Make sure that the student gets out to some Rotary meetings between the time of the selection and actual departure. During these events, the student can be told about Rotary history, some Club background and special activities. The Counsellor should introduce the student and invite him/her to say a few words of thanks to the Club for its sponsorship.
2. Arrange for a warm farewell as the student departs for the Host country.
3. Correspond regularly with the student in a cheery, positive way and arrange for the student to receive a Christmas and Birthday card. The Counsellor should provide a quarterly report form to be completed by the student. Excerpts of the student's reports/ letters may be shared with members of the Club.
4. If the Counsellor senses the student is not coping well with certain problems, keep the Youth Exchange Chair well informed. It may become necessary or appropriate for the Youth Exchange Chair to communicate with the Host Club Youth Exchange Chair to resolve problems.
5. Arrange for a warm welcome home.
6. Arrange for the student to address the Club soon after returning and to show his/her slide presentation.

GUIDELINES FOR YOUTH EXCHANGE COUNSELLORS



VI

APPENDIX A

Rotary District 7810

Rotary student exchanges are managed between districts. That is, for every student going out to another district, there is a student coming in to our district. District 7810 is an international district which encompasses all of New Brunswick and part of Maine.

New Brunswick

Bathurst
Bouctouche
Campbellton
Chatham
Dalhousie
Dieppe
Edmundston
Florenceville
Fredericton
Fredericton North
Fredericton Sunrise
Gagetown Village
Grand Falls
Grand Manan Island
Hampton
Hanwell
Moncton
Moncton West and Riverview
Greater Moncton Sunrise
Newcastle
Oromocto
Perth-Andover
Port Elgin
Rothesay-Kings
Sackville
Saint John
St. Stephen-Milltown
Shediac
Sussex
Woodstock

Maine

Calais
Caribou
Fort Fairfield
Fort Kent
Houlton
Limestone
Machias, ME
Mars Hill
Presque Isle
Washburn



Sample Questions to Ask Your Host Family

APPENDIX B

In general, ask the questions that you feel are the most important the first night and then ask the other questions over the next few days. Remember, when in doubt, ask, and always try to be open and honest with your host family and your Rotary Counsellor. Good communication is essential for a successful exchange.

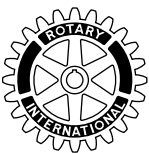
Consult the Rotary web site (rotary.org) translation of these questions into 7 other languages.

1. What do I call you?
2. What am I expected to do daily other than make my bed, always keep my room tidy, and clean the bathroom every time I use it?
3. What is the procedure for dirty clothes?
4. Where do I keep clothes until wash day?
5. Should I wash my own clothes and underclothes?
6. Should I iron my own clothes?
7. May I use the iron, washing machine, sewing machine at any time?
8. When is a convenient time for me to use the shower/bath (am or pm)?
9. Where may I keep my toiletries?
10. May I use the family's bathroom toiletries (toothpaste, soap, etc.), or am I responsible for purchasing my own?
11. What time will meals be served?
12. What can I do to assist at mealtimes (help prepare meals, set the table, wash dishes, empty garbage)?
13. May I help myself to food and drink any time or should I ask first?
14. What areas of the house are strictly private (parents' bedroom, study/office)?
15. May I put pictures or posters in my room?
16. May I rearrange my bedroom?
17. What are your rules for me with regard to alcohol and smoking?
18. Where can I store my suitcases?
19. What time must I get up (on weekdays, on weekends)?
20. What time must I go to bed (on school nights, on weekends)?
21. What are the rules for going out at night and at what time must I be home? Can exceptions be made if I ask in advance?
22. May I have friends spend the night or visit during the day?
23. What are the rules about me using the telephone? Must I ask first?
24. May my friends call me?
25. May I call my friends?
26. May I make long-distance calls (overseas and within the country)?
27. How do you want me to keep track the costs of my telephone calls?
28. What is the procedure for mailing letters? What address do I use for my incoming mail?
29. Do you have any dislikes, such as chewing gum, wearing a hat or curlers at the table, loud rock music, or smoking?
30. Do my host brothers or sisters have any dislikes?
31. What are the dates of your birthdays?
32. What are the transportation arrangements (car, bus, bike, walking, etc.)?
33. May I use the stereo, TV, computer, etc., at any time?
34. Are there restrictions on computer, e-mail and Internet use?
35. What are the rules about attending religious services?
36. Would you like me to phone home if I will be more than 10 minutes late? 20 minutes late? 30 minutes late?
37. When we go out as a family, should I pay for my own entrance fee, meals, etc.?
38. What arrangements should I make for school lunch?



APPENDIX B

39. Does the Rotary club pay my cost of travel to school?
40. Am I to attend Rotary club meetings? If yes, how will I get there?
41. What else can I do around the house (yard work, help clean, babysit)?
42. Please tell me how to interact with the people hired to work in the household (where applicable).
43. Is there anything else you would like me to know?



Rotary District 7810 Youth Exchange Quarterly Report

Please provide the following information each quarter during your exchange. Be honest with your responses and inform us of anything you feel is important for us to know. If we are not aware of a problem or a concern, we cannot help you. Please print neatly. Thank you.

Quarter: _____ Mail by: _____

Student's name: _____ Date: _____

Sponsor Rotary club: _____

Host Rotary club: _____

Counselor's name: _____ Residence telephone: _____

Fax: _____ E-mail: _____

Counselor's address: _____

Postal code: _____

Current host family's name: _____ Residence telephone: _____

Current host family's address: _____ Business telephone: _____

Fax: _____

E-mail: _____

List names and ages of host family brothers and sisters: _____

Date of anticipated transfer to next host family: _____

Next host family's name: _____ Residence telephone: _____

Next host family's address: _____ Business telephone: _____

Fax: _____

E-mail: _____

Do you regularly receive your monthly allowance? ☐ Yes ☐ No

Amount of allowance received in local currency per month: _____

Have you had any public speaking engagements this quarter (e.g., Rotary gatherings, school, etc.)? ☐ Yes ☐ No

If yes, please tell us about the event and give examples of questions asked by the audience: _____

Do you attend Rotary meetings? ☐ Yes ☐ No (How often do you attend? weekly / bimonthly / monthly)

What other Rotary functions/events have you attended this quarter? _____

Have you been the guest of any Rotary members other than your host families? ☐ Yes ☐ No

If yes, what have you done with them (e.g., gone to their house for dinner, gone on a trip?) _____



Appendix C

Please give a brief account of contacts with your counselor this quarter (How often do you meet? Who initiates the meeting you or the counselor? Do you feel that you are being listened to?): _____

Please tell us how you feel about your relationship with each of the following:

	Excellent	Good	Average	Poor
Host Club				
Club Counselor				
Current Host Family				
School Friends				
Natural Parents				

Please explain any unsatisfactory relationships and list ways in which you think that they can be improved.

Additional Questions

Have you experienced any health problems this quarter? _____

Have you appeared in the newspaper, on the radio, or on television? (Please attach articles if applicable)

What is the best way for us to contact you? ☐ Mail ☐ Telephone ☐ Fax ☐ E-mail

List preferred contact information here: _____

Do you have any additional concerns, questions, or problems that we can help you with or you would like to make us aware of?

The answers to the above questions may be sent by email to Marcel Gervais, LTE Coordinator responsible for outbound students. His email address is: mgervais@healthconnect.ca.

The answers should also be copied to your sponsor Club Counsellor, along with any stories you may have about experiences, challenges, and successes.



Post Long-Term Youth Exchange Program Evaluation

APPENDIX D

Student

To help us continue to improve our program, please answer these questions as honestly and with as much detail as possible. Please feel free to attach additional sheets if necessary.

Name	Host country
Sponsoring Rotary club	Sponsoring Rotary district
Hosting Rotary club	Hosting Rotary district

Orientation

How would you rate the orientation/training you received prior to departing on your exchange?

☐ Excellent ☐ Good ☐ Adequate ☐ Poor

What would you suggest to improve the pre-departure orientation? _____

What was the most helpful or what did you like best about the orientation? _____

Were you well prepared for the challenges of spending a year abroad? ☐ Yes ☐ No

If no, please explain: _____

Did you understand Rotary and the purpose of the exchange well enough before you left? ☐ Yes ☐ No

If no, please explain: _____

Did you receive orientation when you arrived in your host country? ☐ Yes ☐ No

If yes, how would you rate the orientation/training you received in your host country?

☐ Excellent ☐ Good ☐ Adequate ☐ Poor

The Year Abroad

How often were you invited to attend Rotary Meetings?

☐ Weekly ☐ Bi-monthly ☐ Monthly ☐ Never ☐ Other _____

How often did you interact with the Rotary club members (outside of meetings, host parents who were Rotarians)?

☐ Frequently ☐ Occasionally ☐ Rarely ☐ Never

Did your hosting Rotary club meet your expectations? Why or why not? _____



APPENDIX D

Did you have a Rotary counselor? ☐ Yes ☐ No Portion of the year: _____

If yes, how often did you meet with your counselor?

☐ Weekly ☐ Bi-monthly ☐ Monthly ☐ Never ☐ Other _____

Was your counselor available when you had a problem or concern that you wished to discuss? ☐ Yes ☐ No

If no, whom did you talk to? _____

Did you receive your monthly allowance each month? ☐ Yes ☐ No

If no, please explain: _____

If yes, how much allowance did you receive? _____

(Provide figures in both their currency and your currency.)

Was it enough? What did you use the money for? _____

How many host families did you stay with during your exchange? _____

How would you describe your relationship with your host families?

1st host family ☐ Excellent ☐ Good ☐ Adequate ☐ Cause for concern

2nd host family ☐ Excellent ☐ Good ☐ Adequate ☐ Cause for concern

3rd host family ☐ Excellent ☐ Good ☐ Adequate ☐ Cause for concern

What do you feel is the best way to communicate, considering your host country's telecommunications?

☐ Fax ☐ Mail ☐ Telephone ☐ E-mail ☐ Other _____

How would you rate your travel arrangements?

☐ Excellent ☐ Good ☐ Adequate ☐ Poor

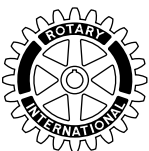
How would you rate your insurance provider?

☐ Excellent ☐ Good ☐ Adequate ☐ Poor

Did your sponsoring Rotary club/district and Youth Exchange chairperson maintain adequate communication with you while you were abroad? ☐ Yes ☐ No

If no, what could be done differently? _____

What was the most important thing you learned or gained by being an exchange student?



What were the most significant experiences during your year? _____

Your Return Home

Would you like to remain involved with Rotary? ☐ Yes ☐ No

Would you be interested in keeping in contact with other former Youth Exchange students? ☐ Yes ☐ No

In general, how are you feeling about being home/going home?

☐ Excited ☐ Happy ☐ Unsure ☐ Sad ☐ Other

Are you currently experiencing any problems or concerns? ☐ Yes ☐ No

If yes, please explain: _____

Was the whole experience what you expected? ☐ Yes ☐ No

Please explain: _____

Please comment on ways we can improve the exchange program overall: _____

Additional comments: _____

Please return the report when completed to Marcel A. Gervais, District Chair responsible for outbound students. His email address is: mgervais@healthconnect.ca.

Please also send a copy to your sponsor Club Counsellor.



APPENDIX E

Post Short-Term Youth Exchange Program Evaluation**Student**

Now that you have returned from your exchange experience, we would like you to take the time to answer the following questions. It is our goal to improve the program for future participants by using your feedback.

Your name: _____

Country(ies) visited: _____

How did you hear about the program?

☐ School ☐ Former participant/friend ☐ Rotary club ☐ Advertisement ☐ Other

My experience overall was:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other
My travel arrangements were:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other
My host family was:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other
The pre-departure orientation I received was:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other
The arrival orientation I received was:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Other

The best part of the exchange was: _____

The worst part of the exchange was: _____

I ☐ *would* ☐ *would not* recommend the Rotary Youth Exchange program to a friend/relative.

Additional comments: _____

Please return the report when completed to Mary McDonnell, District Chair responsible for short-term exchange students. Her email address is: mande@rogers.com.

Please also send a copy to your sponsor Club Counsellor.





Rotary District 7810

Applicant Name

Long-Term Exchange Program

APPENDIX F

Section F: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- 7) Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons.
- 8) You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction.
- 9) Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden.
- 10) You must attend school regularly and make an honest attempt to succeed.
- 11) You must have travel insurance that provides medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability / dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 12) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 13) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 14) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 15) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 16) Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 17) Serious romantic activity is to be avoided. Sexual activity is forbidden.
- 18) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

- 1) You should communicate with your first host family prior to leaving your home country. The family's information will be provided to you by your host club or district prior to your departure.
- 2) Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 3) Learn ahead of time as much of the language of your host country as possible, and use the language regularly. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
- 4) Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be 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. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.
- 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 promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
- 8) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

District 7810 Youth Exchange Contact Information

District Chair, Youth Exchange

Mary O'Donnell
780 Front Mountain Road
Moncton, NB E1G 3H3
H (506) 384-6601
mande@rogers.com

District Youth Protection Officer

Richard Jardine
6-354 Amirault Street
Dieppe, NB E1A 1G3
C (506) 875-5275

Long-Term Outbound Coordinator

Marcel A. Gervais
137 White Oak Terrace
Moncton, NB E1G 2E5
H (506) 855-6622
C (416) 996-3248
F (506) 857-4124
mgervais@healthconnect.ca

Long-Term Inbound Coordinator

Dr. Greg MacDiarmid
470 King George Highway
Miramichi, NB E1V 1M2
H (506) 778-8001
C (506) 627-0250
F (506) 627-0251
greg@mirop.ca

Short-Term Outbound Coordinator

Carlos Lavin
116 Centennial Drive
Moncton, NB E1E 3X1
H (506) 800-0116
C (506) 229-0422
carlos.lavin@lavinvaluations.com

