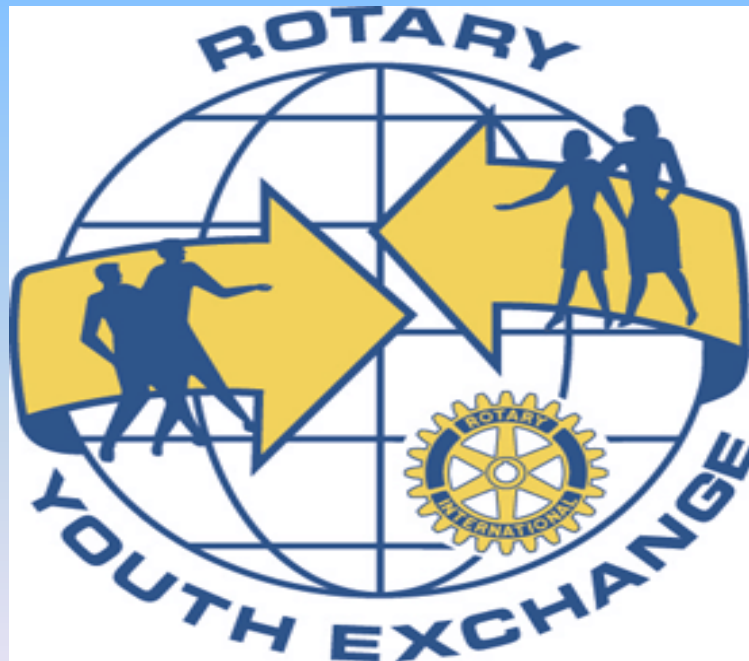


HOST FAMILY AND COUNSELOR ORIENTATION



INTRODUCTIONS

- Youth Exchange Committee
- COUNSELORS
- HOST FAMILIES (who you're hosting, and mention if first time host or not)
- **ALL attendees please sign in**

AGENDA

- ORGANIZATION OVERVIEW / TERMINOLOGY
- PURPOSE OF RYE PROGRAM – WHY HOST?
- PREPARING TO HOST
- MEETING YOUR STUDENT – CHECK LIST
- HOST FAMILY RESPONSIBILITIES
- ADAPTATION
- ROTARY COUNSELOR
- FINANCES
- ROTARY OBLIGATIONS
- CHANGING FAMILIES
- YOUTH EXCHANGE ACTIVITIES
- YOUTH PROTECTION

WHAT IS ROTARY YES/SCANEX?

- Organization of 9 Rotary Districts in So. Cal, AZ, Nevada, Hawaii & Utah that pool their resources to provide effective & efficient services.
- **Rotary YES has the COMBINED advantage of years of YE experience together with Rotarians in local Districts.**



BACKGROUND OF RYE

- RYE Program has existed since WWI
- Students will see another part of the world from the inside out through RYE
- Rotary Volunteers keeps cost more reasonable than comparable programs
- This year over 8,000 students from 80 countries will enrich their lives thru RYE

PURPOSE OF THIS ORIENTATION

- **EXPECTATIONS** – So you'll know what is expected of you and what is expected of the student
– Result is stronger RYE Program
- **PREPARATION** – Prepare you for this exciting and rewarding adventure
- **AVOID PROBLEMS** – Better to avoid misunderstandings and identify potential problems early on
- **SUCCESS** – We want you, your family & student to have best exchange experience possible

HOST FAMILY & COUNSELOR HANDBOOK

- Check List
- First Night Questions
- Insurance Info (also sent to student)
- Student's Obligations & Guidelines
- Tips for Successful Exch. & Exch. Student's Agreement
- Primer for Host Families
- Counselor Job Description & Interview Forms
- Schedule of Activities
- Contact Info for Host Families & Inbounds
- District Youth Protection Policy & Contact Info

TERMINOLOGY

OUTBOUND – Student Going Abroad from our District

INBOUND – Student Placed in our District from Abroad

REBOUND/ROTEX – Former Exchange Student

HOST FAMILY INFORMATION

WHY HOST A STUDENT?

- TO PROMOTE WORLD UNDERSTANDING
- STUDENTS BECOME BETTER WORLD CITIZENS
- DEVELOP LIFELONG FRIENDSHIPS
- EXPERIENCE OF A LIFETIME
- LEARN ABOUT YOUR STUDENT'S CULTURE
- **YOUR LIVES WILL FOREVER BE TIED TO THESE "KIDS"**

EXPECTATIONS OF HOST FAMILIES

- Provide room and board
- Treat student like your own child
- Help with challenges
 - Language
 - School
 - Culture shock
 - Homesickness
- Provide an ear to listen, a shoulder to cry on, a hand to depend on
- Students may look like adults but emotionally they're still teenagers

BEING 1st HOST FAMILY

- **First Host Family**
 - Excitement – everything is new
 - Culture shock – major adaptations
 - Language struggles
 - School arrangements
 - Often the closest bonds

BEING 2nd/LAST HOST FAMILY

- **Second Host Family (possibly Last)**
 - Transition issues
 - New rules and family practices
 - Language and culture begin to “click”
- **Last Host Family (if applicable)**
 - Transition easier
 - Comfortable with language and culture
 - Big events: prom, graduation, departure
 - Preparing for separation
 - Tearful goodbyes

HOME INTERVIEW & VISIT

- Each Host Family must **fill out HF App** in the YEAH database AND submit the Background Check Form BEFORE student moves in with them <http://yehub.net/SNX-hfapp> (see handbook)
- This is required by Rotary International and is what we expect of the Clubs hosting our students
- **Initial visit** by Rotary Counselor or Club YEO BEFORE STUDENT ARRIVES
- Visit required to verify student has own bed. If sharing room, must be with child of same gender. Student should have privacy & place to study.
- Follow up visit will be made within the first 60 days to make sure all is “ok”

CHECK LIST (pg. 3 of Handbook)

- **Prior to the student's arrival**
- Send emails to the YE to familiarize them with your home and your community, so that they and their family have an idea of where they will be (e.g. website links to school, city)
- **Make sure you have student's full Flight Itinerary and know who is picking student up from airport**
- Student should purchase insurance ON-LINE prior to departure – this option NOT available after arrival
- Review the First Night Questions (p. 4 of Handbook) so that you “have the answers”

MEETING YOUR STUDENT

- Welcome Delegation at Airport – Counselor &/or Host Families (2nd & 3rd can take part too!)
- **Student should be wearing Rotary Blazer** to help you recognize him or her
- Welcome sign or flowers, balloons, etc.
- Exchange cell phone numbers
- Host welcome party to introduce family, friends, Rotarians – **invite Interactors and other peers**
- Bring to Rotary meeting to introduce as soon as possible

CHECK LIST (Pg. 3)

- **Upon student's arrival**
- Host Family: Go over First Night Questions (“FNQs”) ASAP (pg. 4 of Handbook)
- Verify Student obtained correct **Insurance**
- Pick-up school enrollment packet in advance, make appointment w/school Counselor
- Enroll in school – **Take Immunization Card & Translated Transcripts with you**
- Attend school orientation if offered
- **Must have Tdap BOOSTER Immunization For Pertussis** (Whooping Cough)
- Yearbook photo – check on required timing

INSURANCE (pg 5)

- Agent Ted handles exclusively Rotary policies. His Contact info page 5 in handbook.
- Student is responsible for this cost. **Plan B** from CISI-Bolduc. Student should always carry INSURANCE CARD.
- This Insurance Policy meets or exceeds the minimum coverage per Rotary requirements
- Covers Accident, Illness, Injury, Liability, parent visit for critical health issue
- Does not cover sports physicals or most dental work
- Insurance has \$500 deductible, use emergency fund for this expense.

FIRST NIGHT QUESTIONS (pg 4)

- **FNQ's** help 'break the ice' & establish household rules and expectations
- Go over highest priority Q's first
- Mention 'pet peeves'
- Curfews during week & weekends
- Chores, meal times, house keys
- Religious Practices – should be voluntary
- Laundry – how to use washer and dryer
- Sleep-Overs – depends on situation
- TRANSLATE FNQ'S – website in packet

http://yeoresources.org/First_Night_Questions.htm

PARENTAL SUPERVISION

- **4 D'S: No Drinking, Driving, Dating, Drugs**
- **2 ADD'L D'S: No Downloading inappropriate material** (includes copyrighted movies, songs, etc.), **No body Decoration** (extra piercings, tattoos)
- **No Independent Travel** – Only with Hosts, Rotarian, responsible adult or YE's Parents if they visit. No teen road trips!
- **YE's Friends/Siblings from overseas may NOT visit** – Parents can visit in Spring if arranged with hosts
- **Let YEO know if student will travel outside District overnight**
 - **Travel requires completion of Travel Authorization Documents (see Handbook)**
- Use same judgment you'd apply to your own child

SCHOOL

- Must attend school and **make an honest effort** and do homework & assignments
- **Counselor & Hosts Monitor School Performance**
- If YE is not fluent in English, avoid History or other classes with a lot of reading
- Take some easy classes – **leave time for fun**
- Student may have a list of classes they're required to take; they may or may not receive credit back home
- Be sure student knows how to get to/from school & how to get/prepare lunch
- We never promise that student will receive diploma

ADAPTATION

- **Definition: the act or process of changing to better suit a situation**
- Every Inbound is bound to experience different forms of adjustment/adaptation after they arrive.

ADAPTATION *con't*

- Adapting student will begin dreaming in English usually within 3 months
- More often student contacts home, **the slower the cultural & language adaptation** and the longer it takes to make friends
- **Culture Shock** – Lasts 1-3 months – Reactions to Cultural Changes normal – Intense Learning Process with lifelong benefits.

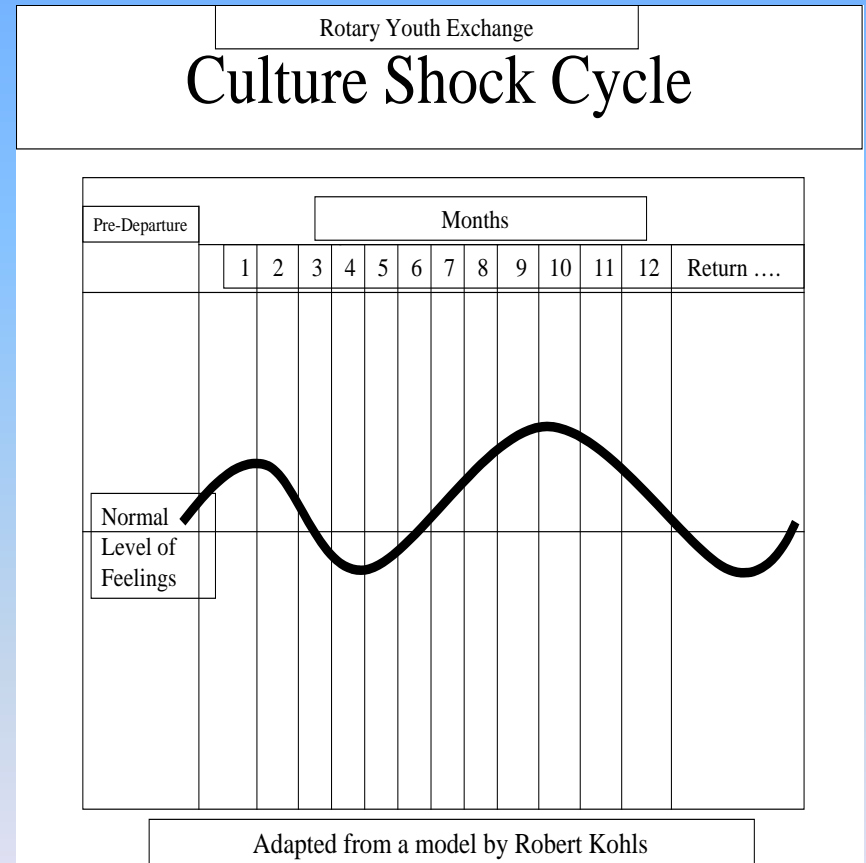
HOMESICKNESS

- Sets in after novelty wears off
- Specific stages of homesickness
- **YE Should Avoid calling home more than once or twice per month**
- **Keep student active** – less homesick, less weight gain, less stress
- Encourage YE to make **variety of friends**
- Join Interact, sports team & other school clubs
- Homesickness inevitable – be patient, it will pass. Don't take it personally. May be worse during holidays.



CULTURAL ADJUSTMENT STEPS

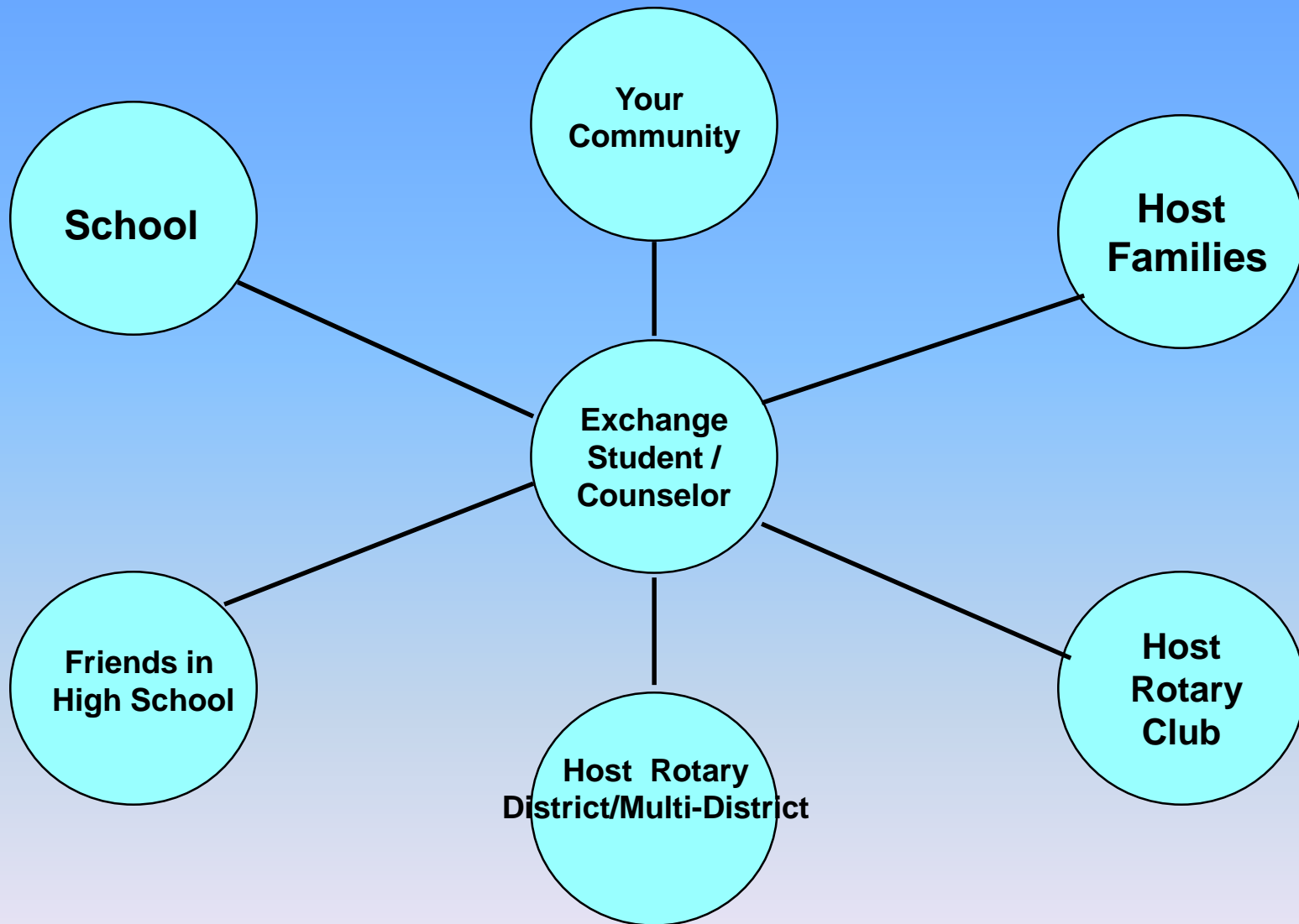
- Initial Anxiety
- Honeymoon
- Culture Shock
- Initial Acceptance
- Mental Isolation
- Acceptance
- Reentry Shock



PATIENCE, PATIENCE

- Students make many cultural faux pas in beginning
- Behavior is rarely intentionally insulting – Cultural differences – Household rules are understood by host family, **student has to LEARN your rules**
- Student may retreat when feeling over-whelmed. Not rejection. Sometimes, need alone time
- Whole family may experience cultural growing pains
- Encourage student to discuss feelings
- Keep student busy, less homesickness

CHALLENGES FOR THE EXCHANGE STUDENT



AWARENESS AND PREVENTION RECOGNIZING PROBLEMS

Usually Youth Exchange is a rewarding experience for all participants. On the rare occasions when problems occur, Host Families, Counselors and YEOs need to be able to recognize signs of difficulty.

What challenges might the students experience in adjusting to their new environments?

POTENTIAL CHALLENGES

- Homesickness
- Language difficulty
- Difficulty making friends
- Host family conflicts
- Discipline or attitude problems
- Other emotional difficulties
- Schoolwork too difficult

HOW WILL YOU KNOW IF STUDENT IS FACING THESE CHALLENGES?

- **Student may**

- Talks to Counselor about problems
- Asks to move to a new host family
- Doesn't make progress with Language
- Calls/Skypes home too frequently
- Become anxious, irritable, depressed
- Sudden change in attitude or behavior

The School or Host Parents may

- Complains of attitude problems or poor academic performance

SIGNS:IF YOU RECOGNIZE THESE

- Ask open-ended questions to get the student talking
- Help student find activities to be involved in
- Counselor can act as mediator between student and host family
- Offer or help arrange language tutoring
- Seek support services such as medical assistance, counseling, support hotlines
- Notify Counselor (followed by Inbound Coordinators) if these actions don't resolve low-level challenges or if a serious problem occurs
- Easier to solve problems if identified early on

CULTURAL SENSITIVITY

Being aware that cultural differences and similarities between people exist without assigning them a value – positive or negative, better or worse, right or wrong

Ways Cultural Differences Initially Become Apparent

Language

Food

Clothing

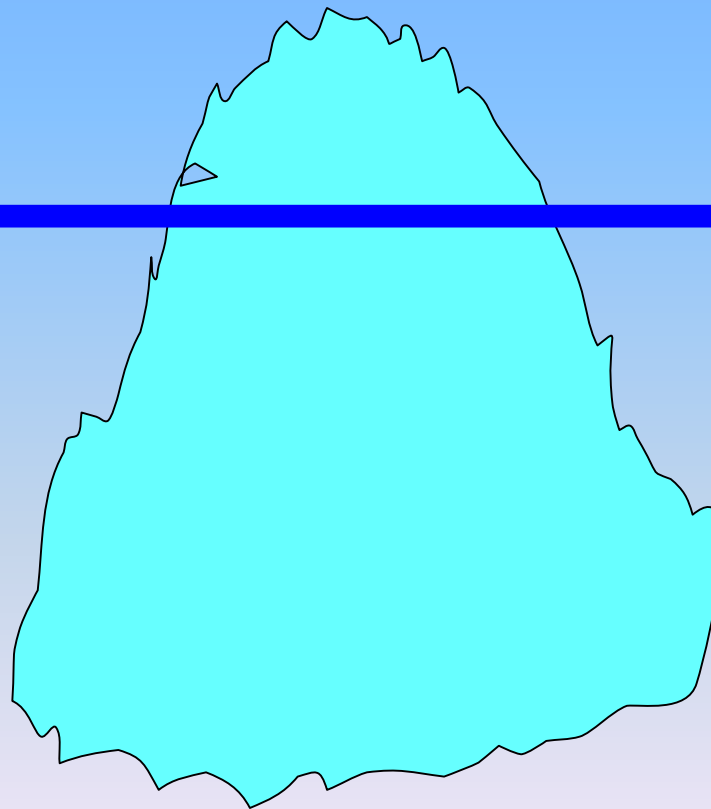
The Cultural Iceberg

**Conscious
behaviors**

**1/8th above
the surface**

**Unconscious
beliefs and
values**

**7/8ths below
the surface**



More easily perceived differences, in language, food, dress, etc., may obscure deeper, more subtle differences in values and in the way people think.

Familiarize Yourself with YE's Culture:

- Is Punctuality Important in his or her culture?
- Is his/her culture more or less formal than ours?
- Is our culture more or less individualistic than theirs?
- What is the status of women in Inbound's culture?
- Celebrate the difference between your cultures.
- Be open & discuss misconceptions about cultures
- Share your day-to-day Culture.
- Encourage Student to ask Questions
- Cultures are not 'better or worse', just different.

RYE ACTIVITIES

Mandatory vs. Optional

- All host families and Inbounds must be aware of certain mandatory activities.
- No exceptions will be made – so please plan your family outings with these activities in mind.
- The activities are listed below – final dates for all activities will be provided as soon as they are confirmed.

RYE ACTIVITIES – (pg. 20 of Handbook)

- **August 18-20, 2017: –. Inbound Youth Exchange Orientation** starts at 4pm Friday until 11am Sunday. YEO's & Committee conduct an Orientation for the newly arrived students. Activities include BBQ, Games, Hiking, Swimming, campfire, etc. **MANDATORY**– YEO's will help arrange transportation.
- **September 20-23, 2018 – RYLA (Rotary Youth Leadership Awards) Weekend** in the hills of Heber City. More information to come- **MANDATORY**
- **December 2017: Christmas Party:** Hosted by the Salt Lake Rotary Club, Host Families Welcome **MANDATORY**
- **December 2017: – Park City Sunrise Rotary Latino Christmas Party.** Optional for Inbounds – but lots of fun!

RYE ACTIVITIES *Con't*

- **February 2018:** Park City ski/snowboard, tubing weekend hosted by Park City Rotary Club **MANDATORY**
- **Spring 2018:** Trip to Moab hosted by the Moab Rotary Club **MANDATORY** [note – it is possible that this may take place in the fall of 2017 rather than spring 2018]
- **Spring 2018:** Rotary District Conference **MANDATORY**
- **June 2018:** Yearend trip, weekend at Lake Powell **MANDATORY**
- **Mid-June to Mid-July 2018:** There are may year end tours sponsored by rotary. If you student is interested have them look at the following website; <http://www.ryetours.org/>

RYE ACTIVITIES – Suggested



Mid June to Mid July – 30+ Days around U.S. 40+ Students & Chaperones. Help YE raise \$ if necessary – Highlight of the year. Approx. cost \$3,150 + \$500 spending money. \$500 Deposit due end of NOVEMBER. Registration Form end of November. Can NOT Register early.

RYLA

- Rotary Youth Leadership Awards (**RYLA**) is a leadership program coordinated by Rotary Clubs around the globe.
- It is a training program that brings together youth and young adults, ages 14-30, to further develop character and leadership skills and learn about Rotary.

ENROLL YE FOR RYLA

- Host Clubs need to fill out the RYLA forms and **register their own student and arrange transportation**
- RYLA website www.ryla5420.org
- Sept 20-23, 2017
(Wednesday afternoon to Sunday)



YOUTH PROTECTION POLICY

OUR MISSION

- **Rotary YES/SCANEX** and its member districts are committed to creating and maintaining the safest possible environment for all our Youth Exchange Students, both inbound and outbound.



OUR MISSION

- Recognizing that all young people have the right to freedom from harassment & abuse.
- Ensuring that all our staff and volunteers are carefully selected, trained and accept responsibility for helping to prevent the abuse of children
- 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 concern they may have.

OUR MISSION

- Appointing a Student Protection Officer to act as the main contact for parents, children, host families and outside agencies.
- For District 5420, the officer is Paul Halliday (801) 355-2886; email: Pauljr@Halliday-Watkins.com
- Ensuring that access to confidential information is restricted

COUNSELOR INFORMATION

Club YEO/Counselor Functions

- Club Youth Exchange Officer is responsible for overseeing YE Program in their club; knowing and understanding YE policies and procedures
- Responsible to keep club officers and Board of Directors informed of all program and student activities
- Assure that all persons involved with the program including but not limited to YE committee, spouses, host families, counselors and others with unsupervised access to students complete affidavit and agree to undergo background checks.

Club YEO/Counselor Functions

con't

- Complete Guarantee Form & monthly report in timely manner
- Maintain monthly contact with Student, Host Family & School
- If/when notified of abuse allegation, follow procedures

Volunteer Code of Ethics

- Treat YE's with respect - be aware of your tone of voice & manner and their reactions
- Be aware of who they “hang around” with
- If there are any allegations or suspicions or if you have questions communicate first with Inbound Coordinators who will take responsibility for further action and/or investigation.
- Be aware of how your interactions may be perceived (or possibly misunderstood) by the YE.

A GOOD ROTARY COUNSELOR...

- **IS THE KEY TO SUCCESSFUL EXCHANGE**
- **Is available to student for the whole year**
- Each month, meets student away from Rotary Mtg & host family
- Provides Mentoring and Support **whether the student seems to be having problems or not.**
- **Develops a rapport – YE is less likely to make bad choices if they have a strong support system from host Club, District, Counselor**
- Watches out for any signs of abuse – Report to Inbound Coordinators immediately if you suspect abuse
- May have student stay w/ your family for a few days after arrival to get acquainted.

FINANCES

- Student is supposed to have \$500 emergency fund – bio parents must replenish as used
- Set-up two accts. One for day-to-day expenses with ATM card. Second is \$500 emergency fund that requires second signature. If student is under 18, may have to co-sign checks.
- Student should be receiving some funds from home – regular allowance or \$\$ for major purchases, clothes, trips
- Students not allowed to get a ‘payroll’ job. Some babysitting, odd jobs o.k. if doesn’t interfere with other responsibilities.

STIPEND

- Student receives a monthly stipend from host Rotary Club, usually at least \$100 per month
- Counselor should work with Club Treasurer to make sure student gets check each month (or \$200 bi-monthly)
- Stipend is intended for personal expenses, cell phone expenses, entertainment, gifts, etc.
- Host family pays for food – provide school lunch or \$ for lunch. Some schools provide free lunch

YE ROTARY OBLIGATIONS

- Rotary obligations take precedence over extra-curricular activities INCLUDING participation in school teams/sports/music
- **Inbound is Ambassador for RYE, Home Country, Home District, Host Club, Host District**, may miss some school
- Student should accept Invitations to speak at other Rotary Clubs whenever possible
- Student must attend Inbound Orientation, District Conference, RYLA
- Should attend additional YE Activities unless important prior commitment – prioritize
- Youth Exchange is not a year-long vacation – student has an important role to play.

CHANGING FAMILIES

- Introduce YE to new family prior to change, First change is the hardest
- New Host Family must be FULLY vetted BEFORE move – Host App submitted & processed, Home Visit, References
- Annual Background Check required for each adult member of all host families
- Former hosts should stay in touch with student

STUDENT CONTACT INFO

- Continuously Update Host Family Contact Sheet & E-mail addresses
- E-mail YEO additions/changes – Students often change e-mail address
- **Notify Inbound Coordinators *immediately* when YE changes Host Family – verify move date and contact info for new family**

STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their partners and any volunteers to safeguard the welfare of & to prevent the physical, sexual, or emotional abuse of children & young people with whom they come into contact through Rotary.

SUMMARY

- Help student feel at home and develop circle of suitable friends
- **Provide Safe, Respectful Environment**
- **Involve Student in day-to-day Chores, Rotary & Community Activities, Volunteer Work**
- **Monitor School Performance**
- **Help Student Master Language**
- **Encourage student to meet variety of people**
- **Be Tolerant of Differences**
- **Allow YE time to Accept Rotary Obligations**
- **Watch out for signs of Abuse or Harassment**
- **Fully vet Host Fam's BEFORE student moves**
- **Notify Inbound Coordinators BEFORE student changes family**

- ❖ Always remember - we are legally and morally responsible for the well being of other parents' children – ***we are responsible from the time they leave their mother's arms until they safely return.***
- ❖ With all of us working together we can keep our exchange students safe and make this a meaningful and happy exchange experience for all of us