

Rotary International District 9423 Guidelines for Host Families of Rotary Youth Exchange Students



Western Australia

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and in particular, to encourage and foster:

FIRST. The development of acquaintance as an opportunity for service.

SECOND. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society.

THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life.

FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Table of Contents

FOREWORD	1
ACKNOWLEDGEMENTS	1
ROTARY INTERNATIONAL.....	2
SERVICE ABOVE SELF	2
ROTARY AT THE LOCAL LEVEL - THE ROTARY CLUB.....	2
OBJECTIVES OF THE YOUTH EXCHANGE PROGRAM.....	3
THE ROLE OF THE ROTARY DISTRICT AND YOUTH EXCHANGE COMMITTEE	3
THE ROLE OF THE HOSTING ROTARY CLUB.....	3
THE EXCHANGE CYCLE.....	4
GENERAL SUPPORT STRUCTURE	5
WHEN AN ISSUE ARISES FROM SCHOOL.....	5
Host Parents	5
Student Mentor.....	5
WHEN AN ISSUE ARISES WITHIN HOST FAMILY HOME	5
Host Family/Student.....	5
Student Mentor.....	5
District Youth Exchange Chair	5
HOST FAMILY RESPONSIBILITIES.....	6
COMMUNICATION WITH YOUR STUDENT	6
ONE HOST PARENT GOES AWAY	6
BEING THE FIRST HOST FAMILY	6
BEING THE SECOND/THIRD HOST FAMILY	7
BEING THE FINAL HOST FAMILY.....	7
ADDITIONAL INFORMATION FOR HOST PARENTS.....	8
ROTARY PROTECTION POLICIES	8
WORKING WITH CHILDREN CHECK.....	8
MEDICAL INSURANCE.....	8
Overseas Student Health Cover (OSHC).....	9
IMPORTANT RULES FOR YOUR STUDENT.....	9
TRAVEL	10
TRAVEL INSURANCE.....	10
STUDENT ALLOWANCE.....	10
ABUSE OR HARASSMENT.....	10
FAMILY VISITS	10
RETURN HOME	10
THE ROLE OF THE EXCHANGE STUDENT	10
LEARNING ENGLISH.....	10
LEARNING TO ADAPT.....	11
THE ROLE OF THE STUDENT MENTOR	11

IMPORTANT DATES FOR INBOUND STUDENTS.....	11
GENERAL INFORMATION.....	12
SCHOOL.....	12
SCHOOL EXPENSES	13
THANK YOU	13
APPENDIX 1	14
APPENDIX 2	17

FOREWORD

To have the opportunity to study abroad is a life-changing experience. Rotary Youth Exchange provides this opportunity. Those who have this opportunity come back from their exchange more independent, more confident, and more eager and able to take on any future challenge, academic, professional, or personal.

They;

- Gain in self-confidence
- Gain independence and maturity
- Gain a global network of friends
- Gain a better appreciation of other cultures as well as their own
- Gain an understanding of their own personal strengths and weaknesses

Why?

- They chose to be removed from their comfort zone to be in a foreign environment
- They chose to be exposed to new traditions and social customs
- They chose to have to learn to speak the language of the host country

Studying abroad is full of many amazing experiences, from learning a new culture and language to making new friends from diverse ethnic and national backgrounds. Students choose to participate in exchange programs for the learning opportunities they provide. They then learn to analyse the things around them in a constructive manner and learn how to solve problems on their own.

While adding to a student's education is very important, students who participate in exchange programs also benefit on a personal level by having the opportunity to discover themselves in a place that is unfamiliar to them, living outside of their comfort zone. They develop self-awareness and self-esteem in a manner that cannot be duplicated. These students learn the ability to confront social challenges outside of their comfort zones and deal with problems head-on. Also, exchange students must learn to live in their host families' households, and this increases the value they gain from a new culture.

Students who participate learn skills that will stay with them for the rest of their lives. Once they have finished their education to seek employment, there is no doubt that employers will look favourably upon those who have travelled with such a program. The social changes that take place in exchange students are remarkable; they are often more flexible in any 'foreign' situation, whether this means taking a new job, embarking on a new course of study or speaking publicly in front of their peers.

Rotary Youth Exchange is the best of the best of Rotary's youth development programs. It can only be as successful and as valued as it is because of the personal commitment of the students, their families and all of those in Rotary who are facilitators of the program through being student mentors, host families, club supporters and members of the District Youth Exchange Committee. In Rotary we have so many who contribute in these ways. To maintain and grow the program we need more of these people. In the past, have you worried about being outside of your own comfort zone hosting a student? Have you thought that your age or family structure was some limiting factor?

It could be you, your extended family, your friends, and work colleagues who will help us provide more opportunities for everyone who wants to be involved.

ACKNOWLEDGEMENTS

This document has been made available to RYE WA from Victorian Youth Exchange and D9560. It was originally a combination of information from the guidebooks of other Rotary district youth exchange programs. We appreciate the hard work that has gone into producing this document.

As always we welcome suggestions, criticisms (constructive) or any other comment from Rotary clubs, student mentors, host families, exchange students and those who use this handbook. Such assistance will ensure that the strength and wellbeing of Rotary Youth Exchange is constantly being reviewed for the betterment of its participants and supporters.

ROTARY INTERNATIONAL



Rotary is a worldwide community service organization of like-minded people who contribute to building better communities. There are currently more than 1.2 million Rotarians, across more than 34,300 Clubs in more than 200 countries worldwide. The Rotary Club of Melbourne was the first Australian Rotary Club chartered in 1921.

Rotary WA is officially Rotary District 9423 and is one of many Rotary Districts in Australia. It covers all of Western Australia.

SERVICE ABOVE SELF

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and in particular, to encourage and foster:

- The development of acquaintance as an opportunity for service.
- The application of the ideal of service by every Rotarian to his/her personal, business and community life.
- The advancement of international understanding, goodwill and peace through a world fellowship of men and women united in the ideal of service.

These are expressed as the Five Avenues of Service – Club, Vocational, Community, International and Youth. Youth Exchange is a program of the Fifth Avenue of Service – Youth.

ROTARY AT THE LOCAL LEVEL – THE ROTARY CLUB

The 'personality' of each Rotary Club is a reflection of the community it serves and the membership of that Club. Most Rotary Clubs meet weekly or fortnightly. Some have a breakfast meeting while others have a lunch or dinner meetings.

Exchange Students often find that the Rotary Club hosting them will be very different from the Rotary Club sponsoring them, and both will be very different from other Rotary Clubs they may have the opportunity to visit during their exchange year. Rotarians around the world all share the common philosophy for 'Service to Others', and they are there to help provide a successful exchange experience for the student they host.

As with most organisations, Rotary Clubs are led by officers who are elected by the membership for one year terms, beginning on July 1, which is the beginning of the Rotary year. The officers usually include the Club President, Secretary, Treasurer, President-Elect and Directors. Rotary Clubs participating in Rotary Youth Exchange appoint the Student Mentors. These Student Mentors serve as the primary liaison between the Rotary Club, the Exchange Student and the Host families. In some Districts, Student Mentors are called Counsellors.

WHAT IS YOUTH EXCHANGE?

Rotary Youth Exchange is a country-to-country exchange of high-school age young people. Students must be aged between 15 years and 17 ½ years, at the time of arrival in Australia, for a cultural and educational

experience for both the student and those serving as hosts. The duration of the Exchange is typically 11.5 months with the students arriving around the end of July.

OBJECTIVES OF THE YOUTH EXCHANGE PROGRAM

- To further international goodwill and understanding by enabling students to study first-hand some of the accomplishments and differences of people in other lands.
- To enable students to advance their education by studying for a year in an entirely different environment and take courses and subjects not normally available to them in their own country.
- To broaden the students' outlook by learning to live with and meet people of different cultures and by coping with day-to-day living.
- To act as ambassadors for their own country and Rotary, by addressing Rotary Clubs, schools, community organisations and youth groups in their Host Country and by imparting as much knowledge as they can of their own country and its culture to the people they meet during their time abroad.
- To study and observe life and culture in their Host Country so that they can pass on the understanding and knowledge they have gained to Rotary Clubs and the wider community in their home country, upon their return.
- To further child safety as a key goal Rotary is committed to a policy of zero tolerance of child abuse or harassment.

THE ROLE OF THE ROTARY DISTRICT AND YOUTH EXCHANGE COMMITTEE

- Rotary Youth Exchange is an exchange of students between one Rotary District and another in different countries.
- Conduct and administration of the Exchange Program is the responsibility of each participating Rotary District under the authority of the respective District Governor.
- All Rotary Districts participating in the Youth Exchange Program agree to comply with Rotary International guidelines. This responsibility is delegated in Rotary Districts to the District Youth Exchange Committee.
- To assure a complete understanding of the District's rules, regulations, and guidelines, the District Youth Exchange Committee provides a comprehensive orientation to our Inbound Students shortly after their arrival.
- The Youth Exchange Committee establishes and maintains communications with the Inbound Students both before their arrival and during their year here, also with the Outbound Students we are sending overseas.
- Each Inbound and Outbound student has a 'Placement Officer' who is a member of the District Youth Exchange Committee.

The District Youth Exchange Committee is a valuable resource for both you and the Exchange Student, and its members are familiar with the conduct of the Exchange Program both here and in the country your student is from. Feel welcome to contact any member of the Committee anytime you have a question or need help with a problem.

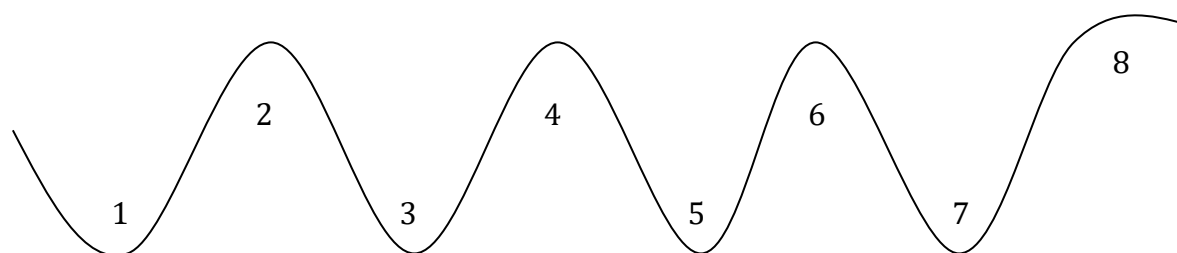
THE ROLE OF THE HOSTING ROTARY CLUB

The local Rotary Club provides another level of support to you, the Host Family, the student, and the Exchange Program.

- Rotary Clubs will appoint a Student Mentor. This person serves primarily as an advisor and advocate for the student but should certainly also be in contact with the Host Family on a regular basis and be available to answer questions or direct Host Parents to the appropriate resource when needed.
- The Exchange Student should be encouraged to attend Rotary meetings and be involved in the hosting Club's Rotary events.
- The Hosting Club provides the Exchange Student an allowance of a minimum \$150 per month. This is to be used for incidental personal expenses, entertainment, etc. Through the Rotary-provided allowance and parental resources, Exchange Students are expected to be financially self-

supporting in terms of personal expenses, clothing, entertainment, and travel when not part of a Host Family event.

THE EXCHANGE CYCLE



1. Application Anxiety

2. Selection/Arrival Fascination

*Elation
Expectation*

3. Initial Culture Shock: 1-6 Months

*Novelty wears off
Characteristics:
 Sleeping Habits
Disorientation
 Language difficulties
 Fatigue (Mental/Physical)
 *Eating**

4. Surface Adjustments

*After initial "down" Settle in:
Language improves
Navigate culture
 Friends
 *Social Life**

5. Mental Isolation

*Frustration increases
New sense of isolation
 Boredom
 Lack of motivation
 Unresolved problems
*Language problems**

6. Integration/Acceptance

*Begin to examine society
Accept surroundings/self*

7. Return Anxiety

*Preparation for departure
Realise changes
Desire to stay
Results:
 Confusion/Pain
 Breaking of bonds
 *No promise of renewal in future**

8. Shock/Reintegration

*Contrast of old and new
Family/friends
 Difficulty to accept change
Not the centre of attention
Others not interested in experience
*Reorientation**

All Exchange Students experience phases of elation, anxiety, and depression. One or more of these phases may be experienced at the time of the selection and application process. Various phases will then continue even after the student returns home. It is important that this be anticipated and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep the student busy and remember that all the Exchange Students before them, with them and who follow them, will experience similar circumstances.

Student Mentors and Host Families need to know that Exchange Students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and the circumstances.

GENERAL SUPPORT STRUCTURE

WHEN AN ISSUE ARISES FROM SCHOOL

Host Parents

- Should be made aware of the issue by the student or the school.
- They then should attempt to resolve the issue.
- If unable to resolve, then contact the student's Student Mentor.

Student Mentor

- Should attempt to resolve the issue.
- If unable to resolve, then contact the Placement Officer and Host Club President.

Placement Officer and Host Club President

- If still unable to resolve the issue, contact District Youth Exchange Chair.

District Youth Exchange Chair

- Chair works with the Club president and consults with District Governor if unable to resolve.

WHEN AN ISSUE ARISES WITHIN HOST FAMILY HOME

Host Family/Student

Need to openly and calmly discuss any issues, which may be upsetting the family unit.

- If unable to resolve quickly, speak with the Student Mentor.
- The Student Mentor may suggest other Rotarians take the student for a 'break'.

Student Mentor

- If still not resolved deal with the problem immediately – do not let it go on.
- Placement Officer and Host Club President are to be notified.

Placement Officer and Host Club President

- If still unable to resolve, contact District Youth Exchange Chair.

District Youth Exchange Chair

- Chair consults with District Governor if unable to resolve.

During the entire resolution process, counterparts in the student's home country are often informed of the situation. The District Youth Exchange Committee works very hard to ensure fair and proper resolution.

As a last resort, students may be sent home at the direction of the District Governor.

HOST FAMILY RESPONSIBILITIES

COMMUNICATION WITH YOUR STUDENT

Establish a clear understanding of expectations soon after your student arrives. At the end of this document there is “The First Night Questions” document (See Appendix 1) This will allow the conversation to begin. Below is further information to assist you and the student.

- Explain to your student that he/she is expected to attend Rotary meetings regularly (most Clubs meet every week or fortnight). Organise transport with other Rotarians if you are not able to take him/her.
- Please treat your student as you would your own child regarding school activities and if you have any problems with your Exchange Student not attending school/school activities, please speak with the Student Mentor or Placement Officer immediately.
- Discuss schoolwork with your student, your student's teachers, and school officials if academic or social problems are becoming apparent. Please attend parent- teacher interview sessions at the student's school.
- Encourage your student to get involved in Rotary activities, school extra-curricular activities, sport, community activities and family activities. However, be aware that these may be new and unfamiliar to your student and could also be very 'different' from those activities he or she was involved in back home. If you sense that your student is bored and reluctant to participate in available activities, it may simply be because no one has asked him or her to join in.
- Assist your student to get to know as many Club members as possible.
- Help your student become acquainted with other Host Families he/she is scheduled to stay with so that the transition will be easier when the time comes. If you are not the first Host Family, understand that your student and earlier Host Families may want to maintain contact as well. Students will generally stay with three-four families for 3-4 months each.
- Try to learn as much as you can of the customs of the student's home country. Too much freedom may be bad for a student who comes from a restrictive society. Likewise, too much restriction may be bad for a student who comes from a more lenient society. Often you will just have to play this by ear and do the best you can. For the most part, these students are good, reasonably mature, level headed representatives of their countries and can be trusted — but they are also just teenagers!
- Make sure you remember your student's birthday. It is often around this time that students feel really homesick and miss their families.
- Explain to your student that it would be in their interest to attend any special opportunities, trips, cultural or social events that you or other Rotarians may ask them to, in order for them to make the most of their Exchange.
- From time to time ask your student if he/she is communicating with his/her family and also sending in monthly reports to his/her Rotary District and Sponsor Club.
- Do not hesitate to ask for help from your student's Student Mentor, local Rotary Club, or members of the District Youth Exchange Committee if you have questions, concerns, or issues of any kind.

ONE HOST PARENT GOES AWAY

If one Host Parent is to go away from home for a period of time e.g., a weekend/business trip/holiday and the Exchange Student is of the opposite gender to the remaining Host Parent and there are no siblings living in the home at that time, Host Parents should discuss accommodation arrangements with the Student Mentor and student.

BEING THE FIRST HOST FAMILY

While being 'first' often provides the greatest challenges for dealing with things like language difficulties and cultural differences, it also provides the opportunity to form a lasting emotional bond with the student that can continue after the student moves on to subsequent Host Families.

The first Host Family will have a huge impact on the student and how they manage in, what is, the most challenging period of their Exchange.

Once your student has moved to the next Host Family, maintain contact without undermining the development of relationships with the next family. Inviting your student to share special family events, like birthdays, will reinforce the relationship you developed earlier, and will usually be welcomed by the current Host Family, just as you welcomed others' invitations to the student when part of your family.

BEING THE SECOND/THIRD HOST FAMILY

By this time the student has usually overcome home sickness, begun to understand the language, has hopefully settled into school and made new friends.

This is often a time when students prove they are typical teenagers and may try to push the boundaries – just like our own teenagers sometimes do. Do not be frightened to say “NO” to your Exchange Student.

BEING THE FINAL HOST FAMILY

Being the Host Family at the conclusion of the Exchange year could involve dealing with many of the same emotions the student had upon arrival, but this time caused by the realisation that the ‘familiar’ is now our culture, and the ‘unknown’ involves returning home.

A sign of a successful Exchange is the student’s reluctance to go home, and we wouldn’t want it any other way!

The following points are important for the final Host Family:

- You will need to help your student prepare to go home.
- Confirm the departure date with the Placement Officer.
- Make sure, through the Placement Officer that return dates have been confirmed and that the reservations have been booked.
- Help the student with packing and luggage.
- Students may need to send possessions home via surface mail to ensure they meet airline weight requirements.
- Ensure the student has finalised any financial obligations with anyone – please note that students are told they must never borrow money, but we need to make sure all financial obligations have been finalised.
- Ensure the student receives the \$500 emergency money being held by the Club. This may have been put into a new bank account or the club may have it in their bank account.
- If the student has been provided with a 'loan' mobile phone, make sure it is returned to the owner and there are no outstanding costs.
- Make sure appropriate arrangements have been made regarding school uniforms, books, calculators - i.e., they may need to be returned to the second-hand shop at school or given back to the Rotary Club for recycling. If the student wishes to take them home, they need to pay for them.
- The Rotary Club should plan a farewell event involving all Host Families, the student's Student Mentor and Club members.
- Allow the student time in their final days of Exchange to say goodbye to the many friends they have made during the past year.

ADDITIONAL INFORMATION FOR HOST PARENTS

Tips for your student to stay safe: It would be good for you to go over these tips with your student and encourage them to ask about anything they are not sure of:

- If you have a problem or are worried about something, always tell an adult you trust about it, such as your teacher, Student Mentor or current or recent Host Parents. NEVER suffer in silence!
- Pack your own suitcase and never carry items overseas for people you don't know well. Take care that you do not act as a drug courier for someone else, on purpose, or by accident.
- Tell your Host Family where you are going and what time you will be home.
- If you have a mobile phone, ensure that it is fully charged when you leave home.
- Look out for anything that might hurt or threaten you or anyone in your group and tell someone responsible.
- If you are out at night in the centre of town, make sure you are near streetlights.
- Wherever you are, make sure that you don't get separated from your friends.
- If you need to use a public toilet, go with a friend.
- If you do get lost or separated go to a shop or place where you will be seen by lots of people to ask for directions.
- If someone you don't know talks to you, just walk away.
- Have the details of your accommodation on you, whether it's your Host Family's address and telephone number or hotel or campsite details.
- Keep enough money to make a telephone call.
- Arrange for someone to pick you up at night unless you can take public transport where you are amongst a sizeable group of people.
- Make sure you know the person who is coming to pick you up. Never get into a car unless it is with this arranged person.
- If you are on a bus and someone makes you feel unsafe, move to a seat near the driver.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.
- Always look and behave confidently.
- Carry the telephone numbers for the emergency services in Australia and keep them handy.

ROTARY PROTECTION POLICIES

Clubs, in particular Host Clubs and Student Mentors should be mindful of these Protection Policies, as they apply to Rotary Youth Exchange. The District Protection Officer will assist clubs and relevant District committees to enforce the District Protection Policies. They will provide appropriate training for Club Protection Officers, club leaders and members, as required. For further guidance speak to your relevant Host Club and/or check the District website for the Protection Policy. Rotary requires all volunteers who work with children including all members of host families over the age of 18 years to sign a Volunteer declaration Form and Code of Conduct

WORKING WITH CHILDREN CHECK

All host family members aged 18 and above, must hold a current WWC Check. It aims to strike a balance between protecting children under 18 years of age, promoting volunteering and safeguarding the rights of individuals.

MEDICAL INSURANCE

The cost of any medical treatment is the responsibility of the student and his/her natural parents. Host Parents are not expected to pay any medical expenses. Students should have the financial ability to pay for any medical expenses at the time provided and will then claim them back from their insurance provider. However, as Host Parents, you are asked to make arrangements for medical treatment, when necessary, as you would your own child.

Whilst it is important to respect the privacy of your Exchange Student, common sense should prevail as to who is made aware of medical conditions. Serious illnesses or injuries must be made known to the Student Mentor. They in turn will contact the student's Placement Officer and Youth Exchange Chair immediately.

Overseas Student Health Cover (OSHC)

The student has had to purchase Overseas Student Health Cover (OSHC) as a condition of applying for the visa and is covered from the time of arrival. Regardless of whether or not the students have the card, they are covered.

- OSHC provides the same coverage for the students as Medicare does for Australians.
- If there is no bulk billing the student must pay for medical visits and then claim back the refund from the OSHC and their travel insurance.
- In the event of an emergency requiring immediate attention, treat the student as you would your own child.
- Contact the student's Placement Officer as soon as possible.
- Inform doctors/hospital staff that the child is an Exchange Student.

IMPORTANT RULES FOR YOUR STUDENT

There are rules within the Program which the student and their parents have signed being the Rotary Guarantee Form, binding the student to the rules of the Program. The rules are:

1. **Laws of the Country:** The laws of the Host Country must be obeyed.
2. **Drugs:** The possession and/or consumption of illicit drugs are a breach of the law of Australia and, as such, are strictly prohibited under the Program. Any student breaking this rule will be immediately expelled from the Program and returned home, provided they are not detained by a jail sentence or other legal action.
3. **Driving:** Student is specifically forbidden to drive any form of motorised vehicle, be it operated on land, sea or air. Violation of these rules can lead to them being removed from the Program and returned home. (Student is also not covered by insurance for any form of driving).
4. **Drinking:** Even if a student is 18 or over, they are not permitted to drink alcohol outside the home. If a host family chooses to offer the student (WHO MUST BE 18+) alcohol at home they may accept, in moderation.
5. **Dating – ie Romance:** Student should not become romantically involved. If they centre all their attention on another person the broad aspects of the Program are excluded and therefore the Exchange fails. Promiscuity will terminate the Program for student, leading to immediate return home.
6. **Schooling:** Student will attend full-time education at a secondary school of the Host Rotary Club's choice. If they have too many unexplained absences from school, then the Club Student Mentor will notify the District Chair

Any breach of these rules may lead to the expulsion of the student from the Program and immediate repatriation home at the student or natural parents/guardians expense.

Your student will already have knowledge of these rules as they are outlined in the Student Manual. However, it is important for the Host Parents to regularly discuss and reinforce these rules, if necessary: These are known as the 4 Ds. No drugs, driving, dating, drinking.

TRAVEL

- Unauthorised travel is forbidden. Depending on the travel destination, if the student wants to travel outside the District including with host family prior permission must be gained from their Host Parents, Student Mentor, Placement Officer or District Chair and/or their natural parents/guardians. See Travel Guide and Travel Request/Approval Form attached. (Appendix 2)

TRAVEL INSURANCE

- Ensure that you are familiar with your student's travel insurance, so that when required you will be able to assist with claims. The RYE Placement Officer will have checked that the student's insurance meets the minimum guidelines required by Rotary Youth Exchange Australia and recommended by Rotary International for Youth Exchange Students.

STUDENT ALLOWANCE

- The Hosting Club provides the Exchange Student an allowance of a minimum of \$150 per month.
- This is to be used for incidental personal expenses, entertainment, etc. Through the allowance provided by Rotary and parental resources, Exchange Students are expected to be financially self-supporting in terms of personal expenses, clothing, entertainment, and travel when not part of a Host Family event.

ABUSE OR HARASSMENT

- It is important to emphasise to your student that abuse or harassment must not be tolerated. He/she should talk to their Placement Officer and/or the Host Parents or other trusted adults if they encounter any form of abuse or harassment whilst on their Exchange.

FAMILY VISITS

- You may need to reiterate with your student that visits by natural parents/guardians, or adult siblings are subject to prior approval. Such visits, if they are to be arranged, may only take place with the RYE Chair consent and within their guidelines and, preferably, in the last 3 months of the Exchange. They are heavily discouraged. If the student's family does visit, they are not permitted to stay overnight with them and are not permitted to travel with them. Doing so will terminate their exchange.

RETURN HOME

- Ensure that your student is aware that he/she must return home to their country directly by a route mutually agreeable to their Host District and their parents/guardians.
- Luggage Allowance: Check with the specific airline via their website. If in doubt, the following should be adhered to: 20kg luggage and 5kg hand luggage limit. This may save the student some very costly excess baggage charges.

THE ROLE OF THE EXCHANGE STUDENT

- Above all else, we expect the Inbound Students to be involved in their new family, involved in their school, involved in the community in which they now live, and involved in Rotary. To do this successfully, most Exchange Students must do two things:
Learn to communicate in English • Learn to adapt.
- Your job as Host Parents is to ensure the student's participation and assist them in adapting.
- Remember, their culture is likely quite different and learning to 'fit in' and get comfortable in Australia can be a challenge – please be patient!

LEARNING ENGLISH

- Most students arrive with some understanding of the English language, and some can speak and understand our language well, having studied English for several years in school. For some, considerable effort will be needed on their part to understand the English we speak, which is often different than the English they were taught in school.
- The student must practice, by engaging in real conversation. Reading and writing our language is necessary to develop true proficiency.

- Some Host Families label objects around the house, which can be a fun activity. You can help by asking questions that require more than “yes” or “no” answers, having patience when communications are not clear, and consciously speaking slowly and clearly, with frequent checks for understanding.
- Most students will have a language app on their phone. If something is not understood by the student just repeating it slower and louder does not help them to understand.
- Think of other words, other phrases, complete sentences, and non-truncated words to use and try to minimise slang so the student understands.
- Exchange Students often 'pretend' to understand because they believe they are 'expected' to understand – again, please be patient with them.

LEARNING TO ADAPT

The Host Family will need to encourage and help the student to adapt by being willing to:

- Try new things.
- Do things differently.
- Accept that our cultural differences are neither 'better nor worse' simply different.

The Host Family also needs to adapt and sometimes after the initial excitement wears off, hosted students can be irritating to their host brothers and sisters and host brothers and sisters can be irritating to the hosted student. Host Parents need to deal with a situation such as this with mutual care, sensitivity and guidance to all concerned.

Please remember: The Exchange Student is a child in a new country with a new family.

THE ROLE OF THE STUDENT MENTOR

The following is intended to present Host Families with the responsibilities that the Student Mentor has towards the Inbound Student. This should then assist to provide a clearer picture of the student's duties. However, Host Parents are often expected to collaborate with the Student Mentor for various things and are also encouraged to contact the Student Mentor whenever they need help with their student.

On the student's arrival the Student Mentor will:

- Enrol the student in school and will assist in selecting a course of study for the student.
- Set up a bank account for the student's personal use.
- Organise a sim card and or mobile phone plan.
- Smart Rider (through school).

IMPORTANT DATES FOR INBOUND STUDENTS

2023

Dates		Additional Costs	Attendance
Week of 24 th July	2023-2024 Inbound Students arrive		
Friday 28 th – Sunday 30 th July	Inbound Outbound Briefing Weekend Point Walter Recreation Camp	No fee for students	COMPULSORY
Tuesday 1 st August or soon after. Must not be before 1 August	Students Start School		
TBC – either September or after Sydney trip	Kojonup Farm Visit	No fee for students	Optional Trip

TBC – End Nov – early December	Sydney Trip	Students Expense - approximately AU\$2,700	Optional Trip
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2024

Dates		Additional Costs	Attendance
MARCH – TBC	District Conference	No fee for students	COMPULSORY
Friday 26 th April TBC	Parliament House Cocktail Party Visit	No fee for students	This Event and Date is not Confirmed
Saturday 27 April – Sunday 12 May	North-West Safari (Pilbara and Gascoyne camping trip)	Student Expense – approximately AU\$2,980(with optional extras)	Optional Trip
Friday 28 th June	Last day of School for Inbound Students		
	Farewell Function, Perth	No fee for students	
Approx first week in July	Students depart for Home Country		

Please note that dates and events may be subject to change, depending on the number of Students able to participate. Student's first priority should be attending all compulsory events, then Host Family, School and Host Rotary Club important events if they clash with a planned District event.

GENERAL INFORMATION:

The Student Mentor will arrange for the student to make presentations about his/her country and the experience of being an Exchange Student, to various community groups, e.g. Rotary Clubs, school assemblies, senior citizens, etc. A student's Student Mentor cannot, at the same time, be a Host Parent to that student. In circumstances where a Student Mentor is required to be a Host Parent for a short period of time, an alternative Student Mentor must be appointed for that period and the student notified in writing, including all contact details.

The Student Mentor will learn what interests your student has and what outside interests/contacts the Club members have. He/she will then set up various experiences for your student in concurrence with the Host Families. Examples could be:

- A weekend on an operating farm
- Theatre or dance performance
- A symphony or concert
- A sporting event
- Museums, art galleries
- Visits to historic sites
- State or country agricultural shows
- Camping or fishing trip

SCHOOL

- The Rotary Club's Youth Director and/or Student Mentor should make the decision as to which school the student attends. The Student Mentor will then liaise with the school.

SCHOOL EXPENSES

- No school fees are to be incurred by the Host Families. The Club will not put the Exchange Student into a private school unless school fees have been waived.
- The student's Rotary Club will provide school uniforms and books (both of which are often purchased second hand)
- Public transport costs to school are the responsibility of the Host Club.

ADMINISTRATIVE PROCEDURES:

Please understand that many of the following points are listed only so that you can check to be sure that procedures have been followed, not because it's up to you to do all these things:

- The Student Mentor should act as the student's legal guardian for signing and receiving all official documents - including school enrolment, subject selection, school reports, and the student's compulsory "emergency" fund.
- The Student Mentor should have a duplicate copy of the student's application in his/her your possession. This can be obtained from the student's Placement Officer. Due to legal requirements for privacy, the application will not include medical or personal information however if there is any issue of a medical nature that host parents should know, you will be advised.
- Whenever the student changes homes, details of the new Host Family and their contact information must be coordinated with the Student Mentor who will forward the information to the student's Placement Officer. This is critical. The District Committee must have accurate, up- to-date information as to how to contact the Students/Host Families at all times.
- The Student Mentor will make sure that the student receives the monthly allowance from the Club on arrival and at the same time each month.
- The Student Mentor will check with the school on a regular basis to see how the student is doing and discuss with the Host Families any issues that need to be attended to.

THANK YOU

Thank you for taking on the role as host family. Without you, the Rotary Youth Exchange Program could not operate!

We hope you will enjoy the experience and that you will build a lifelong connection with your Student.



APPENDIX 1

QUESTIONNAIRE FOR FIRST NIGHT WITH HOST FAMILY

1. What do I call you? Mum, Dad or first name?
2. What am I expected to do daily, other than:
 - a. Make my bed
 - b. Keep my room tidy at all times
 - c. Clean up the bathroom after use
3. What is the procedure about dirty clothes? Where do I keep them until wash day?
4. Should I wash my own underclothes?
5. May I use the iron, washing machine, sewing machine, etc? What is the procedure for this and should I ask before using them?
6. Where can I keep my bathroom toiletries?
7. Where should I put my hygienic products and when I need to buy them who pays? (feminine specific)
8. When is the most convenient time to bath/shower on weekdays and weekends, and is there a time limit?
9. What time are meals and do all the family members eat together regularly?
10. Do I have a permanent job at meal times? For example:
 - a. Set the table
 - b. Clear the table
 - c. Wash or dry the dishes
 - d. Put everything away after meals
 - e. Empty the rubbish bin, etc
11. May I help myself to food and non-alcoholic drinks at any time, or should I ask first? (Promise to do so in moderation if acceptable)
12. Is there any food or drink that is off-limits to me?
13. Which areas are strictly private? For example parent's bedroom, bar, sewing room, pantry.
14. May I put up pictures, posters, etc, in my bedroom? If yes, how?
15. Can I rearrange the layout of my room?
16. Where can I store my suitcase?
17. What time must I get up on weekday mornings?
18. What time must I get up on weekend mornings?

19. What time do you want me to go to bed on weekdays?
20. If I want to go out with my friends, is it OKAY with you and what do you need to know?
21. If I do go out, what time do I need to be home by? (Exceptions by special arrangement should be arranged BEFORE going out).
22. What are the dates of Host Dad, Mum, Brothers and Sister's birthdays?
23. Can I have friends visit during the day and/or stay overnight?
24. Can I invite friends of the opposite sex over while you are not here?
25. What are the rules of the Wi-Fi? (also, if they have a home phone)
 - a. Is it unlimited?
 - b. Is there a password?
26. Does anyone in the family have any dislikes that I should know about?
27. Can I play any music I like or is there some types your prefer I didn't (for example rap with swearing)?
28. What are the Host Parent's view on transport (for example not riding the train after a certain time)?
29. How should I get around?
 - a. Is there a bus route?
 - b. Do I get a bicycle or a train pass?
 - c. Can I get a lift to and from parties etc?
 - d. Will I be collected from the bus stop?
30. Can I use the stereo, television (TV) etc in my free time?
31. What are the rules about going to Church?
32. Do you mind me attending my own Church as well as yours (if your family's religion is different to yours)?
33. Do you expect me to telephone (phone) in if I am going to be 10, 20 or 30 minutes late?
34. Do I make my own lunch for school or buy it and who pays?
35. Am I to pay for my own bus fares to school?
36. If I have a problem, how would you like me to handle it?
 - a. Write you a note
 - b. Find you for a conversation about it
 - c. Tell my Student Mentor/Mentor about my problem and let them decide what to do

d. Another option

37. If I join a sporting or other club, who pays for the costs? The Club, Host Parents or me?
38. If we go out as a family, who pays for me?
39. Does any member of the family have any allergies or dietary needs (also tell the family of yours early in the Exchange)?
40. Can I use the shampoo and other items in the bathroom or should I buy my own?
41. If there are any servants/staff in the home, how should I deal with them (if relevant)?

WRITE DOWN ANY OTHER QUESTIONS YOU HAVE DISCUSSED or WISH TO ASK.

APPENDIX 2

TRAVEL POLICY

(Note: 'Travel' refers to any trip which requires an overnight or longer stay)

*These Rotary International District 9423 Youth Exchange Program Policy Guidelines are additional to and take precedence over the general guidelines stated in the Youth Exchange Manual - Australia. The Guidelines will be applied to Inbound students. **Failure to adhere to this policy may result in the Student's exchange being terminated.***

An essential requirement of Rotary is that the whereabouts of a student is known at all times by the Sponsor and Host Districts for the purpose of ensuring the student's safety and wellbeing, and for direct contact in the case of emergencies.

1. Official tours organised by the Rotary District Youth Exchange Committee, Rotary Clubs and Hosting Schools have been arranged to provide the student with an opportunity of seeing the area in which they are hosted. The "Authority for Inbound Students to Travel on Rotary and School Sponsored Excursions and Tours" form must be completed prior to the student's arrival to enable the student to participate in these activities.
2. Travel with current Host Parent/s is permitted within Australia with the **prior** knowledge of the student's Placement Officer and the approval of the Host Club's President. The requirement for Working with Children/Volunteer Declaration clearances must be adhered to.
3. Travel with other adult/s (not included in point 2 above) **within Western Australia** must be approved by the student's Placement Officer. The requirement for Working with Children/Volunteer Declaration clearances must be adhered to.
4. Travel with other adult/s not included in point 2 above **outside of Western Australia but within Australia** may be considered with the prior written permission of the student's natural parents/guardian, Host Club President and District Youth Exchange Chair. A 'Travel Application Form' must be completed well in advance of the proposed travel and forwarded to the student's Placement Officer to seek the necessary approvals. The requirement for Working with Children/Volunteer Declaration clearances must be adhered to.
5. Travel **outside of Australia** with responsible adult/s may be considered with the prior written permission of the student's natural parents/guardian, Host Club President, District Youth Exchange Committee Chair, and District Governor. A "Travel Application" form must be completed well in advance of the proposed travel and forwarded to the student's Placement Officer to seek the necessary approvals. The requirement for Working with Children/Volunteer Declaration clearances must be adhered to.
6. Independent and unaccompanied student travel, while generally discouraged, may be approved by the District Youth Exchange Committee Chair under certain controlled conditions.
7. Family visits are **strongly discouraged**. In any eventuality visits should be confined to the last quarter of the exchange and students must stay with their host family every night. Students are not permitted to travel with family and may not miss any school time. The student's Host Club President, District Chair and Placement Officer **must be contacted BEFORE any arrangements are made**. The visits must not clash with District, Host Family or Host Club arrangements. Students are not expected to receive visits from travelling friends whilst they are on a Rotary Youth Exchange.
8. Any travel during school time, other than School Excursions or organised Rotary Youth Exchange Tours, is not permitted.
9. The student may not contact another Rotary Club directly to ask for hosting on a trip.
10. Students are expected to return home by a direct route, or a route arranged by the Sponsor District Youth Exchange Committee and agreed by the Host District Youth Exchange Committee.

ROTARY YOUTH EXCHANGE PROGRAM
District 9423 Western Australia
TRAVEL REQUEST FORM

This two page form is to be completed and submitted to your District Placement Officer/Student Mentor well before you intend to travel (ie two weeks minimum); if you leave your Host Parents home for more than seven (7) days; if you travel further than 100kms from your host town; or leave the State or Country. Please complete the form, and circle YES or NO where applicable:

Student Name	
Mobile Number	
Purpose of Travel	Name of School trip _____ Name of Rotary trip _____ Host Family Holiday _____ Other _____
Destination (If numerous destinations, please attach itinerary)	
Travelling with	
Mode of Travel	Car Bus Train Aeroplane
Departure Date	
Return Date	

Person responsible for Student during travel	
Mobile Number	
Working with Children No.	

Person staying with	
Mobile Number	
Home Telephone Number	
Email	

Host Parent Names	
Address	
Host Home Telephone Number	
Host Father Mobile	
Host Mother Mobile	

Host Club	
Host Club Student Mentor/ Mentor	
Home Telephone	
Mobile Number	

TRAVEL REQUEST FORM - PERMISSIONS AND APPROVALS

Host Parent Permission	YES or NO
Signature and date	

Natural Parent Permission (Only required for travel outside of the District/State or Country)	YES or NO
Signature and date	

Host Club Permission	YES or No
Name	
Position in Club	
Mobile Number	
Signature and date	

Host School Permission (If any attendance is to be missed, provide copy of approval if not signed)	YES or NO
Authorised Person	
Telephone Number	
Signature and date	

District Placement Officer/ Mentor Name	
Recommendation	YES or NO

District Chair Approval	YES or NO
Name	
Signature and date	

District Governor Approval (Only required if travelling overseas)	YES or No
Name	
Signature and date	

Any other relevant details	
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