

Rotary
District 6600



**Rotary Youth
Exchange**

ROTARY CLUB TOOLKIT



INFORMATION FOR CLUBS

If your Rotary District 6600 Club is considering becoming involved in Rotary Youth Exchange, **please contact a member of the Youth Exchange Committee** and a mentor will be assigned to assist your club with paperwork, committee training, and any questions or concerns along the way. A listing of committee members follows at the end of this toolkit. Rotary Youth Exchange is an exciting program and we want to involve as many clubs (and as many students) as possible!

Rotary District 6600 Youth Exchange Program is part of the 10 District **Ohio-Erie Multidistrict Committee**. All of our inbound and outbound students come and go through this organization, made up of Rotarians committed to Rotary Youth Exchange. With the requirements of Rotary International and the Department of State, all Youth Exchange Programs must be certified and must follow detailed guidelines. District 6600's certification is through the Ohio-Erie organization. The forms that are required were developed by Ohio-Erie and adhere to the policies developed through this cooperative group.

A QUICK NOTE ABOUT OUR ROTARY YOUTH EXCHANGE PROGRAMS...

Rotary Youth Exchange is open to young people ages 15-19 worldwide. There are two basic types of exchanges: Long Term and Short Term.

LONG-TERM EXCHANGE

- Ages 15 – 18 1/2
- Full academic year
- Involves living with host families and attending a local school

SHORT-TERM EXCHANGE

- Ages 15-19
- Several days to several weeks long

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- Usually does not involve attending high school
- Can include home stays, tours, and international youth camps

STUDENT SELECTION

Students for either exchange are selected by a sponsoring Rotary Club on the basis of a written application and personal interview. Students, parents, and school counselors should contact their local Rotary Club for assistance with the application process.

OHIO-ERIE MULTIDISTRICT YOUTH EXCHANGE COMMITTEE

Rotary District 6600 is a member of the Ohio-Erie Multidistrict Youth Exchange Committee, which includes 10 districts in Ontario (Canada), Michigan, Ohio, Kentucky, Tennessee, North Carolina, and West Virginia. Ohio-Erie manages the placement of outbound students in over 35 countries around the world and assists inbound students with matches within the 10 districts.

For more general information from Rotary International, click [here](#).

OHIO-ERIE MULTIDISTRICT COMMITTEE POLICIES AND FORMS

[Ohio-Erie Multidistrict Committee Manual for the Rotary Youth Exchange Program](#)

This manual was revised in February 2010.

DEPARTMENT OF STATE INFORMATION

The Rotary Youth Exchange Program is a program that follows the Department of State Regulations for Youth Exchange Programs. The Department of State revised their Federal Regulations for Youth Exchange Students in October 2010. The Federal Regulations are included for your review; along with a summary of the information.

- [RYE Federal Regulations Part One](#)
- [RYE Federal Regulations Part Two](#)

CLUB FORMS

Ohio-Erie is a member of the Council on Standards for International Educational Travel (CSIET) and authorized by the United States Department of State to issue the "Certificate of Eligibility for Exchange Visitor (J-1) Status", also known as Form DS-2019. Ohio-Erie is also fully certified by Rotary International to conduct a Youth Exchange Program in each of the ten member districts. Each of these organizations has specific requirements for record keeping, training of students, volunteers and host families.

Ohio-Erie developed forms that meet the requirements of the certifying organizations. Ohio-Erie hopes to become totally "paperless" in the future; but there are still a few forms that are in a paper format.

To assure legibility, these forms are required to be **typed**. Most of the "paperless" and "paper" forms are available in a writable pdf format where data can be inputted directly onto the form.

Please submit all completed documents to the Inbound Chair.

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1. The Guarantee form must be typed. Print **FOUR** copies, have the school affix their school seal on **ALL** copies, and have the appropriate individuals sign all **FOUR** copies in **BLUE** ink. Scan one copy and return **ELECTRONICALLY** to the Inbound Chair. All **FOUR** of these copies must be postal mailed to the Inbound Chair.
2. The Club Compliance Certificate should be completed and kept in the local club's Youth Exchange records and should be available if requested.
3. The District/Club Profile Form must be returned **ELECTRONICALLY** to the Inbound Chair.
4. The Volunteer Application, Background, and Reference checks must be completed before the volunteer has student contact. The Volunteer Application can be found in the link below. References will be contacted automatically when the volunteer completes his or her application. The volunteer will receive directions for inputting information for the Background Check. Background check findings are strictly confidential and are maintained in a secure location.
5. The Inbound Students Required Meetings and the Inbound Students Checklists are helpful documents that are kept in the local club's Youth Exchange records and should be available if requested.
 - [Club Guarantee Form](#)
 - [Online Volunteer Application](#)
 - [Club Compliance Certificate](#)
 - [District/Club Profile Form](#)

HOST FAMILIES

The documents that are available for download in this section include a guide to what is expected of a host family along with the link for the Ohio-Erie Host Family Application.

1. The Host Family Application, Background, and Reference checks must be completed before the host family has student contact. The Host Family Application

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link is below. References will be contacted automatically when the host family completes their application. The host family will receive directions for inputting information for the Background Check. Background check findings are strictly confidential and are maintained in a secure location. This application can be completed electronically.

2. The interview checklist outlines the items that the Rotary club volunteer will cover during the interview. Each host family must have an orientation session and view the 'Host Family' section of the Ohio-Erie training DVD.

- [Primer for Host Families](#)
- [Host Family Application](#)
- [Host Family Interview Checklist](#)

PROBLEM RESOLUTION

Though it is rare that problems occur while the students are participating with their exchange, the following information will assist you if needed.

- [Problem Resolution Information](#)
- [Problem Resolution - Student Contract](#)
- [Early Return Form](#)

STUDENT PROTECTION DOCUMENTS

Ohio-Erie has developed a comprehensive student protection policy that complies with Rotary International requirements. These documents include that policy, host family and volunteer application forms and an informational piece for students. Districts may submit these documents as the exhibits for the district certification application.

- [Sexual Abuse and Harassment Reporting Guidelines](#)
- [Sexual Abuse and Harassment Policy](#)

EVALUATION MATERIALS

As part of the Department of State Requirements and to ensure that the Rotary Youth Exchange Program maintains a level of excellence, every exchange student and host family are requested to complete a survey about their exchange. This information is compiled by the District's Youth Exchange Chair and the program is continuously reviewed for quality assurance.

- [Host Family Survey](#)
- [Exchange Student Survey](#)

TRAINING MATERIALS

The following documents from Rotary International may prove useful to you as you explore your club's participation in the Rotary Youth Exchange Program. We also encourage you to visit www.district6600.org/rye to download and view the Prospective Student and Family Toolkit so you know what they know!

- [Youth Exchange Handbook](#) (PDF)
- [A Guide for Host Families](#) (PDF)

YOUR ROTARY YOUTH EXCHANGE COMMITTEE IS HERE TO HELP!

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