

# Introducing the Rotary Youth Exchange Database 2009

This database has been developed with the objective of administering the Rotary Youth Exchange Program in a simple, clear and time-saving manner and of giving users and students access to the database through the Internet.

## Youth Exchange Officers can use the database to:

- Update and maintain all information needed on students
  - Personal contact information
  - Home and host information – country – district – club – etc.
  - Insurance, passport and travel information
  - Remarks
- Update all information needed on the student's home and host contact persons
  - Student families
  - Protection Officers – Club Counsellors – Youth Exchange Officers
  - Multi-Chairmen – District Chair
  - Emergency contact person
- Use the information in the database to
  - Send e-mail to a selected group of students
  - Send e-mail to the student's contact persons selected by contact role
  - Send e-mail to selected group of Chairmen, Club Counsellors, Youth Exchange Officers, Protection Officers etc.
  - Create your own lists and export them to PDF forms or spreadsheets
  - Create your own letter templates with 'merge fields' and print them to paper or send them by e-mail
  - Create your own search templates
- Manage Events
- Manage Quarterly Reports from students
- Manage applications from students via the Internet
- Help you in planning where to send students
- Manage payments from students
- Easily give districts with whom you exchange access to relevant students

### **Students can use the database to:**

- Fill in the application form electronically and update relevant information in the database
- Login to the database and find information about
  - Their contact person in home and host countries
  - Insurance and travel Information
- Fill in Quarterly Reports to their home or host district
- Register for events

### **Who has developed the database?**

The database was developed by Rotary Youth Exchange Denmark.

The first version was developed in 1992 by Past Multi-District Denmark Chairman Arnold Nørregaard. It was upgraded for online use in 2002, by Past Multi-District Denmark Chairman Arne Jensen, Past President for Rotary Youth Exchange worldwide.

District Chair Niels Oehlenschläger assumed responsibility for the database in 2005 and has since been in charge of the development of a new multi-functional database. Data from the former versions have been transferred to the new one, giving Rotary Youth Exchange Denmark a summary of all Inbounds and Outbounds from 1992 until today.

Rotary Youth Exchange Norway began using the database in 2006, and Rotary Youth Exchange Finland began using it in 2007.

### **Who owns the database?**

All rights to program and source code belong to Rotary Youth Exchange Denmark.

### **Where is the database located?**

The database is located in a professional hosting center in Denmark performing daily backup and system support.

### **System Information**

The application has been developed in Microsoft .NET 2.0 and run on Microsoft Internet Information Server. The data is located on a Microsoft SQL server 2005 professional.

### **Contact Information**

Niels Oehlenschläger

District Chair 1470

Rotary Youth Exchange Multi-District Denmark

E-mail: [noe@rotary-yep.dk](mailto:noe@rotary-yep.dk)