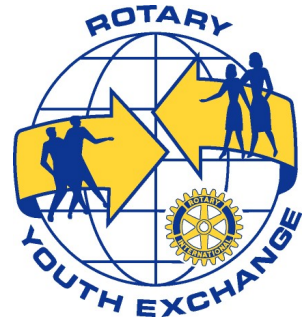


STUDENT MENTOR MANUAL



Student Mentor Manual

Feb 2017

Rotary International

Youth Exchange

Programme

Western Australia D9455

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TO THE STUDENT MENTOR

This Booklet contains information to assist you, your club members and host families in hosting and supporting your exchange student during the exchange year.

Banking: We ask that you assist the student with opening a bank for the student's day to day funds and Rotary pocket money. This account may not be necessary if the student is able to use home country account in Australia and their Rotary Club is prepared to pay their allowance in Cash. Please also collect their \$500 Emergency Money and place in Club Funds, recording it in the Club's Accounts as a liability, to be repaid at the end of the year.

Overseas Student Health Cover: Please note that the basic Medical Insurance arrangements have changed.

Exchange students are required to have e Overseas Student Health Cover for the period of their exchange arranged and paid for prior to leaving for Australia. **This cover is the equivalent of Medicare cover for Australian residents and the card should be used for medical services in place of a Medicare card.** Students or their Mentors should keep the card safe. .. **If the card is lost, please arrange a replacement card.**

Working with Children Check Applications:

It is both yours and the Protection Officer's responsibility to make sure that the Checks have been done and that the Host Family application Forms, Form 2 & 3 from the Abuse and Harassment Prevention Manual are submitted before the students arrival to the RYE Chairman.

Briefing session: The Inbound Student briefing session will usually be on the 1st or 2nd weekend in August. **It is an important opportunity to set and refresh the ground rules and is compulsory for students.**

You are given a copy of the Host Family Manual and a copy of Inbound Student's Manual. We request that you sit together within the **First Seven Days** of the student moving in with the new host family. Go through the "first night questionnaire" with them, and make sure that both parties understand the basic rules of RYE and also understand that there are cultural differences between each other.

If you have any concerns about the exchange, please contact me as quickly as possible to assist in avoiding potentially unpleasant situations. I am happy to provide more information to assist you in supporting your student during the year.

Yours in Rotary

Rotary Youth Exchange Chairman

GUIDELINES FOR HOST CLUBS:

1.1 INTRODUCTION:

The District Youth Exchange Committee annually invites clubs to participate in the program by selecting a candidate for outbound placement and by offering to host an overseas student. If a club decides to participate then it is necessary for the club president to appoint:

- a) A Youth Exchange Officer who will provide the necessary liaison between the club and the District Placement Officer.
- b) Rotary Mentors to look after the personal interests of the inbound and outbound students and
- c) Club Youth Protection Officer whose job it is to ensure that the club complies with the requirements of the WWC Manual and establish the suitability of all the Rotarians and volunteers involved in Youth Exchange Programme (Most clubs should already have a Club Protection Officer as they are required where the Club has any involvement in Youth Programmes) A Club Protection Officer is not allowed to participate in any Youth Programs nor is he/she allowed to be a host parent or Student Mentor.

1.2 OBTAINING HOST FAMILIES:

The host club has an obligation to arrange suitable host families of good character. Generally three to four host families should be sought for each student per year. It is not necessary to have the names of all the prospective families available when it is decided to host a student, nor is it essential that all the hosts be Rotarians; in fact clubs are encouraged to seek at least one non-Rotarian family. Excellent sources of these families are those whose children are current or past exchange students abroad. School counsellors and other service organisations are also good resources for host families. **Every host family must complete the Host Family Application (see the WWC Manual) and obtain a Working with Children Card (This is part of the Certification Process).** The host club must retain the completed Application. The host parents and any children living in the home should be interviewed in the home by the host club's Youth Exchange representative or Protection Officer and Mentor. Written notes of the interview must be made and retained with the application (see WWC Manual for Assessment forms). Working with Children Cards must be applied for by every family member at the age of 18 and above living at the same address as the student.

1.2.1 Tips for locating Host Families

Some of the key words for host families are search, retention, and evaluation

- a. Set a time goal for obtaining the host families for the upcoming year. Target setting will cause the committee to not put off the chore but will target its energies toward the goal date.
- b. Develop a working and on-going selection list by compiling possible host family names. Sources for names can be:
 - i. Your Rotary Club members – have each member submit at least two names of families that they recommend for hosting
 - ii. Present Host Families – have them submit names of families that they would recommend.
 - iii. Visit each member of the ministerial association for possible input.
 - iv. Obtain selected names of prospective families from each school principal
 - v. Use a brochure during the search or recruitment
 1. It should be colourful, to the point, and easy to read
 2. Ask for testimonials from the past and present host families to be incorporated in the brochure.
 - vi. Ask the Families of the Club's Participants in other Youth Programmes, such as RYPEN, RYLA, 4 Way Test etc
- c. Invite the past host families to part of the search process by:
 - i. Meeting with possible host families.
 - ii. Visiting interested families on a one-to-one basis.
 - iii. Would the past host families like to host again?

1.3 DOCUMENTATION:

Upon receipt of a suitable application from the District Placement Officer, the Rotary club must complete the necessary arrangements for schooling and hosting and **return the completed Guarantee Forms** (will be submitted to you in due time), **as quickly as possible**, with the completed endorsements by club and school, to the District Placement Officer. It is suggested that this task be the responsibility of the club's Youth Exchange Mentor, and copies be kept in the host club files.

1.4 THE MENTOR & PROTECTION OFFICER:

The Club President or Youth Exchange Chair must appoint a suitable Rotarian, preferably of the same sex as the student, to act as Mentor for the incoming student. Because of the role they play in the program, the Mentor cannot be a host parent.

The Club must have a Protection Officer in order to participate in any of Rotary's Youth Programmes. This officer is not to be involved in any of the Club's or District's Youth Programmes. Further and more accurate information about this position can be found in the District's Working With Children (WWC) Manual.

1.5 STUDENT ARRIVAL DATES:

All D9455 Inbounds are asked to arrive in the second week of the July school holidays. The club should ensure that they are advised as early as possible of their student's proposed date and time of arrival.

1.6 MONTHLY ALLOWANCE:

The host club shall provide the student with a regular monthly allowance along the lines recommended by the District Youth Exchange Committee. (The RYE District recommends a minimum of AUS\$120.00) **This allowance should be paid at the beginning of every month starting with the date of arrival.** Being late with payment may place the student in the embarrassing position of having to ask for it. Usually it is Direct Deposited into the Student's Bank Account.

1.7 EMERGENCY FUND:

The student is required to bring with them, some additional money to establish an emergency fund; the amount of this fund will be recommended by the District Youth Exchange Committee from time to time, currently AUD\$500. This is an emergency fund to cover emergency medical or similar needs, and must be replenished by the natural parents as it is depleted. The funds should be placed with Club Funds and recorded as a liability on the Club's Balance Sheet, to be repaid at the completion of the year.

1.8 SCHOOLING:

Some students will have completed their high school education just prior to coming on the exchange. Those who have done so and are enrolled in a standard course of study may experience boredom and frustration at school; therefore it is recommended that they follow a course of study which involves subjects and projects not normally available to them in their home country. It is recommended that students take all tests and examinations.

Host clubs are not permitted to enrol students in a college or university, even if they are requested to do so by the student's family. ***The Youth Exchange Program is a high school program and high school attendance is a prerequisite to selection, and issuance of the student's visa.*** Wherever possible, all school fees should be paid from the Club's account. Schools should be requested to mail all report cards to the Mentor.

1.9 ROTARY FUNCTIONS:

Attendance at some Rotary functions is mandatory. Among these at the District level will be, 1st Briefing for Inbound Students in August, the Quindanning Weekend and the Annual District Conference. **Attendance at all District functions is mandatory.** Among these at the club level include club meetings, fellowship functions and fundraisers. These Rotary functions take precedence over all other arrangements; therefore students are not permitted to make personal plans which conflict with these functions.

1.10 COMMUNICATIONS:

The success or failure of a student exchange often hinges on communication between the student, Mentor and the host Rotary club. All too often students feel that the Mentor or Rotary club has little or no interest in them with everything being left to the host families. *It is absolutely essential that regular and friendly contact be maintained between the student and the host club and Mentor* so that the student is given a feeling of belonging in the community and of being a part of an exciting experience in international understanding. Clubs who can achieve this will reap rich rewards from the program. The club should maintain lasting contact with the student and his/her parents for many years after the exchange. Herein lies the real value of the Youth Exchange Program.

1.11 COSTS:

In addition to the monthly allowance, the Club is expected to cover the costs (including travel) for the attendance of the student at all Rotary Club functions.

1.12 PROBLEM STUDENTS:

If problems arise with a student that cannot be resolved at club level, advice should be sought promptly and early from the District Placement Officer or Chairman. All instances should be reported, so the sponsoring district is not surprised by an announcement that the student is being sent home. Problems can be averted by early intervention of inappropriate behaviour patterns.

A club cannot return a student home without the express consent of the District RYE Chair and the District Governor.

Clubs should not draw comparisons between previous and current students.

1.13 ABUSE & HARASSMENT POLICY

This is as published in the students' manual:

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

If you are physically or sexually assaulted or abused you should follow this procedure:

1. Report the situation and circumstances to the assigned Protection Officer or your YE Mentor immediately.
2. If you cannot contact either your Protection Officer or YE Mentor or prefer that none of them be informed, report the situation to the District Chairman. You may call collect from anywhere if you are involved in this type of situation.
3. If you cannot report your situation to either your YE Mentor or the District Chairman, report the situation to any member of the District's Youth Exchange Committee or Protection Committee.

It is important that you not delay in reporting any incident of assault or abuse. Be sure that someone in the District Exchange Program understands the seriousness of your situation.

The procedure that shall be followed by a Rotarian receiving information about an assault or abuse case is:

1. Inform the District's Youth Exchange Committee Chairman, **IMMEDIATELY.**
2. The District YE Chairman will take charge of overseeing the student's safety and an investigation into the facts of the situation.
3. No Inbound student will be sent home nor any Outbound student brought home for reporting such a situation unless the student's personal safety requires it and the District Chairman has approved the return.

1.14 EMERGENCIES:

If an exchange student is seriously injured or becomes seriously ill, the host club must immediately notify the following: Chairman or Placement Officer, student's natural parents, and the insurance company. The club must assist the student in processing the insurance claim.

In the case of a death of an exchange student, the following procedure must be followed:

1. Ascertain that the deceased is the exchange student.
2. Immediately notify the District Youth Exchange Chairman, and if not available, notify the District Governor and liaise with him/her
3. Check with local law enforcement and obtain a copy of the police report. Reclaim the deceased's possessions, especially the passport.
4. Notify the natural parents by telephone.
5. Contact the local undertaker and embalmer. Ensure that the embalmer possesses an internationally recognized practice license, so that the embalmed body may cross national borders. The airlines will not transport the body unless the required international certificate is obtained. Order a suitable casket and arrange transportation to the student's home country or arrange burial or cremation, according to the parents' wishes. For the casket to cross national borders, the inside must be metal-lined and sealed. Sealing must be officially witnessed, to prevent smuggling. Obtain the "sealing certificate."
6. Notify the embassy or consulate of the student's country and obtain their assistance.
7. Arrange to host the student's parents with Rotarians and host families. Hold a memorial service for the student.
8. Write a complete report and mail it to the District Youth Exchange Chairman, to be forwarded to Rotary International. Send a copy of the report to the District Governor.

2.0 GUIDELINES FOR STUDENT MENTORS:

2.1 CHOICE OF MENTOR:

The appointed Mentors should be genuinely interested in youth and the Youth Exchange Program and willing to devote the time and energy necessary. They should be able to relate to young people easily so that they can gain the student's confidence and respect and be in a position to assist and advise them. They should fully understand their responsibilities and have the time to attend to them. Because of the role they play in the program, the Mentors must not be host parents.

2.2 DUTIES OF A MENTOR - INBOUND STUDENTS:

1. Ensure suitable host families are arranged.
2. Establish contact with both the student and their parents and give them some information to assist in their final preparations including the names of host families, if known, climate, and clothing requirements. During the first week or two of a student's stay in the country it is preferable that the student stay with the Mentor. If this is not possible, the Mentor must set aside as much time as possible to spend with the student so mutual respect and confidence can be achieved. It is extremely important that the Mentor establishes a relationship with the student, so that when a problem arises it can be discussed in an open and frank manner.

On the student's arrival in the country, the Mentor must:

3. Ensure that the student's insurance policies are in order and preferably keep such policies in a safe where they cannot be lost.
4. Ensure that the student's return airline tickets, passport and visa are in order and ensure they are valid until the planned departure date. The details of which should be forwarded to the current Placement Officer, Chairman or Transport Coordinator.
5. Ensure that the student has brought the required emergency fund and open the necessary banking accounts for the student. Discuss with the student the anticipated expenses for the year and who pays for each.
6. Arrange the method and dates for payment of the allowance for the student.
7. Ensure that the student advises their safe arrival to their parents back home.
8. Review in detail the rules regarding the exchange, and what is expected of the student through the year.
9. Enrol the student in school and assist in the selection of classes with the assistance of the school Mentor.
10. Arrange for club members, host parents to meet and welcome the student on arrival.

During the Exchange the mentor should:

11. Ensure the student has and sends thank you cards to people who invite the student to special activities and events.
12. Ensure the student receives timely information regarding the District's outings and events, and other activities.
13. Liaise with host families so that they and the student will know well in advance when a move to the next home is due.
14. Liaise with the club president and the club committee chairman so that the student can be included in club programs as a guest speaker.
15. Ensure that the student attends Rotary meetings as a club guest weekly, or on a regular basis, and is invited to special occasions. Many clubs involve the students in club meetings and service projects which strengthens their feeling of belonging and often affords visitors the opportunity of seeing and hearing the students.
16. Encourage the student to join school clubs, and youth or church organisations.
17. Promote interest among as many club members as possible to host the student for a meal, overnight stay, outing or holiday. Some clubs prepare a hosting roster, or "Godparent Program", for members' participation whereby a different member hosts the student for some event each week.
18. Create opportunities for the student to address other Rotary clubs, organizations, schools and community groups and to supervise the speaking arrangements by assisting the student where necessary.

19. Ensure that a meaningful program of activities is arranged for the student; lack of adequate planning is an adverse reflection on the club and could be misinterpreted by the student as disinterest and a lack of purpose, which undermines the main objectives of the Youth Exchange Program.
20. Remember the student's birthday and celebrate it appropriately. Ensure the student has the opportunity to celebrate Christmas, Easter, Jewish, or other holidays of their religion.
21. Maintain contact with the student's natural parents and sponsoring club through letters reporting on the student's progress and activities.
22. Arrange an appropriate farewell function at the end of the exchange period.
23. Arrange regular meetings with the student during the whole period of the student's stay. Make periodic calls to host parents and the principal or school Mentor to ascertain that there are not problems.
24. Ensure that the monthly or quarterly reports to the sponsoring and host district are being submitted timely.
25. Review the "Questionnaire for First Night with New Host Family" form (see Appendix 1) with the student before each move into a new host family. Review the form with each host family.
26. Become thoroughly familiar with the rules of the Rotary Youth Exchange Program so that they can, in discussion with the student, ensure that the student understands and abides by these rules.
27. Ensure that any planned travel is first approved by the Placement Officer, Club Chair, natural parents, host parents and school.
28. Before the emergency fund is released to the student at the end of the exchange, the Mentor should ascertain that all debts to medical practitioners, host parents, the school and the District have been settled.

2.3 PROBLEMS:

It sometimes happens that the Mentor and the student cannot get along. If this happens then the Mentor should stand down in favor of another Mentor, where there can be a happier relationship. The Mentor should not take this as an indication of their inefficiency as there can be times when personalities clash for no apparent reason.

It is important to have a list of the "gripes" by the student and by the host families. If the "gripes" are listed one-by-one, and not allowed to fester, you may confront the student or the family and with a little understanding and explanation on the part of all concerned, the situation can usually be resolved. But, students do not learn what they are doing wrong by receiving the "silent treatment". What they are doing wrong may be perfectly acceptable in their country and totally unacceptable here. It is important that they know what is wrong and **WHY!**

Not all students are exchange material, and not all homes are good host homes. In the event that the student is the root of the challenge, we may write or call their sponsoring chairman and ask for assistance in helping the student to understand the problem. In no instance should we consider sending a student home without first notifying his chairman, giving details of the problem, and giving the chairman enough time to try to effect a solution. For that reason, we want reports early about challenges, your evaluation as to whether it can be handled at the club level, whether or not intervention by this district's committee might be effective, at what time do we notify the sending chairman to ask for his help, and at what time do we terminate the exchange.

The club is not under an obligation to attempt to salvage an exchange where there is an outright violation of law such as using or trafficking in drugs, driving a motor vehicle, or theft. Nor is there any such obligation in the instance of sexual activity. In the instance of alcohol consumption or smoking, you have some discretionary alternatives, depending on the circumstance. A second drinking offence should be treated as an outright violation of the law. Smoking or alcohol consumption may have been legal in the country the student came from, but they are not "legal" here, nor are they appropriate here.

Loaning money to an exchange student is highly discouraged. Advise your host families that they are not ever to loan money to students. If a loan is necessary, it should come from the club or the district.

Clubs should not loan money unless they are willing to lose it. The District will not loan money except in the most unusual circumstances, and only if we know that we have avenues open for collection. In instances where it is difficult to get money out of the country the District is sometimes able to set up a money exchange between the family of an inbound student and one of our students in that country.

It is imperative that the Mentor should be fully aware of the vital role they play in the program and their contribution to its success. They must keep the lines of communication open; keep club members involved in overseeing and guiding the activities of the student, and initiating changes and controls where necessary.

Rotary Youth Exchange Rules:

In addition to Club and District rules, Rotary International has set forth the following expectations:

- Follow the local laws and customs in the host country.
- Follow the host district and club rules.
- Follow the host family's rules, such as curfews and household chores.
- Do not drive or operate a motorized vehicle of any kind.

If a student disobeys agreed-upon rules or an insurmountable problem arises, the host district may decide that it is in the student's best interest to return home early.

3.0 HOST DISTRICT RULES

In addition to the Rotary International rules set out above, the Host District Youth Exchange Committee may have local rules (e.g. alcohol, smoking, attendance at Rotary functions, reports, travel etc.) to which the student will be bound. (see Appendix 3 for your DISTRICT rules)

3.1 Rotary Requirements

The WA District Youth Exchange Committee requires hosted students to attend and assist at various Briefing and Orientation seminars for potential Outbound exchange students. Most Districts also request their hosted student to be present at the annual District Conference. The Host Club has the responsibility of encouraging the student to attend these functions:

- Inbound/Outbound Briefing in August
- Quindanning Farmstay in September
- District Conference

3.2 Reports

Students are required to submit regular written reports to the Host District Youth Exchange Committee. The District Committee will determine the frequency of the reports. These reports are in addition to those required by the Sponsor District.

3.3 Travel

Host Parents are under no obligation to take the student on holidays or provide tours. Where the Host Family is to be away and cannot take the student, they should advise the Mentor well in advance of the event and the Mentor should make alternative accommodation arrangements for the student covering the Host Family's absence.

However, most students do manage to see a lot of their host country due to the generosity of their Host Parents, their Rotary Club and individual Rotarians. Where this occurs, it is an added advantage to the exchange, NOT an entitlement.

When the student is not leaving the state, following approval must be obtained from:

- a. the student's natural parents
- b. the host Club
- c. the host Parents

The Chairman and Placement Officer must be informed about the location of the student and an emergency contact phone number!

When the student is leaving the state, following written approval must be obtained from:

- a. the student's natural parents
- b. the host Club
- c. the host Parents
- d. the host District RYEP chairman and
- e. the Host District Governor

A copy of the travel itinerary (Appendix 2) must be lodged with the Host District RYEP Committee Chairman. The itinerary must show the name address and telephone number of the responsible Rotarian (or approved contact) at each stopover.

Unaccompanied travel or travel with other students without a Rotarian or host family outside the community area is strictly forbidden.

Under NO circumstance may a student make individual travel arrangements and then expect the host Club or District to go along with the arrangements.

Most Rotary Districts sponsor student exchange tours, the cost of which is the student's responsibility.

3.6 Flying

A hosted student is permitted to travel within Australia in an aircraft licensed to carry passengers.

Travel in any of the following aircraft types will not be approved under any circumstances:

- a. Non-motorised glider
- b. Motorised glider
- c. Ultra light aeroplane (any type)
- d. Hang glider (any type)
- e. A private flight with an unlicensed pilot or a pilot not authorised to fly the particular type of aircraft proposed to travel

The following aerial activities will not be approved under any circumstances:

- a. Parachute jumping
- b. Skydiving
- c. Bungee jumping

3.7 STUDENT INSURANCE

All hosted students accepted into the program must be provided with Travel Insurance to cover the risks of:

- a. personal accident injury and/or death
- b. funeral expenses
- c. medical expenses
- d. hospitalisation
- e. travel
- f. loss of personal belongings
- g. personal liability

Rotary International Guidelines state that students must have not less than US\$10,000 or equivalent medical expense cover, nor less than US\$8,000 or equivalent accidental death or dismemberment insurance cover.

They should also be adequately and correctly insured for Overseas Student Health Cover (OSHC), which gives the equivalent of Medicare Cover (Students from Norway, Sweden and Belgium may be exempt due to reciprocal agreements with the Australian Government)

Their Placement Officer will ensure all this is in place before they arrive, but their Mentor should be familiar with it.

3.8 HOMESICKNESS

Very few students avoid homesickness, particularly after the excitement and experience of settling in and meeting new people has passed. Missing the little things at home previously taken for granted, the continuous "bombardment" of a strange language leads to mental exhaustion; frustration may set in due to the inability to communicate adequately. All this leads the student to wondering (despairing) how to cope for the next nine or ten months.

Symptoms of homesickness are:

- for no good reason, feeling miserable
- losing your temper over small things, which normally would have been shrugged off
- comparing habits and customs unfavourably with how it was done at home

- staying within the security of your room and not wanting to go outside
- Physical discomfort, headaches, upset stomach, uneven menstrual cycle, etc.

Each student will have his/her own way of coping with homesickness when it occurs, but recommended remedies include:

- recognise the classic symptoms
- talk and share the problem, especially with the Host Parents, and
- keep busy, either with studies, sport, Club involvement, or letter writing (but keep these cheerful and positive).

The following definitely are not remedies for homesickness:

- moping around feeling sorry
- eating the “blues” away
- asking to go home, especially in the early stage of the Exchange

Ultimately, returning home may be the correct course of action, but it should be the last resort. Homesickness can attack at any time and is not limited only to the early stages of the exchange.

3.9 THE ROLE AS AMBASSADOR

Whilst in Australia, the student is an ambassador for his/her own country and for Rotary, **this is one of the main purposes of the exchange**. Rotary expects high standard of behaviour from the student, morally and ethically, so that people will form a good impression of the student’s country and of the Rotary Youth Exchange Program.

3.9.1. Public Speaking

A hosted student is expected to address Rotary and other service clubs whilst in Australia. In addition, talks and visits should be made to schools, youth groups, community and other welfare organisations.

To assist with addresses, a student should bring from home some good colour slides. These should be pictures of parents, family, pets, and home; local community area as well as a cross section of their country (scenes, fauna & flora)

3.9.2. Be a joiner

To gain the maximum benefit from the year abroad, a student should take an active part in the host community. The student should make every opportunity to join and be actively involved in school clubs, youth and church groups, especially Interact if such a club is available in the area. The wider the involvement the greater the number of friends a student will make. Students should not confine their friendships mainly to other Exchange Students.

3.9.3. Have an open mind

There is usually more than one view on most issues, so keep an open mind, especially on controversial matters (race, religion, politics, etc.) Do not take sides and avoid expressing strong contrary views – be diplomatic and tactful.

3.9.4. Interviews

When interviewed by the media, a host student should always have his/her Mentor or Host Parent present. Never be critical of one’s own country or of Australia. Careless remarks when publicly reported may cause serious embarrassment. Never join people in criticising their country, way of life, government, etc.

3.10 RETURNING HOME AT END OF EXCHANGE

A student will not be allowed to remain in Australia upon conclusion of the exchange period. The student will travel direct to home with no stopovers, however, the student's natural parents may authorise otherwise provided they accept full responsibility for the safety of the student and, in writing, entirely absolve Rotary from any responsibility.

The return home journey is arranged by the **Sponsor** Youth Exchange Committee and usually the date is shown on the flight ticket. However this date is often not accurate and the Placement Coordinator will arrange the departure date. Any changes to the return date once the date has been set are a cost to the student. It is essential that this date be first confirmed through the Host District Youth Exchange Committee or the student's Mentor at least three months before return, and reconfirmed at least three days prior to actual departure time.

Upon returning home, a student may experience adjustment problems. Usually these problems pass with the time, but should difficulties persist, it is wise to seek assistance from the Sponsor Mentor or the Sponsor District Youth Exchange Committee.

3.11 CONCLUSION

All these Rules and Guidelines may appear formidable, but their purpose is only to ensure that the exchange is successful, that all participants are aware of their rights and obligations, and that the hosted student has a wonderful year in Australia.

4.0 SUMMARY OF CLUB RESPONSIBILITIES

The Club's responsibilities are briefly summarised below and include the items already mentioned. The student's Mentor will carry out most of the actions listed below.

4.1 Prior To The Student's Arrival

1. Liaise with District Youth Exchange Committee to determine student details, e.g. nationality, sex, age, date of arrival, etc.
2. Secure sufficient host families
3. Complete District documentation (e.g. Student Guarantee Form and Club Certification Compliance Forms 1 and 2) and return to District.
4. Establish contact with the student and his/her natural parents, so as to assist them in their preparation for the year ahead. Encourage the host families to do likewise.
5. Arrange enrolment of the student at the secondary school nominated by the Club. Discuss form levels and subjects with the school principal.
6. Brief host families on their responsibilities; obtain assistance from District Committee if necessary
7. Arrange for Club members to meet and welcome the student on arrival and to advise the natural parents of safe arrival.

4.2 Upon Arrival

1. If possible, student to spend the first week with Mentor and family, otherwise ensure student is properly settled in with the first host family and for Mentor to make frequent visits so as to establish a good relationship with the student.
2. Arrange a meeting within 7 days of a student moving into a new home, and ensure that all parties are aware of the cultural differences that may occur and go through the 1st night questionnaire.
3. Arrange a get-together for the student to meet all the host families.
4. Liaise with host families so that they and the student know well in advance when a move to the next home is due.
5. Medical Insurance: ensure student has details of Medical Insurance (check with Placement Officer)
6. Student Finances: Open student's Emergency bank account and personal account. Ensure Club payment of monthly allowance, preferable by direct transfer to the student's personal account on the first day of each month.
7. Schooling:
 - a. Arrange starting date with the principal: check subjects.
 - b. Accompany student to school on the first day.
 - c. Arrange for school uniform (if necessary)
 - d. Advise student of travel arrangements, obtain bus/rail pass

4.3 During the exchange

1. Club involvement
 - a. Arrange for student to address Club
 - b. Invite student to attend all Club meetings
 - c. Ensure a meaningful PROGRAM of activities is arranged for the student: foster a feeling of belonging
 - d. Prepare and monitor a visitation roster thus ensuring a wide Club involvement with the student
 - e. Remember to celebrate the student's birthday and other important dates.
 - f. Encourage student to contribute to the 'Bulletin' or Club Facebook page
 - g. Create opportunities for the student to address community groups
2. Schooling: Maintain liaison with the school to monitor student's progress. Encourage school to use student on speaking assignments.
3. District: Club to maintain liaison with District Youth Exchange Committee. Ensure student attends District Youth Exchange briefing seminars and District Conference.
4. Overseas: Maintain contact with the student's natural parents and Sponsor Club. Provide regular progress reports on the student.

4.4 PROBLEMS & EARLY RETURN HOME

Where a host student is experiencing major problems with his/her Exchange and attempts by the Club, Mentor and Host Parents to resolve the matters have not been successful, the Club should approach the District Committee for assistance and guidance.

Unless for compassionate reasons, repatriation of a hosted student should be considered only as a last resort and after all other avenues to save the Exchange have been explored by both the Host Club and the District Committee.

If there is any likelihood of repatriation, the Host District Committee should immediately advise full details to the District Governor.

A Host Club should not by itself terminate an Exchange – this decision should be made in consultation with the District Committee and the District Governor.

We suggest the student, Mentor and host family members read the following and discuss

KNOTS

*There is something I don't know that I am supposed to know.
I don't know what it is I don't know, and yet I am supposed to know,
And I feel I look stupid if I seem both not to know it,
And not know what it is I don't know.
Therefore I pretend I know it.
This is nerve-racking since I don't know what I must pretend to know.
Therefore I pretend to know everything.*

*I feel you know what I am supposed to know
But you can't tell me what it is because you don't know that I don't know what it is*

*You may know what I don't know, but not that I don't know it.
And I can't tell you.
So you will have to tell me everything*

R.D. Laing

BRUSH UP YOUR ENGLISH

*I take it you already know of tough and bough and cough and dough?
Others may stumble, but not you on hiccough, thorough, though and through.
Well done!! And now you wish perhaps to learn of less familiar traps?*

*Beware of heard, a dreadful word that looks like beard and sounds like bird.
And dead; it's said like bed not bead. For goodness sake don't call it "deed".
Watch out for meat and great and threat. (They rhyme with suite and straight and debt)*

*A moth is not a moth in mother, nor both in bother, or broth in brother.
And here is not a match for there, nor dear and fear for bear and pear.
And then there's dose and rose and lose - just look them up - and goose and choose,
And cork and work and card and ward, and font and front and word and sword,
And do and go and thwart and cart.*

*Come, come, I've hardly made a start!
A dreadful language? Man alive I'd mastered it when I was five!*

TS Watt

5.0 **CHECKLIST FOR MENTORS FOR INBOUND STUDENTS**

Mentors are very special people in the year of an inbound exchange student. The role played by a Mentor in supporting, guiding and putting boundaries on the student's activities should be considered before agreeing to take on the responsibility.

Mentors need time, patience and effective listening and communication skills. There are many rewards for supporting the student by providing them with respect and discipline and being a fair and consistent member during the year of exchange.

As a Mentor you should

- be a guardian angel
- be a friend, confidant, disciplinarian, mentor and guide
- be able to say "no" when appropriate
- inform the club through the relevant service director (International or New Generations) of any issues affecting the student or host families
- make meaningful personal contact with the student at least weekly
- be there when needed to share both the highs and lows of the exchange
- act as a support for health, medical and insurance requirements
- advise dates and support the student in changing families
- guide, advise and support the host families (especially non Rotarian families) with their hosting responsibilities and where needed, to support the family, club or school in disciplining the student
- be a fair and reliable financial manager
- act as a conduit between student and district youth exchange committee
- be the Rotary representative and link between student, club, school activities, District RYE committee briefing sessions, conference attendance
- and "be there" for the student
- support the student in having "the best year of their life", whilst at the same time respecting the contribution of others towards their year.

Every Club and Mentor sees the role of the Mentor differently. Mentors are encouraged to attend the briefing session offered by the District RYE Committee shortly before the arrival of the student to gain an overview of what is expected of them and their student during the year of exchange.

The following is a checklist of suggestions to assist the Mentor. The Mentor is encouraged to contact the appropriate District RYE person at any time to discuss issues that might arise with the student and how to manage them, preferably before small issues become major.

5.1 **PRIOR TO ARRIVAL**

- encourage host families to make contact
- get to "know" the student through their application papers
- liaise with the relevant District RYE Committee member regarding arrival times
- make contact with the student and send information and photos about the
 - Rotary club and commitments
 - The school
- Assist the relevant Club Service Director in planning the student's year and liaising with the school
- Encourage host families and club members to greet the student at the airport
- Familiarise yourself with the guidelines and rules for exchange students in the Western Australian Districts

5.2 **ARRIVAL**

- Greet the student on arrival at the airport – bring a banner, sign, balloons or something to make the occasion a memorable one
- Ensure that host families and club members are at the airport to greet the student

5.3 POST ARRIVAL

- Some Clubs place the student with the Mentor for a few days to a few weeks to establish a relationship that will be built on during the year – the choice to do this and for what period rests with the Club
- Support the student in settling in with their host family – if necessary assist with the questions for newly arrived students – a list is provided in the arrival envelope
- Assist the student in establishing bank accounts
 - A personal account for the student own use
- Collect and make arrangements for the Club to safeguard the Emergency Money. Assist the host family with enrolment at school.
- Ensure that the student attends the district briefing session for newly arrived exchange student,

5.4 PERSONAL

- Contact the student at least weekly to see how they are getting on – **listen**
- Enquire about the student's "fun" experiences
- Support the student in resolving any difficult situations
- Support the student with financial matters
- Celebrate special dates and occasions
 - Birthday, suggest the club gives a gift
 - Home country national day
 - Religious days
- Assist the student with contact with their natural family (discourage too many telephone calls and emails during the first weeks of exchange)
- Assist the student with access to hobbies and interest e.g. Music lessons, sport
- Contact the student's parents to advise of progress

5.5 ROTARY CLUB

- Ensure attendance at meetings and other club events
- Arrange for the student to make presentations at meetings
- Involve the student in meeting activities such as collecting fines, being host, handing out badges, introducing themselves and giving a brief outline of the week's activities.
- Ensure members interact with the student
- Ensure the students receives the pocket money (recommended minimum \$130 per month)
- Encourage club members to spend time with the student – some suggestions
 - A roster of members for the student to dine with each week
 - Weekend outing roster with all members

5.6 ROTARY DISTRICT REQUIRED EVENTS

- Exchange students are required to attend:
 - District Conference
 - Inbound Student briefing
 - Departure briefing
 - Outbound Student Briefings (August & December)
 - Other events may be arranged and the District will be advised
- Provide progress reports as requested

5.7 HOST FAMILIES

- Support the families in involving the student in the family – it should be noted the student is **not** to be treated as a guest, but should become a "member of the family"
- Encourage families to use the same rules for the student as for their own children and support them in saying "no" when appropriate
- Arrange the dates for family changes and prepare the student for these changes – **listen**
- Encourage club members to take the student for weekends and give the host families an occasional break

5.8 SCHOOL

- Assist the student with school matters. **Attendance at school is a requirement of Rotary exchange and visa condition**

- Enrolment and fees, paying particular attention to the Acceptance Advice for Secondary Exchange Students (AASES).
- Uniform
- Books
- Making friends
- Giving presentations
- Extracurricular activities
- Act as liaison person with the school and check student's attendance, involvement in school activities and progress with school work

5.9 TRIPS AND TRAVEL

- Be aware of the student's whereabouts **at all times**, when they are away from their host family in case it is necessary to contact them for an emergency with their natural family
- Where the student is travelling outside of Western Australia follow the WA district protocols and provide required documents to district committee **six weeks** prior to the proposed travel date to seek permission for the travel (Appendix 2)
- NW Safari, Goldfields Tour, Sydney New Year's Eve, Quindanning Weekend
 - Liaison with trip organiser where required. (contact Placement Officer for further information)
 - Ensure payment for trip is made as requested
 - Arrange equipment e.g. camping and clothing
 - Notify organiser of special requirements e.g. Health and dietary
 - Ensure student arrives at departure point on time and is collected following the trip

5.10 DEPARTURE

- Three to four months prior to the end of the exchange year contact the district to review travel arrangements for return and make bookings
- Support the student in preparing for the end of the exchange year and the return to their own country and family
- Involve the Club in departure activities and functions – such as a special presentation or gift at a meeting
- Encourage the student to make farewell presentation and thank all involved in the exchange – club members, host families, school, friends and others
- Close bank accounts and release the \$500 emergency money – make sure the student retains enough to pay excess baggage.
- Encourage club members and others to farewell the student at the airport
- Ensure that excess baggage is sent at the cheapest rate, possibly prior to departure
- Ensure that the student's baggage complies with the airline requirements (gone are the days of, "you are an exchange student, they will let you through") – Check with the airlines regarding baggage allowance. **Airport requirements are now very strict!**
Please ensure the student checks at least 2 weeks prior to departure with their Airline. It is cheaper to mail or send excess luggage with Australia Post or unaccompanied luggage, then having to pay on the day – IT IS THE STUDENTS RESPONSIBILITY TO ORGANISE THIS EARLY ENOUGH!

(APPENDIX 1)

QUESTIONNAIRE FOR FIRST NIGHT WITH NEW HOST FAMILY

These can be found in translated form here:

[http://yeoresources.org/First Night Questions.htm](http://yeoresources.org/First_Night_Questions.htm)

1. What do I call you? Mum, Dad or first name?
2. Do you have any special rules for your own children that apply to me?
3. What am I expected to do daily, other than:
 - a. Make my bed
 - b. Keep my room tidy
 - c. Clean the bathroom after use
4. What is the procedure about dirty clothes? Where do I keep them till wash day?
5. Should I wash my own underclothes?
6. What is the procedure about ironing clothes?
7. May I use the iron, washing machine, sewing machine, etc. Should I ask first?
8. Where can I keep my bathroom toilet accessories?
9. When is the most convenient time for me to use the bathroom weekday's mornings?
10. When is the best time for me to bath/shower – A.M. or P.M.
11. What time are meals?
12. Do I have a permanent job at meal times? i.e.
 - a. Set the table
 - b. Clear the table
 - c. Wash or dry dishes
 - d. Put everything away after meals
 - e. Empty the rubbish bin etc
13. May I help myself to food and drink (non alcoholic) at any time, or must I ask first? (Promise to do that in moderation if acceptable)
14. What areas are strictly private? eg. bedroom, bar, study, sewing room, pantry.
15. May I put up pictures, posters etc. in my bedroom? – If yes, how?
16. What are your feelings about my drinking alcohol, and do you object to me having wine at the table with you or the occasional beer?
17. Where can I store my suitcases?
18. What time must I get up on weekday mornings?
19. What time must I get up on weekends and holidays?
20. What time do you want me to go to bed on weekdays?
21. If I want to arrange a night out with my friends, is this OK with you and what do you need to know?
22. What time must I be in at night if I go out? (exceptions by special arrangement)
23. What dates are the birthdays of Host Dad, Mum, brothers, sisters?
24. Can I have friends to stay overnight?
25. Can I invite friends around in the day? (Not opposite sex if parents are not there)
26. Do you have a computer? If so, can I use it and when?
27. What are your rules about using the Internet and email?
28. What are the rules about the use of the telephone?
 - a. May my friends phone me?
 - b. What are the rules about local phone calls?
 - c. What are the rules about overseas calls, fax and internet/email? (Remember to offer to pay for all the calls)
29. May I play the Hi-Fi, Television, etc.
30. What is the procedure about mailing letters?
31. Does Host Dad have any pet hates or dislikes, e.g. wearing curlers at the table, chewing gum, music, being interrupted when reading the newspaper, smoking etc
32. Does Host Mum have any pet hates or dislikes, such as?
 - a. Chewing gum
 - b. Rock or other music
 - c. What clothing is worn around the house or to meals?
33. Do Host brother and sister have any likes or dislikes?

34. What are the Host parent's feelings or rules about transport?
35. How do I get around? Is there a bus route? Do I get a bicycle? Will it be possible to get a lift to and from parties, etc? Will I be collected from the bus stop?
36. What are the rules about going to church?
37. Do you mind me attending my own Church as well as yours?
38. Do you expect me to phone if I am going to be 10, 20 or 30 minutes late?
39. How often can I go out a week?
40. If I have something bothering me, how would you like me to handle my problem?
 - a. Write a note explaining my problem
 - b. Ask if we can have a heart-to-heart talk to thrash it out.
 - c. Tell my Mentor what bothers me and let him decide what to do.
 - d. Bottle it up and learn to live with my problem
41. Do you accept that I am here fully as a son or daughter?
42. Who pays for school outings or sporting expenses? – The Club or Host Parents or Student?
43. If we go out as a family, who pays entrance fees, etc. Parents or Student?
44. If you have special dietary needs, mention them at this time (early in your exchange)
45. Can I use shampoo, tooth paste, etc. or shall I buy my own?
46. Do I take lunch with me to school, or do I buy lunch at school?
47. Am I responsible to pay my bus fares to school?

If relevant – If there are servants in the house, seek advice on how to deal with them...

(Appendix 2)

Travel Application for (Student Name) _____

Place you want to visit _____
Date and time of departure _____
Date and time of return _____
Name of hosting person _____
Address _____
Contact Phone Numbers _____

Reason of travel:

Rotary Club, you will visit and make presentation to _____

Date and time of Rotary Club Meeting _____

Further places of interest you want to visit (eg. Adventure parks, museums etc.)

President

Signature & Date

District Governor

RYE Chairman

Signature & Date

Signature & Date

General Information and Rules for D9455 Inbound Students
To be read in Conjunction with the Guidelines for the D9455 Youth Exchange Programme and the Rules as Stated on your Application Form

(Appendix 3)

Rules

1. The duration of the Program is a full twelve (12) months. Students must complete a minimum of 50 weeks stay in the host district.
2. Each student must attend school during the year of his or her exchange. Credits for study cannot be assured and Rotary in no way can be held responsible. In some instances, students can transfer credits but this will be the decision of your home school administration.
3. Each student is to have a \$500 emergency fund provided by their parents. If used it must be restored to \$500. A monthly allowance for the student is arranged for by the host club for spending money and incidentals.
4. If the student has relatives in Australia they will have no Authority over him or her while under the supervision of the program.
5. Students may not tour alone or with other students. All travel must be approved by the host and sponsor District Chairman, the hosting and sponsor clubs and by the students' own parents (in writing). A complete itinerary of every trip must be filed with the host District Chairman, 6 weeks before the journey commences. Policy guidelines on Travel as attached, form part of this rule.
6. The student is **NOT PERMITTED TO DRIVE A MOTOR VEHICLE OF ANY KIND!** This includes boats, tractors, motorbikes, aircraft or any motorised vehicle, or participate in dangerous activities such as gliding or hang gliding.
7. The student is **NOT PERMITTED TO USE DRUGS**, except for valid medical reasons as prescribed by a physician.
8. **LEGAL AGE For DRINKING ALCOHOLIC BEVERAGES IS 18.** Legal drinking must be in moderation and is both strongly discouraged and not allowed Except in the presence of responsible adults (ie Host Family or Rotarians).
9. Smoking is for the most part socially unacceptable in Western Australia is forbidden in schools (even for teachers) and almost all public facilities, and it is illegal to sell tobacco products to, or buy them for, anyone who is under 18 years of age. It is also not in keeping with the image we would wish our young Rotary Youth Exchange ambassadors to portray; as such our Exchange Students are expected not to smoke for the entirety of their Exchange.
10. Students must avoid romantic attachments.
11. Students must attend all Rotary sponsored events.
12. Family visits are only permitted if the District and Host Club have given their approval, and only under the conditions they set. Information should be sought **before** making plans. Students are not expected to receive visits from travelling friends whilst they are on a Rotary Youth Exchange.

General Information

Student

1. All Passport, visa, and return transport costs including excess luggage and airport tax are to be paid by the student. **In the event of an early return due to termination of the Exchange, the costs associated with placing the students on the first available flight home must be borne by the student's natural parents.**
2. School fees, Transport to school and uniforms are part of the natural parents cost of exchange.

Families

1. The student is to become an integral member of the host family, assuming duties and responsibilities normal to a student his or her age.
2. Do not address your hosts as Mr and Mrs; arrive at a comfortable arrangement, "Mum and Dad" for example. Become one of the family.

Choose your friends slowly and wisely as you will have many social opportunities. You do not have to accept the first invitation. Trust your hosts to aid you in developing a respectable circle of friends

Host Club

1. Hosting of students is the responsibility of the host club. In case of difficulties the student should consult his or her host parents, followed by the Club Mentor, Club Youth Exchange Officer, Placement Officer and finally the District Chairman, in that order.
2. Your hosts are responsible for you socially, spiritually and physically. You will respect their wishes and requests. Our society may be different to yours and some guidance and restrictions are to be expected and advisable.

District

1. A briefing Session will be held shortly after arrival to discuss all phases of the programme and to aid in planning. Attendance of the students is **COMPULSORY** at these meetings.
2. Some students, in conjunction with their sponsor district, are responsible for the return flight booking which must satisfy both the sponsor and host districts as to the planned departure date. Airline ticket information will be copied on arrival and held by the transport officer.

Photographs

Please understand that your photograph and details may be used by your Rotary Club or the District for RYE and Rotary Promotional purposes (eg on our facebook pages)

I agree to abide by the rules of this programme.

Name of Student _____

(print clearly)

Signed by: _____

Student

Father Mother

Date

Should queries arise on interpretation of the above points please contact the District Chairman of Youth Exchange 9455. The student should clearly understand the conditions and rules of the programme. They must be followed or he or she will be returned home.

(Appendix 4)

WHAT YOUR CLUB MEMBERS CAN DO WITH THE STUDENTS...

Adventure World	Maritime Museum
AFL game	Merino Stud and Shearing demonstration
Agricultural College	Metro Markets
Albany	Midland Brick
Alcoa - Tiwest CBH	Mt Charlotte
Alpaca Farm	Mundaring Weir
Araluen	Muresk Ag Tour
Austral Shipbuilding	Ocean Fast Shipbuilders
Bell Tower	O'Connor Museum (Weir Pump No 1)
Broad Arrow	Pemberton
Carnac Island	Penguin Island
Casino Tour	Perth City and CBD including Parliament House, Law Courts, Mint, Police HQ and Academy
Catchment Areas	Perth Glory Game
Caversham Wildlife Park	Perth Zoo
Cheese Factory Mandurah	Peters Ice Cream
City Beaches	River Cruise
Cohuna Wildlife Park	Pinnacles
Communications (TV Station)	Port Authority
Cricket	Rottenest Island
Curtin University	SAS Campbell Barracks
Dairy Farm	St John of God Hospital Murdoch
DOLA Midland	School of the Air and RFDS
Elizabethan Village/Brewery	Shark Bay
Emu & Reptile Farm	Super Pit
Farming and Rural Lifestyle	Supreme Court Gardens
Federal Police Tour	Swan Brewery
Flour Mill	Swan Valley Chocolate Factory
Food-bank	Swan Valley Winery Tour
Fremantle Art Centre	Technology Park
Fremantle Harbour & Town Centre	Trots
Fremantle Prison	Tumbelgum farm
Gliding Club	Underwater World (AQUA) and Hillarys Boat Harbour
Gold Smelter	Volunteer Bush Fire Brigade
Guildford Grammar	Wave Rock
Kalamunda Historical Village	WA Newspapers
Kalgoorlie - Town Tour and Mining Lifestyle	Westfield Carousel
Kambalda Nickel Mine	Whale watching
Kings Park and River	Wheat Silo
Kwinana and Garden Island	York town-ship and Motor Museum
Land Care	
Livingstone Foundation	
Mandurah and Dawesville Cut - Crabbing	
Margaret River	

Some of the clubs have this beautiful system to get the student out every weekend with a different Club Member. Or having a fixed day a week, when the student is going to Dinner at another Club member's house – e.g. have a Roster!
This list was established with the help of the GSE Committee and the Rotary Club of Belmont.
For making our job so much easier many thanks to both.