



ESSEX INBOUND STUDENT FILE

| Document | Form | Date | Notes |
|---|-------------|-----------------|--|
| ESSEX Inbound Student Index | IB99 | 08/14/09 | |
| Student Forms | | | |
| Inbound Student Tracking | IB1 | 02/15/09 | For District/Club YEO to track student contact throughout the year |
| Copy & Insert Inbound Documents | IB5 | 08/14/09 | District - make copies of these documents for the student file |
| INB Dist Chair App Checklist | IB9 | 02/15/09 | District - keep copy with the student file (comes with the application from the Country Contact) |
| INB Club Chair App Checklist | IB13 | 02/15/09 | District - keep copy with the student file (comes with the application from the Country Contact) |
| INB Electronic Hosting | IB21 | 02/15/09 | Club YEO should send copy to District Chair |
| School Admission Letter | IB25 | 02/15/09 | School letter should accompany the Guarantee Form |
| School Checklist | IB29 | 02/15/09 | Confirmation that school received information |
| Inbound Info Letter | IB33 | 02/15/09 | Student must receive prior to arrival; must document |
| Resource List | IB37 | 02/15/09 | District should complete with at least the local resources and send to student prior to arrival (accompany Info ltr) |
| Inbound Rules | IB41 | 02/15/09 | District should receive signed copies prior to arrival (accompany info ltr) |
| Independent Travel | YE325 | 02/15/09 | District should receive signed copies prior to arrival (accompany info ltr) |
| Student Receipt | IB45 | 02/15/09 | Signed copies returned prior to arrival |
| Student Orientation Record | YE329 | 08/12/09 | Signed confirmation of student orientation |
| <ul style="list-style-type: none"> Section One: Topics to Discuss CISI Bolduc Information To purchase insurance online CISI-Bolduc Information Insurance coverage and claim procedures Travel Arrangements, Permission and Requirements – Outbound Student Only DOS Welcome Letter DOS Toll Free Number Flyer | | | https://webapps.aifs.com/RotaryOnline/Agreement.aspx?agree=N forms |
| | | | http://www.culturalinsurance.com/rotary/rotary_medical_forms.asp |
| ID Card | YE333 | 02/15/09 | Student receives ID card per host family (keep copy) |
| Training Roster | YE301 | 02/15/09 | for use with any training session, ie YEO, counselors, etc |
| Monthly Report | YE305 | 02/15/09 | student must submit report for each month of their exchange |
| Incident-Complaint Report | YE309 | 02/15/09 | for pertinent incidents or complaints that IB students report during their exchange year: send copies as noted on form |

| | | | |
|--------------------------|-------|----------|---|
| Post Eval - Student | YE313 | 02/15/09 | student must complete at end of exchange, prior to departure |
| Post Evaluation - School | IB49 | 02/15/09 | school representative to complete at the end of the school year |

| | | | |
|---|-------|---------|---|
| MISC FORMS /VOLUNTEER | | | |
| Student Protection Policy Appendix A "Personal Information". | YE317 | 8/13/09 | One per volunteer |
| Volunteer Reference Form | YE318 | 8/13/09 | Two references per volunteer |
| Student Protection Waiver | YE321 | 8/15/09 | Each volunteer 18+ of age must complete waiver for background check – If Rotarian once every 5 years, if not Rotarian every year. |



Inbound Student Tracking Form

Student Name: _____ District: _____

Host Club: _____ Counselor: _____

| Action completed | Date | Rotarian Initials | Action | Date | Rotarian Initials |
|--|------|-------------------|------------------------|------|-------------------|
| Guarantee Form Completed: | / / | | School Transcript: | / / | |
| School Letter of Acceptance : | / / | | School References: | / / | |
| School notified if a graduate: | / / | | Insurance purchased | / / | |
| Items sent or given: | Date | Rotarian Initials | Student Initials | Date | |
| Summary of regulations, rules, procedures, insurance | / / | | | / / | |
| Sexual abuse documents | / / | | | / / | |
| Host family profile | / / | | | / / | |
| School/community profile | / / | | | / / | |
| Identification card | / / | | | / / | |
| Orientation Program date: | / / | | | / / | |
| Cultural Awareness Training: | / / | | | / / | In home? |
| Counselor August meeting: | / / | | | / / | yes no |
| Counselor September meeting: | / / | | | / / | yes no |
| Counselor October meeting: | / / | | | / / | yes no |
| Counselor November meeting: | / / | | | / / | yes no |
| Counselor December meeting: | / / | | | / / | yes no |
| Counselor January meeting: | / / | | | / / | yes no |
| Counselor February meeting: | / / | | | / / | yes no |
| Counselor March meeting: | / / | | | / / | yes no |
| Counselor April meeting: | / / | | | / / | yes no |
| Counselor May meeting: | / / | | | / / | yes no |
| Counselor June meeting: | / / | | | / / | yes no |
| Counselor July meeting: | / / | | | / / | yes no |
| Post Exchange Evaluation | / / | | Return flight to ESSEX | / / | |



INSERT ONE COMPLETE COPY OF EACH OF THE FOLLOWING:

- Guarantee form**
- Application with all signatures
and attachments**
- DS-2019**
- I-94 Card**
- Passport**
- Visa**
- Airline ticket**



DISTRICT CHAIRPERSON INBOUND APPLICATION CHECKLIST

«Date_to_D»

Students Name (First M. Last)

«First» «Middle» «Last» «Sex»

From District «Dist» - «Country»

To District «To_D»

«Expect» Is the date I expect to receive (2) guarantee forms, school letter and (1) hosting information form. (You can expect a call from me if I do not receive this information.)

Please return the forms to: **“Return to Country Contact as listed on your students Checklist”**

Date Completed

District Chairperson application placement process checklist

Mailed (1) application, (3) guarantee forms, Club Inbound Application Checklist (E.IN.3.2-09), School Letter information(E.IN.3.4-09 & 3.5-09, Inbound Hosting form (E.IN.3.3-09) also forwarded Electronic Hosting Form 2009 (E.IN.3.3A-09) to:

_____ Rotary Club

_____ Club contact or YEO

FOLLOW-UP CALL to Club on progress.

Received Guarantee forms (Review forms to be sure they are complete)

School letter

Electronic hosting form from club

Fax or email “INBOUND HOSTING INFORMATION” and GUARANTEE FORM to Inbound Coordinator

Mailed (2) completed GUARANTEE FORMS, SCHOOL LETTER and (1) ELECTRONIC INBOUND HOSTING INFORMATION form to ESSEX Contact.

Congratulations you have completed the inbound process. Please write to the student as soon as possible.

IMPORTANT INFORMATION

Please understand that the student cannot apply for a VISA unless they have the guarantee forms and hosting information. It can take up to 90 days for the VISA process. Please keep in contact with your club to monitor their progress.

view the GUARANTEE FORMS to be sure that all information is complete. All information in section D, E, F and G of RI forms should be completed. Please photo copy for your records.

Keep this form for your records

DISTRICT CHAIRPERSON INBOUND APPLICATION CHECKLIST

«Date_to_D»

Students Name (First M. Last)

«First» «Middle» «Last» «Sex»

From District «Dist» - «Country»

To District «To_D»

«Expect» Is the date I expect to receive (2) guarantee forms, school letter and (1) hosting information form.
(You can expect a call from me if I do not receive this information.)

Please return the forms to: **ESSEX Country Contact Name**
Address
City, State Zip

Date Completed District Chairperson application placement process checklist

_____ Mailed (1) application, (3) guarantee forms, Club Inbound Application Checklist (IB13), School Admission Letter & explanation (IB25 & IB25A) and Worksheet IB Hosting to:

_____ Rotary Club

_____ Club contact or YEO

_____ FOLLOW-UP CALL to Club on progress.

_____ Received Guarantee forms (Review forms to be sure they are complete)

_____ School letter

_____ Electronic hosting form from club

_____ Fax or email IB21 "INBOUND ELECTRONIC HOSTING INFORMATION" and GUARANTEE FORM to Inbound Coordinator

_____ Mailed (2) completed ORIGINAL GUARANTEE FORMS, IB25 SCHOOL LETTER and IB21 ELECTRONIC INBOUND HOSTING INFORMATION form to ESSEX Contact.

Congratulations you have completed the inbound process. Please write to the student as soon as possible.

IMPORTANT INFORMATION

Please understand that the student cannot apply for a VISA unless they have the guarantee forms and hosting information. It can take up to 90 days for the VISA process. Please keep in contact with your club to monitor their progress.

Review the GUARANTEE FORMS to be sure that all information is complete. All information in section D, E, F and G of RI forms should be completed. Please photo copy for your records.

Keep this form for your records

CLUB CHAIRPERSON

INBOUND APPLICATION CHECKLIST

Today's Date _____

To Rotary Club of _____

Students Name (First M. Last)

«First» «Middle» «Last» «Sex»

From District «Dist» - «Country»

To be completed by the District Chair

_____ Is the date I expect to receive (2) guarantee forms, IB25 school letter and (1) IB21 hosting information form. (You can expect a call from me if I do not receive this information.)

Please return the forms to:

Date Completed

Club Chairperson application placement process checklist

_____ Completed Electronic Inbound Hosting form IB21 at www.exchangestudent.org

_____ Completed School Admission Letter IB25.

_____ Completed Section F of Guarantee form: (Be sure all spaces are complete and all signatures are in blue ink)

IMPORTANT We request that you go to www.exchangestudent.org under ESSEX Forms- GF Section F and complete as much information as possible and print that page before acquiring signatures.

_____ Section D (Recommended allowance \$65)

_____ Section E Host Counselor information

_____ Section F with the High School Seal or Stamp applied to each form.

_____ Section G host family information (The Host Family cannot be the Host Club Counselor)

_____ Mailed (2) guarantee forms, school letter IB25 and Electronic Inbound Hosting form (IB21) to District Chair

Congratulations you have completed the inbound process. Please write to the student as soon as possible.

IMPORTANT INFORMATION

Please understand that the student cannot apply for a VISA unless they have the guarantee forms and hosting information. It can take up to 90 days for the VISA process. Please do not let precious time elapse to monitor their progress.

Review the GUARANTEE FORMS to be sure that all information is complete. All information in section D, E, F and G of RI forms should be completed. Please photo copy for your records.

_____ **Keep this form for your records**



Electronic INBOUND HOSTING INFORMATION

**CLUB CHAIR - PLEASE COMPLETE AND RETURN TO DISTRICT CHAIR TODAY
YOU CAN TYPE ON THIS FORM FROM YOUR COMPUTER**

| | | | |
|---------------------|--|----------------------|--|
| Student Name | | | |
| Country From | | District From | |

| | | | |
|---|--|-----------------------|--|
| Host Rotary Club | | ESSEX District Number | |
| Club Counselor (Cannot be the host family) | | | |
| Address | | | |
| City | | State | |
| Telephone Home | | Telephone Work | |
| E-mail | | Telephone Fax | |

| | | | |
|-------------------|--|----------------|--|
| First Host Family | | | |
| Address | | | |
| City | | State | |
| Telephone Home | | Telephone Work | |
| E-mail | | Telephone Fax | |

MUST HAVE ALL INFORMATION BELOW

| | | | |
|---------------------|--|-------|--|
| Name of High School | | | |
| School Address | | | |
| City | | State | |
| Principal | | | |
| School start date | | | |

| | | | |
|-----------------------------------|--|-------------------|--|
| Name of Airport to arrive at | | | |
| The student should arrive between | | and no later than | |

RETURN TO DISTRICT CHAIR

**DISTRICT CHAIR ONLY – PLEASE DO THE FOLLOWING
INCLUDE the GUARANTEE FORM TOO!**

Fax or Scan the completed Guarantee Form and email it along with this form to

Inbound Coordinator CARL HILL

814-359-3006 Fax

carlhill7350@verizon.net

Print and MAIL this form along with (2) COMPLETED ORIGINAL GUARANTEE FORMS and SCHOOL LETTER IB25 to the ESSEX Contact assigned to the country where the student is from.

See your ESSEX Directory or visit www.exchangestudent.org

INBOUND HOSTING INFORMATION WORKSHEET

CLUB CHAIR - PLEASE use this form to gather the information and transfer to the electronic form on the ESSEX website www.exchangestudent.org Once you have completed the electronic form print it out and return to your district chair.

«First» «Middle» «Last» District «Dist» - «Country»

Host Rotary Club _____

Dist.No «To_D»

Club Counselor _____ (Cannot be the host family)

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____ (_____) _____
Home Work

E-mail _____ (_____) _____
Fax

First Host Family _____

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____ (_____) _____
Home Work

E-mail _____ (_____) _____
Fax

MUST HAVE INFORMATION BELOW.

Name of High School _____ Principal _____

Address _____ City _____

State _____ Zip _____ School start date _____ Airport _____

The student should arrive between _____ and no later than _____

RETURN ELECTRONIC COPY TO DISTRICT CHAIR

Go to www.exchangestudent.org
left side under ESSEX Forms click Electronic Hosting Form
download and complete the form
or contact your District Chair for assistance

KEEP THIS COPY FOR YOUR RECORDS



An Organization of International Rotary Districts in Bermuda, Canada and the U.S.A.

Dear Club Youth Exchange Officer:

Consulate divisions in many, if not most of the countries we exchange with, are going to be reviewing every DS-2019 and Rotary Guarantee form with a fine toothcomb.

We have great success getting EVERY student through the process by providing the embassy with one additional piece of documentation that sealed the validity of the student's participation.

Please contact the accepting high school and have the school create the following letter on the school's OFFICIAL STATIONARY and have it signed either by the superintendent, high school principal, or their designate.

It must be notarized, as a notary public is a valid guarantee against forgeries. The school will have access to a qualified person.

Items in bold and underlined are for your attention.

In the letter the school creates, everything needs to be in plain text with nothing bolded and no underlining.

The sample letter needs to look just like this.

Thank you,

Chairperson
Eastern States Student Exchange

ON THE SCHOOL'S OFFICIAL STATIONARY

U.S.A. Consulate General
Visa Processing Division

Dear Visa Processing Officer.

Please allow me to introduce myself. I am NAME, the TITLE at SCHOOL NAME High School in CITY, STATE, COUNTRY.

This letter is to confirm for you the acceptance for the academic year 2010-011, «First» «Last» as a Rotary Exchange student visitor in our High School. All school signatures and seals of the school on the Rotary Guarantee forms and all other documents pertaining to this student are true and accurate.

- ◆ This student is being hosted by a family that resides in our School District, therefore, there will be no cost for tuition.
- ◆ For Private School: Tuition is being waived for this Rotary Exchange Student.

We are holding a space in our class for «First» «Last» and I request that you expedite for «First» «Last» the appropriate visa to enter our country.

The Rotary Youth Exchange Program is a strong asset to our community. It has brought to us many fine student visitors over the years and we look forward to receiving «First» «Last» for this coming year through this fine organization.

We appreciate all and any courtesies you are able to offer «First» «Last» in the visa process.

Sincerely yours

NAME OF SCHOOL OFFICER
TITLE

Signature

State or Commonwealth
County of COUNTY NAME

NAME OF SCHOOL OFFICER personally appeared and subscribed and sworn before me, this,
the _____ of _____ 2010

Notary Public

SEAL OF THE NOTARY

My Commission expires on _____



SCHOOL CHECKLIST FORM

EXCHANGE STUDENT NAME: First _____ Last _____

SCHOOL NAME: _____

ROTARY DISTRICT _____ ROTARY CLUB NAME: _____

| Statement | Yes | No |
|--|-----|----|
| 1. We have been provided with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school. | | |
| a. If the Exchange Student has completed secondary school prior to enrolling in a U. S. School, we have been notified by ESSEX. | | |
| b. We have determined that the student has not completed secondary school prior to enrolling in a U. S. School. | | |
| 3. The student will be eligible for graduation. | | |
| 4. The student will be eligible for participation in Interscholastic sports if academic and other conditions of eligibility are maintained. | | |

| | SCHOOL OFFICIAL | YOUTH EXCHANGE ROTARY COUNSELOR OR REPRESENTATIVE |
|--------------|-----------------|--|
| NAME (Print) | | |
| SIGNATURE | | |
| DATE | | |



District _____

ROTARY YOUTH EXCHANGE PROGRAM

Name: _____

Address: _____


Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

TO: All Inbound students

 **MEETINGS** from our Rotary District in _____, USA. Enclosed are many forms that you and your parents (or legal guardians) must read and understand. Both of your parents (or legal guardians) must sign the PARENTAL CONSENT FORM and PARENTAL PERMISSION FORM and have your medical doctor complete the _____ Department of Health CERTIFICATE OF IMMUNIZATION. A student cannot be admitted to school in our district without immunizations. Return these 3 documents at once, VIA AIR MAIL, to the address above no later than _____. You must purchase our Rotary Youth Exchange **INSURANCE** before you arrive in the USA. Please complete the application online and notify me when you have submitted it (Email: _____).

TRAVEL PLANS:

IMPORTANT: BEFORE you buy your airline tickets, please send a copy of this letter to your Rotary District Youth Exchange Program (YEP) Chairman.

1. **AIRLINE TICKETS:** you must buy a pre-paid "Round Trip" ticket which permits you to arrive and depart from _____ as your final destination (the airport listed on the Guarantee Form). Purchase a ticket that will allow at least one change of return date with minimal penalty. We will **NOT** drive to any other airports when you arrive or leave. Make all flights to the USA with a connecting flight to _____. All students will return **directly** to their home country no later than June 30 unless permission to remain has been granted by the Host Rotary Club and District YEP prior to May 31st. Permission to remain will only be granted in situations where the student has a justifiable reason (such as, but not limited to, invitation to travel with host family or Rotary counselor) to stay past the June 30 deadline.

 Travel **directly** to the USA and final destination. Do not plan additional travel between leaving home and arriving in your destination airport.

3. **All students should arrive August _____, if possible.** Tell us immediately of your flight arrangements.

This should include:

- | | |
|-----------------------------------|-----------------------------|
| a) Date and time of departure | d) Date and time of arrival |
| b) name of airline(s) | e) flight number(s) |
| c) intermediate airports/layovers | |

Always use local dates and local times. Be careful if you cross the International Date Line!

4. Your host Rotary Club and host families will be sent your travel information through the District YE Chair. You must contact them directly with a letter about yourself and flight information.
5. If there is a last minute change in your flight plans before leaving from your home, contact your club counselor immediately via telephone. In addition, my telephone numbers are shown above. You may also contact BOKOFF-KAPLAN TRAVEL (Monday through Friday, 8:00 AM - 5:00 PM) at 1-800-888-5275. Start all messages with your name and country, and ask the message be forwarded to me.
6. If you are on the way and there is a change in the travel plans, contact me at once by telephone. Ask your airline to assist you in doing so. Should you be unable to reach me, call your HOST (USA) Rotary Club YEP Counselor or your Host Family. Bring the phone number of your host chairman and host family with you when traveling.
7. Your hosting Club Counselor will arrange for someone to meet you at _____

AIRPORT, _____, _____.

IMPORTANT: Do NOT leave the airport if you arrive early. Immediately walk to the airport baggage claim area upon arrival. Your Rotary representative will meet you at the baggage claim area (or outside of the Customs area for international flights). Listen to the loudspeakers of the public address system in case your name is called. If you miss the Rotary representative (or in case they are late getting to the airport), proceed as explained above under #6.

ENROLLING IN AN AMERICAN HIGH SCHOOL AND COURSE SCHEDULING:

1. Most American High Schools offer a great variety of courses from which a student can choose, including sports and other extra-curricular activities. You will be permitted to select classes to make your own schedule according to ability, need (to graduate) and interests. Participation in sports must be approved by the schools and is not guaranteed. High school graduation is not a part of this program and may not be permitted by your school.
2. The most difficult part of choosing the classes is to put you in the correct level for your ability. Your knowledge of English is most important in order to select your classes. For this reason, make sure an OFFICIAL (signed) **SCHOOL TRANSCRIPT** with the last 3 years of grades, was included with your application or you can mail one to your District Chair before you leave for the USA. In addition, you **MUST** provide the school with a **translated "written English language summary" of your complete academic course work and include an explanation of your present school's marking (grading) system.**
3. Please discuss your educational needs before leaving home with both your parents AND your present school's headmaster/principal. There might be courses you must take during your year in the USA, considering future university and other professional training you expect to take. Obtain this information in writing.

EXTRA MONEY REQUIREMENTS:

1. A monthly allowance from the host Rotary Club will be provided. However, you will need extra money for clothes, trips, gifts, entertainment, etc. You and your parents should agree on a budget before leaving home. This should also include \$_____ (US Dollars) for an EMERGENCY FUND, which is given to your host club when you arrive and refunded when all expenses have been covered through the end of your year. The emergency fund is only to be used for unexpected expenses such as inoculations or doctors' visits.
2. During the year, you will be invited to participate in many events that are educational, interesting or fun. These

events will cost money - for hotel, food, transportation, etc. Unless your local hosting Rotary Club or District Youth Exchange committee inform you otherwise, you are expected to pay such costs. Make sure you have this money before you sign up for trips or events.

3. You will find that Rotary Clubs and Host Families are very generous, friendly, loving and caring. However, **DO NOT EXPECT** them to pay for things that are your responsibility.
4. **CLOTHING:** the weather in is rather warm and at times very hot during the summer (34°C) and from November until March it can get very cold (down to - _____ °C) with a varying number of inches of snow on the ground. Bring proper clothing for our climate or bring money to purchase additional clothes. **IMPORTANT:** try to discuss this subject with someone who has visited this area, perhaps a recently returned exchange student.
5. Please **DO NOT** bring more than \$1000.00 (US) with you. Once here, you can always ask your parents to send more money, or have it available through a credit/debit/money card. We want you to live like an "average American student" and they usually do not have much money to spend on luxuries (it will be one of your surprises!) However, if you will need to buy clothes (winter coat, boots or shoes) the \$1000 may not be enough for the year. Please discuss this with your parents **BEFORE** you leave home. In many host families, it may be possible to borrow some things you do not use at home. Also, find out the easiest and least expensive ways for your parents to send money to you in **YOUR** name - debit card, credit card (VISA/MasterCard), or MAC bank card,.

REMEMBER: You do not need a lot of money to have fun and to enjoy your stay with us. But, we want you to know ahead of time what expenses you may have during the year. Ours is **NOT** a travel for fun program. It is a learning program. You will find many learning opportunities. Make the best of it and it will affect your entire future.

GUARANTEE FORM:

Our guarantee form is currently being processed for signatures. Once completed, the guarantee form will be delivered to you through our ESSEX country contact.

SUMMARY:

Carefully review all of the information given. If you have questions or problems with this information.....

1. Discuss it at home with your Rotary Club and/or your Rotary YEP officials in your home Rotary District.
2. Discuss it with your appointed Host Club Counselor or Host Family upon your arrival here.
3. It's important that all your questions are answered as soon as you arrive and that you are properly introduced to your school, club, town, etc.
4. In our District, the Rotary Youth Exchange Committee arranges an **INBOUND ORIENTATION**. At this meeting, you will meet other Inbound Rotary students, review the rules, calendar of events for the year, and have your questions answered.
5. During your exchange year you will attend several meetings that you **MUST ATTEND**. The District YEP Calendar of Events will list them. Additional information about each event is mailed close to the event date.

IMPORTANT: Our Rotary Youth Exchange Program is administered and supervised by the District YEP Committee and **NOT** by individual Rotary Clubs. All your official paperwork must be sent to the District address shown above.

ALWAYS REMEMBER: Expect the unexpected and know how to deal with it!

We have a safe, enjoyable trip! We are looking forward to meeting you just as soon as possible.



ESSEX Inbound Student Rules and Conditions of Exchange

Addendum to LongTerm Application - Section F: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

1. You may not reside with any relative during your exchange.
2. You may not be employed on either a full-time or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.
3. School Credit - You must not expect to receive a diploma, placement in a certain grade level, or to graduate from high school in your host country. Credits for course work taken in another country cannot be assured. Transferring course credits will depend on the policies of your home high school and the foreign high school you will be attending.
4. You may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is authorized by the local school district in which you are enrolled and authorized by the State authority responsible for determining athletic eligibility. However, athletic eligibility or participation is not guaranteed.
5. You must enroll and participate in a full course of study in your school.
 - a. Before your departure you must provide your host Rotary District with a complete record of your high school years (courses taken and grades achieved).
 - b. You must provide an English language summary of your academic course work.
 - c. You must inform your host district if you will have graduated before the program begins.
 - d. You must certify that you have not previously been an academic year or semester exchange student in your host country.
6. You **MUST** purchase CISI Bolduc Health Insurance – Plan B and Personal Liability coverage **PRIOR** to your arrival.

For detail information visit: http://www.culturalinsurance.com/pdf/rotary_brochure_english.pdf
7. You must show proof of proper immunization as required by your school district and State. The usual requirements are:
 - Hepatitis B (HEP-B NOT HIB) -- 3 properly spaced doses.
 - Diphtheria -- 4 or more properly spaced doses.
 - Tetanus -- 4 or more properly spaced doses. (Diphtheria and Tetanus are usually in a combined vaccine with Pertussis. The last immunization must be after age 4.)
 - Poliomyelitis -- 3 or more properly spaced doses.
 - Measles (rubeola) -- 2 properly spaced doses, the first at 12 months or older.
 - German measles (rubella) – 1 dose at 12 months or older.
 - Mumps -- 1 dose at 12 months or older.
8. **MEDICAL:** If any medical issues occurs that would change any answer on the medical or dental form of the Long-Term Application, this change **MUST** be reported to your Hosting District Chair within 10 days of the occurrence.
9. You are not allowed to possess or use any drug or drug-related paraphernalia, including, but not limited to, pipes, bongs, clips, papers, or any other item of drug paraphernalia described in applicable state or federal law.
10. The purchase of tobacco products by anyone under age 18 is illegal and prohibited.

ESSEX Program Guidelines

Violations will result in a district review and restrictions. Severe/consistent disregard for these rules will result in being returned home.

1. Telephone, e-mail, and chat room communication should not become excessive, or interfere in any way with your developing friends of your own here in the U.S. You are responsible for all charges you generate by such use.
2. **Travel arrangements --**
 - a. Discuss and agree upon a mutually convenient arrival date with your first host family. If your host Rotary District has an orientation program before the start of school, you must arrive in time to participate in that program.
 - b. You **MUST** purchase and arrive with a ROUND TRIP transportation ticket. If you don't arrive with a roundtrip ticket your exchange could be terminated within 10 days unless a roundtrip ticket is confirmed.
 - c. Make your travel plans directly to the airport of your final destination (in your host Rotary District).
 - d. You may not stop to visit friends or relatives in the USA or anywhere else in the world.
 - e. Your parents may not accompany you to the USA.
 - f. Let your host District Rotary Youth Exchange Chair and your host family know the date, time, airline, and flight number of your arrival. This information must be received at least two weeks before you leave your country, or there may not be anyone to meet you at the airport when you arrive.
3. Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary club or district with proper adult chaperones. Other travel must be approved by the host district chair, host club, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students. This is a cultural exchange, not a travel exchange. You must follow these travel rules when traveling outside your host Rotary District. Under no circumstances may you make your own travel arrangements and expect your host family, your host Rotary Club, or your host Rotary District to agree.

APPROVED TRAVEL:

- Travel with host parents
- Travel with host Rotary Club
- Travel with Rotarians
- Participation in host Rotary District, Multi-District, and ESSEX trips.
- Travel with recognized school classes or school groups
- Travel with recognized church or youth groups
- Travel with friends of host family age 25 and over.

4. You and your host family must always advise your host District Rotary Youth Exchange Chair of any travel outside of the District . **NOTE:**
 - a. *Signed permission forms will be required in advance for all District, Multi-District, and ESSEX trips. (These forms will be provided to you in the U.S. well in advance of any trip.)*
 - b. *For approved international travel (e.g. Canada), you must take along with you: (1) passport, (2) J-1 Visa (inside passport – it must list "multiple" NOT "single" entry), (3) I-94 Form (stapled inside passport), and (4) DS-2019 form re-endorsed within thirty days by a responsible officer of ESSEX. A Visa may also be required by the country you are visiting.*
5. You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary and your country.
6. This is a school year program (generally late August to mid June). Unless you are involved in a Rotary-related trip, travel in the U.S. with your family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Chair) after school ends for the year, you will be expected to return home within fifteen days of the last day of school. Activities extending beyond this deadline will require

advance approval by your host District Rotary Youth Exchange Chair, your host Rotary Club, and your host family.

7. An emergency fund of U.S. \$_____ is required by your host Rotary District under the control of the host Rotary District or host Rotary Club. Funds used during the year must be promptly replenished. This fund will be used for any insurance deductibles and co-pays for medical care, emergencies, and unpaid charges and expenses. Before your departure for home at the end of the year, you will need to pay any expenses, charges, and obligations that you have incurred to your host family or others. The balance will be returned to you.

We have read and understand the above Rotary and Eastern States Student Exchange (ESSEX) Program Rules and Conditions of Exchange and Program Guidelines and will abide by these Rules & Conditions.

Student Signature _____ Date _____
Parents Signatures _____ Date _____
_____ Date _____



INDEPENDENT TRAVEL RULES

ESSEX has recently had to deal with students who wanted to terminate their experience and travel on their own. In our opinion, this represents a significant risk to Rotary and to the students.

1. The students and parents have signed agreements to come to their host family/district directly and return by a direct route at the end of their experience.
2. The RI guidelines require that when in a host District's care, a student not travel alone nor be accompanied only by other students. District MUST approve all travel outside the boundaries of the District.
3. The Insurance coverage obtained for the young people is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that they be Rotary Exchange Students and under the guidance and supervision of Rotary.
5. The Rotary Youth Exchange Program is not a travel program. Any opportunity to travel is at the discretion of the Rotary District with the permission of the natural parents.
6. You may, with the approval of your Host District/Club and with the approval of your natural parents, enroll in Rotary approved tours that are available to students. Travel on commercial airlines is acceptable for these tours with approved/responsible adults meeting the student at each end.

Therefore, all travel that does not follow these guidelines is not approved for ESSEX students. There may be an occasion when a student elects to leave the host district without the approval of Rotary. In this event, the following steps should be taken:

1. Advise the ESSEX country contact who will communicate with the sponsoring district chair.

2. Advise the student and parents that the student has undertaken travel or left the district without the approval of Rotary. Due to this, **the student has elected to end his/her relationship and terminate Rotary's responsibility for the individual.** Due to this decision and action of the student (and parents, where applicable), the following steps are taken:

A. The appropriate branch of the host country **government is notified** that the student's visa is no longer sponsored by Rotary and the individual is no longer a student in the school system

B. The Insurance carrier is notified that the student is no longer with the Rotary Youth Exchange program and **coverage should be cancelled** immediately.

C. The student should receive no assistance from the host or sponsoring Rotary clubs or districts since this may imply a continuing relationship that the student has terminated.

D. The student should **not be permitted** to leave items with host families nor be permitted to return there.

E. The student's **return travel** to the home country is the **sole responsibility of the student** and his/her family.

These procedures have been developed to protect the students and to protect Rotary and the host families from liability and potential litigation. In the event that this situation should arise, please refer to this document. Your cooperation in this matter will be greatly appreciated and is necessary for continued successful exchanges of our young people.

Print Student Name

Signature

Date

Parent Signature

Parent Signature



STUDENT RECEIPT OF INFORMATION

Both my parents and I have read and understand the Exchange Visitor Program brochure and the Student Protection Policy brochure.

Both my parents and I have read and understand the ESSEX Inbound Student Rules and Conditions of Exchange.

Both my parents and I have read and understand the ESSEX program Guidelines.

Both my parents and I have read and understand the Independent Travel Rules from ESSEX.

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

I have sent my travel Itinerary to my District Chairman, Host family and Counselor.

Student Signature

Date

I have purchased the required insurance coverage.

Student Signature

Date

I have received profiles of the school that I will be attending and of the community where I will be living.

Student Signature

Date

I have received Information about my host family.

Student Signature

Date

You must return this paper to your host District Chairman prior to your arrival in the United States at the following address:



EXCHANGE STUDENT ORIENTATION RECORD

Student Name: _____

District: _____

Rotary Club: _____

THE FOLLOWING TOPICS WERE DISCUSSED:

- The rules of the program
- Who to call with a problem
- Cultural awareness and cultural shock
- Improving my host country language
- Travel do's and don'ts
- Relationship with my families
- Relationship with my Rotary Clubs
- Relationship with my Rotary Districts
- Relationship with my schools
- Relationship with my communities
- How to be safe when not at home

- Rebound
- Rotary blazer and proper attire
- Power of attorney (medical release)
- Passport, student visa documents, and air ticket security
- Speech preparation
- Pins and business cards to exchange
- Boredom and volunteering
- Telephone and internet use
- Dating, drinking, drugs, driving
- Travel
- What's needed (incl prescription drugs)

CISI-BOLDUC INFORMATION REGARDING INSURANCE COVERAGE AND CLAIM PROCEDURE

BOKOFF KAPLAN TRAVEL ARRANGEMENTS, PERMISSION, AND REQUIREMENTS (For Outbound Student Only)

THE FOLLOWING MATERIALS WERE DISCUSSED AND DISTRIBUTED:

- Exchange Visitor Program brochure
- ESSEX program brochure
- Student Protection Policy, brochure, and reporting
- Safety guidelines for students
- Characteristics of a good ambassador
- Attitudes of a successful exchange student

- First night questions
- What is Rotary
- Monthly reports to Rotary Districts
- Post Exchange Evaluation
- Metric conversion
- ID cards

I certify that I attended an EXCHANGE STUDENT ORIENTATION and that all of the above information and materials was discussed, reviewed, and/or distributed.

Student Name: _____
(Print first and last names legibly)

Date: _____

Student Signature: _____

**** FOR OUTBOUND PARENTS ONLY**

Father's Name: _____
(Print first and last names)

Mother's name: _____
(Print first and last names)

Father's Signature: _____

Mother's Signature: _____



Name
Host
Street
Town State Zip
Tel E-mail.....
Host Rotary Club District.....

Counselor Tel.....
Club President Tel.....
District Chair Tel.....
ESSEX Student Protection Officer: Tel 1-866-683-0533
ESSEX: essexyep@comcast.net Tel 1-866-768-2799
US Department of State Contact Tel 1-202-203-5029



The Exchange Visitor Program WELCOME BROCHURE

United States Department of State
Bureau of Educational and Cultural Affairs
Office of Exchange Coordination and Designation

The U.S. Department of State welcomes you to the United States as an “exchange visitor” entering the country on a J-1 visa. As an Exchange Visitor Program participant, you will enjoy a unique opportunity to experience American life and culture. As an ambassador of your country, you will help educate the Americans you meet during your stay about your home country and culture.

This brochure will help you understand the purpose of the Exchange Visitor Program and familiarize you with some of the Program’s major regulations and requirements that will govern your activities during your visit. We want your stay in the United States to be a positive experience. Please visit our Website, www.exchanges.state.gov/education/jexchanges for additional information.

THE EXCHANGE VISITOR PROGRAM

THE U.S. DEPARTMENT OF STATE administers the Exchange Visitor Program under the provisions of the Mutual Educational and Cultural Exchange Act of 1961, as amended (The Act). The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals opportunities to participate in exchange programs in the United States. The expectation is that upon completion of your exchange program, you will return home to share your experiences with family, friends and fellow countrymen.

WHO ARE SPONSORS? – The U.S. Department of State designates U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations to administer exchange visitor programs. These organizations are known as “sponsors”. Sponsors screen and select prospective exchange visitors based on the criteria set forth in the governing regulations contained in the U. S. Code of Federal Regulations (22 CFR Part 62). Sponsors provide participants with pre-arrival information and an orientation. Your sponsor will monitor and oversee your program in the United States.

May 2008

Sponsors offer or identify cross-cultural activities that will expose exchange visitors to American society, culture, and institutions. You are encouraged to participate in any such activities that also provide the opportunity to share your language, culture, and history with the Americans you meet.

WHO SHOULD YOU CONTACT? – Sponsors appoint individuals as “responsible officers” and “alternate responsible officers” who advise and assist exchange visitors. These officers issue the Certificate of Eligibility (Form DS-2019), and conduct official communications with the Departments of State and Homeland Security (DHS) on your behalf. If you have any questions about the regulations or any aspect of your exchange program, your initial point of contact is your sponsor. You should contact the person whose name and telephone number is shown on your Form DS-2019 unless your sponsor provided you with an alternative contact name and telephone number.

MUST YOU COME ALONE? – Some categories of the Exchange Visitor Program permit a spouse and/or unmarried minor children (under 21 years of age) to accompany them to the United States. A spouse or dependent of a J-1 visa holder must obtain a J-2 visa (with the sponsor’s permission) in order to enter the United States for the duration of the J-1’s exchange program.

RULES, REGULATIONS, AND LAWS

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws, and your sponsor’s program-specific rules. Regular contact with your responsible officer will help you maintain your J-visa status by ensuring that you are continually in compliance with all regulations. Some of the major requirements of the regulations are identified below:

Register with your sponsor – Your Form DS-2019 was created in a computerized system known as the Student and Exchange Visitor Information System (SEVIS). DHS administers SEVIS and uses it to collect and maintain information on the current status of foreign nationals and their dependents in a sponsor’s exchange program during their stay in the United States.

You are required to contact your sponsor upon arrival in the United States to start your program. Contacting your sponsor ensures that data in SEVIS regarding your exchange program is accurate and current. If you fail to report to your sponsor upon arrival or otherwise fail to maintain compliance with all governing rules, regulations, and laws, there are serious consequences that may affect your ability to remain in or return to the United States in the future.

Activities and Program Provisions – You entered the United States to participate in an exchange program in a specific exchange category (such as an Au Pair or research scholar). You may engage in only the designated category and activity listed on your Form DS-2019. In addition to general Exchange Visitor Program regulations, you must

comply with program specific regulations relating to your exchange category. If you do not know or understand these regulations, contact your sponsor.

Insurance – You are required to have medical insurance in effect for yourself (J-1) and any dependents (J-2) throughout your program. Some sponsors provide the required insurance for their participants. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your sponsor before your program begins to make certain that you have the required coverage.

Maintenance of Status – You are required to have and retain a valid and unexpired Form DS-2019. If your sponsor changes your “status” from “active” to any other classification, your presence in the United States is no longer legal and you must return home immediately. Your sponsor may change your status to “inactive” if you voluntarily leave your program before its end or to “terminated” if you break any rules, regulations, or laws. Individuals whose status is terminated may be prohibited from entering the United States in the future.

Required Notifications to Sponsors – You are required to inform your sponsor if you change your residence or telephone number, or complete or withdraw from your exchange visitor program prior to the scheduled end date. Your sponsor is required to maintain your current contact information in SEVIS or face sanctions from the Department of State. If you fail to provide this information to your sponsor, your sponsor may change your status to terminated, as discussed above.

Exchange Visitor Program Regulations – The Exchange Visitor Program regulations are located in the U.S. Code of Federal Regulations, (22 CFR, Part 62). The regulations are generally available for review at the offices of your sponsor, universities, law schools, or large public libraries. These regulations and other helpful information are available on the Internet at: www.exchanges.state.gov/education/jexchanges. These regulations change from time to time, so make certain you refer to the current version of both the general regulations and the ones that govern your specific exchange category.

If you have any questions about these regulations or the Exchange Visitor Program you should contact the person whose name appears on your Form DS-2019 or the alternative individual designated by your sponsor.

CONTACT INFORMATION

U.S. Department of State
Bureau of Educational and Cultural Affairs
Office of Exchange Coordination and Designation
301 Fourth Street, SW Room 734
Washington, DC 20547

Your questions and concerns can be sent to us at jvisas@state.gov.

May 2008



Resource List for Youth Exchange Student _____

Rotary District _____

Rotary Club of _____

| | Name | Phone | Email or Web Address |
|---|-----------|----------------|--|
| District Governor | | | |
| District Chairman | | | |
| District Inbound Chairman | | | |
| District Student Protection Officer | | | |
| ESSEX Student Protection Officer | Ron Smith | 1-866-683-0533 | |
| Host Family 1 Include address | | | <input type="checkbox"/> Temporary or arrival host family only |
| Host Family 2 Include address | | | |
| Host Family 3 Include address | | | |
| Club YEO | | | |
| Club Counselor | | | |
| Club President | | | |
| Outside Resource | | | |
| Outside Resource | | | |
| Doctor | | | |
| Dentist | | | |
| Psychologist/Psychiatrist | | | |
| Police | | | |
| Hospital | | | |
| Suicide Prevention Hotline | | | |
| Rape Crisis Hotline | | | |
| Child Protection Agency | | | |
| School Profile - web address | | | |
| Community Profile - web address | | | |
| Host Family Profile - Application | | | |
| Sexual Abuse Brochure | | | |
| Point of State – TOLL FREE NUMBER FOR STUDENTS | | | 1-866-283-9090 |
| State Department Brochure | | | |



POST EVALUATION – SCHOOL

Thank you for accepting our Rotary Exchange Student into your high school for the past academic calendar year. To enable the district and club committee to evaluate and improve our program please answer the questions below.

PLEASE MAIL THIS COMPLETED FORM TO THE ROTARY CLUB COUNSELOR AFTER THE ROTARY EXCHANGE STUDENT HAS COMPLETED SCHOOL

INBOUND EXCHANGE STUDENT NAME: First _____ Last _____

SCHOOL NAME: _____

| | SCHOOL OFFICIAL |
|----------------------|-----------------|
| NAME (Print) & TITLE | |
| SIGNATURE | |
| DATE | |

1. Did the Rotary Exchange Counselor adequately explain the exchange program prior to the student's enrollment?

Yes No

2. Did you receive the Rotary Exchange Student's forms necessary for enrollment in sufficient time prior to the first day of school? Yes No

3. How frequent was your contact with the hosting Rotary Club while the Rotary Exchange student was enrolled in your school? At least once a month Occasional Rare

4. How would you describe your schools' overall experience with the Rotary Exchange student? Outstanding Very Good Satisfactory Less Than Satisfactory

5. Would your school consider accepting future Rotary Exchange Students for enrollment in your high school? Yes No

If Yes, what is the best time of year to present a Rotary Exchange Student to your board for approval for the upcoming year? _____

6. How does the Rotary Student Exchange Program compare to other exchange programs?

Better Same Not as Good

8. What improvements can the Rotary Student Exchange Program make that would be of help to your school?

Thank you in advance for completing this form.



Host Family Change Form

All inbound students are required to submit the information below when they change host families. This report must be filed within 5 days of the student's move, in order to allow US government authorities to be properly notified. Failure to do so could put the student at risk for deportation.

Student name: _____

Student e-mail address: _____

Student cell phone number: _____

Please provide the following information in reference to your new host family:

Date of move to new family: _____

Full name of new host father: _____

Full name of new host mother: _____

Street address: _____

City: _____

Zip code: _____

Home phone number: _____

Host father's cell phone number: _____

Host mother's cell phone number: _____

Host father's e-mail address: _____

Host mother's e-mail address: _____

Student: Complete this form and return to your District Chair or Inbound Coordinator as soon as you change your host family.

District: Host Family Changes **MUST** be reported to ESSEX INBOUND COORDINATOR within 5 days of change.



EXCHANGE PROGRAM TRAINING

DISTRICT _____ ATTENDANCE ROSTER Date: _____

TOPIC(S): _____

Please print and sign your name below and list which Rotary Club you participate with to document your attendance at this Training Session. Thank you.

| | | | |
|-----|------------------------|-----------------------|--------|
| 1. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 2. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 3. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 4. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 5. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 6. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 7. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 8. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 9. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 10. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 11. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 12. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 13. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |



EXCHANGE PROGRAM TRAINING

DISTRICT _____

ATTENDANCE ROSTER

Date: _____

TOPIC(S): _____

Please print and sign your name below and list which Rotary Club you participate with to document your attendance at this Training Session. Thank you.

| | | | |
|-----|------------------------|-----------------------|--------|
| 14. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 15. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 16. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 17. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 18. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 19. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 20. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 21. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 22. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 23. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 24. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 25. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 26. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |
| 27. | _____ | _____ | _____ |
| | (print your name here) | (your Signature here) | (Club) |



Exchange Student Monthly Report

Students Name _____ Date _____

Sponsored by Rotary Club of _____

Hosted by Rotary Club of _____

Present Host Family _____

_____ Phone _____

Counselor Name _____ Phone _____

Did you receive a monthly allowance this month? **Yes No** How much did you receive? _____

Do you attend Rotary meetings? **Yes No** If so - How often? **weekly semi-monthly monthly**

What other Rotary function/events have you attended this month? _____

Public speaking engagements (i.e. Rotary gatherings, church, etc.) _____

Have you been the guest of any Rotary members other than your host families?

_____ Yes _____ No

If yes, what have you done with them (eg. gone to their house for dinner, gone on a trip)?

When did you last meet with your counselor? Date _____

What did you do with your counselor? Where did you meet or go?

Have you experienced any illness or difficulties or problems with host family, school, etc?

Press, radio or TV interviews that involve you. (Please attach press clippings)

Please tell us how you feel about your relationship with each of the following:

| | Excellent | Good | Average | Poor |
|---------------------|-----------|------|---------|------|
| Host Club | | | | |
| Club Counselor | | | | |
| Current Host family | | | | |
| School friends | | | | |
| Natural parents | | | | |

Please explain any unsatisfactory relationships and list ways in which you think that they can be improved.

Do you have any additional concerns, questions, or problems that we can help you with or you would like to make us aware of?

Signature _____

Send this form to:

Please remember to include a personal letter to your Youth Exchange officer. They want to hear how you are doing! Comment on how you feel about being an exchange student in a different culture. What are your challenges? Success stories?



POST EXCHANGE STUDENT EVALUATION

Student's Name: _____

To help us continue to improve our program, please answer these questions as honestly and with as much detail as possible. Please feel free to attach additional sheets if necessary.

Name Host country

Sponsoring Rotary club Sponsoring Rotary district

Hosting Rotary club Hosting Rotary district

Orientation

How would you rate the orientation/training you received prior to departing on your exchange?

- Excellent Good Adequate Poor

Please Explain: _____

What would you suggest to improve the pre-departure orientation?

What was the most helpful or what did you like best about the orientation? _____

Were you well prepared for the challenges of spending a year abroad? Yes No

If no, please explain: _____

Did you understand Rotary and the purpose of the exchange well enough before you left? Yes No

If no, please explain: _____

Did you receive orientation when you arrived in your host country? Yes No

If yes, how would you rate the orientation/training you received in your host country?

Excellent Good Adequate Poor

Please Explain: _____

The Year Abroad

How often were you invited to attend Rotary Meetings?

Weekly Bi-monthly Monthly Never Other

Please Explain: _____

How often did you interact with the Rotary club members (outside of meetings, host parents who were Rotarians)?

Frequently Occasionally Rarely Never

Please Explain: _____

Did your hosting Rotary club meet your expectations? Why or why not? : _____

Did you have a Rotary counselor? Yes No Portion of the year: _____

If yes, how often did you meet with your counselor? Weekly Bi-monthly Monthly Never Other Please Explain: _____

Was your counselor available when you had a problem or concern that you wished to discuss? Yes No

If no, whom did you talk to? _____

Did you receive your monthly allowance each month? Yes No

If no, please explain: _____

If yes, how much allowance did you receive? _____
(Provide figures in both their currency and your currency.)

Was it enough? Yes No What did you use the money for? _____

How many host families did you stay with during your exchange? _____

How would you describe your relationship with your host families

1st host family Excellent Good Adequate Cause for concern

2nd host family Excellent Good Adequate Cause for concern

3rd host family Excellent Good Adequate Cause for concern

What do you feel is the best way to communicate, considering your host country's telecommunications?

Fax Mail Telephone E-mail Other ? _____

How would you rate your travel arrangements?

Excellent Good Adequate Poor ?

How would you rate your insurance provider?

Excellent Good Adequate Poor ?

Did your sponsoring Rotary club/district and Youth Exchange chairperson maintain adequate communication with you while you were abroad?

Yes No

If no, what could be done differently? ? _____

What was the most important thing you learned or gained by being an exchange student? ? _____

What were the most significant experiences during your year? ? _____

Your Return Home

Would you like to remain involved with Rotary? Yes No

Would you be interested in keeping in contact with other former Youth Exchange students? Yes No

In general, how are you feeling about being home/going home?

Excited Happy Unsure Sad Other ? _____

Are you currently experiencing any problems or concerns? Yes No

If yes, please explain: ? _____

Was the whole experience what you expected? Yes No

Please explain: ? _____

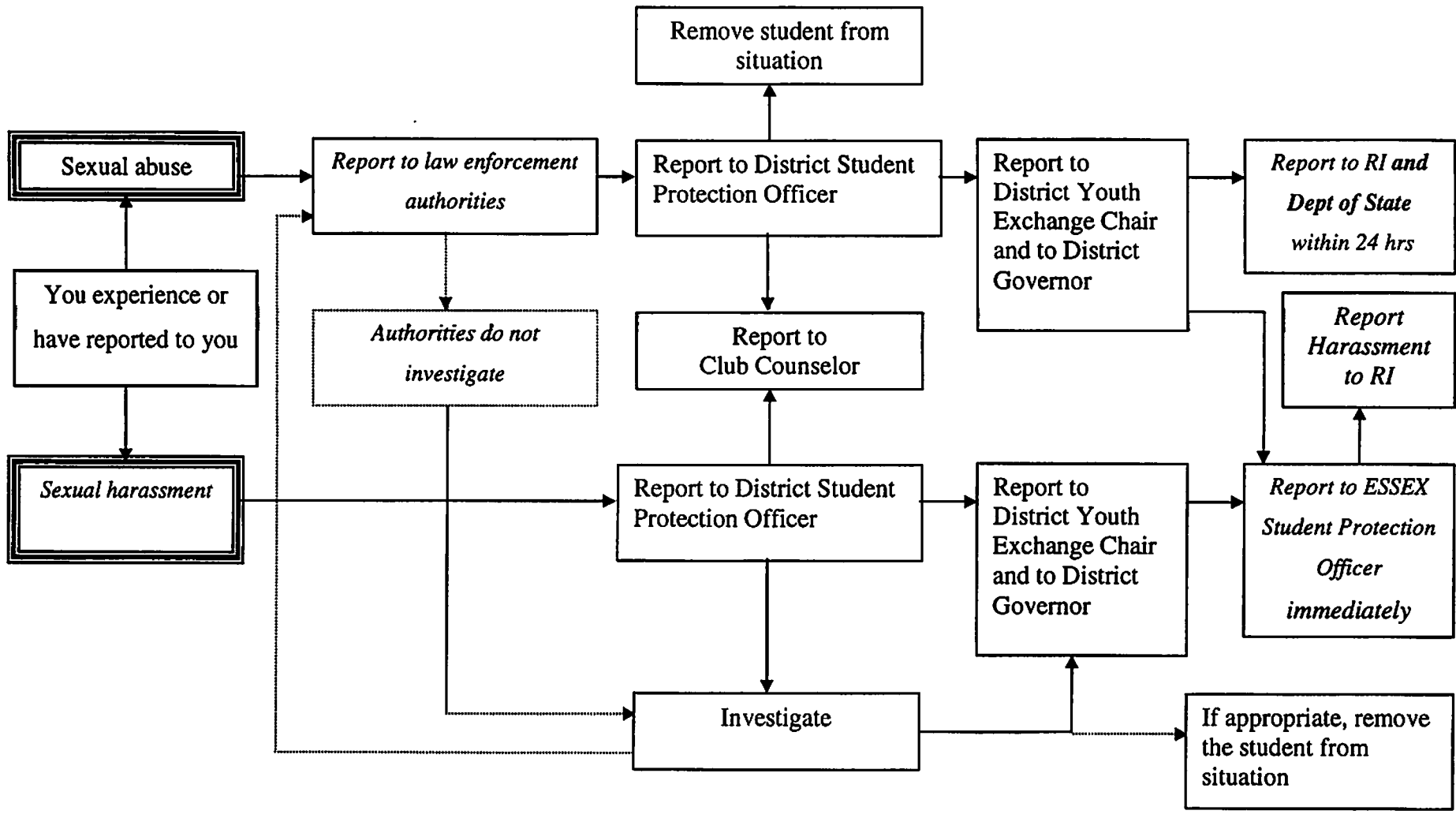
Please comment on ways we can improve the exchange program overall: _____

Additional comments: ? _____

Thank you for your participation

>>> To be retained in the District files

Sexual Abuse and Harassment Reporting
Eastern States Student Exchange





Incident Report

Send all pages to RI for all in or outbound students
For inbounds, send this page only to US Department of State ivisas@state.gov

To: _____ Date: _____

From: _____

Sponsor: _____ Program No. _____

A. PARTICIPANT INFORMATION

| | | | |
|--|--|--------------------|--|
| Last Name: | | First Name: | |
| SEVIS Number: | | Country: | |
| DOB: | | Program Dates: | |
| Overseas Partner: | | Regional Manager: | |
| Host Family Name & Address: | | Regional Director: | |
| Host Family Phone: | | Community Rep: | |
| Other Parties Involved: (contact information) | | | |

B. SUMMARY

| | | | |
|--------------------|--|---|--|
| Nature of Incident | | | |
| Date of Occurrence | | Date of 1 st Report to Sponsor | |
| | | | |

C. ACTION TAKEN

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

D. NEXT STEPS/PROPOSED SOLUTION

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

UPDATE:

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

ROTARY INTERNATIONAL INCIDENT REPORT

Include the first page of this report with the remainder of this document to report to RI any incident or allegation involving the actual or alleged sexual exploitation or abuse of an exchange student.

Instructions: Complete the following questions as thoroughly as possible. If a question does not apply to this situation, please enter "NA". Incident reports should be submitted immediately to the following:

- 1) ESSEX Student Protection Officer, 2) ESSEX Chairperson, 3) RI at youthexchange@rotary.org, to the attention of Niki Zohrab, and 4) Hosting District Chair/District Governor
- 2) Please continue to update as further information develops.

| | |
|---|--|
| 1) Time of incident | |
| 2) Name, Title, and Contact Information of incident reporter | |
| 3) Districts: Sending & Hosting | |
| 4) Clubs: Sending & Hosting | |
| 5) High School name and address | |
| 6) Is the youth in a safe place? Where is the youth now? | |
| 7) Alleged offender: Name Relationship to the youth who has reported the incident; Role in the program; If Rotarian, club name | |
| 8) Location of alleged incident (including event, city, state/province, country) | |
| 9) Has the alleged offender been removed from the youth program? | |
| 10) Has the sending district been informed of the incident? When? By whom? | |
| 11) Have the legal guardians been informed of the incident? When? By whom? | |

| | |
|--|--|
| <p>12) What support services have been offered to the youth? What services is he/she receiving and who is providing them?</p> | |
| <p>13) Was anyone present at the time of the incident other than the youth and alleged offender?</p> | |
| <p>14) Who reported alleged incident to the district/club?</p> | |
| <p>15) Who in the district/club has been informed of incident?</p> | |
| <p>16) Have the district program chair, district governor and district protection officer been informed of the incident?</p> | |
| <p>17) Has the alleged incident been reported to local and/or State law enforcement and/or child protective services?</p> | |
| <p>18) Is the incident being investigated by police/protective services?</p> | |
| <p>19) Have any official charges been filed? If so, what are the charges?</p> | |
| <p>20) What assistance, if any, is being requested?</p> | |
| <p>Further comments:</p> | |

STUDENT PROCEDURES

If you are sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, you should follow this procedure:

1. Report the situation immediately where you feel most comfortable:

- ▶ Local host Club Rotary Youth Exchange Counselor, District Student Protection Officer, ESSEX Student Protection Officer, the chair or any member of the District Youth Exchange Committee, District Governor or ESSEX Hotline 1-866-683-0533
- ▶ If you are not comfortable talking to a local person, contact a trusted Rotarian at home.
- ▶ Your call will be received in a sensitive and confidential manner. Each of the above individuals has been trained to deal with this type of situation.

2. If appropriate action is not taken when you report the situation, report it again and continue until someone takes it seriously. Make sure that it is understood that you are serious.

3. Intuition is not psychic nonsense. Trust your instincts. It is better to be embarrassed than to be a victim.

Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the guidelines provided herein. The safety and well being of students is always first priority.

DEFINITIONS

Sexual Abuse: Engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex. This includes but is not limited to:

- ▶ Non-touching offenses
- ▶ Indecent exposure
- ▶ Exposing a child to sexual or pornographic material

Sexual Harassment: Refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse. It is a technique used by sexual predators to desensitize or groom their victims. Examples include, but are not limited to:

- ▶ Sexual advances; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about one's sexual activity, deficiencies or prowess
- ▶ Verbal abuse of a sexual nature
- ▶ Displaying sexually suggestive objects, pictures or drawings
- ▶ Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments

Prepared by the
Eastern States Student Exchange, Inc.
07-06



Student Protection Policy

DISTRICT POLICY AND PROCEDURES

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adopted by the Rotary International Board of Directors, 11/02

ALLEGATION REPORTING GUIDELINES

For adults to whom a student reports an incident of abuse or harassment

1. Report from student:

▶ **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. Listen and be encouraging. Do not express shock, horror or disbelief.

▶ **Protect the student.** Ensure the safety and well being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Reassure the student that this is for his/her own safety and is not a punishment

▶ **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.

▶ **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not his/her fault and that it was brave and mature to come to you.

▶ **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.

▶ **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. **Report this information** as soon as possible to the hosting Club Youth Exchange Counselor, District Student Protection Officer, or ESSEX Student Protection Officer, providing none are the accused individual. This person will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.
3. **Avoid gossip and blame.** Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.
4. **Do not challenge the alleged offender.** The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of non-criminal harassment, the District Student Protection Officer and District Governor are responsible for investigating, and will be in contact with the alleged offender after the student has been moved to a safe environment.*
5. **Follow-up.** After appropriately reporting the allegations, follow up to make sure steps have been taken to address the situation.

POST REPORT PROCEDURES

YE Counselors, YE Student Protection Officers, YE District Chairs, and Rotary District Governors

1. **Immediately confirm** that the student has been removed from the situation and all contact with the alleged abuser or harasser.
2. **In cases of abuse, contact appropriate law enforcement** immediately. Cooperate with the police or law investigation. *If the law enforcement agency will not investigate,*

the District Student Protection Officer, with the Club YE Officer/counselor, should coordinate the investigation into the allegations.

3. **Ensure the student receives immediate support services.**
4. **Arrange for a Rape Counseling Service** or another appropriate non-Rotarian professional to counsel the student.
5. **Contact the student's parents.** Give the student the option of either staying in the host country or returning home. No student will be sent home unless it is his/her personal desire to return.
6. **Remove the alleged abuser or harasser** from all contact with youth involved in Rotary programs while investigations are conducted.
7. **The ESSEX Student Protection Officer, Rotary International and Dept of State must be informed** of the allegations by either the District YE Chair or the District Governor within 24 hours, and provided follow up reports of steps taken, outcome of all investigations and resulting actions.

District Student Protection Officer:

_____ Tel _____

District Youth Exchange Chair:

_____ Tel _____

District Governor:

_____ Tel _____

ESSEX Student Protection Officer:

1-866-683-0533

Department of State:

JVISAS@STATE.GOV

1-202-401-9810