



ROTARY INTERNATIONAL

Service Above Self - He Profits Most Who Serves Best



DISTRICT 5020 YOUTH EXCHANGE
Western Washington State Vancouver Island, B.C.
U.S.A. Canada

Rotary District 5020 Travel Policy

Travel for Inbound Exchange Students is a privilege, not a right. This is an educational and cultural exchange, not a tourist exchange. Students are expected to learn the language and the culture of their host community, to become an active member of their host family, their host school and their host city or town. Travel is not allowed when it interferes with the activities of the host school, the host family or the host Rotary Club.

The primary responsibility of Rotary is to keep students safe. It is important that the adults responsible for exchange students know **where** students are, **whom** they are with and **what** activities they are involved in.

All travel must go through an approval process. Host parents, Youth Exchange Officers and Country Contact Officers can deny any travel requests if there is any concern about the safety and security of the student and/or the behavior and attitude of the student.

If the student's Youth Exchange Officer cannot be located to begin the permission process, the student can contact their Country Contact Officer directly. The Country Contact Officer will copy the Youth Exchange Officer and the host parents on all communication.

Travel and School:

Students who are not doing well in school cannot miss school to travel.

Students, who are doing well in school, may occasionally miss school to travel. All of their homework must be current. Students are to ask their teachers, before their trip, for the homework that they would miss while traveling. They are expected to make arrangements with their teacher for getting their homework finished and for making-up any tests or exams that they miss.

School and Church Group Organized Trips:

Trips organized through school and church groups may be authorized provided the student follows all the proper approval process.

Other Rotary District (other than District 5020)

Organized Trips:

No travel will be approved for other Rotary District's organized trips. Only those trips described below and organized by District 5020 will be allowed

Large Groups of Students Meeting or Traveling Together:

Other than the meetings/trips that are described below, large groups of students are not allowed to travel or to meet together without the direct supervision of responsible adults involved with the Youth Exchange Program

Travel That Is Approved, Authorized, and Organized by District 5020

There are three **required district** trips/meetings for Inbound Students:

1. The Inbound Orientation – held in late August or early September – shortly after students arrive
2. The Mid- Winter Meeting – usually held in February on Vancouver Island
3. The District 5020 Annual Conference – usually held in May and alternates between the Washington and Canadian sides of the district.

There are two **optional district** trips for Inbound Students that are organized and approved by Rotary District 5020:

1. The California Trip – usually held in early to mid November
2. Pacific Northwest Summer Trip – usually held in late June and early July

Travel Rules for Students Hosted by District 5020 on Vancouver Island

Same Day Travel within British Columbia

Travel within British Columbia that begins and ends in the student's host town is with the permission of the host parents. Before they can make the decision to allow the student to travel they will need to know:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Same Day Travel to Washington State

Same day travel to Washington State must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Contact Officer of the student's travel plans. The host family and the Youth Exchange Officer need to have, in writing, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Overnight Travel on Vancouver Island

Because district 5020 must be able to locate students at any given time we must have contact information for them. This responsibility falls to the host family and the Youth Exchange Officer. If the student is traveling without the host family this travel must be approved by the host parents and does not need further notification. If the student is traveling with the host family they need to provide contact information to the Youth Exchange Officer. The host family and/or Youth Exchange Officer need to have, *in writing*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip
- When the student will leave and return
- The names and phone numbers of the responsible adults who will be supervising the student
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has sufficient funds for the activities planned

Overnight travel to Washington State:

Overnight travel to Washington State must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Contact Officer of the student's travel plans. The host family and the Youth Exchange Officer need to know, *in writing*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Overnight travel to the BC Mainland:

This travel must be approved by the host parents and the Youth Exchange Officer. The Youth Exchange Officer needs to notify the student's Country Contact Officer of the travel plans. The host family and the Youth Exchange Officer need to have, *in writing*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip
- When the student will leave and return
- The names and phone numbers of the responsible adults who will be responsible for the student
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has sufficient funds for the activities planned

Travel Rules for Students Hosted by District 5020 In Washington State

Same Day Travel within Washington State

Travel within Washington that begins and ends in the student's host town is with the permission of the host parents. Before they can make the decision to allow the student to travel they will need to know:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Same Day Travel to British Columbia

Same day travel to British Columbia must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The host family and the Youth Exchange Officer need to know:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Overnight Travel In Western Washington* and Portland

Because district 5020 must be able to locate students at any given time we must have contact information for you. This responsibility falls to your host family and Youth Exchange Officer. If you are traveling without your host family this travel must be approved by your host parents and does not need further notification. If you are traveling with your host family you need to provide contact information to your Youth Exchange Officer. Your host family and/or Youth Exchange Officer need to have, *in writing*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip
- When the student will leave and return
- The names and phone numbers of the responsible adults who will be supervising the student
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has sufficient funds for the activities planned

* Western Washington is defined as the area encompassing the Cascade Mountains, Cascade ski areas to the coast.

Overnight travel to Vancouver Island:

Overnight travel to Vancouver Island must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Contact Officer of the student's travel plans. The host family and the Youth Exchange Officer need to know, *in writing*:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

Overnight travel to Mainland British Columbia and Eastern Washington State:

Overnight travel to mainland British Columbia and Eastern Washington must first be approved by the student's host family. The student's Youth Exchange Officer must also give permission. The Youth Exchange Officer must notify the student's Country Contact Officer of the student's travel plans. The host family and the Youth Exchange Officer need to know, *in writing*:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the day
- When the student will leave and return
- That the student has enough money for the activities that are planned
- That the student has all necessary travel documents with them
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.

All Other Overnight Travel for Students Hosted in Canada and the US

This travel will need the final approval of the District Chair and notification to the student's natural parents. In order for the District chair to approve the travel request, he or she must receive all of the requested information from the Country Contact Officer seven (7) days before the date of departure to give the request thoughtful consideration and have any questions answered.

This travel must first be approved by the host parents and the Youth Exchange Officer. The Youth Exchange Officer needs to provide to the student's Country Contact Officer the travel plans. The host family and the Youth Exchange Officer need to have, *in writing*, the following information:

- Where the student is going
- Who the student is going with
- How they are getting there
- What are the planned activities for the trip
- When the student will leave and return
- The names and phone numbers of the responsible adults who will be responsible for the student
- How the student can be contacted in case of an emergency, and that the student has a list of emergency contacts.
- That the student has the necessary travel documents with them
- That the student has sufficient funds for the activities planned
- Notification to the natural parents that includes all of the above information

The Country Contact Officer will notify the Youth Exchange Officer who will communicate to the host family and the student that they have District level permission to make this trip. The Country Contact Officer will also notify the natural parents of the travel plans by e-mail or fax.

Any travel outside Canada and the United States must have full written permission from the student’s natural parents before any travel will be considered.

Unaccompanied Travel:

Permission for students to travel to a destination by themselves will only be granted if a responsible, approved adult will meet the student at the final destination.

Travel with Visiting Parents

Visits by parents and family members should occur only during the last quarter of the exchange year. Parents are also discouraged from coming at the end of the student’s exchange to visit them. This is a very emotional time for them.

Parental visits should have the approval of the student’s host family and the YEO to be sure that it doesn’t conflict with the school, family or other commitments that the student may have. Parents who plan to travel with their students outside of District 5020 must sign a statement releasing the student from Rotary’s responsibility for the duration of the travel.

In Summary:

Our primary concern is for the safety and security of all students. We take these travel rules very seriously. **Host parents, Youth Exchange Officers and Country Contact Officers can deny any travel requests if there is any concern about the safety and security of the student and/or the behavior and attitude of the student.**

If students break these travel rules, we will send them home and terminate their exchange. Students should never buy an airplane ticket or make other financial commitments for travel until the needed permissions have been given.

Travel on the Return Trip Home

All students are required to return home directly with no additional or indirect travel. Students must depart for home from an airport in District 5020. Breaking this rule may have a negative impact on the student’s or the District’s ability to get visas in the future. Students must leave their host country on or before the day that their visa expires. Rotary will then notify the proper authorities of the student’s departure.

Example of two sided “Quick Reference travel cards” we print, laminate and distribute to both students and YEOs

US QUICK REFERENCE GUIDE FOR TRAVEL	
Same Day Travel within WA/Portland or Overnight Travel in WA District 5020	Host Parents
+	
Same Day Travel to BC or overnight travel in Western WA or Portland, OR	YEO
+	
Overnight travel to Eastern Washington or British Columbia	CCO
+	
All Other Overnight Travel	District Chair

<p>WHAT WE NEED TO KNOW</p> <p>Where you are going - Who are you going with</p> <p>How are you getting there</p> <p>What are the planned activities</p> <p>When will you leave and return</p> <p>The names and phone numbers of the responsible adults who will be caring for you</p> <p>How you can be contacted in case of an emergency,</p> <p>Do you have a list of emergency contacts phone numbers?</p> <p>That you have the necessary travel documents with you</p> <p>That you have sufficient funds for the activities planned</p> <p>Do you have your Rotary Health Insurance card?</p>
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