

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

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 or to graduate from high school in your host country. Credits for course work taken in another country cannot be assured. Transferring of 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, Bokoff-Kaplan.
- (3) Health insurance **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) Orientation fees (in your sponsoring and in your host Rotary Districts), and
- (11) All other sponsoring or hosting Rotary 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, Bokoff-Kaplan. No exceptions.
2. Bokoff-Kaplan 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 Bokoff-Kaplan 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 Bokoff-Kaplan 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" AIG Accident & Sickness Insurance Policy 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

REGULAR REPORTS -- You are required to submit regular 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.



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 R.I. Application to your sponsoring District Rotary Youth Exchange Chair

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