



ROTARY INTERNATIONAL

DISTRICT 9455

YOUTH EXCHANGE

STEP OUTBOUND STUDENT

GUIDELINES 2019

**"Be First, Be Curious, Be on Purpose, Be Grateful,
Be of Service, Be Here Now"**

WESTERN AUSTRALIA



TABLE OF CONTENTS

1.	ORIENTATION	1
1.1	Orientation: It's All Relevant.....	1
1.2	What Has Happened Since the Club Interviews.....	1
2.	ROTARY INTERNATIONAL	2
2.1	Youth Exchange Guideline for Emergencies and Insurances.....	2
2.2	Objects of Rotary.....	3
2.3	Rotary in Australia and In Your District.....	3
2.4	Objectives of the Rotary Youth Exchange Program.....	4
2.5	Some Things You Could Encounter.....	4
3.	RULES	5
3.1	Rules and General Information for Participating Students and their Parents.....	5
3.2	Medical Situations and Advice.....	8
4.	RESPONSIBILITIES	10
4.1	Responsibilities and Requirements.....	10
4.2	Responsibility of Natural Parents To Students.....	11
4.3	You Must Be Fully Prepared For Your Exchange.....	12
4.4	Reporting.....	12
4.5	Public Speaking.....	13
4.6	Making a Multi-Media Presentation.....	14
4.7	Gifts and Souvenirs.....	14
4.8	Rotary Exchange Uniforms & Letters Required.....	15
4.9	Remember Your Parents and Family In Australia.....	15
4.10	Watch Your Weight.....	15
4.11	A Reminder for All Students.....	16
4.12	The Mentor and You: Understanding Each Other's Role.....	17
5.	FINANCES AND ALLOWANCES	18
6.	TRAVEL	19
6.1	Travel: A Privilege Not a Right.....	19
6.2	Airport and Luggage.....	19
6.3	Departure time.....	20
6.4	Be Careful and Use Common Sense.....	20
7.	HOST COUNTRY	21
7.1	Culture Shock.....	21
7.2	Questionnaire: First Night With New Host Family.....	22
8.	AUSTRALIA	25
8.1	What is Required From You.....	25
8.2	Uniquely Australian: FAQ.....	27
9.	SOCIAL GUIDELINES AND SOME REALLY GOOD ADVICE	30
9.1	Manners.....	30
9.2	Five Magic Phrases.....	30

9.3	Being an Exchange Student - Comments And Suggestions From Returned Students.....	30
9.4	Living in the Home: A Host Parent's Perspective	32
10.	HOMECOMING	33
10.1	It May Be Hard To Come Home	33
10.2	Parent Information	34
11.	SUMMARY	35
11.1	Some Closing Remarks	35
12.	APPENDIX A: KEEPING YOURSELF SAFE	36



District 9455

Important Contacts:

Sponsoring Club:

Hosting Club:

Exchange Student Mentor:

Mentor's Phone Number

Presidents Name:

STEP Coordinator

Norman de Grussa

Mobile: 0411 043 889

Email: degfam@inet.net.au

**Chair Rotary Youth Exchange
Program**

Joanne Bowen

Mobile: 0428 849 118

Email: joannebowenrotary@gmail.com

Find us on Facebook @ <https://www.facebook.com/D9455RotaryYouthExchange>

1. ORIENTATION

1.1 Orientation: It's All Relevant

- What you hear today is truly important.
- The importance of listening.
- Qualifications of the organisers and speakers.
- Preparation can save embarrassment.
- Use your notebooks - take notes - use them.
- Listen - take heed.

1.2 What Has Happened Since the Club Interviews

- The Interview Day itself.
- When all applicants have been selected
- Considerations and country placement meeting after the last interview.
- How your placement is considered.
- Who sends your papers overseas?
- Then the long wait - to be expected.
- Why this takes time.
- It could take several months before you are all placed.

2. ROTARY INTERNATIONAL

2.1 Youth Exchange Guideline for Emergencies and Insurances

Rotary International guidelines state that students must have not less than US\$1,000,000 or equivalent medical expense coverage, nor less than US\$100,000, or equivalent coverage for accidental death or dismemberment. This insurance is facilitated through the Australian Rotary Youth Exchange Chair's Conference and is a mandatory inclusion as part of your Youth Exchange Fee. It is incumbent upon parents to satisfy themselves that this protection is adequate. If this insurance is considered as not satisfactory, it is the responsibility of the parents to arrange and pay for any additional insurance they require.

On meeting your Host Rotarian Mentor, you should provide a copy of your insurance policy to the Mentor. You should also register with the nearest embassy or consular office in your host country.

Your insurance should adequately and correctly insure you for:

- Medical expenses for serious injury caused by accident. (Make sure both parties have the same definition of 'serious injury'.)
- Expenses for medical emergency not due to accident (for example, surgery for appendicitis etc).

For injury or emergency, the policy should specify the type/grade of medical care and hospitalisation covered under the policy, as well as if repatriation is covered. For death due to accident, the insurance policy should state beneficiary and how the insured sum is to be dispersed.

The Rotarian Mentor should be familiar with the insurance policy and know the contact telephone number of the appropriate embassy or consular office. The Mentor should also be familiar with the embassy's policy with regard to repatriation of citizens in foreign countries.

Your Rotarian Mentor must know details regarding all of your travel plans, and must ascertain that your parents have approved these travel plans, especially if you are travelling to another city or country.

The handling of expenses is important as not every Host Club can afford to incur such immediate expenses. The ability of the Club or District to handle immediate costs can prevent a tragic situation from becoming worse and increasing the agony and anguish of the parents.

The Host Parents are committed to treat you as though you are their own child, and in most cases will do everything a natural parent would do. However, if a Host Parent has to spend a substantial amount of money for immediate needs, other Rotarians may be discouraged from becoming host parents and Mentors.

2.2 Objects of Rotary

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and in particular, to encourage and foster:

- a. The development of acquaintance as an opportunity for service.
- b. High ethical standards in business and professions, the recognition of the worthiness of all useful occupations and the dignifying by each Rotarian of his/her occupation as an opportunity to serve society.
- c. The application of the ideal of service by every Rotarian to his/her personal, business and community life.
- d. The advancement of international understanding, goodwill and peace through a world fellowship of business and professional men and women united in the ideal of service.

2.3 Rotary in Australia and In Your District

Currently there 21 Rotary Districts in Australia, with a membership of approximately 30,000 spread over 1,400 clubs.

Rotary was first proposed in Australia as early as the year 1913, but war intervened and Rotary finally arrived in Australia in 1921 with the formation of the Rotary Club of Melbourne. Sydney followed in 1922 and the Rotary Club of Perth received its charter in 1927. Since 1927 till 1990, the growth of Clubs has steadily grown to over 100 in Western Australia.

Today, Western Australia has two Rotary Districts - 9455 and 9465. We are District 9455.

2008 celebrated 50 years of Rotary Youth Exchange in Australia.

Rotary Youth Exchange

Each year this Districts sends out and accepts approximately 20 exchange students from different countries - Brazil, Belgium, Finland, Germany, Denmark, Switzerland, Japan, Sweden, France, Norway, Italy, Spain, Taiwan and Poland.

2.4 Objectives of the Rotary Youth Exchange Program

It is imperative that you understand these Objectives:

- 1. To further international goodwill and understanding by enabling students at first hand to study some of the problems and accomplishments of people in lands other than their own.*
- 2. To enable students to advance their education by studying for a year in an environment entirely different from their own and undertaking study courses and subjects not normally available to them in secondary schools of their own country.*
- 3. To broaden their own outlook by learning to live with and meet people of different cultures, creeds and colours from their own, and having to cope with day to day problems in an environment completely different from the one they have experienced at home.*
- 4. To act as Ambassadors for their own country by addressing Rotary Clubs, Community organisations and Youth Groups in their host country and by imparting as much knowledge as they can of their own country and its problems to the people they meet during their year abroad.*
- 5. To study and observe all facets of life and culture in the country where they are hosted so that on their return to their home country they can pass on the knowledge they have gained by addressing Rotary Clubs, Youth Groups and Community organisations.*

2.5 Some Things You Could Encounter

- You may come from a small town, and be hosted in a large city.
- Whatever the size of the town, things will be different.
- It's strange to arrive in a foreign airport and not to know what you are looking for.
- It may take some time to understand the language.
- The differences in the appearance of the people and the area.
- Everything will be strange at first...that's half the fun...encountering the differences.
- Not all Rotary Clubs are the same

3. RULES

3.1 Rules and General Information for Participating Students and their Parents

"Be First, Be Curious, Be on Purpose, Be Grateful, Be of Service, Be Here Now"

1. The period of exchange will be up to 90 days. Each student should attend school during the period of exchange. This may be difficult to arrange due to school holiday periods, but is certainly advisable as it is the best way to make new friends, and learn of the different lifestyle in a foreign country.
2. An insurance policy needs to be arranged, within the terms of the Program to the satisfaction of the Youth Exchange Committee, and/or the receiving Club or District. D9455 Rotary Youth Exchange will arrange such a policy so please speak to your coordinator.
3. Students are to travel together where possible. Flight tickets need to be arranged by parents, and flight details forwarded to your STEP Coordinator.
4. Parents are to provide adequate clothing for the comfort and wellbeing of the student, appropriate to the area or country in which the student is hosted.
5. Your District Committee reserves the right of final decision regarding the country of assignment. Any student not wishing to accept the assignment is to notify the Chair in writing immediately.
6. If the student has relatives in the assigned country, they will have no authority over the student whilst under the supervision of the Program.
7. Students assigned to a country where another language is spoken should tutor privately and devote adequate time so as to learn the essentials of the language prior to the departure.
8. When the student has been accepted in a Host Rotary Club, correspondence should commence immediately between the student, host family and Host Rotary Club. Your parents should also correspond with your host family.
9. Hosting of students is the responsibility of the Host Rotary Club. In cases of difficulties, the student should consult the Mentor, or President of the Rotary Club if no Mentor is provided, or the Host District Youth Exchange Chair.

10. The exchange student is to become an integral member of the host family, assuming duties and responsibilities normal to a student of his or her age.
11. Students should not undertake travel outside the immediate area of the community in which the Host Rotary Club is located without the written consent of the natural parents, Mentor, Host Rotary Club and/or the Host District Youth Exchange Chair.
12. From time to time you may receive invitations to go on trips with a family other than your Host Family. Before accepting the offer you **MUST** obtain permission, in accordance with the Travel Policy from:
 - a. Your Host Family, **and**,
 - b. Your host Rotary Club through your Mentor.

Note: You **MAY NOT** go on a trip with anyone who is not approved by your Host Family, Mentor or Host Rotary Club.

13. Choose your friends slowly and wisely, as you will have many social opportunities. You do not have to accept the first invitation. Trust your host parent to aid you in developing a respectable circle of friends.
14. Your hosts are responsible for your physical and social well-being. You will respect their wishes and requests. Our society may be more formal or informal than theirs, and some guidance and restrictions are to be expected as advisable.

15. You must at all time abide by the Four D rules, namely:
- a. The student is NOT PERMITTED TO USE DRUGS, except for valid medical reasons as prescribed by a physician.
 - b. The student is NOT PERMITTED TO OWN OR DRIVE A MOTOR VEHICLE, MOTOR VESSEL OR BOAT, WHETHER LICENSED OR UNLICENSED.
 - c. Serious DATING will not be permitted. Dating in a casual way, preferably in a group, is quite acceptable. But if your Club Mentor or host parents feel that you are getting 'romantically involved', you will be told to discontinue the relationship.
 - d. Absolutely no DRINKING of alcoholic beverages, except:
 - i. when in the PHYSICAL PRESENCE of your host parents or a Rotarian who is SPECIFICALLY responsible for you at that time,
 - ii. the circumstances for drinking are completely legal, and
 - iii. it is done in extreme moderation
16. Smoking is **not** permitted.
17. You will always attend the Club or District Rotary functions to which you are invited, putting aside without question, any conflicting personal plans that you may have made.
18. Under the auspices of the District Governor, the District Youth Exchange Chair of your District is the final authority on any matters pertaining to the Youth Exchange Program. Most matters, though, are handled at the local Rotary Club level.

Please note the following direction:

It should be emphasised that this District Youth Exchange Committee has absolutely no reservations about withdrawing a student out of the Program and sending THE STUDENT HOME at THEIR OWN EXPENSE, if the student does not adhere to the general intent and conditions of the Program and particularly a student who is in violation of rule number 17 and 18.

3.2 Medical Situations and Advice

1. At any moment, from your departure until your return to Australia, you are as likely to incur injury or illness, as if you were at home. You **must have hospital and medical insurance valid and adequate** in the country of destination.
2. Expect that you will initially have vague symptoms due to travelling and emotional stress of settling in a strange country. Confide in your Mentor or Host Parent - he/she will decide if medical attention or TLC (tender loving care) is necessary.
3. If you have a significant medical problem before you depart, a letter from your local doctor will be helpful.
4. Illicit drugs are **illegal** in all countries. Being found guilty, or requiring treatment for drug abuse, will mean the abrupt termination of your exchange tour and return to Australia, after court action. The death penalty applies in many countries for trafficking in drugs.
5. Specific medical problems are a high risk in certain countries - consult your own local doctor for detailed specific advice on these matters.
 - a. Malaria is one of the most significant health problems, worldwide. If you are going to a country where malaria is prevalent (eg Brazil) you may need to take medication to prevent it.
 - b. Cholera, Small pox, Yellow fever. These are all preventable by immunization.
 - c. Rabies - from dogs, cats and monkey. **Do not allow licking. Obtain prompt attention if bitten.**
 - d. Typhoid, Polio mellitus and Worms can be cause by eating uncooked meat and fish.
6. Inoculations - make sure all are up to date, including tetanus.
7. Ensure that all inoculations are valid for one year - some need renewal at six months if passing through an epidemic area of typhoid.
8. Try to get as much sleep as possible around the time of your departure. Lack of sleep makes one vulnerable to illness.
9. In the first few days on your new "home" eat carefully. Let yourself become accustomed to the new diet gradually. Try not to eat the new and exotic foods unless it can be done slowly.

10. It is possible to keep your weight within reasonable limits if you do not greatly increase your food intake. Do not crash diet - it is extremely unwise and is sure to increase susceptibility to infection.
11. Take a supply of the medications you may need. Do not rely on your host country to have them. These should be sealed and accompanied by a copy of the prescription and preferably a letter from the Doctor indicating their need. Use medications wisely.
12. **DO NOT hide continuing or severe illness, especially abdominal pain.**
13. Constipation especially can be a problem with the change of diet. Do not use laxatives since they can become a chronic addiction. Instead make time to eat as much fruit as possible plus any bran or other unrefined foods if possible.
14. A period away from home predisposes one to changes in mental status, such as depression. Talk it out with someone - your Mentor.

4. RESPONSIBILITIES

4.1 Responsibilities and Requirements

You have a responsibility to a large number of bodies:

Sponsor Rotary Club

- Know the President and Members.
- Write and send a report and friendly communications back during the period away.

Host Rotary Club

- Earn their trust.
- Get involved with the Rotarians.
- If you keep saying "no" to a new experience, there will soon be no further experiences.
- Try to learn something new every day.
- Show your gratitude, even if an invitation was not really to your liking.

Mentor

- If not given one - ask. They are the person to whom a student can turn.
- Make an effort to get close to him/her.
- Rotarians are usually very busy people - you make the contacts, don't wait for him/her to remember.

District Committee

- Know your STEP Coordinator.
- Send a report to your Coordinator.
- You are expected to report regularly to your District Committee contact.

Your Country

- Learn to promote it well.
- Be an Ambassador.
- People want to know. It is up to you to tell them.
- Be prepared - know your facts.
- Remember you are "on show" all the time.

Host Country

- You should study the country and the area before you leave Australia.
- Find where it is located, which side of the equator, what temperatures to expect.
- Learn about things that happen in the country.
- Prepare a short speech for your Host Club in their language. (Learn it phonetically if necessary.)
- Your school-learnt language is not really enough.

Host Parents

- Within the first hour find out how to address them. (*see questions 7.2*).
- You are required to adapt to them - not them to you.
- Establish the rules of the house and abide by them.
- Families can be quite different.
- Do not try to manipulate the family to suit you.
- If you are required to do chores, do them willingly and not just for the first week!
- It is the little things that really count. (Mother's day, Thank-you cards.)
- Males in Japan get it easy; girls could have to do more.
- Fit in with your host brothers and sisters. It is their home that is being invaded.
- You have to work to obtain trust. These people have never met you before.
- Don't sit in your room because you don't speak the language. You will never learn unless you get involved.
- Remember - your Host family will continue their lives after you have left their home. You need to change for them, NOT them for you.
- Food is likely to be different so be prepared to try new things!

Natural Parents

- Let them know asap that you have arrived safely.
- Set yourself a pattern for contacting home, and stick to it.
- Don't tell them all the bad things.
- Telephone only on very special occasions.
- If you are homesick, do not write home immediately and tell your parents. Leave it for 24 hours. Things will look brighter the next day.

4.2 Responsibility of Natural Parents To Students

- Make contact regularly (but not too regularly!). Students need contact from home and can be lonely without it.
- Give news of Australia.
- Be Positive and Honest, remembering, though, that timing is everything!!

4.3 You Must Be Fully Prepared For Your Exchange

- To meet new family and friends.
- Possibly suffer from homesickness and loneliness.
- IT'S NOT ALL FUN! Your period away will be a lot of fun, but unfortunately it is not all fun. There may be times when you feel miserable and would give anything to be home again. It happens to everyone at some stage or other. Apart from homesickness you may have to deal with such things as boredom, jealousy, spite, gossip, marital problems within your host family, and restrictions placed upon you by your family and host clubs.
- There will possibly be language problems.
- Rotary knowledge is necessary.
- Australian knowledge is essential and necessary.
- Prepare your talks to give to your sponsor and host clubs.
- It will be a lot of work and not a holiday.
- Prepare for the unknown. Things may not always be as we expect.
- Be aware - you are on show.
- Rotary clubs in this District regard themselves as directly, closely and personally responsible for their host students.
- Although this is a general rule overseas, some Rotary Clubs (being autonomous) see themselves as merely agents in the arrangement.
- Club membership overseas may come from a very wide section of the community, so embrace every opportunity to enjoy and experience people of differing ages and cultures.
- Some of the ways your exchange may be different from a current inbound exchange may be in: types of host families - Appointment of Mentor - Club interest in you - Non-Rotary host families - Mentor's perception of their duties - Time spent with host families - Attendance at Rotary Meetings - Arranging of tours and trips - Your welcome and send off - you may or may not be asked to speak at your host club.
- Think about your period away now - not on the outbound plane.

4.4 Reporting

Correspondence

- 1 The important function of contact (postcards, email, social media etc).
- 2 Your family comes first.
- 3 Your sponsor Rotary Club - they must be kept informed.
- 4 Remember your friends.
- 5 Remember other outward bound exchange students.
- 6 Reports to your nominated STEP Coordinator.

- 7 Remember the Sponsoring Club that gave you this wonderful opportunity and be sure to send them regular and up-beat updates.
- 8 The time it takes is often difficult to find, but it is expected of you!
- 9 Postage can be very costly when you get a small allowance.
- 10 You must write to some people regularly.
- 11 Email/ internet - may or may not be available (or too expensive!)

4.5 Public Speaking

Occasions

You could be asked to speak at a variety of different places, to a variety of different types of audience. The secret of success is:

- **Planning** - to meet the situation
- **Preparation** - of material
- **Presentation**
- **Evaluation** - of how you went

You should be prepared to speak at places like:

- Your host Rotary club
- A Rotary District Conference
- Your school
- Church groups
- Social gatherings
- Rotaract clubs
- Interact clubs
- Youth groups

Your approach:

- **Prepare:** think of the content or matter you wish to present
Check your facts
You will require different facts for different audiences
- **Revise:** look through your notes before you start
- **Practise:** Try your prepared speech on the folks at home before you go
Try them on a friend while you are overseas
- **Timing:** Speak up - slowly and clearly
Remember you have the funny accent
Don't be worried by silence and learn to pause to create effect
No slang unless it is part of your topic
And work to the time slot allotted, so practise speaking to the time allowing for question time

Before you leave Australia:

- Build up your confidence in speaking by:
- Reading the handouts given to you.
- Asking your parents to listen critically to your speeches.

- Keeping a notebook to write down ideas or things you notice that could be useful for a speech.
- If you can give a speech to school or others, try to have someone comment critically on it.

A good speech is like a meal: start with an appetizer, good content in the middle, dessert at the end.

4.6 Making a Multi-Media Presentation.

1. Select carefully the motives for the talk...to inform, entertain, question, convince, persuade, etc.
2. Become familiar with the potential audience, their background knowledge of what you are going to talk about, age, common interests, possible language problems, etc.
3. Select the photos you wish to use to **complement** your talk...not to become the talk itself. The selected photos should explain or illustrate what you are intending to say, i.e. the audience's attention should be on the message you are delivering rather than solely on the visual images.
4. Unless you wish to present a speedy travelogue, don't overfill the talk with photos...20 good, appropriate photos are more effective in a 15-minute talk than 50 unrelated pics. You must give the audience time to look at the photos and find information.
5. Don't try to cover too much material in any one address...if you are introducing yourself to your new club, do just that...don't aim to cover all aspects of life in Australia. Select a few good close shots of your family...remember, your hosts are interested in you as a person.
6. Don't hesitate to use a bought photo if it best suits your story. A good bought photo is better than an over-exposed personal shot.
7. The night before your talk, sort out your images and fit them into your planned address.

Finally, after the screening, return the equipment, thanking the suppliers, collect your CD/thumb drive and notes for further use.

4.7 Gifts and Souvenirs

1. Why take gifts?
2. Who would gifts be for?
3. Consider the weight, cost and packaging of any gifts.
4. You will need a lot more gifts than you think.

5. What kind of things to take.
6. Have something small for immediate gifts on arrival for your Host President and his/her spouse.
7. Consider excess luggage when packing.
8. Kangaroo/Koala/Australiana pins to assist students.

4.8 Rotary Exchange Letters Required

1. **Letters:**
 - a. Letter of introduction from your Club.
 - b. Letter in language of your host country for introduction.
 - c. Letter of approval from parents to undertake any Rotary-authorized travel.
 - d. Letter of consent for any emergency hospitalisation.

4.9 Remember Your Parents and Family In Australia

- You learn how important your parents are to you while you are on exchange.
- They will miss you too.
- Letters, gifts and parcels can be very costly to mail.
- Your parents will possibly gain almost as much as you.
- They will be bombarded with questions about you and your progress.
- Your reports will be quoted.
- Try not to phone/skype home too often.
- Your sisters/brothers will be lost without you. Include them in your contacts and remember birthdays if they fall during your period away.
- Think of the sacrifices they all have made for you to be away.
- Do not use expressions that can be wrongly interpreted in your communications

4.10 Watch Your Weight

Most exchange students gain weight but it is possible to keep your weight within reasonable limits if you do not greatly increase your food intake. Do not crash diet - it is extremely unwise and is sure to increase your susceptibility to infection.

Furthermore, you may still be growing, so an increase in weight could normally be expected.

4.11 A Reminder for All Students

"A Smile"

A smile costs nothing but gives much
It enriches those who receive,
Without making poorer those who give.

It takes but a moment,
but the memory of it sometimes lasts forever.
None is so rich or mighty that he can get
along with it and none is so poor but
that he can be made rich by it.

A smile creates happiness in the home,
fosters goodwill in business,
and is the countersign of friendship.

It brings rest to the weary,
Cheer to the discouraged,
Sunshine to the sad,
and is nature's best antidote for trouble.

Yet is cannot be bought,
begged, borrowed or stolen
for it is something that is of no value
to anyone until it is given away.

Some people are too tired to give you a smile,
give them one of yours as none needs a smile
so much as he who has no more to give.

4.12 The Mentor and You: Understanding Each Other's Role

1. Each student going overseas should have three Mentors:
 - a. One from your sponsor club.
 - b. One from your host club.
 - c. One being your STEP Coordinator
2. These Mentors can be of great importance and value to you.
3. Get to know your Mentors. Become real friends.
4. Your Sponsor Mentor will relay news of you to your Sponsor Club from your reports sent.
5. Learn to confide in him/her - he/she can help you at times.
6. Your host club Mentor should be your first point of contact.
7. If you find one is not appointed, make a deliberate yet diplomatic approach to your host club.
8. You must gain confidence in your host Mentor.
9. The host Mentor must be aware of your movements and plans through you or your host parents.
10. Your third Mentor - is your STEP Coordinator
11. In your reports let your mentor know your problems if they exist or if you are very preoccupied with something.
12. Future placements in Districts overseas depend on the reports you send home to us.
13. Most problems can be sorted out.

5. FINANCES AND ALLOWANCES

1. Consider how best to take/transfer your monies throughout your exchange
2. If the Emergency fund is used in part, your family should replenish the figure to the original sum. This fund should only be touched by you and your Mentor together.
3. Joint banking accounts are suggested. Perhaps one account for all funds.
4. Place your ticket, passport (if possible) and other documents in a safe place, perhaps a bank deposit box. Arrange safe keeping through your Host Mentor.
5. Be prepared for the unexpected costs in your flight - both outbound and inbound.
6. Live within your means - budget and learn a valuable lesson.

Remember:

Your family has made a significant financial commitment: do not pressure them for more money while you are away.

6. TRAVEL

6.1 Travel: A Privilege Not a Right

1. The aim of your period overseas is to live in another country in the style of that country, and not to go on a "Cook's Tour".
2. Hosts tire very quickly of students who either continually want to go on trips or always seeking to do so.
3. You will not come to understand or meet the people if you are flitting from one tourist spot to another.
4. Remember, you have travelled several thousand kilometres just to reach your host country.
5. Do not expect to be shown everywhere and everything. Keep in mind your host parents who want you to enjoy yourself, but like your parents, they possibly don't wish to drive every weekend.
6. Do not compare your situation with other students too often.
7. Where you are placed will naturally determine travel.
8. Remember, all travel costs money.
9. Think of the student who may follow you in the future. Your actions may determine your host's club decision of future participation.
10. Above all, be natural, be yourself, have fun and accept your year for what it is: a most wonderful chance to see and learn about another country and another culture.

6.2 Airport and Luggage

1. Confirm your bookings for the next stage of your flight at the end of each stage.
2. Carry a small amount of cash change with you in the currency of the country to be visited. American dollars are the equivalent.
3. Watch all possessions at all times. Especially handbags.
4. Do **NOT** carry any parcels etc on or off the plane for **ANYONE**.
5. Carry passport, money, tickets, in your travel wallet, and carry them on your person at all times.
6. Take a small piece of hand luggage. Don't make yourself uncomfortable by having too much.
7. Your hand luggage should contain a spare set of clothes (especially underclothes and pyjamas) that you can use if there is a 'lost luggage' problem.
8. Your maximum luggage allowance varies depending on the airlines and the country you are going to. Check with your travel agent information.
9. Excess luggage is very costly. Advance sending (unaccompanied baggage) is at a lower rate.

10. Suggest that you use soft cases with straps, and that cases be branded with some distinctive marking for ease of recognition.
11. Remember it may be cold when you arrive at your destination, so allow for warm clothing in your hand luggage.

6.3 Departure time

1. Get your farewell parties over well before the actual departure date. Certainly don't have a wild party (or even a late night) the night before you leave.
2. Get as much sleep as possible the few days before departure. Lack of sleep makes you vulnerable to illness.
3. Use your checklist.
4. Don't pack your passport in a suitcase.
5. Be at the airport in plenty of time. International Flights may require you there 3 hours before departure time.
6. Farewells can be more traumatic than you realise, when suddenly the full impact of what you are doing hits you. So be prepared for tears.

6.4 Be Careful and Use Common Sense

- You must place documents, including passport, money, tickets, etc, in a safe place or deposit them in a bank with signatories comprising two club members and yourself.
- Guard your passport always, if you keep it with you. A person without a passport is a person without a country!

7. HOST COUNTRY

7.1 Culture Shock

In many ways your lifestyle during your period away will be very different from what it is now. Of the differences, some you will like, and some you will find very irritating. Always try and consider things to be 'different' rather than better or worse. When telling people about Australia, be careful not to identify only those things which you feel are better than they are in your new country.

You will have to expect difficulties due to some, or all, of those differences, dependent on where you are sent:

1. Language.
2. Climate.
3. Food.
4. Newspapers and Radio.
5. Lack of news of Australia and other parts of the world.
6. Driving on the other side of the road.
7. Sanitary arrangements.
8. Nudity.
9. Attitudes to drugs, sex and contraception
10. Alcohol.
11. Your accent.
12. You may well be the only "foreigner".
13. Your dress and appearance.
14. Brand names.
15. "English" words that have totally different meanings in your new country.

7.2 Questionnaire: First Night With New Host Family

http://yeoresources.org/First_Night_Questions.htm - this link may help

1. What do I call you? Mum, Dad, or first name
2. What am I expected to do daily, other than:
 - make my bed
 - keep my room tidy at all time.
 - clean the bathroom after use.
3. What is the procedure about dirty clothes? Where do I keep them till wash day?
4. Should I wash my own underclothes?
5. What is the procedure about ironing clothes?
6. May I use the iron, washing machine, sewing machine, etc. Should I ask first?
7. Where can I keep my bathroom toilet accessories?
8. When is the most convenient time for me to use the bathroom?
9. When is the best time for me to bathe? - am or pm?
10. What time are meals?
11. Do I have a permanent job at meal times? ie: May I help myself to food and drink (non-alcoholic) at any time, or must I ask first? (Promise to do this in moderation if acceptable).
12. What areas are strictly private? eg bar, study, sewing room, pantry.
13. May I put up pictures, posters, etc. in my bedroom? If yes, how?
14. Do you object to me having wine at the table with you or the occasional beer at home?
15. What are your feelings about my drinking alcohol?
16. Where can I store my suitcases?
17. What time must I get up on weekday mornings?
18. What time must I get up on weekends and holidays?

19. What time do you want me to go to bed on weekdays?
20. What time must I be in at night if I go out? (exceptions by special arrangement)
21. What date are the birthdays of Host Mum, Dad, brothers, and sisters?
22. Can I have friends stay overnight?
23. Can I invite friends around in the day? (Not opposite sex if parents are not there).
24. What are the rules about use of the my computer?
25. May my friends phone me?
26. What are the rules about local phone calls?
27. What are the rules about overseas calls? (remember offer to pay for all calls.)
28. What is the procedure for mailing letters?
29. Does Host Mum or Dad have any pet hates or dislikes, eg appropriate dress at meal times, chewing gum, music, being interrupted when reading the newspaper, smoking, etc.
30. Do host brother and sister have any likes and dislikes?
31. How do I get around? Is there a bus/train route; do I have access to a bicycle; will it be possible to get a lift to and from parties etc?
32. What are your Host parents' feelings or rules about transport?
33. May I play the stereo, television etc?
34. What are the rules about going to church (or equivalent)?
35. Do you mind me attending my own Church (or equivalent) as well as yours?
36. Do you expect me to phone if I am going to be 10, 20 or 30 minutes late?
37. How often may I go out per week?
38. If I have something bugging me, how would you like me to handle my problem?

39. Who pays for sporting expenses, the Club or Host Parents, or student?
40. If we go out as a family, who pays entrance fees etc?
41. If you have special dietary needs, mention them now
42. Can I use the shampoo etc, or should I buy my own?
43. Do I take lunch with me to school, or do I buy lunch at school? Who pays? Will I make my own lunch (find out what you can use)
44. Am I responsible for bus/train fares to school?
45. If there are servants in the house, seek advice on how to deal with them.

8. AUSTRALIA

8.1 What is Required From You

As an ambassador you must know about Australia and about its:

History: Other countries have a much greater sense of history than we have and a much longer *recorded* history. Know something of:

- Our indigenous history
- European arrival in Australia, Western Australia, Perth.
- The pioneer period - gold, wheat, wool.
- The formation of the Commonwealth.
- Even if our recorded history is short, we do have a long heritage - suggested reference: *The Timeless Land* by Ellenor Dark and others.

Legislation:

- Age to vote, drive a car and legal drinking age
- Equal Opportunity Legislation, Race/Sex Discrimination Legislation

Politics:

- The Constitution of each of our three tiers of Government: Federal, State and Local; their powers, how elected, source of revenue.
- Know about the Party political system - the parties, their leaders, and their basic political viewpoints.
- Current issues in politics today.
- Unionism, wages, arbitration, strikes, long service leave, sick leave, etc.

Taxation:

- Personal tax rates.
- Company tax.
- GST.
- Customs and Excise duties.

Geography:

- Know the comparison of size against your host country.
- Flying hours can be a useful comparison.
- Important points - tourist areas - interesting features (Lake Argyle, Rottnest, Ord River Scheme, the Goldfields, etc).
- Minerals, oil, coal, gold, diamonds.
- Primary and secondary industries

Flora and Fauna.

- The flower and animal emblems for each state and territory
- Significance of our national coats of arms flora and fauna emblems
- Native animals and feral animals
- Conservation of our native species

Social Scene:

- Multicultural composition of population.
- Foods we eat.

Art and Culture:

- Know some of our artists, writers, poets, and singers - both classical and modern.

Education and Sport:

- High Profile Australian Academics who have been world leaders in their respective fields
- High Profile Australian sportspersons and teams who have and still are world champions
- Sports with high participation rates such as netball and bowls
- School leaving age across Australia and school commencement age

Aboriginal and Immigration Policy:

- The evolution of our Australian Aboriginal Policy from extermination to assimilation to integration
- Our current immigration policies from business sponsored migrants to family reunion to asylum seekers and detention centres

8.2 Uniquely Australian: FAQ

Uluru

The changing colour of Uluru, as the sun rises slowly above the horizon, is certainly a memorable experience. This *Red Granite Monolith*, the largest in the world, is about 8 km in circumference and rises abruptly out of the red desert to a height of 340 m. For those still working in miles and feet, this is 5 miles around and 1,100 feet high. To many it has an eerie splendour about it, and to the Aboriginal people it is regarded as sacred.

The Flying Doctor Service of Australia

This service provides a mantle of safety for men and women who otherwise would have no means of prompt medical attention. Doctors who visit their patients by aerial ambulance after being contacted by radio/satellite phone provide these medical services, the first of their kind in the world. This service commenced in 1928 due mainly to the efforts of the Rev John Flynn, and today covers a large part of the continent. Nowhere in the world was radio (and now satellite phone) such an essential part of everyday as in Australia's remote areas. Thousands of people depend on this for medical and social contact, but for children it brings the classroom into their homes.

The School of the Air

is the world's first two-way radio school, began in Alice Springs and now operates in five states. This Program supplements that conducted by correspondence from state education departments. High frequency radio and the internet, where available, is now more commonly used.

Evolution of Our Native Species

We live in a country where time and change have not taken such a heavy toll, because there has been less time to destroy the native environment. Taking a look at the **platypus** and **echidna** we find creatures that lay eggs and suckle their young. These are found only in New Guinea and Australia, and it is thought this could be because of our isolation from the rest of the world, allowing primitive groups to survive.

Australia is unique amongst continents for its strange assortment of animal life. We have over 120 species of marsupials native to Australia. These animals vary greatly and except for the fact they bare their young in a very immature state, have little in common. Baby **kangaroos** are 25-

35 mm when born and then have to find their way into the pouch where they stay for about 8 months and then weigh about 4.5 kg. The adult kangaroo moves at great speed on strong hind legs, moving as far as 8 metres in a single bound, and can clear obstacles almost 3 metres high. These animals vary in size, with the *Great Grey Boomer* standing 2 metres high with the tail adding another metre. **Wallabies** are smaller and stouter, but otherwise their characteristics are the same. These creatures graze on native grasses or cultivated pastures if it is available.

After the kangaroo, the **koala** is the best known of our marsupials. They are a soft grey furry animal about 75 cm long from the tip of its nose to where the tail should be. The tail is replaced by a calloused pad, which enables it to sit for hours in the fork of a tree. Even though it eats gum leaves, only a few of the 500 varieties of eucalyptus are to its liking. Koala is an aboriginal word meaning "I don't drink water". The gum leaves they eat supply all their moisture needs. Unlike the kangaroo, once the baby koala leaves the pouch it never returns, but rides either on the mother's back or clings to her chest. Koalas are not native to Western Australia.

Wombats are active burrowing creatures, living in large holes during the day, but going out at night to feed on grass, plants and roots. Wombats are no respecters of crops or fences and their burrowing causes much damage.

You don't expect the humble **earthworm** to cause a stir, but in South Gippsland, Victoria, the giant earth worm has changed that! These worms grow to 3.5 metres long and may be several centimetres thick. The average length is 1.8 m. They are capable of contracting themselves to the thickness of a man's wrist. Walking near a colony of these, one is aware of a gurgling sound as they move through their tunnels when uncovered by farmers ploughing.

The **kookaburra** is the only bird that does not turn up its beak. It swoops on a worm and takes it into a tree where it eats as much as it can. The remainder of the worm dangles from the kookaburra's beak until its digestive organs can allow it to swallow the next portion.

The **marsupial mole** is a primitive creature found only in Australia. These are found on the Nullarbor Plain, are 15 cm long, blind, deaf and dumb. Its fur is a soft creamy colour and it carries its young in a pouch. Ants' eggs and insects are its staple diet.

The **emu** takes precedence over other birds, as it appears on our Coat of Arms. The emu is among the few birds in which the female is liberated. She does the courting while her mate cares for the young.

The **lyrebird** is the bird of a thousand voices and the master of mimics. The tail of the male bird is shaped like a lyre and is much bigger than the bird itself. The female is an unimpressive creature.

Other things unique to Australia

1. Australia's first **Surf Life Saving Club** was founded in 1907 at Manly, NSW. Australia now has in excess of 300 clubs.
2. The **Great Barrier Reef** extends for about 1900 km and is the largest coral deposit in the world.
3. The **Dingo Fence** stretches thousands of kilometres along state boundaries from Queensland to South Australia.
4. Two **Rabbit Proof Fences** were built starting and ending in the sea at both ends of Western Australia.

9. SOCIAL GUIDELINES AND SOME REALLY GOOD ADVICE

9.1 Manners

1. There may be differences. Watch. Listen. Learn.
2. Common-sense should prevail. Courtesy is understood worldwide.
3. Gifts. Thank you notes. Tokens of appreciation. It is not the *value* of the gift; it is the *thought* that counts.
4. Your genuine attempts to learn some everyday phrases in either the language and/or idiom is a priority.

9.2 Five Magic Phrases

PLEASE

THANK YOU

I'M SORRY

EXCUSE ME

AFTER YOU

9.3 Being an Exchange Student - Comments And Suggestions From Returned Students

1. Get involved, but don't do your own thing without keeping your host family and Mentor informed.
2. Sport, music and other group activities are a good way to make friends. Try school activities or find alternatives.
3. All your experiences will be different.
4. People will not come to you - **you** must make the effort.
5. Be prepared to possibly change your views on careers while you are away.
6. Remember, when you come home, all your friends and family will not have sat around waiting for you.

7. It may take time to settle when you come home.
8. People at home will not want your experiences thrust upon them at every opportunity.
9. When you return home you might find it difficult to settle back into your studies - stick at it. If you opt out, you will continue to opt out.
10. Emails and social media are a way of contact with home, but should not be the only means. Postcards or letters are good to receive.
11. Think about and take gifts - kangaroo and koala pins are much-appreciated gifts.
12. Airmail is an expensive way to obtain things from home, and surface mail will take too long.
13. Presentation of talks - PowerPoint presentations very good for groups, or a small photograph album for smaller parties.
14. May give many talks or few - try to get the opportunity to talk.
15. Take some Australian money to show around.
16. Don't talk about things of Australia you don't understand. Remember, business people may know more than you do.
17. Budget your money - how much you spend depends on you.
18. Travelling to your host country can be exciting and fun.
19. Settling into home routines right away helps a lot.
20. Adjusting to habits and foods is generally easy, as Exchange students should be prepared to learn and adjust.
21. Sometimes it can take a while to be accepted at school.
22. Two things that help a lot: "be yourself" and "be always busy."
23. Homesickness can set in as the excitement wears off.

9.4 Living in the Home: A Host Parent's Perspective

1. The reason for you being in the home could be:
 - a. The family has accepted the student.
 - b. The Rotarian family member has accepted the student.
 - c. The family is obliged to accept a student.
2. A pleasant and bright personality can make it a most successful stay.
3. Keep as tidy as possible under all circumstances. If the family is busy, offer to help.
4. Language differences can cause a breakdown in communications between the parents and the student. It can be just as hard for the parents to speak slowly to the student as it is for the student to understand and translate her words.
5. Be prepared to do your own washing and ironing. Do not be afraid to ask questions if there is anything you do not understand, eg: medical, customs.
6. If you are asked what you like to do, be very positive, either tell what you would like to do, or what you have done and seen, and let the family make the suggestions.
7. Remember that they are trying to please you as much as you are trying to please them.
8. If you find that you are getting overweight, do not starve yourself or refuse to eat the food that is served to you; explain to your host parents the position, and they will cooperate.
9. Join in and be part of the family - but don't take over.

10. HOMECOMING

10.1 It May Be Hard To Come Home

1. It is only a short period away - make the most of it.
2. Everyone will spoil you.
3. In many ways you will be on your own and very independent.
4. You will make so many new friends - it may be hard to leave them.
5. You may develop have strong ties to your Host Family.
6. Possibly you will be torn between leaving your new home and returning to your own family.
7. Once you begin your return flight it feels a lot better.
8. There could be a difficult readjustment period once you return home.
9. You could experience a feeling a loss; a 'let down', a homesickness in reverse, "nobody understands me, nobody loves me, I just want to go 'home'.
10. Important to make a determined effort to return to study, and again get involved, to pick up the strands of your life.
11. Join the Rebounders' Group - "Rotex" - and stay involved with Youth Exchange.

10.2 Parent Information

It is suggested that you share and discuss the following points with your parents before departure. These are observations from parents of Returned Exchange students and from your District committee.

Your child may have changed - matured.

- You child could have an accent.
- He/She may fear that you have changed.
- Don't redecorate their rooms whilst they are away without consulting them.
- On their return, encourage your child to talk to camps (Rotary, YMCA etc) and other groups. It helps them understand and share their experiences and put things into perspective.
- Encourage your child to attend Rotex camps and gatherings. Here they can talk with others who are having the same problems settling back onto life again.
- Expect homesickness for the country visited, their 'home' for a period of their life.
- Be prepared for the student to take a while to settle down.
- Be aware there is little you can do to help the student settle down.
- Parents must accept that their children are now more independent, having just spent a period fending for themselves, being responsible, and reliable, and having made decisions about themselves without recourse to parental guidance.
- If major problems do occur whilst away, the parents will be contacted immediately and a communication network set up.
- If the problems are political, daily advice is obtainable through the STEP Coordinator.
- In the event of unrest due to political, economic or any other factor, the natural parents have the right at any time to ask the STEP Coordinator to withdraw their son/daughter.
- The Committee reserves the right to withdraw the student when we consider there could be a risk factor. In most cases this would be done with parental approval.

11. SUMMARY

11.1 Some Closing Remarks

You were accepted as a Short Term Exchange Student because:

1. The Club and District thought you were the best representatives for the Program.
2. You are considered able to cope.
3. It would benefit yourself, your host club, and Australia.
4. You can give of yourself.

The Team

- **We are a Team-**
- **Your Club and Parents play a vital role.**
- **The future of Youth Exchange is in your hands**

12. APPENDIX A: KEEPING YOURSELF SAFE



Sexual Harassment Guidelines and Policies For Outbound Students

**DISTRICT 9455
YOUTH EXCHANGE COMMITTEE**

Revised: September 2010

Sexual Harassment

Sexual Harassment, from reported incidents to Duty of Care, has had a great deal of media attention lately.

This has a positive follow-on:

- Anything that makes people more aware and conscious of this unlawful and immoral behaviour, puts people in a far better position to act ie to avoid being a victim or tell somebody if they know something.
- And, more publicity makes the perpetrators of sexual harassment aware that society will not tolerate these offences and so acts as a deterrent.
- Where does Sexual Harassment happen?
 - In schools
 - In universities
 - In sporting organisations
 - in the work place
 - and, unfortunately, it can and has occurred in youth exchange: with 8,000 students going on Rotary Exchange each year, regrettably some students have been perpetrators of the crime and some have been the victims

What is Sexual Harassment?

Under Australian Law, Sexual Harassment is any unwanted or uninvited sexual behaviour, which is *offensive, embarrassing or humiliating for/to the person to whom it is directed*. It may be an isolated incident or a series of incidents over a long or short time period.

What may be funny or insignificant to one person may be disturbing to another. It has nothing to do with mutual attraction or friendship.

Examples of Sexual Harassment

- touching, patting or fondling
- staring or leering
- sexually suggestive comments, jokes and teasing
- display/sharing pornographic pictures, cartoons etc
- physical assault, including rape

Is it Gender Related?

It is probably more common that males are the perpetrators, with females more commonly being the victims, however recent revelations indicate a high incidence of young males as victims. Regardless, any victim is traumatized!

Rotary Youth Exchange and Sexual Harassment:

Criminal Offence Charges for the Perpetrator

In Australia and with many of the countries with whom we exchange, Sexual Harassment is a Criminal Offence ie it carries a jail sentence and fine

In Rotary Youth Exchange we will not tolerate any form of Sexual Harassment

Any student found guilty will be immediately repatriated unless the legal processes have intervened with another penalty

Protection For Our Outbound Students and Our Inbound Students

There are some variations in Sexual Harassment Law between our reciprocating countries.

Irrespective of any differences, Rotary Youth Exchange Program, unequivocally gives our students the same protection they would have if they were in Australia.

What should you do if you are sexually harassed?

STOP: Firmly, tell the perpetrator to stop

If they do not, make it clear you will talk to a person in authority who will force them to stop.

WHO DO YOU GO TO IN A SITUATION LIKE THIS?

A lot will depend on who the perpetrator is: but you have quite a number of people to choose from. Select someone you know will ACT and/or you feel comfortable with:

- Your Host Club
- Your Club Mentor or their partner
- Your Club President or their partner
- Your student Mentor at school
- Your parents
- Your District Placement Officer in Australia/Country of Exchange

WHOEVER YOU TELL IT IS VITAL THAT OUR COMMITTEE PROMPTLY HEAR ABOUT IT. WE ARE IN A POSITION TO SEE THE MATTER IS PROPERLY DEALT WITH AND WILL NOT REOCCUR

ANY SEXUAL APPROACH YOU FIND DISTRESSING IS HARASSMENT

- You must stand up against it
- Often this is not easy - It may be very hard
- You must not worry about the repercussions

PEOPLE'S RESPONSES

Others may be upset, disbelieving and/or angry

"Oh, no. You must be wrong!"

YOU MUST PUT ALL THESE CONCERNS ASIDE AND ACT!

THE NATURE OF THIS CRIME IS THAT THE PERPETRATORS DON'T STOP UNLESS THEY ARE FORCED TO STOP IN ONE WAY OR ANOTHER

MYTHS Versus REALITY

"THIS WILL GO AWAY": NO! YOU HAVE TO STOP THEM OR YOU MUST TELL SOMEONE WHO WILL STOP THEM

"YOU ARE INVINCIBLE": WRONG! DON'T KID YOURSELF YOU CAN HANDLE IT!

SEXUAL ABUSE WILL NOT BE TOLERATED BY ROTARY - NO STUDENT MUST TOLERATE BEING HARASSED - YOU MUST SPEAK OUT IF YOU ARE IN ANY WAY ABUSED