

YEO/Youth Exchange Committee Calendar, July-June

July

- Welcome back returning Outbound student and schedule club presentation.
- Correspond with club's new Inbound student and family.
- Confirm paperwork has been completed for minimum of two, preferably three host families, and emergency family.

August - September

- Arrange Airport Pickup of Inbound student (Where feasible, student may stay with YEO for first week to establish rapport and attend to housekeeping items):
 - o Schedule meeting with Guidance Counselor to assess academic abilities, determine appropriate grade, schedule courses and arrange for duplicate mailing of school info and grades to YEO. Meet coaches re team sports. Arrange school bus.
 - o Arrange school/sports physical. Provide medical and immunization forms to school nurse.
 - o Open Bank Accounts
 - Checking for deposit of monthly allowance and transaction funds, with ATM card for access.
 - Savings for deposit of \$500 emergency funds, accessible by YEO, not student.
 - o Tour library and obtain library card.
- Take student on tour of local area and attend events; e.g., County Fair.
- Introduce student to Rotary Club.
- Transfer student to first host family prior to the beginning of school.
- Confirm attendance / transportation for Orientation for student, Host Families, YEO, Club Counselor.

September – December

- Follow-up report on visit to home within 60 days of student arrival by Rotarian who was not one of the host family interviewers.
- Monitor Inbound student's adjustment to family and school, language skills, etc.
- Be sure Inbound student joins Interact Club and gets involved with other activities to foster friendships.
- Generate interest among potential Outbound candidates, review short-form applications, arrange YE Committee interviews, and recommend approved candidates to club for sponsorship.
- Forward approved short-form Outbound application(s) to District YEX by November 1 for 7210 interviews.
- Schedule Inbound student's presentation.

December – January

- Outbound applicants notified of selection by District.
- Move Inbound student to second host family. Arrange visit/report within 60 days by Rotarian who was not an interviewer.
- Sign Club Contract to host an Inbound for the following year. Begin host family search.

January – February

- Outbound country assignments.
- Require Outbound students to submit a list of at least three families they feel would make good host families to give you some leads.
- Outbound Orientations I & II.

March – April

- Deadline for Outbound long form applications to Outbound Director.
- Move Inbound student to third host family. Arrange visit/report within 60 days by Rotarian who was not an interviewer.

April – June

- Upon receipt of package for next year's Inbound student, complete all forms and guarantees, including club and school signatures, and return promptly to District YEX. Finalize all host families and emergency family. Correspondence to welcome new student.
- Final Outbound "Boot Camp", preparations for departure; Inbound & Outbound students attend District Conference.

June

- Optional club farewell party for Inbound and Outbounds (recently returned and about to go). District Outbound Going Away Party.
- Confirm Inbound end-of-year travel (Optional bus tour drop-off/pick-up if applicable, and flight home).

All year

- Arrange transportation for Inbound YEX Orientation and Weekends.
- Encourage club member availability for local transportation needs (Students miss access to public transportation!).
- Monitor student-family-school relationships.
- Encourage club member activities with student (Recommendation: Every member invites student somewhere).
- Submit monthly Contact Reports to Inbound Director. (Important!)
- Contact District YEX with questions, concerns, problems.
- Know that your efforts to support your students and the YEX program are invaluable, and deeply appreciated!