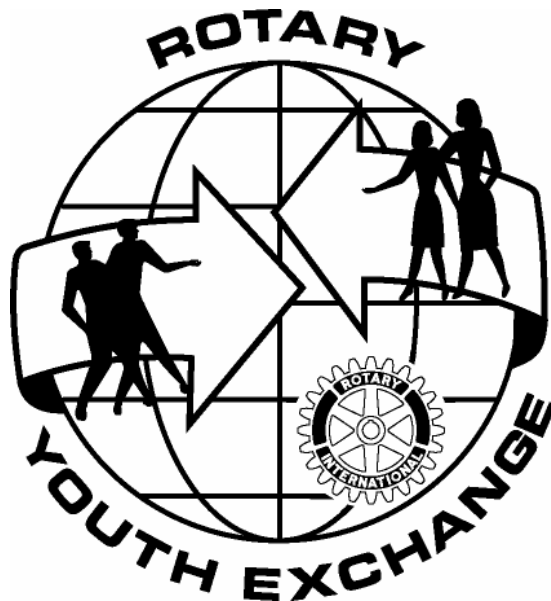


**ROTARY DISTRICT 5580
YOUTH EXCHANGE PROGRAM**



**INBOUND ORIENTATION
HANDBOOK
2007-08**

For Students, Host Families, Youth Exchange Officers

**Rotary D5580 is committed to creating and maintaining the safest possible environment
for all participants in Rotary activities.**

**It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers
to safeguard to the best of their ability the welfare of
and to prevent the physical, sexual, or emotional abuse of
children and young people with whom they come into contact.**

Rotary District 5580 MISSION

Rotary International District 5580 Youth Exchange Program is committed to creating and maintaining the safest possible environment for all our Youth Exchange Students, both inbound and outbound.

We do this by:

- Recognizing that all young people have the right to freedom from harassment and abuse.
- Ensuring that all our staff and volunteers are carefully selected and trained and accept the responsibility for helping to prevent the abuse of children in their care.
- Responding swiftly and appropriately to all suspicions or allegations of harassment and/or abuse, and by providing adults and young people with the opportunity to voice any concerns that they may have.
- Appointing a District 5580 Exchange Student Protection Officer who will act as the main point of contact for parents, children, host families, and outside agencies.
- Ensuring that access to confidential information is restricted.
- Periodically reviewing the effectiveness of our Student Protection Policy and activities.

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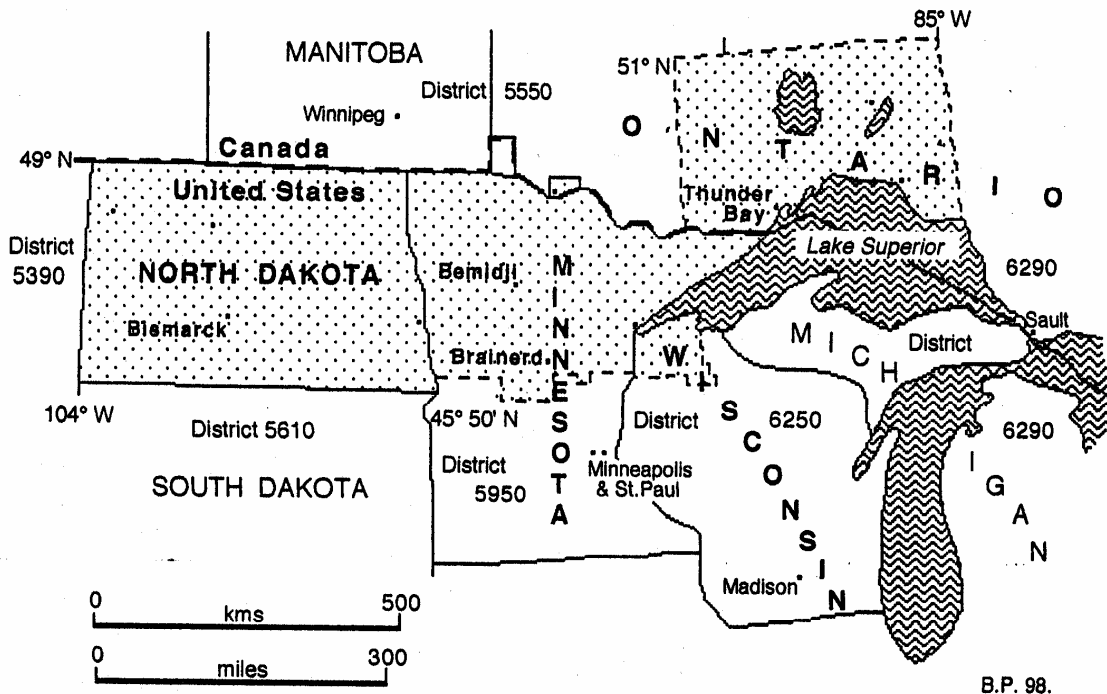
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Rotary District 5580 Youth Exchange Program
DISTRICT 5580 - An International District



One of the largest Districts in North America

From West to East, District 5580 is over 800 miles (1300 kms) wide. It comprises all of North Dakota, the northern part of Minnesota, the north west corner of Wisconsin and part of northwestern Ontario in Canada.

There are about 65 Rotary Clubs in District 5580. Each year we host about 25-30 Inbound students, some in Canada but most in the U.S. The Youth Exchange meetings are usually held in central Minnesota.

WELCOME TO DISTRICT 5580!
Rotary District 5580 is an International District.

Geographical Boundaries:

West: North Dakota/Montana border, USA. – Prairies, ‘badlands’ small grain farms, cattle ranches
East: Marathon, Ontario, Canada/Northwest border Wisconsin/Minnesota - forests, hills, lakes, iron ore & gemstone mining, Lake Superior shipping & fishing industry
South: North Dakota/South Dakota border/Central Minnesota

From east to west, our district is over 800 miles/1300 km across!

Weather: You will experience four very different seasons:

Summer - Jun. – Aug.

Temperatures in daytime are generally 75-90 degrees Fahrenheit-nights are usually cool. Thunderstorms are common. In June, sunset is close to 10 pm.

Fall - Sep. – Nov.

Days are cool. Colors of trees turn brilliant orange, gold and red. Cold winds arrive in November. Snow is possible.

Winter - Dec. – Feb.

January is the coldest month. Wind chills in the north may reach -80 Fahrenheit/-62 Celsius. **‘Normal’ temperature is below freezing.** Storms are known to move in rapidly and without warning. Do not go out without your coat, hat, mittens and **BOOTS**. Weather-related school closings are RARE. Pay attention and **STAY WARM!** Sunset in December is between 4 and 5 pm.

Spring - Mar. – May

Rain is common, but snow is still possible. Grass and trees turn green, You will discover that 50 degrees Fahrenheit /10 degrees Celsius feels REALLY GOOD! This is also ‘cold and flu season’. Eat healthy, take time for adequate sleep.

We promise the change of seasons to be an enriching experience – though not always pleasant!

Activities:

Outdoor:

Spring/Summer/Fall: Fishing, water skiing, camping, hiking, bicycling, roller blading, tennis, swimming, baseball
Community festivals are common (summer and fall.)

Winter: ‘Cross-country’ or ‘downhill’ skiing, snowmobile riding, hockey, and ice skating

Indoor: Basketball, volleyball, wrestling, dance line

Meetings: You will meet together as a group five times during the year.

September	<u>Inbound Orientation (attendance mandatory)</u>
January	<u>Winter Rendezvous (attendance mandatory)</u>
March	<u>Club-Sponsored Weekend (Long Prairie, MN)</u>
April	<u>District 5580 Conference (attendance mandatory)</u>
July	<u>Summer Conference (Michigan)</u>

SUGGESTIONS:

When you are invited to do something with a Rotarian, you should accept the offer.
You should attend as many Rotary meetings as possible.
You should sign up for school-sponsored sports teams and/or academic clubs.
Stay busy and keep exploring.

We welcome you and wish you happiness, fulfillment and memories to last your lifetime!

THE ROTARY INTERNATIONAL

4-WAY TEST

of the things we think, say or do:

1. IS IT THE **TRUTH**?
2. IS IT **FAIR** TO ALL CONCERNED?
3. WILL IT BUILD **GOODWILL & BETTER FRIENDSHIPS**?
4. WILL IT BE **BENEFICIAL** TO ALL CONCERNED?

ROTARY INTERNATIONAL YOUTH EXCHANGE

Objectives of the Academic Year Program

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. The world becomes a smaller, friendlier place when we learn that all people – regardless of nationality – desire the same basic things: a safe, comfortable environment that allows for a rich and satisfying life for themselves and for their children. Youth exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures, thus planting the seeds for a lifetime of international understanding.

- Communities all over the world have much to gain from the continued success of the youth exchange program.
- Students learn firsthand about the challenges and accomplishments of people in other countries.
- Young people mature as individuals as their concept of the world grows.
- Host clubs, families, and their communities enjoy extended, friendly contact with someone from a different culture.
- Exchange students return home with a broader view of the world and a deeper understanding of themselves.
- Young adults assume leadership roles that are shaped, in part, by what they learned during their exchange experiences.

YOUR HOST FAMILIES

Rotary Youth Exchange is an entirely volunteer program. Families volunteer to host a Rotary exchange student – and must be approved by the Host Club. All are hosting because they want to. Families often make special arrangements to have you in their home. A host brother or sister may have temporarily given up their room or agreed to share their space

Clubs do not provide financial support to host families.

You should expect to be treated as a family member. Honor the household rules and make your best effort to adapt to their lifestyle and show respect. Be flexible and understanding. If you do not understand what is expected of you – don't be afraid to ask. You are not a guest. For the moment this is *your* family.

The first few weeks may be difficult, depending on how different things are. You may be homesick. This is normal and we do expect our host parents to be as understanding as possible. But, most of the problems that arise in the youth exchange program are due to the student being unwilling to adapt to their new environment. It is important that you understand how to compromise.

The most important person in your exchange will probably be your first host mom. Seek her advice and listen to what she has to say. What you learn from your first host family will be the foundation for your relationship with others. In our culture, it is almost always your host mom who will be most responsible for you. She is also the one that will be asked the most questions about you.

Most host clubs will have two or three families planned for your stay.. There are 3 reasons for this:

1. To give you an opportunity to experience several different family lifestyles
2. To give more than one family the opportunity to know you
3. To spread the cost of supporting you

If you have developed a good bond, it is sometimes difficult to change host families. Every family is different and one may be more 'comfortable' for you than others. Try not to make comparisons and take time to get to know your second and third families.

Be respectful when you speak about your families to others. Gossip travels quickly and it is easy to cause hurt feelings. Try to appreciate whatever your host families do for you.

Your Host Family, Your Rotary Counselor, your Inbound Coordinator and your District Chair are all willing to help you make this is a great experience. However, much of your success is up to you.

SAMPLE QUESTIONS TO ASK YOUR HOST FAMILY

In general, ask the questions that you feel are the most important the first night, and then ask the other questions over the next few days. Remember, when in doubt, ask, and always try to be open and honest with your host family and your Rotary YEO. Good communication is essential for a successful exchange.

1. What do I call you?
2. What am I expected to do daily, other than make my bed, always keep my room tidy, and clean the bathroom every time I use it?
3. What is the procedure for dirty clothes?
4. Where do I keep clothes until wash day?
5. Should I wash my own clothes and underclothes?
6. Should I iron my own clothes?
7. May I use the iron, washing machine, sewing machine at any time?
8. When is a convenient time for me to use the shower/bath (a.m. or p.m.)?
9. Where may I keep my toiletries?
10. May I use the family's bathroom toiletries (toothpaste, soap, etc.) or am I responsible for purchasing my own?
11. What time will meals be served?
12. What can I do to assist at mealtimes (help prepare meals, set the table, wash dishes, empty garbage)?
13. May I help myself to food and drink any time or should I ask first?
14. What areas of the house are strictly private (parent's bedroom, study/office)?
15. May I put pictures or posters in my room?
16. May I rearrange my bedroom?
17. What are your rules for me with regard to alcohol and smoking?
18. Where can I store my suitcases?
19. What time must I get up (on weekdays, on weekends)?
20. What time must I go to bed (on school nights, on weekends)?
21. What are the rules for going out at night and at what time must I be home? Can exceptions be made if I ask in advance?
22. May I have friends spend the night or visit during the day?

Sample questions to ask your host family
Continued

23. What are the rules about me using the telephone? Must I ask first?
24. May my friends call me?
25. May I call my friends?
26. May I make long-distance calls?
27. How do you want me to keep track of the costs of my telephone calls?
28. What is the procedure for mailing letters? What address do I use for my incoming mail?
29. Do you have any dislikes, such as chewing gum, wearing a hat or curlers at the table, loud rock music or smoking?
30. Do my host brothers and sisters have any dislikes?
31. What are the dates of your birthdays?
32. What are the transportation arrangements (car, bus, bike, walking, etc.)?
33. May I use the stereo, TV, computer, etc. at any time? What are the rules for computer and internet use?
34. What are the rules about attending religious services?
35. Would you like me to phone home if I will be more than 30 minutes late?
36. When we go out as a family, should I pay for my own entrance fee, meals, etc.?
37. What arrangements should I make for school lunch? Does the Rotary club pay for my lunch?
38. Does the Rotary club pay my cost of travel to school?
39. Am I to attend Rotary club meetings? If yes, how will I get there?
40. What else can I do around the house (yard work, help clean, babysit)?
41. Please tell me how to interact with the house servants (where applicable).
42. Is there anything else you would like me to know?

RESPONSIBILITIES **YEO, COUNSELOR, STUDENT**

Your Rotary host club will appoint a Youth Exchange Officer (YEO) and a counselor for you. Your YEO and counselor should NOT be host parents. When you arrive, you should ask your hosts who your YEO and counselor are, and make contact with them in person if they do not contact you. All Rotary officers are unpaid volunteers who work with the program because they support the meaning of youth exchange.

The following are basic international responsibilities for YEO's, Counselors, and Students:

YEO RESPONSIBILITIES

1. To confirm who the host parents will be during your stay.
2. To orient your host parents as to their responsibilities.
3. To arrange the date and time of changing host families.
4. To look after your emergency fund and other important papers.
5. To check that your insurance coverage is suitable to the local situation and to ensure that activities (such as sports) are covered.
6. To be sure that you receive your monthly allowance from your host club on time.
7. To deal appropriately with any unresolved difficulties between you and your host families and your school.
8. To give permission for travel and other situations in which permission is due, and to ensure that permission has been obtained from your parents, host parents, and school.
9. To find out the dates of the three required meetings – District Orientation, Winter Rendezvous, and District Conference – and to arrange for your transportation. You should be told of these events well in advance, so that you don't schedule other activities at these times.
10. To obtain appropriate funds from your host club to cover travel, food and board expenses for your attendance at required meetings.
11. To notify you of any Rotary-approved tours for exchange students in which you might be able to participate.

COUNSELOR RESPONSIBILITIES

1. To meet with you once or twice per month, to give you sound advice, and to deal with any problems, fears and worries that you may have.
2. To orient you as to your responsibilities.
3. To arrange your schooling and introduce you to your principal/teachers

Rotary 5580 - Counselor Responsibilities
Continued

4. To introduce you and to integrate you into the Host Rotary Club and to ensure that you are invited as their guest to meetings and other activities.
5. To advocate for you when you are having difficulties at home or at school
6. To help you with self-discipline if you find yourself going off track.

STUDENT RESPONSIBILITIES

1. **Ask for a list of what is expected of you.** If not written, this can be done verbally and you can write down the points.
2. **Use your counselor when you need a shoulder to lean on.** It will keep your relationship with your host families less complicated.
3. **Show your appreciation for all that your hosts do for you.**
4. **Talk with your counselor at least twice per month. CALL HIM/HER TO CHAT – IF YOU DON'T RECEIVE A CALL!**
5. **Keep your counselor informed of all your activities.**
6. **You must obtain your YEO's permission to leave town.**
You must ALWAYS answer the four w's:

WHO you will be with?
WHERE are you going?

WHAT will you be doing?
WHEN will you be returning?

7. **Always speak the TRUTH to your YEO and Counselor!** You need their trust and their guidance.
8. **Discuss your problems while they are still small.** Don't wait until things are out of hand before you talk to someone.
9. **Accept the decisions and discipline of your YEO and Counselor with grace....even if you disagree.** He/she is guiding you in the place of your parents.
10. **Do not play your YEO, your counselor, and your host parents against one another.** Make them your friends – not your adversaries!

IF a situation arises that you feel you need to speak to a counselor of your gender, ask if this can be arranged.

IF you and your counselor have a clash of personalities, or if he/she seems too busy for you – contact your YEO or Club President and ask if it is possible to change counselors. If that is not possible...then try hard to make the best of things. Adapt your personality and help build the bridge between you.

IF all else has failed – contact your Inbound Coordinator -- write, e-mail, or call. Almost anything can be sorted out with the assistance of the District Inbound Coordinator.

YOU ARE NOT ALONE

Your exchange experience will be monitored and help is always near.

If you need help or if you have a problem, you should first **talk to your host family.** They are there to help you with day-to-day difficulties.

If your host family can not help you, then you should contact **your YEO or Counselor.**

If your Rotary club is unable to assist you, then you should contact the **DISTRICT SUPPORT TEAM:**

Inbound Coordinator

Marilyn Chambers

1952 300th Street
Breckenridge, MN 56520

Home: 218-643-1534

Cell: 701-640-2532

E-mail: chamar27jun@earthlink.net

Child Protection Officer - USA

Jean Hannig

P.O. Box 207
Fargo, ND 58103

Home: 701-232-5169

Work : 701-232-5051

Cell: 218-329-1080

Fax: 701-232-8040

E-mail: Jean.Hannig@gmail.com

Child Protection Officer Canada

Paula Timmins

PO BOX 15
Nipigon, ON P0T2P0 - Canada

Home: 807-887-2420

Cell: 807-887-4516

Fax: 807-887-2374

E-mail: rtimmins@rwconx.net

District Chair

Kendra DeLage

234 Central Avenue
Long Prairie, MN 56347

Home: 320-732-4367

Work: 320-732-3313

Cell: 320-491-5542

Fax: 320-732-3353

E-Mail: kendra@rea-alp.com

HARASSMENT POLICY

Rotary International takes seriously our role to protect students from harassment or abuse. With Rotary, you can be assured that there is help nearby no matter where you happen to be around the globe. We have established an international guideline for Protection of Students from Harassment or Abuse.

As an addition to this handbook, you have been provided with training on our protocols and procedures, in the event you experience harassment or abuse during your exchange experience.

When you arrive in your host country, you will be given additional training on the safety procedures that you can follow during your exchange experience overseas.

With that training, you should be provided with names and phone numbers of Rotarians and victim assistance programs that will provide safety and assistance if needed.

If you do not understand your rights, or need further help, you should contact a trusted Rotarian immediately.

While Harassment and Abuse are very serious issues, you also need to be sensitive to the fact that there is a potential for misunderstandings in cross-cultural situations. What might be acceptable conduct in one country may be offensive in another. Customs, gestures, and manners all differ greatly among the many cultures represented in our inbound youth exchange class, and even between the American and Canadian cultures. Communication from you is important in resolving problems before they get out of hand. However, when a problem reaches the level of 'harassment,' then it is time to take action.

At all times, you can be assured that we have taken every precaution to make this exchange year a rewarding and pleasant life experience. We are always here to help and to guide you through problems, whatever they may be.

CULTURE SHOCK IS REAL!

Most people who move to a new culture experience a series of emotional ups and downs while they are living there, especially during the early months when most major adjustments are taking place. The emotional low points that go along with adaptation to a new culture may cause you some anxiety. **These ‘down periods’ are an indication that you are experiencing culture shock.**

Culture shock is a reaction most people feel when they are cut off from familiar ways of communication and interaction with others.

Culture shock is not always easy to notice. It usually builds up slowly, challenging a person’s sub-conscious belief that the way they have always done things in their homeland is the ‘right way’ to do things.

Common symptoms of culture shock include:

- **Over eating**
- **Boredom**
- **Easily Upset**
- **Isolation**
- **Homesickness**
- **Sleeping too much**
- **Idealizing Homeland**
- **Inability to Concentrate**
- **Unexpected Crying Spells**
- **Negative attitude toward foreign country**

Most people react to culture shock in any of three typical ways:

1. They try to make other people do things *their* way
2. They isolate themselves from the culture
3. They learn to adapt

The first two reactions are entirely normal and common, but in the long run they do not offer the opportunity to absorb more than just a small part of the new culture. In addition, the first two make it nearly impossible for you to be successful and can result in major adjustment problems.

The third reaction is much more desirable.

**We try to encourage our students with the motto,
“It’s not right, it’s not wrong, it’s just different!”**

Rotary 5580 - Culture Shock
Continued

In order to get you on the right track when dealing with culture shock, we suggest the following:

- It is important that you recognize the symptoms.
- When you see the first signs, try to focus your energy in more positive directions.
- Get more involved in family activities, such as preparing the meal, walking the dog, raking the yard, washing the car, shopping for groceries, etc. It is important that you get involved and stay involved.
- Remember that your daily life will only get better!

We encourage students to limit their telephone calls home to no more than one or two a month and to limit e-mails. Frequent contact with family and friends back home can delay your adjustment. Your natural parents should be made aware of these suggested limitations. It is important to have their support for this, especially in the early months.

You will certainly have periods of homesickness, especially around special holidays.

Plan to share some of your special celebrations with your host family. This can be a wonderful learning experience for everyone and will ease any loneliness you are feeling.

MORE ON CULTURE SHOCK

The culture shock stage begins roughly at the end of the first month and extends sometimes until the fourth month. Seasoned host families report that a student experiencing culture shock might:

- Dread going to school because classmates are ‘arrogant’ and the U.S./Canadian educational system is “disgusting.”
- Lash out in anger because of an innocent remark at the dinner table; or make a retreat to the bedroom for hours.
- Long for family and friends back home who “really understand.”
- Withdraw at times, become irritable, ignore rules or exhibit unusual shyness.
- Describe confusing or threatening situations as “stupid” or “dumb.”
- Complain about feeling unloved or unjustly criticized.
- Escalate minor squabbles with other family members into standoffs.
- Find it difficult to hold normal conversations.

THINGS YOU CAN DO TO SURVIVE THIS PERIOD

Discuss the meaning of culture shock with your family and talk about your feelings. Remind yourself that culture shock behavior is normal. (Sometimes students think this only happens to “weak” or “immature” students). Remember these points:

- It’s OK to miss home and to feel sad. Sometimes talking about it helps the pain go away. So if you want to talk, go to your host family – or find a nearby friend.
- Culture shock is normal. It can be difficult to be away from home for a long period of time.
- Your host family can never take the place of your real family, but they care for you very much. You can depend on their support.
- Get out of your room and get active!
- Call or e-mail home less frequently. You might initially feel better after talking to family, but an hour later, you will feel more homesick.
- Limit e-mailing or calling international friends no more than twice a month.

WARNING SIGNS THAT SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF YOUR YEO:

- Excessive sleeping or insomnia
- Significant weight gain or loss
- Prolonged acute depression
- Constantly feeling sick and/or feeling like you do not want to go to school
- Excessive calls or e-mail home
- Excessive calls or e-mail from parents
- Disrespectfulness
- Serious communications barriers with host family
- Student beginning to say he/she **MUST** go home
- Suicidal tendencies and/or behavior

THE ADJUSTMENT CYCLE

Stage 1 – Application Anxiety -- December-July (before arrival)

Anxious to receive information about host family – anxious about own ability to handle change.

Stage 2 – Arrival Fascination -- August-September

Elated – high expectations – overwhelmed by attention, respect and concern

Stage 3 – Culture Shock -- September – January

Excitement and novelty wears off. Must deal with new environment. Changes in sleep patterns. Disorientation, mental fatigue, frustration, confusion and homesickness occurs. Students complain about host family, school and host country in general.

Stage 4 – Surface adjustment -- October – December

Language improves, communication is easier. Student is comfortable within small group of friends.

Stage 5 – Mental Isolation -- December – January

Boredom, isolation and lack of motivation. Little stimulus to overcome difficulties. Holiday season is particularly difficult.

Stage 6 – Integration and Acceptance -- February – June

Achieved when student is at ease with host family, school and friends. A deeper understanding is attained.

Stage 7 – Return Anxiety -- April – June

Student doesn't want to leave; is apprehensive about returning home. Great confusion.

Stage 8 – Shock Re-Integration -- After June (after return)

Life at home has changed; student wants to share more about the year abroad than people care about.

THRIVING – NOT JUST SURVIVING

Approaching an Intercultural Experience Positively

Make Sure You Are Physically and Emotionally Prepared

Being immersed in a new culture takes a lot of energy. Make sure you get enough rest so you can get up in the mornings with the rest of your host family.

Pay Attention to your exercise and healthy eating habits and follow a routine that works for you. **Expect to gain weight** but don't be fussy when it comes to food. It is the change in environment and food preparation practices that cause the weight gain. For the duration of your exchange, experience the food variety and enjoy what is new and different. When you return at the end of the exchange year, any weight gain you suffered will probably come off easily.

If you become ill – even if it's only a sore throat - tell your host parents immediately.

Work to Remain Positive and Take Responsibility For Your Words and Actions

The intercultural writer, Margaret Pusch, notes that the three skills critical to being effective in an overseas experience are:

- The ability to manage psychological stress
- The ability to communicate effectively
- The ability to establish interpersonal relationships

“Cross-cultural experience is stressful and cultural ‘fatigue’ does occur: in fact it is argued that it is only with this fatigue that one is receptive to understanding and accepting cultural differences.” (Ken House D5060) But, when that happens, you may surprise yourself with your own negative behaviors. Manage those feelings and keep them under control.

You should realize that the subconscious “values” and “assumptions” which guide our thinking and actions are unmistakably “North American.” Understanding the basis of our culture is a starting point for understanding another culture.

There is a common saying among Youth Exchange Volunteers:

Nothing is better or worse – just different!

Make Your Best Effort at All Times

Learning the language is both difficult and rewarding. Exchange students are expected to try hard to learn enough to communicate effectively with their hosts and not to rely on the few who may have a few words of English or the perpetual use of hand motions and mime.

Use appropriate language and manners in order not to offend your hosts. Swearing and telling dirty jokes does not enhance your own country's image.

You may or may not be expected to go to church. Try to fit in with your hosts. Whatever you do, maintain a respectful attitude towards religious practices in your host country.

You may not work to earn money. Your visa restricts this. Learn to live within your budget.

Maintain a wide circle of friends of all ages. This is the secret of success. Spending all of your time with high school students and/or other exchange students is inappropriate and will keep you from experiencing your new culture the way that you need to!

REPRESENT YOUR HOME COUNTRY AND YOUR SPONSOR ROTARY CLUB AS IF YOU WERE AN AMBASSADOR ON ASSIGNMENT! Lack of self-discipline is the largest single cause of problems in this program. It upsets host families, schools, Rotary Clubs, the District Committees on both sides of the ocean, the local population....and it does endanger the possibility of future exchanges with that club.

Realize that not all homes have more than one bathroom. In many countries, the toilet is in a small, separate room. Use of the bathroom is an area of potential misunderstanding. Make sure that your use of it fits in with the rest of your host family.

Your first host Mom is the most important person for you to make a connection with. She can be a guardian angel that smoothes your transition into the next home, your school and the local community. Make sure her impressions of you are positive.

Greetings and farewells are very important in other countries. Acknowledging everyone when you arrive or leave (on a daily basis) is very common. **If they use a handshake – or bow – or kiss – learn to do so – even if it is not your custom.** This is always important at Rotary Club meetings.

Keep a positive attitude. Developing successful relationships with host families, classmates and Rotarians, as a foreigner, requires effort but it is likely to result in life-long friendships. Adjusting your attitude to those around you can be summed up in a simple sentence:

“If it is to be – it is up to me.”

With a responsible attitude, an exchange student will thrive – not just survive!

**THE TWELVE COMMANDMENTS
OF
YOUTH EXCHANGE**

- 1. Adapt or fail**
- 2. Ask or remain ignorant**
- 3. Smile at every opportunity**
- 4. Be lively and active**
- 5. Be punctual**
- 6. Plan ahead**
- 7. Be considerate of your hosts**
- 8. Give 100% of yourself and expect nothing in return.**
- 9. Maintain a neat appearance and keep your surroundings orderly**
- 10. Strive to earn the respect of others**
- 11. Learn and share**
- 12. Say 'No' when it is appropriate**

THE FOUR D'S

Cardinal Rules for Youth Exchange Students

There are many situations in which you can find yourself on a plane home...early. The most obvious cause would be if you break the laws of your host country...*that is if you are not in jail.* The Four D's address offenses that can get you into trouble and might result in your exchange being terminated.

DRUGS - Possession of drugs is a criminal offense. Taking drugs is a criminal offense.

Any association with drugs, drug users or drug dealers will violate the intention of and spirit of youth exchange. If you find yourself in the company of anyone who falls into this category – get out of the situation as quickly as you can. You were selected because you are a leader. Do not behave like a follower.

Smoking cigarettes is not necessarily illegal (depending upon your age) but it is offensive to many people. If you have identified yourself as a 'non-smoker' on your application – there will be no exceptions. You must not smoke.

If you have identified yourself as a smoker, and you are going on exchange, you must be sensitive to your host families at all times. Clothes and hair will carry an odor. There are a large number of asthmatics who experience allergic reactions to cigarette smoke and odor. Be respectful and aware of the reactions of those around you.

DRINKING – In some countries, alcohol may be consumed at meals. If offered by your host parents in this circumstance, you may accept.

Regardless of the legal drinking age in your host country, you are not permitted to drink alcohol with friends at parties or in bars. Alcohol abuse may be grounds for termination of your exchange year. You can expect to experience peer pressure and you are expected to resist it. You should tell your peers that if you drink, you could be sent home.

Avoid – at all costs – being a passenger in a vehicle being driven by a drinking driver. Call your host parents or another Rotarian and ask for a ride. If it offends your 'friends' – then you should not consider them to be true friends.

DRIVING – **You cannot drive any motorized vehicle while on exchange.** Your health insurance will not pay for injuries while driving any motorized vehicle. This includes cars, motorcycles, scooters, farm vehicles, power boats, snowmobiles, personal watercraft, etc. You can not afford to be involved in an accident in which you are the driver. Do not take this risk. You will not be covered by your insurance.

You may find that a bicycle is useful and a common form of transportation. If you ride bicycle – remember 'situational awareness' ... in other words, be aware of all that is happening around you and ride carefully. Most people wear a helmet when riding a bicycle.

DATING – You should not become romantically involved during your year abroad. It will lead to emotional stress, the temptation to become sexually active, and will take away from the objectives of your year...which is to meet many people and enjoy many activities.

You may date – but not seriously. It is a good idea to date in "group" activities and enjoy many friends of both genders. **If you feel a situation is getting out of hand – talk to your Rotary YEO or Counselor – and NOT YOUR PEERS.**

Very often, sex, drugs, and drinking go hand-in-hand. You should avoid the parties that look as if they might go that way.

WRITING HOME

Students: You may be having fun – but your parents NEED to hear about it, too!

Because you have probably always lived at home, it is unlikely that you have ever considered writing letters to your family. However, it is a blessing that your family will enjoy during this exchange and, again, when you begin your college years and perhaps move away from home in adult life.

The telephone, e-mail and internet chats are “convenient” alternatives – but most certainly are less personal and less comforting. A personal – handwritten letter – is priceless. (Tell your parents the same thing...they should write to you with pen and paper.)

Write regularly – make them detailed. Besides the comfort it provides to your family – it will also be a permanent memory of detail that you are definitely going to forget as the months and years pass by. When you return home – your parents and relatives may be willing to return your letters to your care – in order to add to your memory book.

A variation of this advice: Write a daily journal on letter paper – instead of in a book. Note the dates and number the pages carefully. Every week or two – mail the letters home, along with photos or clippings. Your family can enjoy the exchange at a distance – and when you return home – you can place the letters in a bound journal or scrapbook.

Another former student – Karen Connelly – spent 1986 as an exchange student in Thailand at the age of 17. In 1993, she published “Touch The Dragon – a Thai Journal”. Her book won the prestigious Governor General’s Award for Non-Fiction in Canada. In 1994, it reached #1 on Canada’s Best Seller’s Non-Fiction List. Her book was later appeared in The Readers Digest and in a television series.

OK – you may not publish your own personal journal.....then again, maybe you will. But if you record nothing more than digital pictures or some rolls of film, you will regret it later. So.....PROMISE YOURSELF AND YOUR FAMILY THAT YOU WILL WRITE REGULARLY!

A word of caution about blogging *Blogs are popular these days and they are a convenient way to communicate without leaving anyone out. You need to remember that the internet is also a convenient way for perpetrators to find you. It is an international advertisement that can help anyone find out what your name is, what you look like, and where you live. When/if you use a weblog take precautions by using a reputable provider, use all available security features, and avoid posting personal details. Even with all of these precautions, **you are never 100% secure from hackers.** **Hand-written letters are still your best option.***

Of course, you should call home when you arrive at your destination and assure your parents that you are safe. Use the telephone to say ‘happy birthday’ to family members – or to OCCASIONALLY hear their voices. But definitely write about the things that you wish to remember.

TRAVEL GUIDELINES

The intent of the Rotary Youth Exchange Program is to provide you with an academic year abroad – which will encompass cultural and language immersion. Travel is a privilege, not a right. Your host family may invite you to travel with them. However, not every host family has plans to travel or has the ability to pay for you to travel with them.

Keep these things in mind:

Remember that you have traveled a long way just to reach your host country.

You will come to understand and meet the people better if you concentrate on your host city and area.

Your host parents certainly wish for you to enjoy your stay, but like your natural parents, they may not have time or money to travel often.

Have fun in your new surroundings. This is a wonderful opportunity to see and learn in another country and another culture. Travel is not the objective.

IF YOU DO TRAVEL – YOU MUST:

1. First obtain permission from your Rotary YEO
2. You and your YEO will be required to provide this information to the District:
 - A. Who you will travel with (must be accompanied by adults)
 - B. What you are doing (purpose of the trip)
 - C. Where you are going (destination address and phone number)
 - D. When you will travel (beginning and ending dates)
 - E. An emergency phone number during your travel
 - F. ALL additional information that will describe your plans

IF CROSSING AN INTERNATIONAL BORDER, YOU WILL NEED:

--YOUR DS2019 FORM

--YOUR VISA INFORMATION FORM -- UPDATED AND SIGNED BY A DISTRICT OFFICER. If this is not done, you may be held at the USA border.

Travel Guidelines
Continued

You are not permitted to travel outside your Rotary District, except when being taken by a Rotarian, a Rotary host family or an adult person pre-approved by Rotary.

Trips organized through your school and approved by your Rotary club and host family are permissible.

Rotary-sponsored functions are permissible. If you plan to participate in a Rotary-approved student tour, then you and/or your natural parents are responsible for the costs involved.

You must not travel outside your city of residence alone.

You must not hitch hike at any time.

You must not phone or write to any other Rotary club and ask to be hosted.

Rotary exchange students can not travel in aircraft other than a scheduled flight on a recognized airline.

If you have an opportunity to travel, be sensitive to other exchange students who may not have the same opportunity. It's OK to share your trip but do not boast.

At the end of an exchange, you are to travel home by the most direct route unless you are being met by your own parents in your host city. **This is the only time in the year that your parents may visit you.** If you are returning home through the Rotary program – you cannot make any stop-overs or side trips along the way.

If parents wish to pick you up at the end of exchange you may do some traveling from there. Your Club YEO and District Chair must be informed. You must be aware of your visa expiration date. In this case, Rotary is no longer responsible for you at the time that your parents arrive. Your exchange will officially end....and you are then considered a "tourist" overseas. Your Rotary insurance will also stop at that time.

Other relatives may pick you up only with Rotary approval and written permission from your parents.

Any exceptions to travel rules must have written and signed approval of your natural parents, your Host District YE Chair, your Host Club and your Host Family.

Rotary's greatest concern is for your safety. Please respect the precautions that have been established. You might meet students on exchange with other programs that have more freedom to do as they wish. The Rotary Program, however, is oriented to structure and your best interests are in mind at all times.

If you were to explore the pro's and con's of Rotary and other programs, you will likely discover that Rotary has a powerful reputation for producing young adults who go on to become leaders in their home communities and countries. We feel very secure with the structure and guidelines we have established for International Youth Exchange.

PARENTS – VISIT AT THE END OF THE EXCHANGE

Some countries prohibit - and most strongly discourage - visits by parents during the student's exchange year. Family visits for our Inbound students are not allowed during holiday times. It is of great cultural significance for a student to experience holidays with their host culture...and it is also very meaningful for the host country and host families to share these celebrations with their “adopted” son or daughter.

It is our experience in every instance that students suffer severe culture shock for a second time after parents depart for home and leave the student behind to finish the year. It is most stressful for the student who must re-experience the pain of separation. However, host families and youth exchange officers are also exhausted with effort to help these students who are suffering – because the emotional changes will include anger, resentment, withdrawal and deep sadness....(similar to the stages of grief).

PARENTS: If you are tempted to ‘bend’ or break this rule – talk to your Rotary District Chair. We promise to try and talk you out of it. We will remind you that you are going to hurt your son or daughter by a mid-year visit. We are very sincere and firm in this opinion. Our conclusions are drawn from numerous experiences.

**ROTARY DISTRICT 5580
YOUTH EXCHANGE PROGRAM
INBOUND RULES AND EXPECTATIONS**

ARRIVAL AND DEPARTURE

01. The costs of an open return airfare (which allows you to return home at any time), passport and visas are to be paid by the student's natural parents. These documents will be kept in a safe location by the host club after the student's arrival. Students inbound to the United States must keep their government DS2019 form attached to their passports.

Costs related to an emergency or early return home – or other unusual costs of the student – are the responsibility of the student's natural parents.

02. Students must purchase a medical and accident policy of not less than \$500,000 (US or Canadian\$) in their own country that meets Rotary International and USIA requirements.

As an alternative, students must arrive with USA funds to purchase a Rotary-approved Insurance policy. This policy covers the Inbound student retroactively from the date of departure from their home country until the day the student leaves their host club for return home.

03. Students must carry a contingency fund of at least \$500 USA funds, to be replenished by the natural parents if depleted. More is suggested. This sum is not for day-to-day expenses. It is for emergencies, medical care and other unexpected costs that may arise. The funds will be held in an account by the host Rotary club for the duration of your stay.

04. Students must carry proof of immunization to enter USA or Canada. Students coming to Minnesota must bring a specific 'Vaccination Record Form' signed by a physician and parents in order to enroll in school. This form is included with the Welcome Package.

All inbound students are advised to have vaccinations for Tetanus and Diphtheria, Polio, Measles, Mumps, Rubella and Hepatitis B upon arrival. These vaccinations can be obtained after arrival at the cost of the student.

05. It is certified by signature in the Application Forms that the student has or has had no eating disorders or dietary or physical restrictions other than those noted in the Medical History and Examination. Undisclosed and pre-existing eating and medical problems that subsequently create difficulty may result in the student being sent home by the District.

BEHAVIOR

06. Students must regularly attend high school and attempt to complete the work normally assigned to a class. Any transfer of academic credits must be negotiated between your school in your home country and the school you attend in District 5580. Rotary can not provide guarantees of academic credit transfer and does not have authority over decisions made by the school educational systems.

A student is expected to try hard to achieve as high a grade as possible with existing language capabilities. Expectations are the same for students who have graduated from high school in their own countries prior to exchange.

07. Students are to become a member of the host family, assuming duties and responsibilities normal to a student of his or her age, as the children of the host family.

Rotary District 5580 - Inbound Rules and Expectations
Continued

08. Students are expected to make every effort to learn to speak English fluently.
09. Students are expected to attend Rotary Club meetings and **must attend 3 District events – orientation, winter rendezvous and district convention.** These events take priority over the personal plans of the student.
10. Students must abide by laws of minimum age for purchase of cigarettes, and must not ask an older friend or adult to purchase cigarettes for them. Students legally able to smoke are discouraged from doing so and must abide by host family expectations which may not permit smoking in the home or while traveling in vehicles. Students can not smoke while attending Rotary events.
11. Students are not permitted to drive a motorized vehicle of any kind. This includes vehicles such as motorcycles, boats, tractors, snowmobiles and personal watercraft. Students are not permitted travel in a private aircraft. This is a guideline of insurance liability for Rotary International and no exceptions can be made.
12. Students are not permitted to use drugs, other than those prescribed by a physician. Any hint of association with illegal drugs will result in a student being sent home.
13. Students are not permitted to consume alcoholic beverages, unless invited to do so by the host parents and then only under their supervision. Students are warned that a 'drinking culture' is common among high school students. However, IT IS ILLEGAL for anyone under the age of 21 to drink alcohol in the USA and Canada. Any hint of association with drinking may result in a student being sent home.
14. Students are not permitted to become heavily involved in a romantic relationship. A wide circle of friends and group activities will better further the objective of exchange. Any hint of sexual activity while on exchange may result in a student being sent home.
15. Students must obey the laws of the USA and Canada. Assistance from Rotary or from the government of the home or host country is not guaranteed should violations occur

TRAVEL GUIDELINES

16. Travel is permitted with host parents, with school supervision and on Rotary-related activities. The club YEO must provide approval on all travel. Students may not travel alone within the District and may not travel when accompanied only by other students. Any travel outside the district must be authorized by host family, host club YEO and inbound coordinator/ district chair. The student's natural parents must exempt Rotary of responsibility and liability in writing. Travel alone by aircraft will be permitted if evidence of accompanied departure and adult reception at the destination is assured. Travel alone by bus or train is unlikely to receive permission.
17. At the end of the exchange, students must return home by the most direct route unless alternative arrangements are approved by all those noted in #21.
18. Natural parents and relatives may only visit at the end of the exchange. At that point they may assume responsibility for the student's return if the return home is not direct. Visits at other times of the year are found to be too disruptive to the student.

Rotary 5580 – Inbound Rules and Expectations
Continued

19. A student is not expected to make a return visit home or to visit relatives during the exchange. This is particularly important during the holiday season when the student should be experiencing a North American celebration with the host club and host family.

AUTHORITY

20. The hosts are responsible for the student physically, socially and spiritually. The student must respect their guidance and restrictions even if more formal than accustomed to.
21. Students will be under the authority of their host Rotary District while in District 5580. Natural parents must not authorize any extra activities directly with the student. All authorization is to be done through the host club YEO, Inbound Coordinator and District YE Chair. Relatives in the USA or Canada will have no authority over the student while within the Youth Exchange Program.
22. The hosting of the student is the responsibility of the host club. In case of difficulties, the student should first consult the host club YEO and counselor, then the District YE Inbound Coordinator, and then the District YE Chair if the matters are not resolved.
23. If there are unresolved problems with student behavior, the host club will contact the District YE Inbound Coordinator and then the District YE Chair for assistance. If the problem continues, the District YE Chair may contact the Sponsor Rotary District and ultimately may send the student home.

COMMUNICATIONS

Computer and Internet

The use of the computer at your host family's home or at school is a privilege, not a necessity, during your exchange year.

Discuss with your host family and/or teacher what the guidelines are for using the computer and what the guidelines are for using the internet. For some families and schools, they are charged for the time spent on the internet so be sure you understand any time limits.

When setting up an email account, it is most helpful during the exchange year to include your name in the address as it makes it easier for people to identify you immediately.

It is most important that you check your email regularly to be sure you receive any announcements from your exchange coordinators. For example, the Inbound Coordinator may use email to send you the questions for your monthly report.

The computer and use of the internet should be kept at a MIMIMUM. Chat rooms are convenient but should be used for short visits only. Naturally you want to tell friends and family at home all that's happening the first weeks of your exchange but you will adjust faster and easier if you write down your experiences in a journal. **If you are chatting with old friends and parents all the time, you haven't really left home yet.**

Cell Phones

The use of cell phones is a privilege, not a necessity, during your exchange year.

1. You are not permitted to bring a cell phone from your home country. If you have one, you will be asked to give it to your YEO to be kept safely with your passport, visa, and return plane ticket. These will be returned at the end of your exchange year.
2. Some host families may provide you with a cell phone for the convenience of the family, if this is what they normally do for their children -- they are not expected to provide you with a cell phone. The cell phone must go back to the host parents when students move to another family. The next family will set their own rules for cell phones.
3. If a host family gives you a cell phone as a gift, you must return it when you move to the next family.
4. Be sure to check with your school as to rules for cell phones. During school hours they should only be used for emergencies.

GOING TO SCHOOL

ALL ROTARY YOUTH EXCHANGE STUDENTS ARE REQUIRED TO ATTEND FULL-TIME SCHOOL AT PRE-UNIVERSITY LEVEL, TO PARTICIPATE IN A MEANINGFUL WAY AND TO TAKE ALL PRESCRIBED TESTS AND EXAMINATIONS.

Even if you have completed high school in your home country, do not ask or expect to be enrolled in college or university classes.

Although academic school credits are not the primary objective of our program, the attitude of school officials towards granting you time off for other activities will vary. There may be Rotary functions and Rotary-approved travel that will help to broaden your education....but you must discuss these events with your Rotary YEO and your school principal in advance. You should establish ahead of time, what the policy will be for you to take time off from school.

District YE Orientation, Winter Rendezvous, and the District Conference are mandatory. If these events require you to miss a day of school, make sure it is pre-approved.

As an American or Canadian exchange student in a foreign school, you will be fairly obvious and you will be considered a representative (i.e. an ambassador) of your country by teachers and other students. Your behavior – good or bad – will be noticed. Be respectful of your principal and your teachers. Obey the school regulations, even if other students do not.

You will be expected to complete homework assignments the same as any member of your school class. Language may be an obstacle...but nobody will ask you to do more than your best.

Be aware of dress code and customs of your fellow students. You may be different, but respect those around you.

Be aware that schools are places in which drugs, sexual harassment, and violence are not uncommon.

Not all students are nice and some may try to take advantage of you. Be friendly – but choose your friends with care. Avoid the “wrong crowd” and situations that might lead to breaking the law. You can be prosecuted for crimes in your host country, the same as any other resident of that country. Rotary can not protect you from this.

Participate in school and sports activities outside of the classroom. It is the best way to meet others and begin healthy friendships.

Avoid spending too much time with other exchange students – though they will be the most “comfortable” group for you in the beginning. You need to stretch out of your “comfort zone” and make local friends with whom you can better integrate into your host culture.

Although you are there to learn their language and culture, be prepared to accept every opportunity to give talks about your country in your school and in other places within the community. Most of the people you meet will probably never have the chance to visit your home country, but they may be interested to know about it.

When you speak – do so carefully. Avoid making “good-bad” comparisons that might embarrass you or hurt others.

Ask your teacher, YEO, and/or counselor to help you prepare a talk if you are asked to give one.

DISTRICT EVENTS

There are three mandatory district Youth Exchange events each year.

1. Inbound Orientation – Required by Rotary International and U.S. Federal Visa guidelines. Inbound orientation is held in central Minnesota as a weekend event.

2. Winter Rendezvous - This is held near the end of January. This weekend event is hosted by the Walker, Minnesota, Rotary club at Deep Portage Environmental Learning Center. You will stay with host families on the first night and in a dormitory on the second night. Besides having fun and learning about our “winter” cultural activities, you will also begin to work on the district talent show (at the District Conference in April). This show must be complete in a “rough form” before the end of the weekend.

Outbound exchange students will join our group, to begin their orientation.

You are required to attend unless weather prohibits your travel.

3. District Conference – This is held at the end of April each year. Your Rotary club will provide transportation to the event.

The next class of outbound students will join our group at this event. They will experience most activities with you.

For inbound students, this is the final “goodbye” in our district, since you will be nearing the end of your year. Your attendance at this event supercedes school activities – including high school prom.

Rotary students conduct a flag ceremony at the opening to conference. You are asked to wear your native costume to this event. You will carry in your country’s flag; Rotary has all the countries’ flags.

Rotary students conduct part of the district program at conference, with a talent show performance. We have little time to prepare for this at the conference – the show should be in rough form by the end of winter rendezvous (event #2) – and ready for fine-tuning on the first night of the conference.

BASIC GUIDELINES FOR YOUR YEAR

- 1. REPRESENT YOUR HOME COUNTRY AND YOUR SPONSOR ROTARY CLUB AS IF YOU WERE AN AMBASSADOR ON ASSIGNMENT !**
- 2. Attend as many meetings of your host Rotary Club as possible.** Attend their functions; expect to help with events. If Rotary meetings conflict with personal plans, the Rotary function must take precedence. **Always accept personal invitations from Rotarians before visiting with friends.**
- 3. Dress neatly and appropriately, especially for Rotary functions (wear your Rotary jacket!)**
- 4. Your visa restricts working during your exchange year.** Learn to live within your budget.
- 5. Greetings and farewells are very important in all countries.** Acknowledge everyone when you arrive or leave (on a daily basis.) You will find differences in customs between your peers, your host families, and other social groups. For instance, teens often simply speak a greeting (“Hi” or “Hey”); families often hug or pat a shoulder. At Rotary meetings most people will shake your hand.
- 6. You will experience some periods of home-sickness after your arrival and most likely during the holiday season in November and December.** Tell your host mom; she will be expecting it. Write home – talk about the things you are seeing and doing – cry for a few minutes. It will pass if you **STAY BUSY and FOCUSED.** **The key to feeling better is to keep moving and stay busy. Exhaust yourself with activity.**
- 7. Ask your host family to tell you if you do anything which they see as inappropriate or objectionable.** You might offend someone with a gesture or a phrase that means something entirely different in your home culture as it does here.
- 8. Use good language at all times, in order not to offend anyone.** Swearing and telling dirty jokes does not enhance your own or your country’s image.
- 9. Watch television with your hosts.** It will help you learn the language and culture...what’s appropriate and what is not.
- 10. Use of the bathroom is an area of potential misunderstanding.** Make sure your use of it fits in with the rest of your host family. If you take lengthy showers, there may not be hot water for others.
- 11. If you become ill – even if it’s only a sore throat – tell your host parents immediately.** Always consult your host family before visiting a doctor.
- 12. Saying “thank you” is very important in our culture.** Make sure you thank people who take you places and do things for you. A “thank-you” note is especially appreciated.
- 13. You may or may not be expected to attend church with your host family.** Try to fit in with what their expectations are and maintain an attitude of respect towards religious practices in your host families. Be sure to share your religious expectations with them; they will appreciate and try to accommodate you.
- 13. By using appropriate manners and behaviors in your host family, you will make it easier for your host parents to be good hosts.** Consider the situation from their point of view whenever you can.

14. By using appropriate manners and behaviors in your host family, you will make it easier for your host parents to be good hosts. Consider the situation from their point of view whenever you can.

15. Use good language at all times, in order not to offend your hosts. Swearing and telling dirty jokes does not enhance your own country's image.

16. Maintain a wide circle of friends of all ages. This will ensure that you learn as much as you can about your new culture.

17. If you are on medication – have written physician's orders with you. Prescription drugs should be carried in their original containers with the pharmaceutical labels. Communicate with your host family and YEO about your medical needs. Very often, there will be a Rotarian in the club who works in the medical field, who can provide you with assistance.

18. You will probably gain weight! Don't be fussy when it comes to food – it doesn't matter. It is the change in environment and food preparation that causes the weight gain. Dare to try the foods and enjoy what is new and different about them. You will enjoy the experience and you can rest assured that when you return home at the end of the exchange year, any weight gain you suffered will come off easily.

19. Being immersed in a new culture takes a lot of energy. Make sure you get enough rest so you can get up in the mornings with the rest of your host family. Don't make them wait around while you "sleep in."

20. With your family at home, discuss a plan to follow in the event that there is an emergency during your year abroad...such as illness or death in the family, etc. You should try to anticipate your wishes and those of your family if you are confronted with a situation in which your early return home is a consideration. There have been occasions when a student has had to be told by phone of a death of a friend or family member though they are not necessarily expected to return home. Most often, when a student is called home for a family emergency, it is not an option to return to your host country.

21. You may accumulate a lot of souvenirs during your exchange year. Plan on sending small boxes home by regular mail, in order to avoid expensive overweight charges on your return flight home. Check with your airline to determine what your luggage weight limits are; they are very strict. Also, be informed about customs regulations – they are changing almost daily. If you are carrying things home with you, list all purchases and pack them together to expedite your time spent in customs.

THE MONTHLY REPORT

WE ARE REQUIRED TO KEEP A RECORD OF YOUR ACTIVITIES DURING YOUR EXCHANGE YEAR. We must have a monthly report from you in order to accomplish this.

YOUR REPORTS ARE DUE ON THE LAST DAY OF EVERY MONTH AND THEN A FINAL REPORT IS DUE A FEW DAYS BEFORE YOU RETURN HOME.

During your year – if you can make the time – please do send postcards and letters, newspaper clippings and e-mails about your experiences. Those are always fun to get and share with other Rotarians.

Near the end of the year, please be certain that you communicate your return plans; the date you are leaving and your travel itinerary.

E-MAIL OR WRITE:

Marilyn Chambers
1952 300th Street
Breckenridge, MN 56520

Home Phone: 218-643-1534
Cell Phone : 701-640-2532

e-mail: chamar27jun@earthlink.net

REPORT GUIDE

This report covers the months of: ***

Include: Your Name / Name of Host Rotary Club
YEO's Name and Phone Number
Host Family's Name/ Phone # / Address
Your E-mail address (if changed):

Tell us about your life here. These are some ideas of the things we want to hear about:

What you are doing in school: new subjects, clubs, sports, friends

**Your Rotary activities: meetings attended, speaking, travel to other clubs, Rotarians I've met. My relationship with my counselor, (are you getting regular contact with him/her?)
Is your host club taking the time to know you?**

Your personal experiences: Have you had any illnesses, problems with host families, problems in school. What solutions have you found?

Your social activities: Have you gone to any social events, parties, dances, theatres?

Travels?

Visits with other exchange students?

Church activities?

**What are you learning? What do you like here? What don't you like here?
Include newspaper articles about yourself.**

CHANGE OF HOST FAMILY

CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC.

SERVING 17 DISTRICTS IN ILLINOIS, INDIANA, MICHIGAN,
MINNESOTA, WISCONSIN AND ONTARIO. CANADA
5580, 6220, 6250, 6270, 6290, 6310, 6330, 6400, 6420,
6440, 6450, 6460, 6490, 6510, 6540 6560, 6580

IMPORTANT REMINDER

To all Exchange Visitors to the United States:

Welcome to our country, there are many new things for you to learn. This letter is designed to assist you with **your** responsibility under the law here in the US. Government Regulations require you to report any permanent change of address within ten days of the change. We are not talking about a temporary change, weekend visits or travel within the States. A change of address is when you pack up and change host families.

To assist you in doing this we have a student change of address form on our website (www.csrye.org--Inbounds--Click here for change of address) that will automatically notify me of any change. Use of this will satisfy the requirement under the law. A copy of this form is on the next page of this letter.

When completing this form if you do not have your DS-2019 Visa Eligibility form and don't know the number, leave that field blank, I have the number on file. Please be sure to use the family's full name, as that becomes part of your mailing address. There are some fields that are required, please note these to be sure you have that information when reporting a change of address.

Be sure that **you** personally take care of this, it is not the responsibility of your youth exchange officer or anyone in Rotary to take care of this for you. Failure to do so could result in your exchange being terminated by the U. S. government for failure to report a change of address.

Sincerely,

Robert Hosch, Responsible Officer
Central States Rotary Youth Exchange Program, Inc.

Website directions: “www.csrye.org – Inbounds -- Click here to change address”
 This is what it looks like:

Change of Address Online Form

*Student FAMILY Name as shown on the application or guarantee form:		<input type="text"/>
*Student First Name:		<input type="text"/>
*This form prepared by:		<input type="text"/>
*Date moved to New Host Family: (mm/dd/YYYY)		<input type="text"/>
*Hosted in Rotary District Number:		5580
*Host Rotary Club Name:		<input type="text"/>
Student Email Address:		<input type="text"/>
Certificate of Eligibility	<input type="text"/>	*Date of Entry (Arrival) to US: <input type="text"/>
Previous Host Family Information (Student is moving From)		
*Previous Host Family Name: (first & last name please)		<input type="text"/>
*Previous Address:		<input type="text"/>
*Previous City:		<input type="text"/>
New Host Family Information (Student is moving to)		
*New Host Family Name: (first & last name please)		<input type="text"/>
New Host Family Email:		<input type="text"/>
*New Address:		<input type="text"/>
*New City:		<input type="text"/>
*New State:	<input type="text" value="- Choose State -"/>	*New ZIP: <input type="text"/>
*New Phone:	<input type="text"/>	
*This is my:	<input type="text"/> host family	
Did you change Schools: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, contact your District Chair or Inbound coordinator.		
<input type="button" value="Submit Form"/>		

RETURN TRAVEL ITINERARY

SEND PRIOR TO YOUR RETURN HOME

TO

**District Chair Kendra DeLage
(Kendra@rea-alp.com)**

1. YOUR NAME
2. YOUR HOST ROTARY CLUB IN US OR CANADA
3. FLIGHT DEPARTURE DATE, TIME and DEPARTURE CITY
Include Name of Airline and Flight Number
4. FLIGHT INFORMATION (Same as above)
FOR EVERY PLANE CHANGE WHILE YOU TRAVEL
5. FLIGHT ARRIVAL DATE, TIME AND ARRIVAL CITY IN YOUR HOME
COUNTRY

AFTER YOU HAVE ARRIVED HOME, SEND AN E-MAIL TO:

Kendra DeLage (Kendra@rea-alp.com) and your host family, of course, and let us know you have arrived safely home!

Remember critical safety precautions while you travel.

RETURNING HOME

Rotarians believe that the future of our world is in the hands of our young students.

You are tomorrow's leaders.

Your year will FLY by (although it may not seem so at the beginning.) When you return, you will have a wealth of experiences and a new language and culture to share with your homeland. PLEASE talk about the positive things you have learned to your family, your friends at school, and your sponsor Rotary club.

We believe that the more we send our young ambassadors abroad, the greater opportunities we will have to foster understanding between our cultures and people around the world. Your success will be our best advertisement. Through you and other Rotary students, we seek to make peace around the globe and you have now become an important factor in helping us to achieve those goals.

DEBRIEFING

Re-adjusting to your home culture after a year abroad will probably be just as difficult as it was to adjust to your host country when you first arrived overseas.

The reasons for this are two-fold:

1. Your home, family, friends and culture have not stood still during your absence. Some things have changed while you have been away.
2. You will have grown up and changed your perspectives on many things. You have become “multi-national” in your thinking and in some of your beliefs.

What you will experience in this situation, is re-entry shock.

After an initial euphoria, both you and your family should anticipate a re-adjustment period in which you may feel uncomfortable with each other.

Your friends may appear indifferent to you and perhaps even jealous of your experiences. You might find that you no longer have the same things in common anymore. Things may not be the way you remembered them and your attitude towards some aspects of your own culture may now have changed.

It is important to recognize the symptoms of re-entry shock and how you can best cope.

You have a group of peers among the other Rebound students (students who have been on an exchange year.) Re-connect with them and build a support network for yourself.

Remember that there are many Rotary opportunities available, and you may be interested. For example, there is INTERACT, ROTARACT, ROTARY AMBASSADOR SCHOLARSHIP, GROUP STUDY EXCHANGE...and of course, full membership in Rotary once you have established yourself in your career.

Terms for reference:

- REBOUND – all students who have been on an exchange year
- INTERACT – high school-age Rotarians organized at high schools
- ROTARACT – college-age Rotarians organized at colleges
- ROTARY AMBASSADOR SCHOLARSHIPS – scholarships to study in a foreign country after college
- GROUP STUDY EXCHANGE – provides an opportunity as a non-Rotarian to study your profession in a foreign country (between ages 25-40)

DISTRICT CONTACT INFORMATION

**We are your District Youth Exchange Team.
We are here to help you achieve success in your year of overseas study!**

If we can help you in any way, or if you have suggestions for program improvement, or even just positive comments you want to share, here's how to reach us:

Kendra DeLage
International District Chair
234 Central Avenue
Long Prairie, Minnesota 56347

Home: 320-732-4367
Work: 320-732-3313
Fax: 320-732-3353
Cell: 320-491-5542
e-mail: kendra@rea-alp.com

Marilyn Chambers
Inbound Coordinator
1952 300th Street
Breckenridge, MN 56520

Home: 218-643-1539
Cell: 701-640-2532
e-mail: chamar27jun@earthlink.net

Jean Hannig
Child Protection Officer-USA
P.O. Box 2707
Fargo, ND 58103

Home: 701-232-5169
Work: 701-232-5051
Fax: 701-232-8040
Cell: 218-329-1080
e-mail: Jean.Hannig@gmail.com

Paula Timmins
Child Protection Officer-Canada
PO Box 150
Nipigon, Ontario P0T2P0 Canada

Home: 807-887-2420
Fax: 807-887-2374
Cell: 807-887-4516
e-mail: rtimmins@nwconx.net



ROTARY DISTRICT 5580 YOUTH EXCHANGE EMERGENCY CONTACTS



FOR: _____ (*student name*)

Club Level Contacts for: _____ (*host club name*)

Club Counselor (*same gender as student*): _____

Club Youth Exchange Officer: _____

Two (2) NON- Rotarian Contacts: (suggestions: school counselor, school principal, teachers, team coaches, etc.)

1. _____

2. _____

Club President: _____

Youth Exchange Committee and District 5580 Members

Country Contact: _____ (*specific to student*)

Inbound Coordinator: Marilyn Chambers 218-643-1539 (Home) -- 701-640-2532 (Cell)
1952 300th Street – Breckenridge, MN 56520
E-mail: chamar27jun@earthlink.net

District Chair : Kendra DeLage 320-732-4367 (Home) -- 320-732-3313 (Work) -- 320-491-5542 (Cell)
234 Central Ave, Long Prairie, MN 56347
E-mail: kendra@rea-alp.com

District Governor : Jim Ozbun 701-456-1201 (Home) -- 701-290-4153 (Cell)
654 Diamond Drive, Dickinson, ND 58601
E-mail: circlez@ndgateway.net

Child Protection/Canada: Paula Timmins 807-887-2420 (Home) -- 807-887-4516 (Cell)
PO BOX 150 – Nipigon, ON P0T2P0, Canada
E-mail: rtimmins@nwconx.net

Child Protection/USA: Jean Hannig 701-232-5169 (Home) -- 701-232-5051 (Work) -- 218-329-1080 (Cell)
P.O. Box 2707, 2219 9th Street S. – Fargo, ND 58103
E-mail: Jean.Hannig@gmail.com

General Resources: FOR IMMEDIATE EMERGENCIES DIAL: 911

National Youth Crisis Hotline: 800-442-HOPE (4673)

Provides counseling and referrals to local drug treatment centers, shelters, and counseling services. Responds to youth dealing with pregnancy, molestation, suicide, and child abuse. Operates 24 hours a day, seven days a week.

National Association of Anorexia Nervosa & Associated Disorders (ANAD): 847-831-3438 (long distance) National Mental Health Association: 800-969-6642 9AM-5PM Mon-Fri -- information on mental health topics and referrals

Nationwide RAINN National Rape Crisis Hotline: 800-656-4673

Alcohol Abuse and Crisis Intervention: 800-234-0246

ADDITIONAL NUMBERS AVAILABLE AT: http://www.allaboutcounseling.com/crisis_hotlines.htm

WHERE DO I GO WHEN I NEED HELP?

Student Name: _____

Host Rotary Club Meetings: _____
Day Time Location

HOST MOM

Name Home Phone Work Phone Cell Phone

HOST DAD

Name Home Phone Work Phone Cell Phone

HOST CLUB (D5580) YOUTH EXCHANGE OFFICER

Name Home Phone Work Phone Cell Phone

Address at Home Place of Business

HOME COUNTRY OUTBOUND COORDINATOR

Name Cell Phone e-mail address

Address

HOME COUNTRY DISTRICT CHAIR

Name Home Phone Work Phone Cell Phone

Address e-mail address

Place of Business

Where Do I Go When I Need Help?
Continued

D5580 YE INBOUND COORDINATOR

Marilyn Chambers	219-643-1539	701-640-2532
Name	Home Phone	Cell Phone
1952 300th St. -- Breckenridge, MN 56520		chamar27jun@earthlink.net
Address		e-mail

D5580 CHILD PROTECTION OFFICER – USA

Jean Hannig	701-232-5169	701-232-5051	218-329-1080
Name	Home Phone	Work Phone	Cell Phone
P.O. Box 2707 – Fargo, ND 58103			Jean.Hannig@gmail.com
Address			e-mail

D5580 CHILD PROTECTION OFFICER – CANADA

Paula Timmins	807-887-2420	807-887-4516
Name	Home Phone	Cell Phone
PO Box 150 – Nipigon, ON P0T2P0 Canada		rtimmins@nwconx.net
Address		e-mail

D5580 DISTRICT YE CHAIR

Kendra DeLage	320-732-4367	320-732-3313	320-491-5542
Name	Home Phone	Work Phone	Cell Phone
234 Central Avenue -Long Prairie, MN 56347			kendra@rea-alp.com
Address			e-mail

D5580 ASSISTANT YE INBOUND COORDINATOR

Jean Hannig	701-232-5169	701-232-5051	218-329-1080
Name	Home Phone	Work Phone	Cell Phone
P.O. Box 2707 – Fargo, ND 58103			Jean.Hannig@gmail.com
Address			e-mail

(continued next page)

Where Do I Go When I Need Help?
Continued

D5580 YE OUTBOUND COORDINATOR

Mary Durward	218-724-5937	218-343-3196
Name	Home Phone	Cell Phone
337 Mygatt Avenue, Duluth, MN 55803		rotarymary@mdurward.com
Address		e-mail

D5580 ASSISTANT YE OUTBOUND COORDINATOR

Eric Northard	218-999-5933	218-743-3444	218-301-9759
Name	Home Phone	Work Phone	Cell Phone
1032 NW 3rd Avenue, Grand Rapids, MN 55744			hejsan99@hotmail.com
Address			e-mail

D5580 YE REBOUND COORDINATOR

Maria Hudolin	807-767-0812	807-345-3800	807-628-9598
Name	Home Phone	Work Phone	Cell Phone
144 Fenwood Drive – Thunder Bay, ON P7G1H3, Canada			Nuevo@tbaytel.net
Address			e-mail

D5580 ASSISTANT YE REBOUND COORDINATOR

Brandon Otway	807-577-7566	807-621-1977
Name	Home Phone	Cell Phone
4299 Coppin Road, Thunder Bay, ON P7J1A6, Canada		Brandon.otway@gmail.com
Address		e-mail

THIS HANDBOOK IS AVAILABLE ONLINE
AND MAY BE REPRINTED FROM THE ROTARY DISTRICT 5580 WEBSITE
www.clubrunner.ca/5580