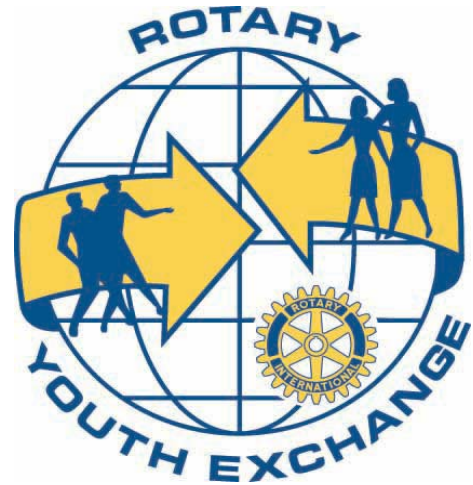


HOSTING ROTARY YOUTH



EXCHANGE STUDENTS

A HANDBOOK FOR...
HOST FAMILIES

2014-15 Rotary Year

Prepared by Glen Mattingly, Rotary District 5910



Rotary International Youth Exchange District 5910 Program

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Dear Host Family,

Thank you for sharing your home and your life for a brief time with a Rotary Youth Exchange Student from another country and culture. The time spent with you will be a treasured experience for your student. Not only will he or she learn about the American way of life through you, but at the same time he/she will be growing, maturing – developing in many ways – and in particular, developing his/her own philosophy of life, his/her own way of seeing the world and its people. The time as a member of your family will be a vital part of this learning experience.

The association with your student will also be a growing experience for you as well. Not only will you be adopting a new member for your family and learning about him/her personally, you will also be learning about the country and culture represented by your student. Not only will the experience open your student's eyes to other cultures and other ways of life, but you, too, are also almost certain to see the world a bit differently, and in a better way.

We are all on a rather small planet together. Participating in this program as a student or as a host family helps us to understand this better than almost any other experience can. And in particular, we begin to see the way of life of other people of the world as, not better, not worse – just different – and almost without knowing it, we begin to develop a better understanding and respect for others.

For many participants – both students and host families – the “exchange adventure” has been a fascinating growing experience – and close friendships have developed that have lasted a lifetime. We hope that you will be similarly rewarded.

If you have any questions or concerns about this program or your relationship with your student, please contact me or any Rotarian on the contact listed included in this handbook. We stand ready to answer questions and help at any time, day or night.

Thank you again for your thoughtfulness in sharing your home with someone from another land.

Glen Mattingly, Chairman, Rotary Youth Exchange, District 5910

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Host Family FAQ About Hosting

1. Who are these students?

High school age students (15-18 1/2) from a variety of countries around the world, both boys and girls.

2. Do they speak English?

Yes, although they may need a little time to adjust to our particular accent and "special terms".

3. From what kind of families do they come?

All kinds, although most parents will be business and/or professional people. Often one of their parents is a Rotarian.

4. How long would a student stay with us?

Usually 3 – 3 1/2 months, although the period may be shorter or longer if you and the Host Rotary Club agree on it. Students usually come in August just before school starts, change host families soon after Thanksgiving, and change again about the beginning of March. They normally go home in June, although sometimes they participate in one of two available Rotary sponsored tours (Eastern States or Western States) and go home in early July.

5. Do they ever stay over to the next school year?

No. Their visa is good for one year only and they must return to their home country before they can come back to the United States.

6. Why do students change host families in this program?

There are several good reasons. First, it exposes them to a variety of ways of family life in our country so that they get to know our culture better, and with as little bias as possible. A second reason is that if you and your student don't happen to match personalities too well, then 3 – 3 1/2 months of "tiptoeing around each other" is about all anyone can stand. This rarely happens, but it can; and it isn't necessarily the case that the host family or the student is a "bad guy". On the other hand, if the match between you and your student is really good, then more than 3 – 3 1/2 months produces a bond that hurts too much to break. Students expect to change host families; they've been told. Sometimes host families want to keep them longer than the assigned period. But a good deal of experience has shown that all things considered, it's usually best to change.

7. Who meets our student when he/she arrives at the airport?

As many of the first host family as is reasonable, and the Counselor or some other representative of the Host Rotary Club should be there. The first host family should also write to the student before they arrive and welcome them to the USA, to Texas and to their home. A small welcoming gift at the airport helps to make the student feel welcome, but it is not required. If done, a token is enough – maybe a pin for their blazer, a Texas T-shirt or a cap.

Photos should be made of the student with the greeting party when he/she arrives at the airport and a copy should be sent to the student's family back home. The student should also be encouraged to phone home as soon as possible to inform the home family of a safe arrival. Incidentally, the student is expected to pay for his/her own long distance charges, although it is traditional for the host family or the club to pay for this first call.

8. By the way, what is a "Host Rotary Club"?

The Rotary Club in your community serves as host club for your "inbound" student. Among other responsibilities, they provide an allowance for your student (\$75-100 per month) and one of them with knowledge about the program will serve as Counselor for your student. The counselor will meet the student either on arrival or very soon thereafter and assist him/her in getting enrolled in school. He/she will also maintain contact with your student and make sure he/she gets the allowance, usually monthly.

9. What else does the Counselor do?

Although the Club Counselor is an advocate for your student, he/she also serves as a resource for you in case some situation develops which either you are unable to handle or which is a bit too tedious for comfortable direct confrontation. In other words, the Counselor serves as a "go between" for you and your student on matters which might be awkward for you and/or your student. The Counselor "takes the heat" either direction! It makes things a lot more peaceful around your house! Wouldn't it be nice if you had one for your own children?

10. And what if we don't have children, or they are still small, or they are already gone?

Strangely, it doesn't seem to matter very much. Like everybody else, exchange students come with preconceived notions about the characteristics of the best host family, children, no children, small children, children of the same age, etc. But at the end of the year, they usually think the host families they had were the right ones.

11. If we have children in our family, who "looks after" our exchange student?

Nobody! And everybody! Your exchange student lives as a member of your family, has the same care from and responsibilities to others as any other family member. This includes chores, rules of the house, curfew, selection of friends – same as any other child in the family.

No child in the host family should be expected to "look after" the social life of your student, take him/her along every time they leave home to see a friend, etc. They should treat their exchange brother/sister like other brothers and sisters.

12. What about transportation to school, and other places? Will our student expect to drive our new BMW?

Absolutely not! ! ! In fact, Rotary Exchange Students are not permitted to operate any motor powered vehicle – automobile, motorboat, tractor, motorcycle, whatever. Rotary is absolutely emphatic about this rule. Violations are grounds for getting sent home early.

13. So how will our student get to and from school?

Any of the usual means is fine. They can walk, ride the school bus, ride with your son or daughter or another school friend, if you approve. Some host parents drive their exchange students to and from school as they may do or may have done with their own. Whatever is reasonable, safe and works for you is good.

14. What about other places our student needs or wants to go? Can't this transportation thing get to be a headache?

If it does, it doesn't usually hurt as much as you might think. If your student needs to go to a special school event, just about always someone is going who would take them; if they need to go to a store to buy something, they can usually go with one of the host parents at a time when they happen to be going anyway. Keep in mind that a teenager's needs for transportation are not usually urgent; they can usually be worked into the family schedule. And besides, family togetherness is the essence of this experience.

Two often overlooked solutions to transportation problems are legs and bicycles; and most of our exchange students are much more familiar with these modes of transportation than Texans. Also, walking and riding a bike are not against Rotary rules.

15. Speaking of transportation, what about family trips, etc?

Take your student any place you would take your children, especially family trips to see the relatives, on family outings, vacations, etc. If you must make a trip considered inappropriate for your student, "board him/her out". Call the Rotary Counselor; he/she will just about always know some responsible family who would be delighted to keep your student for a few days while you are gone. (Often one of your student's other host families is glad to do it.)

16. Are there rules about trips our student takes?

You bet! Either they must be with you or else approved by you and the Rotary Club Counselor. Often Rotary families will volunteer to take some student along on trips to see something special or some special place they might otherwise not see. If you and the Counselor approve, that's fine. In any case, if your student makes a trip anywhere, you should know all about it and approve; if he/she makes a trip overnight or out of town, the Rotary Counselor should also know, and unless it's with you, approve.

The Counselor should always know how to reach your student. Think of what you would want for your child if they were living in another country for a year.

17. Will our student have any sort of obligation to the Rotary organization while they are here?

Yes. Several activities will be scheduled during the year for your student along with other Rotary Youth Exchange Students. Most of these are on weekends, but your student may miss some school for such activities. Rotary Exchange Students are obligated to attend some meetings which require them to be gone for two or three days. For example, there is a weekend Orientation Meeting for them in August or September, a weekend "Fall Outing", in October or November, a weekend meeting in February, a weekend Rotary District Conference, usually in April, and an Exit Interview that may involve a meeting in late May or early June (usually two nights).

From time-to-time your student will also be invited to local Rotary Club activities and to some meetings. In fact, he/she will likely be asked to speak at one or more Rotary Club meetings, usually the local club, but sometimes in another community. If it's out of town, a Rotarian will accompany your student, and of course, provide transportation.

18. Won't all these activities interfere with school?

Not much. Exchange students have been selected and are usually very good students academically, often a little ahead of their age group here. And besides, except for exceptional improvement in language for those who haven't spoken much English, their chief gain will be an understanding of the "American Culture" rather than academic advancement.

19. Well, just what is the purpose of this program, anyway; why are we doing this?

The overall objective of the Rotary Youth Exchange Program is to promote goodwill and better understanding among the people of the world, and thereby make our whole world a better place in which to live. For the student, it is a life changing experience; it broadens their perspective in a way that nothing else can, and it develops self confidence that will enable them to feel at home and comfortable in almost any environment.

For host families, it is a milestone in the family experience, and often the acquisition of a new family member. It removes anxiety and fear of the word foreign, and indeed, usually relegates the use of the word to "things" rather than "people". Everyone involved begins to feel that they are a part of a community much larger, more comprehensive than what they perceived before.

20. Well, these are very noble ideals, but someone has to ask – How much is this going to cost me?

If you happen to have a son or daughter who goes to another country as a Rotary Youth Exchange Student, it comes out even. In fact, you probably will get ahead, because chances are your son or daughter drives a car, which they can't do as an exchange student, and the associated savings on auto insurance, etc. help to offset the cost of the exchange. Room, food and such are what you will be expected to provide – and most families throw away more food than even a hungry teenager will eat.

As already noted, the Rotary Club will give your student an allowance and your student's own family (overseas) is expected to pay for clothing and such. To put it in usual terms, you will be expected to furnish room and board – that is, a bed in your house and meals with the family. This includes a school lunch, either sent to school or bought in the school lunchroom. However, if providing a school lunch is a hardship, the host Rotary club will usually help.

If the family goes out to eat, to a movie, or whatever, then your student is treated as a member of the family – same rules about what to order and what not, and with his/her cost as a part of the family bill. But if your student goes to the movie or out to eat with his/her school friends, they pay with their own money from the Rotary Club allowance or from home. The same is true for photo supplies, etc. Around the house, your student would surely use the family soap, and maybe toothpaste, but buy their own toothbrush, lipstick and hair spray. You can generalize from these examples. But if in doubt, ask the Counselor.

21. Now that cost has come up, what about medical expenses, the flu, accidents, etc.?

Your student has insurance for medical expenses – and liability, too. It's required, and he/she will have proof. Any expenses not paid by insurance are paid by his/her parents back home. An emergency fund will be maintained for your student in a local bank. The Rotary Counselor will set up and manage the account. In case of an emergency, he/she will have access to these funds. Of course your student will have his/her own account at a bank and will have the opportunity to manage his/her own money; it's part of the experience.

22. Is there anything else we need to know about money?

Well, you can get a \$50 per month reduction on your Federal Income Tax Return for hosting a Rotary Youth Exchange Student!

23. And how do we deal with the 50 million things we forgot to ask about?

Just use the same common sense you would use with children of your own. But don't forget; the Rotary Counselor works for you, too. When in doubt, ask!

24. A cold chill just came over me; what if our student turns out to be that one in a million who "takes drugs" or is alcoholic, bulimic or something?

Call the Rotary Counselor at once when you suspect a problem. He/she will know how to handle it. You will also be provided with a long list of people to contact in case your student's counselor is not available when they are needed. In the unlikely event that your student is "on drugs" or something this serious, he/she will be sent home immediately, period.

25. Now that it's come up, are there any other reasons why our student might be sent home?

Yes. Of course there could be a serious accident or illness, and flagrant violations of such Rotary rules as operating a motor vehicle can do it. A serious love affair that is getting out of hand can do it. But it's pretty unusual for anything so serious to occur. Rotary Youth Exchange Students are selected and given careful orientation and counseling before they leave home – and they receive more orientation when they arrive here (about our culture, etc.). They and their parents know "the rules" and they sign agreements to follow them. (They also sign a release for medical treatment, etc.) With very rare exception, Rotary Youth Exchange Students are honorable young people that you would be glad to adopt as your own.

Relationship between Student and Host Parents

What to Expect

What the host parents should expect of the student

1. Respect
2. Abide by the rules of your house
3. Adjust to your lifestyle
4. Trust your judgment about friends, school, activities and curfews
5. Be considerate, thoughtful and cooperative – especially about food and the use of household items such as telephone, TV, music systems, computers, internet, etc.
6. Keep their room neat and orderly and honor your wishes about the rest of the home
7. Keep themselves clean and well-groomed
8. Dress in a manner acceptable to you
9. In general, behave like a member of your family

What the student should expect of the host parents

1. The kind of treatment that you give, or would give, to your own child – care and consideration, but also guidance regarding behavior, dress, responsibilities, choice of friends, etc.
2. A comfortable home environment – room (with own bed and no more than one host sibling sharing the bedroom), food (including school lunch), and a pleasant, amiable social environment
3. Provide or arrange **necessary** transportation (such as to and from school – school bus is OK and so are legs if not too far away. However, transportation for Rotary activities will be arranged by Rotarians
4. Explanation and guidance about household rules and the social mores of our culture (Students must adapt – not the other way, but they will need guidance from you as well as from their Rotary Counselor)
5. Assistance and guidance with language, school, social situations related to friends, and homesickness (Advice on managing resources may also be needed, but you should **not** give money to your student)
6. Guidance in choosing friends – Although they usually do not realize it, most inbound students are vulnerable to overtures of friendship from other young people that abuse rules and sometimes laws
7. Sharing of family activities and exposure to other activities that will assist your student in learning and adapting to the culture of their host country

Host Club Responsibilities

1. Official host for the inbound youth exchange student. Provide a Rotary Counselor to serve as a resource for both the student and host families throughout the student's exchange year. The Rotary Counselor also serves as liaison between the student and the host club, and usually between the student and the district RYE Committee as well.
2. Select appropriate host families. (Normally, each student has three host families.)
3. Secure completed V-1 and HF-1 forms (application forms) from each host family.
4. Visit, interview, and orient each host family.
5. Cooperate with the District Youth Exchange Committee to manage the student program.
6. Cooperate with host family to help student develop a feeling of belonging.
7. Provide Inbound with appropriate local contacts (addresses and telephone numbers) so they can get in touch with some responsible person in the event of real (or imagined) emergency. The district committee will provide each student with a card containing all contact information.
8. Insure that the student receives his/her allowance at first of each month. Rotary Counselor usually does this personally – providing an opportunity for the Counselor to visit with the student, evaluate cultural assimilation progress and resolve any issues that need attention.
9. At appropriate times, remind student and host families of student's Rotary commitments. The district committee will provide students, counselors and host families with a calendar of district events and activities. Host Clubs are responsible for local Rotary activities and student transportation to district activities.
10. Respond promptly to questions and/or problems that are reported by the host family and/or the school. In particular, the club is responsible for moving the student if a serious conflict develops between the student and the host family. However, in all cases, host families must be fully vetted before a student is permitted to move in. (The district committee must be informed of all changes in host family whether the change is routine and planned or necessary due to an emergency.)

Role of the Rotary Counselor

Who Are They?

1. A carefully selected Rotarian from the Host Club who is dedicated to the RYE program and who has been carefully trained for his/her job.
2. Must not be the student's current host parent.
3. Counselors don't change every year; good counselors usually stay on the job for at least three years.

First Jobs for the Counselor

4. Attend workshop for Counselors organized by the District RYE Committee.
5. Assist in the selection and orientation of 3 or 4 host families.
6. Before the student arrives, send to them a welcome letter, with some information about the "new hometown".
7. Respond to questions from inbound student.
8. If possible, meet student at airport with representative members of the first host family. Arrange for student to phone home to assure parents that everything is OK. Also, arrange for a photograph of the student with welcoming party at the arrival airport.
9. Establish rapport with inbound.
10. The Rotary counselor is responsible for managing the student's insurance and assisting with student medical care. The counselor will arrange for a doctor's care as required.
11. Make two copies of the student's passport – one for the student to keep and one for the counselor's files. Offer an arrangement for safe-keeping of the student's passport and other important documents. **However, the student must be permitted to keep his/her passport if they wish.**
12. Obtain a copy of the student's airline ticket (flight and confirmation number) for the club file on the student. Check to be sure that provision has been made for the return flight at the end of the exchange. However, note that the return date may need to be changed near the end of the exchange.
13. Collect emergency money (\$400) from student and deposit in bank with access by the Rotary Counselor and the club president or another appropriate Rotary volunteer. (The student should **not** have access to this fund. Although it is to be used for emergency needs of the student, it is to be managed by the student's Rotary counselor or other designated host club official. Funds remaining in this fund at the end of the student's exchange year must be returned to the student.)
14. Open a bank account for normal use by the student (including deposit of club allowances). Although this account will normally be used by the student, the Rotary counselor must also have access – and the bank statements should go first to the counselor for review before turning them over to the student. (Students often need financial counseling.) Be sure to arrange for an ATM card for the student – and **don't forget to explain "the fee system" to the student. It will usually cost more to withdraw funds using an ATM operated by a nonaffiliated bank.**
15. Enroll the student in school; monitor course selection. Although some first host families may be well qualified to do this and may wish to do it, the counselor should monitor the selection of courses to be sure that it meets with district recommendations.

16. Take the student to the Texas Department of Public Safety and purchase a Texas Identification Card. (It looks like a driver license.) The student's passport, the DS2019 and a proof of enrollment document from the school will be needed.
17. Review RYE rules with student, answer questions and explain, as needed.
18. Supervise student moves to new host families.

On a Continuing Basis

19. Keep in contact with the student and host families – meet at least once per month with the student and contact the host family at least once per month. (E-mail contact is not sufficient.) Record contacts with student and host families on Counselor Log form (provided by district). **A complete report is required at the end of the student's exchange year.** It is not necessary to report every contact – just need to be sure that at least one contact is made and recorded each month.
20. Arrange activities and introductions for the student that will help them to become acquainted with the community. Encourage Rotarians to host student for a dinner at their home or include them in special events.
21. Obtain allowance check from club treasurer and give to student on first of month to keep in touch. Assist with depositing or cashing check as needed.
22. Remember student's birthday, Christmas, etc.
23. Supervise travel – Must approve trips, enforce rules. Must know student's whereabouts at all times.
24. Arrange attendance at club and district functions.
25. Arrange orientation for new host families.
26. Serve as advocate for the Inbound, but also as a resource for host families.
27. Assist the District RYE Committee in arranging group meetings for inbound students in district. **The host club is responsible for arranging transportation to Rotary functions – not the host family.**

Some Suggestions for Host Families

The Welcome

If you are the first host family, then you will want to write a letter of welcome (by e-mail) to your inbound student before their arrival. It is good to include photos of family members, your home, etc. At least some of your student's anxiety will be relieved by the impression that he or she is welcome.

What to Call the Host Parents

Host parents stand in for the real parents of their student, and the student should come to feel that he/she is a part of the family. Often the student will come to call their host parents “Mom”, “Dad”, etc. Some host parents prefer to be called by their first names – whatever is comfortable for parents and students. It is suggested, however, that formal titles (Mr., Mrs., Ms., Dr, etc.) usually make it more difficult for the student to feel a part of the family.

The First Few Weeks

It is important that some responsible person be available most of the time during the student’s first few weeks after arrival in the country. Being left alone at home in the beginning compounds the natural anxiety in adjusting to a new environment (new culture, new family, new home, new friends).

Household Rules

It is best to explain them at the outset. See “**First Night Questions**” at the bottom of this page for topics that need attention. These questions need to be reviewed with each host family, not just the first one. They are available at www.yeoresources.org in several languages and your student will probably already have a copies in his/her language and as well as English.

Communication – Language

Most students inbound to the USA will have had a good deal of experience with the English language. However, in the beginning, even if your student answers you and seems to understand, you cannot be sure that they do. Sometimes they are just trying to avoid embarrassment by not asking for repetition and/or explanation. (Haven’t we all done this – even with people who speak the same language that we speak?) In time, if not at first, communication will be easy. Make an effort to help your student become familiar with interpretations of words and/or phrases that may not be literal. For example, to say that someone is “sick” does not necessarily mean that they are ill.

Relations with Schools and Friends

Host parents, especially the first family, will want to be aware of their student’s school activities. For example, course changes may be necessary after the student has met classes a few times. The Rotary Counselor should normally take care of such matters, but the host family is often the first to become aware of a potential problem. Also, host parents are in the best position to make sure that their student does not become involved with students of questionable reputation (such as those who break the law with drugs and/or alcohol). Usually this is easiest to accomplish by encouraging friendships with students known by the host family to be of “good character”.

Key People in a Successful Exchange

Without question, the Host Family and the Rotary Counselor are the key people in a successful exchange. Each makes an essential, independent contribution, but they will also need to support each other.

If Things Go Wrong

It is not common, but occasionally some student placements do not work out, and the student must be moved ahead of schedule – even the normal stay of about 3.5 months with a host family may sometimes be too much. When this occurs, it is usually a question of compatibility, and should not be judged as a fault of the host family nor the student. No one should feel embarrassed. If things are becoming a little uncomfortable, contact the Rotary Counselor. If it is a student behavior problem, then he/she can often intercede and resolve the problem. If a problem can’t be resolved, then he can initiate a change in families, or in case of serious misbehavior, initiate proceedings for the student’s early return home. If something does not seem to be right, contact the Rotary Counselor immediately. Unattended issues sometimes escalate quickly, but prompt intervention often resolves a problem with no significant consequence.

First Night Questions

To assist adjustment into the new home environment, a collection of questions has been assembled that a student might ask their host family at the beginning of their stay. As a practical matter, the questions are not usually formally asked the family by the student; rather they are usually reviewed and discussed one at a time. They are called “first night questions”, because their answers provide information about living with a new family that the student would want to know almost immediately. The questions may be found on the web site www.yeoresources.org and are available in parallel form in several languages including English. Thus a host family can read a question in English while the student reads the same question in his/her own native language. A copy of the English version is included as an appendix to this handbook.

Your Student and School

Some ways to Help

1. Make sure that your student attends school regularly and encourage them to participate.
2. Help your student avoid associating with students that cause trouble.
3. Encourage participation in extracurricular activities.
4. Be aware that most schools do not graduate exchange students. (Most schools classify exchange students as juniors regardless of their academic standing at home and regardless of their curriculum here.)
5. Everyone needs to know that inbounds will be absent occasionally for Rotary events and activities.

Courses for Inbounds

6. Some school counselors may be unfamiliar with the ambassadorial role of our exchange students and may not be able to recommend appropriate choices. If you observe potential problems, please alert your student’s Rotary counselor as soon as possible.
7. Most inbound Rotary exchange students are well prepared academically and it is usually best to place them with their academic peers. (In spite of language difficulty, it is better to place students with other serious students rather than classes populated mainly by students that are not serious about school.) That said, care should be taken not to overload students academically – especially in the beginning when they are learning a new language and culture. Also, courses that provide an opportunity to make friends and speak the new language (like drama, art, sports) should be included.
8. Some courses appropriate for students:
 - English and/or other language courses (However, usually best to avoid ESL and low level classes in the student’s native language – On the other hand, sometimes they can assist teachers with higher levels of classes in their language and make some friends, too)
 - Core courses like American history, geography, mathematics, sciences (Consider student’s interest)

- Perhaps certain skills courses such as some of those associated with technology
- Drama, art, music, speech and athletics provide good opportunities to make friends, learn the language, and adapt to the new culture

Program Rules and Restrictions

Rotary International Rules and Conditions for Youth Exchange Students

Rotary International Rules apply to all students participating in the Rotary Youth Exchange Program. In addition to these rules, each Rotary district will usually have rules that apply in that particular district. Most of the rules that apply in District 5910, your host district, are similar to the international rules. However, some are a bit more specific. Following is a list of the rules that apply in your host district.

Rules and Conditions for Students Inbound to District 5910

Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, spouses, partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual and emotional abuse. *(Adopted by the Rotary International Board of Directors, November 2006)*

Rules and Conditions

Rotary Youth Exchange students and their parents should clearly understand the conditions of the exchange. Students who do not follow Rotary guidelines and any special agreements of participating Rotary districts will be returned home at their own expense.

- 1. *Age:*** Students must be 15 to 18.5 years old upon arrival in the host country.
- 2. *Arrival Itinerary and Return Confirmation:*** Before departure from the home country, students must send to the Host District Youth Exchange Officer a copy of the arrival travel itinerary and the confirmation number for the return flight at the end of the exchange.
- 3. *Return Itinerary:*** The itinerary for the return home (including departure date and route) must be approved by the Host District Youth Exchange Officer. Students are expected to return home within 7 days after the end of the school year or within 7 days after the end of a Rotary approved summer tour. Normal return airline confirmations and travel plans must be made well in advance with full knowledge and approval of the student's Rotary Counselor and the host District Youth Exchange Officer. Any exception to this rule must be approved in advance in writing by the student's Rotary Counselor and the Host District Youth Exchange Officer.

4. **Insurance:** All students must purchase a health, accident and liability insurance policy of an amount meeting standards in both the host country and the sending country.
5. **Emergency Fund:** The student must supply \$400 US to establish a contingency fund in the host community for emergencies. This fund is not intended to cover day-to-day expenses and must be replenished by natural parents as it is depleted. Funds will be deposited at a local bank and the host club counselor must have access to this account in case there is a need to act in the student's behalf – for example, if the student is incapacitated. Funds remaining at the end of the exchange shall be returned to the student.
6. **Parent Visits:** Parents of inbound students are welcome to visit their student and the host community in June following the end of the school year. However, visits during the school year are never permitted before March of the exchange year, not during major holidays normally celebrated by the host country and/or community, and not during the last week of the student's exchange year. Students are not permitted to miss school nor scheduled Rotary activities in order to be with a visiting parent. Parents who wish to visit their student should be aware that their student will normally have at most five days in the spring when not in school, and this school break is almost never at Easter. In all cases, itineraries of parent visits in the host community must be approved in writing by the student's Rotary Counselor and the host District Youth Exchange Officer BEFORE making travel arrangements. (A form is available for this purpose.) Violations of this rule are cause for early return of the student.
7. **Other Visitors:** Visits by persons other than parents are never permitted without express prior approval by the Rotary Counselor and the host District Youth Exchange Officer.
8. **Travel:** Subject to the following regulations, in-country travel is permitted with host parents or with authorized Rotary representatives who provide proper supervision.
 - a. Students are never permitted to travel alone or accompanied only by other students. In particular, students are not permitted to visit another exchange student in another community unless it has been approved by both host families both Rotary counselors and by the District Youth Exchange Officer.
 - b. Overnight travel must be reported in advance and approved by the host parents and Rotary Counselor. More extensive travel must be approved in advance by the host family, the Rotary Counselor and the Host District Youth Exchange Officer.
 - c. Except for travel with the host family, students are not permitted to travel during major holidays without permission of the host family, the Host Club Rotary Counselor and the Host District Youth Exchange Officer.
 - d. In all cases, travel outside the state or country must be approved in advance by the Host District Youth Exchange Officer.
 - e. In some instances, the Host District Youth Exchange Officer may also require written approval by the student's natural parents exempting Rotary of responsibility and liability.
9. **Health:** The student certifies that he/she has no dietary or physical restrictions (such as allergies, vegetarianism, religious requirements) other than those described in the application.
 - a. Health conditions not reported on the application which are not easily accommodated by the host family and host club are cause for an early return home.
 - b. The student must provide proof of immunizations required in the host country. Immunization costs, whether in the home or host country, are the responsibility of the student's natural parents.

10. *School:*

- a. Students must attend secondary school during the year of the exchange. However, academic credit for study in this district cannot be assured.
- b. High school graduation for exchange students is not usually possible.
- c. Participation in varsity athletics is not guaranteed nor implied by acceptance in this program.
- d. Students must take school seriously; conform to the same school rules as domestic students regarding attendance and study.

11. *Host Family Relationship:* The student is to become an integral member of the host family, assuming family duties and responsibilities normal for a student of his/her age.

12. *Host Family Problems:* Hosting of the student is the responsibility of the host club. If a problem arises in the host family, the student should consult the Host Club Counselor, the Host District Youth Exchange Officer or other designated contact for assistance.

13. *Authority and Responsibility:* The student will be under the authority of the host Rotary District and supervised by the host Rotary Club while in the host country. Consequently:

- a. Natural parents must not attempt to authorize the student to participate in activities not approved by the host Rotary District, and they must not attempt to assign authority to another person living in the host country (such as a relative).
- b. The host club and host families are responsible for the student, both socially and physically. Students are expected to follow their directions.
- c. Since one society may be more, or less, formal than another, guidance from hosts is necessary, and students must adapt to the new culture, not the other way.

14. *Assistance for Students:* Students inbound to this district shall be provided contact information for a list of authorities who may be consulted for assistance.

15. *Choosing Friends:* The student should choose friends slowly and wisely. The advice and counsel of host clubs and host families should be trusted in developing an appropriate circle of friends.

16. *Host Country Laws:* Students must obey the laws of the host country. Those who violate any law can expect no assistance from Rotary or the government of the native country.

17. *Illegal Drugs:* Students are not permitted to use drugs (control substances), unless prescribed by a physician to treat an illness.

18. *Alcoholic Beverages:* The legal age for purchasing or consuming alcoholic beverages in the United States is 21. Therefore, the drinking of alcoholic beverages is not permitted unless offered by the host family and supervised by them in their home. (Consistent with the laws of the U.S.A.)

19. *Tobacco Use:* It is not legal in the USA for persons under the age of 18 to purchase tobacco products, and most host parents do not smoke. Consequently, the use of tobacco products in any form is prohibited for all inbound students. In particular, smoking is prohibited.

- 20. *Motor Vehicles:*** Students are not permitted to operate a motor vehicle of any kind. (Includes automobiles, motorcycles, boats, tractors, mopeds, go-carts, ATVs, snowmobiles and jet skis.)
- 21. *Tattoos and Body Piercing:*** Students must not obtain tattoos nor body piercings while in the host country. However, students may wear earrings in ear lobes that are already pierced provided they are acceptable by the host school. Most schools approve earrings for girls, but usually not for boys. All other rings and/or pins for piercings are forbidden. Obtaining a new tattoo or piercing in the host country is cause for an early return home.
- 22. *Relations with Persons of Opposite Gender:*** Students must avoid romantic attachments and abstain from sexual activity and promiscuity.
- 23. *Communication Media:*** Use of the host family telephone and computer is a privilege and should not be abused. Students must observe the following guidelines.
- Costs incurred by a student for telephone or computer use is the responsibility of the student.
 - Students should obtain permission before using the family computer.
 - Internet and telephone use must be limited.
 - It should not be presumed that the internet will be available in all host families.
 - No downloading on a family computer of any materials is permitted without explicit permission of the host parents.
 - Downloading of pornographic materials on any computer is cause for an early return.
 - Excessive use of the internet and telephones (including cell phones brought from home) often hinders integration into the new culture. If the student is not integrating into the American culture, they may be required to cease communication for a period of time.
- 24. *Rotary Activities:*** Participation in some Rotary events is required. Scheduled Rotary activities take priority over all others.

Host Family Orientation

After host families have been interviewed and fully vetted, orientation is provided about the program. (Required by regulatory agencies) Such orientations not only include a review of the features and requirements of the program but also a description of what is expected of host families and what they should expect of Rotary, especially the host club and the student's Rotary Counselor. Resource contacts are also identified and Rotary's policy on abuse and harassment is described. (Notice that the host family orientation is separate from the host family interview.)

Second Visit to the Host Family Home

In addition to the initial host family interview and host home visit, the DOS require a second host home visit during the first two months after the student moves into the home.

Youth Protection

Sexual Abuse and Harassment Allegations

Reporting Guidelines for District 5910

Rotary International is committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. The safety and well-being of young people must always be the first priority.

Definitions

Sexual abuse - Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual harassment - Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

Who should determine if it is abuse or harassment?

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities. In Texas, this reporting is required by law.

Allegation Reporting Guidelines

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. Receive the report.

- a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
- b. Assure privacy but not confidentiality. Explain that you must tell someone about the abuse/harassment in order to make it stop and ensure that it does not happen to others.

- c. Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.
- d. Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
- e. Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.

2. *Protect the young person.*

Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment.

3. *Report the allegations to appropriate authorities* — child protection or law enforcement.

Immediately report all cases of sexual abuse or harassment — first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through.

Appropriate offices are:

Local city or county police departments

Texas Department of Family and Protective Services (Call 1-800-252-5400 or use the secure website: <https://www.txabusehotline.org>)

In most situations, the first Rotary contact is the District 5910 Youth Protection Officer who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, one of the two district youth program chairs or the district governor should be the first Rotary contact.

District 5910 will cooperate with police or legal investigations.

District 5910 has researched local, state, and national laws related to sexual abuse and harassment prevention, and notes the following legal requirements of which all adult volunteers participating in the program must be aware:

Child abuse and neglect are against the law in Texas, and so is failure to report it.

Call your local law enforcement agency, or in an emergency, call 911.

If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.

Call 1-800-252-5400, or Use the secure website: <https://www.txabusehotline.org>

Suspected incidents of child abuse or neglect must be reported to RI and the US Department of State. (RI allows 48 hours to report to them, but the State Department requires an immediate report.) Reports to the State Department must be made by the Responsible Officer (or an alternate Responsible Officer) for the district youth exchange program. Normally the report is made to the Responsible Officer by the District Chairman or the Inbound Coordinator.

4. Avoid gossip and blame.

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

District 5910 will maintain the privacy (as distinct from confidentiality) of any accused person by limiting discussions only to those people who need to know. The audience will be limited to the student's natural parents, club counselor, club youth exchange officer, district youth exchange officer, district youth protection officer, the district governor, and appropriate government or law enforcement agents necessary to protect the alleged victim.

5. Do not challenge the alleged offender.

Don't contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the district governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

Follow-through Procedures

Either the district youth programs chair or district youth protection officer will ensure that the following steps are taken immediately after an abuse allegation is reported.

1. Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
2. If law enforcement agencies will not investigate, the district youth protection officer or district review committee should coordinate an independent review of the allegations.
3. Ensure that the student receives immediate support services.
4. Offer the young person an independent, non-Rotarian counselor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5. Contact the student's parents or legal guardian. If the student is still in his/her exchange (that is, has not returned home), then the student and his or her parents should decide whether to stay in country or return home. Written authorization from parents or legal guardian is required if the student is to remain in the host country. If the student and his/her parents choose for the student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.
6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.

8. Inform the district governor of the allegation. Either the district governor, district youth protection officer, or other district youth program chair will inform RI of the allegation within 48 hours and provide follow-up reports of steps taken and the status of investigations.
9. After the authorities have completed their investigation, District 5910 must follow through to make sure the situation is being addressed. In particular, it will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

Post Allegation Report Considerations

1. Responding to the needs of the youth program participant

District 5910 will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed or confused and may become withdrawn. After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary club. In some cases, a student may wish to remain in country but change to a different host club.

Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive. Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times. District 5910 will support this need.

2. Addressing issues within the club

When addressing an allegation of abuse or harassment, the most important concern is the safety of youth. Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations. Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser. District 5910 will work to ensure that this requirement is met.

Reporting Allegations of Abuse and/or Neglect

For students under the age of 18, report to the Texas Department of Family and Protective Services at **1-800-252-5400**, or at the secure website: <https://www.txabusehotline.org> – **or**, contact a local law enforcement agency such as police, county sheriff or Department of Public Safety.

For students of 18 years of age and older, contact a local law enforcement agency such as police, county sheriff or Department of Public Safety.

Resource Contacts for Host Families

For assistance in resolving problems related to the Youth Exchange Program of Rotary District 5910, contact one or more of the persons listed below.

For issues involving allegations of abuse and/or neglect of a student, also immediately contact the Texas Department of Child and Family Services or a law enforcement agency, as indicated above.

District Level Contacts:

| <u>Name (& Position)</u> | <u>Phones</u> | <u>E-mail</u> |
|--|---|--|
| Glen Mattingly District Com. Chair District YEO | 936-295-6606 H 936-661-5240 C | gmattingly@sbcglobal.net |
| Bernd "Ulli" Budelmann Inbound Coordinator | 409-750-9331 H 409-939-1224 C | budelmann5910@comcast.net |
| Doris Lockey Outbound Coordinator | 936-582-4166 H 936-525-9638 C | dalockey@msn.com |
| Don Taylor District Governor | 936-336-3549 H 936-334-2488 C | dontaylor44@gmail.com |
| Roger McCabe Youth Protection Officer | 409-892-6948H 409-835-5011W 409-880-9969C | rogermccabe@meahffwyweber.com |

Club Level Contacts: (To be completed by Host Club)

| <u>Name (& Position)</u> | <u>Phones</u> | <u>E-mail</u> |
|------------------------------|---------------|---------------|
| _____ | _____ H | _____ |
| Inbound Student Counselor | _____ W | |
| | _____ Cell | |
| _____ | _____ H | _____ |
| Local Coordinator | _____ W | |
| | _____ Cell | |
| _____ | _____ H | _____ |
| Club President | _____ W | |
| | _____ Cell | |

Inbound Student Activity Calendar

Rotary Youth Exchange, District 5910

2014-15

(Updated August 4, 2014)

NOTE: Except for the RYLA weekend (which is at the discretion of the host club) and tours, these Activities are required by the Rotary Youth Exchange Program and hence are not optional for students. They are a part of the monitoring system promised by Rotary in order to operate a Youth Exchange Program. **Those involved are reminded not to schedule conflicting activities for students.** Detailed information will be distributed to students and Host Club Counselors in advance of each activity. Sometimes additional (optional) free group activities may be arranged.

| <u>Dates</u> | <u>Activity</u> | <u>Location</u> (Purpose) |
|---------------|---|---|
| August 22-24 | Inbound Orientation | Beach House (near Galveston, Texas) (Business & Fun – Beach, Swimming, etc.) |
| October 24-26 | Autumn Outing and Orientation Follow-Up | Crystal Lake (near Palestine, Texas) (Business & Fun – Canoes, kayaks, Cook-Out, etc.) |
| January 9-11 | RYLA | Piney Woods Baptist Camp Leadership Activities |
| January 23-25 | SCRYE Multi-District Meeting 38 Rotary Districts | Tulsa, Oklahoma (Business & Fun – Student presentation and Lock-in) |
| April 17-19 | Spring Outing | Visit Hill Country Ranch near Harper, TX (Business & Fun – Hiking, Swimming, ride horses) |
| May 1-3 | Rotary District 5910 Conference | Beaumont, Texas (Business & Fun – Student presentation and Lock-in) |

Optional Tours:

Tour options will be distributed when they become available.

Appendices

First Night Questions

These questions are suggestions only. You and your host family should discuss anything that you think is important. We suggest you discuss the items most important to you as soon as possible. When you are in a new place with not much language skill, it is best not to assume anything, but rather, to ask. The simplest questions may be the most important, such as “where is the bathroom”? You can come back to other questions as they seem necessary. Questions are available in several languages at

www.yeoresources.org

1. What would you like me to call you? Should I call you “Mom”, “Dad”, or given (first) name, or something else?
2. What are my daily responsibilities while living in your home: a. Make my bed? b. Keep my room neat and clean? c. Clean the bathroom after I use it? d. Other?
3. What is the procedure for laundering clothes? Where do I keep dirty clothes until they are to be washed?
4. What is the procedure if I need to iron my clothes?
5. May I use the iron, washing machine, sewing machine, etc.?
6. Where can I keep my bathroom accessories?
7. When is the most convenient time for me to use the bathroom on weekday mornings (in order to get ready for school)?
8. When is the best time for me to shower or bathe?
9. Is there anything special about using the bathroom I should know?
10. May I use the family’s shampoo and tooth paste or should I buy my own?
11. When are mealtimes?
12. Do I have any responsibilities at meal times, such as to set or clear the table, wash or dry the dishes, dispose of the garbage?
13. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
14. May I use kitchen appliances such as the microwave, dishwasher or stove?
15. What areas of the house are strictly private, for example, your study, bedroom, pantry, etc.?
16. What are your rules about my drinking alcohol?
17. What time must I get up weekday mornings?
18. May I rearrange the furniture in my bedroom?
19. May I put posters or pictures on the walls of my room? If yes, how do you want things attached to the walls?
20. Where can I store my suitcases?
21. May I use the stereo, computer or TV?
22. What time should I get up weekends and holidays?

23. What time must I go to bed weekdays? Weekends?
24. What time must I be at home on school nights if I go out?
25. What time must I be in on weekends if I go out?
26. What dates are the birthdays of family members?
27. May I have friends stay overnight?
28. What is your rule on entertaining friends in my room?
29. Can I invite friends over during the day? After school? When no one else is home?
30. What is the telephone number here? How do I contact you in an emergency when I am not here?
31. How do I make telephone calls? What are the rules about telephone calls? Local, Long Distance, International? How and when may I pay for calls I make? How do you want me to keep track of my expenses for telephone calls?
32. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited? If you are not connected to the Internet, where can I find an Internet service to contact my family and friends?
33. May I receive telephone calls from my friends? Are there times of the day when calls are not acceptable?
34. What is the procedure about sending and receiving mail?
35. Do any of you have any special dislikes? For example, chewing gum, types of music, being late, wearing a hat at the table, being interrupted while reading, etc.
36. What transportation is available to me? (Walking, bus, bicycle, being driven, riding with friends, etc) Are there times or places it is unsafe for me to walk unescorted? Are there rules about traveling with friends?
37. What transportation is available for shopping or going to movies?
38. What are your expectations for me about going to church or other religious institution?
39. May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
40. If I have a problem with the family or a family member that is bothering me, how do you want me to handle it?
 - a. Write a note to you explaining it
 - b. Ask for a face-to-face discussion with you
 - c. Tell my Rotary counselor
 - d. Keep it to myself and live with it
41. How do I enroll in school?
42. What do I do about school lunch? If there is an expense, who pays- me, you, Rotary?
43. How can I arrange to go shopping for personal items?
44. Is there anything else I can do around the house to be of help?
45. Am I expected to attend Rotary meetings? How often? Who will arrange for this?
46. Is there anything else we should discuss?
47. Remember, ask about those things you feel are most important the first night, and then others as appropriate. Try to always keep an open and honest communication with your Host Family and Rotary.



United States Department of State

Washington, D.C. 20520

www.state.gov

Dear American Host Family,

On behalf of the U.S. Department of State, thank you for volunteering to host a Secondary School Student exchange program participant. This is a unique opportunity for you to experience the richness and diversity of a culture different from your own. Through this program, you are among thousands of American families who volunteer to serve as citizen ambassadors of the United States.

High School programs have been a part of U.S. public diplomacy efforts since 1949. Approximately 27,000 high school students from around the world participate in this program each year. The good will of American host families in opening their homes to these young international visitors is vital to this program's success.

The health, safety, and well-being of the young people who participate in this program are our highest priority. A host family has many responsibilities, the most important of which is properly caring for an international student during the course of his/her program. The student is a guest in your home and in our country and you may be the first "real Americans" this young person meets. How you relate with this student will create a lasting image of our country and its people.

I hope this will be a rewarding experience for you and the exchange student. It is extremely important that you notify your program sponsor if you have any concerns or if the student's personal health, safety, or well-being is threatened in any way. If the sponsor is not responsive to your concerns, please contact the Department of State directly at the toll free number (1-866-283-9090) that has been established for this purpose. In addition, the program sponsor provides each student with an identification card, which lists your address and telephone numbers, separate telephone numbers for immediate contact with the sponsor organization and the sponsor's local representative, and the Department of State's toll free phone number and email address (jvisas@state.gov). The student should keep this card with him/her at all times and contact us if s/he has any concerns about his/her health, safety, or well-being.

The Department of State is deeply appreciative of your kindness and generosity in making this educational and cultural experience possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robin J. Lerner".

Robin J. Lerner
Deputy Assistant Secretary
for Private Sector Exchange



Program Information for Host Families

(USA Exchange Visitor Program)

Rotary Youth Exchange, District 5910



(Form Revised February 5, 2012)

All youth exchange programs operating in the United States must comply with regulations set by the USA State Department. Herein is a copy of the policy containing these regulations for your review.

§ 62.25 Secondary school students

- (a) **Purpose.** This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.
- (b) **Program sponsor eligibility.** Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations
 - (1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and
 - (2) Which are United States citizens as such term is defined in §62.2.
- (c) **Program eligibility.** Secondary school student exchange visitor programs designated by the Department of State must:
 - (1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;
 - (2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and
 - (3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.
- (d) **Program administration.** Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:
 - (1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.
 - (2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

- (3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
 - (4) Place no exchange student with his or her relatives;
 - (5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;
 - (6) Make no monetary payments or other incentives to host families;
 - (7) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;
 - (8) Make certain that the exchange student's government issued documents (*i.e.* , passports, Forms DS-2019) are not removed from his/her possession;
 - (9) Conduct the host family orientation after the host family has been fully vetted and accepted;
 - (10) Refrain, without exception, from acting as:
 - (i) Both a host family and a local coordinator or area supervisor for an exchange student;
 - (ii) A host family for one sponsor and a local coordinator for another sponsor; or
 - (iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.
 - (11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.
 - (12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.
 - (13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (*i.e.* , twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.
 - (14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and
 - (15) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.
- (e) ***Student selection.*** In addition to satisfying the requirements of §62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:
- (1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;
 - (2) Demonstrate maturity, good character, and scholastic aptitude; and
 - (3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.
- (f) ***Student enrollment.***
- (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:
 - (i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and
 - (ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable

- (2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.
 - (3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.
 - (4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.
 - (5) Sponsors must provide the school with a translated “written English language summary” of the exchange student’s complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.
 - (6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.
 - (7) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.
- (g) **Student orientation.** In addition to the orientation requirements set forth at §62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:
- (1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;
 - (2) A copy of the Department’s welcome letter to exchange students;
 - (3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;
 - (4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary-arrival family;
 - (5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and
 - (6) An identification card, that lists the exchange student’s name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department’s Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student’s placement.
- (h) **Student extra-curricular activities.** Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:
- (1) Authorized by the local school district in which the student is enrolled; and
 - (2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.
 - (3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.
- (i) **Student employment.** Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.
- (j) **Host family application and selection.** Sponsors must adequately screen and select all potential host families and at a minimum must:
- (1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

- (2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.
 - (3) Conduct an in-person interview with all family members residing in the home where the student will be living;
 - (4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.
 - (5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (*i.e.* , field staff or volunteers), attesting to the host family's good reputation and character;
 - (6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;
 - (7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
 - (8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and
 - (9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.
- (k) ***Host family orientation.*** In addition to the orientation requirements set forth in §62.10, sponsors must:
- (1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;
 - (2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;
 - (3) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;
 - (4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and
 - (5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

- (l) ***Host family placement.***
- (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:
 - (i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;
 - (ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.
 - (2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.
 - (3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.
- (m) ***Advertising and marketing for the recruitment of host families.*** In addition to the requirements set forth in §62.9 in advertising and promoting for host family recruiting, sponsors must:
- (1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;
 - (2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;
 - (3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and
 - (4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.
- (n) ***Reporting requirements.*** Along with the annual report required by regulations set forth at §62.15, sponsors must file with the Department of State the following information:
- (1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;
 - (2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and
 - (3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.