



rotary
youth
exchange
District 6970



Inbound Student Handbook

INBOUND EXCHANGE STUDENT PRIMARY CONTACTS

Rotary Youth Exchange 6970 Contacts

HOST DISTRICT GOVERNOR:

Name: _____
Phone: Home _____ Cell _____
Email: _____

HOST DISTRICT CHAIR:

Name: _____
Phone: Home _____ Cell _____
Email: _____

HOST DISTRICT INBOUND COORDINATOR:

Name: _____
Phone: Home _____ Cell _____
Email: _____

HOST COUNTRY CONTACTS

	NAME	PHONE NUMBER
HOST PARENTS # 1	_____	_____
HOST PARENTS # 2	_____	_____
HOST PARENTS # 3	_____	_____
HOST CLUB COUNSELOR	_____	_____
HOST CLUB PRESIDENT	_____	_____

Objectives of the Program

Handbook Version August 2024

- **To further international goodwill and understanding** by enabling students to study first hand some of the problems and accomplishments of people in lands other than their own.
- **To enable students to advance their education** by studying for a year in an environment entirely different from their own and undertaking the study of courses and subjects not normally available to them in their own country.
- **To give students opportunities to broaden their outlook** by learning to live with and meet people of different cultures, creeds, and colors and by having to cope with day-to-day problems in an environment completely different from the one they have experienced at home.
- **To have students act as ambassadors** for their own country by addressing Rotary Clubs, community organizations and youth groups in their host country; by imparting as much knowledge as they can of their own country, its attributes and its problems to the people they meet during their year abroad.
- **To provide sufficient time to study and observe another country's culture** so that upon returning home students can pass on the knowledge they have gained by addressing Rotary clubs and other organizations and assimilate the positive aspects into their everyday living.

BEING AN EXCHANGE STUDENT

- is fantastic
- is meeting hundreds of wonderful people
- is giving speeches and writing letters
- is getting fat and at times being poor
- is seeing a new country and experiencing new things
- is being homesick and at times, miserable
- is getting tired
- is being an ambassador
- is personal growth

THE SUCCESSFUL EXCHANGE STUDENT

- is flexible and adaptable
- wants to learn and have new experiences
- is knowledgeable and well read
- is open to challenge and change
- is sensitive, loyal and trustworthy
- is involved
- recognizes "Different" from good, bad, wrong, etc.
- communicates with family, Rotary, school, friends
- **is introspective**

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Welcome to RYE 6970

This handbook is designed as a brief review of the general policies and procedures for the Rotary District 6970 inbound youth exchange students. It is also available on our website at www.rye6970.org.

You are here to become part of the American culture, one far different from your own. Your perceptions of America have been formed largely by magazines, movies, television and social media. The America you will find is very different. Your role as an exchange student is to adapt to our culture and way of life. This means that the customs and laws of this country may not be the same as yours, but that does not mean they are wrong, just different. Do not waste time and ruin your exchange by constantly comparing America to your home country and being critical of your new culture. In addition, do not compare the experiences of your current exchange year to friends or family that may have participated in exchanges in the past. Every student, host family, community and country have its own unique qualities and it's your responsibility to observe, learn and adapt to your exchange year.

The rules and guidelines are also in place to assist you in maintaining the high standards of behavior expected of all Rotary Exchange students. You are an ambassador of your country and the Youth Exchange Program. The impression you make on your club, host family and schools determine the present and future success of the exchange program. One very important point to remember is "if the rules of your sponsoring country are more restrictive than RYE 6970's rules and guidelines, then the more restrictive rules shall apply. [Please do not get confused and think it is the other way around].

The District Youth Exchange Committee, the local Rotary Club Youth Exchange Officer and Club Counselor are here to help you and your host families have a successful exchange experience. They are all available to you 24 hours a day to provide you and your host families with assistance on any matters of concern. We strongly urge you to seek our involvement before problems become too large for simple solutions. Don't let small problems go without comment, they tend to grow into larger problems.

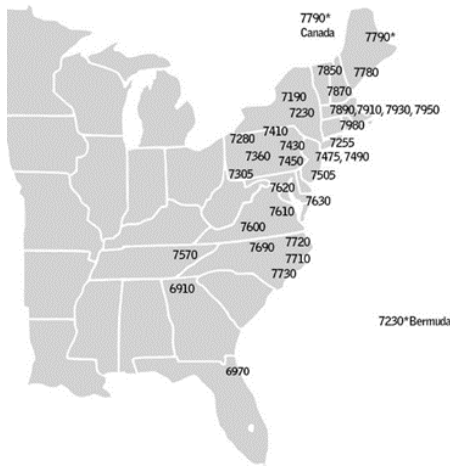
Yours in Rotary Service,

The RYE 6970 Leadership Team

Rotary Knowledge

Rotary International

- 1.2 million Rotarians in 170+ different countries and geographic regions
- 35,000+ Local Rotary Clubs
- Rotarians are members of a specific Rotary Club
- Local Rotary Clubs are part of a regional or geographic District for leadership and support
- Each District elects a District Governor and other Officers, and organizes District Committees; there are eight districts in Florida, all of which participate in Youth Exchange
- Refer to Appendix A for more information about Rotary International and Rotary in Florida



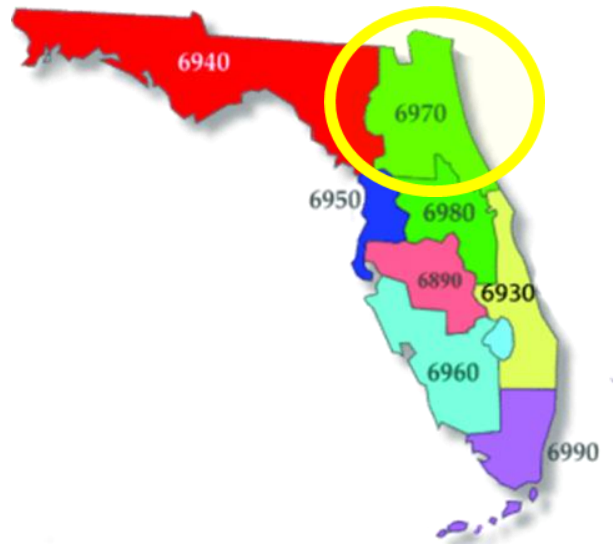
ESSEX

[Eastern States Student Exchange]

- Comprised of 16 states in the Eastern United States, Bermuda & Quebec.
- Serves as a resource for Inbound & Outbound Exchanges
- Coordinates the exchanges with your sponsor country/district and your hosting state/district.
- Meets the requirements of the U.S. State Department, Rotary International and CSIET [Council on Standards for International Education].
- Ensures Member Districts meet Audit Requirements, background checks, approval processes, etc.

Rotary District 6970

- The First Rotary Club in Florida, the Rotary Club of Jacksonville, was organized in 1912, just 7 years after Rotary began in Chicago.
- District 6970 has more than 3,200 members with 67 Rotary Clubs in 12 counties in Northeast Florida.
- The District Governor and all officers of Rotary on the International, district or club level serve a fiscal year that runs July 1- June 30.
- The District Governor has the ultimate authority for all programs and committees
- The District Governor appoints the District Youth Exchange Committee to operate the program
- Inbound Exchange Students agree to abide by the rules established by the **RYE6970**
- The **Hosting District** is responsible for the care of Inbound Exchange students and may terminate the Exchange and return the student home, for failure to comply with rules or for unacceptable conduct.



Rotary International Area's of Service

Rotary International has identified 7 areas of service for us to direct our efforts to enhance our local and global impact. Our most successful and sustainable projects and activities tend to fall within the following areas:

- 1] Promoting Peace
- 2] Fighting Disease
- 3] Providing Clean Water
- 4] Saving Mothers and Children
- 5] Supporting Education
- 6] Growing Local Economies
- 7] Protecting the Environment



Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotary members, their partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and psychological abuse.

Certifications

All districts participating in the Rotary Youth Exchange Program must meet a set of criteria as outlined by Rotary International to maintain annual certification. Additionally, some countries (such as the U.S.A.) require additional requirements and certifications for youth exchange programs to operate. ESSEX & Rotary District 6970 do not exchange with any Rotary districts that are not certified annually. The annual list of certified districts is available online. Rotary International's certification process requires Rotary districts involved in Rotary Youth Exchange to have:

- Student, family, and volunteer training in abuse prevention
- Volunteer screenings including an application, criminal background check, and reference checks
- A process for reporting allegations of abuse and harassment to Rotary and local law enforcement
- District-specific youth protection policies
- On-site evaluations (audits) that are conducted by Rotary staff members.

Youth Protection

Rotary International, ESSEX and RYE 6970 take youth protection concerns seriously. The safety and well-being of young people and youth program participants are Rotary's highest priority. Rotary International's comprehensive approach to youth protection includes:

- No tolerance for abuse or harassment of young people
- Policies that prevent misconduct and outline how to respond to grooming behaviors and abuse that involve youth and other program participants.
- Mandatory youth protection training for volunteers involved in youth programs.
- A dedicated and trained staff that uses a trauma-informed approach when receiving and responding to reports of sexual abuse or harassment.

Crisis Management Plan (CMP)

Tragedy and crisis can strike at any time. Many types of events could produce a situation requiring coordinated, appropriate, and immediate attention of District, Club and Rotary Youth program leadership. Examples of such events include a traffic accident, a violent crime, a shooting at an event, a national health crisis, a natural disaster such as a hurricane or flood, or an event caused by an action or inaction of a Rotarian or non-Rotarian. As part of Rotary International's certification requirements, each district involved

with youth programs is required to have an approved Crisis Management Plan (CMP). This CMP serves as an essential procedural resource to provide volunteers and participants in responding effectively during crises, minimizing risks, and ensuring safety to the greatest extent possible.

If or when such an event occurs, each district's CMP is followed to ensure that the matter is handled with the utmost care. Key objectives include but are not limited to: • Ensuring that those involved in the incident are kept safe, • Communicating with those who need to know quickly and professionally • Taking other action swiftly and professionally when needed. Additionally, in our current information age, written and video content can be transmitted in a matter of seconds, which makes it important that if a crisis occurs, the Rotary District responds with a clear, honest, and timely message to everyone involved in the program. NOTE! Please remember the legal rights and laws you may be familiar with in your home state/country may not be the same rights and laws in your host country. If you want to know more about your hosting district's CMP, please contact your ESSEX Country Coordinator or District Committee.

RYE 6970 Committee

The District Chair is appointed by the District Governors and serves a 3-year term. It is the responsibility of the RYE 6970 committee to manage all aspects of the District's Rotary Youth Exchange program. (inbound, outbound, short term). These Volunteer Committee members are responsible for recruitment of outbound students & inbound hosting clubs, organize/host trainings & student activities, maintain safety measures/student protection, manage social media/website, database management, finances, etc.. They also ensure all audit requirements are met on an annual basis, updates District leadership regularly on program status. These committee members may have corresponded with you before your arrival and may have met you at the airport upon arrival.

A few points to understand about the RYE 6970 Committee:

- May not live near your Host Rotary Club's community
- Inbound program is run by the **District Inbound Coordinator**.
- Outbound program is run by the District Outbound Coordinator.
- Are always available to you, your Host Family, and your Club Counselor to help solve problems
- Wants to hear from you on a regular basis to know how you are, and especially when there are problems that you cannot resolve with your Club Counselor or Host Family
- Must be informed when you change Host Families (although we ask the Rotary Club to provide this information, this is a good time to call your District Counselor)
- Must be informed in advance when you intend to travel outside of the District or will be away from your Host Family's home for more than 24 hours (See Appendix C for Travel Policy)
- Must be informed in advance of plans for any visits from family or friends from home
- Must be informed of your departure plans at the conclusion of your exchange year
- Will consider your side of any issue or problem that could affect your exchange, and will recommend action based on the Rotary 4-way Test:
 - *Is it the Truth?*
 - *Is it fair to all concerned?*
 - *Will it build goodwill and better friendships?*
 - *Will it be beneficial to all concerned?*

Hosting Rotary Club

The local Rotary Club is an integral part of your support system. In addition to your host families, hosting district, sponsoring district and your natural parents, your hosting club has identified 1-2 Rotarians to support you and the Youth Exchange Program. The Club Youth Exchange Officer [YEO] administers the club's exchange program, including the recruitment of outbound students, inbound host families and actions of the Club Counselor. The YEO is also responsible for educating others on Rotary's Statement of Conduct for working with Youth. The YEO may also serve as the Host Club Counselor.

Other responsibilities of hosting include:

- Agreement to host Inbound students and financially cover district Inbound activity fee & monthly stipend.
- Arrange, interview and submit host families to District (1-4 families in the same school zone).
- Appoint a **Club Counselor** to assist Inbound Exchange Students with day-to-day matters
- Provide Inbound Exchange Students with a monthly spending allowance
- Invite Inbound Exchange Students to participate in Rotary Club meetings and activities

Hosting Rotary Club Counselor

The club counselor serves primarily as an advisor for you but will also be in contact with the host family on a regular basis and be available to answer any questions or direct host parents to the appropriate resource when needed. Your Club Counselor will also help enroll you in High School, assist with banking needs, and give you your monthly stipend.

Your club counselor is expected to meet with you on a regular basis at least once a month. During these meetings with your counselor, share with them both happy experiences and the problems. If you are experiencing any problems, whether it be family, club, school, financial or personal nature, you should consult with your counselor who will do their best to assist. If you are having difficulty contacting or personality conflict with your club counselor, please bring it to the attention of your Club YEO or the District Inbound Coordinator as quickly as possible.

- Your **Club Counselor (sometimes called Youth Exchange Officer “YEO”)**
- Is a member of your Host Rotary Club
- Lives and/or works in the community where you are living
- Should meet with you regularly
- Will help you and/or your Host Family with school registration
- Should be advised if you have problems with school, family, finances, or other matters
- Should be considered your **Advocate** -- someone you can look to for support and friendship, as well as help solving problems
- Is the Rotarian who must know where you are when traveling (see Appendix C, **Travel Policy For RYE6970 Inbound Exchange Students**)
- Note that many clubs have one person serving as both a counselor and a YEO, while other clubs will have two different Rotarians in those roles



Hosting Families

You will be hosted by a minimum of two [2] but not more than five [5] host families during your exchange year. This requires a lot of adjustments on your part as you must fit yourself into the life of each host family. You are not a guest, but part of the family. There is no obligation on the part of your host family to adapt to your way of life. You must do all the adaptation.

The great majority of problems in the Youth Exchange Program around the world is the refusal of students to adapt to their new environment. Make an effort to be part of your new family. During the first night with each new host family, the student should discuss each of the questions found in the “Questions for a First Night with Host Family”.

Host families are expected to treat you as a son/daughter, not a guest. Problems sometimes arise from the refusal or unwillingness of students to accept the responsibilities and rules set by the host family. Students should be prepared to share a room with a host brother or sister who may have sacrificed the privacy of their own room to host you. If you are sharing a room, respect the privacy and space of your host siblings. If you have your own rooms, do not spend too much time alone. Ask for help with schoolwork and offer to help with household chores. Ask your host parent if you can all them Mom & Dad. Above all respect their rules, their lifestyles and give them the same love and affection you gave your parents back home.

Host Parents are your legal guardians and are responsible for you as delegated by the District Youth Exchange Committee through your Host Rotary Club.

- Host Parents are Surrogate Parents and have the power to say “no”; you must earn their confidence before expecting flexibility or “freedom” to do things without express approval.
- Learn about our culture and our values through your Host Family; through your actions and behavior they will learn about you, your family, and your country.
- Adapt your habits and behavior to fit with your Host Family.
- Recognize that your Host Parents may have a different financial condition than your own family
- Be open and honest with your Host Family; if something is bothering you, discuss it
- Be a **part** of the Family; **participate** in family activities even if they do not interest you at first
- Be willing to try new foods, activities
- Take an active part in household tasks, and **ask** what you can do to help
- Understand that parental roles (Mother vs. Father) may be less distinct than in your country
- Recognize that host brothers or sisters may be jealous of the attention they must share with you; find common interests with host siblings, regardless of age, and find reasons for them to be your friends
- Respect the property and privacy of all family members; avoid getting involved in “family matters”
- Treat all “family matters” as confidential; do not discuss family matters outside the family (“gossip”)
- Be appreciative of what they are providing – you can never say “thank you” too often

WHERE CAN I GO?

Travel - A Privilege Not A Right

You are in the US with a **Student** Visa, not a **Tourist** Visa. While you may have opportunities to travel, the rules and conditions that you agreed to state that all travel must be acceptable to the host District Youth Exchange Committee, your Host Rotary Club, and your Host Parents.



While in the host country, students will only be permitted to travel with their host families, approved adult supervision, or as part of a Rotary or school sponsored function. Travel outside the immediate area of the host community may need approval by the host club, host family and/or host district representative. Many of the cities you may become familiar with while living in Florida may be much farther away than you think.

- Students will take the shortest and quickest route to and from the host country.
- Travel outside the district overnight requires travel permission approval. Do not assume you are approved before making plans.
- Please give at least 72 hours’ reply time to your request and prior to your departure.
- Know what cities/communities are in our District and which are outside the boundaries.
- Travel of any type, distance, and duration must be approved by Host Parents in advance
- Do not **tell** them what you are doing -- **ask** them if your plans are acceptable
- Rotary must be informed of where you can be always reached in the event of an emergency
- Access to public transportation may be more limited (and expensive) than you are accustomed to; do not make your transportation desires a burden to your Host Parents

Make certain that you understand and comply with the Travel Policy, Appendix C

**INDEPENDENT TRAVEL IS NOT PERMITTED
and will result in early termination of your exchange.**

District Events

RYE6970 organizes several mandatory trips throughout the year specifically for Inbound students. Your attendance at these events is required and dates are on the calendar/website, so plan accordingly. There is little to no cost to the Inbound student. Lodging, entrance fees, event transportation and most meals are covered by the District. This is thanks to your hosting club’s paid inbound activity fee and the generosity of local Rotarians. You will receive an email with more specific details about the events a few weeks prior.

These events include:

- 1] Mandatory Inbound Orientation Weekend [August]
- 2] Gainesville Weekend [Fall – month varies]
- 3] Holiday Party/ Disney Holiday Getaway [4 nights/4 days early/mid-December]
- 4] Fernandina Beach/Amelia Island weekend. [Spring/ month varies]

District Conference

The District Conference is an annual meeting of Rotarians and guests from all of the clubs in the district, usually over a weekend, to discuss and learn about Rotary and share in fellowship and fun. The Inbound Youth Exchange Students are often invited to participate in this Rotary event and, if invited, must attend. District conferences are arranged by and for each district and are not statewide.

You do NOT need to complete a travel request for District mandatory events. Your host club/host family will help coordinate drop off/pick up times. There are several other opportunities for you to participate in District events throughout the year. Please ask your Inbound Coordinator for details or check the District website at www.rye6970.org

Optional Tours / USA Tours

- In cooperation with Belo USA, ESSEX & RYE 6970 will offer to our inbound students the opportunity to participate in one or more tours to different parts of the US.
- Information about tours will be provided as soon as possible.
- All tours are available on a first-come, first-served basis.
- Some tours are in the spring, others may be the final event of the exchange year.
- Inbound Students are permitted to sign up for only 1 of the spring tours to reduce the amount of school missed.
- RYE6970 reserves the right to deny the opportunity to go on these tours to any student whose behavior during the year is not up to RYE standards and expectations.
- All tours require the signed approval of the District Chair and/or District Inbound Coordinator.
- Belo USA Tours DO NOT include airfare.
- Coordinate tour flight options and share itineraries with District Inbound Coordinator.

Departure for Home

- We require all students and their natural parents to sign and agree to the RYE 6970 8 Day return policy prior to arrival.
- All students are required to return home within 8 days of the last day of school. UNLESS you are going on the year end optional Belo-USA Tour, then students must return within 8 days after the end of the tour.
- All Inbound students must return home by June 30, the end of the Rotary year.
- Return flight changes must be submitted to the database no later than March 1st. Include all flight information, airlines, layovers, times, confirmation number, etc.
- Send an electronic copy of your updated and complete return flight information to the District Inbound Coordinator no later than March 1.

School Requirements

You are a Youth Exchange Student; school is part of the exchange program. School attendance is a requirement.

You have chosen to be a participant of an educational program not a holiday or travel program. Unnecessary or unreasonable absenteeism from school will not be tolerated. Good, passing grades must be maintained. If you are struggling with classes or find them unchallenging, please do not be afraid to speak with someone at your school, your host parents or your counselor.



- Take course load and classes reasonable for your age and previous education
- Strive for success in school: complete homework assignments and participate in class
- Seek help from teachers and school staff, Host Parents, and Club Counselor if having difficulty with school work **before** the problems become too great to manage
- Exchange Students who do not meet minimum passing requirements for courses may be returned home
- US schools offer many activities other than academics; take advantage of these opportunities
- If your school has an Interact Club, you are expected to join and participate
- Daily school attendance is a requirement in Florida. Schools routinely contact parents or guardians of students who are absent -- Host Parent must approve any absence from school
- School has authority to expel a student for inappropriate behavior and excessive absence; an expelled Exchange Student no longer qualifies for a student visa and **will** be returned home
- Hosting School has sole authority regarding student's eligibility for a Diploma; remember that there is absolutely no guarantee that you will receive a diploma.
- Your school back home has sole authority on granting credit for course work completed in the USA
- Your behavior and attitude will affect the school's willingness to accept future exchange students
- There is no cost to you for school classes or textbooks; however, you are responsible for cost of school supplies, extracurricular activities, and school uniform (if required by the school) School books may or may not be provided free. You will likely have to buy notebooks, pens, pencils, etc. Tutoring and language training is at your expense.

Interscholastic Sports/ Extracurricular Activities



Sports and school sponsored extracurricular programs are an important part of the American High School “culture” for both boys and girls. Most of these activities charge an “activity fees” and can be very expensive. **You are responsible for these costs – NOT your Host Family and NOT your Host Rotary Club.** If you choose to participate in any of these interscholastic or extracurricular activities, there may be options for scholarships within the parent/teacher organizations. Talk to your host family, teachers and counselor for assistance.

- Most schools offer team sports for boys and girls in three “seasons”: Fall, Winter, and Spring
- Varsity sports compete against teams from other schools; intramural sports match teams from the same school on a less-competitive basis
- Exchange Students are generally eligible to play on Interscholastic varsity teams if they have not completed 12 years of school or graduated from high school in their home countries
- Even if you are not eligible to play on a varsity team, ask the coach if you can practice with the team for the exercise and relationships you will build with team members

Learning and Speaking English

English is spoken in the United States. Before coming to RYE 6970, students must have a basic knowledge of the language as required by the State Department of the United States Government. If English is not your native language, the success of your exchange year will depend on your willingness to make English *your language* this year!

- Most Americans - your Host Families, your school mates, and your new friends - do not speak or understand the language of your home country
- To be accepted in your host community, you must be able to communicate in our language.
- Get help learning English if necessary: teachers, special tutors, Club Counselor, Host Parents
- Ask people to repeat or re-word a statement if you do not understand; simply nodding your head does **not** indicate lack of understanding
- Avoid making friends only with other Exchange Students who speak your native language or US kids who want to improve their skills with Spanish, French, German, etc.
- Most Americans consider it rude behavior if you and others converse in your native language in the presence of others who do not understand that language

- Practice your pronunciation skills by reading out loud to a friend or Host Parent and ask them to correct your errors
- Don't become discouraged with language mistakes you make -- learning any language takes time and patience

Financial Matters

Host families may have a financial condition different than your parents and it is your responsibility to accept and live within your host family means. You will receive a pre- set monthly stipend from your hosting club to cover miscellaneous personal experiences during the year. This amount may vary from club to club but will not be less than \$100 per month, paid around the first of the month. Do not compare your allowance with other students. The club will also help you with transportation issues such as getting you to Rotary meetings and district activities. These are the only financial obligations of the club. Anything else you receive is a bonus. If you do not receipt the monthly spending allowance from your host Rotary club on a regular basis, speak with your club counselor, club youth exchange office or District Inbound Coordinator.

Your host family are asked to provide you with housing and food and include you in family travel and entertainment as they would for their own children. You need to budget your expenses (clothing, entertainment, travel, etc) and should “pay your own way” when out with friends/classmates. We strongly encourage you to discuss finances, money “value” and costs with your host parents; they should know how much money you have available for spending and how you have access to it (banking, ATM card).

The \$500 “emergency fund” you bring with you is for emergencies. It is not intended to cover non- essential personal spending. Shortly after arriving at the Inbound orientation, you will be required to hand these funds over to the District for safe keeping until the end of your exchange. If you withdraw any money from this fund, you are expected to replenish At the end of your exchange, the funds will be returned to you from your host Rotary Club less any outstanding expenses you may owe. Other notes to consider regarding financial matters are:

- You are expected to have sufficient funds, including the spending allowance provided by your Host Rotary Club, to pay for your personal expenses
- Host parents are NOT responsible to pay for any extracurricular activities.
- You are expected to “pay your own way” for meals and entertainment when with friends or classmates
- You must “budget” your expenditures (clothing, entertainment, travel, etc.) to meet the capabilities of your own resources
- Avoid “extravagant” spending habits compared to your friends and classmates, even when you can “afford” the expenditures
- The \$500 “Emergency Fund” that you brought is not intended to cover non-essential personal spending -- we expect to send you home at the end of your exchange with that \$300 unspent and in your pocket
- Discuss finances, money “value”, and costs with your Host Parents; they should know how much money you have available for spending and how you have access to it (banking, ATM card, etc.)
- If you do not receive the monthly spending allowance from your Host Rotary Club on a regular, timely basis, speak with your Club Counselor
- Be responsible for expenditures made on your behalf by your Host Parents (postage, telephone bills, purchases made by them at your request, etc.) and pay your debts quickly
- Avoid borrowing money from others; likewise, avoid lending money unless you are willing to make it a gift

Welcome to the American Culture!

The “America” you may have seen portrayed in movies and TV shows may not be like the culture you will experience in the community hosting you. You will likely find that the clothes people wear, the words they use, and the family values they live by are different than the “Hollywood World” you’ve seen. Just as in your home country, there are regional differences within our American culture. As part of RYE 6970 Youth Exchange program, you will be immersed into American southern culture based rich in history and traditions.



Good/bad manners and “acceptable” behavior are not necessarily universally defined; what is/is not acceptable in your country may not be the same in US. There are even major differences in what is “acceptable” and “not acceptable” in small village communities compared to larger cities and suburbs within our state. You need to observe and selectively adopt the behavior of those around you in specific circumstances.

Personal Behavior

Exchange students are “citizens” ambassadors for their country, their family and Rotary. The way you conduct yourself will often determine where the host club, host families or school will wish to accommodate you and other Rotary students in the future. Your host family is responsible for your social, emotional and physical well-being. You will respect your host parents’ wishes and requests especially when they pertain to meal schedules, curfews, household chores, computer usage, phone usage, electronic usage, appropriate dress and social courtesies.

Manners are very important to many people and the use of “please” and “thank you” are always appreciated. It’s also very important to keep family matters private. Do not discuss issues at home with friends or classmates. If you are having a problem with your host family; talk to your counselor and if necessary; the District Inbound Coordinator or District Youth Exchange Officer. Remember showing respect earns respect. You will find that It’s common to address adults as “Mr. Bill or Ms. Jane”, not solely by first names as may be in other parts of the U.S.A.

Offensive Behavior

Students are considered ambassadors but do not have immunity from the law. Students should avoid political, cultural, or religious conflict during the exchange. This includes participating in any political, cultural, or religious marches or gatherings. You are permitted and encouraged to participate in community events such as fundraisers for school and community events with approval of your host family and host club. The use of vulgar language is not commonplace in most communities and homes. Please be aware of your environment and be aware of which words you should avoid using in public.

Public Engagements

All exchange Students are expected to speak on several occasions to Rotarians, school groups, other service clubs and community organizations. Students should come well prepared with a good selection of slides/ PowerPoint presentations of their home, family, town and country.

When interviewed but the press, radio television at home or abroad, the counselor and host parent should be present. Students should be tolerant and never critical of their host country. Carelessly utter remarks made on public platforms or during interviews may cause serious embarrassment to the student and Rotary. The face of the people in the host country might be critical of their government and its policies, or their way of life does not give the student the right to be similarly critical. Criticism by the student may cause the host family and other students to become defensive or resentful.

For your protection as a minor and an international student here on exchange, do not share any personal information in a public format. This includes anything that may identify you, your school, your age, host family, etc.

Remember!

- Respect and “polite manners” are always appropriate and acceptable.
- Recognize that there are cultural differences between the US and your home; these are not “better” or “worse”, only “different”
- Share with friends and family parts of your cultural background; explain to them what you do differently, and why
- Ask your friends and family about the cultural differences you observe

Homesickness

Very few students escape at least one bout of homesickness. Early in your exchange there is the excitement of a new land, people, school, surroundings, and the possibility of being the center of attention. This will change as “normalcy” sets in. You may miss the little things about home. You are being bombarded by a strange language throughout the day. Often unable to communicate as well as you’d like, and learning new customs, you may begin to wonder if you will make it through the next 10-12 months. Remember the skills you learned when this feeling occurs and understand it will soon pass.

What are the symptoms to look for?

- Feeling lousy for no reason
- Irritability [*Losing your cool over things you would normally shrug off*]
- Staying in your room/ not engaging with others
- Physical discomfort: headaches, upset stomach, even menstrual cycle

What to Do?

- Talk. Share your problem with a sympathetic host parent, counselor, another student, Rotex, Rotarian or whomever you feel will listen and give you support. Use your support system! We are here to help but only if you communicate what issues you are facing.
- Keep busy. Find something to get involved with and that can bring you joy (school, sporting or club activities, host family activities, service projects, community events.) Don’t let the back of your bedroom door be your primary view.
- Keep a Personal Journal. Sometimes writing down your thoughts and feelings will help you identify and process what is creating homesickness so you can talk and develop a plan to overcome challenges.

What NOT to Do?

- Mope around, Gloominess is contagious.
- Eat your way to “happiness”. You will only gain weight and feel worse.
- Call or email home and “unload” on your parent(s). Remember, they are not part of your daily life abroad so their perspective may be different. It’s In all likelihood your feelings will improve in a few days. It’s OK to vent your feelings, just remind the person you are talking with - you just need them to listen. There’s no need to unnecessarily stress your natural parent(s).
- Hastily decide to “go home”. This is the last resort. Remind yourself why you applied, why you got on the plane and why you are on exchange. Remind yourself of your hard work leading up to your year abroad and find your “spark”.

Participation / Getting Involved

You have control over how involved you become in the life of your community, including your Host Family homes, school, sports, clubs, church, Rotary, and community activities; the sooner you fill your day with activity, the faster Homesickness will be a feeling of the past. You will gain the most from the exchange if you participate to the fullest. Be willing to take the initiative to find activities to do and by asking people about their jobs, interests, etc. The best way to get people to be interested in you is to show interest in them.

If you play a musical instrument, engage yourself with other musicians in the school or community. If you enjoy playing an athletic sport, play it if possible or try a new one. Contribute what talents you have, whenever possible. Other ideas for participation include Interact Clubs, Volunteer/ Service work, joining a

special interest club, etc. The list of opportunities is endless! Always say “YES” if anyone asks you to go someplace or do something, even if it’s something you dislike. If you say “NO”, you may never be asked again. Here’s a few more suggestions!

Become an integral member of your Host Family; don’t wait to be asked to help with daily chores -- look for things to do, and then do them

- Spend “quality time” evenings and weekends with the family, not alone in your room
- In school, join a sports team, school club, band, try out for a part in the school play; the more school activities you get involved in, the more friends you will have
- Ask to speak to language and social studies classes about your country and the exchange program
- Offer to speak to church and community groups about your country; if you have slides for a program, use them often to share the beauty of your country.
- Seek out volunteer opportunities in your community (hospitals, nursing homes, senior citizen centers, elementary schools, etc.) and share some of your time; ask some Rotarians for ideas and people to contact

Communication

Communicating with one another plays a crucial role in various aspects of our life. It is essential for building and maintaining relationships. It allows us to connect with others, exchange ideas, feelings, and experiences. Through verbal and nonverbal communication, relationships take shape. Whether it’s a new friendship or family, our interactions contribute to relationship development. Communication is more than just sending/receiving texts, it shapes our relationships, helps us understand one another and contributes to personal growth.

Monthly Reports

You are expected as required by the U.S. State Department to submit monthly status reports during your exchange. You will receive a short questionnaire monthly, and you are required to reply by that month’s end date. These are open ended questions, so do NOT reply with a “fine, okay, yes/no”. Describe your activities, experiences, and feelings. If you don’t honestly share with us how your exchange is going, we are unable to help when you need it. Understand these reports are only read by select Host District Committee members and shared as necessary to celebrate your accomplishments or help resolve concerns.

Electronic Communication

There are many types of communication forms such as E-mail, texting, Snapchat, WhatsApp, Instagram, BeReal and various other electronic format to connect with friends, family and your sponsoring Rotary Club. As an Ambassador, you are expected to post in a diplomatic manner. We encourage you to share live feeds, posts/reels/stories of your exchange that reflect the fun and positive side of exchange. Using either home or your school computers/tablets/phones to view inappropriate material on the Internet, or to send or receive email texts, links, or messages containing inappropriate material is strictly forbidden and is cause for you to be sent home.

Social Media

- Posting comments that may hurt someone’s feelings is never a good idea. Utilize your support system and express these feelings discreetly and verbally, never in a public format.
- Remember electronic correspondence creates a digital record of your written communication.
- Do not write or post anything that may be detrimental to your exchange.
- Do not poke fun or insult your host family, host country, host club, Rotary International, friends, etc.



Cell Phones

You may think it's helpful having this easy constant contact with your friends/family in your home country. Not really. We strongly discourage frequent contact to and from home and recommend these calls be limited (*ideally once a month, and for holidays, birthdays, etc.*).

- Constant communication "back home" can limit your exchange experience by preventing you from fully immersing yourself in your new community and building relationships
- Video calls can create additional concerns and, in some cases, advance homesickness. These same concerns extend to overuse of texting, email and other social media
- RYE 6970 does NOT provide students with a cellular phone and/or plan.
- You are required to obtain a LOCAL phone number [SIM card changes acceptable]
- You are responsible for the costs on your own cell phone, unless your host family or host club informs you otherwise. Budget accordingly to cover the monthly expense and/or purchase a pre-paid plan
- Do NOT rely on always having access to Wi-Fi. You may find yourself in areas with weak signals, limited cellular coverage or no Wi-Fi signal at all.
- Wi-Fi and cellular usage here may be vastly different than what you are used to.
- Know what times of the day incoming calls are not acceptable (i.e. during dinner, after 10 pm, etc.), and inform your family and friends of those time restrictions.
- If your host family has a home phone, be sure you understand any costs that may be incurred for using that phone for long distance or international calls.
- Ask questions and be prepared to follow the advice given regarding cellular usage, data usage, calling plans, etc.

Other Ways to Communicate

An important type of communication is the handwritten thank you note. We cannot over emphasize the importance of a little thank you note. The personal touch of a handwritten thank you note goes a long way and helps ensure you will be remembered in a positive light.

- Write "thank you" notes to anyone who invites you out, takes you to a special event, gives you a gift, or shows you a kindness in any way
- Picture post cards from your home country are especially appreciated and appropriate; if you don't have some with you now, ask your parents to send you a quantity of them as soon as possible
- If you brought gifts from home for your Host Families, select an appropriate time to give the gift, and make it a special occasion for you and the Host Family
- Find out birth dates for members of your Host Families, and remember them with a card, and a call or visit if you've moved on by that date
- Gifts need not be expensive to be cherished by the recipient; hand-made items or unique items show you put some time, not just money, into your gift and will mean a lot more to them

Visual communication includes body language. How you communicate with others is often more important than WHAT you communicate. Your body language, eye contact, personal space barriers, physical greetings, hand movements, etc. all have meaning and may be different from the meanings you learned at home. Take notice and be aware of what is considered culturally acceptable body language of your host country. Follow the social etiquette cues of your host family, club counselor and classmates. NOTE! One body language that is always welcome globally is a smile 😊

Contacts with Home

When you applied to be an Exchange Student, you agreed to be an active participant in your Host community, not just a visitor. This requires your total immersion into this country, and frequent contact with "home" can delay or even prevent this. This does not mean you should ignore or abandon your family and friends back home, just keep things in balance. Exchange Students who put too much time and effort into communicating "back home" everything that is happening here find themselves becoming observers or "reporters", not participants in the culture they came to learn about.

- Occasional Emails/Digital messages to parents will let them see your new world through your eyes, and provide them with keepsakes, but avoid "I'm homesick and want to come home" messages; by the time your parents get them, you will likely have changed your mind but now caused them concerns.

- Telephone and Video calls (from or to home) should be very limited and kept brief.
- Do not let online communications consume your time & interfere with your adaptation and integration into life here in the USA.

Visits from Home

A visit by your parents and siblings during the last few months of your exchange year can be a great opportunity for them to see what you have been experiencing and meet all of your Host Families and new friends, and for you to display your knowledge of our country, culture, and language. If your family plans to visit, a Parental visit request must be submitted prior to making any plans to spend time with them.

- Family visits may take place *only in the final quarter* of your exchange year (after March 1)
- Family visits *should not* conclude with **your** scheduled return home
- Family visits *shall not* be planned for the Christmas Holiday period – no exceptions
- Family visits should not be planned that will involve lengthy absences from school for you, or impose a burden on Host Families
- Any planned visit from home *must* be discussed with, and acceptable to, the affected Host Family, the Host Rotary Club Counselor, and the District Youth Exchange Committee; *Surprise visits are not acceptable*
- Visits by friends or distant relatives that involve more than an incidental involvement by you *are not allowed*, and *permission for travel* as part of such visits may be denied under certain circumstances

Host Rotary Club Relationship

You were placed specifically with your Hosting Rotary Club partly because they asked to host a student this year, and partly because previous Exchange Students have done well in that community.

- Each Rotary club has its own “personality”, which can change as membership changes
- Your Host club’s meetings will probably be very different than the meetings of the Rotary club in your home town
- Ask your Club Counselor about attending Rotary meetings; expectations may vary, but you should attend meetings at least once per month
- Your Club Counselor should have you excused from school or for being late if your Rotary club meets for breakfast or lunch
- When you attend Rotary meetings, try to meet each Rotarian and let them get to know you
- Actively participate in your Rotary club’s activities
- You will be expected to provide a program about your country or your exchange experiences for a club meeting

Peer Relationships

You will benefit the most from your year here by making as many friends as possible, both male and female. Seek input from your Host Family, teachers, and other adults on the character of individuals you would like to be friendly with and include their advice with your own observations.

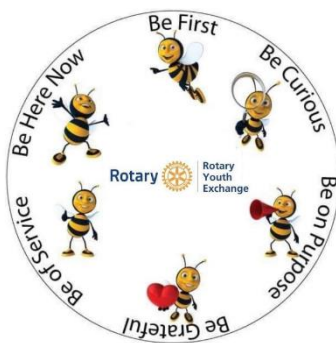
- Avoid serious romantic relationships; **you** will have to go home at the end of your year and this will make departure even more difficult
- Avoid including only other exchange students in your circle of friends; while you have much in common, you can learn more about America from Americans
- If you left a “serious” boyfriend or girlfriend back home, recognize that you will both change a lot in a year
- Putting that relationship “on hold” during your exchange year will allow you to focus on where you are, not where he or she is

Six, Five, Four...

Six, Five, Four; the key points to always keep in mind while you are on exchange as a Rotary Youth Exchange Ambassador. These points include the Six B's, the Five Fingers of Support and Rotary International 4 D's.

Six B's

Developed by a fellow Rotarian/Rotex Alumni, the Rotary 6 B's are a set of principles that guides behavior and mindset within the Rotary community. These B's serve as positive guidelines for personal growth, leadership, and service.



1. **BE FIRST:** Embrace Action! Be proactive and take the initiative, Don't hesitate; jump in and contribute.
2. **BE CURIOUS:** Cultivate a thirst for knowledge. Seek to understand and explore new ideas.
3. **BE ON PURPOSE:** Set clear goals and intentions. Move steadily toward your desired outcomes with determination.
4. **BE GRATEFUL:** Focus on gratitude. Acknowledge and appreciate the things you have. Count your blessings.
5. **BE OF SERVICE:** Give of yourself. Engage in acts of kindness and give to your community.
6. **BE HERE NOW:** Live in the present Moment! Fully immerse yourself in the experience!

These principles apply not only within Rotary but also in life. They encourage meaningful connections, personal growth, foster empathy and create a positive impact on both participants and communities.

Five Fingers of Support

RYE6970 ROTEX developed a straightforward way to remember where you can look for support while on exchange in addition to the Rotary Support system. Utilizing your Six B's, work to identify and connect at least 2-3 of these support systems during your exchange. While they may change as you grow during this process, we cannot emphasize enough how important it is for you to consistently connect & rely on at least two of these identified support systems during your year abroad.

1. **Rotary:** This includes volunteers such as your host club counselor/ YEO, Club President or club member. Apply your Six B skills and engage yourself with Rotarians whenever possible. This includes service projects, regular club meetings, social activities, etc. Remember! You are a Rotary Youth Exchange Ambassador - extend the olive branch of peace and goodwill and share your interests in Service Above Self.
2. **Host Family:** Ideally this is your strongest finger of support, but not always the case. You most likely will have multiple host families during your exchange and while you may not connect with one family; you may build a stronger connection with the next. You may also come to appreciate, value and miss the time you spent with each host family after you have left their home for years to come.
3. **Exchange Friends:** This includes fellow Youth Exchange Ambassadors experiencing similar growth and maturity. Often said in Rotary, is "youth exchange year is a year in a life- not a life in a year" and the only people who can relate to this experience in real time is your fellow international exchange friends. This includes both your fellow outbound exchange students from your Sponsor District/Country who understand your basic cultural differences and your international exchange friends you build connections with from around the world. These friendships often become lifelong connections.
4. **School System:** We can say with near certainty, you will find major differences when it comes to making friends at school quite different than you are accustomed to. Teens around the world are not

really that different; most see the world with blinders on, focusing only on what is in front of them. As a Rotary Youth Exchange Ambassador, your role is to help take off their blinders, share our similarities and embrace our differences. While this is not often easy, and you may not make these connections, making the attempt is just as important. Friendships do not necessarily happen overnight, but with time, trust and commonalities.

There is an additional finger of support within the school system. Your teachers, professors, principals, counselors, etc. can also provide the support you need during your exchange year and open opportunities you may not have been aware of.

- 5. Community/Club Friends:** Community/Club friends are different than school friends. On exchange, you will find after school activities are different than with what you are familiar. For American students clubs/sports are part of school activities. Whereas in most other countries, clubs/sports are outside of normal school functions. In your effort to not to see the back of your bedroom door, we strongly encourage you to find local organizations or groups you can build connections with. It may be your school's Interact Club, a local theater, athletic league, or artist studio, band/orchestra, church/youth group, etc, you only limit the opportunities. What matters is your willingness to try something to connect with people who have similar interests or take the leap to experience something completely new!

Four “D’s” & an “S”

1] DRINKING

Underage drinking is a significant problem in our society, and we are not so naive to think you will not be exposed to situations where alcohol is present. But remember -- you have a lot more at risk than your local friends. First and foremost, you are an Ambassador for Rotary; your home country; and your community and your actions will be viewed differently than your local peers.

The legal drinking age of consumption and/or possession in Florida is 21 years old. While the opportunity to drink alcoholic beverages may be present to you; you agreed as part of your application to refrain from drinking and be in full compliance with the laws of the Host Country. State law prohibits the serving of alcoholic beverages to minors by restaurants or other licensed establishments, even when ordered/paid for by someone over age 21; the establishment, person ordering the drink, and person consuming the drink are all breaking the law. Do not put someone in this situation by asking for, or accepting, an alcoholic beverage in public locations. An Exchange Student may not accept an alcoholic beverage, even if offered by an adult who is hosting the student in his or her private home!

2] DRUGS

Possession or consumption of drugs or any illegal substance is expressly prohibited. Any Exchange Student found in violation of this rule will be immediately returned home [contingent upon release by legal authorities] – NO SECOND CHANCES. This “D” includes marijuana [cannabis] along with similar varieties of hemp-based products which you may find legal and readily available. Again, remember you are an Ambassador, as well as a minor, living as a guest in a host country. The only “high” you should experience this year is the elation of living in our country as an exchange student. Rotary will not provide legal representation to defend an Exchange Student charged with a violation. Legally prescribed controlled medications must be identified on your application if brought from home country, or prescribed by a physician – if in doubt, ask.

3] DRIVING

Exchange Students are NOT permitted to drive any type of motorized vehicle. This is a condition of the Exchange Program and a condition of the Medical/Accidental Injury Medical Policy for coverage of medical costs. Exchange Students are NOT permitted to take Driver Education in school – DO NOT EVEN ASK.

4] DATING

While dating is not specifically prohibited, serious relationships are strongly discouraged and will be detrimental to your overall exchange experience. Sexual relations of any kind are forbidden, regardless of gender. Any serious or romantic relationships that interfere with your engagement and responsibilities with your host family, school, or Rotary, the student may be directed to discontinue the relationship or be sent home.

A good rule of thumb to remember when it comes to dating is the rule of 3. If you find yourself dating the same person at least 3 times in a row, you have started developing a romantic relationship. Our suggestion is when you find yourself out continuously going out with the same person, break the routine and engage in activities with different people to avoid the “dating trap”.

THE “S” – SMOKING/ VAPING

While not considered one of the 4 D’s, the “S” is included for RYE6970 district/multi district program rules. This includes cigarettes, cigars, vaping, or any other form of inhalant not prescribed by a doctor and noted in your application. Violation of this rule may result in a yellow card/warning or termination of your exchange.

Medical Care

Physical illness often accompanies the emotional ups-and-downs that Exchange Students experience. Knowing where to turn to when away from home and feeling ill can make things a lot easier to deal with.

- Discuss medical conditions and symptoms with your Host Parents
- Your Club Counselor and District Counselor can often help
- Most high schools have nurses and other medical personnel on staff who understand medical problems faced by young people
- Many Rotary Clubs have medical professionals in their membership; if not, ask your Host Parent to recommend one
- Doctors cannot help you with medical problems unless you provide all relevant information to them; your confidence will be protected

Medical/Accident Insurance

This information applies to the medical insurance policy issued through CISI-Bolduc and required by RYE 6970 and ESSEX. This Insurance provides payment or reimbursement for emergency and urgent medical treatment due to illness or injury.

- Contact our District Insurance Coordinator when you file a claim.
- The network of doctors available is the same as the Aetna network.
 - ✓ (NOTE! Aetna is NOT the insurance carrier).
- The Exchange Student/parents, not the Host Parents or Host Rotary Club, are responsible for all medical expenses – whether covered by the insurance or not
- Policy and information were provided to you by e-mail before you arrived
- Insurance will cover most of the medical cost after meeting deductible amount
- Ensure any medical claims are closed and paid before the end of your exchange year.
- See Appendix F for instructions on filing an insurance claim
- For assistance, ask a Host Parent, Club Counselor, or District Committee Member.

Returning Home

While it may seem like a long way off now, eventually you will find yourself saying goodbye to your host country and returning home. Most exchange students say that this time arrives all too soon, and they aren’t ready to leave their new families and friends. Returning exchange students also tell us that the adjustments they encounter returning are as challenging, if not more so, than the cultural adjustments they faced just a short year before. This handbook includes articles written by people that understand what you may go through upon returning home, including former exchange students. Keep these articles in mind as your year comes to an end and read them as part of your return preparations.

It is often said that a one-year exchange program really lasts for three years: one to prepare for your exchange, one for the exchange year itself, and a third year to fully reflect on the first two and become comfortable with the new bi-cultural you. The officers of Rotary Youth Exchange 6970 and your sponsor district Youth Exchange Officers recognize this and will be here to help you with this return adjustment if needed.

Finally.....

IF YOU NEED TO DISCUSS SOMETHING, Understand the Rotary Youth Exchange support system that is available to you. This begins with your host family, your Rotary host club Counselor and Club President, and the District Inbound Coordinator and d.

Remember that you must comply with the rules and regulations that they establish for the students they host. Your Rotary Youth Exchange contacts cannot change those rules or give you permission to disregard them, but we can help you with other matters and problems that may be impacting on your exchange. We will get in touch with our colleagues in your host country for further information and, if needed, help to solve your problem. **Please do not try to solve problems all by yourself.** Because this is an international program, there may be cultural and/or Rotary subtleties of which you are unaware. There may also be long-term implications affecting future exchanges. Please call or e-mail and give us the opportunity to demonstrate that we are truly concerned about you and want your exchange year to be a great success.

Summary

It's Not All Fun

In fact, it's hard work being a good Exchange Student
Make contacts and new friends quickly; get involved; seize all opportunities offered to you
Remember your commitments, and be on time
Consider that your views and perceptions may be wrong; be objective
You must adapt - not your hosts

How to Get Sent Home Early

Drive a motorized vehicle
Travel without Rotary permission
Refuse to attend school on a regular basis
Don't participate in class, or get all failing grades
Behave in a rude and insensitive manner
Abuse alcoholic beverages
Use drugs which are not prescribed
Break the laws of this country

Your Support System--You Are Not Alone!

Host Families (all of them)
Club Counselor and Host Club Rotarians
School Teachers, Guidance Counselor, Principal
Members of your District Youth Exchange Committee

Have A Great Exchange Year!

Appendix A: Outbound Program Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club 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.

Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- 7) Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons.
- 8) You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction.
- 9) Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden.
- 10) You must attend school regularly and make an honest attempt to succeed.
- 11) You must have health and accident or travel insurance that provides coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 12) You must also have liability coverage through a travel insurance or other applicable policy, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district.
- 13) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 14) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 15) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 16) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 17) Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 18) Serious romantic activity is to be avoided. Sexual activity is forbidden.
- 19) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

- 1) You should communicate with your first host family prior to leaving your home country. The family's information will be provided to you by your host club or district prior to your departure.
- 2) Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 3) Learn ahead of time as much of the language of your host country as possible and use the language regularly. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
- 4) Attend Rotary-sponsored events and host family events and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 5) Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join in.
- 6) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 7) Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
- 8) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

Additional Program Rules/Conditions for Inbound Students to RYE 6970:

- 1) Students must arrive with a complete round-trip airline ticket, including both domestic and international segments, and the ticket must have an "OPEN" return.
- 2) Students and parents agree to sign and abide by the District 8 day return policy stating all students will return home 8 days after the last day of school or 8 days after the year end Belo tour and no later than June 30th.
- 3) Students must bring and maintain an Emergency Fund of \$500 US, to be deposited upon arrival with the host Rotary district. This fund is ONLY to be used in emergencies and then must be replenished immediately by the student or his/her natural parents.
- 4) All inbound students must purchase the Rotary-approved accident and sickness insurance policy, known as "Annual Plan B", from American International Group, Inc., through CISI-Bolduc. Insurance must be paid for prior to the student's arrival, by credit card or by bank check (in US Dollars, drawn on a bank in the USA). Guarantee forms and DS-2019 visa documents will not be issued until the insurance premium is paid.
- 5) Students must certify that they have no dietary or physical restrictions other than those shown on the application. If something occurred after submission of the application and the student needs special attention, the RYE 6970 Chair must receive a complete report no later than 2 weeks before departure. If the applicant suffers from mental or medical condition(s), the RYE 6970 Chair reserves the right to cancel or terminate the exchange.
- 6) To help in the adaptation of the students, we ask that phone calls home be limited to once per month after the initial phone call on arrival. Social media direct communications should be limited as well during the first 3 months.
- 7) Students must attend school regularly and make good effort in classes. Students will attend high school, at the school designated by the host Rotary Club. Under no circumstances will the student be allowed to take driver education or operate a motor vehicle. There is no guarantee whatsoever that an exchange student will be able to earn a US high school diploma.
- 8) Students are prohibited from independent travel. Travel with host family, school groups, or Rotarians is permitted, but the Host District YE Chair must be notified in advance of all trips outside the District. Inbound students must arrive directly from their home country and must return directly to their home country at the end of the exchange year.
- 9) Visits by parents and family members are permitted only during the last quarter of the exchange year. Visits by home country friends are strongly discouraged and will be allowed only in very special circumstances. Students are not permitted to return home during the exchange year, except in cases of emergency.

Appendix B– How to Cope with Culture Shock

by Arthur Gordon

As the world grows smaller, as ever-increasing numbers of people travel, work or study abroad, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveler or the unwary expatriate. It's the loss of emotional equilibrium that a person suffers when he moves from a familiar environment where he has learned to function easily and successfully to one where he has not. The term used to describe this malady is "culture shock".

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hyper-sensitivity and loss of perspective are common symptoms. Often the victim doesn't know what's the matter with him. He just knows that something's wrong -- and he feels miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse. these signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind on hundreds of these cues, even though we may not be consciously aware of them. "When an individual enters a strange culture," Dr. Oberg says, "all or most of these familiar cues are removed. he or she is like a fish out of water. No matter how broad-minded or full of goodwill he may be, a series of props has been knocked out from under him."

Sometimes the transition to an alien culture has an immediate impact. A short term American visitor to

certain Eastern European countries may find himself dismayed or depressed by living conditions that seem perfectly normal and acceptable to the people of that country - toilets with no seats, for example, or even more primitive bathroom facilities. It may come as a real shock to a teenager from Texas to find that hamburgers are non-existent, or, that local hairdressers never heard of plastic curlers.

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends or business connections one may be asked to dinner, taken sight-seeing, made much of -- at first. Also, in the beginning similarities between cultures are more apparent than differences. Almost everywhere people live in houses, go to work, relax on week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring.

It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him facing a host of perplexing problems. Many of these problems never bothered him at home, because they solved themselves almost automatically. Now, to his increased dismay, he finds that he has language troubles, housing troubles, money troubles, transportation troubles, food troubles, recreation troubles, perhaps even health troubles. All of these things drain away his reservoir of good-humor and equanimity. Having his laundry done may become a major struggle. Making a telephone call may be a small crisis. It may seem to him that people say yes when they mean no and promise to do things which they never do. Time may be regarded quite differently by the people among whom he finds himself. So may space, in some countries people like to stand very close together when they converse, in others this violates a deep-rooted sense of privacy.

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status. At home he was "somebody", or at least his place in society was established and recognized, here

he is relatively “nobody”. As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in “circumstances of beleaguered self-esteem”.

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem overwhelming. Furthermore, as troubles pile up and he begins to look around for help, he may conclude that the natives of the country in which he finds himself are either incapable of understanding his plight or are indifferent to it. This in turn triggers the emotion that is one of the surest signs of culture shock: hostility to the new environment. The victim says to himself, “These people don't seem to know or care what I'm going through. Therefore they must be selfish, insensitive people. Therefore I don't like them.”

Inevitably this reaction tends to increase the isolation of the unhappy visitor because people sense his antagonism and begin to avoid him. When this happens, he may seek out other disgruntled souls, usually expatriates like himself, and find melancholy relief in criticizing all aspects of the host country. These discussions almost never lead to any honest evaluation of the situation or awareness that the difficulty may lie in the attitude of the critics themselves. They are simply gripe-sessions in which the virtues of the home country are exaggerated almost as much as the alleged failing of the country being visited. As Dr. Oberg says, “When Americans or other foreigners get together to grouse about the host country and its people, you can be sure they are suffering from culture shock.”

Sometimes the victim of culture shock may go to the other extreme, surrendering his own identity and trying to imitate all the customs and attitudes of the alien culture. Or he may try to solve the problem by withdrawing into himself, refusing to learn the native language, making no effort to find friends among the local people, taking no interest in their history, art, architecture, or any other aspect of their culture. While in this state of mind he may display a variety of unattractive symptoms. One is a tendency to over-react to minor frustrations or delays or inconveniences with irritation or anger out of all proportion to the cause. Another is to be unduly suspicious, to think that people are out to cheat or swindle him because he

is a foreigner. Yet another is over-concern about cleanliness, an unwarranted conviction that water, food or dishes are unsanitary when in fact they are not. Often the person is unaware of the extent to which he is displaying these symptoms.

He does know, however, that he is miserable and that the casual remedies recommended to him --- patience, hard work, mastery of the language and so on -- don't seem to do much good. Sometimes he will develop a marked degree of over-dependence on people from his own country who have passed through their own period of culture shock and are residing successfully and happily in the host country. If they in turn can display wisdom, patience and understanding of his symptoms, they often are able to shorten the span of his misery.

One reason the unhappy expatriate gravitates toward his own countrymen is that in their company he can at least feel sure of being understood. Underlying much of his confusion is the fact that even if he speaks the language of the country there remain endless opportunities for misunderstanding. All experts in communication emphasize the fact that language and voice are by no means our only form of communication, they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

Yet another stumbling block that compounds the problems of culture shock is the tendency of many people to think of members of other cultures in terms of stereotypes. The excitable Arabs. The amorous French. The touchy Italians. The lazy Latinos. The volatile Hungarians. The materialistic Americans. Some psychologists think that anxiety-prone people cling to stereotypes because it lessens the threat of the unknown by making the world predictable ... and what the victim of culture shock needs desperately is a familiar, predictable world.

Almost always, fortunately, symptoms of culture shock subside with the passage of time. The first sign of recovery may well be the reappearance of the victim's sense of humor; he begins to smile or even laugh at some of the things that irritated him as much at first. As familiarity with local language and customs increases, his self-confidence and self-esteem begin to return. He comes out of his shell and makes tentative overtures to the people around him -- and as soon as he starts being friendly, they stop seeming hostile. Slowly he progresses from a grudging acceptance of his surroundings to a genuine fondness for them and

becomes proud of his growing ability to function in them. In the end, he wonders what he was so unhappy about in the beginning.

Is it possible to shorten the duration of culture shock or minimize its impact? The experts think so. Here are three suggestions they offer to anyone planning a stay in a foreign land.

- First, be aware that such a thing as culture shock exists, that it will probably affect you one way or another, but that it doesn't last forever.
- Next, try to remember, if and when you become thoroughly disenchanted with your surroundings, that the problem probably isn't so much in them as it is in you.
- Third, accept the idea that while it may be somewhat painful, culture shock can be a very valuable experience, a mind-stretching process that will leave you with broader perspectives, deeper insight into yourself and wider tolerance for other people.

If it happens to you, don't think that you're strange or abnormal. If you had a happy life back home, why shouldn't you miss some aspects of it or feel a sense of loss? You'd be abnormal if you didn't.

If it happens to you, don't sit around being negative and critical, this just prolong and deepens your gloom. Try to keep busy. Arrange something pleasant to look forward to. Set goals for yourself - - learning ten new foreign phrases each day, for example-- and stick to them.

If it happens to you, try not to be judgmental. everyone has an ethnocentric tendency to think that his own culture is superior to all others. Actually, any culture is a good culture if it provides

an environment that meets basic human needs.

If it happens to you, force yourself to look for the best, not the worst, in your situation. People who go around looking for trouble usually manage to find it. Train yourself to enjoy the diversity of people and cultures, not fear it or shy away from it.

Recently in Russia two members of an American tour-group at different times during the day bought a candy bar from a booth in a railroad station. Each was given his change in the form of chocolate wafers. One American, disturbed by this departure from the familiar, felt that he was being victimized and protested vehemently. The other, charmed by what seemed to him a quaint and delightful custom, regarded it as a novel and refreshing experience and even bragged about it to his fellow tourists. The first American, it seems reasonable to say, was far more a prisoner of his own culture, than the second.

In sum, before he leaves home the visitor to a foreign land should make up his mind neither to resist the culture in which he finds himself nor surrender to it. What he needs to do is fight or grope or inch his way toward a new and flexible personality, a personality that retains its own cultural identity but recognizes the right of members of other cultures to retain theirs.

If that new personality can help him toward a better understanding of himself and of others, if it can enable him to communicate easily and convey warmth and understanding and goodwill across the culture barricades, then the pain of culture shock will have served its purpose, and the recovered victim will truly have the best of two worlds.

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Appendix C – First Night Questions

These questions are suggestions only. You and your host family should discuss anything that you think is important. We suggest you discuss the items most important to you as soon as possible. When you are in a new place with not much language skill, it is best not to assume anything, but rather, to ask. The simplest questions may be the most important, such as “where is the bathroom”? You can come back to other questions as they seem necessary.

Note: You can obtain a set of “First Night Questions” in any combination of languages through the interactive NAYEN page at <http://fnq.yeoresources.org/>

1. What do I call you? “Mom”, “Dad”, or given (first) name?
2. How will I get to and from school?
3. What am I expected to do daily other than:
 - a. Make my bed
 - b. Keep my room tidy
 - c. Clean the bathroom up after I use it?
4. What is the procedure about dirty clothes? Where do I keep them until wash day?
5. Should I wash my own clothes?
6. What is the procedure if I need to iron my clothes?
7. May I use the iron, washing machine, sewing machine, etc.?
8. Where can I keep my bathroom accessories? Can I use the shampoo and toothpaste or buy my own?
9. When is the most convenient time for me to use the bathroom on weekday mornings?
10. When is the best time for me to shower or bathe?
11. When are mealtimes?
12. Do I have a regular job at mealtimes? Set, clear, wash, dry the dishes, the garbage?
13. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
14. What areas are strictly private e.g. your study, bedroom, pantry, etc.?
15. May I put posters and pictures in my room? On the wall? How do you want things hung?
16. What time must I get up weekday mornings?
17. What time should I get up weekends and holidays?
18. What time must I go to bed weekdays? Weekends?
19. What time must I be in on school nights if I go out? (Exceptions by special arrangement).
20. What time must I be in on weekends if I go out?
21. What dates are the birthdays of family members?
22. May I have friends stay overnight?
23. What is your rule on entertaining friends in my room with the door closed?

24. Can I invite friends over during the day? After school? When no one else is home?
25. What are the rules about phone calls? Local?, Long Distance?, Overseas? How and when may I pay for calls I make? How do you want me to keep track of my pay telephone calls?
26. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited?
27. May my friends call me? What times are not good?
28. What is the procedure about posting mail?
29. Do any of you have any pet dislikes? e.g.. chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
30. How do I get around? bus, bicycle, be driven, riding with friends, etc.
31. What about transportation to the mall or movies?
32. May I play the stereo or TV?
33. May I use kitchen appliances? Microwave? Dishwasher? Stove?
34. What are the rules about going to church?
35. May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
36. If I have something bugging me, how do you want me to handle it?
 - a. Write a note explaining it
 - b. Ask for a heart-to-heart discussion
 - c. Tell my counselor
 - d. Keep it to myself and live with it
37. How often can I go out with friends each week?
38. Who pays for "event" expenses? Me? You? Rotary? (movies, sports events, concerts/shows)
39. I take the following medication (if any.)
40. What do I do about school lunch? Buy - who pays - me, you, Rotary? Bring from home?
41. What are your cell phone numbers? How/when can I contact you during the day?
42. Will I get a key to the house, or do I use a code if no one is home?
43. Are there any eating habits or foods I need to discuss? I don't like _____.

In general, ask about those things you feel are most important the first night, and then review the rest over the next couple nights.

Try to always keep an open and honest communication with your Host Family and Rotary.

Appendix D– Filing an Insurance Claim

Health Insurance Claims Instructions

In the event a student requires health care services, the following guides should facilitate the processing of the insurance claim(s) for payment.

- Obtain a detailed bill for the service rendered by the provider.
- Follow instructions for filing a claim found at www.cisi-bolduc.com.
- Complete the health insurance claim form (sample copy follows) as directed.
- Fax or e-mail a copy to the host district Youth Exchange Chairperson.
- Make a copy of the completed claim form, including a copy of the detailed bill from the provider(s).
- Submit claim.

Almost all inbound exchange students are covered by a Rotary-approved medical and liability insurance policy underwritten by AIG, through CISI-Bolduc insurance agency. A sample copy of the claims form follows. The exceptions are students from Belgium, Denmark, Norway, and Sweden, who are covered by national insurance programs in their home countries, but each have representative offices in the US.

To file a claim, go to www.cisi-bolduc.com, and follow the links to download forms and file claims. The actual form may change from the sample you see on the next page.



Cultural Insurance Services International – Claim Form

- ▶ Program Name:
- ▶ Policy Number:
- ▶ Participant ID Number (from the front of your insurance card):

Mailing Address: 1 High Ridge Park, Stamford, CT 06905 | **E-mail:** Claimhelp@culturalinsurance.com | **Fax:** (203) 399-5596
 For claim submission questions, call (203) 399-5130, or e-mail Claimhelp@culturalinsurance.com

Instructions:

1. Fully complete and sign the medical claim form for each occurrence, indicating whether the Doctor/Hospital has been paid.
 2. Attach **itemized bills** for all amounts being claimed. *We recommend you provide us with a copy and keep the originals for yourself.
 3. Approved reimbursements will be paid to the provider of the service unless otherwise indicated.
 4. **Submit claim form and attachments via mail, e-mail, or by fax (provided above).**
- See next page for state specific disclaimers and additional claim submission instructions.

▶ NAME AND CONTACT INFORMATION OF THE INSURED

Name of the Insured: _____ Date of Birth: _____ / _____ / _____
(month/day/year)

*Please indicate which is your home address J.S. Address Address Abroad

U.S. Address: _____
street address apt/unit # city state zip code

Address Abroad: _____

E-mail Address: _____ Phone Number: _____

▶ IF IN AN ACCIDENT

Date of Accident: _____ / _____ / _____ Place of Accident: _____ Date of Doctor/Hospital Visit: _____ / _____ / _____

Description/Details of Injury *(attach additional notes if necessary)*: _____

▶ IF SICKNESS/ILLNESS

Description of Sickness/Illness *(attach additional notes if necessary)*: _____

*Onset Date of Symptoms: _____ / _____ / _____ *Date of Doctor/Hospital Visit: _____ / _____ / _____

Have you had this Sickness/Illness before? YES NO If yes, when was the last occurrence and/or doctor/hospital visit? _____

▶ REIMBURSEMENT

Have these doctor/hospital bills been paid by you? YES NO

If no, do you authorize payment to the provider of service for medical services claimed? YES NO

If yes, any eligible reimbursements will be made in U.S. currency (USD) via check. If you would like your eligible reimbursement in another currency via wire transfer, please contact CISI at 203-399-5130 or claimhelp@culturalinsurance.com for instructions.

Please note if you are submitting a claim for prescription medication, you must submit the prescription receipt. This will include your name, the name of the prescribing physician, name of the medication, dosage, date and amount billed. Cash register receipts will not be considered for reimbursement.

▶ FOR CLAIMS UNRELATED TO A MEDICAL INCIDENT, PLEASE CHECK THE APPROPRIATE BOX BELOW:

*(Please note: In order to claim monies back related to one of the below benefits, the benefit(s) **MUST** be included in your policy. If you try to make a claim for a benefit which you do not have, the claim will be denied)

TUITION/PROGRAM FEE REFUND RETURN AIRFARE/TRIP INTERRUPTION PERSONAL EFFECTS TRIP DELAY

Please provide us with the relevant details of your incident below or the details and value of your loss. You may attach an additional page if necessary:

STOP! Please see next page for claim submission instructions specific to each of these benefits.

▶ CONSENT TO RELEASE MEDICAL INFORMATION

I hereby authorize any insurance company, Hospital or Physician or other person who has attended or examined me, including those in my home country to furnish to Cultural Insurance Services International or any of their duly appointed representatives, any and all information with respect to any sickness/illness or injury, medical history, consultation, prescriptions or treatment, and copies of all hospital or medical reports. A photo static copy of this authorization shall be considered as effective and valid as the original.

I certify that the information furnished by me in support of this claim is true and correct.

Name (please print) _____

Signature _____ Date _____

Appendix E: Abuse Reporting Procedures

We expect that your exchange year will be one of the best experiences of your life. However, there is the possibility that you will be the victim of assault or abuse. Your safety is very important to us, and we can only help you if we know that you have a problem. "Exchange students have the right to adhere to their own standards regarding their bodies. While respecting vast cultural differences, each student has the right to judge how they deal with unwelcome sexual contact or related activity including nudity, exposure, touch, suggestive comments and sexual intercourse."

For the INBOUND STUDENT or OUTBOUND STUDENT:

If you have been or feel threatened with physical, psychological, or sexual assault or abuse you should follow this procedure:

1. Call the Hotline phone number provided to you. This phone will be answered 24 hours per day, 7 days per week.
2. Report the situation and circumstances to your Youth Exchange Officer (YEO) immediately.
3. If you cannot contact your YEO or prefer that the YEO not be informed, report the situation to your sponsor district counselor, sponsor district chairperson, sponsor club counselor, or sponsor club officer. You may call collect from anywhere if you are involved in this type of situation. You may also approach the President of your Host Rotary club or ANY Rotarian.
4. If you cannot report your situation to either your YEO or others as above, then report the situation to any officer of Rotary Youth Exchange. It is important that you not delay in reporting any incident or threat of assault or abuse. Be sure that someone in the District Exchange Program understands the seriousness of your situation. WE WANT TO HELP! OUR CONCERN IS YOUR WELLNESS and HEALTH, NOT SENDING YOU HOME.

If nothing happens when you report the situation, report it again and continue until someone takes it seriously. Make sure we understand that your situation is serious. Statement of Conduct for Working with Youth Rotary International and Rotary Youth Exchange District 6970 strive to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouse, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Statement of Conduct for Working with Youth

Rotary International and Rotary Youth Exchange District 6970 strive to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouse, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse

Student Security Procedures

1) Know your area ...

- a) Ask yourself: i) Are there terrorist groups where I am?
 - ii) Do they target Americans?
 - iii) Are they liable to be violent?

2) What you should NOT do ...

- a) Don't "hang out" with groups of other Americans
 - i) Bus stops, nightclubs, bars, etc.
- b) Don't be an obvious American
 - i) Wear US flag pins, t-shirts, caps, etc.
- c) Don't get involved in demonstrations, peace marches or other political gatherings.
- d) Do not take sides
- e) If there is trouble, don't panic. You'll need your wits.

3) What you should do ...

- a) Be aware of your surroundings
- b) Avoid large public gatherings
- c) Try to blend in with your local surroundings. In other words, be a good exchange student.
 - i) Adapt and then assimilate into the culture.
 - ii) Wear clothes that are more of the local culture.
 - iii) Be careful not to spend a lot of money or carry around a lot of money.
 - iv) Understand that in some countries, blending in will be impossible.
- d) Be unpredictable
- e) Don't be the "ugly American". Accept that other ways may be just different.
- f) Remove yourself from confrontational situations.
- g) Upon arrival, contact the American embassy/consulate & tell them:
 - i) Who and where you are.
 - ii) That you are a Rotary Youth Exchange student.
 - iii) That you expect to be there for one year.
- h) In some countries, expect to have to register with the local police – DO IT!
- i) Maintain regular contact with Rotary Counselors in your host country & home.
- j) Know where your passport and return tickets are. DON'T CARRY THEM WITH YOU!
- k) Concentrate on learning the language and culture of your country before you depart. l) Follow the rules and laws of your host country, host family and Rotary.
- m) Expect that people you meet may disagree with US policies and actions.
- n) If threatened – tell your support contacts.

4) What to do if there is a crisis there or in the US ...

- a) Check in with your Host District Rotary Youth Exchange Counselor or Chairman.
 - i) Let them know that you are OK.
 - ii) Ask them what the procedures will be during the crisis.
 - iii) Follow the procedures to the letter. If you are told not to go outside after dark, DON'T!
- b) Contact your Sponsor District Rotary Youth Exchange Counselor or Chairman.
 - i) Let them know that you are OK
 - ii) Let them know what the procedures are for your District.
- c) Contact your parents and let them know that you are

Appendix F – Travel Policy for Inbound Students

While it is acknowledged that the purpose of the Rotary Youth Exchange Program is not tourism or sightseeing, some students participating in the Program may have friends or relatives living in the United States and wish to visit them during their stay or have an opportunity to travel with their host family. Such travel should be considered a privilege and not a right of the student. Permission will only be granted for travel outside of the host district if the student is able to comply with the conditions of RYE-Florida and the host district for such travel as stated below:

RYE 6970 RULES REGARDING STUDENT TRAVEL:

This is a cultural and educational exchange, NOT a travel exchange. Exchange students should have no expectations of being tourists. The Host Rotary club and Host Families are under no obligation to provide or permit it. However, some travel through the generosity of, and with, the Host club, individual Rotarians and Host Families is encouraged. **Under no circumstances shall students make their own travel arrangements and then expect the Host club and Host Family to agree. Inbound Exchange students must comply with this policy, and Host Families are asked to enforce it. Violations of this policy may be grounds for terminating the Exchange and returning the student to his or her home country immediately.**

The reason for these rules is simple. RYE 6970, the host Rotary clubs, and the host parents are responsible for students while in this country. It is essential that we know where students can be reached in case of emergency or a message from home.

Traveling with others who are not your host family are approved on a case-by-case basis and additional steps are required. Host parents will ask themselves if the travel is something they would allow their own son or daughter to do. Further, common sense must be a guide. For example, students are not allowed to get together with other exchange students every weekend, as this is a detriment to them and the program. Those who choose to be exchange students do so to meet and learn about people from the host country. Further, the travel desires of an exchange student should not place a burden on the host family. In summary, so there is no misunderstanding:

THERE WILL BE NO TRAVEL ALLOWED THAT HAS NOT BEEN APPROVED BY THE HOST PARENTS, CLUB COUNSELOR, AND THE HOST DISTRICT YOUTH EXCHANGE COMMITTEE IN ACCORDANCE WITH THESE RULES.

The purpose is certainly not to prevent exchange students from traveling and having fun. However, Rotary is responsible for the safety of the students, and therefore must know where they are at all times. Travel requests are required for any student staying overnight outside the district boundaries.

TRAVEL APPROVAL REQUESTS

Submitting a travel request is an easy process. There is a link on our website at www.rye6970.org under the inbound tab to submit a travel request. Fill the form out completely, providing as much information as possible. We ask you to give us at least 72 hours to respond to your request before travel. A good rule of thumb is when you know about a trip – submit! Inbound exchange students are only permitted to travel under the following conditions:

- ✓ School is not in session (exceptions: school sponsored trip or Rotary sponsored trip)
- ✓ The following information is provided in advance and verified by a Host Parent:
- ✓ Where the student is going
- ✓ When the student is leaving and returning
- ✓ Who the student is traveling with
- ✓ . What means of transportation are being used
- ✓ Where the student will be staying (name, address and phone number)

FOR TRAVEL WITH: - HOST FAMILY - ROTARIAN - CHURCH/SCHOOL - OTHER ADULT	REQUIREMENTS FOR TRIPS LESS THAN 24 HOURS IN DURATION:	REQUIREMENTS FOR TRIPS GREATER THAN 24 HOURS IN DURATION:
INSIDE THE HOST DISTRICT	HOST PARENT APPROVAL	HOST PARENT APPROVAL HOST CLUB NOTIFIED
OUTSIDE THE HOST DISTRICT	HOST PARENT APPROVAL HOST CLUB NOTIFIED	HOST PARENT APPROVAL HOST CLUB APPROVAL DISTRICT APPROVAL

**UNAUTHORIZED TRAVEL IS VALID CAUSE FOR THE
 STUDENT TO BE RETURNED HOME IMMEDIATELY**

Appendix G – It's Time to Go Home

Traci Fordham, M.A.
Syracuse University, Maxwell School of Citizenship and Public Affairs

Note: *Though this article is written from the perspective of an American completing an exchange year overseas, the feelings, experiences, and challenges are the same that you may face at the end of your year.*

Context: You're sitting in "your" room. In any case, it's the room that you've come to know as your own. You have, after several months, adjusted to your host culture. You probably feel as if you have finally become a member of this new culture. You have made friends, gone to school, become a member of a family. Many people don't even believe that you are American.

Remember how you felt when you first arrived in this new place? You knew that you would experience "culture shock," but you had no idea just how intense those feelings would be. For the first part of your year you had moments where you wanted nothing but to go home. But you stuck it out. You don't know when it happened, but one day you realized that you had made it. You woke up from a dream in another language. You were mistaken for a "native" in a restaurant. You forgot certain things about the United States. You changed.

Now it's almost time to go home. Once again, you are on a roller coaster of emotions. You are excited to see your American family and friends again, but at the same time you are filled with feelings of anxiety and fear. You are starting to experience the initial phase of "re-entry shock."

What to Expect

Because no two people are exactly alike, it's hard to predict exactly what you will go through when you return home. It's important, however, to anticipate and to prepare yourself for the possibilities. If you feel that you have adjusted well to your host culture, if you feel that, in many ways, you have "become" French, or Belgian, or German, or Mexican, etc., you will most likely have a more challenging time coming home. It is ironic that the more "successful" you have been as an exchange student, the more difficult it will be for you to adjust to being American again. Just as you survived and indeed excelled as an exchange student, so too will you re-adjust to being back home.

This Isn't Home!

You have probably constructed all kinds of mental pictures about what coming home will be like. You know that you have changed. Be prepared for things at home to have changed as well. Your siblings have grown, your friends have moved on, your parents may have renovated the house. The home that you return to can never really measure up to the "home" that has existed in a dream-like quality in your head for all of these months.



A valuable aspect of living in another culture is that it provides you with another perspective of the United States. What you have learned about the U.S. while you have lived abroad may, in fact, be negative. You may find, especially for the first month or so back home, that nothing is as you remembered and nothing is as wonderful as it was in your host country. You may find that most Americans are too consumer-oriented, too fast-paced, too overtly friendly, insincere, or too whatever. You may feel as if you just want to withdraw and day dream about your host country. Don't.

Know that, in time, you will readjust. Try not to constantly complain to your friends and family. Remind yourself how you felt the first month or so of your exchange. Reread your journal. It may help keep your perspective.

You're a Different Person

Be prepared. Your parents may not recognize you at the airport. You may have put on weight, changed your hairstyle. You have physically matured. You have adopted the fashions of your host culture. For the past few months, you probably didn't want to "look" like an American. And now you don't. You may want to send a current photo of yourself to your family. That way how you look when you come home won't be a tremendous shock for them!



You have changed inside as well. You are not the same person you were before you left. You have experienced many things. You have learned so much about others and about yourself. Your insights have been challenged and broadened. You will now see the world from another perspective, and you won't even realize how much your insights and values have changed until you come home. It is important that you understand that those back home have not experienced what you have. Your friends and family will not necessarily appreciate being told that they have silly habits, or that what they eat is disgusting, or that you disapprove of how they do or see things. You must remember to be diplomatic and not negative.

It is true that sometimes you will feel isolated and misunderstood. Your friends and family will tire of hearing about your year abroad. They will become exasperated every time you bring up your host country. They may tune you out. Try not to wallow in self-pity. Don't withdraw. Keep the lines of communication open with your family and friends. They can't understand what you're feeling if you don't tell them. Keep in touch with your friends and family in your host country. Try to make contacts with other exchange students. They will be valuable resources and provide support for you.

Readjusting Socially

When you first arrived in your host culture, you probably stood out. Everyone recognized you as American. You dressed funny, your accent was strange, or you could hardly speak the language at all. Sometimes you may feel like a freak. It took some time, but you were finally accepted by your peers in your host culture.

Friends back home have written to you or may even have visited. To some extent they have kept you informed about what's going on back home. There is no way that you could possibly know everything, and you will find that you are a bit behind on the social scene back home.

Styles will have changed, different music will be on the radio, slang expressions will be different, new people will be popular. Once again, you may find yourself feeling like an outsider. Some people will think that you're really cool, while others may make fun of you. In fact, you may find that you don't have a lot in common with the people who were your best friends before you left. Prepare yourself for this; readjusting to social life can be a difficult process for you. Realize that, in some ways, you can reinvent yourself. You have developed a different personality as a result of your year abroad. Embrace the new "you." You have gained valuable insight and maturity--others will surely come to appreciate this about you, especially if you appreciate it about yourself.

Is That English You're Speaking?

If you have been immersed in a language other than English, you may have difficulty expressing yourself appropriately, at least for the first few weeks back home. You will have forgotten words, expressions, slang. You may "go blank" when trying to communicate. It may be frustrating sometimes. Sometimes, though, it will be amusing to you and to your loved ones. Utilize the process of re-learning English as a way to re-establish relationships. This way, others will feel as if they are contributing to your successful readjustment.

If you have lived in a country where English is spoken, you have most likely developed an accent that is unique to that country. You have learned different terms, different slang, new expressions. Some people back home may find your new way of speaking to be interesting and unique. Others may think that you're "faking it" or that you have a superior attitude. Don't be discouraged. Others will adjust to your new language mannerisms, and you will soon fall back into an American accent. Remember, all of these adjustment processes require time and patience.

It's important to note that you have developed different non-verbal habits as well. How closely (or not) you stand to someone, the gestures that you use while speaking, how you move your eyes, whether-or-not you make eye contact and with whom, how frequently you touch others, all of these patterns of non-verbal communication may be different for you now. Americans generally maintain a greater spatial distance when interacting than do Western Europeans and South Americans, for instance. Females in Japan do not maintain eye contact with males in the same ways as American females do. You may find that your patterns of non-verbal communication send different "messages" back home. Be aware of this. You will soon re-adjust your movements to your surroundings.

What to Do

Expect the Unexpected

As soon as you realize that coming home will be different from what you had imagined, you will have made an important step. Most likely, by now, you are an expert on change. You have experienced many ups and downs and felt like you were on a roller coaster. You have adapted to many kinds of changes and you have succeeded. Realize that change is inevitable and can ultimately be beneficial to you and to your life. See change as a teacher, as yet another adventure for you to experience.

Your Health Matters

For the first two weeks back home, you will be exhausted, both physically and emotionally. It may be tempting for you to jump into a busy schedule of parties, get-togethers and reunions. Try to "take it slow" for awhile to give yourself time to readjust. You may also feel depressed and anxious from time to time. These feelings are inevitable results of re-entry. They are also temporary. In time you will feel more comfortable with and relaxed in your surroundings.

Be Open in Your Communication

Some of the frustrations that you will feel as a result of your re-entry can be remedied with thoughtful and open communication. You will occasionally feel out-of-place and misunderstood by your friends and family. Discussing how you feel in a loving way will better ensure that you receive the support you need. Being constantly critical and negative will only serve to further alienate you from your loved ones.

Create a Balance

You now have a dual identity, a bi-nationality. You are American, but in very real ways, you are also French, German, Austrian, Mexican, etc. Realize how wonderful that is. You will never be "just" American again. You have been exposed to a whole new world of being and seeing.

Your New World

Take a mental inventory of those things about being American that are important to you and combine them with those things that you value about your "new" cultural identity. Be proud of who you are. The experiences that you have had will make you a more well-rounded person and a more sensitive member of our global community.

Welcome Home

Appendix H – So You Think You’re Home Again

Some Thoughts for Exchange Students Returning “Home”

By Dennis White, Ph.D.

Initial Culture Shock

Remember what it was like those first few weeks and months going abroad? It was new, exciting, often confusing, and always changing. And while your whole year may have been exciting, it wasn't always pleasant. You probably became irritated with, and even hostile to, your host culture when the deeper differences between your culture and their culture became apparent. As you began to develop real language skills, and you better understood fundamentally different cultural values, you began the slow process of adapting. Eventually, maybe only at the end of your stay, you began to realize how you could really fit in – adapting fairly well to your adopted culture, while maintaining your own native cultural identity. You became bicultural. And then, just when it was getting good, the year was over and you had to go “home”.

Most people who live abroad for an extended time go through similar successive stages of culture shock. These stages are generally recognized as being:

1. Initial Excitement or Euphoria
2. Irritability and Hostility
3. Slow and Gradual Adaptation
4. Eventual Adjustment to Biculturalism

If your experience was anything like this, you learned that culture shock is not just adjusting to jet lag and different food. It is an on-going process of developing increased cultural competence, by being “shocked” by differences, adjusting to them, learning new skills and eventually adapting. And when you prepared for going abroad, you had some expectation that you would experience culture shock. It is not possible (or even desirable) to avoid culture shock, but at least anticipating it made it somewhat easier -and kept you from thinking it was all your fault, or all the new culture’s fault.

Reverse Culture Shock

As you return home, you are likely to experience some very similar, but possibly surprising reactions that are part of what is known as reverse culture shock, or re-entry shock. In the first few weeks back, many people feel the effects of jet lag, general exhaustion from lots of changes, fatigue from an overdose of “welcome home” parties and trying to do and see everything and everyone at once. This flurry of activity can cause a significant degree of disorientation, making it difficult to tell exactly what thoughts and feelings you are having.

But mixed in with all of this are two distinct and often conflicting reactions. One is the same excitement stage as in initial culture shock. It may be very exciting to be back, to see family and friends, to tell about your adventures and to do things you have missed for a year. If this reaction occurs, it fairly quickly wears off, and is replaced by the second stage of culture shock - irritability and hostility. This stage often comes much more quickly than in initial culture shock, and can be much more severe and disturbing. It also may be the first reaction you have to coming home, with no excitement stage at all.

There are several reasons that you may not feel excitement at all, or for very long. Remember, when you went abroad initially:

1. You wanted to go.
2. You expected and looked forward to learning about different things.
3. You were warned to expect culture shock.
4. Though you may have been sad to leave family and friends, you knew it would not be forever – you knew you were coming back.

Now that you are returning at the end of your exchange year:

1. You may not want to come home.

2. You may expect things to be just like they were when you left (or at least that things will be very familiar)
3. You may not have been sufficiently warned about reverse culture shock (or you didn't think it would happen to you).
4. You may be very sad to leave friends and "family" in your host culture because you know there is a possibility that you may never see them again.

If reverse culture shock is so unpleasant, why not try to avoid it? Because it is impossible if your exchange year was successful. In fact, the extent to which you immersed yourself in your host culture, and truly adapted, is probably the best indicator of how much reverse culture shock you will experience. People who don't have much trouble re-adapting to their native culture probably didn't get very involved in their host culture. They didn't change much, so they don't have to readjust much.

The Extent of Change

If your exchange year was a success, you have changed in ways that you probably cannot describe, or completely understand yet. You have become a skilled world traveler. You are a skilled bicultural person. You can actually get along quite well, not just be a tourist, in another culture. You have learned to think of things differently by looking at the world from someone else's point of view long enough to really understand it. In a sense, you have become a citizen of the world, so it may be more than a little confusing to think of where "home" is.

Some of these things will probably happen to you. You will find yourself thinking or dreaming in your new language. You will try to explain something to someone back home and not be able to give a precise translation of what you are talking about. You will talk to your parents about one of your host parents, calling the host parent "mom" or "dad". You will think your hometown is very small, or that your friends think in "small" ways.

So don't be too surprised if your family and friends seem a bit uncomfortable with you. They probably are, because you aren't the same person who left them a year ago. Don't underestimate how much you have changed and how strange you may seem to those who knew you before. You may be very proud of your independence, self-confidence and internationalism. But they may see you as self-absorbed, critical of everything and not interested in fitting in.

Remember that those around you may have changed as well, if not in the same ways you have. If you are expecting things to be the same, you will have more of a shock than if you are looking for changes. Your friends have had a year of growing and maturing, and your family situation may have changed (deaths, divorces, moves, job changes). You missed some important events in their lives, just as they missed some important ones in yours. Even those things that haven't really changed may seem quite different, because you see them differently. Though you may love your native country more than ever, you are also much more likely to be critical of it, and question common cultural practices that you took for granted before you left.

Ways To Deal With Reverse Culture Shock

The single best thing you can do is to anticipate and accept that you will experience some degree of reverse culture shock. The worst thing you can do is to deny it, or try to avoid it. People often try to deny it because they think there might be something wrong with them if they admit it. It is, in fact, very normal, and you will have more problems than necessary if you try to deny it.

More than anticipating and accepting reverse culture shock, you can actually view it as a positive, if sometimes painful, growth experience. It is, and can be, the completion of the circle of change in an intercultural experience. I like to think of it as the third year of your exchange. The first was the year preparing to go abroad. The second was the actual exchange. The third is the year when you can more completely appreciate the changes you have made, the readjustment to your native culture, and the fact that you will be bicultural for the rest of your life. In subsequent years you will have times when you re-experience reverse culture shock, and when you feel like you just got home again; but it will never be as shocking an experience as that first year back.

You can also help yourself by talking about your feelings as often as you can. You may wear out lots of initially sympathetic ears doing this. You may notice that you seem to have an almost incessant need to talk about your experiences. Your friends, especially, may get impatient with you, so you may need to learn

to be selective with whom you share your experiences. There is often a conflicting urge to keep it all to yourself, because you think people won't understand or don't care, or because you think that talking about it in the past tense confirms that it is over - and you don't want to accept that. (Many students don't completely unpack for months, for the same reason - they don't want to admit that it is over.) Of course, that's the issue - it's over and it isn't. The experience is over, but not the memories and the impact on your life.

Sometimes it's best to find other recently returned students, or even people who have been back for years. You can tell how this feeling lingers when exchange students, Peace Corps Volunteers or missionaries start talking about their experiences, even if many years ago. They get excited, they can't stop talking, and they get a glassy, far-off look on their faces. And don't underestimate your parents as listeners. Sometimes they are the only ones who will politely listen as you tell a story for the hundredth time. But however you do it, talk. It is in this way that you can help others understand you, and more importantly, learn to clarify your thoughts and feelings and better understand yourself.

You can also make things easier for yourself by trying not to make too many big decisions, unless you absolutely have to. Don't be impatient with yourself if you have trouble making decisions. Your goals in life may have changed. Because you have a new perspective, some of the plans you made a year or more ago may not seem as relevant now. Remind yourself, your family and friends that you are going through a period of adjustment; and it may take time for you to sort things out.

Finally, don't be too concerned if the course of your reverse culture shock doesn't seem to follow the pattern described here. Each of your experiences abroad was unique, and so will be your re-entry. While your year abroad was probably of great value to you, you may not have had the same emotional attachment to people that other students describe. So you may not have as much trouble letting go of those attachments and getting on in life with new and renewed friends. Going on to college or university is also quite different than returning to high school, and some of the issues are different for these two situations.

Feeling "At Home"

Reverse culture shock subsides, though it never disappears. Eventually you will come to terms with yourself and your "new" native culture, incorporating the fact that you are now a member of another culture as well. You can learn to be at peace with true biculturalism. This is the ability to move from cultural practice to cultural practice, with skill, as the situation calls for it. And while you may somewhat sadly come to accept that you can never truly come "home" again, you can learn to feel "at home" in the world at large.

Dr. Dennis White is a clinical psychologist, returned Peace Corps Volunteer, and Rotarian in District 6220, Sturgeon Bay, Wisconsin.. He has worked in many exchange programs dealing with preparation for exchanges as well as returning home. He is a program consultant to the District 6220 Rotary Youth Exchange Program as well as to the Central States RYE Program. He has written several other articles on the exchange experience and produced a 45-minute videotape on the same topic. Dennis is frequently contacted to discuss re-entry problems by students, parents and Rotarians. He may be reached at:

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Appendix I – Rotary Youth Exchange Student Calendar

MONTH	PHASE	WHAT YOU SHOULD BE DOING	REMINDERS
JULY- AUGUST	TRAVEL & HONEYMOON	Get busy. Remember that these first few weeks are your chance to make life-long friends. It is not the time to be shy. Take it all in and get to know your surroundings. Meet your Rotary Club members. Find your routine. Work on your language skills. Identify your cultural mentor.	Limit calls/texts with family & friends “back home”
SEPTEMBER	END OF HONEYMOON / START OF ADAPTATION	Start with good habits. Write in your journal every night. Mark on a calendar what you did every day. Answer the phone from time to time. Get to know your host parents. Learning the language is your priority. Watch for homesickness. Use your support system. Keep busy. Cook an “American meal” for your host family.	Start journaling if you haven’t already started
OCTOBER	ADAPTATION	Homesick? Don’t call home! Talk to your Rotary or Rotex support people. Get out of your bedroom! Break the routine a little every day to keep things fresh. Avoid spending long amounts of time by yourself. Having trouble with the language? Find someone to talk to; host sibling, host parents, a “cultural mentor”, or even your Rotary Counselor. Remember your 6 B’s!	Focus and work towards the Exchange Goals you set for yourself before you left
NOVEMBER	ADAPTATION	Are you making friends yet? If not, get out there and mingle. Find your people! Join a club, theater, school activity, service project. There is nothing better to make you stop thinking about yourself than to help someone else. You might hit a language plateau here. Keep working the language. Try something new. Speak at your Rotary Club. If you move host families, you might have another challenge. Make the best of it. Teach them about Thanksgiving.	Send Holiday gifts home early - By November 15 th
DECEMBER	ADAPATION/ ASSIMILATION TRANSITION – HOLIDAY BLUES	Time to stay focused. You need to get through the period from the end of November until January 1 st strong. Don’t get hung up with missing the holidays at home. Keep Rotex in mind here. They will help. The more you contact “home” though, the worse it will be. Tell your host family how you celebrate the holidays.	Limit calls/texts with “back home”. Enjoy your new Holiday Traditions
JANUARY	ADAPTATION/ ASSIMILATION	Now for the good stuff. You should feel good speaking the language and you should have made some friends. Make the most of it. From now on, you are on a roll.	Enjoy Rotary Youth Exchange Life!
FEBRUARY	ADAPTATION/ ASSIMILATION	You should be busy now. Friends, school (for most of you) and lots of activities. Don’t forget host families (including the first one).	<u>Make your flight reservations home.</u> Check the rules on your return date requirement
MARCH	ASSIMILATION	You speak the language, and you know people. You fit in. Use it to help other people. Speak to little kids in schools, volunteer in your community, teach someone English, help with your Rotary Club’s projects. This is the part of the roller coaster ride when you get to let go of that safety bar, put your hands in the air and scream !!! This is “The Monster Hill” of your exchange.	Send Sponsor District your Return Itinerary & optional tour/ travel plans.

APRIL	ASSIMILATION	<p>Are your parents visiting? Remember, you are the one who oversees their having a good experience. Let them into “your world”. Introduce them to your host family, your host Rotary Club, your friends, and your town. Let them see you as the mature tour guide, master of the language.</p> <p>They aren't coming? No problem – You have a lot going on. Dig in and make the most of it because this time is fleeting!</p>	<p>Savor the little moments! Spend time with your host family and friends</p>
MAY	ASSIMILATION & RE-ENTRY ANXIETY	<p>This should be as good as it gets; you love your host country, and you are starting to get that dreaded re-entry anxiety. It must happen, you know that. Spend as much time as possible with friends, host families and the people you will miss most. You can spend time with Americans and other exchange students when you get home so spend what little time you have with people who you won't see for a while.</p>	<p>Start to think about how to get a Life in a Year back in those suitcases.</p> <p>Make a plan like you did for departure to your host country for your return to your home country.</p>
JUNE	ASSIMILATION & RE-ENTRY ANXIETY	<p>Get ready to leave. Make sure that you are not putting off spending time with people. If you want to buy things to take with you, start early. Don't go rushing around the night before you leave. You will be cheating your friends and family out of your time. Leave gracefully. Don't leave a mess. Pay your obligations. Return what you've borrowed. Say “thank you” as many times as you can.</p>	<p>Read “So You Think You're Home Now”</p>
JULY	RE-ENTRY & REVERSE CULTURE SHOCK	<p>Pack early. Get rid of things that are just clutter. Make sure you have your passport, tickets and that your bank account is closed (if you had one). Exchange money. Don't come home with a lot of foreign money you might not need for a while. Have some local currency with you in case you need it at the airport. Have some US\$ with you for when you land in the US. Enough to get a meal or two.</p> <p>Remember, the success of an exchange is measured in the number of tears when you leave; yours and theirs. Smile when you get back to the US. Thank your parents for your year. Spend some time with them before you go running around finding your friends. Spend at least two days home before connecting with your friends.</p>	<p>Go to your Sponsor District Rebound & Welcome Home events.</p> <p>Make plans to attend! They prove to be very helpful to re-adapt.</p>
AUGUST	REVERSE CULTURE SHOCK	<p>Get into your new life here. Listen to what you are saying. Are you being critical about “home”? Are you telling everyone you can find about your year or are you keeping it to yourself? Have you referred to your friends as “Those stupid kids?” or “Those stupid Americans” at all?</p> <p>Are you keeping busy or are you moping around the house missing “home”? Was it easy for you to come back? Do you not miss your host country? Think about why that is so.</p> <p>Get ready for school to start. Make little steps each day to get back into this culture. Talk to Rotex and to your District and Club Counselors about what you did and what you are doing now. Remember that the deeper you were able to assimilate into your host culture, the longer it will take you to find that “bi-cultural balance” between your host country “self” and your American “self”.</p> <p>This is the start of your third year as an Rotary Youth Exchange student.</p>	<p>Contact your Sponsoring Club and offer to do a program on your exchange.</p> <p>Let your District RYE leadership know what your plans are for the following year.</p> <p>Become an Active Rotex & help us continue to build the program!</p>

Appendix J – Rotary Support System Matrix

RESOURCE	WHEN NEEDED	CONTACT FREQUENCY	COMMENTS
Host Family	Every day	Daily	Your first point of contact with most simple needs. For problems you will need to use your Host Club YEO in conjunction with your host family.
Host Club YEO	Problems, Successes, Social Occasions, Club Meetings	Bi-Weekly / Monthly	This is your main Rotary contact for your day-to-day problems and well-being.
Host District Counselor	Most problems, travel permission, routine reporting	Monthly Minimum	If reports are required, make sure you complete them.
Host District Chairman	Serious Problems or Routine Reporting		
Sponsor District Counselor	Serious Problems and Routine Reporting	Monthly / Bi-Monthly	Quarterly Reports are to be sent to this person. This is not the first person who should learn of a problem you are having!
Sponsor District Chairman	Serious Problems	As needed	
ROTEX	Emotional and YE Support	As often as needed but monthly at a minimum	Rotex will not be able to help you with technical YE problems They are for your emotional support and mentoring only.
Sponsor Club YEO	Preparation and then report about your experience	Monthly	You should write to your club regularly telling of your experiences.
Parents	Routine, non-YE problems, health emergencies	REGULARLY	LIMIT E-MAIL AND PHONE CONTACT. WRITE LETTERS INSTEAD OF E-MAILING AND PHONING!

Appendix I – Conversion Tables

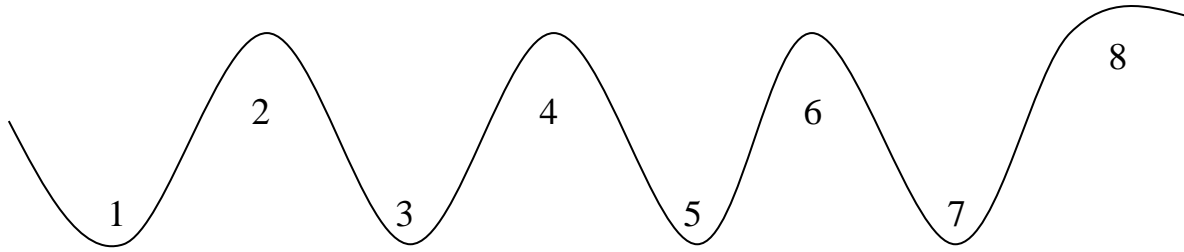
Height		
Feet	Inches	Cm
5	0	152
5	1	155
5	2	157
5	3	160
5	4	163
5	5	165
5	6	168
5	7	170
5	8	173
5	9	175
5	10	178
5	11	180
6	0	183
6	1	185
6	2	188
6	3	191
6	4	193
6	5	196
6	6	198

Weight	
Pounds	Kgs
100	45
105	48
110	50
115	52
120	55
125	57
130	59
135	61
140	64
145	66
150	68
155	70
160	73
165	75
170	77
175	80
180	82
185	84
190	86
195	89
200	91
205	93
210	95
215	98
220	100
225	102
230	105
235	107
240	109

Temperature	
°F.	°C.
15	-9
20	-7
25	-4
30	-1
32	0
35	2
40	4
45	7
50	10
55	13
60	16
65	18
70	21
75	24
80	27
85	29
90	32
95	35
98.6	37
100	38

Distance	
Miles	Kms
1	1.6
2	3.2
3	5
5	8
10	16
15	24
20	32
30	48
40	64
50	80
75	121
100	161
150	241
200	322
250	402
300	483
1000	1609

The Exchange Cycle



1. Application Anxiety

2. Selection/Arrival Fascination

*Elation
Expectation*

3. Initial Culture Shock: 1-6 Months

Novelty wears off

Characteristics:

*Sleeping Habits
Disorientation
Language difficulties
Fatigue (Mental/Physical)
Eating*

4. Surface Adjustments

After initial "down"

Settle in:

*Language improves
Navigate culture
Friends
Social Life*

5. Mental Isolation

Frustration increases

New sense of isolation

Boredom

Lack of motivation

Unresolved problems

Language problems

6. Integration/Acceptance

Begin to examine society

Accept surroundings/self

7. Return Anxiety

Preparation for departure

Realize changes

Desire to stay

Results:

Confusion/Pain

Breaking of bonds

No promise of renewal in future

8. Shock/Reintegration

Contrast of old and new

Family/friends

Difficulty to accept change

Not the center of attention

Others not interested in experience details

Reorientation

All exchange students experience phases of elation, anxiety, and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated, and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and the circumstances.

Ref. Helmut Muscheid, Rotary Youth Exchange Officer, Germa