



OUTBOUND STUDENT MANUAL

2023-2024



CREATE HOPE
in the WORLD

District 9423
Western Australia

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Introduction

Dear Student,

Congratulations! You are about to embark on what will be one of the greatest adventures of your life that will influence your future, and where every day will present new exciting challenges.

On behalf of the District Governor, and fellow committee members, and all Rotarians in District 9423 we wish you every success as a Rotary Exchange Student, and trust that your year overseas is as exciting and rewarding as you expect it to be.

This manual is intended to help you throughout the year. Although much of it might not seem relevant for you now, the time will come when you see the value in the guidelines, and the information therein and be able to use that information.

Be prepared to accept the people you meet `as they are` - as fellow human beings, and to participate in their way of life, to learn about them and their country and their customs, and to teach them a little about ours. Be prepared to participate at every available opportunity!

There will be highs and lows in your year, and at times you may sometimes feel lonely and dejected. However, as the wonders and experiences unfold to fill your world with new friends, new activities and new challenges, you will develop and grow in stature as a person and as an individual.

Whilst the distances and differences may cause problems that seem immense at times, always remember that a `smile` is the international language that can contribute to solving each problem. Your smile is your biggest asset and it crosses all cultural boundaries. It can be a request for help, it expresses acceptance, love, gratitude, achievement or a big thank you! But above all it shows that you have one other vital necessity to be a good exchange student – a sense of humour.

You were chosen for exchange because of your special qualities. Each one of you has your very own unique attributes. Please use these qualities. We ask that you always remember that you are an Ambassador for your family, your country, for Rotary International and the Youth Exchange Program. We are proud to welcome you into the International Family of Rotary!

We know that the year will be a very special one for you. We will follow your experiences and achievements. On your return, you can reflect on a year that has seen you experience growth and maturity as an individual. You will have made new and lasting international friendships and have learned to face and overcome almost any situation. You will have built a sound and solid base on which to construct the rest of your life.

We know you will be a credit to your family, to your country and to Rotary.

Enjoy your year to the fullest. We look forward meeting with you again on your return!

With best wishes

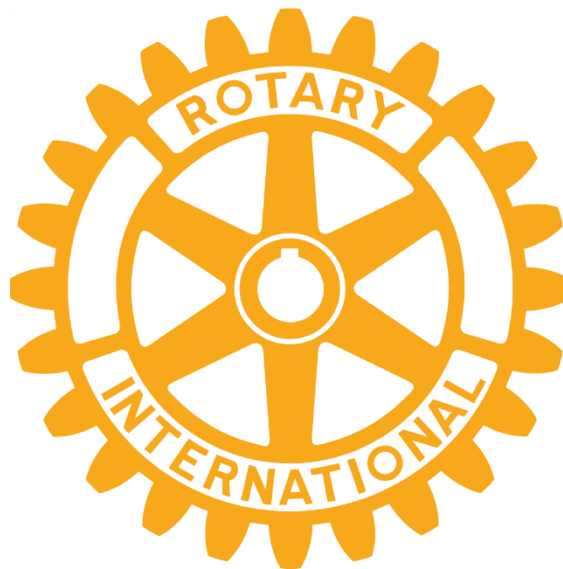
Jill Hanna

Chair

Rotary Youth Exchange WA (District 9423)

Rotary Youth Exchange Objectives

- To broaden international goodwill and understanding by enabling students to study first-hand some of the culture and accomplishments of people in countries other than their own, for the duration of twelve months.
- To enable students to advance their education by studying for a year in an environment entirely different to their own and by undertaking study of courses and subjects not normally available to them in secondary schools of their own country.



- To broaden the students outlook by learning to live with, and meet people of cultures and creeds different to their own, and having to cope with day to day problems in an environment completely different to the one they have experienced at home.
- To act as ambassadors for their own country by addressing Rotary Clubs, community and youth groups in their host country and by imparting as much knowledge as they can of their own country and culture to people they meet during their year abroad.
- To study and observe all facets of life and culture in the country where the students are hosted so that, on return to their home country, they can pass on the knowledge they have gained by addressing Rotary Clubs, youth groups and community organisations.

Youth Exchange Committee Contacts

Chair Rotary Youth Exchange Committee

Jill Hanna

Mobile: 0417 982 315

Email: ryechairD9423@gmail.com

District Placement Officer:

**(Denmark, Sweden, Norway, Finland/
Estonia)**

Shani Kaitani

Mobile: 0437 966 768

Email: shanikaitani@gmail.com

District Placement Officer:

(Switzerland, France, Spain, Germany, Mexico))

Norm de Grussa

Mobile: 0411 043 889

Email: degfam@iinet.net.au

District Placement Officer:

(Brazil, Argentina, Taiwan, Poland)

Rochelle Lampard

Mobile: 0437 417 356

Email: rochelle.lampard@gmail.com

District Placement Officer:

(Italy, Belgium, Austria, Czechia/Slovakia)

Steve Barlow

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Treasurer -

Lindsey Francis

Mobile: 0412 771 476

Email: lindseyf@ozemail.com.au

Compliance Officer

Mitch Whalan

Mobile: 0438 904 436

Email: mitch@whalans.com.au

Short Term Exchange Program

Linda Bilney

Mobile: 0427 341 022

Email: ryestep9423@gmail.com

Rotary District 9423 – District Governor

Ineke Oliver

Email: inekeoliver@gmail.com

Rotary District 9423 Youth Exchange is a Secondary Exchange Organisation registered and quality assured in Western Australia by the Department of Education. Students can contact the Department of Education at secondaryexchange.tiwa@dtwd.wa.gov.au or call (+61) 8 9218 2100.

Glossary Of Terms

Club Counsellor/ Mentor	<p>A person appointed by the local Rotary Club to counsel, support, administer ALL elements of the exchange on behalf of the local Rotary Club; Exchange Student; School; Host Families and liaise between all parties, including the District Placement Officer/Mentor. They cannot be a Host Parent and if in an emergency they provide temporary housing for a period of time then a new Club Counsellor is required to be appointed and District Chair notified.</p> <p>Note: In WA we use the term Mentor, but in other countries and some states they use Counsellor.</p>
Club Protection Officer	<p>A person appointed by the local Rotary Club to whom you should regard as your confidant. If any problem arises at School, with the Host Family, with the Club Counsellor in regards to sexual harassment or abuse, you should immediately inform your Club Protection Officer who is there to help and remove you from a potentially very dangerous situation. They cannot be a Host Parent so there is no conflict of interest with the student.</p>
District	<p>A geographical area designated by Rotary International in which the local Rotary Clubs within the defined area form a collective group known as a District.</p>
District Chair	<p>A person appointed by the District Governor to take ultimate responsibility for the administration of the District's Rotary Youth Exchange Program in the best interests of all parties and ensure compliance, guidelines and instructions in accordance with Rotary International, State and Commonwealth legislation. They cannot be a host parent so there is no conflict of interest to any student. In an emergency if they need to provide temporary housing until an alternative host family is found or until a student is sent home then this will be done with the permission of the District Governor and TIWA.</p>
District Committee	<p>A committee of Rotarians and non-Rotarians responsible for all aspects of the Rotary Youth Exchange Program administration. The positions of the RYE committee are: Chair, Secretary, Treasurer, Compliance Officer, Placement Officer/Mentors, ROTEX President, Committee member, STEP and District Governor's representative.</p>
District Placement Officer/ Counsellor	<p>A person appointed by the District Chair to oversee all aspects of the Students Exchange and be the liaison between the Host Rotary Club, Sponsoring Rotary Club, Host District, Sponsoring District, Exchange Student, Host Family, Natural Family, local School, District Committee and District Chair. They cannot be a Host Parent at the same time as being a District Placement Officer/Mentor.</p> <p>Note: in WA we use Placement Officer but in other countries they use Counsellor</p>
District Governor DG	<p>A person appointed by Rotary International to take overall responsibility of the Rotary Clubs and Programs within the District.</p>
Inbounds	<p>Those students arriving in Australia for RYE.</p>
Outbounds	<p>Those students departing Australia on RYE.</p>
Rebound	<p>A student who has been on Rotary Youth Exchange and returned</p>
ROTEX	<p>A group of past Rotary Youth Exchange Students.</p>

RYE	Rotary Youth Exchange.
TIWA	TAFE International Western Australia is the Secondary Exchange Authority
WWC	Working With Children Clearance.

Rotary Philosophy And Ethics

The Rotary International Motto for 2023-24 is Create Hope in the World (Logo on front page).

THE FOUR WAY TEST

Of things we think or do:

1. Is it the TRUTH.
2. Is it FAIR to all concerned.
3. Will it build GOODWILL and BETTER FRIENDSHIPS.
4. Will it be BENEFICIAL to all concerned.

Rotary International Mission Statement

The mission of Rotary International, a worldwide association of Rotary Clubs, is to provide service to others, to promote high ethical standards and to advance world understanding, goodwill and peace through its fellowship of business, professional and community leaders.

When Making Decisions You Should Consider The

CONSEQUENCES of your decision including the laws of the host country.
ROTARY rules and expectations.
ATTITUDES of your friends and peer group pressure.
VALUES that you hold and your personal beliefs.
EXPECTATIONS of your family and home community.

Whatever You Do Or Decide

BE SAFE.
BE CONSIDERATE.
BE SENSIBLE.
BE MATURE.

The Rotary Youth Exchange Code Of Conduct

The Code of Conduct is a statement about the appropriate and expected behaviour in keeping with Rotary Philosophy and Ethics for you as an Outbound Exchange Student. You will be acting as an ambassador for Rotary and for your country and family. The code should apply in all areas of exchange – at Rotary events, in families and at school and encompasses your time before, during and following exchange.

Rotary Exchange Students will:

Behave in a manner of keeping with the ideals and objects of Rotary and of the Mission Statement.

- Comply with the Rotary Youth Exchange Rules: both those of the sending District and receiving District.
- Adhere to the commitment made in the application paper and signed rules at all times.
- Behave in an appropriate manner at all times prior to their exchange and when on exchange in keeping with their roles as ambassadors for Rotary and for their country.
- Demonstrate an appropriate attitude when participating in Rotary, Host Family and school activities.
- Ensure and take responsibility for their own safety at all times during their exchange.
- Respond with respect to appropriate requests from members of the Hosting Rotary Club, Host Family and School Staff.
- Respect the confidentiality of Host Families and others as appropriate.

The Host Family will do their best to protect your personal privacy and you are expected to protect theirs.

The use of the internet and social media must always be considered as public and not private communication and open to people who would abuse your and your Host Family's privacy. (Appendix 1)

Care must be taken with respect to information divulged, and comments made, all of which may be wrongly interpreted and cause embarrassment and distress.

Remember prior permission for photographic images to be used is a requirement as well as a courtesy. Please read the Online Safety Manual. (Appendix 2)

Seek support from your Counsellor, Host Family or appropriate Rotary Club member as required.

Respect and `work with` all who are involved in providing support and assistance during the period of exchange; including: District Youth Exchange Committee members (sending and receiving), Rotary Club Members, Counsellors, Host Families and School Staff.

Take responsibility for ensuring that their period of exchange is the `best time of their life to date`.

What Is Rotary?

Rotary International is one of the world's largest service organisations. The goal for a club's membership is an up-to-date and progressive representation of the community's business, vocational and professional interests.

Rotary is an organisation of business and professional leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations and help build goodwill and peace in the world. In over 165 countries throughout the world, approximately 1.2 million Rotarians belong to more than 30,000 Rotary Clubs.

The mission of Rotary International is to support its member clubs in fulfilling the Object of Rotary by: Fostering unity among member clubs, strengthen and expanding Rotary around the world, communicating worldwide the work of Rotary and providing a system of international administration.

In 100 years, Rotary has grown from a small club of four members formed in Chicago, USA by the founder of Rotary, Paul Harris, to a worldwide network of men and women who share a common vision for a better world. The world's first service organisation, Rotary has a long history of helping those in need and uniting people of different cultures and beliefs. Through the work of individual Rotary clubs, and through the programmes of Rotary International and the Rotary Foundation, Rotary is making the world a better place. Rotary Western Australia is made up of nearly 100 clubs as far North as Kununurra and as far South as Esperance.

Rotary Western Australia was established in 1927 and is now one District – District 9423.

There are Rotary clubs in most metropolitan suburbs and country towns.

Responsibilities And Requirements

YOU have the responsibility to a large number of bodies:

SPONSOR ROTARY CLUB

- Know the President and members.
- Write and send informative reports back during the year, at least monthly.

HOST ROTARY CLUB

- Earn their trust.
- Get involved with the Rotarians.
- Keep saying YES to any new experiences, even when unsure – more will be offered.
- Try to learn something new each day.
- Show your gratitude, even if an invitation was not really to your liking say THANK YOU.

COUNSELLOR/MENTOR

- If not given one – ask.
- The person you can turn to.
- Make an effort to get close to him/her.
- Rotarians are usually very busy people – you make the contacts, don't wait for him/her to remember to contact you.

WA DISTRICT COMMITTEE

- You have been given a contact from this District Committee (your Placement Officer). If you have any difficulties contact this person immediately: (good news is appreciated as well).
- You are expected to report regularly, at least monthly to your Placement Officer

YOUR COUNTRY

- Learn to promote it well.
- Be an ambassador.
- People want to know. It is up to you to tell them.
- Be prepared – know your facts.
- Remember, you are `on show` all the time, as an Australian.
- Be willing to find out if you don't know.

HOST COUNTRY

- You should study the country and area before you leave Australia.
- Find out where it is located, which side of the Equator, what temperature to expect, what clothing you will need, etc.
- Learn about things that happen in the country.
- Prepare a short speech for your Host Club in their language. (Learn phonetically if necessary).
- You must learn the basics of your host country language before you leave on exchange

HOST PARENTS

- Within the first hour find out how to address them.
- You are required to adapt to them – not them to you.
- Establish the rules of the house and abide by them.

- Families can be quite different.
- Do not try to manipulate the family to suit you.
- If you are required to do chores, do them willingly and not just for the first week.
- It is the little things that really count. (Mother's Day, Birthdays, Thank you cards etc.).
- Males in some countries get it easy girls could have to do more.
- Fit in with your host brothers and sisters. It is their home that you have come in to.
- You have to work to obtain trust. These people have never met you before.
- Don't sit in your room because you don't speak the language. You will never learn unless you get involved.
- Remember – your Host Family will continue their lives after you have left their home. YOU need to change for them NOT them for you.
- Be prepared for different foods, eating habits etc.
- Wear suitable clothing around the house.

NATURAL PARENTS/GUARDIAN

- Contact home advising that you have arrived safely – as soon as you arrive at your first host family.
- Set yourself a pattern for contacting home, and STICK TO IT!
- Don't tell parents/guardian all the bad things or only the good things.
- Contact regularly but no more than once a fortnight and on special occasions e.g. birthdays, Christmas etc.
- If you are homesick, do not contact home immediately and tell your parents leave it for 24 hours; or write a letter – put it into a drawer and read it again later – Things will look brighter the next day.

SCHOOL

- Take the name and address of the Principal of your school in Australia. Someone may like to contact him/her.
- When selecting your subjects for courses overseas it may be difficult to relate to preferred subjects/courses. You may not be able to choose all your subjects.
- The school should have information available, which outlines subjects in courses taken. Try and get a copy.
- Obtain your tertiary deferment before you leave or sign a form permitting someone you trust to act on your behalf, while you are overseas (if applicable).

RESPONSIBILITIES OF STUDENT'S OWN PARENTS

- Email about once a week.
- Students need contact but too frequent emailing makes it difficult for students to 'leave' home and become part of their new culture. Don't write and say that the cat has died, or I cut my toe, but give family, Local and State news.
- Give news of Australia.
- Remember there will be almost no Australian news in your son or daughter's local area newspapers or TV news programs. They will have internet access to national news.

YOU MUST BE FULLY PREPARED FOR YOUR YEAR

- To meet new family and friends.
- Possibly suffer from homesickness and loneliness.

IT'S NOT ALL FUN

Your year away will be a lot of fun, but unfortunately not all fun. There may be times when you feel miserable and would give anything to be home again. It happens to everyone at some stage or another. Apart from homesickness you may have to deal with such things as boredom, jealousy, spite, gossip, marital problems within your host family, and restrictions placed upon you by your family and host clubs. Through all this you will have to use your Rotary `SMILE` and quickly develop diplomacy beyond your years. But never fear, it does end, and the good parts of the year more than make up for the `off` times.

There possibly will be language problems. It's not easy learning a new language but persevere. You will find that, in time, you will understand more and more. Don't be afraid to try to speak the language as people will help you and it's the only way you will learn.

Knowledge of Rotary is essential (visit www.rotary.org).

Knowledge of Australia and Western Australia is essential.

Prepare your talks to give your sponsor and host clubs, school etc.

Prepare for the unknown. Things may not always be as we expect. Rotary, for example: Rotary Clubs in this District regard themselves as directly, closely and personally responsible for their host students. Although this is a general rule overseas, some Rotary Clubs (being autonomous) see themselves as merely agents in the arrangements.

Some of the ways your exchange may be different from a current District 9423 exchange student may be in:

- Types of host families.
- Club interest in you.
- Pocket money.
- Time spent with host families.
- Arranging of tours and trips.
- You may not be asked to speak at your host club.
- Appointment of Counsellor/Mentor.
- Counsellor/Mentor's perception or his/her duties.
- Attendance at Rotary meetings.
- Your welcome and send off.

Be aware – YOU ARE ON SHOW ALL TIMES

THINK NOW AND PLAN FOR YOUR YEAR AWAY – not on the outbound plane! 😊

Rules And General Information For Participating Students

The period of exchange will be approximately one calendar year (usually about 50 weeks). You **must** attend secondary school during the year of exchange (it's a visa condition as well as a RYE condition). Credits for study in other countries cannot be assured and Rotary in no way can be held responsible. In some circumstances, you can transfer credits, however, this is unusual, and is the decision of your home school administration.

An insurance policy will be provided, within the terms of the program to the satisfaction of the Youth Exchange Committee, and/or the receiving Club or District. Cost of your policy is included in your RYE fee.

At present the Rotary Insurance Policy, arranged through Australian Rotary Youth Exchange Chair's Conference, is acceptable to the District 9423 Youth Exchange Committee and Rotary International Requirements. If you are being asked to take out additional Insurance Cover by your Hosting District, deny doing so, and get immediately in touch with the Rotary Youth Exchange Chair or your Placement Officer/Mentor from District 9423.

All flight expenses and visa costs are included in your RYE fee which also includes the cost of your RYE blazer, shirt, hoodie and backpack.

Students are to travel together wherever possible. Flight arrangements will be organised through your District Committee's nominated travel agent, currently ANYWHERE TRAVEL.

Your own parents are to provide adequate clothing for your comfort and well-being, appropriate to the area or country in which you are being hosted.

Your own parents/guardian will have to provide you with an Emergency Fund which varies from country to country (usually between \$400 - \$1,000) . The emergency fund must remain at this level during the exchange period. Your own parents/guardian are responsible for maintaining this level of emergency funds. Funds are to be used for travel and emergencies. This fund will usually be held by your Host Club or District and will be returned to you before you leave to come home. Please ask for a receipt when paying the money as requested.

A monthly allowance is provided to you by the Host Club for spending money and incidentals.

The District Committee determines your country assignment. If your assignment is unacceptable you must immediately decline your exchange offer in writing.

If you have relatives in the assigned country, they will have no authority over you whilst under the supervision of the Rotary Youth Exchange Program.

If you are assigned a country where another language is spoken, you may have language lessons arranged on arrival by the hosting Rotary District.

When you have been accepted by a host Rotary Club, correspondence should commence immediately between you, the host Rotary Club and the first Host Family. Your parents/guardian should also correspond with your first Host Family.

Hosting of students is the responsibility of the Host Rotary Club. If a difficulty arises, you should consult your Counsellor/Mentor, or President of the Rotary Club or if no Counsellor/Mentor is provided, the Host District Youth Exchange Chair.

You are to become an integral member of the Host Family, assuming duties and responsibilities normal to a family member and student of your own age in the hosting country.

You should not undertake travel outside the immediate area of the community in which the Host Rotary Club is located, without the written consent of you own parents/guardian, Counsellor/Mentor, Host Rotary Club and/or the Host District Youth Exchange Chair. **THIS IS IMPORTANT.**

From time to time you may receive invitations to go on trips with another family, other than your Host Family. Before accepting the offer, you **MUST** obtain permission from:

- Your Host Family, and
- Your Host Rotary Club, through your Counsellor, and
- If outside your Host District country then as per above.

You **MAY NOT** go on a trip with anyone who is not approved by your Host Family, Counsellor, Host Rotary Club or District Rotary Youth Exchange Chair

PLEASE INFORM YOURSELF ABOUT THE LOCAL RULES! EVERY COUNTRY DEALS WITH THIS MATTER DIFFERENTLY.

Choose your friends slowly and wisely as you will have many social opportunities. Trust your host parents to aid you in developing an initial suitable and respectable circle of friends.

Your hosts are responsible for your physical and social well-being. You should respect their wishes and requests. Our society may be more formal or informal than theirs and some guidance and assistance should be sought, whilst some restrictions are to be expected.

The Four 'D's

You must at all times abide by the four 'D' Rules namely:

- You are not permitted to use **'DRUGS'**, except for valid medical reasons as prescribed by a physician
- You are not permitted to own or **'DRIVE'** a motor vehicle, motor vessel or boat, whether licensed or unlicensed.
- Serious **'DATING'** will not be permitted. Dating in a casual way, preferably in a group, is quite acceptable. But if your Club Counsellor or host parents feel that you are getting 'romantically involved' you may be told to discontinue the relationship. You can expect to be sent home if you become involved in sexual activity and are promiscuous.
- Absolutely no **'DRINKING'** of alcoholic beverages, except;
 - When in the physical presence of your host parents or a Rotarian who is specifically responsible for you at the time AND
 - The circumstances for drinking are completely legal AND
 - YOU wish to drink AND
 - It is done in extreme moderation.

Smoking/vaping is not permitted. .

You must always attend the Club or District Rotary functions to which you are invited, putting aside, without question, any conflicting personal plans that you may have made, or wish to make.

Under the auspices of the District Governor, the District Youth Exchange Chair of your District is the final authority on any matters pertaining to the Youth Exchange Program. Most matters though are handled at the local Rotary Club level.

We want you to have fun and enjoy your 'year to remember'. If you are tempted to break one of the rules (and you possibly will be – or receive peer pressure to do so) – ask yourself *“is it really worth the risk of being sent home in disgrace?”*

PLEASE NOTE:

It should be emphasised that this District Youth Exchange Committee has absolutely no reservations about withdrawing you out of the program AND HAVING YOU SENT HOME AT YOUR OWN EXPENSE, if you do not adhere to the general intent and conditions of the program and particularly if you are in violation of one of the four 'D's'.

REMEMBER - The main reason for being sent home is POOR ATTITUDE AND VIOLATING THE RULES.

Insurance

Rotary International guidelines stipulate the minimal levels of insurance all exchange students must have while on Exchange.

The Insurance Policy taken out by District 9423 (and paid for in your exchange fee) meets these criteria and you will be provided with a copy of the Policy terms and conditions.

Your host District will also be sent information about your insurance.

Evidence Of Insurance

You must ensure that you take your Insurance details overseas. Keep it in your iPad/Laptop, and ensure your parents have it also.

The details include the following:

- Certificate of Currency bearing your name.
- Summary of cover and claims procedure.
- Link to claim form.
- Emergency card.

Claims Procedure and Major Exclusions

Information on what is NOT covered and how to claim will be outlined in the Insurance documents you will receive and must be kept safely at all times. Keep a back up copy and make sure your parents/guardian in Australia have a copy too.

Guidelines For Emergencies

You hold an Insurance Policy which meets the Rotary International criteria for the Rotary Youth Exchange Program and you will be provided with a copy of the Policy's terms and conditions.

On arrival you should register with the nearest consular office in your host country. Information to help you find this is on www.dfat.gov.au/travel - you can register on this website.

Your Rotarian Counsellor/Mentor must always know details of your whereabouts, especially regarding all your travel plans, and you must ascertain that these travel plans have been approved by your parents, your Counsellor/Mentor, your Host Club and the District Rotary Youth Exchange Chair, especially if you are travelling to another country.

Your parents should issue a written authorisation letter naming the host Rotarian Counsellor/Mentor and another Rotarian of the Host (preferably the President), either of whom is to act for the parent in the event of injury or death. This is very important because most government departments and local authorities require it, and understandably so.

The handling of expenses is important as not every Host Club can afford to incur, or guarantee, such immediate expenses. The ability of the Club or District to handle immediate costs can prevent a difficult situation from becoming worse.

The Host Parents are committed to treat you as though you are their own child and will do everything a natural parent would do. However, if a Host Parent has to spend a substantial amount of money for immediate needs, other Rotarians may be discouraged from becoming Host Parents and Counsellors/Mentors in the future..

It is therefore required by Rotary International that either the Host Club or District holds your emergency funds, to cover immediate expenses in the event of an incident. The insurance money received will reimburse this fund.

Political or other problems arise in your host country

- If major problems do occur whilst you are away, your parents will be contacted immediately and a communication network is to be set up.
- If the problems are political, daily advice is obtainable through this Committee, as much as we can obtain from Government and Host Country/Rotary sources.
- In the event of unrest due to political, economic or any other factor the natural parents/guardians have the right at any time to ask us to withdraw their son/daughter.
- The Committee reserves the right to withdraw you when we consider there could be a risk factor. In most cases this would be done with parental approval.

Medical situations

- At any moment, from your departure until you return to Australia, you are as likely to incur injury or illness, as if you were at home. You must have hospital and medical insurance valid and adequate in the country destination. Your Rotary policy provides this cover!

- Expect that you may initially have VAGUE SYMPTOMS due to travelling and emotional stress of settling in a strange country. Confide in your Counsellor/Mentor or Host Parent – they will decide if medical attention or only TLC (tender loving care) is necessary.
- If you have a significant medical problem before you depart, a letter from your local doctor will be helpful.
- Non prescription drugs are used illegally in all countries. You must realise that if you are found guilty or requiring treatment for drug abuse, this will mean the immediate termination of your exchange and return to Australia, possibly even court action. NOTE: The death penalty applies in many countries for trafficking in drugs.
- Specific problems are a risk in certain countries – consult your doctor for detailed specific advice on diseases such as malaria, cholera, smallpox, yellow fever, typhoid, hepatitis A and B etc. Most of these diseases are preventable by immunisation.
- Sun caused diseases are almost as prevalent in overseas countries as in Australia, so similar precautions must be taken. Take a good sunscreen and slip, slop, slap.
- Vaccinations –make sure all are up to date including Tetanus and are valid for at least a year from the time of your departure. .
- Try to get as much sleep as possible around the time of your departure. Lack of sleep can make you vulnerable to illness.
- During the first few days eat carefully. Let yourself become accustomed to the new diet gradually. Try not to eat too many new and exotic foods unless it can be done slowly.
- It is possible to keep your weight within reasonable limits if you do not greatly increase your food intake. Do not crash diet – it is extremely unwise and is sure to increase susceptibility to infection.
- Take a supply of any medications you may need. Do not rely on your host country to have them. These should be sealed and accompanied by a copy of the prescription and preferably a letter from the Doctor indicating their need. Use medications (drugs) wisely!
- DO NOT hide continuing or severe illness, especially abdominal pain!
- Constipation especially can be a problem with the change of diet. Eat as much fruit as possible plus any bran or other unrefined foods if possible and increase your water intake
- Menstruation temporarily ceases in some girls for a few months because of stresses. Do not worry as this is not uncommon
- A year away predisposes one to changes in mental status, such as depression. Try to become involved in everyday duties and not allow yourself to brood or isolate yourself too often. Everyone needs time to themselves, but don't go to extremes. Again, don't try to hide any serious changes in mood or attitude, which are prolonged and difficult to overcome. Talk it out with someone – your Counsellor, your Host Family or your friends. If you could do with some additional help, contact the WA District Chair, Jill Hanna, who can arrange for you to have an online counselling session with our psychologist (who you met at the Orientation Camp). A

session with Suzanna is COMPLETELY confidential, with no further information provided to anyone.

Outbound Student's And Family's Responsibilities

Before Departure

You will need to obtain:

- Cash - be prepared for incidental and unforeseen purchases whilst travelling and immediately after arrival at your destination. Departure tax is sometimes payable at airports.
- Credit or debit card for depositing funds in the emergency account (or cash in your host country's currency. Your host country will usually tell you how you should pay this money to them)
- An agreed method for payment for Host District/Country Youth Exchange tours (if you are planning to participate – but remember they are NOT compulsory). The availability of Youth Exchange tours offered are usually advised in advance. The choice to participate and your family's ability to pay should be considered before departure. Your ATM or Debit card can be used in most countries but find out from your bank before you go.
- Budget - it is your responsibility to live within your budget and you cannot expect your Hosting Rotary Club or Host Parents to provide you more money. The amount of pocket money to be paid by your Hosting Club each month is noted on your Guarantee Form (which you receive in due course). . Check the amount and with assistance of your natural family prepare a budget on weekly or monthly basis before departure. You will need to review this with each family when you find what expenses you will cover whilst they are hosting you. You should only ask your natural parents for more money when absolutely necessary. REMEMBER, your family is making a sacrifice in order for you to go on Exchange so please do not pressure them for more money whilst you are away.
- Parents/Guardians we recommend that if you give your student a Credit Card to take on exchange, you should give clear guidelines about how much can be spent during the year. It is up to you to educate your son or daughter in the use of a credit card.

On Arrival:

- Bank Accounts - when you arrive in your host country, you should be introduced to the Counsellor/Mentor appointed by your Host Club. Your Counsellor/Mentor has the responsibility to help you establish your account soon after your arrival. It is up to you to check about the arrangements for the payment of your Rotary provided pocket money.
- General Security Arrangements – Your Counsellor/Mentor should ensure that your passport, Visa and any other important documents are kept in a secure place. Let your natural parents/guardian know where they are being kept.

Your Counsellor - His Or Her Role And Yours

As a Rotary Exchange student going overseas you should have three Counsellors/Mentor:

- One from your Host Club
- One from your host District Committee
- One from your RYE WA District Committee (Your Placement Officer)

These people can be of great value to you and we recommend that you take time to get to know them. Learn to confide in your Counsellor/Mentor so they can help you at all times.

Your Host Club Counsellor /Mentor should be your first point of contact. If you find one has not been appointed, make a deliberate yet diplomatic approach to your host club. You must gain confidence in your Host Counsellor/Mentor. This person must be aware of your movements and plans through you and your host parents.

Your Placement Officer in this District is a good source of support. In your monthly reports let him/her know of your problems (and share your adventures too!). Future placements in Districts overseas depend on the reports you send home to us.

Most problems can be sorted out if you communicate.

What Is Required Of You – Ambassadorial Responsibilities

As an ambassador you must know about Australia and about our:

HISTORY

Know something of:

- Indigenous history
- European settlement of Australia, Western Australia, Perth and your local area.
- Early European pioneer period – gold, wheat, wool.
- The formation of the Commonwealth.

POLITICS

- The Constitution.
- Local, State and Federal Government – their powers, how elected, sources of revenue.
- Know about Party Government – The Parties, their leaders, their basic political viewpoints.
- Current issues in politics today. (Those that the world would be interested in).
- Working condition eg, Arbitration, Annual leave, Long Service Leave, Parental Leave Sick Leave etc.

GEOGRAPHY

- Know comparison of size and population compared to your Host Country.
- Flying hours, or driving times, can be a useful comparison.
Important points – tourist areas, interesting features (Lake Argyle, Rottnest Island, Ord River Scheme, The Goldfields).
- Minerals, Oils, Coal, Gold, Diamonds.
- Primary and secondary industries.
- Flora and Fauna.

SOCIAL SCENE

- First nations people
- Multicultural composition of population.
- Foods we eat and don't eat.
- Art and Culture. (Know some of our artists, writers, poets and singers – indigenous, classical and modern).
- Education and sport.

Schooling

Rotary Youth Exchange (or Exchange Student) implies SCHOOL. You are required to attend school regularly and maintain satisfactory grades (attendance is not only a Rotary requirement, it is also a condition of your visa.)

Enrolments are arranged by the Host Club and Counsellor.

School costs are a responsibility of the Host Rotary Club, unless specific schooling/ subjects are requested by you or your parents/guardian.

Choose your course carefully in consultation with your Counsellor/Mentor and School Administration.

Be prepared to give lessons yourself on Australia and perhaps teaching English.

Try to be part of the school, join in and participate.

Approach members of the school staff for help with your problems. Often the English teacher at the school is a good place to start.

Optional school trips and excursions are parent/guardian responsibility

Correspondence And Your Reports

Always remember the importance of keeping in contact with family and friends (but not too often as it's important to 'be present' in your host country!)

We suggest you communicate regularly with:

- your family (we suggest a video call fortnightly)
- your Sponsor Rotary Club – don't forget them as without their support, you would not be on Exchange. An short email with a couple of photos telling them what you're experiencing would be very much appreciated.
- your friends – consider a group email, or group video chat about once a month.

Think about keeping a diary which is something you can go back to in years to come to remind you of the experience and how you were feeling at the time. It gets harder to remember as the years go by!

You are required to report monthly to your nominated District Exchange Committee Placement Officer. This is ESSENTIAL. You will receive a friendly reminder from us when this report will be due. This report is for our eyes only and it helps us keep track of your experience and it gives you the possibility to `let off steam` if you don't like something.

Use email, but if you are using your host family's computer, be considerate of other members of your host family needs as well. Be careful with the use of forums or blogs as they are there forever. .

Take a flash drive with you for the storage of files and photos.

Public Speaking

You could be asked to speak at a variety of places, to a variety of audiences. The secret to success is:

- ✓ PLANNING to meet the situation.
- ✓ PREPARATION of material.
- ✓ PRESENTATION.
- ✓ EVALUATION of how you went.

You should be prepared to speak at places like:

- ❖ Your Host Rotary Club
- ❖ A Rotary District Conference
- ❖ Your School
- ❖ Church groups
- ❖ Social gatherings
- ❖ Rotaract Clubs
- ❖ Interact Clubs
- ❖ Youth groups

We suggest you make sure you have photos of family, places, local animals and birds, flora and statistics about Australia and WA etc with you so you can quickly put together presentations when needed.

Some Tips

PREPARE

- ❖ Think of content or matter you wish to present. Check your facts.
- ❖ You will need different facts for different audiences.
- ❖ Prepare some visuals, for example your family, home, school, local community, Rotary Club members at a meeting, Perth and Western Australia.

REVISE

- ❖ Look through your notes before you start.

PRACTICE

- ❖ Try your prepared speeches out on the folks at home before you go.
- ❖ Try them on a friend whilst you are overseas.

TIMING

- ❖ Speak up, slowly and clearly.
- ❖ Remember, YOU have the `funny accent`.
- ❖ Learn to use the `pause` to effect.
- ❖ No slang.

You are usually given a time-slot e.g. 10, 15 or 20 minutes. Meetings have to stay on schedule, so make sure your talk time plus questions does not exceed your given time-slot.

QUESTIONS

- ❖ Always allow time for questions from the audience.
- ❖ If you don't know the answer, DON'T guess, say you will find out and advise later. Ensure you follow up.

BEFORE YOU LEAVE AUSTRALIA build up your confidence in speaking by:

- ❖ Reading the handouts given to you.
- ❖ Practicing conversation (in `new` language).
- ❖ Asking your family or friends to listen critically to your speeches.
- ❖ Keeping a notebook to write down ideas or observations you make that could be useful for a speech.
- ❖ If you can, give a speech to school or others. Try to have someone comment critically on it.
- ❖ A good speech is like a meal. Start with an appetiser, include food content in the middle and a nice dessert at the end.

Presenting A Powerpoint Presentation

- ❖ Select carefully – what is the purpose of your talk, to inform, entertain, convince, persuade etc.
- ❖ Become fairly familiar with the potential audience, their background knowledge of what you are going to talk about, age, common interests possible language problems etc.
- ❖ Select the pictures you wish to use to COMPLEMENT your talk, not to become the talk itself. The selected slides should explain or illustrate what you are intending to say, i.e. the audience's attention should be on the message you are delivering rather than solely on the visual images.
- ❖ Unless you want to present a speedy travelogue, don't overfill the talk with pictures, 20 good, appropriate pictures in a 15 minute talk rather than 50 unrelated slides. You must give the audience time to look at the slide and time to find in the slides information, impressions and conclusions that you want them to find.
- ❖ Don't try to cover too much material in any one address, if you are introducing yourself to your new cub, just do that, don't aim to cover all aspects of life in Australia. Select a few good close shots of your family, remember, your hosts are interested in you as a person.
- ❖ Don't hesitate to use a downloaded picture if it best suits your story (but watch that is not subject to copyright). A good downloaded slide is better than an overexposed personal slide.
- ❖ The night before your talk, look at your Power point presentation and make sure everything runs smoothly. See if someone else can handle the slides for you, so that you can maintain eye contact with the audience.
- ❖ Check out all the details of the venue, position of the screen so that everyone can see it clearly, preferably without having to move their dinner positions, also know the position of the light switches, type of projector being used, type of laptop etc.
- ❖ Be careful of the `little` things, that the pictures are in the right sequence so that your story flows logically.

- ❖ Finally, after the screening, return the equipment thanking the suppliers, collect your presentation drive (you may have to use it again).

Gifts And Souvenirs

- ❖ Consider:
- ❖ Why take gifts?
- ❖ Who are the gifts for?
- ❖ Consider the weight, cost, and packaging of any gifts.
- ❖ You will need a lot more gifts than you think.
- ❖ What kind of things to take.
- ❖ Have something small for immediate gifts on arrival for your host parents, also your Counsellor and partner
- ❖ Consider excess luggage when packing.
- ❖ Kangaroo/Koala pins are small but acceptable gifts for casual acquaintances.
- ❖ Gifts need not be expensive, remember it is the thought that counts. Expensive gifts can be embarrassing for the recipient.

Some General Topics

Rotary Clothing

You will be provided with a Rotary Youth Exchange blazer. The colour, eucalypt green, has been chosen Australia wide, partly because Australia's recognised sporting colours are green and gold. We, and most of the other Rotary Districts in Australia, decided we need to send our students away in a standard `Rotary Colour` which is common to all Districts. They are especially made for us and when you wear it, you will be readily recognised overseas as an Australian.

A Rotary Youth Exchange blazer is almost as good as a passport when you are overseas.

You will also be given a shirt, 'hoodie' and backpack with RYE branding. Wear these with pride.

Culture Shock

In many ways your lifestyle next year will be very different from what it is now. Of the differences, some you will like, and some you will find very irritating. Always try to consider things to be `different` rather than better or worse. When telling people about Australia, be careful not to identify only those things which you feel are better than they are in your new country.

You will have to expect difficulties due to some, or all, of the under listed cultural differences, depending on where you are placed :

- Language.
- Climate.
- Food.
- Newspaper and Radio.
- Lack of news about Australia and other parts of the world.
- Lack of knowledge of Australia, be prepared to be asked `do you have Kangaroos hopping down your main streets?` on many occasions.
- Driving on the other side of the road.
- Sanitary arrangements.
- Nudity.
- Attitudes to drugs, sex and `the pill`.

- Alcohol.
- Your accent.
- You may well be the only `foreigner`.
- Your dress and appearance.
- Brand names.
- `English` words that have totally different meanings in your new country.

The Significant Differences You May Encounter

- You may come from a small town, and be hosted in a large city (or vice versa) . Whatever the size of the town, things will be different.
- It may take some time to understand the language.
- The differences in the appearances of the people, the area, the climate.
- Everything will be strange at first, that's half the fun, encountering the differences,
- Remember if you don't want to experience change then stay at home.

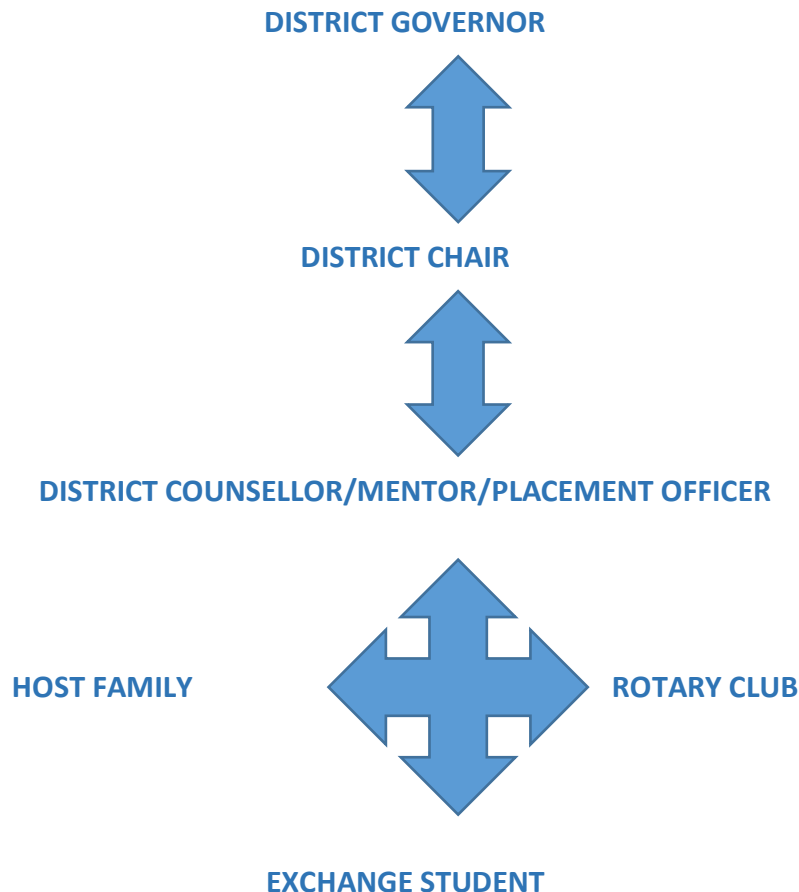
Visits By Natural Parents/Guardians

Visits by the natural parents/guardian is heavily discouraged . Its YOUR exchange year and visits from family (or friends) can be inconvenient to you, your hosts and your Club. The best time for your family to visit your exchange location and meet your host families is a year or two AFTER your exchange. Family visits can also trigger homesickness .

Each district will have its own rules, but in most instances visits are not permitted until the last part of the exchange. You may not be permitted to stay with your natural family without terminating your exchange. If family insist on coming, it is ESSENTIAL that the timing is discussed and approved by the host club well in advance. Under no circumstances are host parents to be asked to provide accommodation; be a tour guide or taxi service for visiting families.

Preferred Communication Channels

Open communication and co-operation between the Student, Host Family, Rotary Club and District Counsellor/Mentor throughout the year is essential to all concerned. The following illustrates the preferred communication channels: If for any reason you have a problem or complaint against a person represented in the graphic below then you contact the next person up the communication chain.



- Rotarians are always available night and day and especially in an emergency – do not hesitate to call whatever the time.
- Place all contact details in your mobile phone.
- For most queries your first point of contact should be your Host Club Counsellor/Mentor.
- Your next contact should be your District Counsellor/Placement Officer/Mentor.
- If for any reason you cannot contact your Counsellors/Mentors, you may contact anyone on the Youth Exchange Committee Contact list.
- If for any reason you feel uncomfortable speaking to your Counsellor, you are welcome to call anyone on the Youth Exchange Committee Contacts.

Living With A Host Family

Questionnaire For First Night With Host Family

We recommend that in the first day or two of living with a host family you ask if you can ask some questions. Below are some ideas which will help eliminate points of friction and uncertainty. You can also have some fun with them!

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 Counsellor/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.

Living In The Host Family Home

The reason for your being in the home could be:

- The family has accepted a student.
- The father has accepted a student.
- The family is obliged to accept a student.

A pleasant and bright personality can make it a most successful stay. It may surprise you to learn that host families can be as nervous as you about hosting. They often worry that you may not like them, their home isn't as good as you're used to, you won't understand them or you won't like their cooking!

Keep as tidy as possible under all circumstances. Always offer to help.

Language difference can cause a breakdown in communication between mother and you. It can be just as hard for the other to speak slowly to you as it is for you to understand and translate their words. Try to bring laughter into language difficulties – make it fun, not a problem. It's amazing how you can get across what you are trying to say by acting it out!

Be prepared to do your own washing and ironing. Do not be afraid to ask questions if there is anything you don't understand, e.g. medical, local customs.

If you are asked what you like to do, be positive, either tell what you would like to do or what you have done and seen and let the family make the suggestions.

Remember that they are trying to please you as much as you are trying to please them.

If you find you are getting overweight, don't starve yourself or refuse to eat the food that is served to you, explain to the parents your position and they will co-operate.

Join in and be part of the family, but don't take over.

Be considerate of any host siblings who may be a little jealous of the attention you are receiving.

Remember Your Family In Australia

You learn how important your family are to you while you are on exchange.

- They will miss you.
- Letters, gifts and parcels are very costly to mail so plan carefully.

- Your parents will possibly gain almost as much as you.
- They will be bombarded with questions about you and your progress so make sure they know it! .
- Your report will be quoted.
- Try not to phone home too often.
- Your sisters/brothers will miss you (but may not admit it) . Include them in your contact and remember all family member birthdays (and don't forget your grandparents!) .
- Think of the sacrifices they have all made for you to be away.
- Do not use expressions that may be wrongly interpreted in your letters.

Problem Solving

On any exchange, problems of some sort will arise. Some may be small and insignificant, whilst some may be of a more serious nature and require the help of others. Remember that every problem solved is a lesson learned. Generally speaking, when you are confronting a difficult situation, it needs to have a solution. Problems cannot be ignored. They must be confronted and solved, because they rarely go away by themselves.

Thanks to Rotary, there is a process that can be helpful in solving a Youth Exchange Student's problems.

- Try and solve the problem yourself. Just confronting the issue and discussing it openly with the other person/s involved might solve the situation.
- If the first step doesn't work, talk to your Counsellor/Mentor. His or her job is to help you through the difficult or challenging times of your exchange. However if you do not have a Counsellor, which sometimes happens try step 3.
- Seek out someone you trust who is not involved in the problem. Host mothers and fathers may be helpful. Otherwise speak with your Rotary Club President or the Service Director who is responsible for Youth Exchange.
- If this fails contact your Host Country's Youth Exchange District Chair.
- If this fails contact your District 9423 Chair or Placement Officer/Mentor in Australia.

You may notice that none of these steps involve your natural parents. It is always good to keep them informed of your exchange, but in the final analysis there is little they can do to solve your problem. Use your resources outlined in step one to five. Follow the steps in order and we guarantee you will see results.

REMEMBER – THERE ARE MANY WAYS OF LOOKING AT THE SAME SITUATION

Being An Exchange Student

Comments and suggestions from returned students:

- Get involved, but don't do your own thing without keeping your Host Family and Counsellor/Mentor informed.

- Sport, music and other group activities are a good way to make friends. Try school activities or find alternatives.
- All your experiences will be different.
- People may not come to you – YOU must make the effort.
- Be prepared to possibly change your views on careers while you are away.
- Remember, when you come home, all your friends and family will not have sat around waiting for you, they will be one year older too.
- It may take months to resettle when you come home.
- People at home will not want your experiences thrust upon them at every opportunity.
- When you return home, you might find it difficult to settle back into your studies – stick at it – if you `opt out` you will continue to `opt out`.
- Think about and take gifts. Kangaroo and Koala pins are very much appreciated gifts.
- Airmail is expensive to obtain things from home and surface mail takes up to three months.
- Presentation or talks – Power point presentations are very good for groups, small photo album for small parties.
- You may give many talks or few – try to get the opportunity to talk.
- Take some Australian money to show around.
- Don't talk about things of Australia you don't understand. Remember business people and travellers may know more than you do (and have been to places in Australia that you haven't yet visited).
- Budget your money – how much you spend depends on you.
- Travelling to your host country can be exciting and fun.
- Settling into your home routines right away helps a lot.
- Adjusting to habits and food is generally easy, as you should be prepared to learn and adjust.
- Sometimes it can take a while to be accepted at school.
- Two things that helped me a lot: `be yourself` and `be always busy`.
- Homesickness can set in as the excitement wears off – about the third to seventh month.

Sponsoring And Hosting Club Information

Please complete the following information so you have it on hand when needed.

DISTRICT

Sponsoring District District 9423, Western Australia

SPONSOR CLUB

Sponsoring Club _____

Address _____

Club President _____

Youth Director _____

Address _____

Telephone

B

H

Mob

Club Counsellor _____

Address _____

Telephone

B

H

Mob

Hosting:

Hosting District _____

Hosting Club _____

Address _____

Club President _____

Club Service Director _____

Address _____

Telephone

B

H

Mob

Club Counsellor _____

Address _____

Telephone

B

H

Mob

School _____

School Contact Person _____

Airport And Luggage

- Confirm all your bookings for the next stage of your flight at the end of each stage – Follow ANYWHERE TRAVEL’S instructions.
- Carry a small amount of cash with you in the currency of the country to be visited.
- Watch all possessions at all times, especially handbags/backpacks – DO NOT LEAVE YOUR LUGGAGE UNATTENDED.
- Do NOT carry any parcels etc. on or off the plane for ANYONE.
- Carry passport, money, and travel documents in your travel wallet and carry them on your person at all times.
- Wear your Blazer and `Rotary Smile`. It is amazing how much both can help.
- Take a small piece of hand luggage. Don’t make yourself uncomfortable by having too much.
- Your hand luggage should contain a spare set of clothes (especially underclothes) that you can use if there is a `lost baggage` problem.
- Your maximum luggage allowance needs to be checked with ANYWHERE TRAVEL before your departure.
- EXCESS LUGGAGE IS VERY COSTLY! Advance sending (Unaccompanied Baggage is at a lower rate).
- It is suggested that you use cases with straps that can be branded with some distinctive marking for ease of recognition at baggage collection. We will provide you with a luggage strap.
- It is recommended that you wear comfortable clothes and shoes while you travel. Your Rotary blazer should be worn at all airport destinations.
- Remember it may be cold when you arrive at your destination, so take warm clothing in your hand luggage if required.

Departure Time

- Get your farewell parties over before the actual departure date, certainly don’t have a party (or even a late night) the night before you leave.
- Get as much sleep as possible in the few days before departure. Lack of sleep makes you vulnerable to illness.
- Use your checklist.
- Don’t pack your passport in your suitcase.
- Be at the airport in plenty of time. We recommend arrival at the airport three hours prior to departure.
- Farewells can be more traumatic than you realise, when suddenly the full impact of what you are doing hits you. So be prepared for tears – yours and theirs.
- Wear your official Rotary Youth Exchange Blazer.

Travel – A Privilege Not A Right

The aim of your year overseas is to live in another country in the customs of that country and not go touring.

Hosts tire very quickly of students who either continually want to go on trips or are always seeking to do so.

You will not come to understand or meet the people if you are flitting from one tourist spot to another.

Remember, you have travelled several thousand kilometres just to reach your host country.

Do not expect to be shown everywhere and everything. Keep in mind your host parents who want you to enjoy yourself, but like your parents, they possibly do not wish to drive every weekend.

Do not compare your situation with other students. Remember that everyone's exchange will be different!

Remember, all travel costs money.

Think of the student who may follow you next year. Your actions may determine your host club's decision of future participation in the Youth Exchange Program.

Above all, be natural, be yourself, be grateful, have fun and accept your year for what it is - a most wonderful chance to see and learn about another country and another culture.

Pre Departure Checklist

- Thumb Drive of all the Important Documents – eg Youth Exchange Manual, addresses of important people, insurance documents, copy of your passport etc
- Blazer with name badge.
- Passport.
- Visa.
- Vaccination Certificate (if necessary).
- Medical and hospital insurance.
- Flight tickets.
- Small amount of cash.
- Electronic Business card.
- Emergency fund money (if it is not been transferred already).
- Parent consent form (Travel and Hospital)
- Address of Australian Ambassador/Embassy/Consulate which was provided by Anywhere Travel.
- Diary.
- Souvenirs for Host Families.
- Sponsor Club Banners.
- Kangaroo and Koala pins.
- Power point presentation and photos (Family and Town).
- Luggage labels.
- Host Family/Host Club aware of date, time, point of arrival and flight.
- Host family/counsellor/Placement Officer telephone numbers and email addresses (ESPECIALLY the contact details of who is meeting you at the airport).
- If unsure, start at top of the page again!

Summary

We hope you will benefit from the briefings you have received.

There is still much work for you to do, and much to learn, prior to departure.

We know that you will apply yourself to this task willingly.
You really can't do too much preparation.

Always remember you are an Ambassador of your Family, your Country and for Rotary.

We look forward to when you can personally inform us how great and how successful your Rotary Youth Exchange Year has been.

The 6 Be's

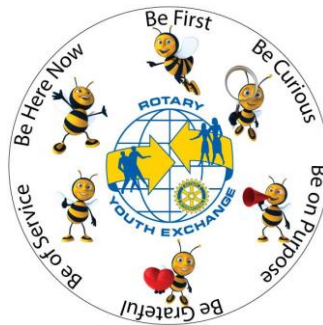
The Rotary Youth Exchange Program in D9423 is not a holiday. It is part of Rotary International's Youth Leadership and Personal Development Programs. For this reason we want Clubs and Counsellors/Mentors to focus on using the 6 B's as a framework for their interaction with Exchange Students so as to encourage them to develop their individual abilities while building a positive approach and purpose to their exchange.

The 6 BE's of D9423

Be First - I am a person of action!

Be Curious – I seek to understand!

Be on Purpose – I am certain of my outcome and move steadily toward it!



Be Grateful – I focus on things I can be thankful for!

Be of Service – I give of myself!

Be Here Now – I live in the moment!

Appendices



ONLINE SAFETY MANUAL

**District 9423
Western Australia**

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INTRODUCTION

There is no doubt the internet provides a wealth of opportunities and information sharing, however with that comes a darker side including scams, child grooming, cyberbullying, and other issues.

This document is aimed at raising awareness of the issues confronting users of the internet and assist in providing some direction on where to look for more detailed information should you require it.

CYBERBULLYING

Cyberbullying can occur in many ways, including:

- Abusive texts and emails
- Hurtful messages, images or videos
- Imitating others online
- Excluding others online
- Humiliating others online
- Nasty online gossip and chat.

I am being cyberbullied – how do I stop it?

- Talk to someone you trust straight away – like a parent, sibling, aunt/uncle, teacher or friend, or
- contact Kids Helpline Phone 1800 551 800
- don't retaliate or respond – they might use it against you
- block the bully and change your privacy settings
- report the abuse to the service and get others to as well
- collect the evidence – keep mobile phone messages, take screen shots and print emails or social networking conversations
- do something you enjoy – catch up with friends, listen to good music, watch a good show or chat online to people you trust
- remember you didn't ask for this – nobody deserves to be bullied and you will get through this.

SEXTING

Sexting is the sending of provocative or sexual photos, messages or videos. They are generally sent using a mobile phone but can also include posting this type of material online.

While sharing suggestive images or text messages may seem like innocent flirting or be considered funny for young people, sexting can have serious social and legal consequences.

What do I need to know?

- Stay calm and delete
- If you have sent a picture or video you regret to a friend or your girlfriend/boyfriend, ask them to delete it immediately. If it is posted online then un-tag yourself and report it so it can be removed. Ask friends you trust to help hunt down images and also delete and/or report those images. If you think it would help you could tell a trusted adult at school and they may be able to send a note to students directing them to delete any private photos or videos they have received without naming you

- Report it. If someone else has posted sexual or naked photos or videos of you online, report them to the service they posted it on. If they are at your school you can report them to a teacher if you choose to. It is not OK for them to share your image without your permission.
- Try to relax and talk to someone
- If the video or image has already spread online, try and stay calm. You might like to have a free and confidential talk with Kids Helpline. You can phone them on 1800 551 800 for advice and how to handle the situation.
- Contact your Club Counsellor or your District Counsellor/Mentor and discuss it with them, they are there to help not judge.
- You might also want to tell your parents. It is possible they may find out some other way. They might be upset, angry or in shock, but they will be on your side.

What if the police get involved?

The Police sometimes need to become involved in non sexting cases where creating and/or distributing sexual images with minors constitutes the production and/or distribution of child pornography. This differs under stat/country laws.

Where the Police are involved, it's best to be honest. Tell them how the video/image was made and where it might have been sent/posted. They will want to know who was involved and whether there was consent from all involved. Their concern is preventing any harm to you and other young people.

Take care of yourself

Avoid looking at the video/image and any comments. Distract yourself by spending time with friends and family that you trust. Remember to stay positive. Many people have had similar experiences. Stay strong you will be OK.

IMAGE BASED ABUSE

What is it?

Abusers sometimes share photos and videos, without consent, on popular social media sites so friends and family will see them, or on specific websites set up to humiliate people. Some members of photo and video sharing platforms encourage users to post identifying information about the person in the photos and videos. They also encourage other users to contact the people in the photos or video to abuse, threaten or scare them. Some "rate" the people in the photos and videos and make demeaning comments.

Sometimes photos and videos are obtained consensually, but then forwarded or shared without consent. Another way they can be obtained is when devices or cloud storage platforms are hacked. Celebrities are sometimes the targets of this with private photos and videos sold to the media.

What to do about it?

It can be hard to get photos and videos removed once they are shared online, however there are some steps you can take:

- Report it
- If you are under 18 in the photo or video you can report it at <https://www.esafety.gov.au/complaints-and-reporting/offence-and-illegal-content-complaints> and the safety team will help get the photo or video taken down. You can

also report to local police. There are different laws across Australia that cover the sharing of certain photos and videos of younger Australians which could apply. Make sure you take evidence with you.

- If you are over 18 you can report the photo or video to the [Australian Cybercrime Online Reporting Network.\(ACORN\)](#)
 - [Contact](#) the webmaster/administrator of all websites the photos or videos are hosted on and ask them to remove them. Save a record of your request including the date you sent it.
 - If you feel safe to do so, contact the person who has shared the photo or video and ask them to remove it and delete all copies. This is probably only useful if you suspect the person didn't maliciously share your photo or video
 - You may choose to seek advice from a lawyer. If eligible you can seek free advice from a
 - [Community Legal Centre](#) or [Legal Aid](#). If you are under 8 you can get free legal advice from the [National Children's and Youth Law Centre](#).
 - Collect Evidence
 - You may need evidence to help the ACORN office and local police to help you get the photos or videos taken down.
 - Keep evidence of the photos or videos by taking [screenshots](#) and copying the web addresses (URL's) of the content. You may also use another device to take photos of the content and web addresses.
 - Be aware that there can be legal issues if collecting images of people who are under 18 years.
 - Search it. Google your name to identify all the sites the photos and videos are hosted on.
 - Conduct a "Reverse image search" using this <https://support.google.com/websearch/answer/1325808?hl=en> from Google, Google also offers a [tool](#) to stop image based abuse pages appearing in Google Search Engine results. This means the content won't appear when people search for the pages using Google. This is an excellent service although it will only help with Google searches. The content will still appear in search results from other search engines such Yahoo and Bing.
 - Remember, just because it doesn't appear in a Google search result, doesn't mean it wasn't there. As stated above, you must [contact](#) the Webmaster or Administration of each website and ask them to take it down.
 - Microsoft offers a similar service for Bing, One Drive and Xbox Live. In response to [reports](#),
 - Microsoft removes links to photos and videos from search results in Bing and blocks access to the actual content when shared on One Drive and Xbox Live. Watch Microsoft's [video](#) on removing image-based abuse from Microsoft services.

Look after yourself. Above all remember you haven't done anything wrong. The person who shared your photo or video is in the wrong. You should not feel ashamed and you should believe that things will get better. Having your private photo or video shared is a betrayal of trust and an act of abuse, but it doesn't need to define the rest of your life. You can overcome this.

You may want to have a friend support you when searching for photos and videos as it can be confronting. When viewing the websites, photos and videos, focus on only collecting evidence and reporting. Don't focus on the comments - many of the comments on these websites are very hurtful.

[Seek support](#) if you have been targeted by this type of abuse.

Build your online image.

You can try to bury any image-based abuse content, so it is down to the list of search engines results.

The way you do this is by creating lots of new or old, reposted, positive content with your name attached and getting people to visit it. You may want to consider starting anew account for your public or work persona. Do a search on `creating a positive digital reputation` for help with this.

What if it has happened to your child?

If your child's intimate photo or video has been posted online don't panic.

- Take a deep breath.
- Support them and reassure them. Remember they are growing up in a digital world that is quite different to our adolescent world.
- Make it clear to your child that they will get through this. Avoid shaming them, whether you agree with what they have done or not. They rely on you to buffer them from distress. This is a time when their needs must come first. Reassure them that they are loved no matter what they have done. This is critical to help protect their mental health.
- Ask them to think about what they would say if this happened to a close friend and then help them direct those same words of reassurance and care towards themselves. Work through the practical steps above with them.
- You may want to contact their school for support and to ensure they are keeping an eye on them and watching for any concerning behaviour from them or towards them that may result, such as shaming or bullying.
- Keep them connected to supportive friends and family, online and offline.
- Keep them engaged in activities that give them meaning and remind them that they are wonderful.
- When you are both ready, talk about respectful relationships and how to know if somebody has crossed a line. [The Line](#) is a good resource for young people, and also has pages for parents.
- Understand that your child may be heartbroken due to the betrayal and possibly due to the reaction of friends. Think back to a time when you felt betrayed or heartbroken as a young person.
- Hold them tight and reassure them that things will get better.
- If you find managing this in a supportive way too difficult seek [help](#) from others such as through Kids Helpline, eHeadspace, a school counsellor or a psychologist. Find out more on [iParent](#).

Looking after yourself:

If you or someone you know has been the target of image-based abuse, had photos shared on `porn-sharing` websites, or experienced other online abuse you may need to seek support. We want you to understand that what happened was not acceptable and not your fault. We want you to know that it is not okay that your trust was breached.

We want you to know that you will move past this. How you feel after abuse is different for every person. Many people who have experienced abuse have these reactions:

- Helpless, powerless
- Vulnerable
- Scared
- Shocked

- Ashamed and embarrassed
- Scared others will find out
- Angry
- Have distressing memories
- Have nightmares
- Have trouble sleeping or wake up early and be unable to sleep again
- Replaying the abuse or the lead up or aftermath over and over
- Feeling very anxious and worried
- Feeling sad or flat

Some ways to cope with the trauma:

- Accept that this is a hard time.
- Talk to friends or family who will be understanding.
- Stick to your regular routines as much as possible the quicker you get back to normal life the easier it will be.
- Make rules banning yourself from self-blame and going over what happened over and over again. This will just repeat the trauma and make you feel worse.
- Understand what happened doesn't change your core as a person it is just one experience, no matter how traumatic.
- If you keep re-running what happened in your mind write it down in detail, including your feelings.
- It can be a very emotional process (there may be many tears) but it can help get it all out of your head and on paper/screen.
- Think about what you would say to a good friend if they were going through this. Now direct those same words of reassurance and care towards yourself. You need to be your own best friend right now.
- Be kind to yourself. Put on some good music, watch a favourite movie or TV show, talk to a friend,
- visit someone you love, read a book, drink a great cup of coffee or hot chocolate.
- Try to eat regularly even if you don't feel hungry or feel nauseous.
- Try to sleep at regular times, or at least rest if you can.
- Use your anxiety or anger for good. Use the energy to clean your house or car, go for a walk or jog.

Remember `This too shall pass`. Things will get better.

If you continue to feel bad, worried, angry or sad there is support available. Please talk to somebody. You don't need to do it alone.

OFFENSIVE OR ILLEGAL CONTENT

What is prohibited or illegal content?

The following types of content may be classified as prohibited:

- footage of real or simulated violence, criminal activity or accidents from video clips, games or films
- sexually explicit content
- images of child sexual abuse
- content that advocates the doing of a terrorist act
- content instructing or promoting crime or violence

What can I do to deal with content that's offensive?

If you see online content that you think is offensive there are a number of easy ways to deal with it:

- Close the page straight away, hit control-alt-delete if the site does not allow you to exit
- Use a filter or other tool to block out adult content, and use safe search settings in your browser
- Report offensive content to the site administrator
- Talk to someone you trust if you have seen something that has shocked or upset you.

TROLLING

Trolling is when a user anonymously abuses or intimidates others online for fun. They purposely post inflammatory statements, not as a way to bully or harass other people, but to watch the reactions.

Trolling and cyberbullying are sometimes used to mean the same thing, but they're actually a little different. Cyberbullies target someone and repeatedly attack them, while trolls set out to annoy whoever they can. Trolls want to provoke a reaction or response and it's often not a personal attack because they don't really care who they upset.

How can I protect myself from trolls?

- Ignoring the troll. Don't respond to nasty, immature or offensive comments – giving trolls the attention they want only gives them more power.
- Blocking the troll. Take away their power by blocking them and if they pop up under a different name block them again.
- Reporting trolls to the website administrators and if they appear again under a different name, report them again.

If the trolling continues, then the material is deemed cyberbullying. There are a number of ways you can seek assistance in removing the offensive material online.

- Contact the social media service in which the trolling is taking place. Under new legislation, social media services are now obliged to take down material believed to be of a cyberbullying nature.
- Most social media services will have a reporting area on their site.
- Report it. If the social media service fails to remove the material, you can make a complaint by reporting to the Office of the Children's eSafety Commissioner
- Talk about it. If a troll upsets you, please talk about it with trusted friends and family and remember, it's not you, it's them.
- Protect your friends from trolls. If trolls are upsetting a friend, tell them to ignore, block and report the activity. Tell their family and other trusted friends and encourage them to seek support.

SOCIAL NETWORKING

Chat sites and social networking are great ways to stay in touch and find new friends. However, there are some risks meeting people online – especially if you don't know them in real life.

When you share things online you may be sharing with people you do not know or trust. Once a message, photo or video has been shared, you also won't be able to control where it goes.

What do I need to know about safe social networking?

- Limit your friend list, don't friend random people.
- Protect your privacy, don't share your password and set your profile to private
- Your personal details are valuable, don't share them
- Protect your reputation, keep it clean and ask yourself, would you want others to see what you upload?
- Be careful who you trust, a person can pretend to be someone they are not.
- Don't use a webcam with people you don't know.
- Think before you post, chat, upload or download.

How do I control my privacy settings?

All social networking sites have their own version of `default` privacy and security settings. It is important that you know how the site works and how to change the settings to protect your personal information. The [Games, apps and social networking section](#) of their website gives you access to step-by-step instructions to control your settings for each social networking platform.

What are the risks of social networking?

The risks in using social networking sites include:

- Anonymity – it can be easier to say and do things online that you might not do offline.
- Sharing too much information – for example, photos from a party might be okay for close friends to see but can become an issue if shared more widely
- Not protecting your personal information – account details and location information can be used inappropriately by others to find you or access your online accounts. It is important that you
- understand the risks associated with disclosing information about yourself online and know how to manage both your privacy and online friends.
- Treating online friends as real friends – it's easy for people to lie online, including those who are seeking children and young people for more than a social relationship. Make sure you are careful about how well you really know your online `friends`.

LOCATION-BASED SERVICES

What are location-based services?

Many social networking sites take advantage of location-based services, which enable users to report their physical location to others via their mobile phone. By using this function, users can physically locate friends and others from social networking sites. Individuals can `check in` from a location to let others know their whereabouts.

On some social networking services the location-based functions are turned on by default. To manage these services, and retain your privacy, review your social networking settings to block the function or to limit who sees your location-based information.

UNWANTED CONTACT

Unwanted contact is any type of online communication that you find unpleasant or confronting.

Unwanted contact can include:

- Being asked inappropriate or personal questions by someone you don't know

- Being sent offensive, confronting or obscene content.
- Being asked to send intimate pictures or do things that make you feel uncomfortable.

How do I deal with it?

- Don't respond and immediately leave the site or chat session.
- Report it to an adult that you trust or the police if there is a threat to your safety
- Report and block the contact or remove them from your friends list.
- Change your profile settings so that your personal details are kept private.
- Don't open messages from people you don't know.
- Keep the evidence. This can be useful in tracking the person posting unsuitable material.
- Contact your Internet Service Provider (ISP) and/or telephone provider, or website administrator.
- There are actions that they can take to help you.

Where do I go for help?

You, as well as adults acting on your behalf, can report abuse or illegal activity online to the Australian Federal Police's (AFP) Online Child Protection Unit by using their online child sex exploitation form or by clicking on the Report Abuse button on the [ThinkUKnow](#) or [Virtual global taskforce](#) website.

OTHER ONLINE ISSUES

BALANCING ONLINE TIME

Playing games online is great fun but you need to make sure that your online world does not take over your life.

With more and more mobile devices on the market it is easy and tempting to stay connected 24 hours a day seven days a week, but it is also very important to know how and when to disconnect.

HOW MUCH IS TOO MUCH?

This is a good question and varies from person to person with different impacts. It is impossible to be aware of how your time online may be affecting your friendships, your family and your schoolwork, especially if it's keeping you up at night. If any of these areas of your life are becoming problematic, then it is likely that you need to cut back in the amount of time you spend online.

WHY IS IT A PROBLEM?

Spending excessive amounts of time online can have significant impacts on your health, family and social life and on your academic performance at school.

How do I know if I have a problem?

The following indicators may be signs that you spend too much time on the internet:

- Ongoing headaches, eye strain and sleep disturbances
- Online activities interfering with your health and wellbeing, schoolwork and relationships

- Constantly talking about particular online programs, such as a gaming site
- Withdrawal from your `real world` friends and activities
- Attributing more importance to your online activities and contacts than anything else
- Decline in your academic performance at school

DIGITAL REPUTATION

Your digital reputation is defined by your behaviours in the online environment and by the content you post about yourself and others.

Tagged photos, blog posts and social networking interactions will all shape how you are perceived by others online and offline, both now and in the future.

A poor digital reputation can affect your friendships, relationships and even your job prospects, so it is very important that you are aware of what picture you are painting of yourself online and protect your digital reputation today.

What do I need to know?

- Once information makes its way online it can be difficult to remove and can be easily and quickly shared around.
- Images and words can be misinterpreted as they are passed around.
- Content intended for your small group of friends can cause issues when shared with others outside the group
- You need to consider how you manage both your messages and images and those of others
- Your privacy settings on social media sites need to be managed in order to protect your digital reputation.

Protecting your digital reputation

- Stop and think about any content before you post or send
- Treat others online as you would like to be treated
- Set your profile to private – and check every now and then to make sure the settings haven't changed.
- Keep an eye on photos tagged by your friends and remove ones that are offensive

Remember your online information could be there forever and your personal information may end up being seen by people you don't know, including potential employers.

Can you clean up a digital reputation?

Cleaning up your digital reputation can be a difficult task but not impossible. You may not be able to erase the past, but you can build a better image of yourself online over time. There are thousands of online articles that can provide you with excellent guidance on how to go about cleaning up your digital reputation.

PROTECTING PERSONAL INFORMATION

Personal information is any information that enables an individual to be identified.

Personal information is used by many businesses for legitimate communication. However this is not always the case, and some personal information can be misused by criminals or inappropriately by marketers.

What is my personal information?

Your personal information may include your:

- Full name
- Address
- Phone numbers
- School
- Date of birth
- Email address
- Username and password
- Bank details

Disclosing personal information online

Many online services require users to provide some personal information in order to use their service. Prior to providing personal information, you should think about what can be done with your personal information and assess whether you are still happy to pass on these details. In addition to inappropriate or illegal use of information, disclosing personal information can impact your digital reputation.

There are several online activities that you should be aware of that may require a level of disclosure of personal information. These include:

- Shopping, to verify the identity of the purchaser, to process payments or for the delivery of goods.
- Subscribing or registering a screen name or ID and an email address are often minimum requirements but other requested information may include age, gender, address, photo and personal likes or dislikes (a red asterisk (*) generally identifies mandatory fields that are needed to register).
- Competitions, prizes and rewards often require users to provide extensive personal data, including personal interests and demographic details – these are often used by marketers to promote products and services.
- Online games and virtual worlds, these may require the user to register before they can begin to play.

What might happen if I share my personal information online?

Spam, scams, identity theft and fraud are just some of the more serious issues that you might face if you are sharing personal information online.

How can I protect my personal information?

It's important to understand how personal information is used online and how to protect your information and digital reputation.

The following tips are a great basis for protecting your personal information online:

- Only disclose financial information on secure websites. Look for an address beginning with https// and a `locked` padlock symbol in the bottom of the screen, which indicates that the data is being encrypted.
- If in doubt about the legitimacy of a website, call the organisation it claims to represent. The [SCAMwatch](#) website provides further advice on how to identify and report potential scams.
- Banking institutions will never email individuals asking for their username or password. If you receive an email by an organisation claiming to represent a banking institution report the email to the bank and SCAMwatch. Do not respond and do not click on the links provided.
- Read user agreements and privacy policies. Many organisations use information for marketing purposes and may sell it to other marketing firms. If information is posted on websites that do sell information to marketers, individuals may receive promotional spam emails which can be difficult to stop.

Reduce spam by protecting your details. Spam can be reduced by:

- Limiting disclosure of email addresses and mobile numbers
- Installing and using spam filtering software
- Checking the terms and conditions when purchasing products, entering competitions or registering for services or email newsletters
- not allowing contact details to be used for marketing purposes, (making sure you check the opt out box).
- Boosting your online security to limit spam

Understand that information shared online can be permanent – users may not have control over who sees or access their personal information. This includes teachers, parents and prospective employers.

Select passwords carefully. When creating passwords there are some definite dos and don'ts, these include:

Do

- Make at least 8eight characters in length
- Combine letters, numbers and upper and lower case letters
- Change your password regularly

Don't

- Use pet names, birth dates, family or friends names
- Share passwords with others, even with friends
- Store them on the device

ONLINE GAMING

Too much gaming can affect your school or social life. It is important to be aware that if you chat with other gamers, you must protect your privacy and keep personal information private.

If you are worried about the time you spend gaming, you can:

- Limit your game play time
- Make time offline for your friends, your favourite sports and other activities you enjoy.

Protect yourself

- If another player is behaving badly or making you uncomfortable, block them from your players list
- Report poor behaviour to the game site operator
- Keep personal details private
- Respect others in the game
- Be aware of game classifications and age restrictions

ONLINE GAMBLING

Online gambling is a distinct and ever increasing form of online gaming. It comes in many forms, from lottery tickets and betting on sporting games and racing to card games like poker. There are many games and social media applications that look like gambling websites that ask you to pay money to play or access features.

You need to be aware that some online games are actually considered to be gambling sites and are designed to make money for the company providing the service, not the user.

If you are under the age of 18, gambling is an illegal activity whether you play online or offline. It's always best to ask your parents/guardian or a trusted adult to check the game or website before you play or pay.

Remember

- Gambling online is risky, and it can lead to trouble
- Always read the terms and conditions of a website before paying to play an online game
- Be aware that some game sites may look very similar to legitimate online gambling sites
- Make sure you know what you are getting for your money if you do pay for games online.

GETTING HELP

Immediate help

Triple zero (000) life threatening emergency

Lifeline WA 13 11 14

Contact your Rotary Club Counsellor or District Placement Officer.

Suicide call back service 1300 659 467

Reporting – how to do it

- Report cyberbullying
- Report offensive or illegal content
- Australian Cybercrime Online Report Network (ACORN)

REFERENCES

Office of the Children's eSafety Commissioner – <https://www.esafety.gov.au/>

PRIVACY POLICY

April 2023

District 9423 Rotary Youth Exchange (“District 9423”) is committed to protecting the privacy and confidentiality of the people whose personal information we collect. Our privacy policy adheres to the Australian Privacy Principles as required under the Privacy Act 1988.

The Privacy Act 1988 requires entities bound by the Australian Privacy Principles to have a privacy policy. This privacy policy outlines the personal information handling practices of District 9423 Rotary Youth Exchange.

Collection of your information

At all times we try to only collect personal and sensitive information in order to provide information to those Rotarians and volunteers involved with the administration and provision of the Youth Exchange Program. These people have successfully completed a required screening process.

The only personal information collected is on the Rotary Youth Exchange Application form provided to applicants and other forms provided as part of your application.

Use of your personal information

We may:

1. Share the information with Rotary International, Host Rotary Clubs, Host Parents, Sponsor Rotary Clubs and other Rotary Districts in Australia and overseas as requested.
2. Disclose the information to third parties in the course of undertaking Rotary activities and programs, including, but not limited to:
 - TAFE International WA (T.I.W.A), WA Education Department and Host Schools
 - Rotary Youth Exchange Australia (RYEA) and students’ insurers
 - Camp/Tour organisers who may require information with regard to medical information such as allergies, and water safety abilities
3. Use the information with your consent or as otherwise required by law.

Rotary Clubs participating in the Youth Exchange Program have been advised to only share the information contained on a student’s application with those persons to whom it is absolutely necessary. At the conclusion of the student’s exchange, District 9423 request that this information be deleted from the Club’s records.

In providing information to Rotary Clubs and organisations outside of Australia we take reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles, however disclosure of personal information is permitted with an individual’s consent, provided they have been expressly informed that if they consent, then Australian Privacy Policy 8 relating to cross border disclosure will not apply.

Care is taken on social media to protect the privacy of students. Students give permission to use their photographs for promotional purposes. Surnames are not used by District 9455.

Our District website may include students' contact information. This section of the site is password-protected and accessible only to those in appropriate roles.

Blind copy "Bcc" is used by District 9423 when sending out group emails to protect the privacy of individuals.

Disclosure of information

We only disclose your personal and sensitive information for the purposes for which you gave it to us or for directly related purposes you would reasonably expect.

We will not disclose, sell or trade collected personal information to any organisation other than as set out above.

This information is archived and stored securely (electronic copies being password protected) with the present District 9423 Chair.

Rights and Choices

Parents may access their information at any time.

If any of the information we hold is incorrect, inaccurate, or out-of-date, parents are requested to contact us immediately by emailing ryechaird9423@gmail.com and we will amend the information so held.

Parents have the option of not providing certain information requested. However, you should note that this may prevent District 9423 Youth Exchange from providing the participant's information and therefore managing and carrying out its various programs and activities for that participant.

Any complaint relating to the disclosure of personal information should be forwarded to ryechaird9423@gmail.com

We the undersigned give permission for the information provided on the Rotary Youth Exchange application form, and any other forms signed by us in the course of organising our child's exchange with District 9423, to be shared with those individuals and organisations mentioned in the "Privacy Policy" or for directly related purposes you would reasonably expect.

We acknowledge that the information will be shared in order to ensure a safe and successful exchange experience for our child.

Name of student: _____

Signature of student: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____