

RULES AND RESPONSIBILITIES OF THE YOUTH EXCHANGE PROGRAM

In signing and completing the Application Form, the participating student, his / her parents and the Sponsor Club agree to abide by the formal rules of the Youth Exchange Program to which all parties should constantly refer and remind themselves.

This summary sets out what those rules are and the responsibilities of the different parties which make up the program.

1. Rules, Responsibilities and General Information for Students and Parents

- 1.1: The period of the exchange is for one academic year. Each student must attend secondary school in the host country for the duration of their year on exchange. Students and parents should make inquiries of their own educational authorities as to whether credits may be obtained for subjects and courses undertaken during the year on exchange
- 1.2: An insurance policy is provided as a part of your total YEP package. NO other insurance policy is required either before departure or upon arrival in the host country
- 1.3: All student travel including airline tickets and the attainment of visas shall be organised by the District Committee's Travel Coordinator and is included in the Youth Exchange fee. Parents are required to obtain a valid passport for their son/daughter participating in the exchange
- 1.4: Students shall be given a choice of countries with which to exchange but the final decision regarding the country of assignment remains with the District Committee
- 1.5: Where students participating in the program have relatives in the host country, those relatives have no authority over the student whilst they are participants in the program
- 1.6: Parents are required to provide adequate clothing for the comfort and well being of their son/daughter appropriate to the country, area and climate in which their child is hosted. An official blazer of Youth Exchange is a part of the 'uniform', the cost of which is included in the exchange fee
- 1.7: Parents must provide their child with an Emergency Fund of approximately \$500AUD. This fund is for 'emergencies' including clothing and travel and should be maintained at this level during the year on exchange. The assigned Counsellor in the host Club should be consulted on items of an urgent nature
- 1.8: Students assigned to a country where English is not the national language should devote adequate time to learn the essentials of the language of the host country prior to departure. In some instances, students must show a proficiency in that language upon arrival in the country whereupon the student may need to attend an intensive language course. This cost is to be borne by parents
- 1.9: Upon acceptance by a host Rotary Club, the student should begin communicating with the host Club Counsellor and the first host family as soon as possible. Parents may also communicate with the first Host family
- 1.10: The exchange student shall become an integral member of the host family assuming duties and responsibilities normal for a student of his / her age [A "First Night with the

Host Family Questionnaire" is attached as Appendix v.]

- 1.11: Students are expected to respect the wishes and requests of their Host parents who are morally, socially and physically responsible for the student. As the culture and society of the host country may differ from that from which they have come, students are to expect guidance and restrictions
- 1.12: Students should choose their friends in the community slowly, wisely and carefully. Trust your host family, Host Club Counsellor or school personnel in helping you in this choice or ask for their guidance
- 1.13: Students should undertake NO travel outside the District in which the host Rotary Club is located without the written consent of:
- the natural parents,
 - the Host Rotary Club Counsellor, and
 - the Host District Youth Exchange Chairman.
- In such instances, travel is not permitted unaccompanied nor may the student travel alone or with other students. An itinerary with contact details must be provided to the Youth Exchange Chairman at least four weeks prior to the journey commencing
- 1.14: Invitations to go on trips with a family other than the Host family should only be accepted once you have the permission of:
- the Host family, and
 - the Host Rotary Club Counsellor.
- In such instances, the student must make sure what costs they may be liable for and what their responsibilities may be before they go
- 1.15: Parents are responsible for financing the optional Rotary approved/hosted tour in the Host country for their son or daughter
- 1.16: Parents shall also be responsible for:
- all health and dental checks prior to departure,
 - all travel baggage,
 - ensuring their son/daughter is at the departure point at or prior to the stated time,
 - appropriate gifts for host families and other hosts
- 1.17: Students must at all times adhere to and abide by the 4 'D' Rules:
1. The student must not use illicit and illegal drugs. The only drugs permitted are those prescribed by a physician for medical reasons
 2. The student is not permitted to own or drive a motor vehicle including a motor bike, motor boat or vessel nor private aircraft regardless of whether to student has the appropriate licence for that means of transport
 3. Serious dating is not permitted. Whilst casual dating, preferably as a member of a group, is quite acceptable a student should not become 'romantically involved' during the period of the exchange
 4. Drinking of alcohol is not permitted except in the following circumstances:
 - when in the physical presence of your Host Parents or a Rotarian who is SPECIFICALLY responsible for you at the time
 - the circumstances for you to drink are completely legal
 - it is done in moderation

- 1.18: Smoking is strongly discouraged and is at the discretion of your Host Parents. Students should be aware of the local laws in regard to smoking which may differ significantly from Australian state law
- 1.19: Students are expected to attend all Club and District Rotary functions as required regardless of any personal priorities or plans the individual may have made
- 1.20: Students must complete all requests for regular reports to the District and should send regular reports to their sponsor Club
- 1.21: Upon their return, preferably with their parents, students must attend the two day Student Debriefing Session usually held late January/early February and if possible the District Conference in March

2. Rules and Responsibilities for Rotary clubs as a Sponsoring club

- 2.1: Disseminate information on the Youth Exchange program and, having agreed to be a part of the program, promote, advertise, seek and receive nominations
- 2.2: Conduct interviews with nominating students and their parents
- 2.3: Select the student to participate in the program and advise the District Youth Exchange Committee who are responsible for confirming the final selection
- 2.4: Appoint a Club Counsellor for the outbound student
- 2.5: Host the student and his / her parents at several Rotary meetings
- 2.6: Provide an opportunity for the outbound student to make a prepared presentation to the Club prior to their departure
- 2.7: Ensure the student has a quantity of Club banners for presentation in the host country
- 2.8: Communicate on a regular basis with the outbound student whilst on exchange
- 2.9: Provide a level of assistance to and accompany the student to Orientation and other weekends prior to departure
- 2.10: Appropriately farewell the student upon their departure and greet them upon their return at the conclusion of the exchange
- 2.11: Provide an opportunity for the student to address the Club upon their return
- 2.12: Provide a level of assistance to and accompany the student to the de-brief session
- 2.13: Maintain all records in accordance with the ARYEPCC Guide to certification and complete the Club Declaration required for Sponsor Clubs.

3. **Rules and Responsibilities for Rotary Clubs as a Host Club**

By agreeing to sponsor an outbound student, the Club must agree to host an inbound student. This is a government requirement as overseas students are required to pay a fee for their education unless there is reciprocity on the exchange.

- 3.1: Complete and promptly return all documentation required to allow the exchange to proceed
- 3.2: Ensure that all regulations pertaining to 'Working With Children' are adhered to
 - Working with Children check (VIC) or Statutory Declaration (NSW) completed for all Club members.
 - Working with Children check (VIC) or Statutory Declaration (NSW) completed for all host parents and members of the host household who are over 18 years of age.
 - Record / copy of all the above documentation filed by Club
- 3.3: Ensure a Club member is appointed as Counsellor for the duration of the exchange which can mean the same person is in the job for up to 21 months
- 3.4: Begin communicating with the inbound student to be hosted by the Club once he/she is known. Clubs could also communicate with the parents of the inbound student
- 3.5: Arrange schooling at an appropriate secondary school free of charge to the student. The club may have to budget for such things as excursions, uniforms and books.
- 3.6: Arrange travel to and from school
- 3.7: Arrange/provide accommodation for the student in a Host family at no cost to the student. It is recommended that four Host families are appointed (minimum of three would suffice) who do not have to be families of Rotarians.
Families outside the Rotary community must be vetted and approved by the Host club and briefed on their role and responsibilities. All families must adhere to the Working with Children requirements.
- 3.8: Meet the inbound student at the airport, perhaps with members of the first Host family, and convey the student to your community for a 'settling in' period. This could be for 'a few days' with the Host Counsellor at which time Medicare, banking, schooling and other arrangements can be made
- 3.9: Provide a monthly allowance of at least AUD\$120 to \$140 (recommended figure) to the inbound student
- 3.10: Ensure the student belongs to the Club and participates in Club events
- 3.11: Assist the student to District functions including Youth Exchange Orientation weekends and District Conference
- 3.12: Remember the student's birthday, anniversaries, family days and national day of the hosted student
- 3.13: Create opportunities for the student to address the Club, schools and other community groups

- 3.14: Monitor the student's progress and well-being at school
- 3.15: Provide regular reports to the natural parents and the sponsor Club on the progress of the student
- 3.16: Provide a farewell for the student at the end of the exchange period and farewell the student at the airport
- 3.17: Maintain all records in accordance with the ARYEPCC Guide to Certification and complete the Club Declaration required for Hosting Clubs.

4. Responsibilities of the District Committee

- 4.1: Administer all aspects of the Youth Exchange Program in District 9790
- 4.2: Promote and disseminate information on the programme to Clubs and the community throughout the District
- 4.3: Establish the basic rules of the program within the Rotary International framework for youth exchange
- 4.4: Interview all students nominated by participating Rotary Clubs and make the final decision on a student's participation in the programme
- 4.5: Allocate participating students to host countries
- 4.6: Liaise with host country District Coordinators and make all arrangements to place the outbound student in the allocated overseas country
- 4.7: Liaise with sponsor Clubs and Club Counsellors
- 4.8: Receive monthly reports from outbound students and forward them to sponsor Clubs, if required
- 4.9: Send monthly Inbound Reports to Inbound students and receive returned reports
- 4.10: Send Quarterly Club Counsellor Reports (for Inbound students) to Hosting Clubs
- 4.9: Coordinate program activities for students during the year of exchange including the annual 'safari' tour, student weekends and District Conference
- 4.10: Organise and manage the orientation weekend programme for both outbound and inbound students
- 4. 11: Thoroughly prepare outbound students for their year of exchange.

Any queries arising from the above points or should any further explanation be required, please contact the Chairman of D 9790 Youth Exchange.