



# Rotary International and The Ohio-Erie Youth Exchange Program

rotary  
youth  
exchange



# Rotary Club Toolkit

# DISTRICT 6600 RYE: ROTARY CLUB TOOLKIT

## INFORMATION FOR CLUBS

If your Club is considering becoming involved in Rotary Youth Exchange, please contact a member of the District 6600 Youth Exchange Committee and a mentor will be assigned to assist your club with paperwork, training, and any questions along the way. A listing of committee members follows at the end of this toolkit. RYE 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.

## ABOUT OUR TWO TYPES OF 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
- Usually does not involve attending high school
- Can include home stays, tours and international youth camps

To learn more about the two exchange programs, please visit [rotarydistrict6600.org/rye/](http://rotarydistrict6600.org/rye/).

## STUDENT SELECTION

Students for either exchange are selected by a sponsoring Rotary Club based on 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 Youth Exchange Program is part of the 14 District “Ohio-Erie Multi-District Lakes to Oceans” Committee. All our inbound and outbound students come and go through this organization, made up of Rotarians committed to Rotary Youth Exchange in 14 districts and 6 states.

For more general information from Rotary International visit the [Rotary Youth Exchange Program](#) website.

## OHIO-ERIE MULTIDISTRICT COMMITTEE POLICIES AND FORMS

The Ohio-Erie Multidistrict Operations and Policy Manual is designed to assist the District Committee by providing detailed requirements for participants in the Rotary Youth Exchange Programs. It contains guidelines and information that may be useful to the specific roles within the District and Club’s RYE Program. It can be found at this link: [Ohio-Erie Multidistrict Operations and Policy Manual](#). This manual was revised in July 2023.

## 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:

- [Federal Regulations on Exchange Visitors \(22CFR Part 62.25\)](#)

## CLUB ROLES

Volunteers are the backbone of the Rotary Youth Exchange program, providing guidance and support to participating students. There are many opportunities for involvement including serving as the club’s Youth Exchange Officer, the club’s Counselor or a Host Family.

- **Youth Exchange Officer (YEO)** – The YEO serves as the liaison between the club and the district, managing and overseeing the club’s Youth Exchange program. They establish a team to help execute the program, maintain contact with the District 6600 Youth Exchange Chair, and ensure that administrative tasks such as forms, training, and reports are completed.
- **Club Counselor** – The Counselor acts as the main support for the exchange student, connecting them with the club and guiding their experience. Serving as

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the student's advocate and confidant, the Counselor meets with the student and host family monthly, assists with club presentations, and supports the student's cultural adaptation.

- **Host Families** – Host families are essential to the Rotary Youth Exchange, providing students with a welcoming environment to experience a new culture. Ideally, each student lives with two to four families throughout the school year, enhancing their cultural experience. Host families can be Rotarian or non-Rotarian and come from various family structures, including single-parent homes.

### 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 14 member districts. Each of these organizations have specific requirements for recordkeeping, training of students, volunteers and host families.

Ohio-Erie developed forms that meet the requirements of the certifying organizations. To assure legibility, these forms are required to be **typed**. Most of the "paperless" and "paper" forms are available in a writable pdf format.

**Please submit all completed documents to a member of the District 6600 Youth Exchange Committee.**

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 sent by **US MAIL** 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.

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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.

Here are available files and links:

- [Club Guarantee Form](#)
- [Online Volunteer Application](#)
- [Club Compliance Certificate](#)
- [District/Club Profile Form](#)
- [Inbound Students Required Meetings](#)
- [Inbound Students Checklists](#)

### HOST FAMILIES

The documents available for download in this section include a guide outlining the expectations for host families, as well as the link to the Ohio-Erie Host Family Application.

The Host Family Application, along with background and reference checks, must be completed before any contact with the student is made. The Host Family Application link is provided below. References will be contacted automatically once the host family submits their application. The host family will receive instructions for completing the background check, which is strictly confidential and stored securely. This application can be filled out electronically.

The interview checklist details the topics that the Rotary club volunteer will cover during the interview. Each host family must attend an orientation session and view the "Host Family" section of the Ohio-Erie training DVD.

Here are available files and links:

- [Primer for Host Families](#)
- [Online 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.

Here are available files and links:

- [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.

Here are available files and links:

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

## 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 monitored for quality assurance.

Here are available files and links:

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

## TRAINING MATERIALS

The following documents from District 6600 and 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](http://www.district6600.org/rye) to download and view the Prospective Student and Family Toolkit so you know what they know!

Here are available files and links:

- [District 6600 RYE Volunteer Training Manual](#)
- [Rotary International Youth Exchange Handbook](#)
- [Rotary International: A Guide for Host Families](#)

**YOUR ROTARY YOUTH EXCHANGE COMMITTEE  
IS HERE TO HELP!**

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