



ROTARY INTERNATIONAL

D. 9790

*YOUTH EXCHANGE PROGRAM
2011/2012*

OUTBOUND STUDENT HANDBOOK

Updated August 2011

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FOREWORD

Rotary's Youth Exchange Programme is a tremendous adventure in the fifth avenue of Rotary service, since each year it enables thousands of students from Australia and other countries to travel abroad to further their education in an entirely different environment to their own. Rotary hopes that the impact of this experience for the participants will not only have an immeasurable impact on international relations but will stimulate those in the programme to become better citizens and, as such, help prepare them for participation as leaders of their communities and play a significant role in the shaping of tomorrow's world.

The programme is an extremely rewarding experience for ALL who participate in it whether at student, Club, host family, host community or District level. This manual is designed to offer some guidance to all participants. Rotary recognises we are all human beings with shortcomings. None of us is perfect or infallible and so it is the intention of this manual to help prepare students, parents, host families and Clubs for their participation in the program and overcome some of the pitfalls which may be experienced on the journey.

These guidelines are the product of many years of experience in Youth Exchange at all levels. The only exception to this "guide" is that students are expected to adhere to the specific set of rules approved by Rotary International which have world-wide application. Adherence to these rules is acknowledged by both students and parents when they sign the official application form.

The District Youth Exchange Committee wishes you well as you now formally embark on your 'year of exchange'.

ROTARY AND THE YOUTH EXCHANGE PROGRAM

Currently there are almost 1.22 million Rotarians in more than 34,000 Clubs in 167 countries and territories around the world.

The principle motto of Rotary is “*Service Above Self*”

The **Object of Rotary** is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- **First.** The development of acquaintance as an opportunity for service;
- **Second.** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his or her occupation as an opportunity to serve society;
- **Third.** The application of the ideal of service by every Rotarian to his personal, business, and community life;
- **Fourth.** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

These are expressed through “**The Five Avenues Of Service**” - Club, Vocational, Community, International Service and New Generations - and Youth Exchange is a program of the fifth avenue of service – New Generations

The objectives of the Youth Exchange Program are:

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

ROTARY AND YOUTH EXCHANGE IN AUSTRALIA **& DISTRICT 9790**

Rotary began in Australia in 1921 with the formation of the Rotary Club of Melbourne followed in 1922 with the formation of the Rotary Club of Sydney. The Rotary Club of Albury is the oldest Rotary Club in District 9790, having been chartered on 2 November 1927. Australia was then one Rotary District and known as District 65. Since then the concept, existence and size of Rotary Districts has been constantly refined and modified. Currently there are 23 Rotary Districts in Australia with a membership of approximately 36,500 in 1200 Clubs. In fact two Rotary Districts in Australia are responsible for Clubs in the neighbouring countries of Papua New Guinea, Solomon Islands and Timor Leste (East Timor).

In the District organisation of Rotary, state and national boundaries play no role and our District – 9790 – comprises Clubs from southern New South Wales and from central, northern and north-eastern Victoria. District 9790 includes north-eastern, northern and north-western suburbs of Melbourne, large regional centres including Albury/Wodonga, Shepparton, Benalla and Wangaratta and many smaller country towns.

Rotary International is headed by the RI [World] President - currently Kalyan Banerjee (Rotary Club of Vapi, Gujarat, India). He is assisted by District Governors who are his official representatives in each District. The current District Governor for District 9790 is David Anderson (Rotary Club of Yea).

Rotary Youth Exchange is an official activity of District 9790. The program is administered by the District Youth Exchange Committee [*membership of the Committee is listed in the Appendix*] which is answerable to the District through the District Governor. The Youth Exchange Committee is responsible for the administration of the program. The exchange itself is the responsibility of the Club - both the sponsor and the hosting club. Within the District administrative structure, Youth Exchange is a part of the New Generations Committee which looks after all Youth programs and projects.

The Youth Exchange Program as we know it today began in Australia in 1958 when the Rotary Club of Myrtleford, a Club in our Rotary District, began an exchange with the Rotary Club of Scottsbluff, Nebraska, USA.

In 2011 / 2012, District 9790 has exchange agreements with fourteen countries and involves sending out approximately twenty students each year and receiving a similar number from those countries. Exchange is usually on a District to District basis, though a number of the European countries with which we exchange operate as Multi-Districts, that is, a number of Districts grouped together for the purposes of administering the Youth Exchange Program in that country.

MAKING THE MOST OF A YEAR ON EXCHANGE

Be aware of, know and understand the rules, responsibilities and obligations of participating in the Youth Exchange Program.

BEFORE DEPARTURE: The Months Before

- Meet all requests and deadlines
- Get to know your sponsor Rotary Club, its members and the work they do in your community
- Leave plenty of time to learn the language of your host country if the national language is not English
- Learn something of the culture of your host country
- Communicate with your host Rotary Club and your first host family
- Perhaps arrange for a box of clothes and gifts to be sent ahead to your first host family
- Prepare your presentation(s) to be given to your host Rotary Club and other organisations whilst you are on exchange
- Watch SBS TV or the World Movie channel on Austar or Foxtel to get used to hearing the language of your host country - the picture usually tells the story so you don't have to know the language. And there are the subtitles!

BEFORE DEPARTURE: The Week Before

- Ensure you have the details regarding checked baggage allowance, size and weight of cabin baggage, departure date and time, meeting point and time on day of departure
- Go through your checklist
- Be prepared for arrival in a very different climate and pack accordingly
- Get farewells out of the way days before departure
- Try and get as much rest as possible in the days before departure

DEPARTURE

- Be on time
- Do NOT pack ticket, passport or money in your checked baggage - all will be needed during your journey. Carry them with you at all times.
- NEVER carry a package for anyone else onto or off an aircraft
- Be correctly, yet comfortably, dressed
- Be prepared - the impact of what you're about to embark on may suddenly hit you.

WHILST ON EXCHANGE

- Accept all decisions of your host Rotary Club and your host families (and your natural parents)
- Be adaptable - become part of the host family
- Use the host language and participate in and experience the culture of the host country
- Be prepared for ***culture shock*** and know how to deal with it [*see section entitled Culture Shock*]
- Present talks to your host Club and other organisations about Australia, your community and yourself
- Participate, be busy and get involved in:
 - Your school
 - Your host family
 - Your host Club
 - Your new community
- Attend local Rotary meetings
- Dress appropriately for all occasions, especially more 'formal' ones
- Never plan without asking - ask your host family and your host Club before committing to anything
- Write home regularly - to your parents and friends, your sponsor Club - AND complete the District monthly reports and your quarterly ***Rotayak*** contributions
- Be prepared for the unexpected!
- Observe, adjust and adapt to the host country's culture and laws
- Talk through any problems you may be experiencing with your Club Counsellor or host family

ON RETURN

Your exchange doesn't end when you leave your host country and return home at the conclusion of the exchange.

Be prepared for changes when you return home
Attend the District Debrief upon return (early February)
Attend follow-up Barbeque Get Together (late March)
Attend District Conference (March) - if required
Be prepared to give presentations or talks on your year's experience
Continue to maintain contact with District Youth Exchange.....be involved

Above all else:

Enjoy yourself but remember to be humble and respectful,
The more you put in, the more you will get out of the exchange,
Remember the student younger than you who would like the same opportunity.

A year on exchange has its ups and downs - it's how you deal with them that makes it worth while. If you bounce back quickly and easily and let go of your problem, you'll have a great year.

CULTURE SHOCK

Your lifestyle is about to change. What you experience next year will be very different from what it is now and, most likely, it will also impact upon you when you return. In fact, for some, the experience may have a lasting impact on you.

Some of the differences you experience you will like. Others you will find irritating. Some may be unbearable.

Always consider things to be different and don't be judgmental that something is better or worse than what you are used to. This *opinion could* only be made,

After time,
After plenty of observation,
With experience, and
IF, and only if, asked to offer an opinion.

Remember, do NOT be negative about your host country. You are an ambassador for your sponsor Club, local community, Rotary and Australia.

And don't depart Australia believing the stereotypes about the country to which you are going. They will be false.

Depending on you host country you should expect differences in all or some of the following:

- Language
- Climate
- Food
- Media
- Lack of news of or about Australia
- Gender roles
- Dress and appearance
- Religion and religious observance
- Social attitudes including drugs, sex, nudity, contraception, smoking and alcohol
- Sanitation
- School
- Your accent.

How to cope with culture shock:

- Be open minded
- Observe
- Adjust and adapt
- Participate
- Ask

COPING WITH HOMESICKNESS & STRESS

Many District exchange students may come from a small country town and will be hosted in a large city, just as often as those from large centres of population will be hosted in smaller centres. No matter what the size of your host community, things will be different the moment you arrive. It is strange to arrive in at a foreign airport and not know what you are looking for upon arrival. But you can be assured that upon reaching your final destination there **WILL** be people to meet you who are genuinely very pleased you have arrived safely and are now amongst them.

Very few students avoid homesickness. It may appear as soon as a week once the settling in period has passed.

You may:

- miss little things from home which you had normally taken for granted
- be continuously hearing and seeing a strange language
- be frustrated by an inability to communicate
- be overpowered by the 'culture shock'.

No matter who you are, you will all experience homesickness at some stage during the exchange but it will be different for all. Every individual will have their own way of coping with homesickness when it occurs. **DON'T** "bottle it up". To do so will lead to stress.

Some ideas about dealing with homesickness:

- Recognise the symptoms:
 - feeling miserable
 - irritability over little things that shouldn't annoy you
 - always thinking - and saying - things were done better at home
 - feeling insular: the security of familiar surrounds
 - physical discomfort
- Talk and share the problem with your Club Counsellor and/or host family
- Keep active and busy

Stress and homesickness are related, for stress can occur as a result of not being able to cope with the feeling of homesickness that may overcome you. However, stress can also begin the moment you are selected to go on the exchange. You may begin to feel it between now and your departure in January.

One of the aims of the Orientation Weekends is to prepare you for the exchange so that you will feel confident in handling your new environment in order that you get the most out of the exchange free of worry and anxiety.

Dealing with stress begins **NOW**.

At the Orientation weekends:

- Introduce yourself to Rotarians and parents who are also attending the weekend;
- Sit with different people at mealtimes
- Break away from your comfort zone.

These are some of the things you will have to do whilst on exchange. Get confident about doing them NOW and coping with them in a new environment once you arrive in your host country will be so much easier.

Who else may feel stress and how YOU can help them deal with it:

PARENTS

- Keep them informed
- Solve small problems yourself - it may surprise them!
- Discuss bigger issues which may arise

HOST PARENTS

- Become a part of their family
- Ask their advice and seek their guidance
- Keep them informed
- Discuss problems with them
- Make them happy
- Do your share of the household chores

HOST BROTHERS AND SISTERS

- Get to know their friends
- Spend time with them
- Involve them in your activities if possible
- Remember their birthdays

SPONSOR DISTRICT AND CLUB

- Send reports regularly - official and unofficial

HOST CLUB

- Attend meetings as often as possible
- Make your presentation to the Club as soon as possible
- Involve yourself in their activities
- Talk to your Counsellor
- Introduce yourself to members [*some Clubs may be significantly larger than your sponsor Club*]

PUBLIC SPEAKING

*“Words are, of course, the most powerful drug used by mankind.”
- Rudyard Kipling*

You could be asked to speak at a variety of different places to a variety of different audiences. Each one of them will be different and each one of them will require a different presentation. That is, you will need to modify your standard presentation to suit the audience.

The most likely places you will be asked to speak include:

- Your host Rotary Club
- A Rotary District Conference
- Your School and other schools
- Other service clubs
- Community gatherings
- Youth groups
- Church groups

The secret of success in public speaking is

- PLANNING to meet the situation
- PREPARATION of material
- PRESENTATION
- EVALUATION of your performance.

Your planning and preparation begins NOW. This can be done by:

- ✓ Reading material distributed to you
- ✓ Deciding on content and topics
- ✓ Doing the research
- ✓ Practising your technique
- ✓ Keeping a notebook to jot down useful ideas you see or hear
- ✓ Observing other presentations and critically appraising them
- ✓ Continually refining your presentation.

A good presentation is like a good meal. The entree is the INTRODUCTION, the starter; the main course is the MIDDLE, the main content; and the dessert is the FINISH, the end and the conclusion.

Your best approach as you head towards making your first presentation is:

1. PREPARE

- think about and determine the content of your presentation,
- keep refining and revising
- check content for accuracy and continually update the content,
- visual support,
- for different audiences;

2. REVISE

- check notes and content before you start;

3. PRACTICE

- write your complete speech,
- try it on family/friends before you leave,
- try it again on a friend overseas;

4. PRESENTATION is all important:

- allow 15 minutes plus time for questions,
- speak clearly and slowly and loudly enough to be heard – remember, you are the one with the accent,
- don't use slang unless it is a part of your presentation,
- learn to pause with effect
- your appearance is important - remember stance and gestures,
- use humour, even at your own expense,
- it's all right to be nervous.
- remember to talk about your visual presentation – don't just show it without explanation

You may find you have enough material to have two presentations prepared:

- i. You, Your Family and Community,
- ii. Australia, the Nation.

1. You, Your Family and Community

In this, talk about:

- Yourself:
 - age
 - school you've come from
 - last school year and subjects taken
 - interests, hobbies, sports
 - pets
 - special friends

- Your family:
 - family members
 - what your parents do
 - family interests
 - your home
 - other places your family may have lived
 - holidays
 - unique aspects of your family and home

- Your Community:
 - special features of your region
 - geographic
 - population
 - facilities
 - businesses / industry
 - schooling
 - any unique issues and aspects of your community
 - your sponsor Rotary Club including
 - * how old/when chartered
 - * size and composition
 - * special activities
 - * involvement in the community.

2. Australia: the nation

- Geography, size, population
- States and territories
- National flag, emblems and icons
- Brief history
- Major cities
- National capital
- Political system
- Economic base
- Current and key issues - remember to give *all* sides of the debate and yours, *if asked*
- Our unique flora and fauna

POWER POINT PRESENTATIONS

Many people choose to compliment their presentation with slides or photos to illustrate the content of their material. More technologically advanced people use a 'Power Point' presentation through a laptop which depends on sophisticated software. It is not recommended you take a laptop to use during your year of exchange. There are too many risks involved none the least of which is loss or theft and subsequent insurance claims. You may though take a CD ROM or memory stick on which your 'Power Point' presentation is loaded. Should you decide to use slides / photos or a 'Power Point', there are a few guidelines which should be followed in making a good presentation:

Power Point Presentation Guidelines

1. A Power Point presentation should *complement* your talk and not become the talk itself. The pictures are used to explain or illustrate what you are saying.
2. Remember, the audience wants to hear your message
3. A 15 minute talk or presentation is usually sufficient.
4. Don't try and cover TOO much in one address. You cannot do yourself, your Community and Australia - the nation all in *one* 15 minute address.
5. Use your best Power Point presentation available. Download an item from the 'web' if it best suits your story.
6. Know where your presentation fits into the story you are telling.
7. WELL BEFORE the presentation, check the little things –
 - availability and familiarisation of equipment to be used: laptop and screen depending on the type of presentation. If need be get someone else to operate the computer if it does not have a remote control
 - room lighting and darkening procedures.
8. Thank those who helped with the presentation on the day e.g. the venue, the supplier of the equipment, any assistants and ask if they can be used again.
9. Above all, **be prepared to give your presentation without the use of the Power Point**, should there be a hitch in the equipment.

SOURCES OF INFORMATION

- Australian Tourism Commission
- Local, Regional and/or State Tourism bodies
- Local libraries
- Local historical societies
- Local industries, industry bodies and Shire or City Councils
- Parliament House, Canberra, and/or your local Members of Parliament
- Your school
- Your parents
- The 'web'.

Remember - you may not be the first or only Exchange Student hosted by your Host Rotary Club and perhaps not the first from District 9790 or Australia, so build the talk around YOU.

Although Kipling may have said that words are a powerful drug, public speaking is also communication and communication is more than words. Communication is also about the way you project yourself to other people, that is, your body language. It's the way that you look (happy, sad, interested, bored) and the way you interact and react in the company of others (aloof, reserved, involved). Maintaining eye contact with people and shaking hands with a good firm grip are good examples of communicating with confidence. Angry Anderson's mum told him "a child without good manners is not welcome anywhere".

GIVING A VOTE OF THANKS

There may be times when you are asked to give a Vote of Thanks to someone who has given a presentation. It is another opportunity to develop your skills in public speaking. A Vote of Thanks should only be brief - about two minutes - and should not attempt to upstage the presenter for whom the Vote of Thanks is being made.

1. Use the person's name in commencing the thanks.
2. Identify two or three useful points made in the presentation and refer to them in giving the thanks. Say why you found them interesting and how you may be able to use them or act upon them.
3. If a small gift is being provided for the speaker, use an expression such as "On behalf of [name of the organisation or club], may I present you with this small gift as a token of our thanks for the time and effort you have gone to in addressing us today. It was much appreciated by all of us." Shake their hand when handing over the gift.
4. If no gift is to be presented, at the end of your thanks invite the audience to join you in showing their appreciation by leading the round of applause.

EDUCATION AND YOUTH EXCHANGE

It is a condition of participation in the Youth Exchange Program that the student attends a secondary school for the year of their absence from their home country. It is not intended nor is it permitted for a student to work or attend a post secondary school or institution.

All school enrolments are the responsibility of and are arranged by the Host Club and Host Club Counsellor with a suitable nearby school. The selection of individual subjects is a joint matter for the student, the Host Counsellor and the School at which the student will be enrolled. Should any special education needs be required by you, the student, these should be made known to the Host Club and preferably well in advance. Parents will be required to meet any costs incurred in these special requests.

Confirm with your Host Club prior to departure any matters such as cost of textbooks and school excursions. Depending on the host country and Host Club, parents may have to contribute in part or in full to the costs incurred in these matters.

Choose your subjects carefully. Some may assist you on your return. You should consult with your Counsellor and your current school in planning what subjects to take. It is a good idea that your current school and/or education authority consult with your Host School to see if any credits are available for your subjects during your year away. Plan NOW. The only effective communication about credits for study abroad can, in reality, only be done by your current school. Section 10 of the VCE and VCAL Administrative Handbook (Victoria) contains information on the procedure and level of credit available to returning Victorian exchange students. Your school will have one and will be able to assist with the explanations. NSW students should also check with their school for available NSW credits.

If you are exchanging with a country where the official language is not English, officially studying the host language could give you an exemption on return.

Once you are settled into your new school you could be asked to give lessons on Australia and, perhaps, run some English classes. Be prepared.

Be a part of your new school as a whole: join in and participate.

If you encounter any sort of problem whilst away talk to your Host Counsellor or a school staff member. Most, if not all, schools will have a staff member who will be your form/home or pastoral care tutor.

Remember: Youth Exchange is an educational as well as a cultural experience.

THE AMBASSADORIAL ROLE OF YOUTH EXCHANGE

Ambassador: Diplomat sent by one sovereign or State on mission to another; official messenger; hence, ambassadorial

Whilst overseas the student is an ambassador for Australia and for Rotary. Accordingly Rotary expects a high standard of behaviour from its exchange students, morally and ethically, so that people will form a good impression of Australia and Rotary's Youth Exchange Program. It is equally as valid that a student act as an ambassador before they leave for their year of exchange.

As participants in the Youth Exchange Program, you will be representing

- Your country
- Your state
- Your local community
- Your sponsor Club
- Your family
- Yourself.

YOU are the official messenger of the Youth Exchange Program. Even before you depart there will be opportunities for you to act as the official messenger and how you behave and sell that message may help another person, younger than you, decide to be a later participant in the program. Above all else, people will judge you by **YOUR** actions.

People will want to know about Australia, its lifestyle, your community and schooling. They will want to know about the issues facing Australians and, perhaps in particular, issues facing young Australians. People will want to know about **YOU**. Accordingly, you must be able to answer frankly yet diplomatically.

Some issues may be sensitive. Be prepared to be equally sensitive in response, at the same time as standing up for your opinion but, again, diplomatically.

Ambassadors must have an open mind. Be tolerant and respectful of differences and under **NO** circumstances criticise your host country. If asked to comment on differences you see, be thoughtful and diplomatic in your response.

Your role as ambassador is best served by:

1. Public Speaking Presentations - to Rotary and other service clubs, schools and community groups;
2. Participating - taking an active part in your host community. Not only does it enable you to fulfil the ambassadorial role, it widens the opportunities for friendships you have.
3. Interviews - if interviewed by the media or asked to write something for them always have your Host Counsellor present at the interview or check have them check your written piece. Again, never be openly critical of your host country nor your own country.

GIFTS AND SOUVENIRS

1. Why take gifts?
2. Who should you take gifts for?

The best gift any student can take costs nothing and is easy to pack - a smile coupled with politeness, courtesy, manners and respect.

That said, there are a number of considerations to be borne in mind when considering what gifts and souvenirs to take:

- Weight, cost and packaging
- There is no way of telling how many gifts you will need
- The choice available is vast
- Stick pins are a great collector's item
- Consider excess luggage - forwarding early to your first host family or Club Counsellor
- Consider having something small for an immediate gift on arrival for you first host family and Host Club President
- If you are the first representative of your sponsor Rotary Club to your Host Rotary Club you should have a Club banner ready to present at the conclusion of your address to them

Sources of gifts or souvenirs:

1. Make your own eg laminate stamps, wattle, gum leaves or 'icon' bottle tops. The District has a book of ideas you can refer to.
2. Purchase from souvenir shops - can be expensive
3. Cheaper alternatives include \$2 shops or markets (e.g. the Victoria Market in Melbourne though some shops are cheaper than the Vic Market stalls)
4. Download images of Australia from "Google" or elsewhere and laminate
5. Complete a purchase order from the Rotary Club of Yea Gift Shop. This is a new initiative from a Club in District 9790 to support youth exchange students, their parents and Rotarians, their families and friends, in supplying a wide range of gifts and souvenirs suitable for all occasions. Orders will be posted or delivered at the second Orientation weekend as requested by the student or their parents.

TRAVEL

The District has appointed a qualified, licensed and accredited travel agency who will handle all of your travel arrangements and look after much of the formal requirements such as visas.

The contact details of the agency are:

AGENCY: Terra Australis Tours Pty Ltd
CONTACT: Tim Geerarts
ADDRESS: 19 High Street
TORONTO NSW 2283
PHONE: 02 4959 6966
FAX: 02 4959 6955
E MAIL: sd@terraaustralistours.com.au

1. Passports

If you do not already have your own individual passport, you should make *immediate* arrangements to obtain your Australian passport for which you will require the following:

- Passport Application Form - obtainable from Post Offices;
- Your full Birth Certificate - NOT an Extract;
- Two (2) passport-size photographs - one to be endorsed on the reverse as set out in the Application Form.

Should you have an existing passport for another country, please contact the District's travel agency for advice.

2. Visas

It is a requirement of the Exchange that student visas are required for all countries. Visa application forms and instructions will be sent to you. Only students going to Germany can obtain their visas upon arrival. Your Host Club will assist you obtain these. Please ensure all other visa application forms are fully and properly completed and returned WITH YOUR PASSPORT as soon as possible after receiving them. It is advisable to forward your passport using registered mail. Remember to meet all deadlines asked of you. In the case of United States visas, a personal interview is required at the US Consulate and the booking must be made by the applicant. The student can only attend the interview after they receive the J-1 Visa document from the United States Department of State. Similarly, students exchanging to France are required to attend the French Embassy in Sydney before a visa will be issued.

3. Ticketing

Paper tickets will be issued to you. They are valid for twelve months from the date of travel. As such, they are needed for your return journey. Keep a photocopy of your ticket (and your passport's main page and your birth certificate) at home with your parents and a photocopy with you whilst you are away. Your Host Club Counsellor may look after your ticket and passport for you though you may need ready access to your passport.

You will be advised at the second Orientation weekend of your dates of departure. Expect the dates to be mid January.

4. Baggage allowance

Where you go to will determine the baggage allowance you may take with you:

For travel across the Pacific [USA/Canada/South America/Mexico]:

2 pieces of baggage

The sum of the three dimensions (length + width + height) of the total of **both** bags must not exceed 270 cm (106") with the largest not exceeding 158 cm (62")

No single item of baggage can weigh more than 30 kg.

For travel to ALL other destinations:

A maximum allowance of 20 kg. With the increasing cost of aviation fuel, airlines are becoming less generous with overweight baggage and have begun to charge for excess baggage

Cabin baggage allowance for ALL destinations including USA/Canada/South America:

1 piece not exceeding 5 kg

Sum of dimensions not exceeding 100 cm

Your baggage allowance may help you determine whether you send, by surface mail, and several weeks before you depart, any 'bulky' items or clothing not immediately required upon arrival, e.g. summer clothes for a winter climate.

5.

5.1 Security - at departure

Security checks upon departure are now very thorough. Stick pins in jackets could be confiscated but most seem to be able to get through. Ensure that your cabin baggage contains NO sharp objects e.g. scissors in a personal amenities bag. **Note: there is now a limit on what and how much can be placed in an amenities bag and ALL liquids and gels MUST each be in a 100ml container and all containers placed in a clear plastic bag and screened separately.**

5.2 Security - when travelling

When you are travelling keep with you, *at all times*, your three most valuable items:

Passport

Airline ticket

Money (cash / travellers' cheques / credit or debit card)

It may be a good idea to purchase a money belt or small pouch to wear around your neck and under your clothes.

5.3 Security - of documents whilst away

You should make photocopies of your passport (main page and student visa), airline ticket, birth certificate and insurance wallet. These should be held by:

Your parents at home;

Your host family (you should take them with you when you change host families);

(perhaps) your Host Club Counsellor.

It will be necessary for you to take them with you whenever you travel outside your host country.

6. **Rotary Escort**

Escorts *may* be provided as follows:

Europe: Fully escorted to Bangkok, then to Copenhagen and Frankfurt and then assisted with connecting flights to final destinations;

North America: Fully escorted to Los Angeles or Vancouver and assisted with connecting flights to final destinations;

South America: Fully escorted to Sao Paulo and assisted with onward connections.

As escorts are arranged with other Australian Rotary Districts, these arrangements may vary and you will be advised at the November weekend of final escort arrangements and contacted by the tour leader before departure to finalise airport arrangements.

7. **Your return flight**

The ticket you use to fly to your Host country is a ***return*** ticket. In other words you will need it in order to return home. Do NOT throw it away upon arrival. Keep it in a secure place and know where it is and how to access it.

Your return date will, in all likelihood, be between 5th – 15th January. Although the ticket is valid through January (tickets are valid for 12 months from the date of first travel), to facilitate ticketing an earlier fictitious date may appear on your ticket. This is NOT your return date. To obtain your return details, contact Tim Geerarts by e-mail after June while on exchange and he will e-mail you your return itinerary.

You should contact the airlines involved in your return travel at least one month prior to your return and advise them of a phone contact during the last two weeks of your stay in your host country.

Travel Tips

- Confirm / reconfirm your bookings 72 hours prior to departure;
- Carry a small amount of cash in the currency of the country to be visited;
- Watch possessions at all times;
- Do NOT, under any circumstances, carry items on or off the plane for anyone;
- Do NOT offer to carry or pack any item in your checked luggage for anyone else;
- Carry your passport, ticket and money with you at all times. Don't even put them on the seat beside you, even for an instant. Do NOT pack your passport in your suitcase;
- Your cabin baggage should contain a spare set of clothes (at least underwear, PJs) - in case your luggage is lost. Allow for warm clothing for the northern hemisphere upon arrival;
- Don't take too much with you in your cabin baggage (remember the allowance);
- Adhere to the checked baggage limits - excess baggage charges are very high;

- Don't delay departure. Arrive at the airport in plenty of time: absolute minimum is 2 hours prior to departure (international). For our outgoing departure from Melbourne, expect the check-in to be 3 hours prior to departure;
- Wear comfortable but neat/casual clothes. Wear your Rotary blazer upon departure and upon arrival.

To travel is a privilege not a right

One of the aims of the year's exchange is to live in another country and experience another culture for twelve months. The exchange is not meant to be a "cook's tour" of the host country, though there will be opportunities to see a lot of the host country and, perhaps, neighbouring countries. Numerous countries organise a 'safari' tour for approximately three weeks. The cost of this is usually the responsibility of parents. Where you are placed will largely determine how much travelling you will do.

Remember:

- Hosts tire quickly of students who constantly want to go on trips or are always seeking to do so
- Spending as much time as you can in tourist locations gives you the sites but doesn't immerse you in the culture of the host country
- All travel costs money
- If your host parents wish to take you on a weekend away, consider it a bonus
- Accept the year for what it is - a wonderful opportunity to see and learn about another country and another culture.

MANAGING YOUR MONEY

In October 2002, the District YEP Treasurer, Peter Gilbert [District Governor 2007-2008], contacted all Outbound students then under going their year of exchange with a series of questions on how they were managing their finances. He also contacted their parents for their perspective. The results became the basis of this section.

1. Overseas Bank Account

All students maintain a bank account in their host country. The type of account used depends on the advice received from their Club Counsellor or first host family. Talk to them and get their advice. Upon arrival, your Club Counsellor will assist you in opening your account. The Host Club will provide you with a monthly allowance and many Clubs deposit this directly into your account.

You may also have an 'Emergency Account' opened in your Host country for just that purpose, emergencies. This should be kept at a level of at least AUD\$500 and should be kept at that level by your parents topping it up if the funds are accessed to meet the emergency. It is not meant to be another source of funds for you to access on a day-to-day basis and to this end the 'Emergency Account' should have your Host Club Counsellor as a co-signatory to operate the account.

In some instances the Club may have a banker who is a member of the Club and he or she may be able to assist you in opening an account that is free of fees. In other instances accounts are fee free if a minimum balance is maintained. It seems that most bank accounts in host countries are fee free if you are a student.

2. Australian Bank Account

Students also keep a bank account in Australia and use this account to withdraw "top up" funds as needed. This account generally has a **debit** card attached enabling the student to withdraw funds from their Australian account using an ATM in their host country. In addition to the debit card, some parents provide their son/daughter with a **credit** card to be used in an emergency or to pay for "extras" such as Rotary organised or host family trips. With a debit card you can only spend money you have in the account. With a credit card you can spend money you don't have up to the agreed limit. This amount must be paid back within the set number of 'interest free days' otherwise you will be charged interest on the full amount. And interest rates on credit cards are high.

One student in 2002 had his credit card stolen and he felt "financially gutted". As a result he only took and used his debit card and kept the credit card well hidden for emergencies only. If you decide to take a credit card with you, it is wise to have only a small limit on the card (say \$500) so that the damage will be limited if your card is stolen and misused.

When you obtain your debit and/or credit card, record the following details and keep a copy with you host family and with your parents at home:

The card number and the expiry date;

The name on the card;

The LOST/STOLEN CARDS 24 hour help telephone number.

If your card is lost or stolen:

Immediately report it as lost or stolen to the 24 hour number. Peter Gilbert's daughter had her credit card stolen in Melbourne a few years ago and by the time she had noticed it gone, after a little over an hour, \$6000 worth of computer goods had been purchased on the card;

Make a note of the time of your call, the name of the person to whom you speak and the reference number they give you;

Always report the loss to the police and try to get a copy of the police Report. Even if it is in another language, the report will substantiate your claim.

If you are not experienced at using a card or operating an ATM, make sure you practice before you go to an overseas country to become familiar. And, shortly after arrival in your host country, try your card there as well. Remember the instructions and on-screen prompts will, for most of you, be in another language. One student was told her card would not work in the host country ATMs and a whole month went by before she found out that her card would work and it made life a lot easier not having to queue in a bank.

The most popular cards used have been those with a Cirrus Maestro facility and Visa. Students anywhere in the world do not seem to have trouble accessing their funds using these cards, unless they have no funds in their account!

It seems the cost of withdrawing money from an Australian account using an overseas ATM is \$5 per transaction - an "overseas ATM withdrawal fee" and the amount that can be withdrawn per day will be limited (subject to your account having those funds available). Some countries, among them Belgium and Germany, charge 10% of the amount withdrawn from overseas bank accounts. Most, if not all, major banks in Australia now have links with overseas banks which allow you to use the ATM of those overseas banks without a fee. Check with your local bank before you depart as to which bank or banks in your Host country may be linked with your bank here to allow fee free transactions.

Some parents with access to Internet banking facilities have found that there are no fees when transferring funds to an overseas bank account. Internet banking allows the electronic transfer of funds 24 hours a day, 365 days a year and also allows parents to monitor their child's account. Parents can also e-mail copies of bank statements to their son or daughter.

It seems nobody took travellers cheques but all took some cash in the currency of the country they were going to - up to AUD\$200. Banks, American Express or Travelex are the most widely used sources of foreign exchange.

3. Transferring funds overseas

In addition to the option of Internet banking with your finance institution mentioned earlier, parents usually transfer funds overseas by depositing money into their child's Australian bank account or make a payment into a Visa account. Funds can then be withdrawn in the host country by their son or daughter using their debit or credit card.

4. Rotary Allowance

Allowances paid by host Clubs varies between AUD\$100 and AUD\$140, per month, paid in local currency. All students found this was not enough. Even allowing for the fact that most students would not have any trouble spending whatever you gave them, the costs of living overseas are generally much higher than in Australia. Most students have never had to buy their own personal items before and were previously able to spend all their money on socialising and maybe clothes and CDs. Now things are different.

Many exchange students have worked part-time jobs before going on the year of exchange to earn some extra money for spending whilst others have relied on their parents to provide extra money. The extra funds needed varied between AUD\$100 and AUD\$300 a month. The top figure reported by one student was in Germany - AUD\$700! In the end you need to review the amount and your spending pattern once you have found your feet in the host country.

When students go out with their host families, usually the host family pays as you are treated like any other member of the family. This is not always the case and may even vary from one host family to the next. It is considered good manners to offer to pay, especially if you are taken out by a non-host Rotarian or someone other than a Rotary family. When going out with friends or on their own, students pay for themselves. Sometimes the Host Rotary Club or individual Rotarians will subsidise a student's expenses but this is the exception, not the rule.

Some students have found that if they have special events coming up and if they smile nicely and ask their Host Club for support, they often get it. If you don't ask, you don't get it!

5. The Rotary Tour

The Rotary Tour is the second largest single payment requirement of any year of exchange. Although it is not compulsory, all exchange students join with other exchange students from around the world on the organised tour. In the most part, it is paid for by the student or their parents or they have each contributed towards the cost. On rare occasions the Host Rotary Club has paid for the trip or subsidised it to some extent. It does not happen often.

The cost of the Rotary Tour seems to vary on the location and the length of the tour. As with all overseas excursions and payments, much will also depend on the exchange rate which fluctuates.

6. Other money matters you should know about

- ✓ Parents should have the authority to operate on their child's bank account. In one instance, in Finland, a student couldn't get a balance on his account in Australian Dollars and the Australian bank wouldn't give his parents a balance because of privacy provisions.
- ✓ Photocopy everything including your bank details (and insurance - dealt with later) and keep them in a safe place but your parents and Host family should know where in case they have to access them in an emergency.

- ✓ Don't buy things you don't really need.
- ✓ The hidden cost of exchange is POSTAGE, both ways. One student commented: "When the postage costs more than the contents you realise how expensive it is."
- ✓ Write down a false PIN number and put it in an inconspicuous place in your wallet. If your wallet is lost or stolen, they'll think you've made a mistake in writing down your real PIN number. It pays to know what the false number is case you're asked - so write down your mother's birthday and that'll also remind you to send her a birthday card!
- ✓ Think about how you're going to make and pay for telephone calls home. Reverse charge may be the best option as in some countries, such as Brazil, overseas phone call costs are horrendous.
- ✓ Discuss money matters with your parents before you go and avoid awkward requests for extra funds.
- ✓ Don't be afraid to ask your Club Counsellor for your pocket money or allowance. And find out from them how it is to be paid and how often. Although it is a monthly allowance some Host Clubs have paid it fortnightly. In some Clubs the payment is made direct to the student at a meeting, whilst in others it is deposited into their bank account.
- ✓ Ask if your Host Club provides any financial support for your Rotary Tour. They might consider it if they haven't though of it before or been asked.
- ✓ Stop buying clothes and going out too often NOW. You will be thankful for every cent you save and curse every cent you spend.

In 2001, D9670 surveyed their Outbound students and their parents on the cost of exchange. The total amount varied from \$20,000 (to Sweden and Finland) to \$8,000 (Poland and South Africa). Amounts varied even within countries eg it cost \$14,000 for one student to Denmark and \$19,000 for another. It cost one family \$17,500 for their child to do a year exchange to Germany whilst it cost another family \$11,000. And that survey was five years ago!

Remember:

**Your family has made a significant financial commitment.
Do not pressure them for too much money whilst you are away.
You can never have enough money -
live within your means.... learn to budget and stick with it.**

HEALTH and MEDICAL ISSUES

HEALTH INSURANCE

At any moment from your departure until your return to Australia, you are as likely to suffer illness or incur injury, as if you were at home. It is a requirement to have **adequate and valid medical and hospital insurance** for your host country. You are fully covered by insurance for health, medical and hospitalisation from your time of departure until your return. Full details of insurance are dealt with separately in the Insurance section and are spelt out in the policy documentation.

PRE-EXISTING CONDITIONS

- If you have a significant medical problem or condition before you depart, a letter from your doctor will be helpful - especially if medication is required.
- Take a supply of medications you may need. Do not rely on your host country to have them. They should be sealed and accompanied by a copy of the prescription and a letter from your doctor indicating the need.
- If you wear glasses or contact lenses, it is a good idea to take a copy of the optical prescription with you in case they are lost or broken whilst on exchange. You may even take an old pair of glasses to help whilst a new pair is made.
- Some pre-existing conditions may have an effect on your insurance policy. You are required to advise ACE Insurance of any pre-existing conditions you have.

AIR TRAVEL

Due to the altered atmosphere in the aircraft cabin, you are more likely to suffer from dehydration. This increases the risk of you suffering from jet lag and Deep Vein Thrombosis.

Jet lag is a condition where a combination of factors contributes to your feeling unwell after arrival at your destination. It is often worse after long periods of travel and crossing a number of time-zones. To reduce its impact, it is important to change your watch to the time of your destination. Then try to time your meals and sleep to coincide with the new time-zone. Remember to avoid dehydration.

Deep Vein Thrombosis, or DVT, is a condition where a blood clot forms in the deep veins, usually in the calves. It is characterised by a pain, usually in the back of the calf, leg swelling and redness. If a clot should break off it can travel to the lungs causing shortness of breath, cough or chest pain. This is a serious condition and potentially fatal, regardless of age. Should you experience any of these symptoms, even days after travel, seek medical attention immediately. This condition is more likely if you have poor blood flow in the deep veins. Flow is enhanced by adequate hydration and movement. Exercises are provided in the in-flight magazines and by a video program to help improve blood flow and should be performed regularly. Getting out of your seat and moving around the cabin is useful too. It is important to be comfortable while travelling. Wear loose, comfortable clothing and pack a change of underwear and a toilet bag with toothbrush and face towel.

DISEASE PREVENTION

- Certain countries have high risks associated with some diseases/illnesses e.g. Malaria. Check with your doctor for detailed specific advice on these matters.
- This country is free of rabies but others are not. Be careful around dogs, cats and monkeys in those countries where rabies is still a problem. Do not allow licking and, if bitten, seek prompt medical attention.
- Eating uncooked meat and fish can cause some illness and disease. Raw, pickled and spicy foods may cause discomfort.
- Before your departure, ensure all your inoculations are up to date including hepatitis and tetanus and that they are valid for one year.
- Do NOT hide any continuing or severe illness especially abdominal pain. Advise your host parents of any health problems or issues as they arise.

PERIODS

Girls travelling overseas may experience a change in their menstrual cycle. Stress - even if it is a good one! - and weight change can alter the timing of periods in particular. This is a common occurrence and although it can be inconvenient, should not cause concern. It may be worth discussing with your doctor about the ways to possibly regulate periods. Some students may be interested in pursuing this for their whole year away whilst others may be interested in cycle control during holidays whilst abroad.

INSURANCE

Like it or not, the insurance industry has been turned on its head in the past few years. The impact of 9/11 and other global terrorism scares, increasing payouts from negligence claims, the rising cost of public liability insurance and the need for insurance companies to return a profit in global equity markets have all contributed to this. Further and put it bluntly, few insurance companies want to deal with a policy of this type. It is a high risk type of insurance.

All students accepted into the Youth Exchange Program **MUST** be provided with an insurance package which covers the risks of:

1. personal accident, injury and/or death;
2. funeral expenses;
3. travel;
4. loss of personal belongings;
5. personal liability;
6. medical insurance;
7. hospitalisation.

Rotary International no longer recommends minimum levels of coverage but leaves it up to Host Districts to set. The Australian Rotary insurance policy covers amounts significantly in excess of past RI minimum levels and is among the most extensive student exchange policies available anywhere in the world.

The insurance premium contained in the package is finalised in the last quarter of the year prior to departure. The indicative figure for Outbound students is roughly about \$900. This figure is included in the global fare charged by the District for participation in the program. At the same time, the terms and conditions of the insurance policy are also negotiated.

Rotary's insurance policy -

- Is specific - it is NOT a policy supplementary to any other policy and may be invalid if another policy is taken as a supplementary policy;
- Provides for automatic cover - in the first instance, the student does not have to be named for the policy to be valid;
- Provides 12 months coverage - it begins from the time you leave your home to the time you return to it at the end of the exchange.

Like most insurance policies, there are several exclusions you should be aware of. The policy does NOT cover:

- Pre-existing conditions;
- Professional sports;
- Suicide or attempted suicide;
- Riot or civil commotion;
- Racing a motor propelled vehicle;
- Travelling in an aeroplane unlicensed to carry passengers.

You will be issued with an Insurance Wallet which contains:

- 'Certificate of Currency' which includes the students name; an explanation and
- instruction booklet;
- A Claim Form [you may like to copy it, so that you always have two];
- An ACE Assistance Card.

(Note – this may be an 'on-line' issue)

Before you leave:

- Familiarise yourself with the contents of the wallet;
- Be aware of the exclusions on pre-existing conditions and report them to ACE;
- Have a complete medical and dental check up - especially in relation to wisdom teeth;
- Check personal items you wish to take and remember Rotary only recommends INEXPENSIVE jewellery, watches, cameras, clothing etc.;
- Ensure you have listed on the policy any additional items high in value [remember, the higher the value, the higher the risk];
- Copy the contents of the Insurance Wallet and leave a copy at home with your parents.

Whilst away:

- Carry the ACE Assistance Card with you at all times;
- Ensure your host family and/or your host Club Counsellor is aware of the contents of the wallet and how to use the card.

How to use your ACE Assistance Card:

- Telephone: +61 2 9929 2210 - a reverse charge call;
- Say: "I am a Rotary Exchange Student.";
- State your name and contact details [your phone number];
- State the nature of the problem.

When to use the card:

- In any emergency situation;
- Whenever authorisation for payment is required e.g. for hospital or medical costs;
- For urgent legal advice.

Do **NOT** use the card for general inquiries.

Full details of the policy and how to use the card are contained in the insurance wallet which will be distributed to students prior to departure. It is recommended that parents copy the policy and instructions of how to use it before their son or daughter departs.

Please direct any queries to Rotary's District Insurance Officer insurance@rotary9790.org.au

PHOTOGRAPHY

Many of your memories of your year of exchange will be from experiences encountered, people met, opportunities seized. You may keep a diary of the year recording your year abroad, your school, your host families and their lifestyle, your experiences and your feelings and attitudes. Whatever way you choose to record the year, one lasting way is through photography. But what do you take with which to photograph the year?

If you don't have a camera now and are considering buying one before you go, consider the following:

- Decide on the type of camera you want: 'normal' film or digital - what you decide on will determine how much you want to pay and can afford [and remember the excess component of your insurance policy]
- Keep an eye on the advertised specials which frequently appear and seek out the best price;
- You can only buy GST free once your airline ticket is issued and you have your passport. You can buy without your airline ticket, pay the full price and claim back later but there are restrictions on the size of the claim and there is paperwork to be kept and later produced.

Remember, in choosing your camera, your Rotary insurance policy has an excess of \$250 on each claim for lost or stolen items. That means if you lose a \$300 item, your claim against your insurance will be \$50 ... \$300 less the \$250 excess equals \$50.

Given these points, a good camera (digital or non digital) can be purchased for between \$80 and \$300. More expensive cameras can be included on a schedule attached to your insurance policy as can items such as musical instruments. Seek advice about listing these. If you are unfamiliar to photography, try out your camera before you leave, although if you buy 'duty free' you won't be able to unpack and use it before you depart.

When deciding to purchase your camera for your year away, ensure your purchase will (and most of them do):

- Automatically accept any type and speed of film;
- Advance the film after each shot;
- Focus automatically or be focus free;
- Have an inbuilt flash (automatic) and 'red eye' reduction function;
- Have a simple variable zoom lens;
- Be simple and light enough to fit unobtrusively into a jacket pocket or carry bag
- Be in the recommended price range, namely, \$80 - \$300;
- If, digital, have an adequate memory stick.

A few extra points you should consider about the *operation* of your camera:

- In general, the more you pay, the more features the camera will have;
- A 'focus free' camera usually has a fixed lens (38 mm). Cameras with any thing less than 35 mm will be inadequate for your requirements. Try and choose a camera with a lens of 50 mm;

- Many compact cameras now have a variable zoom lens, mostly in the range of 35 - 70 mm. Lenses which exceed 135 mm cannot be used effectively unless they are supported usually with a tripod. This is another cost and another item to carry.
- All modern compact cameras depend on battery power - long life lithium batteries or conventional AA alkaline batteries.
- Ensure any new camera you buy has a world wide guarantee.
- Ensure the camera has a carry or protective case.
- Make sure the film used can be easily processed whilst you are overseas - but in some cases the cost of developing film is very expensive by our standards.

It is NOT recommended that you take a video camera - these cannot be easily concealed and can lead to potential thieves being attracted to you. There is also the question of cost although they are becoming smaller and cheaper;

In Conclusion

All you need is a good, simple to operate and compact camera. Most of your photos will be of people - friends made, school, tours - and many of them will be indoor shots, requiring a flashlight. There will, of course, be the occasional panoramic or scenery shot but most will be 'people' shots. If you are a keen photographer with an SLR (single lens reflex) camera with an extra zoom lens, you will need to consider the insurance implications if it is lost or damaged and the extra space it or the camera bag takes up.

Photography before you go

It was suggested in the section on **Public Speaking** that you may like to put together a set of photos to complement your presentations overseas. These could cover family, home, your school, Australia etc. Some commercially available sets are available or you could create your own before you go. You would need to do this to include your family, home and school in the presentation.

A computer '**Power Point**' presentation could also be put together to complement your public speaking engagements but to do this you will need to ensure it is in a widely accepted and used operating system, using IBM compatible and Microsoft. You will need a laptop/notebook and a projector system for display when you present and they may not always be readily available. Note you will also have to ask for a projector for your slide show if you have one.

Cameras are an optional extra on any exchange. Most of you will take one. **Take special care of your camera** - the odds are two of you will lose your camera, or have it stolen, whilst away.

DUTY OF CARE

Risk is inherent in virtually all aspects of society and a Youth Exchange program *may*, by its nature, have more inherent risks than youth programs 'closer to home'. Rotary's goal of developing world citizens by exposing exchange students to other cultures brings with it some risks. But ever since its earliest days, programs for youth have been a central focus of Rotary. In 1949, the RI Board of Directors adopted the slogan ***Every Rotarian an Example to Youth***, and since then the Youth Exchange program, Interact, Rotaract and RYLA (Rotary Youth Leadership Award), amongst others, epitomize the dedication of Rotary and Rotarians to the healthy development of young people. A concern for nurturing, protecting and promoting youth is as old as Rotary is itself.

Accordingly, in November 2002, the RI Board of Directors adopted a Code of Conduct for Working with Youth. It states:

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

Further, District Governors of Australia's 23 Rotary Districts adopted the following Charter in November 2002:

Charter for Child Protection

1. All children have the right to live free from harassment, intimidation and abuse.
2. Rotarians commit to a rejection of this type of behaviour.
3. Breaking the silence on this issue is a responsible approach to this matter.
4. Allegations by children regarding breaches of this issue will be responded to promptly and sensitively.
5. Relevant legislation will be adhered to by Rotary Clubs and District Committees when planning and carrying out activities involving children.
6. Appropriate “Risk Assessment” and reporting procedures are to be established including appropriate training programs.
7. Rotary's Youth Programs should be conducted in a professional manner, sensitive to all relevant issues.
8. A 'child' is a person under the age of eighteen years.
9. This Charter shall apply to all relevant programs of Rotary where Rotarians are involved in a 'person in authority' role.
10. This Charter should be applied to GSE, Rotaract and like programs.

Rotary International also fully supports the aims and objectives of the United Nations Convention on the Rights of the Child which guarantees a child's right to protection and good and basic levels of care.

The principles and philosophy of the Convention should be carried over into all activities with which Rotarians engage with young people and are bound to implement all necessary measures to ensure a safe and supportive environment for all children and youth. Australia is a signatory to this UN Convention.

The District 9790 Youth Exchange Committee is fully committed to adopting and fulfilling the principles and practices as laid down in the RI Code of Conduct for Working with Youth, the RI Guidelines on the prevention of abuse and harassment of young people, the Charter for Child Protection and the UN Declaration of the Rights of the Child.

All young persons involved in District 9790 Youth Exchange have the right to feel safe and comfortable whilst they are a part of that activity and the District, participating Clubs and Rotarians are committed to achieving and implementing this policy.

A Youth Exchange program may find it difficult, if not impossible, to eliminate all threats of harm to students.

Duty of care is an all embracing term. It has become more publicised in the community over the past few years with increased litigation involving sexual and child abuse cases. It is a subject from which Rotary, the District and sponsor and host Clubs cannot retreat. The truth is abuse occurs in many forms in society. Rotary is a microcosm of society and, as such, abuse can occur within Rotary without anybody knowing about it.

Our exchange students, both inbound and outbound, are of an age where they are vulnerable. Differences in culture, language, education and judicial systems and the fact they are so far from home, all contribute to their vulnerability. Our role as Rotarians is to protect and guide those in our care and to safeguard their welfare to the best of our ability.

As an exchange student, you need to recognise abuse when it occurs. Indeed, ALL involved in youth exchange have to be able to do that. Accordingly, your best protection, if you as exchange students need it, are your Club Counsellors. They are there to look after your well-being during the period of the exchange. They will be your mentor, friend and confidante - somebody to turn to for advice, guidance, help and counsel. As a student you must feel confident enough to talk through problems and issues with your Counsellor or another member of your host Club. You should, officially or unofficially, have two Counsellors, one of each sex. In many cases, it may be a husband and wife team or it may be a member of each sex from the host Club.

Rotary takes the issue of duty of care and dealing with youth very seriously. We will take all reasonable steps to ensure the risk of harm is removed and that youth feel safe and confident when in our care. As Rotarians we rely on the cooperation of our fellow Rotarians in the countries we exchange with, that they will also take all such reasonable steps. We are all bound by the RI Code of Conduct. Perfection and the total removal of all elements of harm are not, and cannot, be expected but all will be done within our power to reduce and eliminate the risks. As Rotarians we should be applying the highest of professional, ethical and moral standards in all our dealings.

Accordingly, we seek to achieve our policy through:

- Education of students about safety issues and measures through appropriate training sessions to assist with prevention and elimination of possible dangers;
- Advising students on how to deal with and disclose abuse;
- Education of Rotarians and other participants in youth exchange through appropriate training sessions to assist in the prevention and elimination of possible dangers;
- Encouraging a spirit of community and cooperation to promote awareness of the issue of harassment and abuse;
- Making clear to all Rotarians, potential Rotarians and other volunteers the standards and codes of behaviour which are required to uphold these standards;
- Publicising Rotary International's standing as an organisation with an attitude of zero tolerance towards harassment and abuse;
- Appropriate screening of all those involved in youth exchange activities;
- Fulfilling all requirements as laid down by government and other regulatory bodies including Rotary International;
- Implementation of appropriate reporting procedures upon disclosure of abuse.

D 9790 has adopted a very extensive Student Protection Policy written by the Australian Rotary Youth Exchange Program Chairs' Conference in 2005. Likewise, Rotary International has adopted a set of guidelines as a part of their *Rotary Code of Policies* to be followed by all Clubs and Districts, worldwide, engaged in youth exchange.

You will be provided with a document entitled "Tips for Staying Safe".

REMEMBER:

If it doesn't feel right, it isn't right.

COMMUNICATING and REPORTING

Once your year of exchange has commenced, there will be many people interested in knowing and hearing about your experiences whilst away and the progress of the exchange - both the good and the bad! They include your family, your sponsor Club, the District and your friends. Of course, in the ever changing world of communication, it's now so easy through the Internet and e-mail. It's important to keep open the lines of communication with your home community, especially your friends, as it will help you 'settle back in' when you return from your exchange.

During your exchange, you will be required to complete the following reports on a regular basis:

THE MONTHLY REPORT TO THE DISTRICT 9790 COMMITTEE

You will be required to provide a specific report to your District Counsellor each month. This contains specific information about the progress of your exchange and allows you to inform us of anything you feel is important for us to know. The Monthly Report can be found on the District's website www.rotary9790.org.au. If we are not aware of any problem or concern you have, we are not in a position to be able to help. You will receive a reminder from the Youth Exchange Committee Secretary for you to complete your report. As this is a specific form that is completed, your District Counsellor would **also** like to hear of your experiences, challenges and successes by way of a personal letter or, more likely, e-mail.

ROTAYAK

A very popular way to communicate with all your fellow exchange students, parents and Sponsor Clubs is through the District's youth exchange magazine, *Rotayak*. This quarterly publication requires you to contribute an article of about 200 words on such things as your experiences, triumphs and new school and family life. If possible, a good quality photograph should accompany the article, scanned and sent by e-mail. You should be in the photo - having a good time, but not so much fun to give some the impression that Youth Exchange is about a year long holiday! The same goes for the content of what you write - but it cannot be defamatory, critical or upsetting to more conservative Rotarians. If it is, the editor retains the right of removal of the offending piece! The first edition for 2003 created something of a record: ALL outbound exchange students responded with an article. This was again repeated for the first edition 2006. Let's keep it that way.

SPONSOR CLUB

You should also be communicating occasionally with your sponsor Club. They will want to know how you are going and what your experiences have been. An e-mail report to your Club Counsellor should be a part of your reporting schedule and, from that report, the Club can be informed of your progress.

Communicating with other exchange students is another of your open lines - usually by the Internet. That said, you should not spend TOO much time communicating with them. Your year of exchange is to experience other peoples and their culture. Spending too much time 'chatting' to other exchange students via the Internet, isolates you from your host family and the host culture. You host families want you to communicate with them and experience their home and family life.

Keeping in touch is more than just reporting back to Rotary, family and friends. You may also like to keep in touch with what is happening in Australia whilst you are away. You can be assured, there will be very little reported in your host country about events in Australia. Some useful web sites are:

www.abc.net.au

www.theage.com.au

www.ninemsn.com.au

www.yahoo7.com.au

www.theaustralian.com.au

www.heraldsun.news.com.au

You should also check whether your local media outlets have accessible web sites e.g. WIN, Prime and Ten Vic TV stations and local newspapers.

Again, do not spend TOO much time chasing news about home and Australia. It could lead to homesickness.

Our District web site is www.rotary9790.org.au

How to access the youth exchange section for your Monthly report:

- On the Main Page, go to “Committees in District 9790” and click on the link
- Then go to “Youth Exchange Information” and click on the link.
- It will then take you to the section to complete you Monthly Report on line.

Your District Counsellor contacts are contained in the Committee List in the Appendices.

Your **Rotayak** articles and Monthly reports should be sent to:

Neil Templeton

231 Main St

RUTHERGLEN 3685

E-mail: njstempleton@netc.net.au

FIRST NIGHT WITH YOUR HOST FAMILY QUESTIONNAIRE

1. What do I call you? Mum, Dad or use of first names?
2. What am I expected to do in and about the house **daily** other than:
 - ✓ Make by bed
 - ✓ Keep my room tidy
 - ✓ Cleaning the bathroom after use?

Bedroom

3. Do I need to purchase any coat hangers or are there enough for my use?
4. Where do I clean my shoes?
5. Am I permitted to put up pictures, posters etc. in my bedroom? If so, how and are there any restrictions on what I may put up?
6. May I rearrange my bedroom?
7. Where can I store my suitcases etc.?
8. Will this be a personal space which I can call my own?

Bathroom

9. What is the most convenient time for me to use the shower/bath?
10. Where may I keep my personal bathroom toiletries?
11. May I use the family soap, shampoo, toothpaste etc.?

Meals/Kitchen

12. What are the meal times?
13. What can I do to assist at meal times:
 - Set the table?
 - Clean away after the meal?
 - Help with the washing up?
 - Pack the dishwasher?
 - Dry the dishes?
 - Put away the dishes?
 - Empty the garbage bin?
14. At other times, may I help myself to food and drink (non-alcoholic) at any time?
15. Is it permissible for me to join you in having a wine or drink at dinner with you?
16. What are the arrangements for lunch at school?
If I take my lunch, do I make it or do you?
If I buy lunch, who pays?
17. If the student has any special dietary requirements, they should be mentioned now.

Laundry/washing/cleaning

18. What do I do with my dirty clothes until washing?
19. Should I wash my own underwear?

20. Do I need to do my own ironing?
21. May I use the washing machine or iron at any time and do I need to ask first?
22. Do you wish me to clean my room / change bed linen? When is convenient?

Household rules/lifestyle

23. Are there any areas of the house strictly private e.g. bar, office/study?
24. Is it permissible for me to use any household tools/equipment e.g. sewing machine, workshop tools?
25. What are your rules for me about alcohol?
26. What times do I need to be out of bed
 - on school mornings?
 - on weekends?
 - during holidays?
27. What time is bedtime and “lights out”?
28. What are the rules for me going out at night
 - during the week?
 - during the weekend?
29. What time should I be home at night? (special occasions by special arrangements)
30. How often may I go out during the week?
Should I phone if I am going to be late home?
If so, after how long - 10, 15, 20 minutes?
31. May I have friends visit during the day? To stay overnight?
(Opposite sex should not visit if host parents are not present).
32. May I use the TV and sound system at any time?
How loud should the sound system be?

Telephone, internet and mail

33. What are the rules about the use of the telephone?
Must I ask first to use the telephone?
34. What are the rules regarding the making of local calls?
35. What are the rules for the making of overseas calls?
Should I keep a log of the calls made?
[A student should pay for all overseas calls made]
36. What are the rules about the use of the computer and internet?
37. Do you have skype, or unlimited download time?
38. What is the procedure for mailing letters?
39. What address do I use for my incoming mail?

Schools and Transport

40. What is the method by which I get to and from school?
41. What forms of public transport are available to me?

Likes and Dislikes

42. Do you, as Host Parents, have any dislikes e.g. chewing gum, inappropriate dress at meal times, music being played too loudly?
43. Is there anything you would like me NOT to do?
44. What likes and dislikes do my host brothers/sisters have?

Family

45. What dates are the birthdays of my Host Parents and my Host brothers and sisters?
46. If we go out as a family, who pays such things as entrance fees, tickets, meals etc.?
- [47. - if applicable - Please tell me how to interact with the house servants?]
48. Is there anything else you would like me to know?

A FEW FINAL THOUGHTS

Here are five magic phrases to help you cope, be accepted and enjoy the experience:

PLEASE
THANK YOU
I'M SORRY
EXCUSE ME
AFTER YOU

Remember Angry Anderson's mum:
"A child without manners is not welcome anywhere".

- *Smile*
- *Be happy*
- *Make people around you happy*
- *Be proud of your achievements*

BUT above all else,

BE YOURSELF

APPENDIX I

ROTARY YOUTH EXCHANGE PROGRAM

D. 9790

Committee: 2011/2012

<u>CHAIRMAN</u>	Graeme Budd (Joy) (Benalla)	32 Goulding Close BENALLA 3672	03 5762 4202 (H) 03 5762 4202 (F) 0429 624 202 (M)
			Email: gbu83811@bigpond.net.au
<u>VICE CHAIRMAN</u>	Rowena Mann (Benalla)	460 Goomalibee Rd BENALLA 3672	03 5762 7746 (H) 03 5722 5066 (B) 0414 231 360 (M)
			Email: rowena2@me.com
<u>DEPUTY CHAIRMAN</u>	Chris Clark (Jill) (East Shepparton)	42 Howe St MOOROOPNA 3629	03 5825 2310 (H) 0414 906 617 (M)
			Email: clarkfab@cv.quik.com.au
<u>SECRETARY</u>	Margaret Brown (Graham) (Corowa)	6 High Street RUTHERGLEN 3685	02 6032 7345 (H) 0427 689 429 (M)
			Email: grmibrown@hotmail.com
<u>MINUTE SECRETARY</u>	Janelle Tasker (Warwick) (Rutherglen)	55 Wilson Street WODONGA 3690	02 6056 6057 (H) 0419 525 870 (M)
			Email: warnel@bigpond.com.au
<u>TREASURER:</u>	Graeme Maddox (Christine) (Albury Hume)	60/100 Tabletop Road THURGOONA 2640	02 6043 1012 (H) 0438 284 060 (M)
			Email: graeme.maddox@gmail.com
<u>ASSISTANT TREASURER</u>	Colin Foster (Lorraine) (Rutherglen)	52 Glasgow Street RUTHERGLEN 3685	02 6032 9062 (H) 0409 253 012 (M)
			Email: colaraine@netc.net.au
<u>TRAVEL CONSULTANT</u>	Tim Geerarts	19 High Street (PO Box 600) TORONTO 2283	02 4959 6966 (B) 02 4959 6955 (F)

TERRA AUSTRALIS TOURS PTY LTD ABN 27055465 Lic No 2TA003555

Email: sd@terraaustralistours.com.au

AIRPORT Ian Musgrove 10 Koala Crescent 03 9338 8980 (H)
LIAISON (Melody) WESTMEADOWS 3049 03 9338 8980 (F)
(Preston) 0402 045 840 (M)
Email: imusgrove@bigpond.com

REGIONAL COORDINATORS

WESTERN EUROPE

France, Belgium

INBOUND Neil Templeton 231 Main Street 02 6032 9459 (H)
(Jenny) RUTHERGLEN 3685
(Rutherglen) Email: njsltempleton@netc.net.au

OUTBOUND Rowena Mann 460 Goomalibee Rd. 03 5762 7746 (H)
(Benalla) BENALLA 3672 03 5722 5066 (B)
0414 231 360 (M)
Email: rowena2@me.com

Austria, Germany, Switzerland

INBOUND Gary Williams 27 Nordsvan Drive 02 6024 3001
(Belvoir Wodonga) WODONGA 3690 0417 219 056
Email: gary.glen.williams@gmail.com

OUTBOUND Gary Matheson 4 Coorilla St 02 6071 2268 (H)
(Tallangatta) TALLANGATTA 3700 02 6071 2268 (F)
0418 667 624 (M)
Email: gary.matheson@bigpond.com

SCANDANAVIA

Denmark, Finland, Sweden

INBOUND Janelle Tasker 55 Wilson Street 02 6056 6057
(Warwick) WODONGA 3690 0419 525 870
(Albury North) Email: warnel@bigpond.com.au

OUTBOUND Kameal Fares PO Box 227 03 5428 1377 (H)
(Faye) RIDDELL'S CREEK 3431 03 5428 7999 (B)
(Riddells Creek) 03 5428 7997 (F)
0427 353 335 (M)
Email: kameal_fares@hotmail.com

NORTH AMERICA

Canada, USA, Mexico

INBOUND and OUTBOUND

Jill Ramsay
(*Eltham*)

19 Snowball Road
ELTHAM 3095

03 9439 7116 (H)
03 9431 1599 (B)
0421 318 580 (M)

Email: ramsay.jill.m@edumail.vic.gov.au

SOUTH AMERICA & PACIFIC

Brazil, Japan, Taiwan, Thailand

INBOUND

Sandra Hanley
(*Yea*)

10 Range Rd
YEA 3717

03 5797 2756 (H/F)
0407 875 097 (M)

Email: sandrah9@gotalk.net.au

OUTBOUND

Andy McSpadden
(*Anne*)
(*Albury West*)

846 Blackmore Street
ALBURY 2640

02 6041 3629 (H)
0412 690 074 (M)

Email: andymcspadden@hotmail.com

SHORT TERM EXCHANGE (STEP)

Charles Knight
(*Vicki*)
(*Tallangatta*)

482 Guinea Street
ALBURY 2640

02 6023 3248 (H)
02 6071 5120 (B)
0428 222 210 (M)

Email: charles.knight@towong.vic.gov.au

SKI WEEKEND

Carla Bau
(*Myrtleford*)

5 Moore Street
MYRTLEFORD 3737

03 5752 2112 (H)
03 5751 1066 (B)

Email: carlabau@iprimus.com.au

Grievance Procedure for Youth Exchange Students

Aims of a Grievance Procedure:

- That Rotary youth exchange students, their parents and/or guardians know they have the same rights to fair and equitable access to a grievance procedure process as local students and their parents
- That the District Youth Exchange Chair has the general responsibility for the efficient organisation, management and administration of the exchange program
- That the exchange students know where their complaints, problems or grievances should be directed and that an attempt will be made to resolve the issue when it is first raised
- That where a resolution cannot be reached the first time the student knows the next level to seek a resolution until such time as it is reached
- That Host families, Club Counsellors, District Youth Exchange officials and School principals are aware of the first contact person should a conflict or grievance arise in the home or the School and the next level should it become necessary.

Formulating a Grievance Policy:

1. As a basis for settlement of a grievance or problem, refer to the *Grievance Procedure Flow Chart*
2. The student shall have the right to a fair and equitable access to a grievance procedure
3. Categories of grievances include, but are not restricted to:
 - Financial
 - Professional standards of care
 - Discrimination
 - Abuse and harassment (note: sexual abuse and harassment have strict protocols which must be followed)
 - Misconduct
4. Procedures as to whom to address the complaint or seek a resolution to a problem or grievance, e.g.
 - Host family
 - Rotary Club Counsellor or YEO
 - School principal or other relevant school official or Coordinator
 - Rotary District YE Country Coordinator or Chair
5. Grievances and/or problems should be resolved locally wherever possible
6. Procedures for the resolution of a grievance should include, where necessary:

- Meeting (including access to translation and/or interpreter services)
- Investigation
- Referral to appropriate individual
- Conciliation / arbitration
- Resolution
- Communication and explanation of decision and acknowledgement of outcome

7. Who is ultimately responsible for resolving the conflict.

Refer to the *Grievance Procedure Flow Chart* which follows

GRIEVANCE PROCEDURE FLOW CHART

