

Rotary District 7410
Youth Exchange Program

Handbook

for

Rotary Club Youth Exchange Chairs



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DG Paul Muczynski, 2008/2009
DGE Ted Silver, 2009/2010
DGN Robert Wehe, 2010/1011

Unless Stated Otherwise, All Telephone
Numbers Listed are Within US Area 570

ROTARY DISTRICT 7410 YEARLY CALENDAR OF EVENTS

This is a yearly calendar of events. Specific dates can be gotten on the calendar on ryedb.net or 7410youth.org

January or February	1 st Mandatory Outbound Orientation		Outbound; Landed; ROTEX	Camp Lackawanna
March or April	2 nd Mandatory Outbound Orientation		Outbound; Landed; ROTEX	Camp Lackawanna
June	Final Mandatory Outbound Orientation		Outbound; Landed; ROTEX	Camp Lackawanna
August	Rebound Picnic for Returning Students		Returning Students and Parents	Camp Lackawanna
September	Landed Student Orientation		Landed; ROTEX	Camp Lackawanna
September	Mandatory Adult YE Orientation		Club YEO and Counselor	Keystone College
October	District Conference		Landed; ROTEX	TBA
August to November	Clubs Recruit and interview prospective Students			
November	District Interviews		Prospective Students; Parents; Landed: ROTEX	Tunkhannock High School
December	Holiday Dinner		Outbound: Landed: ROTEX	Keystone College
District Executive Committee	Meets Quarterly (February, March, August, November)			TBA

DATES will change yearly. Please print this page and put in the dates each year. Dated Calendars can be found on www.ryedb.net or www.7410youth.org

DISTRICT 7410 YOUTH EXCHANGE EXECUTIVE COMMITTEE

Kathleen Farrell Kurosky

Chairperson

46 Chenango Street, Montrose PA 18801

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Rotary Youth Exchange Program
District 7410
www.7410youth.org



Club Compliance Certification

(Please print in ink or type)

The Rotary Club of _____ (Club), in District _____ 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 any 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.

The Club certifies that it will adhere to the following procedures and practices, listed below:

Pre-Arrival:

- Recruit, check background and references, visit potential host families (at least 2, preferably 3 with at least one emergency placement also available)
- Sign and return guarantee form to District (necessary overseas for student visa)
- Ensure that all host families are oriented before arrival of student
- Ensure that contacts are made with student and his or her family in preparation
- Assign Rotarian of same gender as counselor, and ensure their regular, documented contact with student

1st Week:

- Ensure student welcomed upon arrival
- Provide contact information to student, including:
 - Host club Rotary counselor
 - Host club Youth Exchange chairperson
 - Host club president
 - 2 non-Rotarian resource persons, one male, one female (school personnel are typical candidates)
 - Local medical, dental, mental health professionals
 - Local social service agencies for issues such as suicide prevention, rape counseling, etc.
 - District hotline for inbound students
- Ensure that student's visa and documents (e.g., DS-2019) and return airplane ticket are correct
- Ensure that student has sufficient funds for compulsory insurance and emergency fund (\$350 US)
- Open bank accounts (personal and emergency)
- Arrange for schooling

Ongoing:

- Ensure that student attends mandatory functions of District for exchange students, such as Orientation and District Conference
- Stay in touch with host families to identify and respond to issues and problems as rapidly as possible
- Ensure careful coordination for transitions between host families
 - Ensure that student attends and participates in local Rotary meetings and activities regularly

Signature of Club President

Printed Name

Date

Kathleen Farrell Kurosky
District 7410 Chairperson
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EMERGENCY AND PROBLEM POLICY

All emergency and problem incidents are to be reported IMMEDIATELY, either by the host Club Chair or by the Host Family, to the District Chair. If the District Chair cannot be reached immediately, then the District Vice Chair shall be notified. If neither the District Chair nor the District Vice Chair is immediately available, then any of the other members of the Executive Committee, listed on Page 4 of the Handbook, shall be immediately notified. Such notification shall occur at the time of the incident, day or night.

The District Chair or the qualified substitute will immediately notify the District Governor to advise and consult the Governor about what steps are being taken to eliminate or abate the problem.

An incident is defined as a problem of health or injury, a problem of welfare, a problem of well-being (including grades at school), a problem of rule-breaking (especially Rule #11) and anything else as deemed either by hosts or Club Chair, both major and minor.

***Kathleen Farrell Kurosky, Chair
278-3063 (voice), 434-2265 (fax), kkurosky@epix.net***

***Barb Schupeltz, Vice Chair
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District 7410
www.7410youth.org



Student Protection Policy

Approved as Policy on May 24, 2006

District 7410

Northeastern Pennsylvania

Student Protection Policy

Policy Framework

1. Statement of Conduct for Working with Youth

District 7410 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 any 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.

2. Definitions

Volunteer: Any adult involved with Rotary Youth Exchange activities who has direct interactions with students. This includes, but is not limited to, club and district Youth Exchange officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings and other family members). In general, background checks need not be conducted for adults who will have only casual or occasional group interactions with Youth Exchange students. This may include, for example, Rotarians present at a club meeting attended by Youth Exchange students.

Student: Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

Sexual abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex.

Additional examples of sexual abuse could include, but are not limited to:

- ◆ Non-touching offenses
- ◆ Indecent exposure
- ◆ Exposing a student to sexual or pornographic material

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

Examples of sexual harassment could include, but are not limited to:

- ◆ Sexual advances
- ◆ Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- ◆ Verbal abuse of a sexual nature
- ◆ Displaying sexually suggestive objects, pictures, or drawings
- ◆ Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

3. Incorporation of District Youth Exchange Program and Liability Insurance

District 7410 is not currently incorporated, but will apply for membership in ESSEX, the Eastern States Student Exchange Program, Inc., or will incorporate during 2006-'07.

4. Volunteer Selection and Screening

The District 7410 will maintain a volunteer selection and screening process. The following screening steps must be completed prior to participation in Youth Exchange activities. (A sample of District 7410 Host Family/*Youth Volunteer Affidavit* form can be found in *Appendix G*.)

District 7410 will maintain all records of criminal background checks, waivers, and screening for adults working with minors for a period of ten years.

All volunteers interested in participating in a District Youth Exchange program must:

- ◆ Complete a District 7410 Host Family/*Youth Volunteer Affidavit* form and authorize the district to conduct a criminal background check (subject to local laws and practices). In general, background checks need not be conducted for adults who will have only casual or occasional group interactions with Youth Exchange students. This may include, for example, Rotarians present at a club meeting attended by Youth Exchange students.
- ◆ Undergo personal interviews.
- ◆ Provide a list of references for the district to check.
- ◆ Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future conduct. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- ◆ Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above.

- ◆ Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:
 - Demonstrated commitment to the safety and security of students
 - Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being
- ◆ Host families must complete a written application.
- ◆ Home visits must be conducted for each family and should include both announced and unannounced visits, both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.
- ◆ All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home either on a full- or part-time basis.

Rotarian counselors must meet the criteria for *All Volunteers*, as well as the following:

- ◆ Counselors must not be a member of the student's host family.
- ◆ Counselors should not be close friends or relatives to other volunteers involved with a particular student (i.e. school principal, host family, etc.).
- ◆ Counselors must be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.

5. Student Selection and Screening

All students interested in participating in programs of District 7410 must:

- ◆ Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program.

- ◆ Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the programs of District 7410 must be interviewed to determine the student's suitability for participation in the Youth Exchange program.

6. Training

District 7410 will provide student protection training to all Youth Exchange program participants. *Responsibility for assuring that appropriate training is conducted at all levels is assigned to the Youth Exchange Chairperson and the Student Protection Officer.*

District 7410 will:

- Adapt the Abuse and Harassment Prevention Training Manual available in late 2005.
 - ◆ Maintain a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted. (Please see Appendix B)
 - ◆ Conduct specialized training sessions for the following Youth Exchange program participants:
 - District Governor
 - District Youth Exchange committee members
 - Club Youth Exchange committee members
 - Rotarian counselors
 - Host families – host family training will be provided by each club YEO, and monitored by District 7410 Youth Exchange Chairperson.
 - Students (outbound and inbound)
 - Parents and legal guardians of students
 - Establish guidelines to ensure that all those required to be trained have participated.
 - Maintain records of participation to ensure compliance.
 - Assure that volunteers have been trained within the prior three years.
 - A district student protection officer can assume training responsibilities.

7. Allegation Reporting Guidelines

District 7410 is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accord with the *Youth Exchange Student Sexual Abuse and Harassment Reporting Guidelines*, found in *Appendix H*

8. Investigation Guidelines

District 7410 takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. District 7410 will cooperate with all law enforcement, child protective services, and legal investigations and will only conduct their own independent investigations such that it does not interfere with other investigations.

9. Other District Responsibilities

District 7410:

- ◆ Have procedures for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.
- ◆ Requires that all inbound Youth Exchange students maintain insurance at the following levels Maximum lifetime benefit \$500,000; Accidental death \$10,000; medical evacuation \$50,000.
- ◆ Provides each student with a list of local services in the district (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.)
- ◆ Will complete a student data request form for all participating Youth Exchange students and return it to RI one month before the beginning of the exchange.
- ◆ Will provide each student a District 7410 Phone Contact Card for reporting questionable occurrences and will report any indicated occurrences to Pennsylvania Child Line 1-800-932-0313 immediately.

- ◆ Will follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.
- ◆ May appoint an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse or harassment.
- ◆ Will report all criminal allegations to RI within 72 hours.
- ◆ Will report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
- ◆ Evaluate and review this policy and accompanying procedures on a regular basis.

10. Club Compliance

District 7410 will monitor and ensure that all participating clubs within the district comply with RI guidelines for student protection. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- ◆ *Copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, etc.*
- ◆ List of services in the area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services)
- ◆ Club student protection training program

Participating clubs must agree to:

- ◆ Complete and return a signed compliance statement that the club is operating their program in accordance with District 7410 and RI policy.
- ◆ Conduct reference checks and, if needed, criminal background checks, and for all volunteers involved with the program, including, but not limited to adult full-time residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact.
- ◆ All volunteers must complete and sign the *District 7410 Host Family/Youth Exchange Volunteer Affidavit* found in *Appendix G*. In general, background checks need not be conducted for adults who will have only casual or occasional group interactions with Youth Exchange students. This may include, for example, Rotarians present at a club meeting attended by Youth Exchange students.
- ◆ Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both prior to and during the placement.
- ◆ Conduct follow-up evaluations of both students and host families.
- ◆ Follow the *Youth Exchange Student Protection Sexual Abuse and Harassment Reporting Guidelines* found in *Appendix H*.
- ◆ Report all cases of sexual abuse or harassment to the District Student Protection Officer and the leadership of the district and the club immediately. District Leadership will report to the appropriate law enforcement authorities immediately. In Pennsylvania this is accomplished by contacting Pennsylvania Child Line at 1-800-932-0313.
- ◆ *Prohibit direct placement of students outside of the District Youth Exchange program structure (e.g. "backdoor exchanges").*
- ◆ Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance).
- ◆ Develop contingency plans for hosting that include pre-screened and available back-up families
- ◆ Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- ◆ Ensure that long-term exchange students have multiple host families.

- ◆ Provide each student with a comprehensive local services list.
- ◆ Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- ◆ Provide mandatory training on student protection for host families, outbound students, inbound students, and their parents or legal guardians.
- ◆ *Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individuals independent of the host family and club counselor.*
- ◆ Follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks (available in late 2005).
- ◆ Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to the District Student Protection Officer immediately.
- ◆ Conduct interviews of all applicants and applicants' parents or legal guardians.
- ◆ For long-term exchanges, three successive host families are preferable.

District 7410 Youth Exchange Chairperson

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 Montrose PA 18801
 570-278-3063
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District 7410 Student Protection Officer

Patricia Ehrenzeller
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 Tunkhannock PA 18657
 570-836-5877
weepingwillow@emcs.net



Rotary Youth Exchange Program



Sexual Abuse and Harassment Reporting Process

1. The first adult to whom a report of criminal action such as abuse is made is mandated to arrange and maintain the safety of the student.
2. Said adult (the club Youth Exchange Chair, Rotary counselor or other official), should immediately contact Pat Ehrenzeller, Child Protection Officer for Rotary District 7410 at 570-836-3131 (w) or 570-836-5877/7257 (h).
3. After arrangements have been made for the safety of the student, and Child Protection Officer contacted, the adult should contact the District Chairperson, Kate Farrell Kurosky at 570-434-2501 x 548 (w) or 570-278-3063 (h).
4. If the Child Protection Officer cannot be contacted, the District Chairperson should be contacted immediately.
5. If the Child Protection Officer or District Chairperson cannot be contacted, the adult should contact Past District Governor Melanie Tek at 570-857-0290.
6. The District Youth Exchange Chairperson, Student Protection Officer, or Past District Governor, Melanie Tek, will contact Pennsylvania Child Line 1-800-932-0313.
7. Once a report is made to Pennsylvania Child Line, it is referred to Children and Youth Services in the appropriate county. The abuse investigator in that county will investigate the case. If abuse is founded, the case will be referred to law enforcement.
8. If the student is eighteen years of age or older at the time of the incident, the Pennsylvania State Police will be contacted by the Student Protection Officer.
9. The District Youth Exchange Chairperson will contact RI within 72 hours.

Kathleen Farrell Kurosky
Chairperson

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Post Report Procedures

For use by Rotarian Counselors and District Youth Exchange Chairs

The student's Rotarian counselor and the District Youth Exchange Chair are responsible for ensuring that the following steps are taken following an abuse allegation report. Unless otherwise specified, these steps must be taken immediately following the report.

1. The adult to whom the student reports the abuse should follow the *Allegation Reporting Guidelines*.
2. Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
3. Contact appropriate law enforcement agency immediately (if not already done). If law enforcement agency will not investigate, club or District Youth Exchange Chair should coordinate the investigation into the allegations.
4. Ensure the student receives immediate support services.
5. Offer the student an independent, non-Rotarian counselor to represent the interests of the student. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the Youth Exchange program.
6. Contact the student's parents. If the student is away from home, provide the student with the option of either staying in the country or returning home.
7. Remove the alleged abuser or harasser from all contact with the specific student and other youth while investigations are conducted.
8. Cooperate with police or legal investigations.
9. The student's Rotarian Counselor should inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken and the outcome of all investigations and resulting actions.

Rotary International District 7410

Rules for Rotary Youth Exchange Students

There are 13 rules in 2 groups of importance Group One:

- 1.) Exchange students are **forbidden** to operate motor vehicles. (This includes all motorized watercraft, snowmobiles, motorcycles, minibikes, mopeds, three wheelers, four wheelers, aircraft, and lawn mowers. Anything that uses motor power!)
- 2.) Exchange students are **forbidden** to use drugs except under medical supervision.
- 3.) Exchange students are **forbidden** to drink any alcoholic beverages.
- 4.) Exchange students who arrive in District 7410 with a pre-diagnosed illness and/or prescription drugs without proper notification to the District and subsequent approval by the District shall be returned home immediately.

Breaking any one of the above rules in group one (just once) will subject the exchange student to immediate expulsion from the exchange program. This means the exchange student goes home!!

Group Two: Rules of Good Conduct and Behavior

- 5.) Social Activities such as dating ARE allowed. Serious involvement is not allowed. Sex involvement is not allowed. Sex involvement becomes a Group One violation! This rule is for the exchange student's own benefit. If the exchange student becomes seriously involved with someone, the exchange student's social world becomes very limited. Needless to say, sexual involvement leads to all kinds of consequences.
- 6.) Exchange students must maintain passing grades in school (An average of "C" or 75, hopefully higher, is expected.) If the student is having difficulties with schoolwork, ask for help. Exchange students may be absent from school only for Rotary events or with host parents' permission (illness included here). Quarterly grades given by your school must be communicated to the District Chair each quarter in a timely manner.
- 7.) Exchange students are forbidden to have jobs or employment. They have no Social Security number which is required in the United States for employment. Also, exchange students are in the United States with a J-1 visa which does not allow employment. Occasional babysitting, washing windows, etc. is okay.
- 8.) Exchange students are only permitted to travel with host families, on school trips, and Rotary activities. **All** trips outside District 7410 will be allowed **ONLY** with the permission of the Club YEP Chairperson and the District Chairperson, and **ONLY** if the student has written permission from the natural parents at home. Exchange students must ask host parents for permission to travel, also. This is common courtesy and for their own safety. There may be a need to contact the student.
- 9.) Exchange students must participate in **ALL** mandatory District 7410 Youth Exchange activities listed on the 'Calendar of Events'.
- 10.) Exchange students are expected to accept speaking and/or social engagements that are

- 11.) arranged by the host family, Rotary club, school or other social functions. It is recommended that each exchange student have **at least** three speaking engagements during their exchange year.
- 12.) Exchange students **must** conduct themselves in a proper manner at **all times**.
- 13.) Smoking, along with the use of other tobacco products, is not allowed in District 7410.
- 14.) Only American English is to be spoken at all Exchange Student functions, including District Conferences, Orientations, Holiday Dinners, etc.

Serious or repeated violations of the rules in group two will also result in the Exchange Student's expulsion from Rotary YEP. Students will have to sign a "Warning Slip" on Group 2 Violations; three violations resulting in three signatures means **THE STUDENT WILL GO HOME !!!**

GENERAL INFORMATION

Youth Exchange Club Chair

Club Certification: At the front of this manual is a club certification page. Every District Club participating in Rotary Youth Exchange must complete this form, have the club president sign it and return the signed form to the District Chairman. This is to be completed annually

Ideally, each club has enough very interested persons to have a full, active Youth Exchange Committee with each member assuming an area of responsibility. In the real world of District 7410 Rotary, usually the Youth Exchange Chairperson wears the assorted mantles of the many facets of Rotary Youth Exchange.

The District 7410 Youth Exchange Program operates on a District-wide basis, as well as a club basis. The District assumes the costs and supplies the personnel to run the orientation programs and to enforce the District rules, as cited in this Handbook. The District Youth Exchange Executive Committee also gives guidance to the individual clubs.

It is the custom that if a District 7410 Rotary Club chooses to sponsor a local student for a year abroad, then that Club will host a student. This participation is what makes the Rotary Youth Exchange Program unique in the world of exchange.

It is refreshing in District 7410 that some clubs who do not have an outbound student(s), still choose to host a student. This allows more students to become an outbound student.

Any additional information that clubs feel should be included in the Handbook would be greatly appreciated. Please send your suggestions to the District Chairman.

--NOTES--

Roles and Responsibilities

Role of the District and Club Exchange officers

Both District and Club Youth Exchange Officers

- Develop an effective support system for Youth Exchange students.
- Comply with all district and RI youth protection policies.
- Coordinate participation in Youth Exchange, and work closely with club or district Youth Exchange committee to complete all club or district Youth Exchange responsibilities.
- Know all RI and district policies and procedures and ensure that they are followed in the administration of the Youth Exchange program.
- Carefully screen, interview, and select all students your club will sponsor on an exchange.
- Carefully screen, interview, and select all adult volunteers in the program.
- Ensure that all participants understand expectations and responsibilities.
- Maintain regular communication with inbound and outbound students throughout exchange (this includes maintaining a list of all students, with contact information).
- Coordinate travel plans and visa arrangements.
- Create or review club or district Youth Exchange policies.
- Respond immediately and thoroughly to any allegation

District Youth Exchange Officers

- Communicate continually with international contacts when placing or receiving students and through-out every exchange.
- Serve as liaison between districts outside country and clubs within district.
- Keep district governor informed of all Youth Exchange activity in district.

Club Youth Exchange Officers

- Ensure that host families, parents, students, and counselors participate in training and orientation on abuse and harassment prevention.
- Keep club president informed of all Youth Exchange activity in club.
- Coordinate students' placement with host families and schools.
- Responsible for the foreign student during the student's year in the US
- Assigns a Rotarian counselor for each student.
- Provides a monthly stipend for the student and requires the student to attend club meetings and special functions whenever possible.

Role of the Counselor

- Be an **advocate** for student.
- Support student and make student feel part of the **Rotary family**.
- Be the **liaison** between student and Rotary club, host family, school, and community at large.
- Provide guidance and counseling to student in matters such as choosing classes, friends, and activities.
- Assist student in adapting to culture and language.
- Maintain and document regular contact (at least once a month) with student.
- Listen attentively to student's comments and concerns.
- Provide student with general information about host club and area, including a list of contact information for people and organizations student can contact if he or she needs help.
- Establish contact with student before arrival and explain expectations of club and district.
- Work with community and student's school to ensure that student is involved in positive activities and community life.
- Help inform student about sexual abuse and harassment and create a supportive atmosphere in which student feels comfortable to discuss his or her concerns.
- Know district and RI policy on abuse and harassment prevention.
- Be aware of signs and symptoms of sexual abuse and harassment and appropriate actions to take.

Role of the Host Family

- Provide a safe, non-threatening, respectful, and appropriate environment in which trust and friendship between you and the student can develop.
- Support the student and make the student feel part of your family. Listen to the student.
- Maintain close contact with the host Rotary club so that any problems may be addressed and resolved quickly.
- Participate in training and orientation offered by the Rotary club or district for host families.
- Be informed of any special needs your student may have, such as dietary restrictions or medical concerns.
- Ensure the student knows how to contact the people in his or her support network, and do not feel threatened if the student feels unable to discuss problems with you.
- Voice any questions or concerns you may have about your student — even seemingly insignificant ones — to the student’s counselor or host Rotary club president or district Youth Exchange chair.
- Know how to contact Rotary representatives and community services quickly in case of emergency.
- Establish communication with your student before he or she comes to live with your family; if possible, communicate with student’s family at home.
- Provide room and board for your student. The student must have his or her own bed. If the student must share a room, it should be with a child of the same gender and similar age, if possible.
- Celebrate your student’s birthday and other special occasions.
- Exercise supervisory and parental responsibility to ensure your student’s well-being. Never be afraid to say “No”
- Strive to understand the challenges your student is facing as he or she experiences life in a new country.
- Help your student become involved in community life by introducing him or her to neighbors, friends, and community groups.
- Teach your student about your culture and learn about the culture in your student’s home country.
- Understand the program rules applicable to the student and to your family.
- Throughout the exchange, advise your student about matters such as school, family, community functions, and choosing friends.
- Treat this young person as you would your own son or daughter, not as a guest.
- Good Communication is essential.

THE GUARANTEE FORM

The Guarantee Form (GF) is one of the most important documents for both the incoming and outbound students. This form when completely filled out and signed guarantees that the student is accepted by a hosting Rotary Club and a school.

For Outbounds:

- When completing the Long Term application, student, parents and Rotary Representative complete page 1 of the form. A sample document follows. Complete and sign four originals.
- This form is then returned to the District Chairman along with the Long term application.
- The application and GF are sent to the overseas Rotary District.
- The GF then goes to the prospective Rotary Club who after they accept the student, will complete the remainder of the GF (page 2) and return at least 2 originals (both pages) back to the District 7410 Chairman. The District chairman will forward to the student.
- The students need this form for getting their VISA. Only when the form is returned can the student begin to process the VISA application.
- The form also contains the name, address, phone number and email address of the first host family and counselor. The student can begin to communicate with the family when this form is returned to them.

For Inbound:

- The GF arrives in this District to the District Chairman with the long application.
- The District Chairman will send the prospect club the application and the GF forms (2).
- The club should then proceed to accept or not accept the student.
- The form should then be completed by the club president/YEO and the school.
- This is a very important form for the inbound student. Appointments for VISAS are taking anywhere from 2 weeks to 3 months so **it is VITAL that this form be returned within 3-4 weeks of receiving it.** Please do not hang onto the application and GF for six months and then tell the district you can't take the student!
- Most clubs have trouble finding host families because they wait until the application arrives before looking for suitable families. **Please do not do that!** You should begin to look for suitable host families in Aug/Sep at the start of the school year. Then when the applications begin to arrive in Feb/Mar, you will not be scrambling and holding onto the GF until you find a family.
- **We cannot stress enough how important this form is to the student coming to this country.**
- When the GF is complete, send both originals with the Name and physical (not mailing) address of the school to the **Alternate Responsible Officer.** (See the executive committee page for the address)

Typically, you should be able to process the application and return the GF to the District within 4 weeks of receiving it and no later than 6 weeks of receiving it.



District _____

Applicant Name _____

Long-Term Exchange Program Guarantee Form

Full Legal Name as it appears on passport or birth certificate (use all capital letters for your FAMILY name)				Gender
				<input type="checkbox"/> M <input type="checkbox"/> F
Home Address — Street	City	State/Prov.	Postal Code	Country
Postal Address (if different) — Street	City	State/Prov.	Postal Code	Country
Home Phone	Mobile Phone	E-mail		
Date of Birth (e.g., 01/Jan/1999)	Place of Birth (City, State/Province, Country)		Citizen of (Country)	
Sponsor Rotary District	Host Rotary District	Host Country	Arrival Airport in Host Country	

(A) APPLICANT GUARANTEE I, the applicant named above, agree to do the following: (1) Purchase round-trip air travel before I depart my home country; (2) abide by the rules and decisions of the program, accepting advice and supervision of my hosts; (3) attend all orientations and trainings offered by my sponsor and host districts and clubs; and (4) not request permission to stay in my host country, and return home after completion of my exchange.

(B) PARENT/LEGAL GUARDIAN GUARANTEE We, the parents/legal guardians of the above named applicant, agree to do the following: (1) Pay all costs of transportation, passport, and visa; (2) pay costs for health and accident insurance; (3) pay for clothing for the applicant's welfare and any uniforms required; (4) pay additional costs as circumstances arise, e.g., provide an emergency fund, if required by host district, under control of the host Rotary club to be returned at completion of the exchange if not used; (5) attend orientation meetings; (6) abide by program rules and follow host district policy on visiting the applicant while he/she is abroad.

The Undersigned APPLICANT and PARENTS/GUARDIANS hereby agree to the Applicant's and Parents'/Guardians' Guarantee (A and B) and that the applicant is permitted to travel to the host district, live with approved families for up to one year, and attend secondary school.

Signed (Applicant)		Date (e.g., 01/Jan/2006)	
Signed (Father/Guardian)	Date (e.g., 01/Jan/2006)	Home Phone	E-mail
Signed (Mother/Guardian)	Date (e.g., 01/Jan/2006)	Home Phone	E-mail
Witness (Sponsor Rotary club representative)	Date (e.g., 01/Jan/2006)	Home Phone	E-mail

ALTERNATIVE EMERGENCY CONTACT IN HOME COUNTRY

Name	Relationship		
Address — Street			
City	State/Prov.	Postal Code	Country
Home Phone	Business Phone	Mobile Phone	E-mail

(C) SENDING CLUB AND DISTRICT ENDORSEMENT

The Rotary Club of _____ and District _____, having interviewed the applicant and his/her parents/legal guardians and reviewed the student's application, hereby endorse the student as qualified for Rotary Youth Exchange and recommend to host clubs the acceptance of this student. District _____ agrees to provide adequate orientation to the student and parents before the student's departure.	Name of Club		Club ID #	District #	
	Club President Name		Signature		
	Date (e.g., 01/Jan/2006)	Home Phone	E-mail		
Club Secretary <input type="checkbox"/> / YEO <input type="checkbox"/> Name	Signature		District Chair Name	Signature	
Date (e.g., 01/Jan/2006)	Home Phone	E-mail	Date (e.g., 01/Jan/2006)	Home Phone	E-mail

Applicant Name	
----------------	--

(D) HOST CLUB AND DISTRICT GUARANTEE

The Rotary Club of _____ will provide room and board in approved homes, provide up to one year of study at the secondary school level, invite the applicant to participate in Rotary club and district events and activities typical of our country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary club will also give the applicant a monthly allowance in the amount of US\$ _____. District _____ agrees to ensure adequate training for host parents and Youth Exchange volunteers and orientation for the student upon his/her arrival.	Name of Club		Club ID #	District #	
	Club President Name		Signature		
	Date (e.g., 01/Jan/2006)		Home Phone		
	E-mail				
	Club Secretary <input type="checkbox"/> / YEO <input type="checkbox"/> Name	Signature		District Chair Name	Signature
	Date (e.g., 01/Jan/2006)	Home Phone	Date (e.g., 01/Jan/2006)	Home Phone	
	E-mail	E-mail			

(E) HOST CLUB COUNSELOR (required)

Name		Address — Street		
City	State/Province	Postal Code	Country	
Home Phone	Mobile Phone	Fax	E-mail	

(F) SCHOOLING GUARANTEE

<i>(To be completed by the school the applicant will attend in host country)</i> The applicant will attend school from date of school start for one school year. Costs of tuition and activities not a part of the normal curriculum must be paid by the applicant or his/her parents/guardians.	Name of School		Date School Starts	
	Address — Street			
	City		State/Province	
	Postal Code		Country	
	Phone	Fax	E-mail	
Name of School Official	Title/Position	Signature	Date (e.g., 01/Jan/2006)	

(G) FIRST HOST FAMILY (required)

Name of Host Father		Name of Host Mother		Name(s) and Ages of Other Adult(s) in Home	
Address — Street					
City	State/Province	Postal Code	Country		
Home Phone	Mobile Phone	Fax	E-mail		

Student: Please submit this form with the rest of the completed application to your local Rotary club or district. Your information will be shared with Rotary International. It will only be used for official RI business and not sold to or shared with third parties, unless required by law to be released.

Rotary district/clubs: Please mail completed Guarantee Form to the address below.

Youth Exchange
 Rotary International
 One Rotary Center
 1560 Sherman Avenue
 Evanston, IL 60201-3698 USA

The Rotary Youth Exchange Experience:

Culture Shock

By Dennis White, Ph.D.

Most of us are familiar with the term "culture shock". We may think of it as the temporary disorientation that comes from being exposed to a different language, different customs, food, etc. What we don't often realize is that it is usually a rather profound reaction to fairly significant other differences; in the way people view the world, in the way they think and what they value. Tourists often experience culture shock at a superficial level. People who actually live in another culture can experience culture shock as an on-going reaction and adaptation to basic differences. Rotary Youth Exchange Students, living and studying in a different culture, living in the homes of host families, often experience significant culture shock, sometimes on a continuous basis, throughout their stay abroad.

Most exchange students in year-long programs go through a fairly identifiable progression of adjustment to culture shock, although each student's experience is unique. It must be emphasized that while culture shock can be very uncomfortable, there is nothing wrong with it, or with the person experiencing it. It is also quite common for students to have a very positive and rewarding experience, despite having on-going adjustment problems with culture shock. Many would argue that the most rewarding exchanges come only when there is a pronounced experience of culture shock.

Culture shock usually involves at least four stages. It is quite common for these stages to repeat themselves as students become more and more successfully immersed in the host culture. These stages are:

1. Excitement and Enthusiasm. This is the feeling of excitement and enthusiasm that accompanies travel to a new place, seeing and doing so many new and different things, and meeting new people. It is most prominent at the beginning of the exchange year, but can repeat itself as students continue to have new experiences, like changing host families, meeting new students, or continued travel. Sometimes it can be the excitement that comes from developing a new skill or increased understanding of the host culture.

2. Irritability. This is the stage most readily associated with culture shock and occurs when the initial excitement wears off and real differences become evident. These are differences that go beyond food and language, and they are often indescribable to the person experiencing them. No matter how understanding and accepting the student may try to be, there will be many times when they just don't like or understand why their host culture is the way it is, and they can't seem to make the feeling go away. Irritability can come at any time that a student is confronted with differences they may not have experienced or perceived previously.

3. Adaptation. This is the longest, most difficult and most rewarding stage. This is when students learn to accept that they will have to adapt if they are going to be successful in their host culture. They work at adapting to customs and habits that they may not understand, and may not like. Sometimes even when they try very hard, they have difficulty, because so much of this adaptation depends on learning the native language. They know they are adjusting when they begin to think and speak using idiomatic expressions (expressions that have meaning beyond a literal translation). They know they are adjusting when they notice that they are doing things without thinking, and these are the very things they never thought they could become comfortable with. An example would be when

someone from a very formal culture becomes comfortable standing very close to other people, frequently touching them and being touched, during a conversation. Adaptation is a continuous process, and it requires added attention as some of these newly discovered differences become apparent to the student.

4. Biculturalism. This stage comes very near the end of the stay, or sometimes doesn't really emerge until the students return to their native countries. This is when they realize that they have become competent in another culture, and can see the world and function from another, very different point of view. When this stage emerges toward the end of the exchange year, it all seems very unfair to the student. Just as they are getting to experience the benefits of really knowing how to function well in their host culture, they have to go back home.

In **Table 1** below, a model of a typical year of adaptation and adjustment to culture shock is pictured. The bold line that waves up and down represents the high and low feelings that students experience as they go through the various stages of adjustment to culture shock.

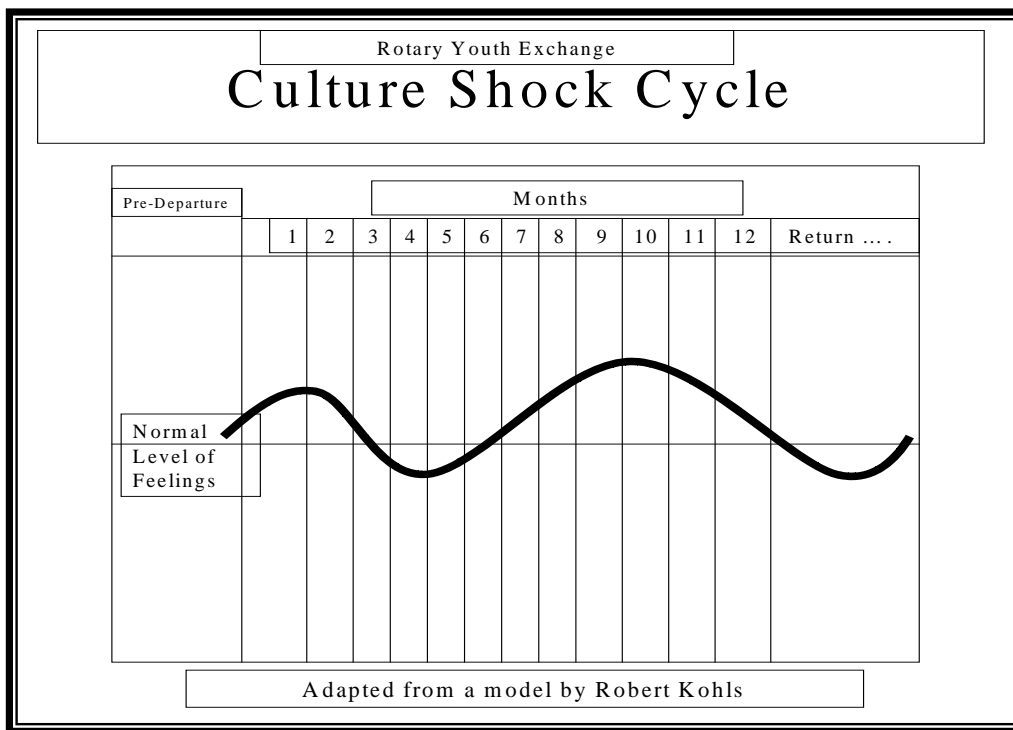


Table 1.

The first few months, including the period just before departure, coincide with the initial excitement stage. This peaks when the excitement wears off, or what is sometimes referred to as the time when the “honeymoon” is over. This is when reality sets in. This is when differences beyond superficial ones emerge, and irritability sets in, often verily quickly. At times, however, this irritability can come fairly slowly, but it is almost inevitable as the confrontation of one’s own ethnocentrism occurs.

The lowest point typically comes at about four months, or near the middle of December, for students who start their exchange in August. For Christian students, this also coincides with what is probably

the first Christmas they have spent away from their families. As a result, there is a sort of double negative of culture shock and homesickness.

Following the irritability stage is the much longer stage of gradual adjustment and adaptation where the student really learns the cultural tools necessary to function competently in the host country. This stage can actually involve the recycling of prior stages, with deeper and deeper understanding following periods of confusion, frustration and irritation.

The final stage, shown as coming around the time of returning home, can involve another plunge into a period of feeling low. If the student is not already sad at the prospect of returning home, “just when it’s getting good”, they will almost inevitably feel sad shortly after they return, when they go through a “reverse culture shock”. This phenomenon is less well understood, and less often anticipated, but just as common as initial culture shock. The degree to which students go through reverse culture shock is a rough measure of the success of their immersion in the host culture, and not a sign that something is wrong. Only after experiencing reverse culture shock can students really appreciate the extent to which they have changed, and, as a result, the extent to which they have become truly bicultural.

The journey through culture shock has also been described as moving from **Ethnocentrism** to **Ethnorelativism**. All cultures are ethnocentric. They teach their members that their way is the right, natural and preferred way of doing things. When someone is exposed to another culture, with different values, behaviors and beliefs, there is a tendency to respond with defensiveness, labeling one’s own practices as right and the other culture as wrong, silly or even stupid. Ethnorelativism is the awareness that develops as one realizes there are other valid ways of dealing with the world – whether we agree with them or not. When the exchange student gets through the initial denial (which is what happens in the irritability stage) they can begin to develop the skills necessary to adapt and be competent in the new culture. They then develop an ethnorelative world view. Their thinking may follow this progression:

1. I don’t like the way they do this – it’s stupid.
2. But they seem to be doing o.k. doing it this way.
3. If I want to survive here, I’d better learn to do it this way.
4. Now that I can do it this way, it doesn’t seem so bad, even though I may still prefer to do it my way.

Developing the competence to succeed in another culture – that is – going through the process of culture shock, may be better understood by analyzing the process of developing competence at anything. Essentially, we go through four stages:

1. Unconscious Incompetence. This is a stage when we not only don’t know how to do something, we don’t even know that we don’t know how to do it. We are ignorant. Most of us think we know the proper way to greet someone. For example, when we go to another culture where greetings are done quite differently, we may just breeze along doing it our way, not even knowing that what we are doing may be perceived as rude or insulting.
2. Conscious Incompetence. In this stage we may be aware that we are doing something wrong, but we just may not have the skills yet to do it properly. We may know that another culture spends more time in greetings inquiring about one’s relatives, but if we are not skilled at the language, we may have trouble doing it, even if we want to.
3. Conscious Competence. In this stage we have developed the necessary skills to do what is necessary, but we still have to consciously remind ourselves to do it. We may think it is a waste of time to stop and discuss the well-being of all of our family members when we greet

a friend, but we know how to, and more importantly, we know it is important to do so in this culture in order to appear “civilized” and polite.

4. Unconscious Competence. In this stage we have become so skilled at the new cultural behavior that we do it without thinking. We may find that it becomes very natural to stop

5. and chat with friends as we greet them, inquiring about the mutual health of both families, as if it is the most natural thing in the world to do.

When exchange students get to this point – unconscious competence, they have gotten to the bicultural stage of adjustment to culture shock. They have developed an effective ethnorelative world view. So one can see that culture shock is not a problem to avoid. Instead, it is a necessary discomfort that one must go through to really experience the rich and varied joys of intercultural living.

(note: Additional articles by Dr. White on related topics include “The Middle Stage of Culture Shock” and “So You Think You’re Home Now”. Both may be obtained by contacting Dr. White.)

About the author:

Dr. Dennis White is a Psychologist, a former U.S. Peace Corps Volunteer and a member of the Rotary Club of Sturgeon Bay, Wisconsin, USA. He makes training presentations for Rotary Youth Exchange Programs and other intercultural training programs in many locations.

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INBOUND/LANDED STUDENT INFORMATION

Hosting A Foreign (Landed) Student

- 1 Contact the District 7410 Chairperson. Chairperson is listed in the front of this manual.
- 2 Line up host families for your student. **These families do not have to be Rotarian families.** This may be a connection for new Rotarians. A list of Host Family Requirements is included on **Page 36**. A Volunteer/Host Family Application/Affidavit is included in the forms section. All potential host families must use this application. Each adult living in the host family home that is 18 or older must fill out a Volunteer/Host Family Application/Affidavit (The additional pages for host family only needs to be filled out once per family.) Host Club representatives must make a home visit to ascertain suitability as a host family. (At least two club members should make the visit together) Sample documents for recording Host family interviews are contained in the forms section
- 3 Determine if the club wants to host a boy or a girl. Most clubs do not have a preference. Contact the District Chairman with this information.
- 4 The District chairman will send 2 copies of the Inbound Completed Application, with at least two copies of the guarantee form. Read the application completely. If there are questions or comments about the student, please contact the District Chairman immediately for resolution. One original application goes to the school and one for the Club YEO records. Make additional copies for each host family
- 5 After question resolution (if any), complete the Guarantee Form (This form guarantees to the Department of State that the student is enrolled in a secondary school, is sponsored by an organization and has a host family...all requirements to obtain a J-1 VISA). The receiving club's guarantee (your club) must be filled in by the club president and youth exchange chairperson (or club secretary). The amount of monthly allowance (at least \$50) should be filled in by the club, as well as the receiving airport (you may list more than one airport, for convenience). Then take the guarantee forms to the designated High School for the school administration signatures, **the school seal**, the name of school and the start date of school. At least two copies of the guarantee form must have original signatures (in blue ink). Return these forms to the Alternate Responsible Officer.
- 6 In order for the proposed exchange student to receive a visa, both "first host family" and "host club counselor" information must be filled in (please include their email addresses also). Sometimes it takes several months for students to obtain a VISA, so time is of the essence. Host family names can be sent to the student if the form has been processed; a new guarantee form does not have to be filed. Please read page 24 regarding the guarantee form.
- 7 Return the two original signatures guarantee forms to the District Chairman so that a DS2019 can be obtained for the student to obtain their VISA. From the time you receive the application to returning the guarantee forms should take no longer then 6 weeks.

- 8 As soon as you have completed the Guarantee Form and sent them to the District Chairman, you may begin to correspond with the student. There are several things to include with your first email/letter to the student. These are included in item 9. Please include a suggested arrival date, the website address of the school, the District 7410 youth exchange site web address (www.7410youth.org) and information about your club and your community.
- 9 In your email/letter to the student, you should include the following information:
- Description of Club, school, community, climate and area (include website addresses of club, school, county etc.)
 - Host family information (names, names and ages of children, address, phone number, email address)
 - A list of forms the student must sign and bring with them: (these can be downloaded from the website www.7410youth.org. They can be found in two spots 1. students then inbound or 2. Forms then inbound) Copies of these forms are found in the forms section.
 1. A brief **medical form** which should be filled out by a medical practitioner no less than 4 weeks before the student arrives in the US. This must be brought by the student. This is necessary because of the time lapse between the original application medical form and the student's arrival. We want to catch any new problems.
 2. An **insurance application** with information. Contact the Insurance Coordinator if you have questions.
 3. A copy of the **Rules of District 7410 for the parents**. The student will be asked to sign these rules at the first District landed student orientation.
 4. A copy of "**Requirements and Guidelines for Income Students to Rotary District 7410**"; Have them make a copy of this form to retain with their parents and the original to be brought with the student for District 7410 records.
 5. A sheet of "**Permission to Travel**" that must be filled in and signed by the student's parents. If this sheet is not returned to the District, the student will not be allowed to travel outside the geographical boundaries of District 7410.
 6. A current **Calendar of Events** for District 7410.
- 10 Make sure that you are notified about the student's arrival. Notify the first host family. Arrange for the student to be picked up at the airport. Ideally you and the first host family should meet the student, if at all possible. Notify the District Chairman and Landed student coordinator of all student arrival dates and itineraries. We have safety net system within the YE community worldwide to assist stranded students. If a student has flight cancellations, please notify the District Chairman or Vice Chairman immediately.

- 11 Arrange for the student to be enrolled in school. If possible, consider enrolling the student in the senior class (because of class trips, etc.). The student can then take freshman or other classes, especially American grammar and/or American literature. Unless credit is needed by the student in his/her country, consider staying away from advanced placement classes. The student is here to learn our culture and being bogged down in homework may mean that the student must forgo something. We want the student to have a good time while in the US, also.
- 12 Offer assistance to host parents for transportation to various events, as warranted.
- 13 Make sure that the student receives monthly allowance from the club on time.
- 14 Make sure that transportation and payment of reservations, for **mandatory events**, are taken care of by the club. Do not wait for the student to ask.
- 15 Assist, wherever possible, in helping your student complete the year successfully.
- 16 Remind your club members to ask the student to participate with them and their family members, as well as other events.
- 17 Keep the District Chairperson, Landed Student Coordinator and Alternate Responsible Officer advised of address or any other status changes of your hosted student(s). This must be done within 5 days of the student moving to a new home. **This is very important as the new address must be reported to the Department of State.**
- 18 Advise the District Chairman and Landed Student Coordinator of any discipline problems or rules violations that involve your hosted student(s).
- 19 Arrange for transportation of the student to as many Rotary club meetings, as possible.
- 20 Arrange for your hosted student to speak at a Rotary function, at least once.

Host Family Requirements

NEEDED:

- 1.) **Warmth**--an easy affection within the family and respect for all members by all members.
- 2.) **Breadth of interests**--A real curiosity about things outside the home. Not necessarily busy or intellectual, for many students fit into a more quiet and simple atmosphere.
- 3.) **Flexibility**--the family must be secure and confident enough to be able to adapt their rules to make room for individuals.
- 4.) **Humor**--a laugh often brings perspective to a problem that is assuming undue proportions.
- 5.) **Patience**--The student will not be understood in the host family all the time. They will be accustomed to a certain way of doing things just as the host family is.

SPECIFIC AREAS TO THINK ABOUT:

- 1.) **Background Check**--All host families must have a nationwide criminal background check which shows that no one in the family has been convicted of any types of abuse. Any adult living at the host family house that is 18 or older must have a background check. Please have each member fill out a Volunteer/Host family Application/Affidavit and return to the Club Youth Exchange Officer for processing. Keep the application in your files except for the Background Release forms. Send those to the designated person. **NOTE: The surname of each should match the name on the Social Security Card. If a female does not change her social Security card after marriage, the SSN will not be verified and the cost will be doubled as the check will have to be run a second time.**
- 2.) **Motivation**--The family must be realistic about why they want a foreign student living in their home. Not because they think it is something they should do, not as a solution to a domestic problem, not out of desire for prestige or social acceptance, but rather out of desire for a learning experience.
- 3.) **Health**--If there is a serious emotional or physical problem, the extra drain of adjusting to a student could make for a difficult situation.
- 4.) **Family Income**--There are expenses involved in hosting an exchange student, such as school lunches, higher food costs, more laundry, additional costs on family outings, etc. There must be no qualms about these. (IRS does allow a monthly deduction--check with an accountant.)

- 5.) **Room arrangements**--The student should, at least, have a bed of their own. If it is necessary to share a room, it should be with a child of similar age who would share similar hours.
- 6.) **Transportation**--An exchange student may not drive any motor vehicle so the family must be willing to see that the student gets to the various activities. Attendance at Rotary Club meeting is strongly encouraged. The Host Club should be contacted for transportation to Rotary Club functions. Carpooling is suggested whenever possible.
- 7.) **Religion**--Difference in religion is rarely a problem, but the family must be prepared to respect beliefs of others and not expect participation in their religious life. District 7410 suggests that students attend religious services with their host families if the family desires.

SPECIAL PROBLEMS AREAS:

- 1.) The rigid family!! Success is less likely if the family has fixed ideas about household routing, recreation, cleanliness, or the habits of others.
- 2.) The too busy parent!! It is vital that the parents have some time to spend with the new family member. Some of the busiest parents have the most time, but they must not become nervous or tense when they are very busy.
- 3.) Too busy or traveling family!! Hosting an exchange student requires time to properly exchange cultural information and the family that does not have time to get to know the exchange student may have serious problems.
- 4.) Insecure teenager!! The exchange student could be too much competition for a host brother or sister to handle and certainly does not provide a solution to the problem.
- 5.) The 'Closed Corporation'!! A very close-knit family which does everything together may make it difficult for an outsider to fit in.

It is important that the student go directly to the first host family upon arrival, although some clubs prefer that the student stay with the club chair for a week or so for acclimation. Students frequently form such a strong attachment to the family they join upon arrival that a second adjustment during the first few weeks is extremely difficult for them to handle. A family member should be available at home most of the time until school begins, but this is not absolutely necessary. The first weeks in a strange country with a strange family are difficult enough and must not be compounded by long periods of being alone.

Every year some student placements do not work out and the student must move to another family ahead of schedule. When this happens, it is usually a question of compatibility and should not be a judgment on either the family or the student. This change should not cause any sense of embarrassment or feeling of failure on the part of the family involved.

Host Family Selection

Finding Host Families

Finding Host Families can be one of the most challenging aspects of participation in the Rotary Youth Exchange Program.

Where to look?

- ❑ Do you have an outbound student? Have the student give you names and phone numbers of at least three prospective families
- ❑ Contact the Guidance Counselor at school
- ❑ Local churches
- ❑ Rotary Members
- ❑ Friends of Rotarians.
- ❑ Talk, talk, talk to people. Sell the program! An advantage in our program is that we do move the students every three to four months if possible so they do get more of a cultural experience. Some families are more apt to participate if it is a shorter time.
- ❑ Do you still have returned students still in school...they are some of the best recruiters both for finding families and for recruiting students.
- ❑ Put an article in the newspaper. (A sample news article is in the Youth Exchange Handbook put out by Rotary International...you can download a copy from their website www.rotary.org)

The Selection Process

- ❑ Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:
 - ❑ Demonstrated commitment to the safety and security of students
 - ❑ Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange
 - ❑ Financial ability to provide adequate accommodations (room and board) for the student
 - ❑ Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being.
- ❑ Host families must complete a written application.
 - Host family members (and other adults residing in the home either full or part time) 18 or older must complete a *Volunteer/Host Family Youth Exchange Application/Affidavit*. A copy is located in the forms section and can also be downloaded from the website www.7410youth.org
 - The final two pages of the application need only be filled out once for each family.
- ❑ Home visits must be conducted for each family and should include both announced and unannounced visits, both prior to and during the placement.
- ❑ An initial home visit must be made to determine the suitability of the home for an exchange student. (A form for documenting this visit is in the forms section)
- ❑ An orientation for host families must be completed. This can be done as a separate session with all the host families together or you may do it at the initial home visit.
 - It must be documented. Each host family should be given a *Handbook for Host Families and Host Clubs* (Suggested forms for documenting Host family visits are in the forms section)
- ❑ Home visits must be conducted annually, even for repeat host families.
- ❑ Home visits must be documented.

Financial Responsibility

Rotary Club's Responsibility

Student's participation is mandatory for the following:

- | | |
|-----------------------|-------------------|
| ● Winter Orientation | --District Funded |
| ● District Conference | --Club Funded |
| ● Fall Orientation | --District Funded |
| ● Holiday Dinner | --Club Funded |

All student activities listed on the events calendar are those sanctioned by District 7410 and carry no financial obligation to the hosted student, with the notable exception of the summer U.S. bus trip. Students are welcome, but are not required, to participate in this trip.

Student's Responsibility

- Medical Insurance Premium; and all medical costs and deductions not covered by insurance.
- Clothing
- **Phone Calls, including local area toll calls**
- Gifts and Souvenirs
- Summer Bus Tour or Alternative Activity, if offered
- Optional Travel Expenses, trips, etc.

Host families are not expected to be a lending agency to keep the student in spending money. Each student is required to maintain a bank account of at least \$300.00. It is the students' natural parents who are required to replenish this account when it falls below the required limit.

Host Family's Responsibility

- School Lunch. The family may elect to provide a bag lunch or lunch money. Some school districts provide free lunches to exchange students.
- Room and Board for the student. A private bedroom is recommended, but certainly not required.
- Normal family activity expenses. (i.e.: movie tickets, etc.)
- Toiletries, but not make-up, hairspray, cologne, etc.

Exchange Students have a Health Insurance Policy that is valid in the US. They should carry their insurance card with them at all times. Ask your student to share this information with you. Keep a copy of the insurance card.

Questionnaire for First Night with a New Host Family

The following questions which should be asked of the Host family by the student. (May have to be initiated by the Host Family). For a copy of these questions in another language go to www.yeoresources.org and click on first night questions

1.	What do I call you?
2.	What am I expected to do daily other than make my bed keep my room tidy, and clean the bathroom every time I use it?
3.	What is the procedure about dirty clothes?
4.	Where do I keep clothes until wash day?
5.	Should I wash my own underclothes?
6.	Should I iron my clothes?
7.	May I use the iron, washing machine, sewing machine at any time?
8.	When is a convenient time for me to use the shower/bath (a.m. or p.m.)?
9.	Where may I keep my toiletries?
10.	May I use the family's bathroom toiletries (toothpaste, soap, etc.), or am I responsible for purchasing my own?
11.	What times will meals be served?
12.	What can I do to assist at mealtimes? (help prepare meals, set the table, wash dishes, empty garbage?)
13.	May I help myself to food and drink at any time, or should I ask first?
14.	What areas of the house are strictly private (parents' bedroom, study/office)?
15.	May I put pictures or posters in my room?
16.	May I rearrange my bedroom?
17.	What are your rules for me with regard to alcohol and smoking? (Forbidden in District 7410)
18.	Where can I store my suitcase?
19.	What time should I get up (on weekdays, on weekends)?
20.	What time must I go to bed (on school nights, on weekends)?
21.	What are the rules for going out at night and at what time must I be home? Can exceptions be made if I ask in advance?
22.	May I have friends spend the night or visit during the day?
23.	What are the rules about me using the telephone? Must I ask first?

24.	May my friends call me?
25.	May I call my friends?
26.	May I make long-distance calls?
27.	How do you want me to keep track of the costs of my telephone calls?
28.	What is the procedure for mailing letters? What address do I use for my incoming mail? Do not ask your host family to provide stamps. Remember overseas postal rates are different than domestic rates.
29.	Do you have any dislikes, such as chewing gum, wearing a hat or curlers at the table, loud rock music?
30.	Do my host brothers or sisters have any dislikes?
31.	What are the dates of your birthdays?
32.	What are the transportation arrangements (car, bus, bike, walking, etc.)?
33.	May I use the stereo, TV, computer, etc., at any time? Are there restrictions on computer and Internet use?
34.	What are the rules about attending religious services?
35.	Would you like me to phone home if I will be more than 30 minutes late?
36.	When we go out as a family, should I pay for my own entrance fee, meals, etc.?
37.	What arrangements should I make for school lunch?
38.	Does the Rotary club pay my cost of travel to school?
39.	Am I to attend Rotary club meetings? If yes, how will I get there?
40.	What else can I do around the house (yard work, help clean, baby-sit)?
41.	Please tell me how to interact with the house servants (where applicable).
42.	Is there anything else you would like me to know?

These are just sample questions. Remember, if in doubt...ask! Good Communication between the entire family and the exchange student is the secret to a successful exchange.

Outbound Sponsored Student Information

Sponsoring A Student To A Foreign Country.

1. Contact the District Chairperson or the Outbound Student Coordinator and ask about sponsoring a local student. Information and applications will be sent to you promptly by mail. Applications can be accessed on the website www.7410youth.org
2. Provide Preliminary applications with instructions for completing and general information sheets to the local schools. Be prepared to answer general questions. Note "due" dates on the general information sheets. A copy of the information sheet is on the website www.7410youth.org and also in the forms section of this manual
3. The potential outbound student must be between 15½ and 18½ on date of first enrollment in the foreign high school.
4. The potential outbound student can assist in finding host families. Ask them to supply at least three potential host families. This will alleviate some of the pressure on the club.
5. When the application is returned to the Rotary Club, arrange an interview session with the potential student and his/her parents. Sample questions are enclosed on page 45. Do not feel pressure to send an unqualified student.
6. If the student is qualified, then forward four copies of the student's preliminary application to the District Chairperson for arrangements for this student to be interviewed on a District level.
7. If the student is successful at District interviews, the student will be notified and will be required to complete a long term application. Each student will be sent a user name and password to ryedb.net. They will fill out the two pages of student questions and then go to the application section. Many fields on the Long term application will already be filled out (fields self populate). Student and parents can answer the questions here. Instructions for using this database will be given at District Interviews.
8. At the District 7410 Holiday Dinner, in December, the student will be given the name of the country for which he has been chosen. Some clubs pay for their sponsored student to attend; others do not.
9. The sponsored student will be expected to attend all "Outbound Orientations", sponsored by the District, as well as other necessary meetings. See Calendar.
10. Keep in communication with the student after they have left and while they are on their exchange. A common complaint from students is that they never hear from their sponsor club! Send cards, emails etc.

Some tips on sponsoring a student:

- Print out four copies of the student long term application before signing
- Students like to hear from their sponsoring club. Designate a club member or the counselor to send holiday, birthday cards and an occasional email. Ask your student to send a paragraph about life in their foreign country and include it in your club bulletin or website.
- Each Outbound student should have a Rotary counselor who keeps in touch with the student while he/she is away.
- Include the outbound student in your club functions and projects as much as possible before they leave and on their return.
- Returning students are great recruiters! Ask them to help you recruit students and families.
- Provide the student with Club banners to take and give to their host club and District Governor
- Keep in contact with the parents of your outbound student and provide them with support as needed.

Sample Interview Questions

For the student:

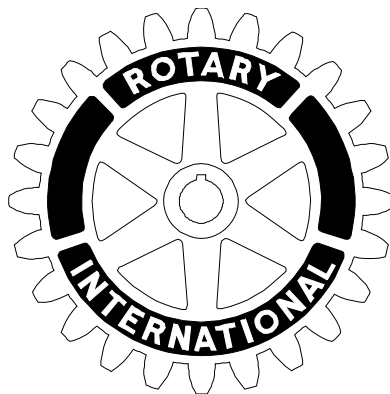
1. What activities do you participate in outside of school?
2. What languages do you speak other than your native language?
3. What opportunities have you had speaking in front of groups?
4. What is your favorite subject in school? Why?
5. What types of books do you read? How many books do you read each month?
6. Why did you apply to become a Youth Exchange student?
7. What do you think is the most important thing about representing your community and country abroad?
8. Describe three issues that are facing your country today.
9. What world event interests you?
10. Have you ever spent any time away from home? If so, where did you go and for how long?
11. Who is a role model to you? Why?
12. Describe your greatest accomplishment.
13. If someone asked you to do something that you did not think was appropriate, how would you handle the situation?
14. Give an example of a personal weakness. How do you think that this will affect you on your exchange?
15. Do you have responsibilities at home? If so, what are they?
16. Do you think that you will get homesick? If so, how will you handle it?
17. Will you attend church with your host family if they are of a different faith? How do you feel about this?
18. How would you go about meeting friends in a new country?
19. What leadership roles have you assumed in school or in extracurricular activities?
20. How do you plan to share your experiences with family and friends when you return home?
21. What is the most difficult decision that you have had to make?
22. What is the most difficult or challenging situation you have faced in your life?
23. What was the happiest day of your life?
24. The customs and food will be very different from home. How will you assimilate?

For the parents of the student:

1. How do you feel about your son/daughter going abroad for a year/several weeks?
2. Your son/daughter has expressed interest in traveling to other countries. Do you have any immediate concerns about the countries chosen? Are you willing to let your child go to any Rotary country?
3. Do you think your son/daughter will be homesick? If so, how will you deal with it, and how will you help him/her cope with feelings of homesickness?
4. Do you understand all of the rules of the program? Do you think that your child will be able to abide by them?
5. Whose idea was it to apply for the program? Are you entirely committed to let your son/daughter go on the exchange?
6. Have either of you traveled abroad?
7. Will you object if the student is placed with a family of a different religion?
8. Does your son/daughter enjoy trying new things?
9. Will your son/daughter eat a variety of foods?
10. Does your son/daughter have any medical concerns that we should be aware of?
11. Are you planning any major lifestyle changes while your son/daughter is abroad (e.g., divorce, marriage, moving)?
12. Is any member of the family seriously ill? If so, would you expect the student to return home for a funeral?
13. Would you be willing to host a student from another country in your home? How would you foresee him/her fitting in? How would you make the student feel at home?
14. What advice would you give as your son/daughter was boarding the plane?
15. Do you have any reservations/concerns at this time?

Ten Commandments for an Exchange Student to Complete a Successful Exchange

- 1.) Adapt or Fail.
- 2.) Ask or Be Ignorant.
- 3.) Smile Every Chance You Get.
- 4.) Be Lively and Active.
- 5.) Give 100% of Yourself and Expect Nothing in Return.
- 6.) Be Punctual.
- 7.) Be Considerate of Your Hosts.
- 8.) Maintain a Neat Appearance and Keep your Surroundings Orderly.
- 9.) Plan Ahead.
- 10.) Strive to Earn the Respect of Others.



ADDITIONS

RYEDB.NET

Ryedb.net is an administrative website for the Youth Exchange Program.
This site contains many useful items which should make things easier for you as a YEO.

For example:

Outbounds:

- When you have selected a student to go on to District interviews, you can immediately enter that student in the database and have them begin to fill out their information. (If the student is not selected for the program, we just delete the record from the database). If the student fills out the information, this self populates the application which then only needs to be printed out. The medical , dental and school pages will print out with the students name on them.
- You will be able to monitor your students progress with the application
- Lists...you will find lists with the students password, picture, address information, emails. Please explore this section
- Data regarding departure flights can be added here
- Host Family Information: You can enter the host family and the family members. On the host family information page there is a line to document BG check, affidavit completed and orientation given. This serves as a tool for the District to know that these things have been accomplished. The individual who completes the BG check will enter the date.
- Outbound students will complete information on their host families abroad so you will know where they are!
- Reports: Outbounds will be completing their monthly reports on ryedb.net so you will be able to view them
- YEO information: you can find a list of all District YEO and also foreign District Chairmen.

Inbounds:

- All inbound students will be sent login information.
- You will have emergency data for the student and information regarding their home address etc.
- Able to view lists with picture, host family, and other information

Other information:

Please take the time to look at this site. There is a great deal of information which is accessible and important.

Always remember when working with this site that you must click on the + (plus) sign to expand/open menus. Clicking on the word will take you to a completely different page.

REVISIONS

DATE	REVISION	REVIEWER
August 6 2008	<ul style="list-style-type: none">▪ Updated Executive Committee Page▪ Updated Country Correspondents Page▪ Changed Calendar page to a yearly Event format▪ Added information page on RYEDB.net	Barb Schupeltz
August 20, 2008	<ul style="list-style-type: none">▪ Updated Table of contents page	Barb Schupeltz

FORMS