



DISTRICT 9685 ROTARY YOUTH EXCHANGE PROGRAM

Guidelines for Clubs

STUDENT CHECKLISTS

On the following pages we have assembled a list of actions for each stage of the RYEP inbound and outbound student process to assist clubs with the administration.

OUTBOUND

- ❖ Your Club has endorsed a student as SPONSOR CLUB for RYEP
- ❖ District RYEP Committee has approved your SPONSOR CLUB student for RYEP
- ❖ Your SPONSOR student returns home

INBOUND

- ❖ Your Club, as HOST CLUB, receives information on your Inbound student
- ❖ Your HOST student arrives in Australia
- ❖ During HOST student exchange year

List of terms commonly used in RYEP

Sponsor club – club sending a student out

Host Club – having a student into your club

Inbound – incoming student being hosted in Australia

Outbound – outgoing student going overseas

Rebound – outbound student who has completed their exchange year

Coordinator – District RYEP Committee Zone representatives

Secretary – District 9685 RYEP secretary

Preliminary Application Form – brief outline of student applying for RYEP

Application Form – full RYEP detailed application

Guarantee Form (GF) – p16 of the RYEP application for inbound student for club endorsement



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CLUB SPONSORSHIP OF RYEP OUTBOUND STUDENT

❖ Your Club has endorsed a student as SPONSOR CLUB for RYEP *OUTBOUND*

1. During the first six months of the calendar year, clubs may be approached, know of a potential RYEP student or be referred a student by District from website enquiries. There may be several students vying for the opportunity to be a RYEP student. The 'Preliminary RYEP Application Form' can be found on the District Website here <http://www.rotaryyouthexchange.net.au/download/outbound/RYEP%20D9685%20Preliminary%20Application%20Form%20as%20at%20February%202017.pdf>
2. Club arranges interview/s with prospective student/s. Please refer to *Student Interview Questions Template* that has been prepared to assist your club with interviewing potential RYEP students.
3. Once your club has decided upon a student, your President and Youth Director are required to endorse the 'Preliminary Application Form' completed by the applicant and send it to secretary@rotaryyouthexchange.net.au to allow the District RYEP Committee to include your nomination in the District Interview process. See District RYEP Calendar www.rotaryyouthexchange.net.au/downloads for dates.



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❖ District RYEP Committee has approved your SPONSOR CLUB student for RYEP **OUTBOUND**

1. District RYEP Interviews have been completed, your Club will be notified of the success or otherwise of the student.
2. If successful, an 'APPLICATION FOR RYEP' will be sent to the student – please assist your student and their families with this form as it is very comprehensive, it must be completed on the computer except for the signature sections.
3. The Club President, YEO and Secretary will need to sign Page 1 of the Guarantee Form, and witness the student and parent signatures on the Rules Section Page 2.
4. Your student will start to receive information packages from Terra Australis, our District RYEP Travel Agent, with details of Visa requirements and flights etc.
5. Your student and their parents are required to attend *COMPULSORY* information days that are set well in advance in the District RYEP Calendar www.rotaryyouthexchange.net.au/downloads .



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❖ Your Sponsor student returns home - *OUTBOUND*

1. Airport arrival
Receive your students at the airport! Handy to things to bring are water, flags and be ready to take photos. Ensure the student has all their baggage collected. If there are any issues with this, please assist and liaise with airport personnel.
2. Settling back in to Australia
Reverse culture shock and settling back into Australia can be extremely difficult for the student in terms of family and friend relationships. Empathy is key and encourage the student to be transparent with their friends and families. Please offer support if required.
3. Club Presentation
The student is required to present about their exchange year on their return. Students typically talk about the highlights, friends, host families, Rotary Club, schooling and extra curricular, holidays and trips, as well as how much they have learnt about themselves or gained throughout the year. In preparation for this presentation, encourage the student to also think about their future goals and what they hope to achieve in the future by utilising the skills and attributes they have gained from exchange.
4. Welcome Home Dinner
Each year the Rotary Club of Carlingford hosts the Welcome Home Dinner for returning exchange students, usually on the second Friday in February, and is compulsory for both inbound and outbound students to attend. Your club and the students will be sent the information in early January. The usual practice is for clubs to pay for their students to attend, and family and friends pay for themselves, with all payment and RSVPs directed through your club. It's a great night celebrating youth exchange in the district!!
5. Ongoing contact
All the time and effort has been well worth it, the students experience and the host families. Why let it all go into the ether now? These students and families are your future RYLA, Rotex, Rotaract and Rotarians!

Keep their contact details in your database for future events to invite the students and their parents to, especially membership drives.



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HOSTING AN INBOUND STUDENT

- ❖ Your Club, as HOST CLUB, receives information on your **INBOUND** student

(Your Club, as a Sponsor Club will be asked to host a reciprocal student as a HOST CLUB)

6. The District Committee receives Inbound RYEP applications and provides sponsor clubs with the opportunity to be a HOST Club to these students. The student Application Form will be provided so the Club can review the student considering gender, age and interests to match with their Club host family pool.
7. Your Club completes the following documents/information and returns by post to:

The Secretary
D9685 Rotary Youth Exchange
44/9 Bay Drive
Meadowbank NSW 2114

- (a) **ONE ORIGINAL** of Page 2 of the Guarantee Form - this includes your school selection and requires the school stamp and signature of the authorizing officer at the school.
- (b) **ONE ORIGINAL** Letter from the Host School – on school letterhead, stating that the school accepts the student from 1 August 20.. (or 1 February 20.. for January inbounds) for a period of 12 months.
- (c) **Full names, WWC numbers and birthdates** of the Club Counselor and their family and first Host Family – family includes all persons in the household over 18 years.

Note: The Guarantee Form should be completed as soon as possible as delays may affect the student visa process

8. Communicate with your inbound student; they will provide arrival date and flight information.
Club Youth Director/Counselor and first host family are required to attend the airport for the student arrival – many clubs have several club members attend the airport to welcome their student.



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❖ Your HOST student arrives in Australia - **INBOUND**

1. Most Club Counsellors have their inbound student stay with them for the first few days/week as several administration tasks are required, these include:
 - a. 2 x bank accounts – one for their \$500 Emergency Fund (Compulsory), this account can also be used for deposits for Safari payments. (two signatories, eg. the club Treasurer and the student). The second account is for general use and club stipend deposits of \$150 per month, students personal account; one signatory.
 - b. Uniforms – take student to school uniform shop to arrange fitting of school uniform or your club may already have uniform supplies.
 - c. School Travel – complete an Education Department school travel card request to enable an Opal card to be issued to your student. Link <https://apps.transport.nsw.gov.au/ssts/applyNow>
Note: Visa Type is Student Subclass 500.
 - d. Sim Card – your student will most likely require an Australian SIM card and mobile phone setup
 - e. School Administration – enrolment at the school, arrange with your school an appointment. They will require a copy of student visa and/or AASES form (the student should come with a copy of the AASES Form – if they don't, ask the District Secretary for a copy). **You must scan and email the AASES form completed by the school to the District Secretary within one week of enrolment.**
 - f. Club Youth Director or Counselor usually holds the student passport for safe keeping to be returned to the student on departure.
2. Your District Zone Coordinators will arrange an interview with the student to brief the student on District RYEP expectations and requirements of the student and provide the student with support guidelines.
3. Many clubs have a 'welcome day/night' to introduce their student to the club members.
4. Your club members and families looking after students must complete club certification training conducted by District – see dates on calendar www.rotaryyouthexchange.net.au/downloads
5. See our website for a good overview on 'culture shock' and what you can expect your student to experience during their exchange, it helps clubs to understand the emotions their student experiences www.rotaryyouthexchange.net.au/downloads



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❖ During Host Student the Exchange Year - **INBOUND**

1. Travel out of District – if your student intends travelling out of D9685 a Request to Leave District Form is required to be completed sent to your District Coordinator. It is a requirement of the student Visa that District is aware of the student’s location at all times. Form available on website www.rotaryyouthexchange.net.au/downloads ; a boundary map is also provided on the same document library page. District approval of travel is not automatic even if the club and host family have agreed.
2. Keeping track of compulsory events for your student by checking the District RYEP Calendar at www.rotaryyouthexchange.net.au/downloads
3. Your student is required to complete a monthly report – it can be done easily online at www.rotaryyouthexchange.net.au/report
4. Setup a club member roster to make contact with the student and the host family each week; arrange to take the student to dinner or an event in consultation with host family to provide a break for both parties – this is a duty of care function and is a proactive club initiative to keep all on track and nip any issues in the bud – small issues take far less time and energy to solve than big issues.
5. Changing families – it is expected that students will have 3-4 host families over the course of their exchange year. It is a good idea to introduce the student to their host families before they move into the house. Please encourage your student to use the First Night Questions available on the website at www.rotaryyouthexchange.net.au/downloads
6. School attendance – It is a condition of their visa that students attend school on a regular basis. There is no longer a specific threshold for “adequate attendance”; the school makes that decision. If students fail to attend school they will be sent home.
7. Safari – Students are required to go on the Safari Tour organized by Terra Australis. See the District Calendar at www.rotaryyouthexchange.net.au/downloads for the dates of Safari, which is in April-May each year.
8. Club Events – get your student to participate in club events, like BBQs, fundraisers, markets, etc etc etc. If there is a clash with a compulsory District event, please talk to your Coordinator as soon as possible!
9. Welcome Home Dinner for Rebound Students - Each year the Rotary Club of Carlingford hosts the Welcome Home Dinner for returning exchange students, usually on the second Friday in February, and is compulsory for both inbound and outbound students to attend. Your club and the students will be sent the information in early January. The usual practice is for clubs to pay for their students to attend, and family and friends pay for themselves, with all payment and RSVPs directed through your club. It’s a great night celebrating youth exchange in the district!!
10. District Conference – students must attend the annual District Conference. Please register your student along with your club members directly with the Conference Committee.



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❖ During Host Student the Exchange Year – *INBOUND* (continued)

11. Returning Home – **Your student must receive Club and District approval for their return home date prior to booking airline tickets.** Generally, the exchange year must be 50-52 weeks, and any earlier return will only be considered for education activities. Do not feel pressured by your student to approve an earlier return home for family holidays etc; seek support from your District Coordinator if needed.
12. Departure Flights – See your student off with style!



DISTRICT 9685 ROTARY YOUTH EXCHANGE PROGRAM

DISTRICT GUIDE TO ORDER OF PRIORITIES FOR RYEP STUDENTS

1. DISTRICT
2. CLUB
3. SCHOOL
4. HOST FAMILY

EXTRAS TO THINK ABOUT TO MAKE YOUR STUDENTS EXCHANGE GREAT!

Be proactive rather than reactive by keeping in contact with your student and their host families, many a problem is solved before it becomes a problem with open communication...

- Make up a roster of a club member each week to be responsible to support your student and host family by contacting them independently, taking the student to dinner or outing – always in consultation and agreement with the host family.
- Form a RYEP welfare committee to organise roster, schedule district compulsory events, organise and support host families, arrange a host family day where all the host families are introduced etc.
- Invite your student to participate in your BBQs and events