

CLUB YEO ACTIVITY LIST

JULY	ACTIVITY	DONE
15th	Confirm YEO/Counselor name and email address to District 5080 Youth Exchange Chair and YEAH Administrator.	
	Identify all adult volunteers involved in youth exchange in your club and ensure that each volunteer, including yourself and counselors do the following in the YEAH database system:	
	a- Complete a Youth Exchange Volunteer Affidavit and Criminal Background Check in YEAH database. Criminal background checks are due annually (in USA) and every two years, in Canada.	
	b- Complete the required training modules in YEAH. Please complete in a timely manner. Youth Protection + DOS (USA) courses are done annually. c- YEOs – Process your club volunteer applications. Approve the application, interview the applicant, contact references & accept the volunteer. Interview questions are in the Portal.	
	Canada – Families are to be fully vetted prior to the arrival of the student in the home. Student arrival will be delayed until the family is fully vetted.	
	First Host family and Inbound Counselor should already be corresponding with the student.	
	Make sure Outbound students are prepared and paperwork, visas and airline tickets are secured.	
	Confirm Outbound student's departure date. Ensure student airline ticket is in YEAH.	
AUGUST	ACTIVITY	DONE
15th	Ensure that you, all inbound students, rebound students register to attend the weekend Inbound Orientation and mandatory Youth Exchange Officer's workshop camp held in early September. Counselors are encouraged to attend. Inbound students' and volunteers' camp fees are the responsibility of the club.	
	Study the current District 5080 Club Youth Exchange Manual in Forms and Links on our website. www.rotaryye5080.org	
	Prior to the arrival of the Inbound students:	
	1. Prepare the Inbound Students and Counselor's Folders (Manual Section 3.03) and Host Family Folders (Manual Section 4.02).	
	2. Ensure that the assigned Counselor will be able to follow the Inbound Counselor Guidelines (Manual Section 3.04), prior to the student's arrival, when the student arrives, and for the duration of the student's exchange. Both you and the Counselor should utilize the Inbound student Checklist – Club (Manual Section 3.07) and the Host Family Policy and Procedure (Manual Section 4.11) for guidance.	

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AUGUST (cont.)	ACTIVITY	DONE
	Record Host Family schedule in YEAH Portal (*DOS requirement).	
	Email Host Family information and schedule to the student and parents before student leaves their home country.	
	When the Student Arrives:	
	Pick up student at airport and settle in with first host family.	
	Go through the host family binder with the family, if you haven't already done so, and instruct on what to do if medical attention is needed. Go through the inbound student binder with the student.	
	Notify Inbound Coordinator and District Chair of student's arrival. Record arrival in YEAH Portal.	
	Check student VISA status and ensure students have required documentation to travel within our International District 5080.	
	Make copies (both sides) of Inbound student's insurance card, passport, and visas. Give a copy to each host family. Ensure documents are in YEAH.	
	*** Any copies of student's documents that you retain in your records must be destroyed at the end of the student's exchange (within 30 days). Please ensure host families also destroy any records they have.	
	Obtain and secure the emergency fund. Obtain any other IB student fees.	
	Set up student bank account (s). One account for their personal use and one joint (or trust) account for the emergency fund.	
	Ask club Treasurer to begin student stipend.	
	Register student at school, if not already done. USA: deliver DOS letter to schools.	
	If possible, introduce the student to each host family. A welcome dinner or barbeque is usually successful.	
	Confirm safe arrival of your outbound student. From now on the Outbound Counselor should keep in touch with your student to provide support, guidance, and be alerted to any problems.	
SEPT.	ACTIVITY	DONE
EARLY	<p>Inbound Orientation, rebounds students and Youth Exchange Officer workshop camp. Mandatory for all Inbound students and YEO's. Counselors are encouraged to attend. ** Canadian students crossing into the USA will require an (I-94), obtained at the border. The 1-94 is valid for 90 days and must be renewed before the expiry date. Return the I-94 at the end of the students' exchange. Fees for the I-94 are the responsibility of the club.</p> <ul style="list-style-type: none"> Bring any student required fees (if you have them) and deliver to the treasurer at camp. 	

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	<ul style="list-style-type: none"> Bring a camp payment check, or bank draft, in USD, made out to Rotary District 5080 Youth Exchange Committee to camp and deliver to the treasurer. 	
15th	Determine the club's:	
	Capacity to send outbound students next August.	
	Preferences (sex, country, etc.) for Inbound students arriving in August and the following January.	
	Have Rebound student attend club meeting and give a presentation.	
SEPT. (cont.)	ACTIVITY	DONE
EARLY	Promote Youth Exchange by:	
	Talking to the local high school principal or counselor shortly after the school year begins. Confirm that an inbound student will be welcome for the following fall term.	
	Talk to school counselors about candidates for YEAS (Youth Exchange Ambassador Sponsorship) .	
	Advertising and posting notices of a Youth Exchange Program information meeting in the school(s), youth centers, community centers, newspapers, churches etc.	
	Post RYEP information on Rotary club Facebook page and social media platforms.	
	Discuss starting a local Interact Club , if your club does not already have one.	
	Make presentations at the youth clubs in your community.	
	Promotional Material can be found at www.nayen.org	
EARLY	Hold an information meeting. Give program information to interested students who will be eligible to go on exchange the following summer. Use the power point presentations found on the district website to fully explain both long and short term exchanges. Invite rebound students to share their exchange experiences. Direct parents and students to our website www.rotaryye5080.org for more information and to the link to the application. ** On-Line Information sessions for parents & students **	
EARLY	Assist potential exchange students and parents by meeting with them, preferably in their own home, to discuss the program and answer questions. (Clubs may consider a representative group from the Club, including a Rebound student, and meet with the family together).	
	Receive January Inbound Student's application(s) from the District Committee. (<u>If any</u>)	
	Select host families for January Inbound students (if any)	

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	Start finding host families for next August's Inbound students, schedule interviews, direct to Host Family Applications on our website. Email names and contact information to the YEAH administrator and Inbound Coordinator.	
OCT.	ACTIVITY	DONE
10th	Deadline for students (both LT and ST) to complete the Preliminary Outbound Questions, Preliminary Medical, Sections A & B of the Long Form, school reference and Country Preference (Section 2.51) in YEAH (for next August departure).	
	Contact student applicants and their parents, acknowledge receipt of the application, and advise them of your club interview date, time, and location.	
10 th -23 rd	Interview potential outbound applicants and parents and make selections (Club interview Questions for Students, Section 2.07 and Questions for Parents, Section 2.08 in Club Manual).	
As soon as you select candidate	Inform selected candidates of the next steps. Review the Long Term Application with them. Advise students make dental, medical, TB testing appointments for mid-November.	
As soon as you select candidate	Advise students and parents obtain passports if they don't already have them. Student passports need to be valid for six months beyond the expected return date of the student's exchange.	
As soon as you select candidate	Discuss the responsibility of the student and their parents to assist in finding host families for inbound students. Advise them they will receive a Host Family Referral form along with their application.	
30th	Complete and return guarantee Forms for January Inbound students (if any)	
30th	<p>Complete the Annual Club Affidavit of Compliance and Youth Exchange Agreement (Manual Section 1.51) (found on our website) and have it signed as indicated by:</p> <ul style="list-style-type: none"> • Club President, • President-Elect, • and/or the Youth Exchange Officer. <p>Email to the District 5080 Youth Exchange Chair by October 30th. These certify club compliance with applicable rules and the RI Youth Protection Policy (see Manual Section 1.03, Club Compliance Certification Requirements for details) and confirm the number of students to sponsor and host in the next Rotary year.</p> <p>This is a binding agreement between the club and the District as contracts with partner districts are entered into on the basis of these commitments.</p>	

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30th	Deadline to email the Outbound Coordinator and the District Chair the names of your selected outbound candidates and advise if any students might be eligible for YEAS assistance.	
30th	Check with your school to see how your Inbound student is doing. This is the time to forestall problems in school.	
15th	Ensure your Inbound student is registered for the Halloween get-together. <ul style="list-style-type: none"> • <u>Student attendance is mandatory.</u> • Arrange transportation. • Fees are the responsibility of the club. 	
NOV.	ACTIVITY	DONE
1 st – 25th	Monitor the student’s progress completing the application to ensure the sections completed by the student and the portions completed by the school, dentist and doctor are completed properly and all is submitted into YEAH. <ul style="list-style-type: none"> • It is the student’s responsibility to obtain the portions of the application completed by the school, dentist, and doctor; however, the YEO must monitor the student’s progress to ensure this occurs and is completed correctly. • Review the application set for completeness before student uploads into YEAH. • It is the YEOs responsibility to ensure the entire application is complete and meets our standards. 	
DEC.	ACTIVITY	DONE
1st	Deadline for the YEO to review documents and witness signatures , and for the student to have completed, signed and entered into YEAH the: <ul style="list-style-type: none"> • Travel Permission • Financial Agreement (Section 2.52) • Club Endorsements/Student & Parent Guarantee (Section E) • Rules and Conditions of Exchange (Section G) • Consent + Release forms (Section G). 	
Once documents are uploaded into YEAH	The student should keep for his/her/their record a copy of: <ul style="list-style-type: none"> • the application, • documents and forms, • + 2 signed original Endorsement/guarantee forms, (Section E). Club President and YEO signatures are required on this document. Check this document thoroughly for completeness and accuracy. Dates must be YYYY-MM-DD. This document may be required at the Consulate. 	

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	<p>Further Documentation required in Divorce, Deceased situations:</p> <ul style="list-style-type: none"> • Custody forms • Parent’s authorization for the student to go on exchange (Notarized) • Divorce agreement • Parent death certificate 	
1st	<p>Ensure unimmunized students have started the immunization process by Nov 30th.</p> <p>Make sure Outbound has been vaccinated against COVID-19. They must provide proof of vaccination (a COVID vaccine passport) and upload into YEAH.</p>	
1st	<p>Deadline for students to submit fully completed application in YEAH. Please ensure it is complete and up to our standards</p>	
1st	<p>Deadline for initial payment of \$500 USD to be received by the District Treasurer (Canada) and the Co-Treasurer (USA).</p>	
3 rd -17 th	<p>The District Youth Exchange Committee interviews applicants and parents at several central locations in BC and the USA. (or on-line interviews)</p> <ul style="list-style-type: none"> • YEO’s will be notified of successful candidates. • Student will receive a letter confirming acceptance into the program from the District YE Chair. 	
	<p>If you do not already have an Outbound counselor, select one.</p> <ul style="list-style-type: none"> • Have them complete a volunteer affidavit using the link on our website. • Forward their name and contact information to the YEAH administrator • Process the volunteer application in YEAH. 	
	<p>Check with your Inbound Counselor to make sure that your Inbound student(s) are not having too much difficulty with homesickness. (This is typically the time for it to happen.)</p>	
	<p>Check with your Outbound Counselor to make sure that your Outbound student(s) are not having too much difficulty with homesickness. (This is typically the time for it to happen.)</p>	
	<p>Confirm arrangements for inbound(s) move to the next host family. Enter student moving date in YEAH.</p>	
TBD	<p>Online orientation sessions start for Outbound Students (going out in August). <u>Attendance is mandatory.</u></p>	
JAN.	ACTIVITY	DONE

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Early in month	<p>Ensure your Inbound student(s) has registered for the annual ski weekend:</p> <ul style="list-style-type: none"> • Ensure necessary forms are completed. • Attendance is mandatory. • Arrange transportation. • Fees are the responsibility of the club. 	
15th	<p>Interview and confirm host families for next August's Inbound Student(s) per the Host Family Policy and Procedures (Section 4.11).</p> <ul style="list-style-type: none"> • Send names and email addresses of approved host families to the YEAH administrator and Inbound Coordinator. • Process host family applications in YEAH. 	
	<p>Advise host families of the vetting process:</p> <ul style="list-style-type: none"> • criminal background checks • reference checks • required training: Youth Protection, Culture shock, and host family orientation <p>Advise them to complete the process in a timely manner.</p> <p>NOTE: All adults (18+) living in the house must be fully vetted.</p>	
	<p>Check your supply of club banners and pins (if you supply pins) and order more if necessary.</p> <p>These are given to your future <u>Outbound</u> students.</p>	
	<p>Keep checking in with your future Outbound to see if they need anything or have problems as they are preparing to go out.</p>	
FEB.	ACTIVITY	DONE
1st	<p>Deadline for the District Youth Exchange Committee Treasurer(s) to receive the second payment from all outbound students. Invoices are automatically generated by our accounting system.</p>	
	<p>Future outbound students approved by the District Youth Exchange Committee are assigned to host countries and are advised through Club Youth Exchange Officers of the country to which their applications are being sent, and this is confirmed by the YEC Outbound Coordinator.</p>	
MARCH	ACTIVITY	DONE
1ST	<p>Deadline for Clubs to submit applications for matching Conger Memorial Scholarships</p> <ul style="list-style-type: none"> • See details in the application in Section 2.56 of the Club Manual. • Applications can be found on the District Youth Exchange website. 	
	<p>Host family change for Inbounds if applicable. Enter date of change in YEAH.</p>	
	<p>Ensure Vetting of first host families for next year is complete.</p>	
TBD	<p>Attend Mandatory online training. Counselors and other Club YE committee members are encouraged to attend.</p>	

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APRIL	ACTIVITY	DONE
1ST	Deadline for the District Youth Exchange Committee Treasurer(s) to receive the third payment from all outbound students.	
1ST	Deadline for future outbound students and at least one parent/guardian to register for mandatory outbound orientation camp held in early May.	
	District Youth Exchange Committee allocates Inbound students to host clubs.	
	Receive application(s) from the District YE Inbound Coordinator for August Inbound student(s).	
	<p>Register Inbound student for school. Obtain letter of acceptance from the school, on school letterhead. This must include:</p> <ul style="list-style-type: none"> • dates of attendance • waiver of tuition. 	
APRIL (cont.)	ACTIVITY	DONE
	<p>Complete Guarantee Forms (Section F of LTAP) three (3) originals, and other required documentation for August. Inbound students.</p> <ul style="list-style-type: none"> • Mail to District Executive Committee Member (as advised) A.S.A.P to avoid delays in students' ability to procure Visa's in timely manner and avoid late arrival. <p>CANADA: YEO must also submit : A completed, and notarized, Custodianship Declaration (3.52 in Manual) two (2) originals)</p> <ul style="list-style-type: none"> • REMEMBER: <ul style="list-style-type: none"> ○ "Wet" signatures only, ○ Blue Ink, ○ Dates must be YYYY-MM-DD format. • School acceptance letter must be sent with the GF. • Do not fold these documents. • Mail priority post. <p>USA: Must fully vet the first host family before sending the Guarantee Form or the students will not receive DS2019 or their visa (J-1).</p>	
	Appoint a club counselor for each new incoming student and have them start corresponding with the future Inbound.	
30th	Deadline for the host countries to return completed Guarantee Forms to District 5080. Once complete the Guarantee form page from the host	

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	country will have the first host family detail information, and the District will email this page to the YEO on receipt. This should be in YEAH.	
MAY	ACTIVITY	DONE
Early	<p>Ensure that each future outbound student and at least one parent/guardian attends the Outbound orientation.</p> <ul style="list-style-type: none"> Notify the Outbound Coordinator immediately if this will not be possible or if there are questions. 	
	<p>Start promoting Youth Exchange at schools and in community.</p> <ul style="list-style-type: none"> Plan information sessions for future outbounds. 	
	Talk to school counsellors regarding candidate for YEAS (Youth Exchange Ambassador Sponsorship) .	
	<p>Maintain communication with next year's Outbound student(s).</p> <ul style="list-style-type: none"> They may be getting anxious, especially if they have not received their guarantee form yet. More questions could be popping up. 	
JUNE	ACTIVITY	DONE
1st	Deadline for the District Youth Exchange Committee Treasurer(s) to receive the fourth and final payment from all future outbound students.	
	Ensure Inbound student is registered at school. Ask for course selection for students and have students select.	
	Have Future outbound students attend a sponsor Rotary club meeting and give presentation . Invite their families. Remember to provide each student with a least 4 club banners to present while on exchange.	
	<p>Club YEO debriefs returning students (Rebounds).</p> <ul style="list-style-type: none"> Complete this process in August if necessary. Maintain contact with your Rebound student(s) throughout their first-year home. Include them in your club activities. Keep them involved. 	
Miscellaneous		
	Make sure all YEO, Counselor and Club youth exchange committee members' contact information is up to date in YEAH and with the RYE District Chair and YEAH administrator.	
	Arrange for Future outbound students to visit your club <u>several times</u> prior to leaving in August.	
	Arrange for Inbound student(s) to make a presentation at your club.	
	<p>Host Family Guidelines:</p> <ul style="list-style-type: none"> It is recommended by District 5080 that students have three (3) host families. 	

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	<ul style="list-style-type: none">• RI requires a minimum of one (1), however recommends two (2).• The YEO and Counselors are not permitted to host.• Have a backup family available.	
Resources for YE Volunteers		
	<ul style="list-style-type: none">• NAYEN (North American Youth Exchange Network): www.nayen.org• SCRYE (South Central Rotary Youth Exchange): www.scrye.org• RI (Rotary International) www.rotary.org• District 5080 youth exchange: www.rotaryye5080.org	