



CLUB OFFICERS GUIDELINE - SHORT TERM YOUTH EXCHANGE PROGRAM (STEP)

Overall Summary

The STEP is a short-term exchange between families. The student lives with a foreign student's family for approximately one month before both students return to the US or Canada where the foreign student lives with the student's family for another month. In some cases, the foreign student spends the first month with our student and then both travel overseas and stay with the foreign student's family for the next month. The program seeks students and parents as a team who are committed to spending the summer with their exchange experience. The student must be flexible enough to exchange with a family in whatever country Rotary can find a good match. Although country choice is solicited and considered, careful matching of students and families is the key to success

Direct Exchange: One Canadian or US student exchanging with one foreign student for a period of a month in each country.

Eligibility: Students may range in age from 15 to 19 years of age and may have graduated from high school.

Countries available for summer exchange: See STEP Country Choice Form.

Application: Students use the same preliminary application as LTEP applicants prior to club interviews. Subsequently they complete a specialized STEP application form and the parents complete the Host Family Application for STEP.

Timetable:

- Students are selected during regular screening and interviews in September.
- Applications, home visit form, Criminal Background Checks, Reference Checks, country choice form and a deposit of \$400 are submitted to the District before December 31. Only completed applications will be considered.
- Students are matched with foreign countries during January and February
- Students and parent(s) are gathered for one of the two required orientations in January or February.
- Flights are organized and tickets purchased March through May.
- May – June. Insurance and costs are finalized, and balance of deposit is returned to families in August.
- Students may begin to travel in June.

Orientation: A STEP exchange student orientation will be held in the late winter. Topics will include a summary of the program, financial matters, insurance, rules, travel arrangements, passport and visa information, culture shock, language, gifts, good ambassadorship, knowledge of US and Canada, money, luggage, cameras, parent travel interfacing and so forth. The orientation gives the students and parents opportunity to ask questions as well as to form networks with other families. The students receive insurance forms and information packets and, in some cases, the information about their exchange partner.



Insurance: Students will utilize the same insurance company as the year long students as arranged through the District Insurance contact. They will be covered for every day they are overseas. It is the student's responsibility to apply for the insurance but payment will come from the deposit.

Fees: A \$50 administration fee will be deducted from the deposit.

Travel: the family, through a travel agency selected by the family, makes all Travel arrangements. The travel agent works directly with the families.

Rules: The STEP exchange students sign the same Rules form that has been adapted to fit the LTEP. It is important that they adhere to these rules on both ends of the exchange. One exception is driving. Our driving students are allowed to drive their exchange partners in our countries if they are licensed to do so, but are not allowed to drive overseas. Their foreign partners are not allowed to drive a vehicle in our countries.

Finances: The student should have an adequate amount of money for the exchange. There will be no stipend from the host club. It may be advisable to obtain a credit card for the student. Air fares range in price depending on the destination and the number of students traveling together.

Special requests, food allergies: The district will attempt to place students with special requests and needs. Sometimes it is not possible and the district will try to caution those students initially that an exchange may not be possible.

Family/Student Responsibilities

- Complete application forms and pass an interview at club level.
- Submit District application along with a \$400.00 deposit through the YEO to the District STEP Coordinator. All applications must be typed. Applications should be completed from the www.rye5020.org. Make sure you use the STEP application form. Submit to the YEO three (3) original signed sets of the form, including pictures of the applicant, one home inspection form and one country selection form.
- Understand and sign District Rules for STEP and submit to YEO with the application materials.
- Student and a least one parent must attend Orientation in April.
- Provide funds, in cash or by credit card, for purchase of airline tickets immediately when requested. Provide spending money for Outbound student.
- Make certain that your outgoing student has appropriate clothing. The student should have at least one nice outfit for dress-up occasions: skirt or dress slacks for girls, slacks and shirt and tie for boys. Some countries are much more formal than ours. Blazers are not required, but work well if student has one. Trading pins and business cards are not provided for STEP participants.
- Obtain Passport and VISA (if necessary) for student to country selected.
- As soon as you learn the identity of the incoming participant, communicate with the student and family. This will be helpful for both students and both families to prepare for the exchange and to establish rapport. . E-mail and faxes work great.
- It is your responsibility as host family to meet the Inbound exchange student on arrival. If possible, it is useful for the YEO to meet the Inbound student.



- As host, make the foreign counterpart feel at home and a member of your family. Afford the student all the same privileges and responsibilities as your own children
- Take time out from your other responsibilities to make certain that the

guest student is busy and happy. Your own child should not work fulltime, nor be preoccupied with other activities during the period of the exchange period.

SHORT TERM EXCHANGE PROGRAM - STEP

Budget for Short Term Exchange Program

Typical Minimum Family Budget (In Us Dollars)

*Orientation	\$50
Camera – cost vary with individual requirements	\$150-300
Airplane ticket – varies with destination	\$1,500
Monthly allowance	\$200
Miscellaneous costs	\$100
* Health Insurance	\$60-120
Passport	\$100
Gifts	\$100
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Total	\$2260-2470

*These fees come from your deposit due by Dec. 31. This does not include costs associated with hosting your exchange partner.

Typical Club Budget (In Us Dollars)

As this program is considered a Family-to-Family Exchange clubs generally have little or no expense. We encourage clubs to try and invite all students involved in this program to one Rotary meeting.



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CLUB YOUTH EXCHANGE OFFICER RESPONSIBILITIES

The club YEO is responsible for publicizing the program, recruiting, interviewing and evaluating applicants. We expect the YEO or designee to visit the student's home during the application process and to complete a home inspection form (available on the www.rye5020.org website). The club officer works with the applicants throughout the Short Term application process, then submit the complete file to the STEP committee. The STEP committee will process the application; deal directly with the family and forward successful applications to the District STEP Coordinator with little or no further communication with the YEO. If interested, the club YEO may remain active in the application process and query the District. In some cases, the club officer may be requested to step back into the process if problems arise. Your club has no financial responsibilities for the STEP student but may volunteer assistance at its discretion. Prior to the inbound student's arrival the club must arrange for an Host Family Orientation to be conducted by a vetted Rotarian. The club must also appoint a student counselor for both the inbound and the outbound student. Shortly after the inbound student arrives the counselor must meet the student in person and let them know they are available to assist if anything arises they would require help with. The inbound student must be provided with contact phone numbers for members of the Club YE Committee. The club may wish to invite both the Inbound and Outbound students to a meeting to be introduced, and possibly to make presentations.

Typical Calendar For Step

September: YEO makes publicity presentations to schools and students and directs student to website www.rye5020.org forms or distributes Local Application Form. Typically LTEP and STEP presentations are made at the same time.

September – early October: Conduct local interviews of STEP applicants right along with year-longs. STEP may be an alternative for applicants not chosen for yearlong exchanges.

In selecting the candidates for the exchange, your club is also selecting the host families for the Inbound STEP students. Use the same guidelines as for yearlong host parents. Also consider the flexibility of the families, their willingness to make the month a special time and their ability to work with Rotary as the application exchange matching process progresses.

October – November: Direct successful applicants to www.rye5020.org forms for STEP application. Remind them of the \$400 deposit requirement.

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Collect the completed Student and the Host Family Application (three Original Student applications and one host family application), checks them for completeness including signed Rules and deposit. Complete home visit/interview report, reference checks and background/criminal records checks.

December: Forwards completed student applications, home visit/interview report form, country choice form, and copies of the HF Application, background checks, references, and deposits to the District STEP Coordinator.

December 31: Deadline for Application packet to STEP Coordinator

Incomplete applications received after this date will be returned.

January – May: YEO may monitor progress of outgoing student's family in preparation for exchange (previous page) and assist if necessary. Note that STEP Orientation is usually between January and March.

District STEP Chairman begins to take on primary communication with students. Matches are beginning to be worked on during this time. Remind students/families to be patient. Many part of the world do not respond until April.

Students travel with family to Tacoma or Parksville for daylong orientation, covering material similar to Year Long Orientation. In some cases the District will provide a specialized orientation for students with travel difficulties.

June: YEO may wish to make sure that all arrangements for exchange are complete. Invite outgoing student to a club meeting.

July – August: YEO and STEP committee monitor progress and success of exchange and invite outgoing and incoming students to Club meeting and possibly to make presentations. Resolve problems as they arise.



SHORT TERM EXCHANGE PROGRAM - STEP

Outbound and Inbound Students General Information and Rules

NOTE

All students selected to participate in the Youth Exchange Program must at all times remember that they are ambassadors of their generation and country and must therefore conduct themselves with intelligence, common sense and dignity, consistent with the privilege of being a Rotary International Youth Exchange Student.

Students Must Agree To The Following:

1. To become familiar with and understand clearly the aims and objects of Rotary International, its organization, structure, purpose, ideals and service record.
2. Travel directly to their destination in the host country without breaking the journey en route and, whenever possible, to travel with other students with destinations in the same host country.
3. Inbound Student travel will be at the consent of the host family and/or family of origin.
4. The family bears the primary responsibility for the student. In case of difficulties, consult with the club's Youth Exchange Officer, District STEP Chairperson, or the District's Country Contact).
5. Students will not receive financial support from the host clubs and must bring sufficient spending money to last during the one month exchange period..
6. Students are expected to become integral members of their host families, assuming duties and responsibilities normal for a person of their age.
7. Students should choose friends wisely. There will be many social opportunities, so students must not feel that they have to accept every invitation. Students should trust the host family to aid in choosing appropriate friends.
8. Host families are responsible for students socially, spiritually and physically. Students should respect their wishes and requests. Each society has its own customs and ways of doing things. Student must be flexible and adaptable. Some guidance and restrictions are to be expected and advisable.
9. Smoking is discouraged. You are expected to abide by host home rules and local laws that may not allow smoking.
10. Piercing and tattooing are forbidden except with a written formal authorization from the natural parents describing the nature and placement of such body adornment. Such a practice is not without sanitary dangers (AIDs/Hepatitis).
11. A student should know the essentials of the language of the host country upon arrival in the host country;



12. Student must obey the laws of each country that they are in. They can expect no assistance from their own government if laws are violated.
 13. During the month abroad, the student may be invited to Rotary and Youth Exchange functions and should make every effort to accept. Students may also be asked to make a brief presentation to a host club meeting, and to the sponsoring club on return home.
 14. Students are "ambassadors" for their home country and must, at all times, behave in a manner that will reflect credit upon themselves, family and country.
 15. Students are to refrain from any anti-social activity or sub-standard behavior that will reflect adversely on themselves or on Rotary. A pervasive negative attitude will not be tolerated.
 16. Students must at all times abide by the four "D" rules, namely:
 - Absolutely no **d**rugs will be used except as prescribed by a physician for valid medical reasons.
 - The student must not **d**rive/operate any motorized vehicle of any kind (Land, water or air).
 - Serious **d**ating will not be permitted. Dating in a casual way, preferably with a group, is quite acceptable. But if the club counselor or host parents feel that the student is becoming "romantically involved," students will be told to discontinue the relationship. Sexual involvement will not be tolerated.
 17. Students are to refrain from seeking or obtaining employment while under the program.
 18. The student will return home upon the completion of the stay in the host country. In no circumstances will they remain beyond the period authorized by the program nor beyond the period for which they have been admitted to the country.
 19. Active participation with the student's host family and community will help to make the exchange a success. Frequent and prolong personal use of the internet, including email, will interfere with this and is therefore strongly discouraged. Students will abide by the expectations and rules of the host parents and Rotary with regard to internet use.
 20. Students are to obey all the rules and respect all the guidelines in keeping with the spirit of the program.
 21. Under the auspices of the District Governor, the District Youth Exchange Chair of the host district is the final authority on any matter pertaining to the Youth Exchange Program. Most matters, though, will be handled at the local Rotary Club level.
 22. It should be emphasized that this District Youth Exchange Committee will have absolutely no hesitation to remove students from the program and sending them home at their own expense if they do not adhere to the general intent and conditions of the program.
- Students violating this policy will be sent home.
- There is to be absolutely no **d**rinking.

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The undersigned student and parents have read and understands the conditions and rules of the program and agrees to abide by them.

Dated _____

Student _____

Father (Guardian) _____

Mother (Guardian) _____