

Rotary International  
**YOUTH EXCHANGE**  
**District 7170**



**INBOUND PROGRAM**  
Information Booklet  
For Exchange  
Students

[www.rotary-youth-exchange.com](http://www.rotary-youth-exchange.com)

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# GUIDELINES AND INFORMATION FOR THE INBOUND EXCHANGE STUDENT

## WHAT TO KNOW

### WHAT IS ROTARY AND DISTRICT 7170?

Rotary International is a world-wide service organization of 1.2 million Rotarians from 168 different countries. Each Rotarian is a member of a specific Rotary Club. All local Rotary Clubs are part of a regional or geographic District, offering District leadership and support. Each District elects a District Governor and other officers, and organizes District Committees, including a Youth Exchange Committee. We are part of District 7170, representing 45 Rotary Clubs in Central New York State.

(Refer to ***What is Rotary?*** Or visit [www.rotary.org](http://www.rotary.org) and [www.rotarydistrict7170.org](http://www.rotarydistrict7170.org)

Rotary Youth Exchange is a *District* Program, under the responsibility of the District Governor, who selects a District Youth Exchange Chairperson. The Committee consists of a Chairperson and several committee members, who also serve as Country Contacts. Their job is to facilitate the exchange between your *Sponsoring District* and our District 7170 as *Hosting District*.

Inbound Exchange Students agree to abide by the rules established by the *Hosting District*. The *Hosting District* is responsible for the orientation and care of the Inbound Exchange Student, and may terminate the exchange, and send the student home for failure to comply with the District's rules. See **Program Rules & Conditions of Exchange**

Local Rotary Clubs host District 7170's Inbound Exchange Students and arrange for host families for the students. Each club appoints a *Club Counselor* to assist the Inbound Exchange Student with day-to-day matters. The Club also provides a spending allowance, and invites you to participate in Rotary Club meetings and activities.

### ROTARY COUNSELORS

District 7170 Inbound Youth Exchange Students are assigned at least two counselors – A club counselor and a Country Contact.

**The Club Counselor** is a member of your Host Rotary Club and lives and/or works in the community where you are living. He/she will meet with you regularly, at least twice per month, and will be your *Advocate* –someone you can look to for support and friendship, as well as helping you solve problems.

Your club counselor will help you with school registration, and will advise you if you have problems with school, family, finances or other matters. He/she will hold your emergency fund (\$300) and will return the balance to you at the conclusion of your exchange year. He/she will also provide a safe place for your passport and return tickets.

You **MUST** inform your club counselor of any plans to travel. (See – **Travel Policy for District 7170 Inbound Exchange Students**)

**Your District Counselor** is the Rotarian on the District Youth Exchange Committee who corresponded with you before your arrival here (The “Country Contact.”) Although he/she may not live in your community, he/she is **always** available to you, your Host Family and your Club Counselor to help solve problems. Your Country Contact wants to hear from you on a regular basis to know how you are doing, but especially when you have a problem that you cannot resolve with your Club Counselor or Host Family.

You **MUST** inform your Country Contact when you:

1. Change host families (although we ask your Rotary Club to provide this information, this is a good time to call your Country Contact)
2. Two weeks before you intend to travel outside of District 7170.
3. Any time you will be away from your Host Family’s home for more than 24 hours.
4. In advance of plans for any visits from family.
5. Your departure plans at the conclusion of your exchange year.

Your Country Contact will consider your side of any issue or problem that could affect your exchange, and will recommend action to the Youth Exchange Committee based on the Rotary 4-Way Test:

- *Is it the Truth?*
- *Is it fair to all concerned?*
- *Will it build goodwill and better friendships?*
- *Will it be beneficial to all concerned?*

## **DISTRICT CONFERENCE**

A yearly weekend-long meeting of Rotarians and guests from all 45 clubs to discuss and learn about Rotary and share in fellowship and fun. Inbound Youth Exchange Students participate in this Rotary event and **MUST** attend.

## **TOUR OF USA**

A four-week bus tour is made available to Rotary Exchange Students, including those hosted by District 7170, beginning in late June (after school ends) and returning in late July. The trip takes you to interesting places all across the United States from Niagara Falls to Los Angeles, and is a great opportunity to see distant parts of this country, along with other youth exchange students. It costs approximately \$2400-\$2700, including transportation, food and lodging. For information, check [www.DiscoverAmericaBusTrip.com](http://www.DiscoverAmericaBusTrip.com)

## **DEPARTURE FOR HOME**

If you are not going on the USA Tour, all August arrivals must depart for home before July 15, and January arrivals before January 15. If you are going on the Tour, return reservations for August arrivals should be scheduled between Aug 1 and Aug 10. Departure must occur prior to the expiration of your US visa.

## **TRAVEL – A PRIVILEGE NOT A RIGHT**

You are in the USA with a **Student Visa**, not a **Tourist Visa**. While you may have opportunities to travel and see much of the United States, the rules and conditions you agreed upon say that all travel must be acceptable to the District Youth Exchange Committee, your Host Rotary Club and your Host Parents.

Travel of any type, distance and duration **MUST** be approved by Host Parents in advance. Do not **tell** them what you are doing, **ask** them if your plans are acceptable.

Any trip or visit over 24 hours and any trip or visit outside of District 7170 **MUST** be approved by your Country Contact, Host Rotary Club Chairman and Host Parents in writing. You **MUST** ask permission at least 2 weeks in advance of the trip.

Access to public transportation may be more limited (and expensive) than what you are accustomed to; do not make your transportation desires a burden to your Host Parents.

Make certain that you understand and comply with **Travel Policy for District 7170 Inbound Students**,

## **THE “4-D’S**

### **DRINKING**

Underage drinking is a significant problem in our society, and we are not so naïve to think you will not be exposed to situations where alcohol is present. But remember – you have a lot more at risk than your US friends if the police appear.

The laws of New York State prohibit **possession or consumption** of alcoholic beverages by anyone under the age of 21. Your signature on page 12 of the Rotary Youth Exchange Application states your agreement with all conditions of the exchange. Failure to comply **will** result in termination of the exchange.

New York State law prohibits the **servng** of alcoholic beverages to minors by restaurants or other licensed establishments, even when ordered/paid for by someone over age 21; the establishment, person ordering the drink, and person consuming the drink are all breaking the law. Do not put someone in this situation by asking for, or accepting, an alcoholic beverage.

### **DRUGS**

Possession or consumption of drugs or any illegal substance is expressly prohibited. Any Exchange Student found in violation of this rule will be immediately returned home (contingent upon release by legal authorities)—**NO SECOND CHANCES**. Rotary will not provide legal representation to defend an Exchange Student charged with a violation of New York State or Federal drug laws – defense attorneys are expensive

### **DRIVING**

Exchange students are **NOT** permitted to drive any type of motorized vehicle. This is a Rotary International rule and a condition of the Medical/Accidental Injury Medical Policy for coverage of medical costs. Exchange students are **NOT** permitted to take Driver Education in school.

## **DEVOTION**

Spending most of your time with any one person or activity is not good for you as an exchange student. Staying in your room or spending all your free time on the host family's computer means that you will never become a part of the host family. Always being with the same friend means you won't make a lot of friends and will never learn about the life and culture in your host community.

Make many friends – both boys and girls, not just a boyfriend or girlfriend. Our attitudes (host family and community) about sex and intimacy may be very different from yours, and from what is portrayed on TV and movies – Follow ours during your year with us.

Avoid the possible consequences of pregnancy and sexually transmitted diseases. Remember that broken hearts at the end of the exchange year will make your leaving even more difficult.

## **SMOKING**

As of January 1, 2006, District 7170 no longer accepts Youth Exchange applicants who smoke. Students who smoke are subject to being returned home.

## **MEDICAL/ACCIDENT INSURANCE**

**This information applies only to the insurance policy offered through District 7170 Youth Exchange.**

This insurance provides payment or reimbursement for emergency and urgent medical treatment due to illness or injury, and will cover most of the medical cost after meeting the deductible charges. Ask your host club counselor to explain this to you.

The Exchange Student and his/her parents – not the host parents or the host Rotary club – are responsible for all medical expenses – whether or not covered by the insurance.

See ***How to File an Insurance Claim***

## **THE “DOCTOR’S ADVICE” ABOUT HEALTH PROBLEMS**

**Physical illness often accompanies the emotional ups-and-downs Exchange Students experience. Knowing where to turn when away from home and feeling ill can make things a lot easier to deal with.**

If you become ill, talk to your host parents or your club counselor. Your country contact can often help, as well. Most high schools have nurses and other medical personnel on staff who understand medical problems faced by young people. In addition, your host Rotary club may have medical professionals as members.

Doctors cannot help you with medical problems unless you provide all relevant information to them. Your confidence will be protected.

## **REPORTS TO YOUR COUNTRY CONTACT**

**You are required to provide four “quarterly reports” to your Country Contact during your year here.**

Be “up front” with us – tell it like it really is – we may be able to help with your problems. If you are having difficulty with your host family, club counselor, or others, we will attempt to resolve the problem without violating your confidence. If a problem is serious, don't wait until “report time” to alert your country contact – pick up the phone and call him/her.

We can't help if we don't know that you are experiencing a problem.

# LIFE IN DISTRICT 7170

## AMERICAN CULTURE

The “America” you may have seen portrayed in movies and TV shows may not be like the culture you will experience in the community hosting you. You will likely find that the clothes people wear, the words they use, and the family values they live by are different than the “Hollywood World” you’ve seen. There are even major differences in what is “acceptable” and “not acceptable” in small village communities compared to larger cities and suburbs within our District. Observe and selectively adopt the behavior of those around you in specific circumstances – language and mannerisms acceptable to school friends may not be acceptable in your Host home. Respect and “polite manners” are always appropriate and acceptable in the presence of adults. Recognize that there are cultural differences between the US and your home; there are not “better” or “worse” customs, only “different.”

Share with your friends and family parts of your cultural background; explain to them what you do differently, and why. Ask your friends and family about the cultural differences you observe, but do it in a positive way.

Read the article [\*\*\*How to Cope with Culture Shock.\*\*\*](#)

## HOST FAMILIES

Your Host Families (perhaps three different families during your exchange year) have agreed to make you a part of their family during your stay. Host Parents are responsible for you as delegated by the District Youth Exchange Committee through your Host Rotary Club. Host Parents are Surrogate Parents and have the power to say “no”; you must earn their confidence before expecting flexibility or “freedom” to do things without express approval. Your host family will teach you about our culture and our values; you can teach them about you, your family and your community. Your behavior and actions could give them wrong impressions about your country.

You must adapt your habits and behavior to fit with your host family. Be honest and open with them; if something is bothering you, discuss it with them. Be a ***part of the family.*** Participate in family activities, even if they do not interest you. Be willing to try new foods and new activities. Take an active part in household tasks, and **ask** what you can do to help.

Recognize and respect the fact that your host parents may have a different financial condition than your own family. Understand, also, that parental roles (Mother/Father) may be less distinct than in your home country.

Recognize that host brothers or sisters may be jealous of the attention they must share with you; find common interests with host siblings, regardless of their age, and find reasons for them to be your friend.

Respect the property and privacy of all family members; avoid getting involved in “family matters.” Treat all “family matters” as confidential; do not discuss them outside the family.



## **QUESTIONS FOR THE “FIRST NIGHT”**

***First Night Questions*** lists a number of common concerns that host families and exchange students often have about living with each other. We provide this list to both you and host parents to help clarify everyone’s expectations and avoid misunderstandings.

The answer to each question may be different in your next host family, so these discussions should take place soon after you move on to each new family. And by the time you return to your “real” home, you may be so much different than the person who left there, you should go over these questions with your own parents.

## **FINANCIAL MATTERS**

In the same way that host families may have a financial condition different from your parents, exchange students may have varying financial resources and abilities to manage those resources.

You are expected to have sufficient funds, including the spending allowance provided by your host Rotary club to pay for your personal expenses. You must “budget” your expenditures (clothing, entertainment, travel, etc.) to meet the capabilities of your own resources. Avoid “extravagant” spending habits compared to your friends and classmates, even when you can “afford” the expenditures.

Your host parents are asked to provide you with shelter and nourishment and include you in family travel and entertainment as they would for any of their children. You are expected to “pay your own way” for meals and entertainment when with friends or classmates.

Discuss finances, money “value,” and costs with your host parents; they should know how much money you have available for spending and how you have access to it (banking, ATM card, etc). Be responsible for expenditures made on your behalf by your host parents (postage, telephone bills, purchases made by them at your request, etc.) and pay your debts quickly. Avoid borrowing money from others; likewise, avoid lending money unless you are willing to make it a gift.

The \$300 “Emergency Fund” that you are required to give to your host Rotary club upon your arrival is not intended to cover non-essential personal spending – we expect to send you home at the end of your exchange year with that \$300 unspent and in your pocket. However, if this fund or part of it is used for an emergency, it must be replenished immediately.

If you do not receive your monthly spending allowance from your host Rotary club on a regular, timely basis, speak with your club counselor.

## **TELEPHONE AND INTERNET USE**

Long distance phone calls and Internet access time can be expensive, even when you can afford the phone costs or the family has “unlimited access.” Extensive use by you prevents use by others in the family. Keep in mind that a short distance from your host home can become “long distance” for the phone company. Even within our district, calls to other student’s homes will be toll calls.

Understand in advance what restrictions and freedoms you have for using the family telephone for incoming and outgoing calls, local or long-distance, and charged or collect. Know what times of the day incoming calls are not acceptable (i.e, during dinner, after 10PM,

etc.), and inform your family and friends of those time restrictions. If your host family allows your calls to be billed to their phone account, be ready to pay the costs once known. Be sure to pay for all calls that are your responsibility, especially those within this area.

Use the internet time sparingly, and only with permission. Ask if the computer uses the same telephone line as the “voice” phone, and if Internet Access Provider charges a flat rate or by the minute – either could be an inconvenience or cause additional expenses for the host family. If a computer is available to you, limit the time you spend on it. That is time better spent with your host family and friends.

Even when the use of the computer doesn’t cost extra or tie up a phone line, others cannot use the computer when you are “surfin’ the net” for fun; be considerate of others. Using either home or school computers to view inappropriate material on the Internet, or emailing inappropriate material to or from others **is strictly forbidden**.

## **COMMUNICATING**

*How* you communicate with others is often more important than *what* you communicate. Body language, eye contact, “private” space invasion, hand movement all have meaning that may be very different from the meanings you learned at home.

Be proud of your home country when telling others about it; do not feel the need to apologize for the actions of your countrymen, past or present. Have one or two small photo albums with you when visiting others’ homes to share pictures of your country, family and friend. Maps and brochures or booklets showing scenes from your country will help others learn about your country – take them with you and share them often.

The more you speak with others about your country, the more knowledgeable you will become, and the more comfortable you will be speaking in front of groups. A smile on your face can affect how your message is received by others.

Accept every invitation to do something or go someplace that you can. Do not decline invitations because the activity is not familiar to you or not your favorite activity. You may not get a second chance.

## **SHOWING YOUR APPRECIATION TO OTHERS**

There are many ways to say “Thank You.” Write short “thank you” notes to anyone who invites you out, takes you to a special event, gives you a gift, or shows you a kindness in any way. Picture post cards from your home country are especially appreciated and appropriate. If you don’t have some with you now, ask your parents to send you a dozen or so. Postcards combine your personal thanks with a visual part of your country – and because the space for writing is limited, you don’t need to write a whole lot!

If you brought gifts from home for your Host Families, select an appropriate time to give the gift, and make it special occasion for you and the host family. Gifts need not be expensive to be cherished by the recipient; hand-made or unique items show you put some time, not just money, into your gift and will mean a lot more to them.

Find out birth dates for members of your host families, and remember them with a card and a call or visit if you’ve moved on by that date. Don’t forget our holidays and special day like Mother’s Day and Father’s Day, not only for your current host family, but your previous host families.

## SCHOOL ISSUES

You are a Youth Exchange **Student**. School is part of the exchange program, and school attendance is a **requirement**.

Your host school has sole authority regarding your eligibility for a New York State High School diploma, and your school back home has sole authority on granting credit for course work completed during your exchange year.

Your English skills may be good when you arrive, but you still may be challenged by attending a full day of English-speaking courses, and by having to do homework (especially reading) in English. Take a course load and classes that are reasonable for your age and English abilities, and your previous education. Your club counselor should be involved in choosing your courses.

Strive for success in school; work hard to complete homework assignments and to participate in class. Your behavior and attitude in school will affect the school's willingness to accept future exchange students. If you are having difficulty, seek help from your teachers and school staff, your host parents or siblings, or your Rotary club counselor, before the problems become too great to manage.

Your host school offers many activities other than academics, so take advantage of these opportunities. There are several sport teams that you may qualify for. There are other after school clubs and activities, such as Drama Club or Language Club.

There is no cost to you for school classes or textbooks; however you are responsible for costs of school supplies, activities, and school uniforms (if required by the school.)

Daily school attendance is a requirement in New York State schools; schools routinely contact parents or guardians if students are absent. Your host parents must approve any absence from school, and give written permission for you to be absent. The school has the authority to expel a student for inappropriate behavior and excessive absence; an expelled exchange student no longer qualifies for a student visa and **will** be returned home. Exchange students who do not meet minimum passing requirements for courses may be returned home.

## INTERSCHOLASTIC SPORTS

Sports are an important part of the American high school "culture" for both boys and girls. Most schools offer team sports for both in three seasons: Fall, Winter and Spring. Varsity sports compete against teams from other schools; intramural sports match teams from the same school on a less-competitive basis. Exchange students are generally eligible to play on Interscholastic Varsity teams if they have not completed 12 years of school. Refer to ***Academic/Extracurricular/Athletic Policy*** for additional restrictions.

Even if you are not age-eligible to play on a varsity team, ask the coach if you can practice with the team for the exercise and the relationships you will build with the team members. Always support your school's sports teams by attending games and cheering them on.

# FAMILY AND FRIENDS

## CONTACTS WITH HOME

When you applied to be an exchange student, you agreed to be an active participant in your host community, not just a visitor. This requires your total immersion into this country, and frequent contact with “home” can delay or even prevent this. This does not mean you should ignore or abandon your family and friends back home; just keep things in balance. Exchange students who put too much time and effort into communicating “back home” find themselves becoming observers or “reporters,” not participants in the culture they came here to learn about.

Every few weeks, write a letter to your parents, telling them what is happening in your new world and providing them with some keepsakes. Avoid sending “I’m homesick and want to come home” letters; by the time your parents receive the letter, you will likely have changed your mind. The letter will cause them to worry about something that no longer matters.

Telephone calls (from or to home) should be limited to no more than every three or four weeks, and kept brief. Letters can say a lot more for a lot lower cost, and they become a written description of your year as a student in a different culture.

Email is an effective way to communicate with family and friends, as is “instant messaging”, but **MUST BE KEPT BRIEF**. It is better to spend your time with your host family than on the host family’s computer.

## VISITS FROM HOME

A visit by your parents and sibling during the last few months of your exchange year is a great opportunity for them to see what you have been experiencing and meet all of your host families and new friends, and for you to display your knowledge of our country, culture and language.

Family visits should take place only in the final three months of your exchange year, and should NOT coincide with **your** scheduled return home. Do not plan family visits for any holiday period, especially Christmas and Easter. In addition, do not plan family visits that will involve lengthy absences from school for you, or impose a burden on your host family.

Any planned visit from home **must** be discussed with, and acceptable to, the affected host family, the host Rotary Club counselor, and your Country Contact; **surprise visits are not acceptable**.

Visits by friends or distant relatives that involve more than an incidental involvement by you **are strongly discouraged**.

## RELATIONSHIPS

You will benefit the most from your year here by making as many friends as possible, both male and female. However, avoid serious romantic relationships; **you** will have to go home at the end of your year and this will make departure more difficult.

Avoid including only other exchange students in your circle of friends; while you have much in common, you can learn more about America from Americans.

If you left a “serious” boyfriend or girlfriend back home, recognize that you will both

change a lot in a year. Putting that relationship “on hold” during your exchange year will allow you to focus on where you are, not where he or she is.

Seek input from your host family, teachers and other adults on the character of individuals you would like to be friendly with, and include their advice with your own observations.

## **HOMESICKNESS**

**Most exchange students will experience this feeling some time during the exchange year.** Know that an emotional “roller coaster” is normal – expect highs and lows.

If you feel a desire to be by yourself, or feel that you are losing control of your emotions, or just feel “lousy”, get busy and stay busy – talk about your feelings with your host parents, your teacher or others. Write a letter home and put it under your pillow – not in the mailbox! Keep a daily diary.

Do not ignore your feelings, or try to eat your way to happiness. Do not call home just yet – give yourself some time to work things out.

## **BEHAVIOR AND MANNERS**

**Good and bad manners and acceptable behavior are not necessarily universally defined; what is or is not acceptable in your home country may not be the same in US.**

“Please” and “thank you” are important and powerful words.

You may have had more (or less) freedom to do as you wished at home compared to the requirements of your host parents; understand and follow the requirements here and now.

Showing respect will earn you respect.

Your good behavior and positive attitude will benefit future exchange students because Rotary clubs, schools and families will want to host students like you in the future.

Read: ***Characteristics of a Good Youth Exchange Ambassador***

**District 7170 Youth Exchange Program  
Exchange Student Protection Policy  
Information for the Inbound Exchange Student**

Your safety is the first priority of all of us involved in the District 7170 Youth Exchange Program. We hope the following information will help you keep yourself safe. Please read carefully the **Guidelines for Safeguarding the Welfare of Youth Exchange Students**. This will help you understand some of the dangers concerning abuse, and what you can do to avoid them.

The **Important Information** form has important contact information, and should be carried at all times. Your Host Club Chairperson will see that you have the information and contact numbers that you need before you leave your home country. Please fill in the rest of the blanks and BE SURE to bring the form with you when you travel.

The **Exchange Student's Bill of Rights** should reassure you about trusting your own feelings. You know what feels right and wrong to you, and your Bill of Rights supports your right to protect yourself.

Your **Personal Safety Code** will help you know how to conduct yourself safely under certain circumstances.

District 7170 makes the following commitment to our Youth Exchange Students:

- We are committed to ensuring the safety of every student.
- We will take any allegations or reports of abuse of any kind seriously.
- Students should continue reporting their concerns until someone listens seriously.
- Physical force is never an appropriate form of discipline
- No student will be sent home because of an allegation of abuse, unless they wish it or their safety is in question.

In addition, please learn the **Three "R's" of Youth Protection**

- a. **Recognize** that anyone could be a child molester and be aware of situations that could lead to abuse.
- b. **Resist** advances made by child molesters to avoid being abused.
- c. **Report** any situation where you feel uncomfortable to host parents or other trusted adults.

You will be given a **District 7170 Flow Chart**. This will contain all the names and contact information of Youth Exchange officers from your Host Club Counselor to the District Chairperson. They are all ready to help you if you need them.

It is also important for you to have the name and contact information for your sponsoring Rotary District Counselor, and the sponsoring Rotary District Chairperson. Send monthly reports home to these contacts so that they can know how you are doing.

Before you leave home, set up a "secret message" with your parents to be used in an extreme emergency if you feel you cannot talk freely with them.



# ROTARY INTERNATIONAL

District 7170  
Central New York State, USA  
Youth Exchange Committee



## YOUTH EXCHANGE STUDENT PROTECTION POLICY MISSION STATEMENT

**Rotary International District 7170 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 abuse.

Ensuring that all our staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.

Responding swiftly and appropriately to all suspicions or allegations of abuse, and by providing adults and young people with the opportunity to voice any concern they may have.

Appointing a District 7170 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.

Reviewing the effectiveness of our Exchange Student Protection Policy and activities periodically.

Our Exchange Student Protection Officer is:

Name \_\_\_\_\_ Michele Hughes \_\_\_\_\_

Address \_\_\_\_\_ 3 Copeland Street, Cortland, NY 13045 \_\_\_\_\_

Telephone Numbers

Home \_\_\_\_\_ 607-756-4739 \_\_\_\_\_

Work \_\_\_\_\_ 607-758-4118 \_\_\_\_\_

Cell \_\_\_\_\_ 607-345-0683 (husband's cell #) \_\_\_\_\_



# ROTARY INTERNATIONAL

District 7170  
Central New York State, USA  
Youth Exchange Committee



## GUIDELINES FOR SAFEGUARDING THE WELFARE OF YOUTH EXCHANGE STUDENTS

### FORMS OF ABUSE

#### Sexual Abuse

Either boys or girls can be considered to be sexually abused if exposed to:

- sexual intercourse, masturbation, oral sex or fondling
- the viewing of pornographic books or videos
- taking part in the making of videos or pornographic photos.

#### What to look for:

- pain, itching, bruising or bleeding in genital area
  - stomach pains
  - discomfort when walking
  - unexplained sources of money
  - inappropriate drawings, language or behavior
  - aggressive or withdrawn behavior or fear of a particular person
  - reluctance to discuss changes in behavior or attitude
- 

#### Physical abuse

Physical abuse may involve hitting, shaking, squeezing, biting or burning. In certain situations, abuse may occur when the nature and intensity of training exceeds the capacity of the young person's body.

#### What to look for:

- unexplained or untreated injuries
  - injuries on unlikely parts of the body
  - cigarette burns, bite or belt marks, scalds
  - fear of host parents being contacted, going home or receiving medical advice
  - flinching when touched
  - reluctance to discuss injuries
  - covering arms or legs
- 

#### Neglect

Where adults

- fail to meet a young person's basic physical needs, e.g. food, warmth and clothing
- constantly leave a young person alone or unsupervised
- fail or refuse to give a young person love, appropriate affection or attention



Neglect may also occur during organized activities if young people are placed in an unsafe environment, are exposed to extreme weather conditions or are at risk of being injured.

**What to look for:**

- poor personal hygiene
  - constantly hungry
  - inappropriate clothing or dress
  - constantly tired
  - lonely, no friends
  - noticeable loss of weight
  - disheveled appearance
- 

**Emotional abuse**

This form of abuse includes:

- persistent lack of love or affection
- frequent shouting
- taunting
- over-protection which can lead to poor social skills

Emotional abuse may include situations where host parents, coaches or organizers subject young people to criticism, bullying or unrealistic pressure to perform to high expectations.

**What to look for:**

- over-reaction to mistakes
  - sudden speech disorders
  - extremes of emotions
  - self-mutilation
  - sudden weight loss or pain
- 

**WHAT TO DO IF AN EXCHANGE STUDENT TELLS YOU ABOUT ABUSE**

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
  - Stay calm and make sure that the exchange student feels safe and knows that he/she is not to blame for inappropriate behavior by others.
  - Explain that you have to tell someone else about the abuse.
  - Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
  - Make detailed notes of what the student said and the date and time of your conversation.
  - Contact the District 7170 Child Protection Officer immediately.
  - Don't worry that you may be making things worse by reporting your concerns. Few things are worse than allowing child abuse to continue.
-

## **EXCHANGE STUDENT PROTECTION CODE FOR YOUTH EXCHANGE OFFICERS AND OTHER VOLUNTEERS**

### **Do:**

- treat all young people with respect and be aware of their reactions to your tone of voice and manner
- remember that it is okay to touch young people in a way that is not intrusive or disturbing to him/her or to observers.
- make sure that any allegations are recorded and acted upon, according to District 7170 Youth Protection Policy.

### **Do Not:**

- engage in rough physical games including horseplay
- use physical force in any way, especially as a form of punishment
- touch a young person in an intrusive or sexual manner
- make sexually suggestive comments to a young person, even as a joke

### **Try to Avoid:**

- spending too much time alone with a youth exchange student. Such situations may lead to misunderstandings.



# ROTARY INTERNATIONAL

District 7170  
Central New York State, USA  
Youth Exchange Committee



## IMPORTANT INFORMATION

Name \_\_\_\_\_

Sending (Sponsoring) Rotary District # \_\_\_\_\_ Country \_\_\_\_\_

Chairman \_\_\_\_\_ Phone # \_\_\_\_\_

Country Contact. \_\_\_\_\_ Phone # \_\_\_\_\_

Host Rotary District # \_\_\_\_\_ Country \_\_\_\_\_

Chairperson \_\_\_\_\_ Phone # \_\_\_\_\_

Country Contact. \_\_\_\_\_ Phone # \_\_\_\_\_

Club Chairperson. \_\_\_\_\_ Phone # \_\_\_\_\_

Club Counselor \_\_\_\_\_ Phone # \_\_\_\_\_

Exchange Student Protection

Officer: Michele Hughes. \_\_\_\_\_ Phone # 756-4739 \_\_\_\_\_

First Host Family \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

My passport number is: \_\_\_\_\_

In an emergency I can phone for:

Police \_\_\_\_\_ Fire \_\_\_\_\_ Ambulance \_\_\_\_\_

These are telephone numbers local to your host country. You will need to ask for this information.

To telephone home, I need to dial the following numbers:

Int'l Code	Country Code	Area (City)Code	My phone number



# ROTARY INTERNATIONAL

District 7170  
Central New York State, USA  
Youth Exchange Committee



## **EXCHANGE STUDENT'S BILL OF RIGHTS**

When feeling threatened, you have the right to:

- Trust your instincts or feelings
- Expect privacy
- Say no to unwanted touching or affection
- Say no to an adult's inappropriate demands or requests
- Withhold information that could jeopardize your safety
- Refuse gifts
- Be rude or unhelpful if the situation warrants
- Run, scream, and make a scene
- Physically fight off unwanted advances
- Ask for help
- Report any situation in which you feel threatened to your Host Club Counselor immediately.

From the Boy Scouts of America Guide to Safe Scouting



# ROTARY INTERNATIONAL

District 7170  
Central New York State, USA  
Youth Exchange Committee



## PERSONAL SAFETY CODE

- If you have a problem or are worried about something, always tell someone you trust about it, such as your host parent, host club counselor or host club chairperson. Don't suffer in silence!
- Always pack your own suitcase and never carry items abroad for others.
- When you go out, plan what you would do and where you would go if you got lost or had a problem – a shop, restaurant, police station or library.
- Before you leave your home country, make sure that you have your Important Information form, supplied to you by your Host Club Chairperson.
- Always tell someone where you are going and when you will be home. Be sure to call your host parents if your plans change while you are away from home.
- If you are out at night in a city, stay in places with streetlights. Wherever you are, make sure that you don't get separated from your friends.
- If you need to use a public toilet, go with a friend.
- If you do get lost or separated, follow your plan – or go to a shop or place where you will be seen by lots of people to ask directions.
- If someone you don't know talks to you in a way that makes you feel uncomfortable, walk away.
- Keep your host family's address and telephone number with you at all times.
- Always keep enough money with you to make a phone call.
- Always arrange for someone to pick you up; don't go home alone.
- Make sure you know who is coming to pick you up. Never get into a car with someone you don't know.
- If you are on a bus or train and someone makes you feel uncomfortable, move to a seat near the driver.
- Dress and behave sensibly and responsibly
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.

# DISTRICT 7170 SUPPORT SYSTEM FLOW CHART

_____
-------

Student

Name _____	_____
	Host Parents
Phone # _____	_____

Name _____	Name _____
Club Counselor	Club Chairman
Phone # _____	Phone # _____

Name _____
District Country Contact
Phone # _____

Name _____
District Chairperson
Phone # _____

Michele Hughes - Youth Protection Officer 607- 756-4739 Home 607- 758-4118 Work
---

In situations requiring immediate attention, initial contact with the Protection Officer can be made by any one on this list.

## **AND FINALLY –**

### **GET YOURSELF INVOLVED**

**You have control over how involved you become in the life of your community, including your host homes, school, sports, clubs, church, Rotary club, and community activities; the sooner you fill your day with activity, the faster homesickness will be a feeling of the past!**

Become an active member of your host family; don't wait to be asked to help with daily chores – look for things to do, and then do them.

Spend “quality time” evenings and weekends with the family, not in your room, and not on the internet. In many families, the weekends are the only times everyone is together, so make the most of them.

In school, join a sports team, school club, band, try out for the school plays; the more activities you get involved in, the more friends you will have. Ask to speak to language and social studies classes about your country and the exchange program.

Offer to speak to church and community groups about your country. If you have slides for a program, use them often to share the beauty of your country.

Seek out volunteer opportunities in your community (hospitals, nursing homes, senior citizen centers, elementary schools, etc.) and share some of your time. Ask some Rotarians for ideas and people to contact.

### **SUMMARY**

#### **It's not all fun**

In fact, it's hard work being a good Exchange Student

Make contacts and new friends quickly; get involved; seize all opportunities offered to you.

Remember your commitments, and be on time

Consider that your views and perceptions may be wrong; be objective

**You must adapt; not your hosts**

#### **How to get sent home early**

Drive a motorized vehicle

Travel without Rotary permission

Refuse to attend school on a regular basis

Don't participate in class, or receive failing grades

Behave in a rude and insensitive manner

Abuse alcoholic beverages- **OR SMOKE**

Use drugs which are not prescribed

Break the laws of this country

#### **Your Support System – You Are Not Alone!**

Host Families – All of them

Club Counselor and Host Club Rotarians

School teachers, Guidance Counselor, Principal

Country Contact and the entire Youth Exchange Committee

Youth Protection Officer

**Have a Great Exchange Year!!!**

# APPENDICES

INBOUND PROGRAM

REFERENCE MATERIAL

AND

ARTICLES



# What is Rotary?

## The History of Rotary

Rotary was started on February 23, 1905 in Chicago, Illinois, the world's first and most international service club. The founder of Rotary was attorney Paul P. Harris (1868-1947), who gathered with three others to discuss his idea of a group of businessmen from different professions getting together periodically to become better acquainted. They decided to limit membership to one representative of each profession and to rotate the meeting site among each member's place of business, to acquaint each other with their various vocations and to promote business. The rotation of meeting places is the source of the name "Rotary."

Club membership grew rapidly. The second Rotary Club was founded in San Francisco in 1908. When clubs were formed in Canada and Great Britain, in 1912, Rotary became an international organization.

Since 1905, the ideas of Paul Harris and his friends have become ideals which have been accepted by people of practically all nationalities, and of many political and religious beliefs. Today there are Rotary Clubs in Austria and American Samoa, in Brazil and Brunei, in Italy and India, in Scotland and South Africa - in some 168 countries. The universal acceptance of Rotary principles has been so great that there are now more than 28,000 Rotary clubs, with a membership of over 1.2 million men and women.

## Rotary Motto and Themes

Rotary International has adopted as its motto, "*Service Above Self*". A second theme of Rotary is "*He profits most who serves best.*" Additionally, each year, the Rotary International President coins a theme for that Rotary year.

Rotarians throughout the world quote the Four 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 and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

## Rotary in Central New York

Each of the more than 28,000 Rotary clubs in the world is a member of Rotary International. Rotary is divided into 521 Districts, each of which is headed by a District Governor. We are District 7170 which consists of 45 clubs in Central New York. The first Rotary club in our part of the state, the Rotary Club of Binghamton, was organized in 1912, just seven years after Rotary began in Chicago.

Our District includes the Binghamton and Cortland area, and stretches from Trumansburg to Waverly, to Hancock, to Stamford.

The District Governor, and all officers of Rotary on the international, district or club level, serve for a Rotary fiscal year that runs from July 1 to June 30.

A number of district-level committees are organized to provide sponsorship or support for Rotary functions and initiatives that involve Rotarians from across our District. The Youth Exchange Committee, or YEC, is an example of a District Committee. Committee members represent a cross-section of the communities in District 7170, and perform many functions for the Youth Exchange Committee and our Inbound and Outbound Exchange Students, including the role of Country Contact, the point of contact with a representative of the Youth Exchange Committee in the approximately two dozen Districts and countries we exchange with.

## **The Rotary Foundation**

In 1917, the Rotary Foundation was established. The Rotary Foundation is a philanthropic trust promoting further understanding and friendly relations between peoples of different nations. The Foundation sponsors the largest scholarship program in the world and is supported purely by voluntary contributions from Rotary Clubs and Rotarians.

The Rotary Foundation has eight working programs and a budget of approximately \$45-\$50 million (US) each year. These programs include Ambassadorial Scholarships, Rotary Volunteers, The 3H program (for Health, Hunger and Humanity), Rotary Peace Conferences, World Community Service, Special Grants, and two others that you may encounter during your exchange: Group Study Exchange, and Polio-Plus.

Group Study Exchange involves paired districts in different countries sending teams of 4 or 5 business or professional men and women for a 4- week period of study and discussion with their counterparts in the other country. Polio-Plus is Rotary's plan to eliminate polio from the world by the year 2005, Rotary's 100<sup>th</sup> birthday.

### **Rotary at the Local Level – The Rotary Club**

The “personality” of each Rotary club is a reflection of the community it serves and the

membership of that club. Even within our own District, club size ranges from less than two dozen members to more than two hundred members, and while all Rotary clubs meet weekly, some meet for breakfast, some meet during lunch, while others meet for dinner. Some Rotary club meetings are quiet and “serious”, keeping to a tight schedule so the members can return to work on time, while other club meetings are less formal and structured. Some Rotary clubs conduct much of their service project business during their weekly meetings, while others carry out most of this planning “outside” their regular meeting time. You will likely find that the Rotary club hosting you will be very different from the Rotary club sponsoring you, and both will be different from other Rotary clubs you may have the opportunity to visit during your exchange year. But Rotarians around the world all share the common philosophy of Service to Others, and as an exchange student, they are there to help you be a successful exchange student.

As with most organizations, Rotary clubs are lead by officers who are elected by the membership for one year terms, beginning on July 1, the beginning of the Rotary Year. The officers include the Club President, Secretary, Treasurer, Vice-President and/or President-Elect, and Directors. Rotary clubs participating in the Youth Exchange Program generally appoint a Youth Exchange Officer, or YEO, to oversee that program, and that Rotarian, or another member of the host Rotary club, will be designated as your Club Counselor .

# **P**ROGRAM RULES & CONDITIONS of EXCHANGE

The following page contains the Program Rules and Conditions which all exchange students and their parents agreed to follow as part of the Application to the Exchange Program. These are the “universal” set of common sense rules that all Rotary District Youth Exchange Programs expect the student to comply with as a condition of the Exchange.

Inbound Students and Host Parents are encouraged to review these Rules and Conditions together, discuss what they mean to each other, and seek clarification from the District 7170 Youth Exchange Committee if necessary. The student’s success depends on understanding and complying with these basic requirements of the Exchange Program.

**Appendix B**

As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules on the reverse side if needed to account for local conditions.

**Strict Rules and Conditions of Exchange — Violations will result in student's immediate return home.**

- 1) Obey the Laws of the Host Country — If found guilty of violation of any law, student can expect no assistance from their sponsors or their native country. Student will be returned home as soon as he/she is released by authorities.
- 2) The student is not allowed to possess or use illegal drugs. Medicine prescribed by a physician is allowed.
- 3) The student is not authorized to operate a motorized vehicle of any kind which requires a federal/state/provincial license or participate in driver education programs.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home.
- 5) Stealing is prohibited. There are no exceptions.
- 6) Unauthorized travel is not allowed. Students must follow the travel rules of the Host District.
- 7) The student must be covered by a health and life insurance policy agreeable to the Hosting District.
- 8) The student must attend school regularly and make an honest attempt to succeed.
- 9) The student must abide by the rules and conditions of exchange of the Hosting District provided to you by the District Youth Exchange Committee.

**Common Sense Rules and Conditions of Exchange — Violations will result in a district review and restrictions. Severe/Consistent disregard for these rules will result in being returned home.**

- 1) Become an integral part of the Host Family, assuming duties and responsibilities normal for a student of your age and other children in the family. Respect your host's wishes.
- 2) Learn the language of your host country. The effort will be appreciated by teachers, host parents, Rotary club members and others you meet in the community. It will go a long way in your gaining acceptance in the community and those who will become lifelong friends.
- 3) Attend Rotary-sponsored events and host family events. Show an interest in host family and Rotary activities to which you are invited. Volunteer to get involved, do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 4) Get involved in your school and community activities. Plan your recreation and spare time activities around your school and community friends. Do not spend all your time with the other exchange students.
- 5) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors and school personnel in choosing friends.
- 6) Do not borrow money. Pay any bills you incur promptly. Ask permission to use the family telephone, keep track of long distance calls and reimburse your host family each month for the calls you make.
- 7) Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary club or district with proper adult chaperones. Other travel must be approved by the host district contact, host club, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students.
- 8) If you are offered an opportunity to go on a trip or to an event, make sure you understand any costs you must pay and your responsibilities before you go.
- 9) You must show proof of proper immunization.
- 10) Students should have sufficient financial support to assure their well-being during the exchange year. Your hosting district may require a contingency fund for emergency situations. It must be replenished by the student's parents/guardians as it is depleted. Unused funds at the end of the exchange will be returned to the student. These funds must be turned over to your Host Rotary Club upon your arrival and is not meant to cover day-today expenses.
- 11) Any costs relative to a student's early return home or any other unusual costs (e.g., language tutoring, tours, etc.) shall be the responsibility of the student's own parents/guardians.
- 12) Students must return home directly by a route mutually agreeable to the host district and student's parents/guardians.
- 13) You will be under the Hosting District's authority while you are an exchange student. Parents/guardians must avoid authorizing any extra activities directly to their son/daughter. The Host Club and District Youth Exchange Officers must authorize such activities. If the student has relatives in the host country or region, they will have no authority over the student while the student is in the program.
- 14) Visits by your parents/guardians and siblings and/or friends should take place only with the host club and host district's consent and only within the last quarter of the exchange or during school breaks. Visits are not allowed during major holidays, even if occurring during school breaks.
- 15) Avoid serious romantic activity. Abstain from sexual activity and promiscuity.

# **A**CADEMIC/EXTRACURRICULAR/ATHLETIC POLICY

## **PURPOSE:**

- X To enable students to enhance their education by studying for a year in an environment entirely different from their own, and to study courses not normally available to them in secondary schools of their native country.
- X To provide educational experiences which promote student learning and to attain academic proficiency in a New York State (NYS) school.
- X To provide for participation in extracurricular activities that will enhance student growth and maturity.

Rotary District 7170 subscribes to the importance of Exchange students participating in extracurricular activities and on athletic teams as such enhances the student's ability to interact cooperatively with others both in and outside school. Such participation also helps students grow as individuals and as competitors.

This policy is based on discussions with local school staffs, the NYS Athletic Association, US State Dept. Bureau of Citizenship and Immigration Services (BCIS) [formerly US Information Agency (USIA)], and the District 7170 Youth Exchange Committee, and is in concert with the policies and regulations of each. We encourage school administrators and staff to adopt all aspects of this policy in regard to Rotary District 7170 Exchange students.

If a high school has a more demanding academic/extracurricular/athletic policy, the appropriate school policy shall take precedence.

## **POLICY**

### **GENERAL:**

1. New York State secondary schools recognize the cultural enrichment derived from welcoming foreign students into the educational environment and encourage exchange student programs.
2. The Rotary International Youth Exchange program of Rotary District 7170 has been designated an "Exchange

Visitor Program" by the US State Dept. BCIS, pursuant to federal regulations (22CFR, Part 514, 19 March 1993), and is authorized to issue DS-2019s, *Certificate of Eligibility for Exchange Visitor (J-1) Status* for visas for one (1) year of study in secondary schools within District 7170.

### **ACADEMIC:**

1. It is recognized that Exchange students differ because of variations in individual ability, preparedness based upon the educational system of their home country, and fluency in the English language.

2. An Exchange student must be a bona fide student in the school and must be taking a full course of study including at least four academic courses plus physical education. Students should take an English and Social Studies course, such as American History, plus a selection of math, science, technology, language or other electives to fill out their course of study. Students may also elect to take BOCES courses if available and offered by the school. D7170 Rotary Exchange students are prohibited from taking any and all Driver Training and/or Driver Education courses.

3. Exchange students are expected to satisfy NYS and school attendance requirements, do assigned homework, make an honest effort to maintain passing grades, and participate in school activities. Schools are requested to recognize attendance at Rotary functions as excused absences. A Rotary representative or Host Parent will identify such functions in writing.

4. Credit for courses taken in the student's native country toward fulfilling NYS high school requirements for graduation is the decision of the school administration. Exchange students may be awarded a certificate of attendance, school diploma or NYS diploma based upon successful completion of the respective requirements and at the discretion of the school administration.

5. Students arriving in January and beginning school in the second semester of the academic year are eligible only for a certificate of attendance. January-arriving students

who would normally be seniors, should typically be placed in the second semester of the junior class upon registration, with courses including some senior electives. These students would then move with this class to the first semester senior year the following September, thus maintaining continuity of friends. The school administration will make the final decision on placement based on school policy for mid-term entrance, age of the student, and the academic ability of the student.

6. Teachers are requested to provide an evaluation of Exchange students in academic jeopardy to the Guidance Counselor and in turn to the Rotary Youth Exchange Officer and Host Family. It is also recommended that the information be provided to the respective scholastic sports coach of any Rotary Exchange student who is failing his/her course work. Subsequently every two weeks, the report should be updated to report the student's success/failure to achieve minimum passing standards.

7. An Exchange student failing two or more courses must meet with his/her teacher(s) to discuss those areas in need of improvement, and develop a plan for improvement to include, but not be limited to, extra studies, teacher help, tutoring (professional, peer), home help, etc.

8. The Hosting Parent and Rotary Club Youth Exchange Officer will work with the student, teacher(s), and Guidance Counselor to identify remedial action toward improvement.

9. There will be an appeal process, which, if exercised, will commence with the students discussing/clarifying the failures with the teacher(s). Due process will be afforded all participants. The final decision in all such matters will rest with the school superintendent or designee.

10. For students who are no longer in a failing-grades status, the Host Parents, Rotary Club Youth Exchange Officer, and coaches will be notified accordingly.

11. Schools are encouraged to allow Exchange students classified as Seniors to participate in graduation activities and the commencement ceremony.

#### **EXTRACURRICULAR ACTIVITIES:**

1. Exchange students are encouraged to participate in the school's extracurricular activities.
2. The Guidance Counselor is requested to make the Exchange student knowledgeable of activities available within the school including any participation

requirements, and to encourage such participation.

#### **ATHLETICS:**

1. Exchange students are encouraged to participate in the school's total sports program.

2. Exchange students must meet the Eligibility Standards of the NYS Commissioner of Education and NYS Public High School Athletic Association, Inc., Constitution, Article II.(2) to participate. *A bona fide foreign exchange student may be immediately eligible upon registration in the school district, such eligibility to be limited to one year, provided there is no evidence of athletic recruitment resulting in the student's attendance at the school either by the school or any other outside entities.*

3. *Exchange students who are 18 ½ years of age on the first day of school or have already completed 12 years of education (exclusive of kindergarten) are not eligible to compete in interscholastic sports.* However schools are encouraged to allow such students to practice with the team and/or serve the team in some other capacity in order to encourage the building of interpersonal relations with their peers.

4. *Exchange students who have played an organized sport in their home country in the year prior to coming to New York State schools are not eligible to play the same sport on an interscholastic team.* They are, however, eligible to play on other sports team, provided they meet all eligibility requirements. Or the school may allow them to practice with the team or help out in some other capacity .

# **T** ravel Policy For District 7170 Inbound Exchange Students

**This is a cultural and educational exchange, NOT a travel exchange.** Exchange students should have no expectations of being a tourist. The Host Rotary club and Host Parents are under no obligation to provide or permit it. However, some travel through the generosity of, and with, the Host club, individual Rotarians and Host Families is encouraged. **Under no circumstances shall students make their own travel arrangements and then expect the Host club and Host Parents to agree. Inbound Exchange students must comply with this policy, and Host Parents are asked to enforce it. Violations of this policy may be grounds for terminating the Exchange, and returning the student to his or her home country immediately.**

**IN ALL CASES, THE STUDENT, MUST POSSESS WRITTEN APPROVAL FROM THE NATURAL PARENTS AUTHORIZING TRAVEL DURING THE EXCHANGE YEAR.**

The reason for these rules is simple. The District 7170 Youth Exchange Committee, Host Rotary club and Host Parents are responsible for students while in this country. We must know where students can be reached in case of emergency or a message from home.

Individual travel approvals will vary based upon many factors. Host Parents will ask themselves if the travel is something they would allow their own son or daughter to do. Further, common sense must be a guide. For example, students are not allowed to get together with other Exchange students every weekend, as this is a detriment to them and the program. You chose to be an exchange student to meet and learn about people from the USA. Further, the travel desires of an exchange student should not place a burden on the Host Family.

**THERE WILL BE NO TRAVEL ALLOWED THAT HAS NOT BEEN APPROVED BY YOUR HOST PARENTS, HOST ROTARY CLUB COUNSELOR, AND THE DISTRICT 7170 YOUTH EXCHANGE COMMITTEE IN ACCORDANCE WITH THESE RULES.**

**TRAVEL APPROVAL REQUIREMENTS:**

Travel, other than as part of your Host Family travel, will only be permitted under the following general conditions:

- \* Student possesses a letter from natural parents authorizing travel
- \* School is not in session (exceptions-school sponsored trip or Rotary sponsored trip)
- \* Travel is to visit host family relatives/friends, or

for school-, church-, or community-sponsored functions.

\* The following information is provided at least two weeks in advance and verified by a Host Parent:

1. Where you are going
2. When you are leaving and returning
3. Who you are traveling with
4. Means of transportation
5. Where you are staying (name, address and phone number)

<p><b>FOR TRAVEL WITH:</b>                  - HOST FAMILY                  - ROTARIAN                  - CHURCH/SCHOOL                  - OTHER ADULT</p>	<p>LESS THAN 24 HOURS DURATION</p> <p>YOU NEED:</p>	<p>GREATER THAN 24 HOURS DURATION</p> <p>YOU NEED:</p>
<p><b>INSIDE IMMEDIATE AREA OF HOST CLUB COMMUNITY</b></p>	<p><b>HOST PARENT APPROVAL</b></p>	<p><b>HOST PARENT APPROVAL                  HOST CLUB NOTIFIED</b></p>
<p><b>OUTSIDE IMMEDIATE AREA OF HOST CLUB COMMUNITY</b></p>	<p><b>HOST PARENT APPROVAL                  HOST CLUB NOTIFIED                  D7170 COUNTRY CONTACT NOTIFIED</b></p>	<p><b>HOST PARENT APPROVAL                  HOST CLUB APPROVAL                  DISTRICT 7170 COUNTRY CONTACT APPROVAL                  TRAVEL PLANS SUBMITTED FOR APPROVAL AT LEAST 2 WEEKS IN ADVANCE</b></p>
<p><b>ALL OTHER SITUATIONS:                  TRAVEL WITH NATURAL PARENTS;                  OUTSIDE USA;                  DURING SCHOOL;                  ETC.</b></p>	<p><b>HOST PARENT APPROVAL                  HOST CLUB NOTIFIED                  DISTRICT 7170 YEC COUNTRY CONTACT NOTIFIED</b></p>	<p><b>HOST PARENT APPROVAL                  HOST CLUB APPROVAL                  DISTRICT 7170 COUNTRY CONTACT APPROVAL                  TRAVEL PLANS SUBMITTED FOR APPROVAL AT LEAST 2 WEEKS IN ADVANCE.</b></p>



**UNACCOMPANIED TRAVEL:**

**It is understood that the host parents or D7170 country contact will verify by personal conversation with whomever the student will be traveling or staying, all plans and itinerary for the travel.**

**There must be an individual at the destination who assumes full responsibility for the student, and who has been approved by the Host Parent, and if applicable, the Host Rotary club. A Youth Protection Affidavit is to be signed by the individual(s) who will be supervising the student and given to the Club Chairperson or the D7170 Country Contact.**

**UNAUTHORIZED TRAVEL WILL RESULT IN THE STUDENT BEING RETURNED HOME**

# QUESTIONS FOR “FIRST NIGHT” WITH HOST FAMILY

1. What do I call you? “Mom”, “Dad”, or given (first) name?
2. What am I expected to do daily other than:
  - a. Make my bed
  - b. Keep my room tidy
  - c. Clean the bathroom up after I use it?
3. What is the procedure about dirty clothes? Where do I keep them until wash day?
4. Should I wash my own underclothes?
5. What is the procedure if I need to iron my clothes?
6. May I use the iron, washing machine, sewing machine, etc.?
7. Where can I keep my bathroom accessories?
8. When is the most convenient time for me to use the bathroom on weekday mornings?
9. When is the best time for me to shower or bathe?
10. When are mealtimes?
11. Do I have a regular job at meal times? Set, clear, wash, dry the dishes; the garbage?
12. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
13. What areas are strictly private e.g. your study, bedroom, pantry, etc.?
14. May I put posters and pictures in my room? On the wall? How do you want things hung?
15. What are your feelings about my drinking alcohol if offered by you?
16. What time must I get up weekday mornings?
17. What time should I get up weekends and holidays?
18. What time must I go to bed weekdays? Weekends?
19. What time must I be in on school nights if I go out? (Exceptions by special arrangement).
20. What time must I be in on weekends if I go out?
21. What dates are the birthdays of family members?
22. May I have friends stay overnight?

23. What are your rules on entertaining friends in my room?
24. Can I invite friends over during the day? After school? When no one else is home?
25. What are the rules about phone calls? Local?, Long Distance?, Overseas? How and when may I pay for calls I make? How do you want me to keep track of my pay telephone calls?
26. What are the rules about access to the Internet and e-mail (if there is a computer in the house)? Are there time limits or time periods that use is permitted or prohibited?
27. May my friends call me? What times are not good?
28. What is the procedure about posting mail?
29. Do any of you have any pet dislikes? e.g.. chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
30. How do I get around our community? bus, bicycle, be driven, riding with friends, etc.
31. What about transportation to the mall or movies?
32. May I play the stereo or TV?
33. May I use kitchen appliances? Microwave? Dishwasher? Stove?
34. What are your expectations about going to church?
35. May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
36. If I have something bugging me, how do you want me to handle it?
  - a. Write a note explaining it
  - b. Ask for a heart to heart discussion
  - c. Tell my counselor
  - d. Keep it to myself and live with it
37. How often can I go out during the week?
38. Who pays for “family event” expenses? me? you? (movies, sports events, concerts/shows )
39. Can I use the shampoo and tooth paste or buy my own?
40. What do I do about school lunch? Buy? Bring from home?
41. Are there any eating habits or foods I need to discuss? I don't like \_\_\_\_\_.

**In general, ask about those things you feel are most important the first night, and then other over the next few nights. Try to always keep an open and honest line of communication with your Host Family and Rotary counselors.**

# HOW TO COPE WITH CULTURE SHOCK

by Arthur Gordon

As the world grows smaller, as ever-increasing numbers of people travel, work or study abroad, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveler or the unwary expatriate. It's the loss of emotional equilibrium that a person suffers when he moves from a familiar environment where he has learned to function easily and successfully to one where he has not. The term used to describe this malady is "culture shock".

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hyper-sensitivity and loss of perspective are common symptoms. Often the victim doesn't know what's the matter with him. He just knows that something's wrong -- and he feels miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse. these signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind on hundreds of these cues, even though we may not be consciously aware of them. "When an individual enters a

strange culture," Dr. Oberg says, "all or most of these familiar cues are removed. he or she is like a fish out of water. No matter how broad-minded or full of goodwill he may be, a series of props has been knocked out from under him."

Sometimes the transition to an alien culture has an immediate impact. A short term American visitor to certain Eastern European countries may find himself dismayed or depressed by living conditions that seem perfectly normal and acceptable to the people of that country - toilets with no seats, for example, or even more primitive bathroom facilities. It may come as a real shock to a teenager from Texas to find that hamburgers are non-existent, or, that local hairdressers never heard of plastic curlers.

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends or business connections one may be asked to dinner, taken sight-seeing, made much of -- at first. Also, in the beginning similarities between cultures are more apparent than differences. Almost everywhere people live in houses, go to work, relax on week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring.

It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him facing a host of perplexing problems. Many of these problems never bothered him at home, because they solved themselves almost automatically. Now, to his increased dismay, he finds that he has language troubles, housing troubles, money troubles, transportation troubles, food troubles, recreation troubles, perhaps even health troubles. All of these things drain away his reservoir of good-humor and equanimity. Having his laundry done may become

a major struggle. Making a telephone call may be a small crisis. It may seem to him that people say yes when they mean no and promise to do things which they never do. Time may be regarded quite differently by the people among whom he finds himself. So may space, in some countries people like to stand very close together when they converse, in others this violates a deep-rooted sense of privacy.

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status. At home he was "somebody", or at least his place in society was established and recognized, here he is relatively "nobody". As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in "circumstances of beleaguered self-esteem".

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem overwhelming. Furthermore, as troubles pile up and he begins to look around for help, he may conclude that the natives of the country in which he finds himself are either incapable of understanding his plight or are indifferent to it. This in turn triggers the emotion that is one of the surest signs of culture shock: hostility to the new environment. The victim says to himself, "These people don't seem to know or care what I'm going through. Therefore they must be selfish, insensitive people. Therefore I don't like them."

Inevitably this reaction tends to increase the isolation of the unhappy visitor because people sense his antagonism and begin to avoid him. When this happens, he may seek out other disgruntled souls, usually expatriates like himself, and find melancholy relief in criticizing all aspects of the host country. These discussions almost never lead to any honest evaluation of the situation or awareness that the difficulty may lie in the

attitude of the critics themselves. They are simply gripe-sessions in which the virtues of the home country are exaggerated almost as much as the alleged failing of the country being visited. As Dr. Oberg says, "When Americans or other foreigners get together to grouse about the host country and its people, you can be sure they are suffering from culture shock."

Sometimes the victim of culture shock may go to the other extreme, surrendering his own identity and trying to imitate all the customs and attitudes of the alien culture. Or he may try to solve the problem by withdrawing into himself, refusing to learn the native language, making no effort to find friends among the local people, taking no interest in their history, art, architecture, or any other aspect of their culture. While in this state of mind he may display a variety of unattractive symptoms. One is a tendency to over-react to minor frustrations or delays or inconveniences with irritation or anger out of all proportion to the cause. Another is to be unduly suspicious, to think that people are out to cheat or swindle him because he is a foreigner. Yet another is over-concern about cleanliness, an unwarranted conviction that water, food or dishes are unsanitary when in fact they are not. Often the person is unaware of the extent to which he is displaying these symptoms.

He does know, however, that he is miserable and that the casual remedies recommended to him --- patience, hard work, mastery of the language and so on -- don't seem to do much good. Sometimes he will develop a marked degree of over-dependence on people from his own country who have passed through their own period of culture shock and are residing successfully and happily in the host country. If they in turn can display wisdom, patience and understanding of his symptoms, they often are able to shorten the span of his misery.

One reason the unhappy expatriate gravitates toward his own countrymen is that in their company he can at least feel sure of being understood. Underlying much of his confusion is the fact that even if he speaks the language of the

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country there remain endless opportunities for misunderstanding. All experts in communication

emphasize the fact that language and voice are by no means our only form of communication, they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

Yet another stumbling block that compounds the problems of culture shock is the tendency of many people to think of members of other cultures in terms of stereotypes. The excitable Arabs. The amorous French. The touchy Italians. The lazy Latinos. The volatile Hungarians. The materialistic Americans. Some psychologists think that anxiety-prone people cling to stereotypes because it lessens the threat of the unknown by making the world predictable...and what the victim of culture shock needs desperately is a familiar, predictable world.

Almost always, fortunately, symptoms of culture shock subside with the passage of time. The first sign of recovery may well be the reappearance of the victim's sense of humor; he begins to smile or even laugh at some of the things that irritated him as much at first. As familiarity with local language and customs increases, his self-confidence and self-esteem begin to return. He comes out of his shell and makes tentative overtures to the people around him -- and as soon as he starts being friendly, they stop seeming hostile. Slowly he progresses from a grudging acceptance of his surroundings to a genuine fondness for them and becomes proud of his growing ability to function in them. In the end, he wonders what he was so unhappy about in the beginning.

Is it possible to shorten the duration of culture shock or minimize its impact? The experts think so. Here are three suggestions they offer to anyone planning a stay in a foreign land.

\* First, be aware that such a thing as culture shock exists, that it will probably affect you one way or another, but that it doesn't last forever.

\* Next, try to remember, if and when you become thoroughly disenchanted with your surroundings, that the problem probably isn't so much in them as it is in you.

\* Third, accept the idea that while it may be surrender to it. What he needs to do is fight or

somewhat painful, culture shock can be a very valuable experience, a mind-stretching process that will leave you with broader perspectives, deeper insight into yourself and wider tolerance for other people.

If it happens to you, don't think that you're strange or abnormal. If you had a happy life back home, why shouldn't you miss some aspects of it or feel a sense of loss? You'd be abnormal if you didn't.

If it happens to you, don't sit around being negative and critical, this just prolong and deepens your gloom. Try to keep busy. Arrange something pleasant to look forward to. Set goals for yourself -- learning ten new foreign phrases each day, for example-- and stick to them.

If it happens to you, try not to be judgmental. everyone has an ethnocentric tendency to think that his own culture is superior to all others. Actually, any culture is a good culture if it provides an environment that meets basic human needs.

If it happens to you, force yourself to look for the best, not the worst, in your situation. People who go around looking for trouble usually manage to find it. Train yourself to enjoy the diversity of people and cultures, not fear it or shy away from it.

Recently in Russia two members of an American tour-group at different times during the day bought a candy bar from a booth in a railroad station. Each was given his change in the form of chocolate wafers. One American, disturbed by this departure from the familiar, felt that he was being victimized and protested vehemently. The other, charmed by what seemed to him a quaint and delightful custom, regarded it as a novel and refreshing experience and even bragged about it to his fellow tourists. The first American, it seems reasonable to say, was far more a prisoner of his own culture, than the second.

In sum, before he leaves home the visitor to a foreign land should make up his mind neither to resist the culture in which he finds himself nor

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grope or inch his way toward a new and flexible

personality, a personality that retains its own cultural identity but recognizes the right of members of other cultures to retain theirs.

If that new personality can help him toward a better understanding of himself and of others, if it can enable him to communicate easily and convey warmth and understanding and goodwill across

the culture barricades, then the pain of culture shock will have served its purpose, and the recovered victim will truly have the best of two worlds.

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# **H**OW TO FILE AN INSURANCE CLAIM

**(Applies to Students who purchase Insurance through District 7170 only)**

**American International Companies  
Through CISI BOLDUC  
POLICY NUMBER: GLB 9024420**

All students who are insured under this program have been provided a claim form, policy, and Insurance Identification Card. If additional forms are required, write to:

CISI BOLDUC  
River Plaza  
9 West Broad Street  
Stamford, CT 06902-3788  
Or Telephone: 1-800-303-8120, Ext. 5137

**SEND ALL MEDICAL CLAIMS TO:**

**American International Companies (AIC)  
Accident & Health Claims Division  
P.O. Box 15701  
Wilmington, DE 19850-5701  
USA  
Attn.: Rotary Youth Exchange**

You can reach them by:  
Telephone: 1-800-551-0824 (from USA)

**Outside USA: 302-781-3700 Call Collect**  
Fax: 302-761-3740

Fill out Section A completely. Be sure to give the name and address of the **current** host family. Sign and date in the lower part of Section A.

If the student is a minor (under age 18), a host parent should sign the claim form to insure that the claim is not delayed due to lack of Authorization acceptable to the insurance company.

Note: be sure that all questions are answered or an "N/A" (not applicable) is entered in the blanks to show that you have not overlooked anything.

Section B should be completed by the medical service provider unless you are attaching an itemized bill showing the services provided and amount paid. Itemized bills should clearly indicate the charge or payment. Attach any bills you have, whether you have already paid them or not.

Be aware that the policy has deductibles which you and your parents are responsible for paying.

If filing a claim from outside the USA, be sure to mail the claim "AIRMAIL". Otherwise it takes weeks to reach the USA and payment will be delayed. If the payment has not been received in about one month, call the claims department at the appropriate telephone number to determine what is holding up the payment. They may just need more information, which you can give them over the phone.

Claim payments will be made by check in US dollars. Make sure you have a way to cash or deposit the claim check. Also consider where you will be living four to six weeks from the time you send the claim to the insurance company; you don't want it arriving at your host family after you have returned home.

If you have problems contact the District 7170 Youth Exchange Committee member listed as the Insurance Contact, or your Country Contact.



# **C** H A R A C T E R I S T I C S O F A G O O D Y O U T H E X C H A N G E A M B A S S A D O R

You have just accepted a significant challenge and the responsibilities of being an "ambassador":

## **of Your Country of your family of Rotary**

The real success of your exchange year is determined by the tact and manner you exercise. We have great confidence in you to do a good job, otherwise, we would not have accepted you.

Here are some of the essentials learned over the years that will make your year successful.

- 1. Review the "First Night Questions" provided with each host family the first evening before you have time to do "something wrong" which you will regret and gets you off to a bad start.**
- 2. Become part of your host family. Adapt to them. Comply with the rules, whether you agree with them or not. Remember, it's all part of a learning experience.**
- 3. Keep your room clean and neat and accept your full share of the work -- and the fun.**
- 4. Be loyal to your host families. Do not criticize them to others. Treat them as you would your own family at home.**
- 5. Be sensitive to the use of the bathroom, laundry, etc. Use them when you don't inconvenience others and use hot water sparingly. Clean up after yourself.**
- 6. Take a keen interest in other people. Ask lots of questions. Be a good listener.**
- 7. NEVER describe things in your country, such as your school system, government, industrial efficiencies, homes, standard of living, etc. as**

**being *better* or *worse* than what is found in our country. You should provide information when asked, but do not be judgmental. Things will be different, but not necessarily better or worse.**

**8. Do not express an opinion until you know what you are talking about.**

**9. Keep in close contact with your host Rotary Club. Ask to be on their club mailing list. Make a point of getting to know the members and ask them questions about themselves, their families, business, interests etc. Ask to attend their meetings if they don't ask you.**

**10. Above all else, do not sit on problems you cannot solve on your own. Talk to the appropriate individuals: your host parents, your host club counselor, your host club president, your D7170 Country Contact or your Youth Protection Officer. All your problems can be resolved....view them as unresolved challenges and opportunities. There is always a solution. Some solutions just take longer to find.**

**11. Your first priority should be to make yourself available for involvement with Rotary Clubs, club members and host families. All other interests should receive a secondary priority.**

**12. Always express your thanks to anyone who does something for you. If they took the time and interest to do something for or with you, then you can take the time to show your appreciation.**

**13. When you return home, tell the facts about your year's stay. If you have some constructive criticism, tell us so we can improve the program.**

**14. Remember - what you say and do can effect**

**future exchanges with your country. Schools, Rotary clubs, host families, and others you meet will think of *you* when they think of your country. Only you can make sure that you will be a positive representative of your country -**

**YOU ARE YOUR COUNTRY'S  
AMBASSADOR – DO YOUR JOB WELL!**

**Appendix H**

**This will be one of the most memorable years of your life. Enjoy it to the fullest! Good Luck and best Wishes!**