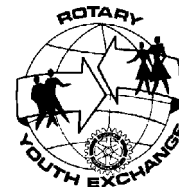


# The Roles and Responsibilities of the Host Rotary Club



## ***“Planning the Work.....Working the Plan”***

### **Guidelines for the Club President and Youth Director**

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Upon agreeing to host a Student from overseas as part of the Rotary Youth Exchange Program your Rotary Club must be Certified in accordance with the “Guide to Club and District Certification” which can be found by following the link “[Youth Exchange Certification Documents for Clubs](#)”, published on the District Web Site [www.rotary9670.org.au/](http://www.rotary9670.org.au/) in the Members only section (Blue book section under Documents).

#### **THE COUNSELLOR**

As a part of the Certification, the Club President will need to appoint a Student Counsellor who will have the duties of guidance and support for the Club's Inbound Student. The duties are very important. Larger Clubs are encouraged to form a Youth Exchange Committee comprising a chairman and three members that will include the Outbound and Inbound Student Counsellors. The Counsellor also has a very important duty assisting and supporting the Host Families throughout the exchange, in particular non-Rotarian Host Families.

*It is most important that the Counsellor is not a Host Parent or even a prospective Host Parent.*

#### **STUDENT ARRIVAL AND DEPARTURE DATES**

Most of the Students from the arrive in July or August and then return home the following year at a similar time. The Students from the Bazil arrive in January and return home in the following January. Students from Japan arrive and return in March/April.

#### **PROBLEMS AND EARLY RETURN HOME**

If the Student is experiencing major problems with the exchange and all attempts by the Club, the Counsellor, and the Host Parents to try to resolve the problems have not been successful then the Club should approach the District YEP Committee for assistance and guidance. The early return home of the Student should only be considered as a last resort and then only after all other avenues to save the Exchange have been explored by the Host Club and the District YEP Committee. If a Student is to have an early return home the District Committee will immediately inform the District Governor giving full details of the matter.

#### **OBTAINING HOST FAMILIES**

The Club has to arrange, screen and select three to four Host Families for the Inbound Student. Host Families are really the most important requirement in an exchange because without them it would not be possible to have any exchanges.

Host Families do not need to have a member of a Rotary Club in them. A good source of Host Families is the family of the Student currently abroad, soon to go abroad, and those who have been abroad. Any "non Rotarian" family must be approved by the Rotary Club Board.

Host Families do not need to have children the same age or of the same sex as the Student. They do not need to have other children in the home, but at times it could be of some advantage if there were other children. There have been many very successful hostings with families that did not have any other children.

It is necessary to have all the Host Families screened and selected by the commencement of the start of the exchange. The name and address of the first Host Family is required when the Guarantee Form is signed by the host Club.

The Counsellor should arrange a get-together of all the Host Families. At this function the guidelines and rules for the exchange can be discussed so that everybody will treat the Student the same.

#### **SELECTING A STUDENT**

It is not always possible for the Club to be able to host a Student from a certain country or of a certain sex. At times there may be a Student from the requested country but not the requested sex so a decision has to be made whether the sex or the country is the more important requirement. This decision may be influenced by the prospective Host Families wishes.

When the Club receives the APPLICATION FORM for a suitable Student from the District Committee the Club must complete all of the necessary arrangements for schooling and hosting. Two GUARANTEE FORMS must be completed and endorsed by the School and the Club President and Secretary and returned promptly to the District YEP Committee.

### **DUTIES OF THE CLUB**

- Ensure suitable Host Families and accommodations are arranged.
- Arrange for suitable schooling at a High School.
- Establish contact with the Inbound Student and their Parents as early as possible so as to assist them with preparations and arrangements for the year ahead.
- Arrange to have the Student met and welcomed at the Airport.
- Ensure that the Student phones home as soon as possible after arrival.
- Liaise with the Host Families and Student.
- Ensure that the Host Families and Student know in advance the changeover dates for moving to the next family.
- The Student will be issued with a YEP name badge. Ensure that the Student wears this badge at all Club and District functions.
- The Student should attend Club meetings on a regular basis.
- The Student should be the guest speaker for the Club at least twice and be involved in the Club activities whenever it is possible. Assisting the Sergeant-at-Arms by collecting the fines will help the Student to get to know the members.
- The Student should receive their allowance from the Club on a regular basis. The Student should never have to ask for it.
- It is required that the Student attends the Youth Exchange Program Briefing Weekends and also the District Conference. The cost of these Rotary obligations is the responsibility of the Host Club.
- The Club members should host the Student for a meal so that they can become better acquainted. A roster could be prepared so that a different member each week hosts the Student for a meal.
- Have Club members whenever possible take the Student on family outings or even on vacation with them.
- Try to arrange for the Student to join various youth groups in the community.
- Remember the Student's birthday and celebrate it. Also remember the Student at Christmas and Easter or any other holidays or ceremonies for the Student's religion or Country.
- Maintain contact with the Parents of the Student and also the Student's sponsoring Club by letters and cards.
- At the end of the exchange period arrange a farewell function with all the Club members and their families.

### **SCHOOLING**

The Student must attend a suitable High School as this is a Government requirement and a condition of their Visa. The Student can not be enrolled in a University or TAFE.

The Student must enroll in the school that is selected by the host Club. A member of the Club, usually the Counsellor, should advise the school the arrival date of the Student and then arrange a date with the Principal for the Student to start school. The requirements for the school uniform should be checked and if there is a clothing pool available for the purchase of good clothing at a reasonable cost. The purchase of the school uniform is the responsibility of the parents of the Student.

The Counsellor should visit the school on the first day with the Student to discuss suitable classes and to help with the enrolment of the Student. The Counsellor should keep in touch with the school so as to keep the Club informed of the Student's progress. The school should be encouraged to involve the Student in school activities whenever possible.

### **STUDENT FINANCES**

#### **Pocket Money**

The Club shall provide the Student with pocket money which is to begin on the date of arrival and monthly thereafter. The amount of pocket money is a decision of the Host Rotary Club but it is suggested that the Club adheres to the amount recommended by the District Committee. The District Committee reviews the allowance periodically according to economic conditions and in consultation with other Australian Districts. The recommended monthly allowance as at the 1<sup>st</sup> November 2008 is \$AUD120. Variations of this "standard" allowance can cause disharmony among the Students.

#### **Emergency Fund**

The Program requires Students to bring with them a sum of money to be used as an Emergency Fund. As soon as convenient the money is to be banked in the name of the Student and remains the property of the Student at all times.

However the signatures of both the Student and the Club's Counsellor or President are to be required for all withdrawals. The amount of money required is to be NOT LESS THAN \$AUD400 and if at any time some of it is used then it is to be replenished immediately by the Student's parents so as to maintain a level of NOT LESS THAN AUD\$400.

### **EXPENSE COMMITMENTS BY CLUB**

In addition to pocket money, the Club is expected to cover the costs of the Student attending all Rotary Club functions such as the weekly dinner meetings, Club outings and visits, costs of the Student attending the District Conference and the District Youth Exchange Program Briefing Weekends. Some schools have fees that the Host Club pays.

### **INSURANCE AND MEDICAL**

Insurance and Medical Cover are the responsibility of the Parents of the Student. Rotary International requires a minimum cover of AUS\$1,000,000 for medical/ dental expenses and AUS\$25,000 for accidental death. Whether the insurance cover is arranged by the sponsor District or the host District is a matter of negotiation between Districts. The policy must provide cover from when the Student leaves home until they arrive back home again, a period of about 12 months.

### **MEDICAL COVER**

The Australian Government requires all Hosted Students to have basic insurance for medical and hospital expenditures. This insurance must be with MEDIBANK PRIVATE under their "Overseas Student Health Cover" and this policy must have been arranged before the Student can apply for their VISA. The District 9670 Y.E.P. Committee arranges for this cover and receives the Medibank Private Card. This card is sent to the host Club with instructions to arrange for the Student to change the address on the card from the District YEP Committee to the Student's host Club's address.

### **CLUB INVOLVEMENT "Belonging"**

Do not leave the exchange to the Host Families and the Counsellor. The Club should show interest in the Student and have the Student know that they really "belong" to the Club.

### **CLUB MEETINGS**

When the Student attends Club meetings encourage the Student to participate. The Student can assist the Sergeant at Arms by collecting the fines as this helps the Student and the members to get to know one another. The Student could be encouraged to contribute an article for the Club bulletin so that they can tell the Club what they have been doing and how things are going.

### **FRIENDSHIP ROSTER**

The Club could draw up a roster whereby each member and family has a turn getting to know and entertain the Student. Options include an evening meal, a family picnic or outing, or a weekend hosting. The roster could be published each week in the Bulletin. If the date allocated to a member is not suitable, arrangements could be made to swap so that the opportunity would not be missed.

The roster permits the Student to visit a wider variety of homes and allows Rotarians and their families to become more interested in the Youth Exchange Program and this may result in them becoming future Host Families.

### **DISTRICT REQUIREMENTS**

The Student is required to attend the District Youth Exchange Committee Briefing Weekends and the District Conference. These activities are compulsory and usually the Counsellor is to ensure that the Student attends. The travel arrangements and, in some cases, the accommodation arrangements and the associated costs of these are the responsibility of the Host Club of the Student.

### **COMMUNITY INVOLVEMENT**

The Club could arrange where possible for the Student to join local youth groups in the community and to be a guest speaker at youth and other community groups as well as being a guest speaker at neighbouring Rotary Clubs.

### **OVERSEAS CONTACT**

The Club could organise contact with the Sponsor Club of the Student by exchanging letters. The Club could maintain contact with the parents of the Student.

### **CONFIRMING RETURNING HOME DATE FOR STUDENT**

Within three months of the Student's arrival the Counsellor should check to see if reservations have been made or confirmed for the Student's return and the District Committee Country Youth Exchange Officer (YEO) must be contacted. During the year the Counsellor should check the reservation and flight with the airline and contact the District Committee Country YEO. With the approval of the District Country YEO the reservation should then be confirmed.

### **TRAVEL BY THE STUDENT DURING THE EXCHANGE**

Host Families are not under any obligation to take the Student away on trips or on vacation. However, if they are not going away during school vacations the Counsellor should be advised. It might be possible that other arrangements can be made if other families happen to be going away and are able to include the

exchange Student. The members of the Rotary Club are encouraged to be involved this way and to consider including the Student whenever they are planning a weekend away or making a short trip to places or events that should be of interest to the Student. These arrangements or invitations should be finalised by discussion with the Host Family the Student and the Counsellor.

In the Inbound Exchange Agreement, relative to travel, the Student, his/her parents and the Governor of Rotary District 9670 have agreed that:

*'All proposed travel must be approved by the host parents prior to travel. Overnight travel or travel requiring one night or more away from home will also require the approval of the Host Club Student Counsellor, prior to travel. In addition to the above approvals interstate or overseas travel requires:*

*(a) The written approval of the applicant's/Student's natural Parent(s) or Guardian(s), AND*

*(b) The verbal approval of the Chairman of District 9670 Youth Exchange Committee, prior to such travel.'*

In addition to this statement that was agreed to by the Student, District 9670 has developed the following Rules associated with Travel and these Rules have been issued to all Inbound Students and discussed as a part of their Orientation to the District.

- i) Day to day travel that does not involve staying overnight can be authorised by the host family.*
- ii) Permission for any travel which includes staying overnight can only be given by BOTH the host family AND the host Club Counsellor.*
- iii) If the Student's travel will cause them to be away from this District 9670 for more than seven (7) days, permission is required from the Student's host family and the host Club Counsellor and they must provide an itinerary and contact details. This information is to be given to the host Club Counsellor and the District country YEO BEFORE the travel commences.*
- iv) If the Student is required to travel interstate or overseas, they must obtain permission from their natural parents or guardians, obtain the approval of their host family and host Club Counsellor, AND they must seek the verbal approval of the Chair of District 9670 Youth Exchange Program Committee or the District Governor prior to the commencement of the travel.*
- v) When making the travel arrangements and seeking above approvals the Student must keep the Country YEO informed of all the details.*

Note that staying overnight at premises near to the host family and in the company of persons known and approved by the Host Family is in order, provided that such a stay is approved by the Host Family.

Note that the Student is personally responsible for the cost of any coach tours that the District Youth Exchange Committee might recommend or approve for the Students.

Particularly in the first three months of an exchange year, travel to a city outside their local area should not be allowed unless the Student is accompanied by at least one responsible adult. If Host Parents have any doubt about the safety of any proposed travel, it must not be approved.

The school Principal must be notified in writing by the host parents if approved Student travel requires any absence from school.

### **COMMENDATION AND CRITICISM OF EXCHANGE STUDENTS**

If you or any other members of your Rotary Club are in the presence of a Student or group of Students who you consider are behaving inappropriately, please tell the Student or the group that you consider their behaviour to be inappropriate. Then if you consider it necessary, contact the District YEP Committee Chair.

Likewise, if you witness Exchange Student behaviour that is worthy of positive comment, please make these comments to the Student or Students.

### **RI SEXUAL ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES**

"RI Statement of Conduct For Working With Youth" is as follows:-

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

To fulfill our obligations to Rotary International and to all of the Exchange Students in the Program it is most important that all Rotarians are acquainted with these Guidelines. (Included in an appendix to this document).

Revised 17<sup>th</sup> November 2008