

# Ideas for Hosting a Rotary Youth Exchange (RYE) Student



## Rotary Club

▶ **Appoint a Club Youth Exchange Committee** with a minimum of 2-3 people.

- ▶ **Discuss financial expectations** with the Club members. Establish the amount of the stipend from the club (District Committee recommends a minimum of \$60/ month). Discuss expenses such as prom, senior pictures, graduation announcements and reception, activities passes, school lunches, etc. Find out if the school will donate things like activities passes or if there is some assistance available for school lunches. This needs to be worked out by the club so the Youth Exchange Officer (YEO) can discuss these issues with host families.
- ▶ **Name a Rotarian** to serve as Club Counselor for the RYE student
- ▶ **Have the Club Counselor and 2 or 3 students** from the class or school your exchange student will attend begin e-mailing one to two months before his or her arrival. This will make the student feel like they already know someone when they arrive.
- ▶ **Take the students** who have been e-mailing along to the airport to greet the RYE student.
- ▶ **The Club Counselor should meet your RYE student within the first few days**, if the Club Counselor does not meet them at the airport. Present the RYE student with a written list of names, telephone numbers and e-mail addresses of contacts such as: Club Counselor, Youth Exchange Officer, Rotary Club President and all Host Families.
- ▶ **The Club Counselor should go over the rules** of exchange with the student within the first week.
- ▶ **The Club Counselor, along with the first host parent(s)**, should take your RYE student to meet school administrators and teachers. Discuss what is expected of the student while in school.
- ▶ **The YEO or Club Counselor should assist the student in opening up a bank account.** Ask the bank to donate the use of a safety deposit box to store the student's passport, return home tickets and other important documents. The YEO or Club Counselor should keep the key to the safety deposit box. If a safety deposit box is not available, the YEO or Club Counselor is responsible for keeping these documents.
- ▶ **Introduce the RYE student** to other members of the community.
- ▶ **Make sure your RYE student attends Rotary meetings right away** so they get to meet and know the Rotarians (the District Committee mandates RYE students attend at least one meeting/month and recommends the student attend as many Rotary meetings and events as possible) Encourage different Rotarians invite the student to join them at their table during a meeting.
- ▶ **Ask the RYE student to give the club an update** once a month about their experience.
- ▶ **Encourage Rotarians to host the RYE student for a weekend.** This not only allows the student, the Rotarian and his or her family to get to know each other better, it offers some different experiences to the student and it gives the host family a short break from hosting.
- ▶ **The Club Counselor should regularly keep in touch with the student and host family** to make sure things are going well. Regular contact will allow any problems to be addressed immediately.

**Encourage Rotarians to host the RYE student**  
Once a month, the Club Counselor should assign a Rotarian to host the RYE student (take the student out for supper, invite the student to the Rotarian's home for a meal, take the student to a ballgame, concert, fair, etc.)

**WELCOME!**

Within the first month, host a special event to welcome your RYE student.

- ▶ **Notify Rotarians that it is their responsibility to provide, for the RYE student, transportation** to and from Rotary events and activities including: Get Acquainted Weekend in September, District Interviews in November, Orientation in February and District Conference in April or May. RYE students are required to attend these events.
- ▶ **Find out when your RYE student's birthday is** and celebrate.
- ▶ **Encourage club members to attend and support the school activities** your RYE student is participating in.

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## Host Family

- ▶ **Carefully select host families** that will provide a safe home and a quality experience for the student. (See host family application and *Rotary International Harassment and Abuse Policy*).
- ▶ **Have a minimum of three host families** for the student's stay.
- ▶ **Have a meeting with all of the host families present prior to the student's arrival.** Have the host families discuss rules and expectations and allow the host families to ask questions.
- ▶ **Within the first week, have all of the host families, Club Counselor and student get together.** This is a good time to present the student with the written list of contacts and their information plus, allows the student to meet the families.
- ▶ **Make sure each host family has a copy of the Host Family Handbook** well in advance of the student's arrival.
- ▶ **Discuss financial expectations with the host families.** Make sure the families know the student will receive a stipend from the club and how much that stipend is. Discuss expenses such as prom, senior pictures, graduation announcements and reception, activities passes, school lunches, etc.
- ▶ **Make sure the host family has read and understands the *Rotary International Harassment and Abuse Policy***
- ▶ **When the student moves to the next host family, ask the previous family to complete the Post-Stay Survey** right away and submit it to the District Committee. Providing them with an addressed envelope will encourage them to send in their survey.
- ▶ **Encourage host families to treat the student as a member of the family.**

**Encourage each host family to communicate expectations and rules with the student the day after the student arrives. The First Night Questions list is a good place to start.**



## Host School

- ▶ **Provide a copy of the Host School Handbook** to the school administrator.
- ▶ **Complete the Contact Information pages of the School Handbook** is completed with contact information for: Club President, YEO, plus Each Host Family and the dates the students will be staying with them. Present this information to the school administrator.
- ▶ **The Club President or Club Counselor should contact the school administrator to enroll** the RYE student, and to sign the guarantee form, which must be returned to the District Chair by June 1 or sooner.
- ▶ **Discuss with the administrator Rotary's expectations and requirements** (meeting attendance, travel policy, etc.) Ask if the school would be willing to donate an activity pass to the exchange student.

**Encourage the students to give one or more presentations about their country to fellow high school students.**

- ▶ **The Club Counselor, along with the first host family, should take your RYE student to meet school administrators and teachers.** Because the host parent may not be a Rotarian, it is the Club Counselor's responsibility to make sure the student is taken care of properly at school.

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## *Other*

- ▶ **After the student has been here for awhile and has good command of the language**, seek out and encourage the student to talk to classes, civic organizations and others about his or her home country and the exchange experience. The youth exchange program is designed to encourage better understanding among different cultures, so take this opportunity to learn about another culture.
- ▶ **Offer to take your exchange student to give a presentation to other Rotary Clubs** who are not hosting a student this year.
- ▶ **If your community has an Interact Club**, encourage the RYE student to be involved in that Club.



## *Recruitment Tips For Outbounds*

- ▶ **Encourage potential outbound students to visit District 5630's web site** for a copy of the preliminary application (long term and short term), the full-length application, testimonials, insurance form, handbooks and other information.
- ▶ **Print necessary forms, handbooks and other informational material** that is on the RYE CD.
- ▶ **Put posters up** (available from the District Committee) at the school and other places the kids frequent
- ▶ **Host an informational meeting to inform students and parents** about the Rotary Youth Exchange Program. Encourage students from neighboring communities who do not have a Rotary Club to attend the informational meeting.
- ▶ **Make a presentation to classes at the high school** or invite past exchange students to give presentations to potential outbound students.
- ▶ **Put together a list of past exchange students from your community and share it** with potential outbound students and their parents.
- ▶ **Send a press release to local papers and radio notifying them that applications are being accepted** (District Committee will help coordinate this).
- ▶ **Conduct local interviews of potential outbound students** and select the best candidates to be interviewed on the District Level.

**NOVEMBER 1**

is the deadline for outbound students to have their preliminary applications submitted to their local Rotary Club.

District Interviews are conducted in mid-November.