



## Youth Exchange Officer **Handbook**

A comprehensive guide to nearly everything the Youth Exchange Officer (YEO) needs to know, including YEO To-Do's for Inbounds and Outbounds; expanded detail on specific subjects; using the HUB; and Appendix containing relevant documents.

**Rotary**  
Districts 5950/5960



**rotary**  
**youth**  
**exchange**

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# **Success Factors for a Strong Rotary Youth Exchange Program**

- The leadership has a positive and committed attitude and knows why this is an important program.
- There is a Rotary Youth Exchange (RYE) committee of at least three
  - Having someone else know what the Youth Exchange Officer (YEO) does is important for succession or emergency.
- The Hosting Club gives strong and unwavering support to the student and the Club Board receives monthly updates about the status of the program.
  - The Club President is notified immediately if a major issue arises.
  - The Club is provided with news about the Outbound student and information about the Inbound student.
- The Emergency Fund is not used for anything except to pay debts of the student (never disbursed for the East Coast Trip, etc.)
  - If the student has debts pending at the time they return home, retain the security deposit and return it after all debts are paid. If there are no pending debts, give the security deposit to the student at the airport when they fly home.
- The YEO and the Club Counselor are not related.
- The YEO and the Club Counselor are never the Host Family, except in circumstances when it is for a very short period of time (one week or less).
- The Club Counselor has a strong relationship with the Inbound Student.
- The Student has three Host Families.
- The RYE Committee has information on the Local Rotary Club website and include these sources of assistance:
  - Link to [www.northstarrotary.com](http://www.northstarrotary.com)
  - Contact information to the YEO
- The Club is always looking for potential Host Families. Host Families should always be looked for outside of the Club first.
  - Remember to invite Host Families to join Rotary.
- Develop and maintain a good relationship with the High School.

# **North Star Contact List**

Chair

[chair@northstarrotary.com](mailto:chair@northstarrotary.com)

Executive Assistant

[office@northstarrotary.com](mailto:office@northstarrotary.com)

[CLICK HERE](#) or Scan this QR code to view the North Star Contact List



Go to our website at: [NorthStarRotary.com](http://NorthStarRotary.com)

Contact List is on Volunteer page under Officer & Volunteer Resources

## **Club Groups**

The North Star Club Support Team has multiple members that each support a list of clubs. To find your Club Support Team contact, use the link or QR code above to view the North Star Contact List.

## **General Information**

- North Star Rotary Youth Exchange is regulated by Rotary International (RI), United States Department of State (DOS), and Council on Standards for International Educational Travel (CSIET).
- Rotary International has established regulations that all Rotary districts must follow. We are not allowed to exchange with districts not adhering to these policies.
- The US Department of State has the power to control the number of students we can host each year. Therefore, through an annual audit by the DOS we are obligated to closely follow all of their regulations.
- CSIET is an organization consisting of approximately 70 International Educational Travel and Exchange Programs and High Schools in the United States.

## Council on Standards for International Educational Travel (CSIET)

The CSIET is a governing organization that has established various standards that all youth exchange programs must meet to rate a listing in a publication supplied to all secondary schools. School officials can then determine the legitimacy of youth exchange programs attempting to place exchange students in their schools.

It is important that exchange programs such as Rotary have a good rating at all times with CSIET. It is imperative that North Star Rotary clubs closely follow these regulations by attending annual training sessions.

## Highlights of the United States Department of State Regulations

(A copy of the applicable Federal regulations are included in the **Appendix**)

1. Youth Exchange Officers must participate in annual training sessions.
2. Youth Exchange Officers must submit a volunteer application through our website: northstarrotary.com
3. Youth Exchange Officers must submit a background check. A link will be sent to the volunteer upon completion of the volunteer application.
4. Youth Exchange Officers must complete the Department of State training each year. A link will be sent to the volunteer upon completion of the volunteer application.
5. **In addition to the Department of State requirements**, North Star requires additional training for its volunteers.
  - a. All NEW volunteers must complete the NAYEN Volunteer Training. A link will be sent to the volunteer upon completion of the volunteer application.
  - b. All volunteers must also complete the NAYEN Youth Protection Training every three (3) years. A link will be sent to the volunteer upon completion of the volunteer application.

**Youth Exchange Officers (YEO) must complete the above requirements prior to placing or interacting with the student.**

**The first host family must be designated and fully Vetted (Approved status) via the HUB prior to arrival of the student. A family name cannot be on the Guarantee Form without vetting completed. See the section on Completing the Inbound's Guarantee Form for additional information.**

Inbound students must be provided with a profile of the host family, school and community prior to arrival. (Copies of the Welcome Letter/Email are to be uploaded to the students' HUB documents and the document type is YEO Welcome Letter.)

Two in-home visits with all host family members present must be completed. Two different vetted volunteers must complete each visit. (If the YEO completes the initial interview visit, they cannot complete the second interview visit.)

The initial in-home interview visit must be completed as part of the vetting process for the Host Family. Once done, the “Home Interview Report” must be submitted in the HUB or Web Portal.

The second in-home visit is required within 60 days of the student moving in. It must be conducted by a vetted volunteer (who did not complete the initial interview visit). This should be a scheduled visit. They need to check in with the family to see if everything is ok and the student is well cared for. They also need to check the student’s bedroom and bathroom. Once done, the “Follow-Up Visit Report” must be submitted in the HUB or Web Portal.

The Club Counselor or the YEO is required to submit a monthly report via the Web Portal or the HUB on the status of their Inbound student.

- This report is viewed by the Country Officer, District Officers and your Club’s YE committee that has access to the HUB. It is not viewed by the Host Family or the student.
- This is the time to report highlights and challenges. Report the challenges while small and the team can work to avoid their becoming large issues. Every report should have at least a couple sentences of narration, to give a more in depth idea of how the student is doing.

Make no monetary payments or other incentives to Host Families.

- Small gifts, such as gift cards, are allowed.

Do not take the student’s passport or other government documents from the student unless the student requests your assistance for safe storage of these documents. These documents must be in their possession or accessible to the student at all times. **Never place the passport in a safe deposit box that does not have 24 hours a day accessibility.**

Provide the hosting High School with the student’s translated graded transcripts in English. The entire student application can be given to the High School. Ask your school if they want this electronically or in paper form.

- The school nurse will want to see the immunization record. Country Officers will communicate with the student that these need to be updated prior to arrival. Any boosters needed, once in the country, will be at the cost of the student. The status of these immunizations will be noted on the HUB under the ‘Documents’ page.

The YEO or Club Counselor will provide the student with an ID card before they arrive. The card will have information about the student, their SEVIS number, insurance information, information about

their first Host Family. Every time thereafter that a student moves, it is the responsibility of the Club Counselor or the YEO to update their student's ID card via the HUB to reflect the new Host Family information and provide a copy of the ID card to the student.

## **Organizing Your Club's Youth Exchange Committee**

The following is a suggestion for possible committee membership which may be helpful as you implement the exchange program in your club. We suggest a minimum of three people on your committee. A YEO should never work alone.

Possible Committee Members:

POSITION	REQUIRED/OPTIONAL	VETTING
Youth Exchange Officer	Required	North Star
Club Counselor	Required for hosting long-term inbound	
Events Chair	Optional	Vetted according to the Rotary District Youth Activities Requirements
Outbound Student Coordinator	Optional	
Host Family Committee Member	Optional	

### **Club Youth Exchange Officer (YEO) Overview**

The club YEO is responsible for the overall smooth operation of the club's youth exchange program.

### **Club Counselor Overview**

The Counselor is the inbound student's advocate and is responsible for the general well-being of the exchange student and is to serve as a guide and mentor for the student. For more details on this role, see Inbound section.

### **Outbound Student Coordinator**

The outbound committee leader is responsible for recruiting and screening potential North Star Rotary Youth Exchange Students. They can oversee the designated Correspondent of the outbound student. For more details on this role, see Outbound section.



The Correspondent is the one who develops a relationship with the outbound student before departure and corresponds with the student as much as the student wants. The Correspondent should make brief announcements or updates on the student to the club.

## Host Family Support Committee Overview

The host family support committee is responsible for the selection, vetting and support of host families throughout the exchange year. For more details on this role, see the Host Family section.

NOTE: Committee members that need to access the HUB or Web Portal need to go through the same vetting as the YEO or the CC.

## North Star Vetting Process

YEOs and Club Counselors (and possibly other volunteers depending on access needed and contact with students) must be vetted by North Star. The first step is to submit a volunteer application which can be found on our website, on the Volunteer page, click Apply Now. Once the application is accepted, links to complete a background check and online trainings will be sent.

# Club Youth Exchange Officer (YEO)

- Coordinate the Youth Exchange Program at the club level.
- Keep informed of inbound exchange student's progress and adjustment.
- Outbound students - invite to meetings, coordinate presentations, include in service projects. Familiarize the student with Rotary as much as possible.
- Oversee the information on the HUB
  - Make sure all of the Club's YE Committee is up to date and all indicator lights are green.



Volunteers									
	A	B	C	D	E	F	G	H	I
Volunteer Name	District	D Of for	Club		Status	Access	Appl Recd	Blg Check	DOS Cert
Diley, Vicki	5960	<input checked="" type="checkbox"/>	Northfield		Approved	HUB/WEB	03/27/2014	03/10/2014	03/30/2014
Estenson, Rick	5960	<input checked="" type="checkbox"/>	Northfield		Approved	HUB/WEB	03/19/2014	05/08/2014	04/06/2014
									Approved

- Make sure all Host Families are current and also have all green lights.
  - Follow up with any indicator lights that are anything but green.
- **YEO/CO HUB Responsibilities:** Included in the Appendix is a spreadsheet that outlines the responsibilities for inputting information into the HUB. Please use this as a tool to guide you. If you find that information is missing, please feel free to enter it into the HUB even though it might not be your specific responsibility.

- Maintain file (in the HUB) of Youth Exchange procedures and correspondence for a minimum of three years.
- Maintain an up to date Youth Exchange Officer vetting.
- At least one member from your club's Youth Exchange Committee attends the Inbound Orientation session with your inbound student.
  - Club Counselor and YEO are both encouraged to attend the Inbound Orientation in August
  - Encourage all of your designated Host Families to attend the August training, or another future training that is offered if they have not already attended.
- Communicate with your inbound student's Country Officer if any issues arise; best to bring attention to small issues early before they become big issues.
- Submit the "Request to Host" form when requested, indicating from which country your club would like to host a student, and the number of inbound students your club is willing to host and outbound students willing to send (if known).
- Traveling Notebook - see additional information in Inbound Program section
- Identify and coordinate student recruitment opportunities within your community. You can work with the North Star team if you need assistance with a table or presentation.

## **Training Requirements**

### **For Youth Exchange Officer & Club Counselor**

1. Annual Department of State Local Coordinator online training:  
This will be sent via automated email from the North Star HUB. An advance email will come, stating that the volunteer is nearing renewal. A follow up email will come alerting the volunteer to take the test soon. One's ability to use the HUB will be curtailed until all of the vetting is up to date.
2. Periodically, we will offer face-to-face trainings that focus on particular topics. You are encouraged to attend these. Typically, the first of the exchange year is the Inbound & Host Family Orientation (August or September). At various times there will be Zoom trainings too.

### **For Host Parents**

1. Host families need to be trained before the student arrives. An online NAYEN US Host Family Orientation link will be sent after the Host Family application is received.
2. Parents will receive a Host Parent Handbook from YEO and the handbook is also available on our website.

3. Periodically, we will offer face-to-face orientations and trainings. Host Families are encouraged to attend these. Inbound & Host Family Orientation is typically held sometime between mid-August to early-September. Our Host Family Support Team also holds monthly Zoom meetups online where Host Families can ask questions about day to day topics or questions.

## **Rules and Conditions of Exchange**

Who makes the final decision if a rule has been broken?

These rules apply to our Inbound and Outbound Exchange Students. A brief description of how North Star handles each situation is listed. Other districts may respond differently. The host club/district makes the final decision on how violations are handled.

All reasonable steps should be taken to protect the privacy of those involved. All incidents/issues must be documented by the club and the district.

1. The student must obey the laws of the host country. If found guilty of violating any law, the student can expect no assistance from sponsors or native country. The student must return home at their own expense as soon as released by authorities.
  - a. *(If any alleged violation of local law occurs, the Youth Exchange Officer immediately contacts the Country Officer who immediately contacts the North Star Chair and the Legal and Compliance Officers).*
2. Possession or use of illegal drugs is expressly prohibited. Medicine prescribed by a physician is allowed as prescribed.
  - a. *(If a student is found to possess or has used illegal drugs, or is using a prescription not as prescribed, the Youth Exchange Officer immediately calls the Country Officer who immediately contacts the North Star Chair and the Legal and Compliance Officers).*
3. Consumption of alcoholic beverages is expressly prohibited.
  - a. *(If a student is found to have consumed alcohol, the Youth Exchange Officer immediately calls the Country Officer who immediately contacts the North Star Chair and the Legal and Compliance Officers).*
4. The student may not operate a motorized vehicle or participate in driver education programs.
  - a. *(The CISI-Bolduc insurance will not cover any medical expenses due to injury if an exchange student is hurt while driving a motorized vehicle of any kind, including all two, three and four wheeled means of transportation. This includes, but is not limited to, automobiles, motorcycles, motorized dirt bikes of any kind, all-terrain vehicles, snowmobiles, and watercraft. Host family should be warned that if a student is injured while driving a motorized vehicle, the person who allowed an exchange student to drive*

- the motorized vehicle will be personally financially responsible for any damage or injury resulting from this action. If a student is found to have operated a motorized vehicle or participated in a driver's education program, the Youth Exchange Officer immediately calls the Country Officer who immediately contacts the North Star Chair and the Legal and Compliance Officers).*
5. The student will be under the host district's authority while on this exchange, the student must abide by the rules and conditions of exchange provided by the host district. Any relatives a student has in the host country will have no authority over them while in this program.
  6. The student must attend school regularly and make an honest attempt to succeed.
    - a. *(Club Counselor can talk candidly with the student and the student's school counselor to make a plan for improvement. If attendance and grade issues continue, the YE Officer immediately calls the Country Officer who immediately contacts the North Star Chair and the Legal and Compliance Officers).*
  7. The student must have travel insurance that provides medical coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amount satisfactory to the host Rotary club or district in consultation with the Rotary club or district, with coverage from the time of students departure from his/her home country until they returns home.
    - a. *(The Country Officer makes sure this is purchased before a DS-2019 is issued.)*
  8. The student must have sufficient financial support to assure well-being during her/his exchange. North Star Rotary Youth Exchange Districts require a contingency fund for emergency situations of **US \$400.00 CASH**. Unused funds will be returned to students' parents or legal guardians following the end of exchange.
    - a. *(The Country Officer reminds the student of this procedure at the Inbound Orientation. The Youth Exchange Officer ensures the money is collected and kept in a safe place during the exchange year. Youth Exchange Officer returns the extra funds to the parents/legal guardians after all bills have been paid and the student has returned home.)*
  9. The student must follow the travel rules of the host district. Travel is permitted with host parents for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones.
    - a. *See section on Travel Guidelines with Host Families and Rotary Families for more information on travel. Unaccompanied travel is NOT permitted.*
  10. The student must return home directly by a route mutually agreeable to by host district and parents or legal guardians. *(The Country Officer can resolve any issues.)* If the student goes on the East Coast Trip, they must return home within 7 days after returning from the trip in

early July. If the student does not go on the East Coast Trip, they must return home within 7 days after the year-end event.

11. Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of the student and their parents or legal guardians.
  - a. *(The Chair or Country Officer will manage this).*
12. The student should communicate with the first host family prior to leaving their home country. The family's information must be provided to the student by the host club prior to their departure.
  - a. *(The Youth Exchange Officer must provide details of the host family and community before the student departs from their home country.)*
13. Visits by the student's natural parents/legal guardians and/or siblings, while the student is on their exchange can be distracting. Such visits may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
  - a. *(The Youth Exchange Officer can handle this and communicate with North Star Chair.)*
14. The student should talk with Club Counselor, host parents, or other trusted adult if there is an encounter or any form of abuse or harassment.
  - a. *(The first person to know about an alleged incident of abuse or harassment immediately contacts the Youth Exchange Officer who contacts the North Star Chair and the Legal and Compliance Officers. **An online report must be filed with Rotary International within 72 hours of notification of the incident.**)*
15. **For more details on our discipline process, see North Star Rotary Youth Exchange Behavior Expectations for Inbound Students which is attached in the Appendix to this Handbook.**

# **Outbound Program**

## **Calendar for Outbound Program**

(See exact dates at [northstarrotary.com](http://northstarrotary.com) under Calendar, or on the HUB Document Library, on the Utilities page)

## **Timetable and Procedures**

<b>All Year</b>	Rotary clubs schedules promotion of Youth Exchange Programs in high schools, middle schools and the community. (Especially in the spring and early fall.) Direct mail, social media, etc. Contact North Star to schedule a speaker for your Rotary club, school, or community event.
<b>July</b>	Applications open online for student applicants (long-term and short-term programs)
<b>July - November</b>	Local Rotary club interviews should be conducted and District appointments are made for final interviews with outbound candidates. (Club interviews can happen as soon as the application is submitted.)
<b>Mid November</b>	Deadline for long-term applications.
<b>Early December</b>	District interviews are held. Final selection will be determined at a subsequent meeting of the District Youth Exchange Committee (DYEC). The DYEC has final approval of any and all youths selected for this program.
<b>Late December</b>	All applicants and their sponsor Youth Exchange Officers are notified by mail or email of the results of District interviews.

## Outbound Orientation Sessions for Candidates Accepted into Program

Sessions must be attended by Outbound candidates and their parents.

- First Orientation - Saturday, January
- Second Orientation - Saturday, late February or early March
- Third Orientation - Saturday, April
- Fourth Orientation - date and location set by Country Officer
- Rebound Orientation Weekend for returning outbound students and their parents - usually the first Saturday/Sunday in August.

## Outbound Youth Exchange Program Costs

**Cost to Sponsor Club:** **\$250 per student\***

Orientation fee per outbound student

\*Cost to sponsor clubs or club groups for sending outbound is \$250 per student for the first two outbound students; free after that.

**Cost to Student:** **\$8,000\***

Participation fee

\*The fee is subject to change if there is a significant change in airfare price.

Includes: round trip transportation, orientation sessions, Rotary blazer, basic insurance, pins for exchanging, business cards, orientation materials, name badge, access to Pimsleur Language files

Does not include: costs of passport, visa, visit to consulate, residency permit, additional language instruction, inoculations, gifts, local travel and personal items

## Outbound Student Club Committee Responsibilities

1. Create interest within the community in the Rotary Youth Exchange Program. Rotex and North Star volunteers are available to assist in this area.
2. Have candidates complete Outbound Application online.
3. Interview applicants. (See sample questions for interviews in Appendix.)
4. Completed Application and any additional application documents are due by District Interview.
5. Verify that the grade transcript and the Secondary School Recommendation form have been entered into the student's record on the HUB.
6. Verify that the student(s) and parents will attend the District interviews in December.

7. Verify that outbound candidates and their parents will attend the three mandatory Outbound Orientation Sessions and the Rebound Weekend.
8. Keep in contact with your student throughout their year abroad, via a designated Club Correspondent. Assign someone in your club to correspond with your outbound student and - when given permission by the student - report news back to the club.

**\*\*IMPORTANT, PLEASE NOTE:\*\***

- A club may host a student without sending a student.
- A club is expected to host at least one inbound student when sponsoring one or more outbound students.
- Children of Rotarians and non-Rotarians are eligible to be Youth Exchange candidates.

## **End of Year Travel**

- Outbound students must return directly from their overseas country to Minneapolis upon completion of their year exchange year. Staying in the host country is NOT permitted.
- Deviation from these guidelines may be made by the Chair in consultation with the Country Officer and Responsible Officer under unique circumstances. Decisions will be documented and placed on the HUB.

# **Inbound Program**

## **Calendar for Inbound Program**

(See exact dates at [northstarrotary.com](http://northstarrotary.com) under Calendar, or on the HUB Document Library, on Utilities page)

Events may vary from year to year. Check the online calendar.

<b>August/September</b>	Inbound & Host Family Orientation; YEO & Club Counselor Training
<b>September</b>	District 5950 Conference - All District 5950 & 5960 inbounds participate - attendance of inbound students is required.
<b>December</b>	Country Fair - Inbound students promote their home country at the Outbound Interviews. Students are to wear national costume or Rotary blazer, and be prepared to promote their home country.



<b>January</b>	January Arrivals - Inbound Orientation Session for all January arrivals and all of their host parents and host club exchange officers.
<b>February</b>	Inbound students assist with Outbound Orientation #2 session.
<b>June</b>	Inbound Farewell Event.
<b>June</b>	East Coast Trip (ECT) for inbound students - optional trip

## Inbound Student Committee Responsibilities

1. Obtain school signature/stamp or seal on Guarantee Form (part of student's application packet). See **Completing the Inbound's Guarantee Form** section for details.
2. As required by the US Department of State, clubs must send the following information to their inbound student, so it is received prior to the student's departure from their home country:
  - a. A detailed profile of the first host family, stating whether the host family is a permanent placement or a temporary arrival family. (Upload this email to the HUB under the Student's file, Documents page.)
  - b. A detailed profile of the host school and community, Provide website addresses of the host community and the local school.
  - c. The first ID card which is to be generated by the Club YEO and updated ID cards must be generated by the Club after each host family change. Send a digital copy to the student before they arrive, to have on them while traveling here. HUB generated.
3. Prior to the student's departure from their home country, obtain from the student a complete travel itinerary; this must include the Record Locator ID. Confirm that this is a round trip ticket! The students are asked to enter this data, but the YEO should enter this on the Travel Info page of the HUB for each of their Inbound students, if the student or the Country Officer has not done so. This must also be done once the return ticket is finalized as well. DO NOT enter placeholder flight information in the HON on the Travel Info page!
4. Provide a **Traveling Notebook** to the first Host Family. The Traveling Notebook moves with the student to the subsequent families, each adding more information as needed (friends phone numbers, dates of events, school login information, etc.) See Traveling Notebook Instructions section for additional information.
  - a. A copy of the student's insurance policy, Certificate of Eligibility form (DS-2019 visa document), return travel documents, and passport are all on the HUB, but a paper copy in the Traveling Notebook is advised.

5. Provide a copy of the complete inbound student application to each vetted host family (minus the school report, this should remain confidential) and the high school. (Some high schools prefer to receive this electronically.)
6. Be sure someone from your committee meets the student at the airport. It is recommended that as many as possible meet the student... all host families, counselors, committee members, others.
7. Select a Rotary Counselor for each inbound student. The Counselor cannot be the Club Youth Exchange Officer, or a member of the current host family. A close relationship to the YEO (spouse) to be the Club Counselor is not allowed. The student must see the Counselor as their own special advocate and confidant.
8. Make arrangements for the student's needs
  - a. \$100.00 per month allowance. This is a requirement. This is to be given directly to the student, never to the Host Family.
  - b. The Host Rotary Club pays for school lunches and at least one athletic/activity fee.
    - i. Yearbooks, prom fees, etc are optional and are determined by individual Club Committees.
  - c. Transportation to Rotary events, inbound student programs (see Calendar for Inbound Program Events) and club events & meetings.
  - d. Assist student in setting up a bank account
    - i. It is recommended that the student's Club Counselor have a joint checking account with the student. This allows the Club Counselor to oversee expenses and to be able to close the account once the student returns home. Do not take the student's passport or other government documents from the student unless the student requests your assistance for safe storage of these documents. These documents must be in their possession or accessible to the student at all times.
9. Help student register for classes and activities in local high school.
10. Help student, along with their Country Officer and after consulting with third Host Family, arrange for their return ticket to their home country, about 6 months before departure.

## High School Enrollment of Inbound Exchange Students

1. Prior to the inbound student's arrival, the host club Youth Exchange Officer must complete Section F of the student's Guarantee Form. See the section on **Completing the Guarantee Form** for more details.
2. To comply with state regulations, the local high school must be contacted prior to the exchange student's arrival.

- a. Provide the school with a complete application, including an English translation of the grade transcript. Ask the school if they want the application in paper or electronic form.
  - b. Provide the school with the name and contact information for each host family, when known, along with the full contact information for the YEO and the Club Counselor.
3. The student is to attend the same high school throughout their stay. Only under very special conditions is there to be a change in schools, and that must first be approved by the North Star Committee.
4. The North Star Rotary Youth Exchange Program is in compliance with the standards of CSIET (Council on Standards for International Educational Travel). The inbound students may or may not be eligible to participate in school extra-curricular activities. This is at the discretion of the school and/or the State High School Athletic Association.
  - a. If the student is interested in participating in the school's activities, be sure and make contact with the Athletic Director and understand all of your States' rules.
5. No more than 5 Rotary exchange students may be enrolled at the same time in one school, unless the school has agreed, in writing, to the placement of more than 5 students.

## **Inbound Student Club Counselor Overview**

1. Counselor must be someone other than the Club Youth Exchange Officer or a relative of the YEO and may not be a member of the current host family.
2. Responsibilities include:
  - a. Be an advocate for the student.
  - b. Support the student and make the student feel a part of the Rotary family.
  - c. Be the liaison between the student and Rotary club, host family, school, and the community at large.
  - d. Provide guidance and counseling to the student in matters such as choosing classes, friends, and activities.
  - e. Assist the student in adapting to the culture and language.
  - f. Contact the student monthly, as required by the U.S. Department of State and file a monthly report via the YEO Portal or the HUB on how you perceive the student is doing. Your student will not have access to what you report.
  - g. Listen attentively to the student's comments and concerns & act/react accordingly if needed..
  - h. Provide the student with general information about the host club and area, including a list of contact information for people and organizations the student can contact if they needs help, as mandated by the US Department of State.

- i. Work with the community and student's school to ensure that the student is involved in positive activities and community life, throughout the school year.
  - j. Inform student about sexual abuse and harassment and create a supportive atmosphere in which the student feels comfortable to discuss their concerns.
  - k. Be aware of signs and symptoms of sexual abuse and harassment, and know what appropriate actions to take.
3. If any issues/concerns arise - contact YEO or Country Officer asap. Address concerns when they are small - before they become issues that are much more difficult to deal and manage.

## **Traveling Notebook Instructions**

(to be prepared by YEO)

1. Open the file name "Traveling Notebook - Part 1". This can be found on the HUB under the Documents Library on the Utilities tab. Search (the funnel in the top (right corner) "Traveling Notebook - Part 1" or scroll down.
2. All areas highlighted in blue are fillable text fields. Click on them to fill in the information for your student and club.
3. Save and print your personalized "Traveling Notebook - Part 1" file. This will be the first part, pages 1-4 of your host family traveling notebook.
4. Save and print filename "Traveling Notebook - Part 2" from the HUB Document Library. This will be the second part of the traveling notebook, pages 5-26.
5. Locate and print the following documents from the HUB and add these to the notebook after page 26 in this order (all found in the Student's file, Documents page):
  - a. Insurance Card
  - b. ID Card
  - c. Student Application
6. Add in any other documents you think would be helpful for your host families, counselors, and students. These can be added on the back and manually added to the table of contents.
7. Organize all these documents in the order listed on the table of contents page and make them into a book. A 1-inch 3-ring binder fits perfectly. Use the first page of the notebook as a cover.

**Please contact Club Support Team, if you have any questions or need assistance creating your students traveling notebook.**

## **Assignment of Inbound Exchange Students to Host Clubs**

The North Star committee desires input from each club regarding exchange students they prefer to host. We hope to be able to accommodate your first, second, third or fourth choice. Kindly reply to the request form when received.

## **Inbound & Host Family Orientation**

We provide this mandatory inbound student orientation with host families; we also have club Youth Exchange Officer (YEO) & Club Counselor training.

## **Address Changes**

The US Department of State mandates that each time an inbound student changes host families, they must be notified within 10 days. Our Responsible Officer notifies the State Department, but the YEO must report the address changes on the HUB so we can meet this requirement. Create a new ID card, print it and give it to the student.

## **Driver Training**

In compliance with the Rotary International Program Rules and Conditions of Exchange, inbound students may not take the Driver Education course offered in their high schools or through a driver's school.

## **Employment**

The US Department of State states, "Students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work."

## Tax Information for Host Families

There may be a tax deduction for hosting a student. Have the host family check with their tax advisor to get the current state and federal deduction rules.

## End of Exchange East Coast Trip (ECT)

A summer tour is planned for inbound students. The trip includes a number of major East Coast Cities and details will be provided by Belo USA (travel agency). The current brochure will be provided to the student and exchange officer in early fall. Please encourage the inbound students to make their reservations early to ensure accommodations. This cost is to be paid by the inbound student, though your Rotary club may choose to assist financially.

## Travel guidelines with Host Families and Rotary Families

(See the **Inbound Travel Approval Chart** in the **Appendix** for help in determining necessary approvals and documentation)

### Travel by Students

#### Out of State Travel

- Out of state travel with other Rotary Districts is not allowed. (e.g. a Rotary trip sponsored by a California Rotary district would not be allowed)
- Out-of-state travel that is sponsored by the school that the inbound attends is allowable, (e.g. the school's speech team travels to Harvard for a speech tournament, and the inbound is a part of the team).
- Out-of-state travel with the host parents is allowed, with notification to the YEO.
- Out-of-state travel (outside Minnesota, Wisconsin, or Iowa) with other adults in the club or community is allowed if approved by the YEO and Country Officer in advance.

#### In State Travel

- In state travel that is sponsored by the school that the Inbound student attends is allowable (e.g. The school's swim team travels to Duluth for a swim meet and the inbound is a team manager).
- In-state travel including day trips and overnights must be approved by the host family with notification to the YEO (e.g. Friend's family invites the inbound to go to the cabin for the weekend or stay overnight at the student's friend's house).

**Out of Country Travel**

- The YEO, Country Officer and North Star Chair must approve out of the United States travel in advance (e.g. Local Rotary member invited the inbound to go to Mexico on spring break with their family). Please note that some VISAs are single entry VISAs, and returning to the United States may be difficult.

Deviation from the above guidelines may be made in North Star Chair’s sole discretion in consultation with the Country Officer and YEO.

**End of Year Travel**

- Inbound students must return directly from Minneapolis to the home country on completion of their year with North Star Rotary Youth Exchange.
- Deviation from these guidelines may be made by the Chair in consultation with the Country Officer and Responsible Officer under unique circumstances. Decisions will be documented and placed on the HUB.

**Inbound Student Costs to Host Club**

The host club’s share of costs for each inbound student’s Youth Exchange Program activities is \$600. This includes the student’s participation in the Inbound overnight weekend events, Inbound Orientation, Country Fair, District Conference, and a share of the cost of conducting required host family background checks.

**The club is to provide each of its inbound students their school lunch, plus \$100.00 per month for spending money.** It is important that all students receive the same amount for their monthly allowance (\$100). Your club is encouraged to give your inbound student special gifts for birthday, holiday, graduation, and departure.

**NOTE: Clubs are NOT allowed to make monetary payments or other incentives to host families.**

<b>Total cost billed by district:</b>	<b>\$600/student</b>
An invoice will be sent after the student’s arrival	
<b>Additional costs to club for each inbound student:</b>	
Monthly allowance (\$100/month - paid directly to student)	<b>\$1,100</b> approximately
School lunch (if applicable)	<b>\$100/month</b> estimate

**Other possible costs for Inbound Students, at Host Club discretion:**

Christmas gift	Yearbook pictures
Birthday gift	Yearbook purchase
Graduation gift	School athletic jacket
Prom expense &/or assistance	Eastern States Trip expense
(e.g. borrow formalwear, etc.)	Gift at departure

## **Completing the Inbound's Guarantee Form**

The Guarantee Form (GF) is a Rotary document that is provided to the future inbound students and is uploaded to the HUB as part of the process for issuing the DS-2019 form, which the students need to have in order to apply for their J-1 Visa. As such, the form needs to be completed and signed by the appropriate parties, including school officials.

- The first step is to complete the host club information and obtain their signatures, including the names of the Club President, Youth Exchange Officer and Club Counselor for the student.
- The first host family information needs to be completed also.
  - If you have the fully vetted first host family, fill in their information into the GF
  - If you have the first host family but they are not fully vetted yet, you must use a placeholder on the GF. **A family name cannot be on the Guarantee Form without vetting completed.**
    - Who can be a placeholder host family:
      - A vetted ("approved" in the HUB) host family, past or present
      - A vetted volunteer. Note: A volunteer cannot be listed on the GF as the YEO or Club Counselor AND the Host Family.
    - If you do not have a first host family, you can use a host family that was vetted last year as a placeholder and reassign the student's vetted first host family before the arrival of the student
    - If you do not have a previously vetted first host family, you can use a vetted volunteer from your club as a placeholder. It is suggested that you use the Club Counselor. (Note: the Club Counselor listed on the form cannot also be listed as the Host Family on the same form.)
  - If the host family name listed on the GF is a placeholder, please write "Placeholder" next to the the Host Family section of the GF.
  - Once the form has been completed and signed by the Rotary officers, contact your local school district that the student is attending to obtain the signature of the requisite school official. Be



sure to request that the school place its seal or stamp in the space indicated on the GF. If there is no school seal/stamp, then have them write “None” or “No seal” in the space.

- Upon completion, the YEO should upload the Guarantee Form to the HUB under the student’s Documents page on their file. Keep the original copy in your files or send it to the student’s Country Officer.

## Host Families

### Host Family Committee Responsibilities

The goal of this committee is to find, vet and prepare families to host an inbound student during a one-year exchange.

The first step is to find good families. Please read Tip on Finding Host Families. Once you have an interested family, it’s time to vet them.

#### **Prior to vetting, what can you give a potential host family?**

A potential host family can receive a copy of the inbound student’s letter and the parent’s letter. All identifying information must be blacked out. You may provide: gender, first name, country, interests, age, dietary restrictions, and special medical needs.

#### **Vetting a Potential Host Family**

- The first step to vetting a host family for them to complete the Host Family Application. This can be found on our website -[northstarrotary.com](http://northstarrotary.com) - Host Families page, Apply Now. Or share this link: [https://yehub.net/cgi-bin/NOR\\_get.cgi?pgid=aphf1](https://yehub.net/cgi-bin/NOR_get.cgi?pgid=aphf1).
- Ask the host family to complete this application, initiate the background check process, and notify references that an email will be coming from North Star.
- If the family has hosted before and has an electronic application already registered on the HUB, then they simply need to renew their application. DO NOT have them start a new application!
- Host family applications are only valid for one year. Repeat host families need to **renew (not start a brand new)** their application as well as re-do the Background Check and refresh their reference reports.
- The Host Family will need to provide two names and contact information for references.
  - The references **cannot** be a relative or someone on the Rotary Youth Exchange Committee.
- The Host Family will need to take the NAYEN Host Family Orientation (US) online.

- A link will be sent to the Host Family after application has been approved, the course must be taken before the student arrives in a Host Family home.
- Each person 18 and older living in the house during the exchange student's stay with the family must complete the North Star online background check. Criminal and sexual background checks are needed for all adults living at home who are 18 years of age or more each year they host. Even if an adult is only there for short periods of time (such as a college student) they should also do a background check.
- An automated email will go to the club YEO and Counselor when the first step of vetting is complete and it is time to do a scheduled in-home interview. YEOs and Club Counselors can view the progress of the family's application in the HUB, under Host Families.
- The in-home family interview must be conducted by a vetted volunteer (ideally two) who has completed the Department of State training. Conduct the in-home interviews when all members of the host family are present in the home, each time they host.
- After all questions are answered, a report must be filed by the interviewers via the HUB or the Web Portal.

### **Things to discuss during the In-Home Interview**

<ul style="list-style-type: none"> <li>● Short overview of rotary</li> <li>● The roles of the Club Counselor and YEO <ul style="list-style-type: none"> <li>● CC is the student's advocate</li> <li>● YEO oversees the entire program at the club level</li> </ul> </li> <li>● Upcoming events</li> <li>● What happens when there is a medical need? <ul style="list-style-type: none"> <li>● All bills must go to the YEO or CC</li> </ul> </li> <li>● Traveling notebook</li> </ul>	<ul style="list-style-type: none"> <li>● The student's allowance: <ul style="list-style-type: none"> <li>● What rotary pays for and what the host family is expected to pay for</li> </ul> </li> <li>● Rules, curfews, expectations</li> <li>● Communication about student, family, and rotary officials <ul style="list-style-type: none"> <li>● 60 day follow-up visit</li> </ul> </li> <li>● Remind the children of the home that they do not need to be the best friend of the student</li> </ul>
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- A family is officially vetted after all the steps noted above have been completed.
  - NOTE: After reviewing the application, a vetted host family may decide that they don't want to host this student. If this occurs, let them know that they may apply to host another student in the future.
- Encourage the host family to contact their student via email.
- Encourage the family to be at the airport for their student's arrival.

**The first host family must be designated and fully Vetted (Approved status) via the HUB prior to arrival of the student. A family name cannot be on the Guarantee Form without vetting completed. See section on Completing the Inbound's Guarantee Form for additional information.**

Inbound students must be provided with a profile of the host family, school and community prior to arrival. (Copies of the first email will need to be saved as a Word document or a pdf then uploaded to the students HUB documents and the document type is YEO Welcome Letter.)

**A second in-home visit is required within 60 days of the student's placement, conducted by a vetted volunteer that did not do the initial interview. This should be a scheduled visit.**

This person is required to be someone other than the person/people who did the initial in-home interview. They need to check in with the family to see if everything is ok and the student is well cared for. They also need to check the student's bedroom and bathroom. Once done, a report needs to be filed in the HUB or Web Portal.

### **Things to do While the Student is Living with a Host Family**

- Contact must occur between the Rotary club and the host family on a **monthly** basis.
- There must be one **in-person** contact with each host family.
- **An additional visit to the host family home is required.** Within the first 60 days of placement into a home, a vetted volunteer other than the one that interviewed the family must stop by the home to make sure all is well.
- All other monthly contacts with the host family may be via phone, email or in-person

### **Tips for Finding Host Families**

**North Star has a *Guide to Recruiting Host Families*, prepared by experienced YEOs and available in the Documents section of the HUB. A summary of tips is included below.**

Finding host families happens all year long... not just when you receive the application. Keep notes of who you contact, who expresses a possible interest so that you can refer back to them once the student's application arrives.

Once you receive the application of your new inbound student, you will want to share more information about her or him, but with the strict guidelines from the Department of State, you cannot give an entire student application to a potential host family until they have been vetted. Therefore, make many copies of the inbound student's letter and the natural parents' letter, blackout the family's last name and any other contact information, and make this your handout. This cannot contain photos or contact information of the student.

Your goal is to find three host families (each would host for four months) and have a fourth family ready-to-go for any temporary placement that may be needed.

### **Sources of potential host families include:**

- High school counselors and language teachers
- High school international clubs
- Friends of your outbound student
- Past outbound students' families
- Past host families
- Friends like to share the experience, ask a host family if they have friends that want to do this with them
- Never overlook families who have no children or small children or retired people, these make great host families too
- Ask your current inbound student if they know of someone who would be a good host family for next year's inbound student
- Current or future outbound students' families
- Talk about your program all of the time, get people to think about it and always remember to write down potential prospects, some people need time to think about it
- Always keep a good attitude: There ARE families waiting to be asked, you just have not talked to them YET!

### **Personality Traits of a Host Family**

Active	Friendly
Social	Curious about the world
Outgoing	Caring

### **Who Can Host**

- A couple with or without children (including same sex couples)
- A single parent with children in the home
- A single adult without children in the home can host if a Rotarian other than the one that recruited and selected the applicant conducts a secondary review of the application and applicant to ensure an adequate support network exists, and both the exchange student and their natural parents/legal guardians agree in writing in advance to the placement

### **Who Cannot Host**

- The club Youth Exchange Officer and the Club Counselor cannot host the inbound student. If they desire to host, another person in the Rotary club must be appointed to assume these duties of YEO or Club Counselor for their inbound student.
- Any family receiving financial needs-based government subsidies for food or housing
- A relative of the inbound student cannot host this student

## Dual or Double Placements

**Host families may not host more than one exchange student at a time during their hosting portion of the exchange year.** Any exceptions to this rule shall require the *prior* written approval of the North Star Chair, which may be granted only in exceptional and unique circumstances and consistent with the requirements of the U.S. State Department and North Star. This prohibition does not prevent Host Families from hosting other exchange students during the exchange year, but prohibits hosting two exchange students at the same time. This includes students with other exchange programs outside of Rotary..

## Benefits of Hosting an Exchange Student

Don't forget to mention the benefits of hosting a student while you are looking for families:

- Family will learn about a new culture
- Family will learn new words and phrases in a different language
- The family will develop a lasting friendship with this student and their family
- The host family may visit sights and events with the student that they may have overlooked if the exchange student hadn't been in the family home
- Hosting a student may provide incentive to the children living in the host family to learn a new language or consider being an exchange student themselves
- Family will have the support and appreciation of the host Rotary club and district

## Nice Things to do for a Host Family

- Invite the host family to your meeting when their inbound student is making their presentation.
- Invite all host families to one of your meetings when it is time to bid farewell to your student. Be sure to recognize and thank your families in front of your fellow Rotarians.
- Invite the host family to all meetings and Rotary events, maybe you'll gain new members!

## Post-Exchange Requirements

The Council on Standards for International Educational Travel (CSIET) requires that post-exchange evaluation forms be given to students, parents, and host families. A post hosting survey will automatically be sent to each host family when the student moves out. A fully vetted YE committee member for your club will have access to these on the HUB.

# Appendix

## Exchange Supplies Order Form

**Make a copy of this sheet and email your order to the North Star office.**

Requested by Rotary Club of \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**The following items are available from the North Star Youth Exchange Office.**

**Please indicate quantities when ordering:**

\_\_\_\_\_ North Star Youth Exchange PostCards  
\_\_\_\_\_ North Star Youth Exchange Poster  
\_\_\_\_\_ North Star Youth Exchange Outbound Promotional Brochure  
\_\_\_\_\_ North Star Youth Exchange Program Host Parent Handbook  
\_\_\_\_\_ North Star Youth Exchange Guidelines for Host Families Brochure  
\_\_\_\_\_ North Star Youth Exchange Host Family Promotional Brochure  
\_\_\_\_\_ North Star Youth Exchange Short Term Exchange Program Brochure

**Send request to:** Sara Johnston  
Email: office@northstarrotaryl.com  
Phone: 763-200-4036

North Star Rotary Youth Exchange Office  
4700 Lexington Avenue North, Suite C  
Shoreview, MN 55126

## Sample Interview Questions

(These are the questions that have been used at the District outbound interviews.)

### Parent Questions:

1. What was your first reaction to \_\_\_\_\_(insert student's name)\_\_\_\_\_ wanting to be a Rotary Exchange student?
2. \_\_\_\_\_(insert student's name)\_\_\_\_\_ is now in their host country. Their safety is being taken care of very well by the family and the local Rotary Club. You have known that their family functions differently than yours. \_\_\_\_\_(insert student's name)\_\_\_\_\_ now calls and tells you that they are not getting along with the host family and that they need to go to a different host family. What do you do?
3. You are at the airport seeing \_\_\_\_\_(insert student's name)\_\_\_\_\_ off to start their year abroad. You are huddled at the TSA entrance giving long hugs.
  - a. Dad, what last words of advice do you share with \_\_\_\_\_(insert student's name)\_\_\_\_\_?
  - b. Mom, What last words of advice do you share with \_\_\_\_\_(insert student's name)\_\_\_\_\_?

### Student Questions:

1. We just had your parents see you off at the airport. Let's look at about a year from then. They are back at the airport welcoming you home from your exchange year. Will you be different than when you left? How so?
2. What are your plans for handling being away from your family and friends for a year?
3. You are in your host country. Your host mom is concerned that you seem to be on your phone a lot. What would you do to address this concern?
4. Tell us of a time where things did not go according to plan. How did you respond and how did the situation get resolved? (i.e. social plan with friends, school project, vacation plans, etc.)
5. You have made some good friends during your exchange. In your host country it is legal to drink much earlier than here and you are of legal age. Rotary has a rule that you cannot drink during your exchange year. Your friends want to party on the weekends. How do you handle this situation?
6. It is a requirement that you attend school full time during your exchange. What are your concerns or questions about this requirement?
7. (IF the student has a non-allergy dietary restriction listed on their application, like vegetarian, pescatarian, vegan, etc. - Ask the question below. If not, skip to question 8.)
  - a. You have noted on your application a non-allergy dietary restriction. It is often difficult for clubs to find host families to accommodate these dietary restrictions. Would you be willing to change your dietary restrictions for the exchange year?
8. What is one thing about being an exchange student most excites you?
9. What was the happiest day of your life?

## Inbound Travel Approval Chart

KEY: In-State = MN or WI. CBC = Criminal Background Check

	Natural Parent Permission	YEO Permission	Host Family Permission	OTHER	CO Permission	NSRYE Chair Permission	DS-2019 signed by RO	Additional Medical Waiver
In-State with Host Family	X	X	X					
In-State with other Rotarian	X	X	X	Rotarian completes CBC				
In-State with non-Rotarian	X	X	X	1-2 nights with other children present, no CBC required. CBC is always recommended				
In-State with non- Rotarian - more than 2 nights	X	X	X	CBC required				
In-State School Trip	X	X	X	1-2 nights with other children present, no CBC required. CBC is always recommended				
Out-of-State School Trip	X	X	X					
Any trip with other Rotary District	X	X	X	<b>NOT ALLOWED, except North Star sanctioned trips</b>				
Out-of-State with Host Family	X	X	X	Can be with any Host Family at any time	CO notified only			
Out-of-State with other Rotarian	X	X	X	CBC required	X			
Out-of-State with non-Rotarian	X	X	X	CBC required	X			X
Out of country with Host Family	X	X	X		CO notified only	X	X	X



KEY: In-State = MN or WI. CBC = Criminal Background Check

	Natural Parent Permission	YEO Permission	Host Family Permission	OTHER	CO Permission	NSRYE Chair Permission	DS-2019 signed by RO	Additional Medical Waiver
End of Exchange Trip w/ Natural Parents	X	X		Students & Natural Parents sign form releasing student from the program and provide copy of return flight ticket	CO notified only	X		

# How to File an Insurance Claim



## Claim Submission Instructions

1. Insured participants are required to submit a completed medical claim form to CISI for each accident or sickness. Claim forms may be downloaded from our website, [www.cisi-bolduc.com](http://www.cisi-bolduc.com), by going to the Medical Benefit Info tab and selecting "Benefit Information." Be sure that all questions are answered and all blank spaces are filled with an appropriate statement such as "Not Applicable." Claim forms can be mailed or faxed to CISI at the contact address or number below:

### Send All Completed Medical or Personal Liability Claim Forms To:

Cultural Insurance Services International  
1 High Ridge Park  
Stamford, CT 06905

If you have questions regarding benefits, or claim submission, contact:

Cultural Insurance Services International  
**Telephone:** (800) 303-8120  
**Outside USA:** (203) 399-5130  
**Fax:** (203) 399-5596  
**Email:** [cisiwebadmin@culturalinsurance.com](mailto:cisiwebadmin@culturalinsurance.com)

2. Please contact Team Assist 24-7-365 at the numbers below for pre-departure, medical, legal, and travel assistance, and to help facilitate billing directly with a foreign provider.

**Telephone:** (877)-577-9504  
**Outside USA(Call Collect):** (240) 330-1520  
**Email:** [ops@europassistance-usa.com](mailto:ops@europassistance-usa.com)

Underwritten by ACE American Insurance Company.

**Team Assist:**

One of the most important features of this plan is a worldwide assistance program. Upon enrollment in the Plan, you are eligible to use any of the assistance services that make up this comprehensive program. An outline of the assistance services appears below; additional information is contained in the Summary of Benefits.

**Pre-Departure Assistance:**

- Advice on required and recommended immunizations.
- Passport and visa information.
- Health information and precautions for medically remote or underserved areas.
- Information for handicapped or disabled travelers.
- Help in arranging special medical services needed while traveling.

**Telephone:** (877)-577-9504

**Outside USA**(Call Collect): (240) 330-1520

**Email:** [ops@europassistance-usa.com](mailto:ops@europassistance-usa.com)

**Medical Assistance**

- Worldwide, 24-hour medical care locating service.
- Medical case monitoring, arranging communication between patient, family, physicians, consulate, etc.
- Medical transportation arrangements.
- Emergency message service for medical situations.

**Legal Assistance**

- Worldwide, 24-hour contact for legal emergencies.
- Legal referral, to help you locate a consular official or attorney.

**Travel Assistance**

- Worldwide, 24-hour telephone contact for advice on handling losses and delays.
- Help with lost passports, tickets and documents.
- Advice on filing insurance claims.
- Arranging shipments of forgotten, lost or stolen items.
- Relaying emergency messages.

**Claim Procedures:**

If any covered loss occurs or begins, the Insured must send us written notice within 30 days or as soon after that as is reasonably possible. This notice should include written proof of the occurrence, type and amount of loss, and should state the Insured's name and policy number. This notice should be sent to the address shown on Page 1 of this booklet. Claim forms must be sent to the Cultural Insurance Services International no more than 90 days after a covered loss occurs or ends, or as soon after that as is reasonably possible.

**Payment Of Claims: When Paid**

Claims will be processed as soon as due proof of loss is received. If a claim covers benefits for more than a month, all amounts due at the end of each month will be paid. If there are any benefits due at the end of the period claimed, they will be paid when due proof of loss is received.

**Payment Of Claims To Whom Paid**

Death benefits, if any, will be paid to the beneficiary chosen by the Insured. This choice must be in writing and filed with us. If the Insured has not chosen a beneficiary, or if there is no beneficiary alive when the Insured dies, we will pay:

- (a) Parents or legal guardian, if the Insured is a minor.
- (b) Otherwise, we will pay the Insured's estate.

If the Insured is a minor; or is unable to give a valid release because of incompetence, any amount due will be paid to a parent, guardian, or other person actually supporting him or her. Any payment made in good faith will end our liability to the extent of the payment.

Any other benefits will be paid to the Insured, if he is living. If not, we will pay the estate of the Insured. All claims for medical expense benefits submitted for payment by an Insured will be paid directly to the provider of medical services. If an Insured has already paid a provider for medical services, a written request must be submitted to Cultural Insurance Services International, accompanied by a copy of the paid bill and a completed claim form indicating that payment should be made to the Insured or the individual or organization who paid the bill. Change of Beneficiary - The Insured has the right to select or change the beneficiary without the beneficiary's consent. Any such selection or change must be in writing. We will not be bound until we have received a signed copy of it. We are not responsible for its validity or sufficiency. If the Insured is a minor, his or her parent or guardian may exercise this right for him or her.

# Sexual Abuse and Harassment Allegation Reporting Guidelines

Rotary International is committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. The safety and well-being of young people must always be the first priority.

## Definitions

**Sexual abuse.** Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

**Sexual harassment.** Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

## Who should determine if it is abuse or harassment?

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities. In Minnesota and Wisconsin, this reporting is required by law.

## **Allegation Reporting Guidelines**

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. Receive the report.
  - a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
  - b. Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
  - c. Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that they did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.
  - d. Be nonjudgmental and reassuring. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.
  - e. Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what they told you.
2. Protect the young person.

Ensure the safety and well-being of the youth program participant by removing them from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment.

3. Report the allegations to appropriate authorities - child protection or law enforcement.

Immediately report all cases of sexual abuse or harassment - first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through. In North Star, the appropriate law enforcement office is first the local police and then the Youth Protection Officer for North Star.

In most situations, the first Rotary contact is the North Star Youth Protection Officer, who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, the district youth program chair will be the first Rotary contact.

North Star will cooperate with police or legal investigations.

North Star has researched local, state, and national laws related to sexual abuse and harassment prevention and notes the following legal requirements of which all adult volunteers participating in the program must be aware: Minnesota and Wisconsin state mandatory reporter guidelines apply to all adult volunteers.

4. Avoid gossip and blame.

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

North Star maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures: the names of the student and the alleged perpetrator will be held as private by the reporter, the Youth Protection Officer, the North Star Chair, and the student's Country Officer(s).

5. Do not challenge the alleged offender.

Don't contact the alleged offender. In case of abuse, interrogation must be left entirely to law enforcement authorities. In cases of noncriminal harassment, the district governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

### **Follow-through Procedures**

Either the district youth programs chair or district youth protection officer must ensure that the following steps are taken immediately after an abuse allegation is reported.

1. Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
2. If law enforcement agencies will not investigate, the district youth protection officer or district review committee should coordinate an independent review of the allegations.

3. Ensure that the student receives immediate support services.
4. Offer the young person an independent, non-Rotarian counselor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5. Contact the student's parents or legal guardian.
  - a. If the student is away from home, the student and his or her parents should decide whether to stay in country or return home. If the student stays in country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents choose for the student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.
6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. Inform the district governor of the allegation. **Either the district governor, district youth protection officer, or other district youth program chair must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.**
9. After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, North Star will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

### **Post-allegation Report Considerations**

1. Responding to the needs of the youth program participant North Star will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed or confused and may become withdrawn.

After a report of harassment or abuse, students may have mixed feelings about remaining on the exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary Club. In some cases, a student may wish to remain in country but change to a different host club.

Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive. Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is necessary to reassure the student of their support at all times.



## 2. Addressing issues within the club

When addressing an allegation of abuse or harassment, the most important concern is the safety of youth. Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations. Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals.

Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

### **ROTARY INTERNATIONAL'S 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.

*Adopted by the RI Board of Directors, Nov. 2006*

## REQUIRED/OPTIONAL INFORMATION – LIMITED PERSONALLY IDENTIFYING INFORMATION

Type of youth protection report	Youth name	Youth contact info	Youth affiliation with Rotary	Reporter name	Reporter contact info	Reporter affiliation with Rotary	Offender name	Offender contact info	Offender affiliation with Rotary
Allegations or suspicions of non-sexual abuse or harassment									
Allegations or suspicions of sexual abuse									
Allegations or suspicious of sexual harassment									
Allegations or suspicions of grooming behavior									
Substance use, crime, discrimination, or conflict									
Medical incidents/accidents							N/A	N/A	N/A
Rotary Youth Exchange early returns							N/A	N/A	N/A
Required									
Optional									

N/A

## U.S. Department of State Program Regulations

### § 62.25 Secondary school students.

(a) **Purpose.** This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.

(b) **Program sponsor eligibility.** Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations:

(1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and

(2) Which are United States citizens as such term is defined in [§ 62.2](#).

(c) **Program eligibility.** Secondary school student exchange visitor programs designated by the Department of State must:

(1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;

(2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and

(3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

(d) **Program administration.** Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:

(1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.

(2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

(3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(4) Place no exchange student with his or her relatives;

(5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;

(6) Make no monetary payments or other incentives to host families;

(7) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;

(8) Make certain that the exchange student's government issued documents (*i.e.*, passports, Forms DS-2019) are not removed from his/her possession;

(9) Conduct the host family orientation after the host family has been fully vetted and accepted;

(10) Refrain, without exception, from acting as:

(i) Both a host family and a local coordinator or area supervisor for an exchange student;

(ii) A host family for one sponsor and a local coordinator for another sponsor; or

(iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.

(11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.

(12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.

(13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (*i.e.*, twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.

(14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and

(15) Adhere to all regulatory provisions set forth in this part and all additional terms and conditions governing program administration that the Department may impose.

(e) ***Student selection.*** In addition to satisfying the requirements of [§ 62.10\(a\)](#), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:

(1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;

(2) Demonstrate maturity, good character, and scholastic aptitude; and

(3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.

(f) ***Student enrollment.***

(1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:

(i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and

(ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.

(2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.

(3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.

(4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.

(5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic coursework prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.

(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.

(7) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

(g) ***Student orientation.*** In addition to the orientation requirements set forth at [§ 62.10](#), all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:

(1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;

(2) A copy of the Department's welcome letter to exchange students;

(3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;

(4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary-arrival family;

(5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and

(6) An identification card, that lists the exchange student's name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.

(h) ***Student extra-curricular activities.*** Exchange students may participate in school sanctioned and sponsored extracurricular activities, including athletics, if such participation is:

(1) Authorized by the local school district in which the student is enrolled; and

(2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.

(3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

(i) ***Student employment.*** Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

(j) ***Host family application and selection.*** Sponsors must adequately screen and select all potential host families and at a minimum must:

(1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

(2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.

(3) Conduct an in-person interview with all family members residing in the home where the student will be living;

(4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.

(5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (*i.e.*, field staff or volunteers), attesting to the host family's good reputation and character;

(6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;

(7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a

criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and

(9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

(k) ***Host family orientation.*** In addition to the orientation requirements set forth in [§ 62.10](#), sponsors must:

(1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;

(2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;

(3) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;

(4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and

(5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

(l) ***Host family placement.***

(1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:

(i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;

(ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.

(2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.

(3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

(m) ***Advertising and marketing for the recruitment of host families.*** In addition to the requirements set forth in [§ 62.9](#) in advertising and promoting for host family recruiting, sponsors must:

(1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;

(2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;

(3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and

(4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

(n) ***Reporting requirements.*** Along with the annual report required by regulations set forth at [§ 62.15](#), sponsors must file with the Department of State the following information:

(1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;

(2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and

(3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.



## Behavior Expectations for Inbound Students



## North Star Rotary Youth Exchange Behavior Expectations for Inbound Students

# Responses for Clubs and Country Officers

## Purpose:

1. To ensure compliance with the Rotary International Statement of Conduct for Working with Youth “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.
2. To establish a clear process for response related to North Star behavior expectations for the District, Clubs, and Students.
3. To ensure, to the best of our ability, that each student and club has a successful exchange experience.

## Guiding Principles:

1. The behaviors discussed in this document are *mistakes* that exchange students make at times. All Rotary volunteers should refer to these behaviors as *mistakes* in recognition of the fact that teenage brains are not fully developed with respect to impulse control and judgment *and* to ensure that students are not labeled as “bad exchange students” when they make these errors.
2. The system of managing student behavior is based on both the Rotary International and North Star Guidelines for a transparent process to handle student mistakes.
  - a. In our transparency, we will do our best to keep our country counterparts informed of both Student Improvement Plans, and Yellow/Red Cards. It is our goal that by keeping them informed, we will have our country counterparts’ assistance in helping students have a successful exchange.
  - b. When we inform our country counterparts of an issue, we will courtesy copy the student’s biological parents in hopes that they can be a positive influence for their student’s successful exchange as well.
3. Students send themselves home, we do not.

## Procedures for Rotary Volunteers:

1. The Club Support Team will continue to support the clubs.
2. The Youth Protection Officer and Youth Protection Team will be a stand-alone Team reporting directly to the Chair.

- a. The Youth Protection Team will act as a resource on abuse, harassment, and other risks and crises.
  - b. The Youth Protection Officer and Team members should have professional experience in counseling, social work, law, law enforcement, or child development.
3. The Critical Incident Team will be reorganized to form the Incident Review Team. These are the district level Response Teams for mistakes or safety issues.
4. All three groups - the Club Support Team, the Youth Protection Team, and the Incident Review Team - are available Response Teams for student behaviors.
5. The Behavior Expectations document (found later in this document) is meant for the YEO as a resource to allow them to effectively manage their student issues.
6. Student behaviors will be categorized into 4 areas:
  - a. Relationship Issues
  - b. Yellow Card Issues
  - c. Orange-level Issues: behaviors that could result in a Yellow Card and Final Warning or Red Card, depending on the circumstances.
  - d. Red Card Issues
7. The Youth Exchange Officer can seek assistance from the Club Support team at any time.
  - a. The Youth Protection Team is also available for the Youth Exchange Officer as a resource.

## Best Practices:

- Always remember that “the adolescent must never be treated as a child, for that is a stage of life that he has surpassed. It is better to treat an adolescent as if he had greater value than he/she actually shows than as if he had less and let him feel that his merits and self-respect are disregarded” (M. Montessori, *From Childhood to Adolescence*).
- All volunteers should listen to students about issues with their host families, especially if the student is “failing” according to the host family or club.
  - There are times when the host family and student are not a good fit. *It is not a personal failing* for the host family or student if the student is moved to a different family in these situations.

- The host family and student will be encouraged to continue their relationship with each other if the student is moved to another family.

## Processes:

1. Most student mistakes fall into the category of Relationship Issues, that is, the student needs help improving behaviors so that they can have a successful exchange.
  - a. In this case, the issues will be handled at the club level with the Club Support Team as a resource.
  - b. Students will be given a Student Improvement Plan\* developed with the club Youth Exchange Officer and Counselor, who may also include the host family, Country Officer, Club Support Team, etc. in the process.
  - c. Student Improvement Plans are generally considered to be a non-disciplinary response.
  - d. All Student Improvement Plans will be copied to the student's Country Officer and Youth Protection Team.
  - e. Country Officers will send a copy of the Student Improvement Plan to their counterpart and the student's biological parents so that they can keep in the loop and assist the student as well. (Sample email to be provided.)\*
2. Behaviors that rise to a Yellow, Orange, or Red level will be worked on as a team that will include the Youth Exchange Officer, Counselor, Club Support Team, and also potentially the Youth Exchange Team and Incident Review team.
  - a. If it is best for the student and/or host family, the student may be placed in a neutral home, locally or outside of the community, for a cooling off period for all concerned.
  - b. The Youth Protection Team and the Incident Review Team are available to assist the Club Support Team.
  - c. The Chair will make a final decision on any Yellow, Orange, or Red Card issues based on the findings and recommendation of the Response Team(s).
  - d. Any Yellow Card\* or Red Card\* will be routed through the student's County Officer and Youth Protection Team.

- i. The Country Officer will relay a copy of the Yellow or Red Card to their counterpart in the student's home district and biological parents. (Sample email to be provided.)\*
  - ii. The Youth Protection Team will review the document to upload it to the HUB and take any further actions as required by Rotary International and/or the US State Department.
3. All reports involving alleged safety issues (student as victim of a crime, sexual harassment, or abuse) will be sent to the Youth Protection Team and the student's Country Officers.
  - a. The Youth Protection Team will be the primary resource for student safety issues and will work with the Club Support Team to ensure the student's safety in a prompt manner.
  - b. This will help ensure that we continue to be in compliance with Rotary International and US State Department rules in reporting to them for any serious incidents involving students in a timely manner.
4. The students will be provided with a written copy of the North Star Behavior Expectations at the first orientation.
  - a. They will review these behavior expectations with their Country Officer and must sign a copy of the Behavior Expectations, indicating their understanding.
  - b. This signed copy will be collected by the Country Officer to be uploaded to the HUB and copied to their country counterpart and the students' biological parents. (A sample email will be provided.)\*
  - c. Ultimately, this will help students understand that they choose to send themselves home based on their actions that are in violation of North Star Behavior Expectations.
5. Online training and supporting documents (including a sample timeline) will be made available for Youth Exchange Officers and Country Officers on these behavior expectations and procedures prior to the First Inbound Orientation

***What follows on the next four pages are the contents of the Behavior Expectations document that the students receive and sign before they arrive for their exchange year.***

***You will NOT be punished or sent home if you are the victim of sexual harassment or assault.***

***You will NOT be punished or sent home if you are a victim of a crime or abuse.***

***North Star will do whatever we can to make sure you are safe.***

The issues listed below are not a list of all behaviors that can result in a consequence from North Star. These are common examples so that you know what is generally expected of you.

We will abide by the Rotary 4-Way Test and expect that you will, too:

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?

We at North Star - your Youth Exchange Officer, your Counselor, your Country Officer, and the District Leadership - want you to have a successful exchange year.

**Relationship Issues:** These are things that make it difficult for you to have a successful exchange. You will generally not be sent home for relationship issues.

Examples of Behaviors:

- Not making friends.
- Not participating in after-school or community activities.
- Being in your room so much that it is interfering with your exchange.
- Internet or cell phone use that is interfering with your exchange.
- So much contact with your biological family that it is interfering with your exchange.
- Failing grades, so long as you are participating in class, turning in homework, and taking exams as required by your teacher(s).

*Reminder:* You agreed in your exchange application and acceptance to attend high school, even if you have graduated in your home country.

- Area high schools do not permit students participating in an after-school activity (sports, theater, etc.) to use tobacco of any kind. You are most likely to make friends during after-school activities, so if you are using tobacco products, you will find it difficult to have a successful exchange.
- Debt
- Irresponsible or disrespectful use of social media, including, among others, the following: Intimidating or threatening persons, Threats against the school or another person's property, Sending inappropriate messages and images, Creating fake profiles of other persons, Creating websites to embarrass, threaten, or socially isolate another person, Circulating offensive photos or videos, Texting offensive messages, Creating rumors and Posting false information about people or organizations

Consequences:

- Placement on a Student Improvement Plan. A copy of this plan and your behavior(s) will be sent to your home District Chair, your parent(s)/guardian(s), and your North Star Country Officer.

- Your host family may also impose other disciplinary measures (curfew, being grounded, restriction of internet or electronics, etc.) as they would for their own child. They may *not* keep you from reasonable contact with your biological parent(s)/guardian(s).

When North Star learns that you may have engaged a Yellow, Orange, or Red Card behavior, you will be referred to a response Team of trained North Star volunteers. The Response Teams will investigate the claim by contacting you, your Youth Exchange Officer, Club Counselor, Country Officers, and any other person they think is important. The Response Team will make findings and recommendations that will be reviewed by the District Chair for a decision.

If you are given a Yellow Card or Red Card, your home District and your parents will be informed immediately.

**Yellow Card:** Warning. You generally will not be sent home for your first yellow card. You are expected to change your behavior.

Examples of Behaviors:

- Serious/committed dating. This does *not* include one-time dates for Homecoming or Prom.
- Final grade of F in any class if you are capable of doing schoolwork but are choosing not to do so.
- Lying or deception.  
*“Lying” means being untruthful or selectively admitting to part but not all of a behavior or failing to admit to your mistake. Americans generally believe that lying is worse than the behavior itself. If you immediately admit you made a mistake (or think you might have made a mistake), we are more likely to forgive you than if you try to hide a mistake.*
- Smoking, vaping, chewing, or any other use of tobacco.  
*Reminder: You agreed to in your application and acceptance to the North Star District that you will not use tobacco during your exchange. If you need assistance to quit smoking, talk to your Youth Exchange Officer.*
- Failing to make reasonable efforts to follow a Student Improvement Plan *and* North Star volunteers have made reasonable efforts to assist you in doing so.
- Unauthorized travel.  
*All requests for travel must be consistent with the Travel Guidelines as established by North Star.*

Consequences:

- You will be given a Yellow Card. A copy of this will be sent to your home District Chair and your parents.
- Your host family may also impose other disciplinary measures (curfew, being grounded, restriction of internet or electronics, etc.) as they would for their own child. They may *not* keep you from reasonable contact with your biological parent(s)/guardian(s).

**Orange Card:** These behaviors may result in you being returned home, depending on the circumstances at the discretion of North Star.

Examples of Behaviors:

- Two Yellow Card behaviors.
- Driving any motorized vehicle. A motorized vehicle includes a car, motorcycle, moped/Vespa, scooter, golf cart, jet-ski, snowmobile, ATV, 4-wheeler, etc.
- Use or possession of alcohol.
- Sexual conduct, including oral sex.
- Viewing or possession of pornography.
- Any behavior resulting in police contact or being issued a citation (ticket) by police.

Consequences:

- If you are given a Yellow Card as a result of one of these behaviors, this will be a FINAL WARNING. This means that if you receive another Yellow Card, you will generally be sent home. You will also receive these additional consequences:
  - A copy of the Yellow Card and notice of Final Warning will be sent to your home District Chair and your biological parent(s)/guardian(s).
  - Your host family may also impose other disciplinary measures (curfew, being grounded, restriction of internet/electronics, etc.) as they would for their own child.
- If you are given a Red Card, you will most likely be sent home.

**Red Card:** Student will almost always be sent home for these behaviors.

Examples of Behaviors:

- At least 2 Yellow Card violations.
- Use, possession, or sale of illegal drugs.
- Sale of medications prescribed by a doctor that were not prescribed for you.
- Viewing of pornography with another person.
- Becoming pregnant or getting someone pregnant.
- Sexually harassing others.
- Driving any motorized vehicle resulting in an accident, injury, or property damage. A motorized vehicle includes a car, motorcycle, moped/Vespa, scooter, golf cart, jet-ski, snowmobile, ATV, 4-wheeler, etc.
- Expulsion from school.

Consequences:

- Your home District Chair and biological parent(s)/guardian(s) will be informed immediately of the Red Card and that you will be coming home as soon as possible.
- You will take the most direct route home possible.



I have read these behavior expectations and understand them. I understand that I will be given consequences stated above if I choose to engage in one of these behaviors or another similar behavior not listed above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (printed): \_\_\_\_\_

## YEO / CO Responsibilities for Outbound & Inbound Students



Scan this QR Code for the most up-to-date version on the YEO/CO Responsibility Chart, or [CLICK HERE](#)