

Rotary District 5040 Youth Exchange Program Guide

GUIDELINES AND RULES FOR INBOUND STUDENTS



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Revised August 2022



Inbound Student's Emergency #'s these must be provided to you at Inbound Orientation.

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STATEMENT OF CONDUCT POLICY

District 5040 has adopted the Statement of Conduct for working with youth as set out in Rotary Code of Policies Sec. 2.110 for its Rotary Clubs participating in the Youth Exchange Program. This policy states that it is the duty of all Rotarians, Rotarian's spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. In keeping with the above, District 5040 conducts ongoing training programs for adult volunteers. The program has been reviewed and certified by Rotary International.

DISTRICT 5040

District 5040 represents over 50 Rotary Clubs located on the mainland of western British Columbia. These clubs are located in an area bounded to the west by the entire mainland coast between the northern and southern U.S. boundaries and include the western end of the Lower Mainland, the Cariboo and Prince George west to Prince Rupert. This document is also available on District 5040's Youth Exchange web site on the internet at the following location:
www.d5040youthexchange.ca.





OUTLINE OF THE INBOUND STUDENT YOUTH EXCHANGE YEAR

AUGUST

- ☒ Inbound and outbound students complete arrival in host country
- ☒ Tweedsmuir Trek near Burns Lake, offered by the Burns Lake Rotary Club for Inbound students.

SEPTEMBER

- ☒ Inbound Student Orientation weekend.

OCTOBER

- ☒ Halloween Socials arranged by Rotex – Non-Mandatory

DECEMBER

- ☒ Christmas parties for Inbounds arranged by Rotex -Non-Mandatory

You may be asked to assist Rotarians at your clubs and by District committee members with Outbound Student Interviews.

JANUARY

- ☒ Second Inbound Orientation weekend (Winter Orientation)

MAY

- ☒ Outbound Student Orientation session for all Outbound students – their parents and current inbound students also attend.

You may be invited to attend RYLA South – please check with your counsellor.

- ☒ Inbound students attend District Conference.

JUNE/JULY

- ☒ Optional 3 Week BC Tour, camping tour for Inbound students.
- ☒ Currently hosted students depart for home and outbound students start departing.

- *Possibly more scheduled activities so please make sure you read your email on a very regular basis. You do not want to miss out on these great activities!*

School

During your stay, you will be enrolled at a high school, and you are required to attend regularly and actively take part in all school activities as if you were a Canadian student. Your club may, at its discretion, approve up to ten days of school absence for approved activities.

Completion of Online Training Modules

You will be sent several online training modules to your email address that must be completed by the end of September. These modules include Student Orientation, Student Safety Awareness and other courses determined by the YEX Trainer and Program Chair.

Travel

It is important for you to understand that this is a cultural exchange and NOT a travel exchange.

Travel is limited as follows:

- The District Committee will arrange events where you will travel to meet the other District exchange students.
- You may, if invited, accompany Rotary Club families on trips. However, the host club is under no obligation to provide travel experiences.
- You are not to arrange travel plans for yourself or seek special travel concessions.
- The District Youth Exchange Chair must pre-approve any proposed travel outside of our District or B.C. Your YEO has the necessary forms to be filled out and submitted to the Chair for approval.

Family visits

Visits by parents, except near the end of the exchange year, are discouraged. Permission for family visits must be obtained **PRIOR** to making arrangements and approved by the District Chair.

Drugs

The use of illegal drugs is forbidden by law. Any student using illegal drugs is subject to immediate return home. Smoking(including Vaping) is prohibited while you are an Inbound Student in D5040, and this includes Marijuana. You will be returned home immediately if you are found in possession or using drugs including Marijuana. (see Smoking)



Drinking

Students are not allowed to consume alcohol. No exceptions.

Driving

The Youth Exchange regulations specifically prohibit a student from driving a motor vehicle while on exchange. This rule includes driving all forms of motorized transportation and driver education.

Dating

Students are not to form romantic attachments or become serious. They should be friendly and mingle with all students so that their influence reaches all of the student body.

Rotary Meetings and Functions

Students are required to attend all Rotary functions to which they are invited. They must attend the District Conference and the special orientation sessions planned for all exchange students by the District Youth Exchange Committee. Related travel costs and fees are paid by the clubs. You should wear your blazer, bring your business cards when attending any official Rotary function. You are encouraged to attend Club meetings frequently in order to get to know the members. Remember that your host club have made a significant commitment of time, money and effort to make your year possible. Their reward is seeing you grow during the year. Getting to know your host club members will almost certainly increase your opportunities to participate in a variety of events, both inside and outside Rotary, throughout the year.

My Sponsor Club's Name and where meeting location

My Sponsor Club meets: (location and date)

Climate

British Columbia (B.C.) has distinct four seasons. Winters can range from mild in the south of the province to very cold and snowy in the north. Summers in Vancouver are usually mild and pleasant without too many really hot days. The north of the province can have some very warm spells.



Clothing

You will need a warm jacket and boots in northern B.C. and rain gear in Vancouver and some other areas. If such clothing is not available in your home country, you may be able to borrow some from your host families. If not, you should be prepared to purchase this clothing.

Host Families

Students coming to B.C. will stay with at least two host families and usually stay in three or four different homes. This requires a lot of adjustment on your part, as you must adapt to the life of your host family. There is no obligation on the part of the host family to adapt to your way of life. You must do all adaptation. Host families should not treat you as a special "honoured guest". Students should make their bed, keep their room tidy and assist with general household chores such as lawn mowing and similar tasks. Students are not expected to be a constant built-in babysitter.

Remember your host families owe you nothing! On the other hand you owe the host families an enormous debt of gratitude for the considerable personal and financial sacrifices they are making in hosting you. Without these sacrifices it would not be possible for you to spend a year abroad as an exchange student. The majority of program difficulties around the world arise from the refusal or inability of students to adapt to their new environment. Please read Appendix A about First Night Questions.

Monthly Allowance

Your host Rotary Club will provide you with a monthly allowance, please discuss with your Rotary counsellor, typically the allowance amount ins \$125.00 Cdn per month but could also be more IF the club pays for your cell phone plan and other extracurricular activities such as sports. The club will also provide transportation and accommodation to attend the District Rotary Conference and District organized Youth Exchange orientations.

Counsellor

Your host club will appoint an experienced Rotarian as your counsellor who will be your confidant for the time you are with us. This position should not also be a host parent, and of your own gender. If you have any problems, whether it is with the host family, club, school, or financial level, you should consult your counsellor who will do his or her best to iron them out.

My Counsellor's Name Is: _____

My Counsellor's Cell Phone and Email is _____

My Sponsor Club's President's Name is: _____

My Sponsor Club's President's Cell Phone and Email is: _____

Medical and Hospital

Students in District 5040 are required to purchase medical insurance coverage. This should be purchased prior to your arrival in Canada. The medical system and insurance in Canada is different from your home country. ALL medical, hospital and dental expenses are the responsibility of your natural parents.

Public Speaking

During your stay in Canada, you will be expected to speak on a number of occasions to Rotarians and community groups. If possible, you should have available some slides or photos of yourself, your family, your home (inside and out), your community, and other areas of interest from your country to illustrate these presentations. Your blazer should be worn at any of these opportunities to help promote our program. Your sponsor club will expect you to present your country and attend meetings to keep the club up to date on your exchange. Check with your Counsellor on the expectations around club and service attendance and participation!

Contingency Fund

You are required to bring with you a contingency fund of \$500. CDN On arrival this is to be placed in a bank account which is co-signed by your counsellor and in some cases by another member of your host club. The contingency fund may only be used for emergencies. It is not intended to cover day-to-day items. The balance will be returned to you close to the end of your exchange year. You must never borrow money during your exchange.

Homesickness

Every student experiences homesickness to some degree. This is often prevalent in the second or third month of the exchange. You should understand this and expect to have some adjustment problems. A student actively involved in community and school activity groups will be less likely to suffer from adjustment problems and homesickness than a non-participant.

Behaviour

While you are being hosted as a Rotary Exchange Student, please remember that you are an ambassador for your country and for Rotary. We, therefore, expect that you will maintain high standards of behaviour at all times so the people you meet will form a good impression of your country. Otherwise, one of the main purposes of the Program (the ambassadorial role) will not be fulfilled.



Grooming and Hygiene

When your sponsoring Rotary club chose you, you "passed the test" of good grooming. It is expected that you will continue to be well groomed while you are in Canada. Whatever hairstyle you choose should be kept well trimmed and neat. An occasional trip to the barber or hair stylist is necessary to accomplish this. Males who are clean-shaven when they arrive should remain that way. In Canada, it is an accepted practice to use an underarm deodorant to inhibit body odour.

No New Piercings or Tattoos

Strictly prohibited while on exchange in District 5040

No Public Protest Participation or Demonstrations of any sort

Rotary is a non-political organization. As program Ambassador, you represent Rotary and Rotary International. There is an increased risk to your personal safety in any large group gathering.

No Downloading

Of any game, program, or website without permission from your host family.

Jobs

You are a temporary resident of Canada on a STUDENT visa that does not allow you to have any form of paid employment.

Smoking

Canadians are less tolerant of smokers than most other countries. The District YE program has a no smoking policy, this includes vaping. Smoking of Marijuana is strictly prohibited, and you will be returned home immediately if you are found to be in possession or using. (See Drugs)

Early Return Home

Students are occasionally unable to complete their exchange year because their Club is no longer willing to host them. Sometimes this is due to the student breaking rules. More often it is due to a student attitude problem. Remember that Rotary Clubs and host families should enjoy hosting students. If this enjoyment evaporates, the willingness to host may also disappear.



Gifts and Your Appreciation

Your host families would appreciate a small gift representative of your country as recognition of their positive contribution to your exchange year! Do not forget Christmas where gifts are exchanged with other families members.

You may be staying with Rotarians and other volunteers who will host you while you are attending functions away from your host family such as overnight stays. Other volunteers may include drivers, teachers, Rotex members all of whom would appreciate a 'thank you' or small recognition of your appreciation such as a post card, pin, your business card etc.

Conclusion

The Rotary International Youth Exchange Program is offering you a unique experience to live for an extended period of time in a new and different environment. You are expected to immerse yourself in the culture and customs of Canada:

- to learn the language quickly
- to gracefully accept the differences, you will encounter.
- to join wholeheartedly in Rotary, school, and community activities.

Your understanding compliance with these Rules and Guidelines will ensure a successful and rewarding experience for you. Students who do not assume these program responsibilities may be required to return early to their home country.

APPENDIX A

FIRST NIGHT QUESTIONS

Introduction

When an exchange student arrives at a new host family, it can be a challenge to readily adjust to the new environment. Each family is different, and their homes operate in different ways. Unless the family has previously hosted students, they may never have even considered the unwritten rules used in every house on a day-to-day basis to ensure that the home operates smoothly. The sooner that the new student understands and adopts these house rules, the less chance there is of an unfortunate misunderstanding occurring which could have a negative impact on a new relationship.

If an exchange student breaks one of these rules, it could create a problem. For example, the family may be unhappy that the student chooses to sit in what has traditionally always been “father’s chair” but are too polite to mention it. This can lead to a strained relationship, which the student may detect but not understand. Because families have never thought about their unwritten house rules, usually evolved over many years but rarely if ever discussed, it is difficult to explain them to a new arrival. A sample list of First Night Questions for the students and host families to review at the start of each home stay has been prepared. All exchange students are encouraged to discuss these questions with the host families immediately after arrival. Should this not happen, then host families are encouraged to initiate these discussions.

Why Use First Night Questions?

Timely discussion of First Night Questions cannot only reduce the risk of unfortunate misunderstandings but is also a highly effective “ice breaker” for an exchange student in a new home. Sometimes this discussion is a little difficult because of a language barrier. In this case, this website shows how the same questions translated into a number of different languages: www.yeoresources.org/First_Night_Questions.htm.

If language could be a problem, consider printing out these questions from the website in the appropriate languages. The questions are suggestions only. The student and host family should discuss anything that they think is important. Please discuss the items most important to you as soon as possible. A student with limited language skills should probably not assume anything. Ask instead. The simplest questions may be the most important, such as “Where is the bathroom”? You can come back to other questions as they seem necessary.

List of First Night Questions

1. What would you like me to call you? Should I call you “Mom”, “Dad”, or given (first) name, or something else?
2. What are my daily responsibilities while living in your home?
 - (a) Make my bed?
 - (b) Keep my room neat and clean?
 - (c) Clean the bathroom after I use it? d. Other?
3. What is the procedure for laundering clothes? Where do I keep dirty clothes until they are to be washed?
4. What is the procedure if I need to iron my clothes?
5. May I use the iron, washing machine, sewing machine, etc.?
6. Where can I keep my bathroom accessories?
7. When is the most convenient time for me to use the bathroom on weekday mornings (in order to get ready for school)?
8. When is the best time for me to shower or bathe?
9. Is there anything special about using the bathroom I should know?
10. May I use the family’s shampoo and tooth paste or should I buy my own?
11. When are mealtimes?
12. Do I have any responsibilities at mealtimes, such as to set or clear the table, wash or dry the dishes, dispose of the garbage?
13. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
14. May I use kitchen appliances such as the microwave, dishwasher, or stove?
15. What areas of the house are strictly private, for example, your study, bedroom, pantry, etc.?
16. What are your rules about my drinking alcohol? (Note: District 5040 **has ZERO tolerance** for drinking – No alcohol permitted on your exchange.)

17. What time must I get up weekday mornings?
18. May I rearrange the furniture in my bedroom?
19. May I put posters or pictures on the walls of my room? If yes, how do you want things attached to the walls?
20. Where can I store my suitcases?
21. May I use the stereo, home computer or TV?
22. What time should I get up weekends and holidays?
23. What time must I go to bed weekdays? Weekends?
24. What time must I be at home on school nights if I go out?
25. What time must I be in on weekends if I go out?
26. What dates are the birthdays of family members?
27. May I have friends stay overnight?
28. What is your rule on entertaining friends in my room?
29. Can I invite friends over during the day? After school? When no one else is home?
30. What is the landline, and your cell phone numbers here? How do I contact you in an emergency when I am not here?
31. How do I make telephone calls? (discuss if you have brought a cell phone from home)
32. What are the rules about access to the Internet and e-mail, social media usage in the house? Are there time limits or time periods that use is permitted or prohibited? If you are not connected to the Internet, where can I find an Internet service to contact my family and friends?
33. May I receive telephone calls and texts from my friends? Are there times of the day when calls are not acceptable?
34. What is the procedure about sending and receiving (snail) mail?

35. Do any of you have any special dislikes? For example, chewing gum, types of music, being late, wearing a hat at the table, being interrupted while reading, etc.
36. What transportation is available to me? (Walking, bus, bicycle, being driven, riding with friends, etc.) Are there times or places it is unsafe for me to walk unescorted? Are there rules about traveling with friends?
37. What transportation is available for shopping or going to movies?
38. What are your expectations for me about going to church or other religious institution?
39. If I am having a problem, how do you want me to handle it: (Check out Appendix D)
 - (a) Write a note to you explaining it?
 - (b) Ask for a face-to-face discussion with you?
 - (c) Tell my Rotary counsellor?
 - (d) Keep it to myself and live with it?
40. How do I enroll in school?
41. What do I do about school lunch? If there is an expense, who pays - me, you, or Rotary?
42. How can I arrange to go shopping for personal items?
43. Is there anything else I can do around the house to be of help?
44. Am I expected to attend Rotary meetings? How often? Who will arrange for this?
45. Is there anything else we should discuss?



Although completion of this form is not your responsibility but that of your Club Counsellor/YEO and Club President, it is your responsibility to discuss any travel with your counsellor and you should be aware of the travel rules during your exchange year and the information that is needed before the PRIOR approval of the District YEX Chair for travel outside of the District and Province.

5040 YOUTH EXCHANGE TRAVEL AUTHORIZATION FORM

Students must adhere to the travel rules of D. 5040 or risk being sent home! Travel is a privilege, not a right. Travel is only permitted if organized and supervised by Rotary, your host parents or your school, church, sport team or recognized community group. This form is required for travel out of the district and province. All travel outside of District, Province or Canada, must be discussed prior to any arrangements being made. Please send a copy to your club YEO and the District Chair.

Student: _____

Nature of the trip: _____

Destination: _____

Date and time of departure: _____

Date and time of return: _____

Means of transportation: _____

Student's traveling companions and/or
Organization: _____

Contact information while travelling (Cell #'s etc.)

Contact information at final destination _____



Travel Authorization Continued....

Travel Authorization Continued:

Name and signature of responsible adult supervising the travel:

Consent signatures and date signed:

Student Travelling: _____

Current host family

Parents: _____

Club Signatures:

YEO: _____

Student's Parents or Guardian If out of District and Country:

District Chair Signoff:

Appendix D

Rotary Support Matrix

RESOURCE	WHEN NEEDED	CONTACT FREQUENCY	COMMENTS
HOST FAMILY	Every day	Daily	Your first point of contact with most simple needs. For problems you will need to use your Host Club YEO in conjunction with your host family.
HOST CLUB YEO	Problems, Successes, Social Occasions, Club Meetings	Bi-Weekly / Monthly	This is your main Rotary contact for your day-to-day problems and well-being.
HOST DISTRICT COUNSELOR	Most problems, travel permission, routine reporting	Monthly Minimum	If reports are required, make sure you complete them.
HOST DISTRICT 5040 CHAIR	Serious Problems or Routine Reporting	Monthly Reports	Monthly report is mandatory and is due at the end of each month.
SPONSOR DISTRICT COUNSELOR	Serious Problems and Routine Reporting	Monthly / Bi-Monthly	Quarterly Reports are to be sent to this person. This is not the first person who should learn of a problem you are having!
SPONSOR (HOME) DISTRICT CHAIRMAN	Serious Problems	As needed	
ROTEX	Emotional and YE Support	As often as needed but monthly at a minimum	Rotex will not be able to help you with technical YE problems They are for your emotional support and mentoring only.
SPONSOR CLUB YEO	Preparation & then report about your experience	Monthly	You should write to your club regularly telling of your experiences.
PARENTS	Routine, non-YE problems, health emergencies	REGULARLY	<u>LIMIT E-MAIL, TEXTING, AND PHONE CONTACT!</u>

Appendix E

Abuse or Harassment Reporting Procedures

We expect that your exchange year will be one of the best experiences of your life. We make every effort to ensure that you are safe however, there is the possibility that you will be the victim of assault, abuse or harassment. Your safety is very important to us and we can only help you if we know you have a problem.

“Exchange students have the right to adhere to personal standards regarding their bodies. While respecting vast cultural differences, each student has the right to judge how they deal with unwelcome sexual contact or related physical activity including nudity, exposure, touch, suggestive comments and sexual intercourse.”

If you have been threatened or feel threatened with physical, psychological, or sexual assault or abuse you should follow the following procedure:

1. Report the situation and circumstances to your Host Youth Exchange Officer (YEO) immediately.
2. You must also report the situation to your District Chairperson, or the Inbound Coordinator. You may call at time of the day you are involved in this type of situation.

It is important that you not delay in reporting any incident or threat of assault or abuse. Be assured that all of us within the District Youth Exchange Program understands the seriousness of your situation.

**WE WANT TO HELP YOU!! OUR CONCERN IS YOUR WELLNESS AND HEALTH,
NOT SENDING YOU HOME!**

We cannot guarantee that your report will be kept confidential but we will respect your privacy at all times.