



SHORT TERM EXCHANGE PROGRAM (STEP)

Overall Summary

The STEP is a short-term Family-to-Family exchange program. The student lives with a student's family in another country for approximately one month before returning home together with the foreign student for the following month. Our student may go there second; the two families make the determination of who travels first. STEP seeks students and parents as a team who are committed to hosting in the summer. The student must be flexible to exchange with a family in whatever country Rotary can find a good match in. Although a country choice is solicited and carefully considered, it is the successful matching of students that is the key to success for both students and families.

Terms Used for the STEP Program

Direct Exchange: A student exchanging with one foreign student for a period of about one month in each country or for whatever period is agreed to by the two families.

Eligibility: Aged 15 to 19 years and can have graduated from high school.

Countries: See STEP Country Choice Form

Application: Initial application is made through the Club Level Application and the student is selected at the local club interviews. If selected to participate the student will complete the specialized [STEP application](#).

Timetable: *Students are selected at regular interviews in September

*Three Original Applications, a \$400 deposit payable to Rotary District 5020 Youth Exchange, Host Family Application, a STEP Country Choice Form; club will provide one copy each: Home visit/interview report, background checks, and reference checks. The sponsoring Rotary club MUST be submitted all documents to the District STEP Coordinator no later than December 31st. Only typed and complete applications will be accepted. NO HANDWRITTEN APPLICATIONS. Placements are made on a first come first served basis.

*Students and parents must attend an orientation in late January for Canadian participants and in early February for the US participants.

*Matching of students begins in late January and can last until May

*Upon matching students and families, communication begins between students and families arranging travel, purchase tickets with travel beginning in June for some.

*Prior to departure, the student will receive their medical insurance, which is covered in their deposit. Any surplus in their deposit will be refunded by mid September.



*A Host Family Orientation must be performed prior to the inbound student's arrival

Outbound Orientation: Mandatory for student and at least one parent or guardian to attend.

When: For Canadian Students Late January

For US Students Early February

Contents: *Purpose of STEP, financial commitment, time commitment, rules, insurance, travel, communication, culture shock and more.

Travel: Travel arrangements are the sole responsibility of the families involved and the travel arrangement preferably should be done through a Travel Agency. If you would like any recommendations you can ask the STEP coordinator for a list of competent agents.

Insurance: Student medical insurance will be provided through the same insurance carrier as in the LTEP. This cost is included in the deposit. The cost varies for the duration of the out of country travel but generally about \$2.50 per day.

Fees: An administration fee of \$50.00 is included in the deposit.

Rules: STEP students sign the same Rules form as per the LTEP and it is important the student adhere to the rules at both ends of the exchange. The one exception is driving. Our legally driving students are allowed to drive their foreign partners in their OWN country as per the laws where they reside. They cannot drive in the country where they are being hosted.

Finances: This program is fully funded by the student and their parents. The student may obtain a credit or debit card with parental consent. A club may provide a stipend to the student but this is a rare occurrence.

Special Requests-Food Allergies: The matching countries will do their best to accommodate various requests and allergies however this can delay or prohibit exchanges to certain areas. Rotary will advise this to the student as soon as possible.

Family/Student Responsibilities

*Complete preliminary application form and attend Rotary Club Interviews.

*Upon acceptance, complete STEP applications as found on www.rye5020.org must be completed on the computer, printed, pictures attached. Make a total of 5 applications with all forms signed in BLUE INK. Complete and attach 1 STEP Country Choice Form and with 4 completed applications, attend with the Rotary Club Youth Exchange Officer to have the club sign where pertinent. Attach a \$400 cheque payable to Rotary District 5020 Youth Exchange for the deposit.

*Understand and sign the district rules



*Attend orientation (Student and at least one parent)

*Obtain passport or renew passport

*Upon obtaining the match, start communicating. Students communicate to get to know each other and the parents do likewise and negotiate who travels first. Also travel is arranged so that on one leg of the flight both students travel together.

*Meet the inbound student upon arrival

*As the host, make the inbound student feel at home and as a member of the family allowing the same privileges and giving responsibilities as to your own family members.

*Take time to ensure the inbound student is happy, entertained and healthy. Your student should not work or have other commitments during the inbound stay.

Budget for Short term Exchange Program

Typical Family Budget	US \$`s	CDN \$`s
Orientation (Per person attending)	40*	40*
Administration fee:	50*	50*
Rotary Shirt, Pins	15*	15*
Medical Insurance	150*	150*
Passport	100	100
Airline Tickets (Varies with Destination)	1500	1500
Gifts	100	100
Total	1965	1965

All figures are only an example; prices can vary depending on the value of the dollar.

Above does not include extra spending money, obtaining a visa if needed, cost of camera if needed, phone calls etc nor the cost of hosting your new friend.