

**Rotary District 5080**  
**YOUTH EXCHANGE PROGRAM**  
**Committee Manual**

**PART D: COMMITTEE POLICY & PROCEDURE**

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**NOTE:** Forms are listed on the Index with a Document Reference # of X.51 and higher. These form documents are separated as individual documents in order to facilitate printing and completing the forms. Many are fillable and savable pdf forms and therefore cannot be combined with the other sections into a single document.

## D.01 Organization and Structure of the YEC

General: The D5080 Youth Exchange Committee, hereinafter the YEC, is organized under the Rotary Code of Policies. The District governor-elect appoints the YEC chair.

The funds raised for youth exchange are maintained in a bank account separate from other District funds, and under the supervision of the YEC treasurer and chair and are used solely for youth exchange.

1. The district YEC committee is under the direction of the YEC chair. The committee structure consists of one or more program vice chairs, secretary, treasurer and youth protection officer. Additional committee members are appointed by the chair to meet specific program needs. The current organization chart is in section A.01 and is designated as the Committee of the Whole.
2. The YEC Chair:
  - Directs day to day operations of the YEC. The Chair may delegate portions of that responsibility to the Administrative Committee, but retains sole authority to make final operational decisions.
  - Approves expenditures authorized by the Committee of the Whole in annual budget, and delegates that authority to Committees with designated budgets (ie, the Orientation Camp and Tour Committees).
  - Has sole authority to approve emergency expenditures without limitation.
  - Has sole authority to approve non-emergency expenditures that do not exceed 5% of the approved budget (ie \$5,000 if the YEC budget is \$100,000).
3. The Committee of the Whole function is:
  - Development and promulgation of district youth exchange policy.
  - Review and approve the annual budget for YEC administrative expenses, including one time programs.
  - Review and approve the annual budget for outgoing and incoming youth exchange operating expenses.
  - Review and approve the “one price fee” for outbound students
  - Assist in the implementation of club and committee manual procedures
  - Review and approve requests for non-budgeted expenditures
4. The YEC chair, vice chairs, secretary and treasurer constitute an Administrative Committee. The YEC Chair is the chair of the Administrative Committee and coordinates the activities of that committee.

5. The Administrative Committee function is to:

- Obtain approval from the Committee of the Whole for non-budgeted expenditures.
- Review and approve revisions and additions to the club and committee manual procedures.
- Ensuring that the youth exchange program is in compliance with RI youth exchange policy.
- Oversight of day to day operational activities of the YEC in areas not reserved for the Chair or the Committee of the Whole.

6. Sub-Committees:

- The Orientation Camp Committee oversees all aspects of the Inbound and Outbound Orientation camps, including planning, budgeting and implementing. The Orientation Committee will request the assistance of other YEC members as needed.
- The Compliance Committee establishes the policies and procedures to ensure that Club and District level Youth Exchange activities comply with RI policies and applicable governmental regulations. The Compliance Committee is chaired by the Youth Protection Officer. The YEC chair appoints additional members as needed.
- The YEC chair will, from time to time, appoint other sub-committees to lead the development and implementation of specific programs. Such committees will develop and propose budgets to the Committee of the Whole for approval.

## D.02 Travel and Expense Policy

### 1. General Statement

1. The purpose of this directive is to provide for expenses that may be claimed by those who incur travel and other costs in carrying out their duties as members of the Committee.
2. Members are expected to keep their expenses to the minimum necessary to effectively carry out their responsibilities.
3. This directive does not apply to costs relating to attendance at Youth Exchange Program Workshops held in conjunction with Rotary International Conventions which are attended by the Chair or other members of the Committee, and for which specific provision has been made in the annual budget of the Committee.
4. Committee members are encouraged to absorb expenses when their personal situation permits, considering such expense as a Rotary donation (which may be eligible for income tax deduction).

### 2. Travel

This directive covers:

- (a) travel by Committee members to and from their place of residence and the location of any scheduled Youth Exchange Committee meeting.
- (b) other travel by a Vice Chair, the Secretary, the Treasurer, an Area Representative, or other member of the Committee as has been authorized in advance by the Chair
- (c) such travel by the Chair as he or she determines necessary to carry out the full duties of that position, or as otherwise authorized by the Committee.
- (d) travel expense will be reimbursed on the basis of the most economical method of travel. When time constraints dictate travel by other than the most economical method, advance approval by the Chair is required.

Means of travel:

- (a) For travel by private vehicle you may claim \$0.405/mile in the US or \$0.39/km in Canada.
- (b) Air travel shall be reimbursed based on lowest available economy class fare.

### 3. Accommodation

1. When overnight travel is required, use of standard rooms in budget or mid-range accommodation is authorized. Use of higher cost accommodation is not authorized except in the case of conference hotels when attendance has been authorized in advance by the Chair.
2. Where a Committee member chooses to stay in private rather than commercial accommodation, no expenses can be claimed for accommodation.
3. Where a spouse accompanies a Committee member that member may claim the cost of double or twin accommodation, but no other expenses may be claimed in relation to the spouse.

### 4. Meal Expenses

1. Members may claim actual costs for reasonable meal expense related to authorized travel or Committee activities.
2. Members may claim only their own personnel expense unless "entertainment" expense necessary for Committee business has been authorized in advance by the Chair.

### 5. Other Expense

1. Actual cost of postage, courier service, copying, office and computer supplies, long distance phone etc. incurred by Committee members for their assigned responsibilities are eligible for reimbursement.

### 6. Submission and Payment of Expense Claims

- (1) Travel and other expenses are to be reported on the Expense Claim Form. Receipts are required for any individual item claimed in excess of \$15.
- (2) The Expense Claim Form and receipts shall be transmitted to the Treasurer for review and approval. Prior to payment the Treasurer will review the claimed expenses and receipts for compliance with this policy and shall resolve any discrepancies with the claimant, referring disagreements to the Chair for final decision.
- (3) The Treasurer is responsible for converting Canadian dollar expense claims into US\$, and then paying the claim in US\$ with an appropriate adjustment so that Canadian claimants are fully reimbursed without loss due to currency exchange.

## **D.03 Compliance Policy and Procedure**

**POLICY:** The D5080 Youth Exchange Program, herein after Program, will comply with Rotary International Code of Policies 2.110 and 41.060. The Program will also comply with applicable government regulations, including US Department of State regulations, 22 CFR Part 62.

**OBJECTIVE:** The objective of the Program is to provide an academic student exchange for 15 – 18 year old high school students, in which youth protection is of the highest priority.

**METRICS:** Success of the compliance program will be indicated when there are zero confirmed incidents of verbal, physical or sexual abuse.

### **PROCEDURE:**

1. The Youth Exchange Committee, hereinafter YEC has adopted policies and developed procedures to achieve compliance with the program requirements above enumerated in POLICY. A matrix of program requirements and YEC policy/procedures is contained in Appendix A attached hereto.
2. District 5080 clubs participating in the youth exchange program will conduct an annual review of Club Compliance Certification Requirements, Section 1.03 of the Club Manual and submit an Annual Club Affidavit of Compliance and Youth Exchange Agreement, Section 1.51 of the Club Manual, to the Youth Exchange Office.
3. The YEC Compliance Officer will conduct random audits of participating clubs to assess compliance with YEC policy and procedures and provide a summary report to the YEC Chair. The report will contain recommendations for corrective action when significant deficiencies are noted. A significant deficiency is one which has the potential to expose students to risk of abuse or harassment.

APPENDIX A to D.03: COMPLIANCE POLICY AND PROCEDURE PROGRAM REQUIREMENTS

REGULATORY REFERENCE		REQUIREMENT		D5080 COMPLIANCE DOCUMENTS	
ROTARY CODE OF POLICIES					
2.110.1		Statement of Conduct for Working with Youth		Club Manual 7.01	
2.110.3		Sexual Abuse & Harassment Prevention		Club Manual 7.01	
41.060.2		District Certification Program		Committee Manual D.03 Club Manual 1.03	
41.060.5		Reporting to Rotary International		Club Manual 7.01	
41.060.6		Types of Exchanges		Club Manual parts 2, 3, 4 <a href="http://www.rotary5080ye.org">www.rotary5080ye.org</a>	
41.060.7		Eligibility		Club Manual 2.06, 5.03	
41.060.8		Application		Club Manual 2.51, 2.52, 5.51	
41.060.9		Selection & Placement		Club Manual 2.07, 2.08, 2.09, 5.02	
41.060.10		Travel Insurance		Club Manual 1.01	
41.060.11		Travel by Youth Exchange Students		Club Manual 3.08, 3.09	
41.060.12		Preparation		Club Manual 2.03, 2.05, 3.05 <a href="http://www.rotary5080ye.org">www.rotary5080ye.org</a>	

41.060.13				Orientation				Club Manual 2.01, 3.01 Committee Manual A.02, A.03
41.060.14				Student Responsibilities				Club Manual 2.52 <a href="http://www.rotary5080yw.org">www.rotary5080yw.org</a>
41.060.15				Student Debriefing				Committee Manual C.13
41.060.16				Volunteer Selection & Screening				Club Manual 1.54, 4.51
41.070.17				Volunteer Training				Club Manual 7.02
41.060.18				Host Family Rules & Expectations				<a href="http://www.rotary5080ye.org">www.rotary5080ye.org</a>
41.060.19				Early Returns				Club Manual 2.11
DEPARTMENT OF STATE 22 CFR Part 62				(for US clubs only - requirements that apply to the sponsor (SCRYE) are not listed)				
62.9 e				Financial Responsibility				Committee Manual D.04
62.10 h				Retention of Records				Committee Manual D.06
62.14 a				Insurance				Club Manual 1.01
62.25 c				Program Eligibility				Club Manual 2.06, 5.03 <a href="http://www.rotary5080ye.org">www.rotary5080ye.org</a>
62.25 d				Program Administration				Club Manual 2,06, 7.02
62.25 e				Student Selection				Club Manual 2.06, 5.03

62.25 f				Student Enrollment					Club Manual 2.52 & Guarantee Form
62.25 g				Student Orientation					Club Manual 7.02
62.25 i				Student Employment					Committee Manual C.51
62.25 j				Host Family Application & Selection					Club Manual 4.11
62.25 k				Host Family Orientation					Club Manual 7.02
62.25 l				Host Family Placements					Guarantee Form



## D.04 Contingency Reserve Fund

1. The District Youth Exchange Committee (hereinafter the YEC) shall maintain a Contingency Reserve Fund (hereinafter the CRF) for use in the following situations:
  - To provide financial resources that enable the YEC to deal with an emergency situation in order to protect the health and safety of inbound or outbound students, provide support to parents in emergency situations involving their child, and to help assure minimum adverse publicity to Rotary in those situations.
  - To comply with the financial responsibility requirements of 22 CFR 62.9(e)(2).
  - To provide financial resources that enable the YEC to honor the “one price fee” commitment to parents when there are sudden and unanticipated cost increases after the parents have signed the Financial Agreement.
  - To provide the YEC the ability to absorb extraordinary one time administrative expenses without impacting the cost of the outgoing student program.
2. The base amount of the CRF shall be not less than US\$25,000 or more than US\$40,000. The YEC Treasurer will include a recommendation for the amount of the CRF in the annual budget recommendation to the YEC. The YEC will then establish the amount of the CRF for the ensuing budget period. Base amount is the invested capital net of accumulated interest.
3. The CRF shall be established in a separately accounted fund and invested in investment grade securities that balance the need for liquidity, protection of capital and return on investment. The Treasurer will, from time to time, propose to the YEC changes in investment vehicles to achieve these goals and will implement approved changes.
4. Utilization of the CRF in emergency situations is at the sole discretion of the YEC Chair.
5. Utilization of the CRF in non-emergency situations shall be proposed by the YEC Treasurer and subject to approval by the Committee of the Whole.
6. When the amount in the CRF exceeds the authorized base amount by more than 10%, the Treasurer will include a plan for utilizing the excess in the next annual budget recommendation.
7. The CRF funds shall be maintained separately from other funds reserved or restricted by the YEC.

## D.05 Document Approval Policy and Procedure

### POLICY

All members of the D5080 Youth Exchange Committee (the Committee of the Whole) are authorized to propose new or revised policies and procedures. Following approval, these policies and procedures will be incorporated in the Club and Committee Manuals and posted on the District's website.

### PROCEDURE

1. A draft of the new/revised policy or procedure is sent to the Youth Exchange Committee Webmaster.
2. The Webmaster evaluates the proposal and decides on the appropriate level of approval:
  - Webmaster only for routine or minor revisions to existing policy/procedure.
  - Administrative Committee for significant revision to existing procedure or for proposed new procedure
  - The Committee of the Whole for significant revision to existing policy or for proposed new policy
3. Any item referred to the Administrative Committee or the Committee of the Whole has response deadline of 15 days after which no response means approval by that member.
4. After approval, the Webmaster posts in the online database and website as needed to update both.
5. The Webmaster archives obsolete versions of documents.

## **D.06 Document Retention Policy**

1. District 5080 Youth Exchange Committee has established a document retention policy in accordance with the needs of the youth exchange program and that meets RI policy and governmental regulations.
2. This policy applies to all document formats, including electronic files.
3. Outbound and Inbound student files in their entirety shall be maintained for the current exchange year (eg July 1 through June 30) and the previous three (3) exchange years. The Outbound and Inbound Coordinators shall maintain the YEC files and Club YEO's shall maintain Club records.
4. Financial records of the YE program shall be maintained for the current exchange year and the seven (7) previous exchange years.
5. The records of the Youth Protection Officer shall be maintained for the current exchange year and the three (3) previous years, with the provision that in the case of alleged or actual harassment records shall be maintained for three (3) years after the close and disposition of the investigation.
6. The original and subsequent revisions to Club and Committee policy manuals will be maintained for five (5) years after the revision.
7. All other YEC correspondence, documents, and records shall be maintained for the current exchange year and two (2) previous exchange years.

## D.07 Confidential Information Policy

### Rotary International D5080 Policy on Use and Disclosure of Confidential Information Obtained in Connection with the Rotary Youth Exchange Program

Rotary International District 5080 (hereinafter "District") adopts the following policy for handling information that many people would consider confidential. This policy applies to information collected in connection with the Rotary Youth Exchange Program. The District has adopted this policy in order to:

- Provide guidance to its volunteers about how to handle information in a confidential manner;
- Let the persons who provide information to the District know how the District may use the information;
- Comply with the requirements for handling of information under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. part 160 and part 164, as amended from time to time ("Privacy Standards") under the Health Insurance and Portability and Accountability Act of 1996 ("HIPAA").

1. **Definitions.** The following terms that are used in this policy shall have the following definitions.

**a. Confidential Information** means:

- "Protected Health Information," as defined by HIPAA, that is received by the District;
- Information that is collected by the District on Rotary Youth Exchange Student Application forms and the District's Volunteer Affidavit and Host Family Application forms. Examples of this type of information include, but are not limited to:
  - Names, addresses, telephone numbers, and email addresses;
  - Photographs of the exchange student and his or her family and friends;
  - Dates of birth;
  - Social Security Numbers;
  - Medical and dental information;
  - Religious and ethnic background;
  - Community service background;
  - Employment information;
  - Education records;
  - Letters of recommendation; and
  - References.
- Criminal record history including, but not limited to information obtained from criminal history searches and databases;
- Information about any history (accusations or convictions) of abuse, harassment, or crimes of violence;
- Information obtained from sexual offender registries;
- Information about Court orders involving sexual, physical, or verbal abuse including but not limited to a domestic violence or civil harassment injunction or protective order.

**b. "Use"** means the sharing, application, utilization, examination, or analysis of Confidential Information within the District's internal operations.

**c. "Disclose" and "Disclosure"** mean the release, transfer, provision of access to, or divulging in any other manner, of Confidential Information outside District's internal operations or to those other than its agents. "Disclose" and "Disclosure" does not mean those Disclosures permitted by HIPAA.

2. **HIPAA.** Information to be provided under this policy shall comply with all applicable Privacy Standards. The District agrees to ensure consistency in applying Federal and State laws and regulations, including but not limited to, regulations promulgated pursuant to HIPAA.

3. **Use and Disclosure of Confidential Information.** The District shall use and disclose Confidential Information solely as necessary to facilitate The Rotary Exchange Program. Examples of anticipated use and disclosure of Confidential Information include, but are not limited to:

*Information from Exchange Students*

- Providing copies of applications to the District Youth Exchange Committee, Host Districts, Host Clubs, Host Schools, and Host Families;
- Providing copies of the Guarantee Form to Rotary International;
- Using the student's name and image on the Rotary District 5080 website and in Rotary newsletters;
- In the case of Outbound Students, sharing information with the District's travel agent so that it can help with travel arrangements and securing visas; and
- In the case of Inbound Students, providing information to the:
  - Department of Homeland Security about the current address of students and additional information as is necessary to complete forms that the District is required to fill out (such as the DS-2019).
  - Department of State about the student's medical history as part of our obligation to report incidents to the Department of State.
- In the case of Inbound St

*Information from Host Families*

- Sharing information in the Host Family Applications with the Host Clubs, District Youth Exchange Committee, Sponsor Districts, Host Schools, Sponsor Clubs, and the families of Inbound Students; and
- Sharing the information necessary to run criminal background checks with an outside agency with which the District has contracted to provide these checks.

*Information from Rotary Volunteers*

- Sharing information in the Volunteer Affidavit with the Host Clubs, District Youth Exchange Committee, Sponsor Districts, Sponsor Clubs, and the families of Inbound Students; and
- Sharing the information necessary to run criminal background checks with an outside agency with which the District has contracted to provide these checks.

*Information to Law Enforcement Agencies.* The District will provide Confidential Information to law enforcement agencies when it receives legal or appropriate requests and when required to do so under its Youth Exchange Sexual Abuse and Harassment Reporting Guidelines.

*Information to the Department of State.* The District will provide Confidential Information to the Department of State when required to do so under Department of State regulations.

*Information to Rotary International.* The District will provide Confidential Information to Rotary International when it is required to do so under its Youth Exchange Sexual Abuse and Harassment Reporting Guidelines.

**4. Adequate Safeguards for Confidential Information.** The District maintains appropriate safeguards to prevent the use or disclosure of Confidential Information in any manner unless permitted by this policy.

**5. Availability of Internal Practices, Books, and Records to Government Agencies.** The District agrees to make its internal practices, books, and records relating to the use and disclosure of Confidential Information available to the Secretary of the Federal Department of Health and Human Services for purposes of determining the District's compliance with the privacy regulations.

**6. Disposition of Confidential Information Upon Termination or Expiration.** Upon termination of the District, the District shall destroy all Confidential Information in its possession or control and all Confidential Information in the possession or control of persons over whom it exercises control.

**7. Survival.** The terms of paragraphs 3 through 6 shall survive the termination of this Agreement.

Rotary International District 5080. adopted this policy at a meeting of its Executive Committee held on November 11/2016

## D.08 Early Student Return and Club Debrief

It is never easy to make that decision to return a student home. District 5080 and the YE committee recognize that often the club may feel they failed as a hosting club. They may also feel they failed the student.

It is important following an early return of a student, that the YE committee have a debrief with the club president and YE committee members of the club to look at what was done correctly, what could have been done differently and what changes need to be made.

During the debrief the following will be addressed:

- Were the YE District Chair and Inbound Chair informed when student concerns first appeared?
- Was the District Chair and Inbound Chair supportive?
- Did the Inbound Chair suggest tools to address the student concerns?
- Was a contract presented to the student, discussed and when the student signed the contract did they understand what they were signing?
- Did the student have input on the contract?
- Was a yellow card given with the contract and was the student aware that if they broke the contract they would return home?
- Did the student receive a 2<sup>nd</sup> chance after the contract was broken? (this gives the student a mixed message)
- At what stage was the contract and yellow card given?
- What steps were taken to support the student post contract?
- Were there consequences along with the contract, such as volunteering in a thrift store or food bank? (This gives the student the opportunity to learn service above self, as well keep the student busy so they don't have time to get into trouble)
- Did the Inbound Chair follow up with the student and YEO post contract? How often?
- What was the deciding factor that resulted in the decision to send the student home?
- Could the deciding factor have been avoided? If so how?
- What would you do differently next time?
- Was the student informed they were welcome to return to the community and club anytime in the future?
- Was the student supported so they did not feel like a failure on their return home?

Following the debrief the Club YE committee members will address the areas that could have been done differently, as well address the areas where change is required. The committee will create a plan with a time line. The District 5080 YE committee will assist the club where required such as further training.

## D.09 Reinstatement of a YE Volunteer

A volunteer in the youth exchange program who has been accused and has been cleared of charges or wrong doing, may apply to be reinstated to participate in District 5080 Youth Exchange programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

To be cleared of charges the volunteer must be cleared by Rotary International, the police and the youth protection officer.

District 5080 shall take the following steps should a volunteer ask to be reinstated into District 5080's Youth Exchange program after cleared of charges;

- The District Governor will be informed of the reinstatement request and will be informed of the recommendations of the District youth exchange committee. The District Governor may accept or reject the recommendations of the District youth exchange committee.

### The Process:

- The committee will check with the club for their input on reinstatement of the volunteer. Should the club not wish to reinstate this volunteer, the committee will inform the volunteer that there will be no reinstatement. Should the club be willing to have the volunteer reinstated then the committee will take the following steps.
- The committee will interview the potential volunteer to understand how the situation occurred to have allegations made against them.
- The committee will speak with the student's YEO and Counselor for their understanding of the situation.

Following the above steps should it be agreed to reinstate the volunteer, then the volunteer will be required to receive further training on the following;

- On youth protection, abuse and harassment.
- Reporting early to club committee members concerns regarding a student
- Recognizing when a relationship between volunteer and student is deteriorating.