



# ESSEX OUTBOUND STUDENT FILE



## OUTBOUND FORM INDEX

Audit #	Document	Form	Date	Notes
	<b>ESSEX Outbound Student Index</b>	<b>OB599</b>	<b>Jan 2011</b>	
1	Outbound Student Tracking	OB501	Jan 2011	For District/Club YEO to track student contact
2	Insert Outbound Documents	OB505	Jan 2011	District - have copies of these documents in student file
3	Outbound Rules	OB509	Jan 2011	signed copy per student prior to departure
4	Independent Travel	YE325	Jan 2011	signed copy per student prior to departure
5	Outbound Withdrawal/Early Return	OB517	Jan 2011	If students terminates or ends exchange prior to June 1st of exchange year
6	Student Orientation Record	YE329	Jan 2011	Signed copy per student
7	Student Protection Brochure	SX715	Jan 2011	For the student information
8	ID Card	YE333	Jan 2011	each OB should received 4-5 ID cards (keep copy)
9	Training Roster	YE301	Jan 2011	for use with any training session, ie YEO, counselors, students, etc
10	Outbound Hosting	OB521	Jan 2011	form will be returned with Guarantee Form
11	Host District Verification	OB525	Jan 2011	for foreign Club or District YEO to confirm <b>*** country contact will secure this document</b>
12	Monthly Report	YE305	Jan 2011	student must submit rpt for each month of their exchange
13	Post Eval - Parent	OB529	Jan 2011	parents must submit at conclusion of exchange
14	Post Eval - Student	YE313	Jan 2011	student must submit at conclusion of exchange
15	Incident-Complaint Report	YE309	Jan 2011	For pertinent incident/complaint that OB students reports during exchange year

# ESSEX Outbound Student Tracking Form

**Student Name:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Host Club:** \_\_\_\_\_ **Counselor:** \_\_\_\_\_

Items sent/given and discussed:	Date	Rotarian Initials
Summary of regulations, rules, procedures, insurance	/ /	
Identifying/reporting sexual abuse or exploitation	/ /	
All fees and expenses during the exchange year	/ /	
Health and accident insurance requirements/costs (CISI)	/ /	
Travel arrangements and anticipated expenses by ESSEX Authorized Travel Agent	/ /	
Identification card	/ /	
Orientation Program date: Must secure signed Outbound Orientation Record OB517	/ /	
Cultural Awareness Training:	/ /	
<b>Monthly contact with the student can be in person (prior to departure), via phone or electronic mail. Must be documented and dated</b>		
Action completed	Date	Monthly Report
Counselor January contact: Comments, if necessary	/ /	Yes/ No
Counselor February contact: Comments, if necessary	/ /	Yes/ No
Counselor March contact: Comments, if necessary	/ /	Yes/ No
Counselor April contact: Comments, if necessary	/ /	Yes/ No
Counselor May contact: Comments, if necessary	/ /	Yes/ No
Counselor June contact: Comments, if necessary	/ /	Yes/ No
Counselor July contact: Comments, if necessary	/ /	Yes/ No
Counselor August contact: Comments, if necessary	/ /	Yes/ No

Counselor September contact: Comments, if necessary	/ /	Yes/ No
Counselor October contact: Comments, if necessary	/ /	Yes/ No
Counselor November contact: Comments, if necessary	/ /	Yes/ No
Counselor December contact: Comments, if necessary	/ /	Yes/ No
Counselor January contact: Comments, if necessary	/ /	Yes/ No
Counselor February contact: Comments, if necessary	/ /	Yes/ No
Counselor March contact: Comments, if necessary	/ /	Yes/ No
Counselor April contact: Comments, if necessary	/ /	Yes/ No
Counselor May contact: Comments, if necessary	/ /	Yes/ No
Counselor June contact: Comments, if necessary	/ /	Yes/ No
Counselor July contact: Comments, if necessary	/ /	Yes/ No
Post Exchange Evaluation	/ /	



# **INSERT ONE COMPLETE COPY OF EACH OF THE FOLLOWING:**

- Guarantee form**
- Application with all signatures  
and attachments**
- Student's passport**
- Student's visa**
- Student's airline ticket**
- Insurance Coverage**



## Rotary Youth Exchange Guidelines, Conditions & Rules for **OUTBOUND** Students

*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.*

### **GENERAL INFORMATION**

**AGE** -- You must be in high school at the time of application, and should be in the age range of 15 to 18 1/2 when you will be leaving the country.

**EXCHANGE YEAR** -- This is a school year program. School years vary from country to country.

**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.

**COSTS** -- You and/or your parents are financially responsible for:

- (1) All necessary documents (passport, visa, translation fees, etc.)
- (2) **Round trip transportation** is mandatory and **MUST** be obtained through the official ESSEX approved travel agency.
- (3) Health insurance and Personal Liability Coverage **MUST** be purchased through CISI/Bolduc Cultural Insurance.
- (4) Any necessary or required language training or camps (required in some countries),
- (5) All appropriate clothing, toiletries, and other personal items,
- (6) Reasonable spending money,
- (7) Costs of any trips, activities, and events in which you participate,
- (8) Any required "emergency fund,"
- (9) All phone/computer/internet charges,
- (10) Outbound District Fees

**ORIENTATION** -- Students **MUST** attend the Orientation Program provided by their sponsoring Rotary District. Attendance at these meetings is **MANDATORY** for students. Attendance at certain specified meetings is **MANDATORY** for parents. Questions and/or problems relating to this program may be directed to the sponsoring District Rotary Youth Exchange Chair or the Outbound Chair at any time.

### **TRAVEL ARRANGEMENTS** –

1. All travel arrangements to your host country **MUST** be made through the official ESSEX approved travel agency, Tzell Park Avenue Travel Agency. No exceptions.
2. Tzell Park Avenue Travel Agency will contact you after notification of your country placement by ESSEX. You must complete the registration forms and return them with the necessary fee to Tzell Park Avenue Travel Agency in the time specified.

3. Discuss and agree upon a mutually convenient arrival date and destination airport with your first host family, host Rotary District, and Tzell Park Avenue Travel Agency once the Guarantee Form is received.
4. As early as possible, you should let your host District Rotary Youth Exchange Chair and first host family know the date, time, airline, and flight number of your arrival so that there will be someone to meet you at the airport when you arrive.

**INSURANCE** -- All outbound exchange students from ESSEX are required to purchase the "Plan B" Accident & Sickness Insurance Policy and Personal Liability Coverage through CISI/Bolduc Cultural Insurance. The "Plan A" or "Plan A + Sports Rider" policy can be purchased when a similar supplemental insurance policy is required by your host Rotary District or host Multi-District group. **This insurance is mandatory and MUST be purchased prior to departure.**

**PORNOGRAPHY** -- No pornography is permitted.

**MEDICAL** - If any thing occurs that would have changed any answer on the medical or dental form, this change **MUST** be reported to your district chair within 10 days of the occurrence.

### **DURING THE EXCHANGE YEAR**

**MONTHLY REPORTS** -- You are required to submit monthly reports on your exchange to your sponsoring District Rotary Youth Exchange Chair during your exchange year.

**ROLE AS AN AMBASSADOR** -- You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary. You must do your best to adjust to your host family and friends.

**RETURNING HOME** - You should return home shortly after school closes to avoid imposing on your host family and host Rotary District. Leaving prior to the end of the school year is considered "Early Return" and will be reported as such.

***\*\*These rules are an Addendum to Rotary International Long-Term Application Rules & Guidelines***

**GUIDELINES & CONDITIONS** -- All other ESSEX and sponsoring and hosting Rotary District Rotary Youth Exchange Guidelines & Conditions not listed in the Rotary International rules or these additional rules, must also be fully complied with.

**We have read, understand and agree to the above Guidelines, Conditions and Rules for Outbound Exchange Students, and will abide by them.**

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

***Sign and return four copies of these rules with your application to your sponsoring District Rotary Youth Exchange Chair.***



## 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 will be taken: The Host Club Youth Exchange Officer will:**

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	



## Outbound Student

# Withdrawal or Early Return Form

After Application Submitted to ESSEX!!!

**It is necessary to send a student's withdrawal immediately to the Outbound Coordinator upon notification from student.**

**Also**

**It is necessary to report via this form when you are notified that a student is returning early from his/her exchange**

Applications forwarded to ESSEX Outbound Coordinator will be billed the ESSEX Fee. If a student wishes to withdraw from the program or a student returns early from his/her exchange, please forward promptly the following information via FAX to:

Patti Smith fax 215-631-7115 or email: patti7430essex@comcast.net

Date: \_\_\_\_\_ District: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Country Assignment, if known: \_\_\_\_\_

Reason student gave for withdrawal or early return: \_\_\_\_\_

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***For Outbound Coordinator use only!!!!***

Date Tzell Park Avenue Travel Agency Notified: \_\_\_\_\_

Date Outbound Coordinator Notified: \_\_\_\_\_

Date Contact Notified: \_\_\_\_\_



# 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**

**TZELL PARK AVENUE TRAVEL AGENCY ARRANGEMENTS, PERMISSION, AND REQUIREMENTS (For OB Only)**

**THE FOLLOWING MATERIALS WERE DISCUSSED AND DISTRIBUTED:**

- DOS Exchange Visitor Program brochure (IB Only)
- DOS Welcome Letter (IB only)
- ESSEX program brochure
- Student Protection Policy, brochure, and reporting
- Safety guidelines for students
- Characteristics of a good ambassador
- Attitudes of a successful exchange student

- ID cards
- First night questions
- What is Rotary
- Monthly reports to Rotary Districts
- Post Exchange Evaluation
- Metric conversion
- Resource List for YE Students (IB only)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

## 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:**

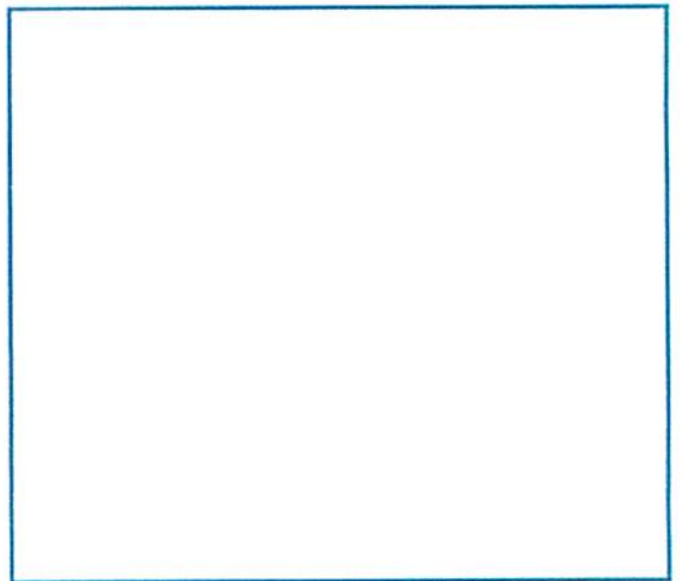
\_\_\_\_\_ Tel \_\_\_\_\_

**ESSEX Student Protection Officer:**

1-866-683-0533

**Department of State:**

1-800-383-9090



Name: \_\_\_\_\_

Host \_\_\_\_\_

Street \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Host Rotary Club \_\_\_\_\_ District \_\_\_\_\_

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**Counselor** \_\_\_\_\_ **Tel** \_\_\_\_\_

**Club President** \_\_\_\_\_ **Tel** \_\_\_\_\_

**District Chair** \_\_\_\_\_ **Tel** \_\_\_\_\_

ESSEX Student Protection Officer: Tel: 1-866-683-0533

ESSEX: [essexyp@gmail.com](mailto:essexyp@gmail.com) Tel: 1-866-768-2799

US Department of State Contact Hotline: Tel: 1-866-283-9090

DOS Office of Designate: Tel: 1-202-632-9310

Insurance: CISI Bolduc/ACE American Ins. Co.

Policy # \_\_\_\_\_ Tel: 1-800-303-8120



EXCHANGE PROGRAM TRAINING \*

DISTRICT \_\_\_\_\_ ATTENDANCE ROSTER Date: \_\_\_\_\_

\_\_\_\_\_ Club Counselors/YEO \_\_\_\_\_ Outbound Parents \_\_\_\_\_ Outbound Student  
\_\_\_\_\_ Host Families \_\_\_\_\_ Inbound Students

\*agenda of training must be attached

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: \_\_\_\_\_

\_\_\_\_\_ Club Counselors/YEO \_\_\_\_\_ Outbound Parents \_\_\_\_\_ Outbound Student
\_\_\_\_\_ Host Families \_\_\_\_\_ Inbound Students

\*agenda of training must be attached

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)



Your Name - Country Contact  
Address, City, State Zip, USA  
Phone, Fax  
Email

ESSEX OUTBOUND HOSTING FORM

Date «Date\_Rec»

Dear Rotarian «Foreign\_Contact»:

Please confirm the receipt of the enclosed applications by email or fax to me immediately.

Please complete the information below as soon as you have the information from the hosting club and fax or mail it to me.

Please return three (3) completed GUARANTEE forms and the Host District Verification form for each Host Family to me as soon as possible. Please send a letter of acceptance from the school the student will be attending.

Yours in Rotary Service,

Your Name

OUTBOUND STUDENT HOST FAMILY INFORMATION

PLEASE PRINT CLEARLY OR TYPE COMPLETE AND RETURN TODAY

Student's Last Name, First, M.I.

«Last», «First», «MI» District «Dist»

Country To: «Country» District Number «Dist\_to»

Host Rotary Club \_\_\_\_\_

Club Chair or Counselor \_\_\_\_\_ (Cannot be the host family)

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

First HostFamily \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Name of Airport \_\_\_\_\_ City \_\_\_\_\_

Student should arrive between \_\_\_\_\_ and no later than \_\_\_\_\_



# HOST DISTRICT VERIFICATION

**ESSEX Outbound Student's Name: «Last», «First», «MI»**

**Host Rotary District «Dist\_to» Host Family:** \_\_\_\_\_

This verifies that our District is in compliance with the Rotary International certification requirements. Specifically, we confirm that:

- 1) The host family completed a host family application.
- 2) An in-home interview was conducted with all family members residing in the home.
- 3) We provided suitable orientation and training for the host family and this was separate from the host family interview.
- 4) The host family applied and was interviewed, trained and selected based on criteria appropriate for Rotary Youth Exchange.
- 5) Our host family and Rotary counselor were properly trained and background checked.

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 =====

### HOST FAMILY:

Father's Name: \_\_\_\_\_ Mother's name: \_\_\_\_\_  
(first and last names) (first and last names)

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Other family member: \_\_\_\_\_ Other family member: \_\_\_\_\_  
(first and last names) (first and last names)

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

=====  
 District Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(first and last names)

Signature: \_\_\_\_\_



## 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?

How is your new language proficiency progressing? \_\_\_\_\_

Do you feel that your exchange has been a success so far? Yes/No

Please explain: (are you homesick, dealing with culture shock, etc.) \_\_\_\_\_

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

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Explain your school experience: Excellent, Good, Average, Poor. Please explain

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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.

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

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Have there been any Press, radio or TV interviews that involve you. (Please send a copy of the press clippings)

Signature \_\_\_\_\_

Send this form to: **\*\*You can email the information in this report for convenience. If emailed no signature required. Student must send report monthly.**

Please remember to include a personal letter or email 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 PARENT EVALUATION

**Student's Name:** \_\_\_\_\_

Please take a few moments to comment on the outbound orientation, the year abroad, and the readjustment of you and your son/daughter. Answer the questions as honestly as possible to assist the Rotary club and district to better facilitate future exchanges. Please feel free to attach additional sheets if necessary.

Do you feel the pre-departure orientation(s) prepared your child for a year abroad?  Yes  No

Please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you feel the orientation for the parents was sufficient?  Yes  No If no, what could we have done differently?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you rate your child's travel arrangements?  Excellent  Good  Adequate  Poor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you rate your child's insurance provider?  Excellent  Good  Adequate  Poor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall how would you rate the sponsoring Rotary club/district response to any questions or concerns you had?

Excellent  Good  Adequate  Poor

\_\_\_\_\_  
\_\_\_\_\_

Describe the most challenging experience for you while your student was abroad. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Did you have difficulties sending money or packages to your student?  Yes  No

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Did you encounter any additional unexpected expenses?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the changes you see in your child. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you send another child on an exchange or recommend this program to others?  Yes  Maybe  No

Why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was your child's exchange experience what you expected it to be?  Yes  No

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

>>> To be retained in District files <<<



# POST EXCHANGE STUDENT EVALUATION

This form to be retained in the District file

**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? ? \_\_\_\_\_

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What were the most significant experiences during your year? ? \_\_\_\_\_

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**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 ? \_\_\_\_\_

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Are you currently experiencing any problems or concerns?  Yes  No

If yes, please explain: ? \_\_\_\_\_

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Was the whole experience what you expected?  Yes  No

Please explain: ? \_\_\_\_\_

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

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Additional comments: ? \_\_\_\_\_

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Thank you for your participationP



# Incident Report

Send all pages to RI for all IB or Outbound students  
 For Inbounds, send this page only to **US Department of State** [jvisas@state.gov](mailto:jvisas@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 <sup>st</sup> Report to Sponsor	

## C. ACTION TAKEN

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## D. NEXT STEPS/PROPOSED SOLUTION

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## E. UPDATE:

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## 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.**

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Instructions: District YE Chair should 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](mailto:youthexchange@rotary.org) and 4) Hosting District Governor
- 2) Please continue to update as further information develops.

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

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