

Local Rotary Club Youth Exchange Officer's Check List

Inbound Student (s)

- 1. When the Club Exchange Officer receives the Application from the District Inbound Coordinator , the YEO presents the application to the Rotary Club for their review.
- 2. The Club Exchange Officer supervises the selection of three host families
- 3. The Club Exchange Officer obtains the proper signatures to complete the Guarantee form and returns the papers to the District Chairman within 45 days.
- 4. As soon as the student has been accepted the YEO begins corresponding with the student.
- 5. The YEO assures the student that the first host family or members of the Rotary Club will meet the student at the airport.
- 6. Shortly after the student arrives the YEO will arrange a meeting with all the host families, Counselor and the student at which time the YEO will review all of the rules.
- 7. The YEO will insure that all information required by the District Chairman, such as Passport Number and airline ticket number are provided and that the school receives the student's record of immunization.
- 8. The YEO will provide each host family, student and Counselor with the schedule for the student to move to each host family throughout the year.
- 9. The YEO is responsible to see that the club treasurer provides the student's monthly allowance.
- 10. The YEO provides each host family with a thank you letter for hosting which includes the date the student was hosted by that family. This will serve for income tax purposes.

Duties of the Local Rotary Club Youth Exchange Counselor

- 1. The Counselor will write a letter to the Sponsoring Rotary Club before the student arrives outlining the Counselor's relationship to the inbound student during his/her stay in the Hosting Rotary Club.
- 2. The Counselor will help the student open a bank account and introduce the student to the officers of the bank.
- 3. The Counselor will take the student to school and help the student arrange for classes during their school year. The counselor will monitor academic, social and extra-curricular progress and make suggestions if necessary.
- 4. The Counselor will make periodic contact with the student to see if there are any problems.
- 5. Meet with the student at least once each month to discuss any problems that the student may need help in solving.
- 6. The Counselor will serve as a mediator between the Rotary Club and the student for the resolution of any problems.

Local Rotary Club Youth Exchange Officer's Check List

Inbound Student (s)

- 11. Three months prior to the end of the student's year the YEO will help the student and the host family arrange for the return flight to the student's home.
- 12. The YEO is responsible for arranging transportation to District events. This can be the YEO, host family, other Rotarians or neighboring clubs.
- 13. Make sure that the student has transportation to the airport for the return trip home.
- 14. Submit to the District Chairman a report of the date of return of the student to their home District.
- 15. Thoroughly investigate and advise the District Chairman of any infraction of the rules which may lead to an early return of the student.