

LONG TERM ROTARY YOUTH EXCHANGE PROGRAM

A. DISTRICT ORGANIZATION

1. District Chairman
2. Outbound Coordinator
3. Inbound Coordinator
4. Recruitment/Publicity Coordinators
5. Treasurer

District Committee is intentionally structured to provide geographic representation from all parts of District. District Committee members are available to work with clubs by correspondence, telephone or in person.

B. SUGGESTED CLUB ORGANIZATION

1. Club Youth Exchange Chairman
2. Club Committee Members (2 excluding chairman)
3. Club Youth Exchange Counsellor (ideally should not be chairperson or host parent).

C. CLUB RESPONSIBILITIES

1. Board of Directors makes commitment for participation in inbound and/or outbound program.
2. President appoints Chairperson and committee
3. Inbound Program
 - a. Chairperson orientation - August
 - b. Receive exchange student - August; prior to arrival, hopefully by several months, host families should be arranged - 3 preferable
 - c. Register student at school
 - d. Get student involved with club
 - e. Encourage club members to take student to dinner, events, trips, etc.
 - f. Get students to all required District conferences.
 - g. Provide orientation to all host parents.
 - h. Keep club members COMMITTED to student.
4. Outbound Program
 - a. Recruitment of students at local high schools - August to mid-October.
 - b. Club interviews - approximately October.
 - c. Help selected students complete District application properly.
 - d. If student is selected, get student to all required District Conferences.
 - e. Answer questions of selected student and parents regarding the program.
 - f. Get outbound student to as many club meetings and events as is possible.
 - g. Help student with pre-departure matters, e.g., blazer, club banners, slides, token gifts, etc.
 - h. Keep club advised while student is abroad, and get student back to club meetings once they return home.

The club chairperson

The club chairperson should have previous experience in Youth Exchange at the club level. The club Youth Exchange chairperson's responsibilities are similar to those of the district Youth Exchange chairperson. The chairperson is responsible for planning, implementing, and supporting all activities involving sponsoring and hosting long- and short-term exchange students.

The club chairperson's responsibilities include:

- Coordinate club's Youth Exchange activities with those of district Youth Exchange inbound and outbound committees.
- Attend district Youth Exchange officer-orientation meetings.
- Establish club's expectations for inbound and outbound students. (*See Appendix C.*)
- Ensure that students attend mandatory functions, such as orientations or district conferences.
- Submit budget to club International Service chairperson.
- Monitor and assist committee members when necessary.
- Replace or add committee members as needed.
- Receive feedback from students for program modification.
- Return all paperwork to district Youth Exchange committee as required.
- Notify district Youth Exchange chairperson, inbound coordinator, and country contact of any problems regarding students.
- Train and support new club chairperson at end of term.

The club committee

The club committee may be chosen by the president, by the chairperson, or by election.

The club committee should be similar to the district committee in structure. As with the district committee, the size and scope of the club committee will vary according to the size of the club and the extent of its involvement in the program. The following are some suggested appointments in addition to the club chairperson:

- *outbound club coordinator* — promotes program to students in community, distributes applications, coordinates selection of students at club level, maintains contact with district outbound coordinator.
- *inbound club coordinator* — establishes and maintains contact with students prior to their arrival, sees that students are met at airport or train station, serves as liaison between Rotary club and school that students will attend (for long-term exchanges), arranges for Rotarian counselor for each student, maintains contact with district inbound coordinator, arranges disbursement of long-term exchange students' monthly allowance.
- *host family coordinator* — coordinates selection and orientation of host families, maintains contact with host families throughout duration of student's exchange experience.
- *club counselor* — acts as liaison between exchangee and Rotary club, host family, and community at large. Special care should be taken in making this appointment. The club counselor will serve as student's main Rotarian contact and should not be a member of student's host family.

In addition to choosing a well-prepared committee, it is important to secure the commitment of all club members before embarking on an exchange. All members should make an effort to participate in Youth Exchange activities — as a member of the club Youth Exchange committee, as a host parent, or as a Rotarian counselor. These ideas can help:

- Use the colorful brochure *Youth Exchange: Making a World of Difference (755)* to introduce the program to club members.
- Plan a club program around a slide presentation or a video on Youth Exchange.
- Invite Youth Exchange alumni from your district to attend club meetings and share their exciting experiences.
- Invite local secondary school officials to join Rotary. The support of the local secondary schools will facilitate successful long-term exchanges.
- Ask current Youth Exchange students to speak at Rotary club meetings and at the district conference.