

# Rotary District 7210 YEX Inc.

## Club Certification

Under Rotary International and US Department of State Regulations for  
Qualified Youth Exchange Programs

*(Please print in ink or type)*

The Rotary Club of \_\_\_\_\_ (Club) in Rotary District 7210 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of the Club to ensure that all Rotarians, Rotarians' spouses, partners, and all other volunteers act at all times, to the best of their ability, to safeguard the welfare and to prevent the physical, sexual, or emotional abuse of young people with whom they come into contact.

**The Club certifies that it will host an Inbound student, adhering to the following procedures and practices:**

### **Pre-Arrival:**

- ❑ Assign a Youth Exchange Officer (YEO) and, if the YEO is a different gender than the student, a Rotarian Counselor of the same gender as the student, and ensure they are prepared to have regular contact with the student.
- ❑ Complete the Guarantee Forms, including all required signatures in blue ink, and return promptly to District 7210 Inbound Directors. (Your student cannot begin the visa application without these Guarantee Forms.)
- ❑ Recruit, visit and interview potential host families (HFs) -- preferably THREE, but a **COMPULSORY MINIMUM OF TWO** with at least one emergency placement also available. Process forms and verify references; send Parts I and III and Host Family Agreements to Inbound Director and Part II to the Youth Protection Officer.
- ❑ Ensure that YEO and Club Counselor submit volunteer applications and background forms, and pass the State Department test for working with youth.
- ❑ Ensure that all host families and relevant club YE committee members are prepared for the arrival of the student and plan to attend the District Orientation with the student on August 24.
- ❑ Ensure that contacts are made with the student and his or her natural family prior to the student's arrival in District 7210.

### **1<sup>st</sup> Week:**

- ❑ Ensure student is met at the airport and warmly welcomed upon arrival, by the YEO or HF.
- ❑ Orient student to the community, including location of school, library, bank, etc.
- ❑ Provide contact information to student, including:
  - Host club Youth Exchange Officer, President, and if applicable same-gender Club Counselor
  - 2 non-Rotarian resource persons, one male, one female (School Guidance Counselor and one other)
  - Local medical, dental, mental health professionals
  - Local law enforcement agencies and social service agencies for issues such as suicide prevention, rape counseling, etc.
  - Ensure student has ID Card with U.S. Department of State hotline and e-mail for inbound students (866.283.9090 [jvisas@state.gov](mailto:jvisas@state.gov)) provided by Inbound Director
- ❑ Retain copies of visa, passport, documents (e.g., DS-2019) and return flight e-ticket.
- ❑ Review insurance coverage and procedures with the student and families to be prepared in case of accidents or emergencies and ensure that student carries insurance card.
- ❑ Open bank accounts (Personal account for student access to allowance funds, generally via debit card, and separate \$500 emergency fund accessible by club, not student)
- ❑ Arrange for schooling and encourage extracurricular activities. Provide the school with the List of Youth Exchange Contacts. Arrange for duplicate mailings (e.g., report cards, communications) to the YEO. Note: Not all schools permit participation on intramural sports teams.

**Ongoing:**

- ❑ Promptly deliver the monthly allowance of \$100 to the student by the 5<sup>th</sup> of each month, commencing in September and ending in June (\$1000 total).
- ❑ Ensure that the Club YEO and/or Counselor maintains, at a minimum, a monthly schedule of personal contact with the student to address any issues promptly and appropriately. The first monthly contact must be in person; all other contacts may be in person, by phone or e-mail. All contacts must be documented and a monthly report filed with the District Inbound Director. Any student experiencing significant adjustment problems would warrant extra attention.
- ❑ Invite the student regularly to Rotary club meetings and club functions, at least once a month or as the student’s school schedule permits, including social events, fundraising activities and other club projects and activities in furtherance of the purpose of Rotary.
- ❑ Ensure that student attends mandatory District functions for exchange students, such as Orientation, YEX weekends and events, and the District Conference, and provide transportation for the student to and from all such events; arrange carpools with other clubs where feasible. *(No exceptions for attendance at mandatory events unless a waiver is granted by the Inbound Director, and then only with very good cause.)*
- ❑ Maintain regular contact with host families to identify and respond to issues and problems as rapidly as possible, remembering that Rotary International and the Department of State require monthly contact with the host family and personal visits at least once a semester, as part of due diligence to ensure a safe living environment.
- ❑ For each family, ensure that a representative, other than those who interviewed and selected them, personally visit them at home within the first two months of placement and submit a brief report.
- ❑ Ensure careful coordination for transitions between host families.
- ❑ Monitor school attendance, performance and involvement and provide counseling, if needed.
- ❑ Help enforce the Rules & Regulations signed by the student and natural family prior to arrival.

**Post Exchange:**

- ❑ Solicit input from each family following their hosting experience, and invite year-end comments and suggestions from your student. Share pertinent information and recommendations with the Inbound Director to improve the program going forward.

**Signatures**

We, the President and Youth Exchange Officer for the Rotary Club of \_\_\_\_\_, being the persons responsible for youth exchange activities in our club, certify our club’s compliance with the above procedures and practices for the exchange year beginning July 1, 2014 and thereafter.

We understand that preferences will be considered but cannot always be honored. If possible we’d prefer...

\_\_ Girl, \_\_ Boy, \_\_ Either... from \_\_ Europe, \_\_ Asia, \_\_ South America, \_\_ Anywhere in the Rotary World

**President, 20\_\_-20\_\_**

Print Name	Signature	Date
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**Youth Exchange Officer, 20\_\_-20\_\_**

Print Name	Signature	Date
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**Accepted for District 7210**

Print Name	Signature	Date
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The **Rotary Club of** \_\_\_\_\_ hereby affirms that:

- ❖ We will follow the policies and procedures set forth by the U.S. Department of State, Rotary International, RI District 7210 and the District 7210 Youth Exchange Committee when working with any Youth Exchange activity, event or program.
- ❖ This certification is a requirement for our participation in the Youth Exchange program operated by District 7210 and should this Rotary Club cease to be in compliance with said policies and procedures, then the permission of the District will be withdrawn for our club’s participation in these programs. Should this occur, notification will be sent to the YEO and Club President with an opportunity to address the deficiency. Failure to comply in a timely fashion will result in termination of the program for the club.
- ❖ Should permission be withdrawn because of non-compliance, any student being hosted by our Rotary Club will, at the District YEX Committee’s discretion, either be transferred to another club that is in compliance or be sent home with the appropriate notice and explanations to the sponsoring Rotary District. If there are costs involved with these events that are not normally associated with the exchange, these costs will be borne by the defaulting club.

This certification is signed at \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_ (month) in the year \_\_\_\_\_ and is effective from that date until it is revoked in writing by the District or the Club.

President or President-Elect (Print Name)	Signature	Date
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Secretary (Print Name)	Signature	Date
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**Accepted for District 7210**

(Print Name)	Signature	Date
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**Return to Inbound Director**

Nan Greenwood, 3248 Sharon Turnpike, Millbrook, NY 12545 ngreenwd@aol.com by mail or e-mail