



rotary
youth
exchange
District 6970

Host Family Handbook



To the Host Parents,

Congratulations! You are about to become a new parent, probably not for the first time, but this time your new child will already be a teenager upon arrival, may not speak English fluently, and will certainly have cultural traits that are different from yours.

By agreeing to be a host family for a Rotary exchange student, you have agreed to assume parental responsibility for this young ambassador from another country, to provide shelter and sustenance, guidance and counsel, and love and support to the child of strangers who may live thousands of miles from you.

We do not ask you to do this all on your own; Rotarians in your local community as well as those who serve on the Rotary District Youth Exchange Committee will do everything possible to make this exchange a success. You will be provided with the information you need, through Host Family Orientation meetings, the Host Family Introduction and Orientation Course, and this handbook.

Rotarians meet with and provide orientation training to the exchange students upon their arrival, and will, throughout the exchange period, be in contact with both you and the exchange student to answer questions, address concerns, and resolve problems.

All too soon, it will be time for your student to move on to the next host family or return home at the end of the exchange year. Many of the host parents who preceded you do not say "goodbye" when that time comes, but instead say "farewell, until we meet again", with the full intention that this new member of the family will indeed be seen again. We hope you experience those feelings, and will do all we can to have that happen.

This handbook provides the information you will need to be a successful Host Family; please refer to it often.

In Youth Exchange Service,
Rotary Youth Exchange District 6970

**Rotary Youth Exchange District 6970
Statement of Conduct for Working with Youth**

Rotary Youth Exchange District 6970 and Rotary International strive to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses 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.

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Objectives of the Program

To further international goodwill and understanding by allowing students to see the differences an another culture to that of their own

To enable students to advance their education by studying for a year in an environment entirely different from their own

To give students opportunities to broaden their outlook by learning to live with and meet people of different cultures, creeds and colors

To have students act as ambassadors for their own country by addressing Rotary Clubs, community organizations and youth groups in their host country

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

Definitions

Outbound student	A student who is going OUT of the country for an exchange
Inbound student	A student from overseas who is coming IN to the country
Sponsoring District	The Rotary district in the student's home country that facilitates the exchange to another country
Host District	The District that supports the Inbound student
Host Club	The Rotary club that supports the Inbound student during the course of the exchange
Host Counselor	Member of the host club appointed to serve as the exchange student's main contact with the club and to act as a liaison between the student, club, host family, and community
Youth Exchange Officer (YEO)	A Rotarian appointed or elected to hold an office on a district or club
District Chair	Oversees activity related to the program throughout an entire district An exchange student who has successfully completed their exchange

Rotary International

What is Youth Exchange?

Rotary Youth Exchange is a country-to-country exchange of high-school age students, between the ages of 15 to 18½ years old at the time of arrival in the host country, for a cultural and educational experience for both the student and those serving as hosts. The duration of the exchange is 10-12 months.

What is Rotary?

Rotary is a global network of 1.2 million neighbors, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe and in our communities.

What we do

Rotary members believe that we have a shared responsibility to take action on our world's most persistent issues. Our 35,000+ clubs work together to:

Promote peace	Grow local economies
Fight disease	Save mothers and children
Provide clean water, sanitation, and hygiene	Support education

Rotary International has adopted as its motto, "***Service Above Self***"

Rotarians throughout the world quote the ***Four Way Test*** of the things we think, say or do:

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
4. Will it be **BENEFICIAL** to all concerned?

The Host District's Role

The host district is responsible for locating, screening, and supporting host families while aiming to provide students with a positive experience abroad. Other responsibilities of the host district or club include:

Training

- Conducting an orientation for inbound students covering topics such as logistics, finances, rules, and parental visits
- Creating and maintaining policies and procedures to protect students from sexual abuse and harassment

Activities

- Organizing social and cultural functions for the student at various times throughout the year

Student support

- Providing a 24-hour point of contact and a list of local resources
- Maintaining contact with the student and host families during the exchange
- Arranging transportation to and from mandatory Rotary district events

District Support

- Help facilitate communication between you and your student
- Will be at the airport to help greet your new student
- Assistance with health and medical forms
- Provides activities for the student with other RYE exchange students, both District-wide and State-wide

The Host Rotary Club's Role

Your student will be hosted by a local Rotary club. This club will have a Club Counselor and Youth Exchange Officer (YEO) that will be your student's support person with their club.

- The Club Counselor serves as an advisor and advocate for the student, but is also be in contact with the host family on a regular basis.
- The host club provides a monthly stipend to the student, to be used for personal expenses, entertainment, school supplies, etc.
- The hosting club should regularly invite the student to attend Rotary meetings and other club events.

The Club Counselor's Role

- Greet your student at the airport
- Meet monthly with the student to check on progress
- Submit a monthly report to RYE 6970
- Invite student to attend club functions, events and community service projects
- Be the student and host family's advocate to the host club

When to contact your student's Club Counselor/Youth Exchange Officer:

- Failing grades or continued absences from school
- Spending too much time on social media with family and friends back home
- Inflexibility - when a student cannot/will not adjust to your house rules
- Withdrawing – student spends all of their time in their bedroom

Exchange Student's Role

What rules are exchange students expected to follow?

Students are expected to:

- Learn and follow the family's rules
- Follow the local laws and customs in the exchange country
- Abide by Rotary International and district/club-specific rules

Above all else, we expect the inbound students to be involved: involved with your family, involved in school, and the community in which you live, and involved in Rotary. To do this successfully, most exchange students must do two things: **learn to communicate in English and learn to adapt.**

Learning English

All students arrive with some understanding of the English, having studied English for several years in school. But for most, considerable effort will be needed on their part to understand the English we *speak*, which is often different than the English they were *taught* in school.

What obligations do exchange students have to Rotary?

Students are expected to prioritize Rotary functions, such as club or district meetings, above other extracurricular and host family activities. They will be asked to give speeches at Rotary events detailing their exchange experiences. Host families may be invited to Rotary functions; your attendance may help the student feel more comfortable.

Host Family's Role and Responsibility

Your job as host parent and family is to help your student become part of the family. Treat them as you would your own children, maintaining rules, goals and expectations. Show them love and understanding!

Responsibilities:

- To provide food and shelter
- To offer love and support while providing a safe place
- Treat your student as your own children – maintaining rules, goals and expectation
- Attend Rotary meetings with your student whenever possible

NOT the Host Family's Responsibility:

- To entertain your student or be a taxi driver or maid
- To provide special meals or purchase organic/gluten free foods
- To adapt to your student's culture or wishes

Before the student arrives:

- Participate in training and orientation sessions offered by the club or district.
- Establish communication with the student.
- Understand the program rules that the student must follow.

During the exchange:

- Recognize the student's birthday and other special occasions.
- Voice any concerns and questions regarding the student to the student's counselor, including serious homesickness, difficulty adapting to family life or school or illness.
- Maintain close contact with the host club, and address problems and concerns quickly.
- Exercise supervisory and parental responsibility to ensure the student's well-being.
- Introduce the student to neighbors, friends, and local groups/organizations.
- Teach the student about the local culture and learn about the student's culture.
- Be curious! Ask questions about your student's life in their home country. Get to know them and understand their culture.

Help your exchange student become a part of your family during the period that he or she lives with you. That means treating this young person as you would your own son or daughter, not as a guest, and exercising all of the **parental responsibilities and authorities** you would for your own child.

- **Establish a clear understanding of expectations** soon after your student arrives. Discuss the **'First Night Questions'** that cover most of the topics that will help define those expectations. Cultural differences as well as personality differences often lead to misunderstandings unless these topics are discussed and clarified.

Other Information for Host Parents

Medical Care and Emergencies

The exchange students are instructed to carry their insurance card with them at all times. A copy of their insurance card is in their application file, along with a 'Permission for Medical Care & Release of Medical Records and Liability' form, which is signed by the natural parents. In case of an emergency or scheduled doctor appointment, take the student's entire application with you to the medical facility. Notify the Club Counselor or YEO as soon as possible in an emergency situation.

Insurance

All inbound exchange students must have a medical/accidental injury policy. **The cost of any medical treatment is the responsibility of the student** and his/her natural parents, and the insurance provides for either payment or reimbursement of a portion of those expenses (usually after a deductible has been met). Students should have the financial ability to pay for any medical expenses at the time provided, and host families should not incur any costs in this regard.

Filing an Insurance Claim

ACE American Insurance Company
Through CISI-Bolduc
POLICY NUMBER: 11 N0106096A

All students who are insured under this program have been provided a claim form, policy, and Insurance Identification Card. If additional forms are required, contact CISI-Bolduc at enrollments@culturalinsurance.com, (800) 303-8120 toll-free, or through their website, www.cisi-bolduc.com.

For claim submission questions, e-mail cisiwebadmin@culturalinsurance.com, or call (203) 399-5130.

60-Day Home Visit

A Club Counselor, YEO or other Rotarian will visit your home within 60- days after your student has moved to your home to ensure both your and your student is doing well and verifies that the exchange is progressing. Any questions or concerns should be raised at this time.

Lastly, If There Are Questions or Problems

While there is no way we or you can guarantee that every exchange student and host parent will enjoy a completely successful exchange, we do our best to help them, and you, and the percentage of unsuccessful exchanges are very small. Most problems that do occur can be taken care of satisfactorily, if addressed early, before they become too big to handle.

IF YOU HAVE A CONCERN, AND NEED TO DISCUSS SOMETHING, please contact the local Rotary Club Youth Exchange Officer or the student's Club Counselor.

Preparing for Your Student's Arrival

Pre-arrival Communication

Before your inbound exchange student arrives in Florida, it is important to establish some type of communication between the student and your family. This will help to make the initial meeting more comfortable for both you and the student. This also makes your student feel more confident in YOUR interest in hosting. Shortly after Rotary has confirmed the placement, initiate contact via e-mail, skype or social media.

- Describe your family (number and ages of children, family interests, jobs, pets, grandparents)
- Talk about any pets (what kind, their names, how many, do they live inside or out)
- Describe your community (country, city, or small town; distance to city; population; major features)

- Talk about the types of activities your family enjoys (sports, camping, boating, games)
- Describe the school your student will attend (size, transportation, sports and extra-curricular activities)

The Big Day - Your Student Arrives!

Meeting Your Student's Flight

Your inbound student will most likely be exhausted and hungry from travelling and probably not understanding everyone talking so fast. It's a good idea to greet the student with a large welcome sign, as it makes it easy for the student to identify their welcoming party.

- Balloons or flowers help add an extra note of welcome (as well as making for great pictures!).
- It's important to have as much of the household at the airport as possible. Recognizing brothers and sisters will help the inbound's confidence!
- Rotarians will likely also be at the airport to greet your student, and it can be a nice idea to invite some neighbors or students from the local school, as well.

The Abbreviated House Tour

After arriving from the airport, show your student his/her bedroom and give a brief tour of your home. Do not try to orient the student to everything in your home at this time as he/she will most likely be exhausted and in need of sleep. Don't try to discuss rules, chores and school because your student will be too disoriented to absorb much information. Do not plan a big event for the first day/night.

The First Week

The Neighborhood Tour

Show your student around your neighborhood/community to become familiar with these new surroundings.

Introduce him/her to your neighbors and other members of your community

Point out several landmarks in case he/she becomes lost

If you live in a larger town, provide warnings against talking to strangers, trespassing on private property, what sections of town to avoid, etc.

Registering for School

Each school system differs for registration requirements. Your local Rotary club will help you with registration and help select classes. Strongly encourage your inbound to become involved in as many extracurricular activities as possible. This will help the student make friends quickly, and provide additional opportunities.

Bank Account and Passport

Students will arrive with a \$500 emergency fund and will be held on behalf of the student by the District Youth Exchange Committee. This money is to be only used only for emergencies (replacement of eyeglasses or emergency dental work. New clothes do not constitute an emergency!

Normal expenses should be covered by the Rotary monthly stipend and their funds from home. The host parents are not expected to purchase clothing, student's cell phone, or provide spending money. If the host parent chooses to provide an allowance, it is at their discretion.

The student's passport acts as the student's ID during the year, and is kept in the student's possession.

Assigning Chores

You should expect your student to contribute an equal share to the running of the household, as do your own children. To expect anything less would not only prevent the student from making the transition from guest to family.

Some of the families of exchange students from other countries may have servants. These students may need a little extra encouragement, as well as basic instructions on things like how to run a vacuum or how to wash their own clothes. Be patient but firm, and don't mistake lack of experience for laziness.

Discussing Transportation Options

Many students come from cities where they rely on public transportation and find it difficult adjusting to areas with no public transportation. Host parents, being sensitive to this background and these limitations, need to discuss school, after school, and weekend transportation with the student. Certain guidelines regarding transportation should be set to prevent misunderstandings and unrealistic expectations.

Religious Observances

Religious observances may be very important with your own family, as well as the student's. Invite your student to attend services with you, but do not insist that they participate in your faith. Respect your student's beliefs. Although differences of this nature can be a source of tension, they can also provide richness to the exchange experience by understanding and sharing some of your student's culture and observances.

Challenges You May Face

Culture Shock

Most students who spend time living and studying in a foreign country experience varying degrees of culture shock. They may exhibit one or more of the following behaviors:

- Exhibit irritability over minor events
- Call home frequently
- Avoid attending classes
- Complain of insomnia
- Withdraw and spend extended periods of time alone
- Criticize the American educational system
- Express feelings of being misunderstood
- Increased food consumption
- Exhibit complete loss of appetite
- Sleep excessively

This list is, by no means, complete and may include any behavior that you consider extreme or out of the ordinary. **Host families need to be prepared to offer emotional support to their student during this difficult time. The busier your inbound is, the quicker he will adjust to the new culture.**

Homesickness

Be prepared to help your student recover from homesickness. This can take several forms, from sadness or wishing to stay in their room. Reassure your student that these feelings are perfectly normal and will pass. Help them to stay busy!

Curfews and Whereabouts

In many cultures, parents allow a greater amount of freedom with their children than our culture. Do not feel pressured by this fact to alter your rules. As host parents, you are entrusted with the responsibility of looking after this student as you would your own children.

Cell Phone and Social Media

- 1) We recognize that in today's world young people are often very active on social media and feel they need to be connected electronically.

Rotary Rules

These are the rules, signed by all Rotary students, and which MUST take precedent over family rules. The following are those which apply to the Inbound student:

- 1) The student and host parents will attend orientation meetings under the Rotary program. This means that any inbound student who misses one of the required meetings (Inbound Orientation, District Conference) without prior Rotary permission may be required to return early to his home country.
- 2) All costs of insurance, medical, and transportation to and from the host country are the responsibility of the student. The student must have an emergency fund of \$500, provided by the natural family.
- 3) Travel during the exchange year is subject to Rotary and host family control, supervision, and approval. One-day trips other than with the host family (Rotary, church, school, etc.) must be approved by the host family. Any long distance (out-of-state) or over-night travel with the host family requires that Rotary be informed and provided with the itinerary and contact phone numbers. Written permission from the natural parents may also be required and is required if the student is leaving the host country. Students cannot travel with anyone other than a Rotary member or the host parents, or if school will be missed, without strict host family and Rotary District Chair permission. The host family includes past, present, or future host families. Permission for travel may be denied if the Rotary or host parents decide that adult supervision is not adequate, or if the school will not give permission for the student to be absent.
- 4) While in the host country, supervision of the student is solely in the hands of host district, host clubs, and host families.
- 5) The student will become an integral part of the host family, assuming duties and responsibilities usual for a family member of that age, respect the wishes of the host family, and accept such guidance and restrictions as the host family and Rotary may impose.
- 6) The student must attend school full-time as specified by the host district during the year of the exchange, and it is understood that no request will be made or granted for matriculation at a school level other than that specified by the host district.
- 7) The student will not be allowed to secure employment except under certain non-competitive conditions (baby-sitting, yard work, etc.) where payment is in cash, no Social Security card is required, and no more than 15 hours a week is spent in such activities.
- 8) Laws of the host country are to be observed at all times, and it is understood that in case of violation, no assistance may come from the student's home country.
- 9) Romantic attachments must be avoided.
- 10) Smoking is discouraged and is forbidden if the student is underage or if the student indicated on the original Rotary Youth Exchange application that he/she does not smoke. The host family also has the authority to prohibit smoking by the exchange student.
- 11) Attendance may be required at Rotary sponsored events.

- 12) Costs related to an early return home, for whatever reason, are the sole responsibility of the student and his/her natural parents, as are any other costs not stated above as being the responsibility of the host club.
- 13) The student will return home at the end of their exchange year, by a direct route, as directed by the host district and host family.

The basic hard and fast rules that every student must abide by are the famous four D's:

- No **D**rinking
- No **D**riving
- No **D**ating
- No **D**rugs

Although experienced exchange students add a fifth D:

- "Don't get caught!"

Rotarians often add a sixth:

- "Don't think we won't find out!"

Please note: The student's insurance does not cover the student if he/she drives any vehicle with a motor. No car, No moped, No water scooter, No go-cart etc.

Travel Policy for Inbound Exchange Students

This is a cultural and educational exchange, NOT a travel exchange. Exchange students should have no expectations of being a tourist. 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.**

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

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

UNACCOMPANIED TRAVEL:

It is understood that the host parents will verify, by personal conversation with whomever the student will be traveling or staying, all plans and itinerary for the travel.

There must be an individual at the destination who assumes full responsibility for the student, and who has been approved by the Host Parent, and if applicable, the Host Rotary club and district.

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

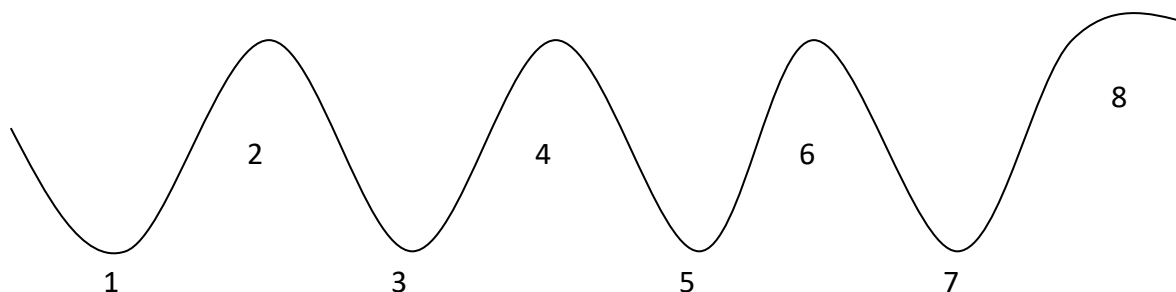
Questions for “First Night”

1. What do I call you? “Mom”, “Dad”, or given (first) name?
2. 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?
 - d. Other chores?
3. What is the procedure about dirty clothes? Where do I keep them until wash day?
4. Should I wash my own clothes?
5. Where can I keep my bathroom accessories? Can I use the shampoo and tooth paste or buy my own?
6. When is the most convenient time for me to use the bathroom on weekday mornings?
7. When is the best time for me to shower or bathe?
8. When are mealtimes?
9. Do I have a regular job at mealtimes? Set, clear, wash, dry the dishes; the garbage?
10. May I help myself to food and drinks at any time or must I ask first?
11. What areas are strictly private e.g. your study, bedroom, pantry, etc.?
12. May I put posters and pictures in my room? On the wall? How do you want things hung?
13. What time must I get up weekday mornings?
14. What time should I get up weekends and holidays?
15. What time must I go to bed weekdays? Weekends?
16. What time must I be in on school nights if I go out? (Exceptions by special arrangement).
17. What time must I be in on weekends if I go out?
18. What dates are the birthdays of family members?
19. May I have friends stay overnight?
20. What is your rule on entertaining friends in my room with the door closed?
21. Can I invite friends over during the day? After school? When no one else is home?
22. How can I get a SIM card to my cell phone? (Student’s responsibility to pay for this service.)

23. 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?
24. May my friends call me? What times are not good?
25. Do any of you have any dislikes? e.g.. chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
26. How do I get around? bus, bicycle, be driven, riding with friends, etc.
27. What about transportation to the mall or movies?
28. How do I attend my host club's Rotary meeting?
29. May I play the stereo or TV?
30. May I use kitchen appliances? Microwave? Dishwasher? Stove?
31. What are the rules about going to church?
32. 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
33. How often can I go out with friends each week?
34. Who pays for "event" expenses? Me? You? Rotary? (movies, sports events, concerts/shows)
35. I take the following medication (if any):
36. What do I do about school lunch? Buy - who pays - me, you? Bring from home?
37. What are your cell phone numbers? How/when can I contact you during the day?
38. Will I get a key to the house, or do I use a code if no one is home?
39. 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 other over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.

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, Germany