

A GUIDE FOR A NEW YEO



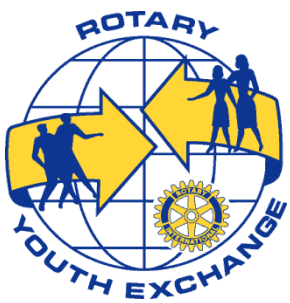
You are “YEO”

“YEO” = Youth Exchange Officer

– each Club will have their own YEO

- District Youth Exchange Officer or
- District Youth Exchange Chairperson is the same person

RI has listed under International Avenue of Service
or some Districts place under “Youth Programs”



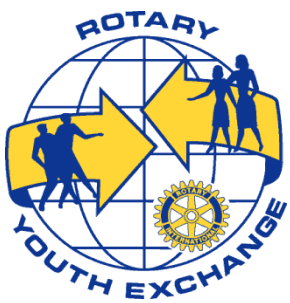
Prepare for “your year” or rather three years.....

- Determine District’s certification status from RI: Exchanges are NOT permitted unless they are certified
- Read District Youth Exchange Policy to learn what you are to do and to locate the necessary forms
- Complete your handbooks and materials to be distributed to include:
 - District Youth Exchange Calendar of events
 - Reporting forms
 - Handbooks or manuals for club, counselor and host family
- Conduct training, orientations and interviews
 - District Committee members
 - Club Committee members
 - Rotary Counselor
 - Host Families (should be done by the Club)



Beginning your Year! (July 1st)

- All long term inbound students should be placed
- All long term outbound students have returned home or will be home soon. REMIND them of Rebound meeting
- Right in the middle of your short term exchanges



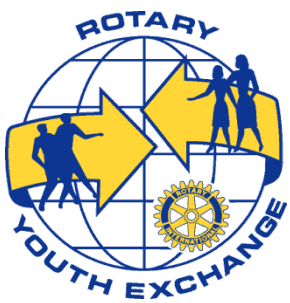
Timetable

(Varies by District or Country)

- Beginning a new year July / August
- Students depart/arrive August

NOW CHANGE GEARS FOR NEXT YEAR

- Students (inbound) orientation September
- Club Interviews (outbounds) October
- District Interviews (outbounds) Nov / Dec
- Send exchange request Oct – Dec
- Send outbound applications Jan – Mar
- Receive new inbound applications Jan – Mar
- Place inbound students for next year Feb – May
- Students (outbound) orientation Jan – Jun
- Students rebound (inbound) orientation May - Jun



Prepare for next year....

RECRUIT

(Committee, host clubs, and future outbound students)

- Recruiting is done all year round!
- Call your friends ,fellow Rotarians, churches, youth groups
- Never throw away a name
- Write news articles about the student's experience, service projects they work and include photos



District Budget

- District/Multi-District Functions:
 - Training, Orientations, Meetings
- Multi-district membership fees
- Promotional material
 - Manuals, CDs, Brochures, Posters, Post Cards
- Administration fees
 - postage, DS-2019s(if needed), etc.



Budget

Sample from one District

Based on 7 Inbound Students, 2 Outbound Students and 5-7 Rotarians traveling \$10,000 for one year

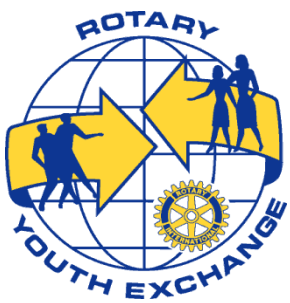
- Travel (transportation, lodging)
 - Inbound orientation
 - District Events (Conference, Retreat, Assembly, Training Club Committees)
 - Country Annual Meeting – February (Air, Car, Depends on Distance)
 - Association Annual Meeting - July
- Training (registration fees)
 - Inbound Registration (\$80 - \$150 per student)
 - Annual Meetings
 - USA/Canada Network Conference/ EEMA/ Australia/ Brazil /Japan etc
- Communication
 - FedEx / Mail / UPS packages for Exchange Students
 - Telephone (International calls)
 - Printed materials; Copies, CD's, training materials (i.e. USA Ohio DVD \$15 per copy)
- Misc Expenses
 - Flags / Banners for District Events (\$35-\$75 per set)
 - Lapel Pins for students (Request DG to provide 250 per student)
 - Dues to multi-district (Due in November per student fee)
- If the CLUB will pay for one committee member to attend training the District will pay the for the 2nd person to help build awareness and excitement in the clubs



CBC

(CRIMINAL BACK GROUND CHECKS)

- **WHO SHOULD RECEIVE A CBC!**
 - ADULTS WITH DIRECT PERSONAL CONTACT
 - VOLUNTEERS, HOSTS, YEOs
- **WHAT IS REQUESTED FOR CBC**
 - FULL NAME & DOB
 - SUBMIT TO DISTRICT FOR APPROVAL
- **WHO CHECKS CBC**
 - TRAINIED AND APPROVED DISTRICT MEMBER(S)
 - DISTRICT E-MAILS CLUB OF DECISION
- **DISTRICT KEEPS FILES FOR 3 YEARS**



Administrative Matters

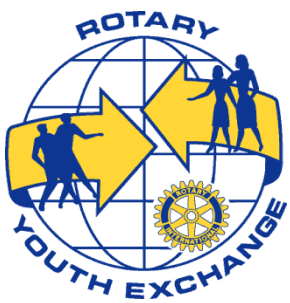
District YEO

- Certification
- Abuse Prevention Policy
- Host Family and Volunteer Interviews
- Host Family and Volunteer Training



Youth Protection Policy

- All persons with unsupervised direct contact with student must receive abuse/harassment prevention training
 - District YE Committee members
 - Host club YE Committee members
 - Host family members
 - Rotary counselor
- Resources
 - Ohio-Erie DVD available for \$15 at <http://www.ospmedia.com/rotarydvd/rotaryorder>
 - RI Abuse and Protection Manual



Certification

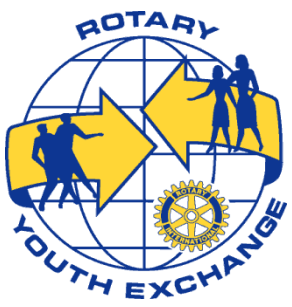
- Requirements from RI for Rotary districts worldwide
- State Department also levying requirements for USA programs. CSIET also has regulations we must follow

Multi –districts and other districts will help districts and clubs with forms, orientations, and processes on Certification;



Interviews Training

- Requirement from Rotary International
 - In home interviews must be conducted for all host families even repeat families
 - Volunteers are interviewed
- Applications available on line at RI
- Club sends signed application to District for a CBC to be conducted
- Hosts and Volunteers receive Training



Processing of Applications



Guarantee arrives now what?

- Scan or make a copy of the Guarantee Form and any other important papers; keep in student file.
- Fax or scan and e-mail a copy of the Guarantee Form to Rotary International (must be done within one month of arrival)
- Create a Welcome Package and mail to District chairman. Email your exchange partner and student that you have shipped the package and provide tracking numbers if possible so they can be on the lookout.
- Student can apply for the visa after original documents are received from their District Chairman.



Process to Send an Outbound Application

Applications can be downloaded:

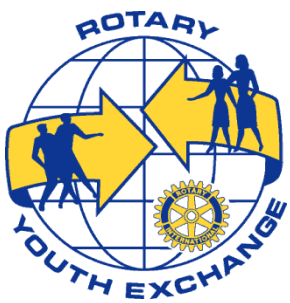
**MUST BE NEW 2007 APPLICATIONS AVAILABLE ON www.Rotary.Org
Or www.YEOresources.org(USA/Canada form)or other country approved form**

- Long Term applications need four copies (due November 1st)
- Must have all original photos
- Must have all “original” blue ink signatures
- Interview applicant
 - 1st by club youth exchange committee
 - “if” the club approves the application the guarantee form will need to be signed
 - 2nd at District interview in December
 - Students will select the countries at this interview. Show students what options are available.

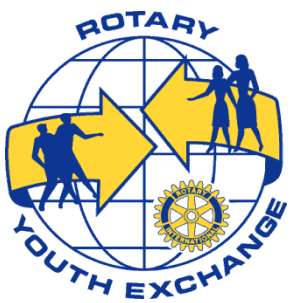


Student Interviews

- Students and parents are interviewed at club level and at District level
- Quality of the outbound exchange student is a priority



Orientation of Inbound and Outbound Students



Inbound Orientation

- Done at the District level
- Occurs within 30 days of arrival
- Can be done jointly with another district