



YEAH 101

Introduction/Overview

AGENDA

- **What is YEAH?**
- **Why are we using YEAH?**
- **What can you do with YEAH?**
- **How do you vet Volunteers and Host Families?**
- **Overview of YEAH Portal**

WHAT IS ROTARY YEAH?

YEAH is an Acronym for:

Youth **E**xchange **A**dministration **H**ub

- It has 5 Components:
 - The HUB – Online Program Management Tool
 - The Portal – Our YE Program in Your Pocket
 - Online Volunteer & HF Applications and Reporting
 - External Integrations
 - Scheduled Reminders

YEAH Features

- Manages our program data: Students, Applicants, Host Families, & Volunteers all in one place
- Holds historical records for Inbounds, Outbounds, & Host Families
- Provides Progress Indicators to show program status at a glance
- Provides system-generated email and text messages
- Automated Reminders and Alerts: Overdue Reports, Pending Documents, Upcoming Birthdays
- Notification of Student Arrivals & Departures
- Numerous Useful Reports, plus Data Export Function

The YEAH HUB

YEAH HUB: <https://yehub.net/W02.php>

1. The District 5020 Youth Exchange Database
2. The HUB stores information on our Volunteers, Host Families, Inbound Students and Outbound Students (Current, Future and Past), along with Documentation pertinent to each of these groups that keeps us safe and compliant with District 5020, Rotary International, and the US Department of State (DoS) rules and regulations.

The YEAH Portal

Web Portal: <https://yehub.net/W02-portal>

1. A portable and smaller version of the HUB.
2. The YEAH portal can be accessed on a cell phone, tablet and computer.
3. Data is available but not most documents. Phone numbers, addresses, insurance numbers are available.
4. Primary function is the ability to file reports: Student Arrival report, Monthly Counselor reports, Student Move report, Host Family Interview Report and 60 day report.

Definitions

- Vetting – completing all documentation required by Rotary and District 5020 to work with or Host an RYE Student
- HF – Host Family
- Approved HF – A HF that has completed vetting and training
- DoS: US Department of State – Publish requirements for US Volunteers/HF and district committee
- NAYEN – North American Youth Exchange Network
- YPA training – online Youth Protection Awareness course and quiz

More Definitions

- NSOR – US National Sex Offenders Registry
- IntelliCorp, RCMP, CBC, CRC – Refers to Criminal Records/Background Checks
- Violation – A HF is in violation if they are hosting a student and one or more of their requirements is not complete or has expired
- YEAH Database – Synonymous with the HUB
- Portal – The YEAH Portal
- Website – District 5020 Youth Exchange Website
(www.rye5020.org)

Reports filed by the Club Counselor or the Club YEO

- **Host Family Home Visit/Interview Report** ([Portal or HUB](#))
- **Host Family Follow up Report** (more than two weeks, but within 60 days after student has moved in) ([Portal or HUB](#))
- **Monthly Report** ([Portal or HUB](#))
- **Host Family Change Report** ([Portal or HUB](#))
- **Student Arrival Confirmation** ([Portal or HUB](#))
- **Host Family Orientation** ([HUB](#))
- **Student Departure Confirmation** ([HUB](#))

Steps to Vetting a Volunteer

1. Meet with the potential Volunteer
2. Email the application link to Volunteer
3. Volunteer submits completed application online
4. Three references respond positively (only 1 can be a Rotarian not involved in RYE - none may be relatives)
5. Volunteer completes the NAYEN YPA Training and test (link is emailed)

Steps to Vetting a Volunteer (continued)

6. Criminal Records Check/Background Check
 - US: An email link from IntelliCorp is sent to all US volunteers and host family members who will be 18 or older during the exchange. The results are sent to the District Youth Exchange Compliance Officer. If approved, the results are uploaded into the database.
 - Canada: Volunteers and host family members who will be 18 or older during the exchange obtain a Vulnerable Sector CRC from local law enforcement or the RCMP and a copy is forwarded to the District Youth Exchange Compliance Officer by the Volunteer or HF member. If approved, the results are uploaded into the database.
7. (US Only) Volunteer completes the DoS certification course and exam

Volunteer Application Link

Email this link to Volunteers to start the process:

<https://yehub.net/W02-volapp>

- The link is on the website (www.rye5020.org) under **Rotarians -> YEAH -> Application Links** (you will need to copy and paste the URL to send)
- It can also be emailed from the HUB under **Utilities -> Program Links**
- You can send a link from the HUB to a Volunteer who is renewing and the system will allow them to update their existing application.



Rotary D5020 Youth Exchange

Youth Volunteer Application/Affidavit

The Rotary Youth Exchange program and your local District appreciate your interest in serving as a volunteer, and we are confident that this will be a truly rewarding experience for you.

The US State Department requires that we obtain the information on this form and conduct background checks on all potential volunteers. We assure you that the information that we receive will be treated confidentially, and we thank you for your assistance and understanding.

**Begin a new
Volunteer application**

**Renew or continue
my application**

Steps to Vetting a Host Family

1. Visit the Family in their home to insure they are a suitable household-do this first!
2. Provide a link to the online form
3. HF submits completed HF App online (including photos)
4. The initial Home Visit Report is submitted online by the interviewer
5. Three references respond with positive feedback (no Rotarians from the YE program and no relatives can be used as a reference)

Steps to Vetting a Host Family (continued)

6. All Adult members of the household over 18 living at home complete the NAYEN YPA Training and test (a link is emailed to each)
7. Criminal Records/Background Checks are requested, run, completed, approved by District Youth Exchange Compliance Officer and uploaded in YEAH.

Steps to Vetting a Host Family (continued)

8. **HOST FAMILY ORIENTATION:** After the entire vetting process is complete, a Host Family Orientation is conducted with all family members and uploaded – this step cannot be done before all vetting is completed and cannot be done on the same day as the initial interview is uploaded.

NOTE: The HF Orientation will be rejected if it is done prior to the vetting process being completed for the entire Host Family.

Host Family Application Link

Email this link to a member of the Host Family:


<https://yehub.net/W02-hfapp>

- The Link is on our www.rye5020.org website, under **Rotarians -> YEAH -> Application Links** (You will need to copy and paste the URL to email)
- Also available on the HUB under **Utilities Tab -> Program Links**

What's Next for a New Volunteer?

- Depending on your role you may be sent an email with a temporary password to sign on to the Portal.
- As soon as you enter you will be asked to reset your password, it needs to have a capital, numbers and letters at least 8 characters in length.
- Use your email on record with YEAH for your username. If you later forget your password you will need to click “Forgot Password”
- If you are not sent a new password contact your District Compliance Officer.

<http://yehub.net/W02-portal>



**Rotary D5020 Youth Exchange
YEO Portal**

Youth Exchange Officer Login

Welcome to the Youth Exchange Officer Web Portal.
This is a secure site which requires a login for access.
Please enter your login credentials below.

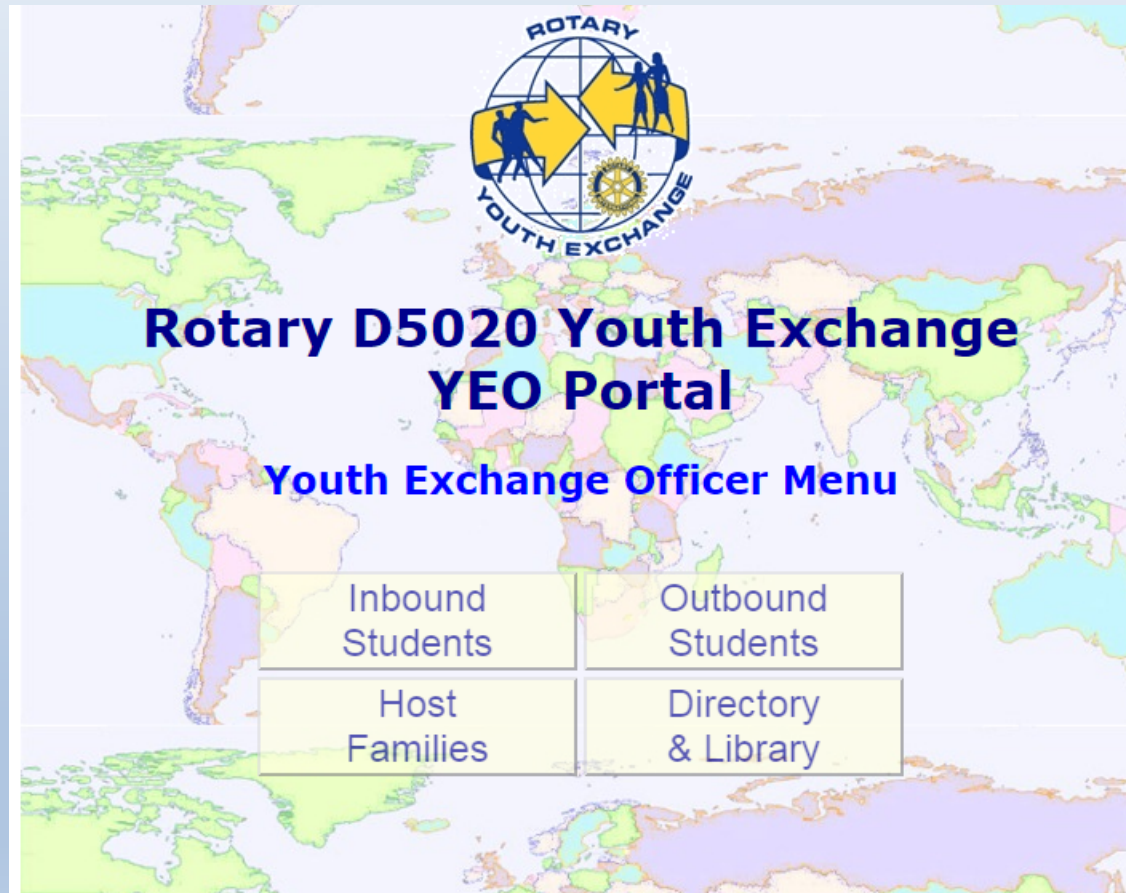
Your E-mail Address:

Your Password:

Remember Me? ☐

[Forgot Password](#)

After logging in



What can you do with the Portal?

- View Current Student Information
 - Flight information (one week before arrival)
 - Current Host family information
 - Insurance Information
 - Most recent ***Monthly Counselor Report***
- Current Inbound Student : You can assign a HF using ***Submit Host Family Change Report*** (Note: If a HF has not been approved they will not show up on the list of available HFs).
- Submit ***Student Monthly Counselor Reports***

Current Inbound Student

E-mail Address: laurademichellig@hotmail.com
Cell Phone: 360-531-0533
Host District: 5020
Host Club: Port Townsend-Sunrise
High School: Port Townsend High School
Host Family Information
Current Host Family: Dallas Jasper
Address: 805 58th Street [map]
City, State, Zip: Port Townsend WA 98368
Home Phone No: 360-379-9398
Host Mother's Cell: 360-301-0727
Host Mother's E-mail: dallas@connect2classes.com
Insurance Information
Insurance Company: CISI
Policy Number: 14 NO106096A
ID Number:
Host District
Host District: 5020
District YE Chair: Becky Fontaine
YE Chair Cell Phone: 253-314-6971
YE Chair Home Phone: 253-627-8061
YE Chair E-mail: beckyf@wamail.net
Host Club
Club Name: Port Townsend-Sunrise
Meeting Day: Wednesday
Meeting Time: 7:15 AM
Club YE Officer: Lisa Moyer-Hughes
YEO Cell Phone: 360-301-9586
YEO Home Phone: 360-385-2161
YEO E-mail: lmhughes718@gmail.com
Club Counselor: Nancy Rice Leeds
Counselor Cell Phone: 360-301-2851
Counselor Home Phone: 360-301-2851
Counselor E-mail: nancyleeds@msn.com
Country Coordinator
Name: Maureen Considine
E-mail: meauxmo724@gmail.com
Cell Phone: 360-701-4939
Print Temporary ID Card
Submit Host Family Change Report
Submit Monthly Counselor Report
View Most Recent Counselor Report

- Notice the four options at the bottom of the student's file:
- Print **Temporary ID Card**
- Submit **Host Family Change Report**

Note: Only fully vetted and trained HF will show in the list

- Submit **Monthly Counselor Report**
- View **Most Recent Counselor Report**
- Before the student arrived there was one more possible report: the **Arrival Confirmation**.

Host Families

Filters

Select a host family ▼

Jeffrey Hartman



Host Family Information

Host Father: Jeffrey Hartman
Address: 41 Wellington Court [\[map\]](#)
City, State, Zip: Port Townsend WA 98368
Home Phone No: 360-531-3026
Host Father's Cell: 360-531-3026
Host Father's E-mail: jhartman63@msn.com
Host Family Status: Incomplete

District

District: 5020
District YE Chair: Becky Fontaine
YE Chair Cell Phone: 253-314-6971
YE Chair Home Phone: 253-627-8061
YE Chair E-mail: beckyf@wamail.net

Hosted Students

The host family application process requires that a representative of the Rotary club or district conduct a home visit and interview.

[Submit Home Visit/Interview Report](#)

- Submit Host Family/ Visit Report
- Submit Follow up Visit Report (between 14 and 60 days). This tab will appear after the initial Home visit is recorded.

The US State Department requires a follow-up visit by a different Rotary representative, within 60 days after a student moves in.

[Submit Follow-up Visit Report](#)

- Note that a second certified/vetted Rotarian must conduct this visit.

[Inbounds](#)[Outbounds](#)[Host Families](#)[Directory/Library](#)[Log Out](#)

Rotary D5020 Youth Exchange YEO Portal

[Go To Documents](#)

Organizational Directory

Name	Title/Position	Dist	Phone	E-mail Address
Anderson, Robert		5020		
Apte, Sheryll		5020		
Long, Tom		5020		
McKenzie, Terri		5020		
Stoehr, Dianne		5020		
Baker, Ken	Club YE Chair	5020		
Burns, Marsha	Club YE Chair	5020		
DeNault, Clayton	Club YE Chair	5020		

Document Library

Document Title	Description/Comment	View Document
YEO Portal Overview		View
DOS Host Family Letter		View
DOS Student Letter		View
DOS Instructions	DOS Training instructions.	View
HF Waiver and Consent Release		View
SAH Reporting Guidelines	Sexual Abuse and Harassment Reporting Guidelines	View
22 CFR 62.25	Department of State Secondary School Student Regulations	View
SHP Secondary Level Review	Required for all Single Host Parents who don't have children living with them in the home.	View
SHP Placement Consent Form	Required to be signed by both the Student and their natural parents prior to placing the student into a Single Parent Ho	View
IB Procedural		View

Vetting a Volunteer

1. Meet and discuss responsibilities
2. Send link to Volunteer
3. Alert References
4. Begin Criminal Records Check Process
5. NSOR Checks (this is part of the CRC)
6. NAYEN YPA Training and test
7. DoS Training and test (U.S. only)
8. Certification Letter (sent by administrator)
9. Application is good for 3 Years
10. CBC, NSOR, and DoS training must be done annually in US; CBC and NSOR or done every 3 years in Canada

Vetting a Host Family

1. Meet family in home to discuss the program
2. Send HF application link
3. Have the HF alert their references about the referral email
4. Submit first Home interview/visit form
5. Criminal Records checks
6. NAYEN YPA training and test

Vetting a Host Family (cont.)

7. (US Only) NSOR Check - this is part of the IntelliCorp CRC and is completed by the YEAH program administrator
8. Conduct HF orientation in the home or Family completes the online HF Orientation (online orientation can only be completed by returning families)
9. A family is vetted for 12 months (36 months in Canada) from the date the application is approved

Where can you find answers?

On the District Youth Exchange Website:

www.rye5020.org