

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

PART 4: HOST FAMILIES

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NOTE: Forms in the Part are listed on the Index with a Document Reference # of 4.51 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.

4.01 Finding Host Families

Selection and volunteer vetting of the first host family must be completed prior to the host club finalizing the inbound student's guarantee form due in March.

Who are host families?

Families with young children

- young children are very willing to help an exchange student, and are not afraid to correct language or behaviour errors

Families with high school age children

- help an exchange student fit in at school and to find friends
- are recommended for first host families where possible

Families with no children

- have a good opportunity to develop a closer relationship with the exchange student
- are usually better as 2nd, 3rd or 4th host families

Single Person Households

- must be same sex parent
- not necessary to have children but could be a plus
- If you are vetting a single parent with no children living in the home there are two more forms that are required, these can be found on YEAH under the "Directory/Library" tab in the Portal and under the "Document Library" on the HUB. Select **SHP Secondary Level Review**, which must be uploaded in the **Host Family document file** and **SHP Placement Consent Form**, which must be uploaded into the **students document file** once they are completed.

Finding host families in Rotary

- Announce at a Rotary meeting that you need families and that you will be contacting members personally in the near future. If some volunteer right away, they can have first pick of the students and hosting periods available.
- Talk to likely individual members, and their spouses, and provide information about the Inbound student, but remember we cannot share personal photographs and personal information with anyone until that person has been fully vetted through the background process. The family can learn a lot about the student without sharing personal information.
- If individual members and their spouses want to discuss hosting between themselves, set up a time to call back and get their decision.
- Do the calling YOURSELF. Asking others to do this may not be successful, as they are not ultimately responsible for finding families and a "Sorry, I had no luck" response is easy for them to make.
- Give Rotarians the first opportunity to host. If you then still need more host families - go on to the next step.

- All outbound candidates are required to complete a host family referral for providing recommendations for three host families. This is to be uploaded into the YEAH database system when completed. Advise students they are required to complete this form.

Non-Rotarian host families

- Consider families of outbound and rebound students.
- Ask at outbound interviews if families would be willing to host - whether or not their son or daughter is selected for exchange (providing you consider the family suitable).
- Record the names of students that attend the information meeting at the high school. Contact the families of these students and invite them to host a student.
- Keep a list of families that have hosted a student in the past. Many of them will be prepared to host again - even though they may need a break of a year or two.
- Consider your friends and neighbours, people from church or other organizations that you - or other Rotary club members - belong to, team parents, etc. as they may be interested in hosting. Teachers may also be willing to host if invited to. Ask your fellow Rotarians if they have friends or relatives that might want to host.
- Invite non-Rotarian host families to Rotary social functions with the student, and get to know them. You will find new Rotarians this way

When to find host families

- If possible, make recruiting host families a year-round activity! If that's not possible, start in November, and keep at it so that by the District Youth Exchange Committee meeting in early spring to assign inbound students you will have host families lined up and will be sure of the number of students your club will be able to host. Ask your host families what time of year is most convenient for them to host, whether they prefer a male or female, if they have any country preferences, etc. This will help you to choose appropriate exchange students for your club.

Dedication and perseverance will do it!

Adopt the attitude that there are families out there just waiting to be asked to host a Rotary exchange student - because there are!

YOU ARE GOING TO GET OUT THERE AND FIND THEM - and you WILL be successful!

4.02 Host Family Folders

The Club Youth Exchange Officer should prepare a folder for each host family with information about the student and the youth exchange program.

	Section
• Thank-you letter from hosting Rotary Club	4.06
• Copies of pages from the student's application <ul style="list-style-type: none">• front page with home and family information• medical history and permission for medical care• student and parent letters• additional questions and answers• copy of Rotary rules and regulations signed by the student	
• Rotary youth exchange contact list <ul style="list-style-type: none">• YEO• Club Exchange Committee Members• Inbound Coordinator• District Youth Exchange Chair• YPO's (Canada or USA)	
• Host Family Schedule	4.09
• Hints for Host Families	4.03
• Host Family First Night Questions	4.04
• When a Host Family Needs Help	4.05
• When an Inbound Student Needs Help	3.05
• Inbound Student Agreement – signed copy from Vice Chair	C.51
• Medical Insurance	1.01
• Photocopy of Insurance ID card	
• Inbound Student Travel	3.09
• Student Travel Authorization	3.08
• Drinking and Driving Policy and Regulations	3.53
• Other Suggestions: <ul style="list-style-type: none">• School information, school website link• List of youth groups	

4.03 Hints for Host Families

In addition to the strict rules of exchange in the Inbound Student Agreement, host families should be aware of the following general practices for students in District 5080. These are listed below, along with some suggestions that will make your experience more rewarding - and may avoid problems.

Suggestions for All Host Families

- If possible, try to establish a relationship with the student prior to their arrival via emails or video conferencing.
- Don't have expectations as to what the student will be like.
- Go through the First Night Questions with your exchange student the first or second night that he or she is with you.
- Students want to be part of the family, and would prefer to be asked to help out around the house rather than be treated as "special guests" (**this cannot be over emphasized**).
- Spend time talking to the student, and get to know him or her.
- Don't compare the student to your own children or to previous exchange students - they are all individuals, and are **not** the same.
- Allow the student - and yourself - some private time.

The First Host Family

- It is especially important that the first host family write to the student and make him or her feel welcome. A few emails or video conferences will make the student feel that he or she knows your family, and will make the adjustment on arrival easier for both parties.
- The first host family's job is to make the student feel welcome, establish firm guidelines for behaviour, and make sure the student meets the community and gets off to a good start. The student's Rotary counsellor will help you with this process.
- The first host family or the counsellor must go to the school with the student to arrange a course schedule for the coming year.
 - Don't choose a demanding academic program (especially if there is a language challenge)
 - Try to choose some courses not available to the student at home
 - Find a classmate to show the student around the school and introduce him/her to teachers and fellow students (if you don't have a high school student in your family, ask the School Counsellor to help arrange this).
- The first host family is encouraged to invite the other host families, the student's Rotary counsellor, and the Club's Youth Exchange Officer over to visit with the student after supper one evening in the first week or 10 days after arrival. In some cases the student's Rotary counsellor will do this.

The Second and Third Host Families

- Try to get to know the student before he or she joins your family! Talk to the student's Rotary counsellor and previous host family, and find out if there were any problems that had to be dealt with. Remember that previous families may have become much attached to the student - and vice versa. Encourage some continuing contact between the student and those families.

The Last Host Family

When the student comes to the last host family, he or she will speak English fairly fluently, be established in the community - and hopefully be doing all the right things.

- In the last month or so the student will receive many invitations from previous host families and friends. The last host family must be understanding, but should counsel the student not to run himself or herself ragged trying to accept all invitations.
- Encourage the student to send some belongings home by mail (by surface is much cheaper than by air - but takes longer). *Compare mailing vs cost of taking a second suitcase on flight home
- The last host family usually holds an open house or similar gathering of all the host families, counsellor, and Club Youth Exchange Officer just prior to the student's departure. An elaborate party is not necessary - you should talk to your student's Rotary counsellor about your plans.

Student Expenses

- Exchange students pay for their clothes, cell phone charges, long distance phone calls, and personal items. One host family paying for any of these items could embarrass other families that follow the guidelines.
- Host Rotary Club gives exchange students a monthly allowance, and host families should not provide any additional allowance. The allowance is paid at the beginning of each month, and you should make sure that your student is receiving it regularly and on time. If not, you or the student should advise the Rotary counsellor.
- The Rotary Club pays for the student's meals at Rotary meetings.
- Students usually expect to pay their own way to shows and similar events (refer to the Host Family Questionnaire).
- If students are invited by host families to go on trips, vacation, etc., sharing of costs should be discussed with the student **before** the trip begins. The host family may choose to pay all costs - especially if that is the practice for other family members.

Student Obligations

- Students are expected to attend their club Rotary meetings periodically (and should attend those when spouses will be attending ie: Partner nights), as well as special functions such as Club picnics, work parties, fundraising events, etc.
- Students are required to attend the Inbound Exchange Student Orientation early in September, and the International Friendship Tour and Rotary District 5080 Conference in May or June.

School Attendance

- **Regular school attendance is not optional - it is required.**
- The District has very good relationships with the high schools in our host communities, and must maintain them. You will be provided with copies of **an excuse note, which must be completed for all absences**. If you run short of these forms let the Rotary counsellor know, and more will be provided.

Conflicting Invitations

- Some Rotary functions take priority over all other functions. Please contact the counsellor if there is any question as to which function the student should attend in a particular case. The student's next priority is to the current host family - over other host families or friends.

- The counsellor will decide which invitation the student should accept only if the student and the "inviters" can't resolve the situation - normally with some guidance from the current host family

Travel

- Travel on organized school trips is authorized, but the Rotary counsellor must be advised.
- Travel with host parents or Rotarians is also authorized, but the Rotary counsellor must be consulted **before** arrangements have been confirmed.
- Other travel may require special permission from the natural parents and from the Rotary District Youth Exchange Committee. Check with your student's Rotary counsellor!
- We have an obligation to the student's family and home Rotary club to know where our exchange students are at all times. If there is a family emergency the counsellor must be able to contact the student - therefore **the counsellor**, or in his absence the Club Youth Exchange Officer, **must be advised of all travel plans in advance.**

Local Travel

- Normally students should be driven by an adult, however local travel (within about 30 miles or 50 km of the host community) may be with a teenage driver on occasion - provided the host family knows the driver and would normally allow their own child to ride with that person.

On Hosting a Rotary Exchange Student...

As one host mother observed "**Open your heart - and the rest will follow!**".

Good luck, and thank you for being a Rotary Exchange Student Host Family.

4.04 First Night Questions

FIRST NIGHT QUESTIONS WITH YOUR HOST FAMILY 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.

What do I call you? "Mom", "Dad", or given (first) name?

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?

What is the procedure about dirty clothes? Where do I keep them until wash day?

Should I wash my own underclothes?

What is the procedure if I need to iron my clothes?

May I use the iron, washing machine, sewing machine, etc.?

Where can I keep my bathroom accessories?

Can I use the family shampoo and tooth paste or buy my own?

When is the most convenient time for me to use the bathroom on weekday mornings?

When is the best time for me to shower or bathe?

When are mealtimes?

Do I have a regular job at meal times? Set, clear, wash, dry the dishes, take out the garbage?

May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?

May I use kitchen appliances? Microwave? Dishwasher? Stove?

What areas of the house are strictly private e.g. your study, bedroom, pantry, etc.?

May I put posters and pictures in my room? On the wall? How do you want things hung?

May I rearrange the furniture in my bedroom?

Where can I store my suitcases?

What time must I get up weekday mornings?

What time should I get up weekends and holidays?

What time must I go to bed weekdays? Weekends?

What time must I be in on school nights if I go out? (Exceptions by special arrangement).

What time must I be in on weekends if I go out?

How often can I go out?

What dates are the birthdays of family members?

May I have friends stay overnight?

What is your rule on entertaining friends in my room with the door closed?

Can I invite friends over during the day? After school? When no one else is home?

What is the telephone number here? How do I contact you in an emergency when I am not here?

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?

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?

May my friends call me? What times are not good?

What is the procedure about posting and receiving mail?

Do any of you have any dislikes? Example: chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, cell phones at the table, etc.

How do I get to where I need to go? (Bus, bicycle, will I be driven in a car?) Can I ride with friends in their car, etc.

What about transportation to the mall or movies?

May I play the stereo or TV?

What is the family practice about going to church? Am I expected to attend?

If I have something bothering me, how do you want me to handle it?

- a. Write a note explaining it
- b. Ask for a face to face discussion
- c. Tell my Rotary counselor
- d. Keep it to myself and live with it

Who pays for “event” expenses? Me? You? Rotary? (movies, sports events, concerts/shows)

What do I do about school lunch? Buy- who pays- me, you, Rotary? Bring from home?

Are there any eating habits or foods I need to discuss? I don't like _____.

Is there anything else I can do around the house to be of help?

How do I arrange to go shopping for personal items?

Am I expected to attend Rotary Meetings? How often? Who will arrange for this?

Is there anything else we should discuss?

In general, ask about those things you feel are most important the first night, and then other over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.

4.05 When a Host Family Needs Help

When a host family needs help...

If you have a problem or need a question answered, here are the recommended steps you should follow in getting help. If you don't get the help or the answer you need at one step, move on to the next one.

First Talk to your exchange student's **Rotary Counselor**

Second Talk to your **local Rotary Club's Youth Exchange Officer** or your **Exchange Committee Chair**

Third Contact the **Inbound Coordinator** of the **District 5080 Youth Exchange Committee** who is responsible for the student.

Fourth Contact the **Chair** of the **District 5080 Youth Exchange Committee:**

See the [Contact page](#) of for contact details.

When a Host Family Needs Help
1/30/22 update

4.06 Sample: Letter to Host Family

Your Club Name: _____
YOUTH EXCHANGE COMMITTEE

Date: _____

To: The _____ Family

Thank you for choosing to be a host family for _____. This student's Rotary Club Counselor will be _____, whose phone number is _____

Hosting a high school student from another country is a challenge and an opportunity that will enrich every member of your family as you share cultures and develop international understanding and fellowship.

Part of this process is sharing with the student your culture as it is reflected in everyday life and activities. This does not mean elaborate entertainment - it does mean making the student a part of your family with opportunities to share in all aspects of home, school and community life.

The enclosed folder contains important information about the exchange program and your Student. In addition, please go to the [Rotary District 5080 website](#) for additional information about Rotary, the Youth Exchange Program, host families and students. There is also a calendar and list of important student events.

- Copies of pages from the student's application
 - Front page with home/family information.
 - Question and answer pages
 - Medical history and permission for medical care
- Inbound Student Agreement
- Insurance information
- Host Family Schedule
- Hints for Host Families
- First Night Questions for Student and Host Family
- School Absence Authorization
- Student Travel Information Form
- When an Inbound Student Needs Help
- When a Host Family Needs Help
- D5080 Drinking and Driving Policy

Thank you again for your willingness to host this student! Please let us know if you have any comments, concerns, or suggestions.

Youth Exchange Officer

Sample: Letter to Host Family 2021.04.13

4.07 Sample: School Absence Authorization

Date: _____

To: *Your Local High School:* _____
(*Full mailing address*); _____

Dear School Staff,

Please excuse the absence of the Rotary Exchange Student named below, for the times and/or dates indicated, and for the reason shown:

Name of Rotary Exchange Student: _____

Name of Host Parents: _____

Address of Host Parents: _____

Phone number of Host Parents: _____

Date or dates absent from school: _____

Period(s) of absence (morning, afternoon, all day, etc.) _____

Reason for absence: _____

Yours sincerely,

Signature of Host Parent or
Rotary Club Representative

4.08 Interview Questions

These are suggested questions that the Club YEO should ask potential host families at their initial interview. They should be supplemented with additional questions that the YEO feels appropriate to the circumstances.

1a. What benefits do you expect while hosting your student?

b. What kinds of challenges do you envision?

2. What kinds of experiences or trainings have you had with teenaged children?

3. Describe your feelings about:

a. Teenagers and discipline

b. Teenage self-esteem

c. Children's expression of anger

d. Do you foresee any teenaged behaviors that might make you feel uncomfortable?

4. How do you manage?

a. Sleep habits

b. Meals

c. Emergencies

d. Hygiene

e. Privacy

f. Differences/Conflicts/Disagreements

5. Was there a time during your teenage years when you were in a strange place or with a strange family? What were some of the things that made you feel comfortable?

6. How do you feel about following directions given by a parent/caregiver if you do things differently with your own children?

7. What are your childhood memories of your relationship with your Parent(s)/caregiver? Describe their discipline methods, expectations and communication styles; and how those impacted your development as a caregiver.

8. What information would be important for you to know about your exchange student in order to ensure that they are a good match with your family and that you can be prepared to offer them a positive exchange experience?

4.09 Host Family Schedule

Your Rotary Club Name: _____

Name of Student - _____
Home address - _____
Home phone - _____ Cell phone _____
Sponsor Rotary Club - _____
and District _____

HOSTING SCHEDULE*

[Start and end dates]

[full names of **all** host family members, street and mailing address, home and cell phone numbers, e-mail address, etc.]

Period:

First Host Family:

Period:

Second Host Family

Period:

Third Host Family

Period:

Fourth Host Family

* dates are approximate, and may be adjusted some for convenience – with the approval of the student's Rotary Counsellor

If possible, include the names of all family members or others living at home, their occupations, ages, birthdays, hobbies, sports, pets, etc. This information is helpful not only to the hosted student, but also to members of subsequent host families! If the hosting schedule can be provided to the student before he or she arrives, pictures of the host families would be especially useful – and appreciated.

Rotary Youth Exchange Committee contacts:

Club Youth Exchange Officer:

Street Address : _____
Phone : (H) _____
 (C) _____
e-mail: _____

Student's Rotary Counsellor:

Street Address : _____
Phone (H) _____
 (C) _____
e-mail: _____

Inbound Coordinator :

Street Address : _____
Phone : (H) _____
 (C) _____
e-mail: _____

District Youth Exchange Chair :

Street Address : _____
Phone (H) _____
 (C) _____
e-mail: _____

Youth Protection Officer :

Street Address : _____
Phone : (H) _____
 (C) _____
e-mail: _____

Club President :

Street Address : _____
Phone (H) _____
 (C) _____
e-mail: _____

Copies required by: Each Host Family
 Local High School Counsellor
 Club Youth Exchange Officer
 Student's Rotary Club Counsellor
 Exchange Student (3)

4.10 Host Family Exit Survey

Your Club Name: _____
YOUTH EXCHANGE COMMITTEE

Dear _____

Thank you once again for recently hosting _____ !

We would very much appreciate you taking the time necessary to complete this brief survey. The information that you provide will be valuable to us in our efforts to enhance the Youth Exchange Program, and to provide the best possible support to future host parents.

Please provide answers to the following questions on the back of this sheet or on an attached page(s).

1. Did you receive enough information regarding the Youth Exchange Program and what we expected of you as host parents?
2. Was your "orientation" sufficient to prepare you for being host parents?
3. What other information would have been helpful to you?
4. Was there enough contact between the Rotary club Counsellor and you as host parents?
5. What specific challenges did you encounter as a host parent?
6. Do you have any suggestions for improvements to the Youth Exchange Program?
7. Would you consider hosting again? [If not, would you please tell us the reason?]

Your support of Rotary's Youth Exchange Program as host parents has been greatly appreciated!

Youth Exchange Officer

Host Family Exit Survey
2005.09.07

4.11 Host Family Policy and Procedures

1. The host family provides room and board for the student and exercises appropriate supervisory and parental responsibility to ensure the student's well-being. Host families are not paid.

2. Host families are vetted through a process of interviews and home visits by local Rotary club youth exchange volunteers. Following successful completion of that process, all adult members of the host family residing in the home, over the age of 18, must be vetted and trained as a Host Family member. This includes the following:

- One **Host Family Application** (send the online link -be sure they list your club on the application!
- **Reference Checks** (3 per family)
- **Criminal Background Check** (for each adult member of the family living at home
- Completion of mandatory NAYEN training modules in the YEAH database by all adult members.

3. Host Family Applications have been developed with SCRYE, www.scrYE.org for details of SCRYE's role in District 5080 Youth Exchange activities. The content of the application has been adapted to reflect the specific circumstances of Rotary youth exchange: host families are members of the local community in which the Rotary club is located and the host interviewer is a member of the local community.

4. Host families receive training prior to student arrival in youth protection policies, abuse and harassment prevention and procedures and program rules that the student must follow. Host families are periodically visited by the student's counsellor to assure good communications and provide for the early detection of problems. Host families are required to complete the applicable NAYEN training modules in the YEAH database system.

5. Host families provide:

- A safe and welcoming environment
- Integration into the family, providing support and privileges and assigning appropriate obligations
- Room and board for the student. Students must have their own bed and if sharing a room it must be with a child of the same gender and approximate age.
- A place where the student can study
- Assurance that the student knows how to contact family members and support networks.
- Feedback to the Rotarian counselor regarding concerns about the student
- Introductions to people that can help the student become involved in community life
- Exercise supervisory and parental responsibility to ensure the students wellbeing and safety

6. Host families and students will be provided contact information in advance of the exchange so that communications can be established before the student's arrival.

4.12 Drinking and Driving Policy and Regulations Rotary District 5080 Youth Exchange Program

A) DRINKING PROGRAM REGULATIONS

Part 1:

The parents of a Youth Exchange (YE) student remain Legal Guardians during the exchange year. They have entrusted District 5080 to take care of their child and keep them safe and healthy during the exchange.

The Rotary Youth Exchange Officer (YEO) is the Custodian of a Youth Exchange student.

The Host Family (HF) is the Host of the YE student.

As Custodian and Host, there is an obligation to keep the student safe and healthy. There is also an obligation to ensure all rules and regulations are being followed by all parties. All parties are to be held to a higher standard than they would with their own children.

Part 2:

For clarification purposes, the legal drinking age in Idaho and Washington is 21 and in British Columbia 19.

The Long-Term Exchange Program Rules and Conditions of Exchange on alcohol reads: *"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."*

This above paragraph is part of an International Youth Exchange document and the final sentence is intended for countries where students are of legal age to consume alcoholic beverages. The final sentence is not intended to give permission to serve alcohol to a student who is not of legal age. In District 5080 (Idaho, Washington and British Columbia) it is illegal to serve alcoholic beverages (beer, wine and spirits) to any underage student under any circumstances.

2021.04.13

B) DRIVING REGULATIONS

Part 1:

The parents of a Youth Exchange (YE) student remain Legal Guardians during the exchange year. They have entrusted District 5080 to take care of their child and keep them safe and healthy during the exchange.

The Rotary Youth Exchange Officer (YEO) is the Custodian of a Youth Exchange student.

The Host Family (HF) is the Host of the YE student.

As Custodian and Host, there is an obligation to keep the student safe and healthy. There is also an obligation to ensure all rules and regulations are being followed by all parties. All parties are to be held to a higher standard than they would with their own children.

Part 2:

A Youth Exchange student is forbidden to enter a car with a DRIVER who has a restricted license

(Examples: adult with a driving violation that has caused them to have a restricted license; students who have taken driver education training and passed their driver's test but do not have an unrestricted license to drive.) DRIVERS must have a valid unrestricted license for the state or province in which they reside. All three areas of our District – Washington, Idaho and British Columbia have different driving rules and regulations.

A Youth Exchange student is forbidden to enter a car with a DRIVER who is impaired. If a Youth Exchange student suspects that a DRIVER is impaired, they are required to get out of the car as soon as possible and call their Host Parent, Counselor or Youth Exchange Officer for pick-up.