

If You're Not Doing STEP, You're Missing the Boat!



SHORT TERM YOUTH EXCHANGE PROGRAM (STEP)

Presenters: Kathy Gatterdam and John Koetz, District 6690

SESSION 302

Friday, 2/26/16, 10am to 11:30am

PRESENTERS:

John Koetz

Been around since 1998.

Served on the Club Youth Exchange Committee.

Served on his District YEP Committee including District STEP Chair

Chair of Multi-District STEP program

On Ohio-Erie Multi-District executive committee

Kathy Gatterdam

Been a Columbus Ohio Rotarian since 1999

Joined Youth Exchange committee in 2001

Hosted many Exchange Students including Belgium, Japan, Argentina, Ukraine.

Serves on District 6690 YEP Committee - STEP Chairperson

Averaged 20+ STEP students for the past 3 years.

Country contact on the Ohio Erie STEP Committee.

Format

This is an open forum discussion of STEP Family to Family Exchange.

STEP can include Youth Camps and Tours (not discussed here)

Ask questions anytime

Provide your own District experiences

The discussion is based upon our O-E Multi-District processes, but will also work with District or Club matching.

Session 1 - Description

- Many think a Short Term Exchange (STEP) program doesn't fit the true meaning of Exchange
- Nothing could be further from the truth
- STEP helps District programs ENHANCE their entire YE program.
 - It gets more students involved (easier process, shorter timeframe, less expensive)
 - Some STEP's become Long Term students later
 - Helps recruit Long Term Host Families
 - A great way to bring in and train District volunteers
 - Districts that integrate STEP with Long term have more students which make orientations more fun

- What is STEP – Short Term Exchange Program
 - Family to Family Exchange
 - Once match is made:
 - Students email and talk with each before exchange
 - Parents email and talk with each other before the exchange
 - 30 days in then 30 days out with Host brother/sister
 - Some exchanges are longer based on the families willingness to do so
 - Rotary involvement less, but very important
 - Club must still sign the Guarantee Form
 - assign a counselor
 - provide support to family

- Why Do STEP

- It is easier

 - No VISA's

 - Family to Family, so families do much of the coordination

 - Shorter so less things can go wrong!

- It helps attract future Long Term Students

 - Between 5 to 10% of our STEP students went on to do LT

- Long term is not right for every student

 - Some students do sports, music and can't leave for a year

 - Might have physical or mental challenges that prevent them from doing LT

Why Do STEP – Cont.

- It helps attract future Long Term Host families
 - STEP families make excellent LT host families
 - They already know what it takes to host
- It provides a starting point for YEP volunteers
 - Without a huge commitment
 - Districts/Clubs need more volunteers
 - Many can not commit much time

Why Do STEP – Cont.

- STEP is great because it can be broken down to multiple smaller activities.

(We will give you documents for each in tomorrow's session)

- Interviewing
- Scanning and reviewing documentation
- Training
- Communicating matches
- Communicating before, during and after exchange with families
- Sending surveys

Why Do STEP – Cont.

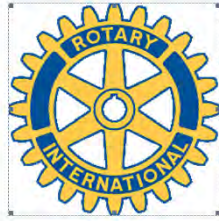
- It is more cost effective
 - Families purchase their own airline tickets
 - Administration fees are less, because process is easier
 - Students are gone a much shorter period of time
- O-E Multi-District charges \$300 + Outbound insurance
 - (students sign up and pay online)
 - We pay for incoming students insurance
 - We use Rotary Certified insurance
 - It has emergency coverage
 - Less risk for our clubs
- Districts charge in addition to the Multi-District based on their costs
 - D6690 charges more, but offers:
 - Monthly Training
 - Blazers
 - Holds a refundable deposit until proof of insurance is given

Why Do STEP – Cont.

If Rotary involvement and training is done well,
STEP can be as rewarding as Long Term,
just different.

STEP Program Overview

- One Document to Clubs and Districts to explain program
 - Short Term Program Guide for Districts and Clubs



Short Term (STEP) Program Guide

For District STEP Chairs
2016 Summer Exchanges
Ohio-Erie Multi District



What is STEP?

The Short Term Exchange Program (STEP) offers the opportunity for qualified students to experience a cultural exchange during summer months. The STEP program is a family-to-family and club-to-club exchange experience – students travel abroad, hosted by a family with a similar age student and host that foreign student from the family they visit. A typical STEP exchange lasts two months; one month abroad and one month hosting in the USA. (But can be longer and not necessarily in conjunction with each other.)

The STEP program also offers opportunities for Rotary Clubs to host **one-way inbound summer students**. By first reaching out to those who want to visit the USA, Ohio-Erie hopes to expand our pool of students to match with our summer outbounds.

Ohio-Erie recognizes the benefits of STEP as a stand-alone exchange program, and also that summer exchanges help promote the long-term exchange program. Many STEP families end up hosting a long term exchange student and some STEP students go on to do a Long Term exchange. The STEP program requires little Rotary Club expense, but does require Rotary Club commitment including supervision, assigning a counselor and coordination of a few activities for inbound exchange students.

Procedural Overview

Districts and Clubs may recruit outbound summer exchange students now through February, 2016, to meet the application deadlines listed below. We suggest you promote the summer program and the long-term program as two exchange options in your local schools, church groups, scouts, and other youth organizations, as well as family and friends of Rotarians.

- Students complete the STEP Application and submit it to the local Rotary Club.
- The Club's STEP and/or YEP Chair conducts an in-home interview with the applicant and family
- Completes the Interview Checklist and Host Family Application
- Applications for qualified students are then signed by the local Club President and YEP Chair
- Forwarded to the District STEP Chair for processing

Procedural Overview – Cont.

The District STEP Chair will review the application and call the student for a short telephone interview to emphasize key points about the program and to answer any additional questions of the students or parents. The District STEP Chair will then sign the application and forwards it electronically to the Ohio-Erie STEP Chair through its Dropbox account. (2016 STEP Outbound Apps) District Chairs will be given an invitation to join this Folder.

The Ohio-Erie STEP Chair will review all uploaded applications, arrange matches with our foreign country contacts, and communicate with District STEP Chair and families.

“Special” exchange requests by district or individual Rotary Clubs will be considered; however, they must be approved by the Ohio-Erie STEP Chair and follow the procedures as outlined in this guide. All applicable rules and procedures that apply to The Long Term Youth Exchange Program also apply to The Short Term Youth Exchange Program where applicable.

Each District is responsible for complying with all Rotary International Certification processes (i.e.: host family application/background checks, etc.) All of us involved with Ohio-Erie Multidistrict are committed to creating and maintaining the safest possible environment for all students.

Application Procedures

Students should find the STEP Application Packet at your District's website link or have it emailed. Ohio-Erie will also have a generic Packet at ohio-erie.org, but it will only have costs associated with Ohio-Erie. The District should add additional fees as deemed necessary by the District.

The STEP Application Packet includes:

- 1) Information for Students and Parents (Summer Family to Family Exchange)
- 2) Country Preference Form
- 3) STEP Application
- 4) Host Family Application
- 5) STEP Rules form

The Packet can be emailed and hard copied for distribution to club chairs and given to prospective outbound students. **HOWEVER, SOME INFORMATION MUST BE CUSTOMIZED FOR YOUR DISTRICT.** Please review the packet for information that must be added before distribution to Clubs and Districts.

Students complete the Application and Country Preference forms

Family completes the Host Family Application

Both sign the Rules form

Country Choices

Students must select 5 countries from the Country Preference List

Must be willing to go to any of those five.

We always attempt to place students in their first choice, but that is not always possible.

After first choosing 5 countries from the Country Preference List

Y in the Preference Column by each country they would consider going to

N after each of those countries they would not be willing to go to under any condition.

Costs

The Outbound exchange student/family pays program costs which are:

- Ohio-Erie charges a \$300 application fee which includes all administrative costs to set up the exchanges.
- It does NOT include any insurance for Outbound,
which is still required but must be purchased separately by each student.
- Your District may add any additional fees to the O-E fee for training, blazers, etc..
- The overall fee should be made payable to your District.
- We recommend adding at least \$100 to give your District funds for orientations, supplies and other items you provide to your STEP students.
- Airfare (please see Country Preference Form for estimates)
- Insurance – O-E REQUIRES each Outbound student to purchase separate coverage
Login in at: <https://secure.visit-aci.com/insurance/oerye/> The cost is about \$3.50 per day.
- The Outbound fee helps pay for the Inbound's Insurance which will be paid for by O-E.
- The Inbound student will be expected to apply for coverage, but will not pay for it.
- Spending money to include at least in \$200 emergency funds

Making Matches

Making STEP matches is the responsibility of Ohio-Erie. There are two types:

- 1) When our counterpart sends us an app first before receiving ours.
 - 2) When we send an app first without knowing if there will be a match.
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- 1) When our counterpart sends us an app first before receiving ours.
 - A. When we send you an application received from our counterpart, that is preliminary.
 - B. The family needs to review the app and approve it.
 - C. Once you tell O-E the family approves, we send our student's app to our counterpart and ask for a match.
 - D. But our counterpart has to get approval from their family before contact can be made.
 - E. Once we get that approval, we notify the District and tell you the match is confirmed.
 - F. Only then should the families begin making contact.
 - 2) When we send an app first without knowing if there will be a match.
 - A. When we have already sent your student's application to our counterpart and they send us a match, their family has already approved our app.
 - B. But we still need your family's approval before the match is confirmed.
 - C. So once your family approves that match, you notify O-E so we can confirm the match with our counterpart.
 - D. Once that is done (usually the same day) we will contact you to confirm the match.
 - E. Then the families can begin making contact.

Making Matches – Cont.

- Districts should not tell the families to make contact when they first receive an application.
- The family needs to review it, perhaps ask questions for you to relay to O-E, etc. and then approve the match.
- You tell O-E and then we will notify you when the match is confirmed and contact can be made.
- District officials should not contact anyone overseas while matches are in process.
- This is the job of the country contact for O-E.
- Once matches have been confirmed you are welcome to make contact with District officials overseas or students, but even that can cause confusion and is not recommended.
- If contact is made, please cc O-E on any correspondence.

Making Travel Arrangements

Ohio-Erie strongly recommends that the student uses our Rotary endorsed travel agent;

It's Your World Travel – telephone number 800-955-6077 or 206-328-0616.

If the student uses a different travel agent, Rotary cannot be involved during travel.

Deadlines

Your District chooses the Application deadline, but O-E must have completed apps no later than our deadline below.

March 31st – District Chairs deadline to submit applications to Ohio-Erie STEP Chair.

Any application received after March 31st by the Ohio-Erie STEP Chair will only be considered if the student is willing to go to any country that is still available.

Ohio-Erie will accept applications and work on placements on a first come, first serve basis.

The sooner the District gets the completed application into O-E, the better the chances are for the student to receive their first country choice.

Promotional Sites and Materials

- Brochure available both on the Ohio-Erie website in a pdf format and a hard copy available upon request.
- Ohio-Erie Multidistrict Website: www.ohioerie.org (Currently being revamped)
- Rotary International Website: www.rotary.org
- Please use ALL forms off of the Ohio-Erie Website and customize them for your District: www.ohioerie.org)

District Responsibilities

- Promote the program to Clubs and prospective students
- Update the STEP Application Packet and distribute it to Clubs and prospective students
- Collect and review all Application Packets for completeness and accuracy
- Upload completed Applications to O-E STEP Dropbox account *
- Run background checks on all Host family members & send results to O-E
- Collect fees from families and send the O-E portion to the O-E treasurer
- Review Insurance Requirements with Student and family and upload verification of purchase
- Be sure the hosting club assigns a counselor and is providing appropriate oversight
- Provide at least one orientation meeting for STEP Students and Parents
 - Explain the program in detail,
 - Collect fees,
 - Go over travel arrangements
 - Go over any other issues associated with the program.

Sponsoring Rotary Club Responsibilities

- Work with District STEP Chair to get Application and all documentation to O-E
- Conduct in-home host family interviews
- Ensure that student attends at least one Rotary meeting (both inbound and outbound)
- Coordinate one or more activities with host family as desired for inbound (such as cook-out, movie, short trip to amusement park, zoo, etc)
- Ensure student welcomed upon arrival
- Provide contact information to student including:
 - Host Club Counselor
 - Host Club Youth Exchange Chairperson
 - Host Club President
 - Two Non-Rotarian Resource Persons available for student support provided through Ohio-Erie –
 - one male and one female

How to get Started

Find a student!

Recruiting

Recruiting Students

- Prospect Weeks
- Rebounds and prospects bring a friend
- Long term prospects and their parents do not always work for long term
- Web Marketing
- Posters in school
- Small group meetings with families that have potential students

SHORT-TERM EXCHANGES

vary in length from several days to several weeks. Although you generally would not attend school in the host country, you may be able to tailor the exchange to match your interests or to include tours of specific places or regions. The four most common types of short-term exchanges are homestays, tours, family-to-family, and international youth camps.

WHAT IS ROTARY?

Rotary is a global network of community volunteers. Rotary club members are business, professional, and community leaders who provide humanitarian service, encourage high ethical standards, and help build goodwill and peace in the world. More than 33,000 clubs conduct projects to address today's challenges, including illiteracy, disease, hunger, poverty, lack of clean water, and environmental concerns. For more information, contact Rotary International staff at youthexchange@rotary.org.



SHORT-TERM YOUTH EXCHANGE



ROTARY INTERNATIONAL

One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
www.rotary.org

756-EN--(410)



ELIGIBILITY

Rotary Youth Exchange programs are open to students ages 15-19. To qualify, applicants should be above-average students who have demonstrated leadership in their community. Candidates should also possess qualities such as flexibility and a willingness to try new things that will enable them to fully experience life in another country and become excellent cultural ambassadors.

MEET NEW FRIENDS AND FORM INTERNATIONAL FRIENDSHIPS

All applicants must be sponsored by a local Rotary club and complete a written application and in-person interview.

PROGRAM COST

The program is completely administered by Rotary club members, keeping program expenses low. Costs vary depending on the district and country where the exchange occurs, so contact your local club or district for specific information. Typically, students and their parents or guardians are expected to cover the following expenses:

- Round-trip airfare
- Travel insurance that includes medical, accident, and illness coverage and meets the requirements of the host and sponsor clubs and districts
- All travel documents, such as passports and visas
- Spending money, ancillary travel, and tours

HOW TO APPLY

Rotary Youth Exchanges are administered locally, and all applicants must be sponsored by a local Rotary club and district.

Rotary clubs exist in more than 200 countries and geographical areas, and Youth Exchanges take place in nearly all of them. Check with your local Rotary club about whether it participates in the program. To find the club closest to you, use the Club Locator at www.rotary.org.

BE AN AMBASSADOR FOR YOUR OWN COUNTRY

EMBRACE NEW EXPERIENCES AND CULTURAL DIFFERENCES

After you've spoken with your local Rotary club or your district Youth Exchange chair, Rotary club members from your area will ask you to complete a preliminary application. Your district chair and local club will help guide you through the application and interview process.

STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.



HOMework FOR THE NEXT SESSION:

Questions:

- Does Your District currently do STEP?
- How many STEP students did you have last year?
- How many do you want to have this year?
- How many STEP countries do you work with?
- How many Clubs might get involved with STEP?
- What questions would you want answered in a survey?
 - From Students?
 - From Parents?

Thank You!

Questions

John Koetz

Ohio Erie - STEP Chair

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