

Eden Prairie AM Rotary Youth Exchange Reference Guide 2009-2010

| W EXC | | | | | _ | | | | | |
|--------------|-----------------|--|----------|--------------|------------|-------------|---------------|---------------|------------|-------------|
| <u>Month</u> | <u>Date</u> | <u>Description</u> | Rotarian | Jane McGinty | Jeff Olson | Dan O'Brien | Kevin Kraemer | Corrine Lynch | Pat Jensen | Host Family |
| | | | | | | | | | | |
| Aug '10 | 8/12 | Kamile arrives! Airport welcome by as many Rotarians as possible | | Х | Х | Χ | Х | Х | Х | Х |
| | 8/20 | Oscar arrives! Airport welcome by as many Rotarians as possible | | Х | Х | Χ | Х | Х | Х | Х |
| | within 1 week | Open bank account, Rotary direct deposit established (\$80/month + \$60 lunch) | | | Х | | Х | | | |
| | within 1 week | Class registration at EPHS (keep 1st period in mind for Rotary mtgs) | | | Х | | Х | | | |
| | within 1 week | Provide student card listing extensive contact info | | | Х | | Х | | | |
| Sep '10 | 9/11 | 1/2 day inbound student, host family, club officer orientation | | Х | Х | Х | Х | | | Х |
| | last half/month | RYE Outbound exchange recruitment at EPHS | | Х | <u> </u> | | | Х | | <u> </u> |
| Oct '10 | 1st half | informational night for parents and interested students | | Х | <u> </u> | | | Х | | |
| | 10/30-10/31 | Halloween Weekend for inbound students- St. Croix Falls | | | <u> </u> | | | | | Х |
| Nov '10 | 11/1 | Send application for RYE inbound student request '09-'10 | | Х | <u> </u> | | | | | <u> </u> |
| | 11/9 | Application due to district for qualified RYE outbound candidates | | Х | <u> </u> | | | | | |
| | 11-12/11-16 | District appts made for final interviews at country fair | | | <u> </u> | | | | | |
| Dec '10 | 12/1 | Move to 2nd host family | | | Х | | Х | | | Х |
| | 12/2 | Send address change to RYE district office for US Dept State Compliance | | Х | <u> </u> | | | | | |
| | 12/4 | Outbound exchange student interviews- volunteers needed!!! | | Х | Х | Х | Х | Х | Х | |
| | 12/4/2010-12/5 | Country Fair- Roseville and Inbound District Overnight | | | Х | | | | | Х |
| | 12/22 | All o/b applicants and sponsor club exchange officers notified of results | | | <u> </u> | | | | | |
| Jan '11 | | 1/2 day 2nd and 3rd host family orientation, 1st o/b orientation session | | | <u> </u> | Х | | Х | | Х |
| Feb '11 | 2/26 | Inbounds required to attend 2nd Outbound Orientation Session- Roseville | | | Х | | | Х | | Х |
| Mar '11 | | 3rd Outbound Orientation Session- Roseville | | | <u> </u> | | | Х | | |
| Apr '11 | 4/1 | Move to 3rd host family | | | Х | | Х | | | Х |
| | 4/2 | Send address change to RYE district office for US Dept State Compliance | | Х | | | | | | |
| | 4/15-4/17 | District 5950 Conference- Alexandria, all inbounds participate | | Х | Х | Х | Х | Х | Χ | Х |
| Jun '11 | 6/18-6/19 | Inbound studentValleyfair and overnight in Shakopee | | | Х | | | | | Х |
| | 6/27-7/13 | Summer Eastern States Rotary Trip | | | Х | | | | | |
| Jul '11 | TBD | Students returns home | | | | | | | | |

| Aug '11 | Rotex event | | Х | | | | | | |
|------------------------------|--|----------|-------------|-----------|-------------|---------------|---------------|------------|-------------|
| To Do Prior To Arrival | Description | Rotarian | ane McGinty | eff Olson | Oan O'Brien | Kevin Kraemer | Corrine Lynch | at Jensen | Host Family |
| (mark co | | | Ĩ | Ť | | | | Ы | 工 |
| X | Provide student profile of host family, school, community, contact info | | | х | | | | \neg | |
| <u> </u> | Verify student has paid for Rotary-approved insurance prior to arrival | | 1 | Х | | | | | |
| Х | Complete and send all needed paperwork to Country Officer | | х | | | | | | _ |
| X | Recruit 1st Host Family | | | | х | t | | | |
| Х | Conduct 1st host family interview | | х | Х | Х | | | | Х |
| Х | View Rotary DVD Host Family portion | | | | Х | | | | Х |
| Х | Provide 1st Host Family copy of inbound student application | | | | Х | | | | |
| | View Rotary DVD training guide for RYE committee members | | Х | Х | Х | Х | Х | Х | |
| | Fill out background checks/waivers (Forms A & B) for all RYE committee members | | Х | Χ | Х | Х | Х | Х | Х |
| | Conduct background checks | | Х | Χ | Х | Х | Х | Х | |
| | Fill out background checks/waivers, Forms A, B, C, D for 1st host family | | | | Х | | | | Χ |
| | Send all background checks/waivers (Forms A, B, C, D) to RYE District Office | | Х | | | | | | |
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| | | | ty | | | ner | ch | | |
| To Do | | ian | ane McGinty | eff Olson | Dan O'Brien | Kevin Kraemer | Corrine Lynch | Pat Jensen | Host Family |
| Upon | | Rotarian | ne l | Į. | n C | vin | irri | t Je | st I |
| Arrival | <u>Description</u> | Ro | Ja | Jef | Da | Ke | သ | Pa | H |
| (mark co | | | | | | | | | |
| | Review airline ticket and insurance policy to ensure compliance, keep in safe place | | | Х | | | | | |
| | Coordinate receiving \$400 from student for safekeeping to put in separate savings | | | Х | | | | | |
| | Pick-up student for weekly Rotary meetings | | | | | | | Χ | |
| | Minimum monthly contact with student and host family and complete schedule for US Dept | | - | Х | | <u> </u> | | | |
| | Arrange for return travel to home country, at least 6 months before departure | | | Х | | <u> </u> | | | |
| | Identify 2nd Host Family | | | | Х | | | _ | |
| | Conduct 2nd host family interview | | Х | Х | Х | - | | \dashv | |
| | Fill out background checks/waivers, Forms A, B, C, D for 2nd host family | | | | | | | | Χ |

| Conduct ba | ckground checks | | | | х | | | \Box |
|--|---|-----|---------------------|---|---|--|--|---------|
| | ground checks to RYE District Office | | Х | | | | | |
| | y DVD Host Family portion | | | | х | | | х |
| | Host Family copy of inbound student application | | | | Х | | | |
| Identify 3rd | Host Family | | | | х | | | |
| | d host family interview | | Х | х | х | | | |
| Fill out background checks/waivers, Forms A, B, C, D for 3rd host family | | | | | | | | Х |
| Conduct background checks Send background checks to RYE District Office | | | | | Х | | | |
| Send background checks to RYE District Office | | | Х | | | | | |
| View Rotary | DVD EP AM Host Family Recruiter | | | | Х | | | Х |
| | Host Family copy of inbound student application | | | | Х | | | |
| Provide all I | host families tax deduction info (\$50/month) | | | | Х | | | Х |
| | | | | | | | | |
| Rotary Youth Exchan | | | | | | | | |
| Jane McGinty | EP AM RYE Club Officer | 61: | 612-309-9512 (cell) | | | | | |
| Jeff Olson | EP AM Inbound Coordinator | | | | | | | |
| Dan O'Brien | EP AM Host Family Recruiter | | | | | | | |
| Corrine Lynch | EP AM Outbound Coordinator | | | | | | | |
| Kevin Kraemer | EP AM School Liaison | | | | | | | |
| Pat Jensen | EP AM Exchange Student Travel Coordinator | | | | | | | |
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