

North Star Rotary Youth Exchange

CLUB INBOUND & OUTBOUND COUNSELOR ROLES

Necessary Steps for Rotary Club Counselors Participating in Rotary Youth Exchange Inbound Club Counselor Role

- ❖ Provide Foreign Student with ID Card.
 - Go over emergency numbers
 - Have host family contact on the card
 - Club YEO and Counselor contact information on the card

- ❖ Provide the inbound student with club pins and/or banners to be given to other exchange students and to their sponsoring/hosting clubs abroad.

- ❖ When inbound student arrives, notify the North Star office and the Country Officer if they were not at the airport to meet the student
 - A large warm gathering at the airport is something all students remember vividly. If you have flag from their home country bring that as well as balloons, signs, etc. If all host families, their Counselor and YEO and anyone interested in their arrival (friends from the High School or other inbound students) are at the airport they feel welcomed. This sets a great start for the year.

- ❖ Students arrive with \$400 for their emergency fund. Club Counselor should hold the inbound student's emergency money in safe keeping until needed. Return any unused portion to student.
 - It is advised that these monies are kept in the Rotary checking account. Give the student a receipt for the deposit. The Club Counselor should also make a notation of that deposit or have a receipt as well.
 - Counselors should set a joint checking account with the student. This is helpful for overseeing that they are managing their funds well and being able to close the account when the student returns home.
 - Once the student returns home and all known expenses have been covered (be sure and check with clinics and hospitals as they are often slow to be covered by insurance) then put the remaining balance into the student's account. Give the student a week to withdraw the funds at an ATM in their home country. Once the funds have been withdrawn then the Counselor can close the account.

- ❖ Be an advocate for the student.
 - This is the MOST important role of the Counselor. This takes time and sincere effort. A relationship needs to be built and it can start from the very first email the Counselor sends. If the relationship is built then if there is a conflict or a difficult issue arise there is a foundation of trust and good will built to go from.

- ❖ Support the student and make student feel part of the Rotary family. Introduce them to club members and invite them to club functions.

- ❖ Be the liaison between student, Rotary Club, host family, school and community at large.

- ❖ Provide guidance and counseling to student in matters such as choosing classes, friends, activities.
 - Counselor can be the one that takes them to school to be registered for class.
 - Before the student arrives, there can be a conversation about what is required from their school at home, what are the interesting.
 - Remember to schedule a class over the time they might be at the regular Rotary meeting that does have a severe impact on their absence (math is hard to miss but maybe not PE).
 - The Counselor, with the help of the YEO, can link students via Facebook or email...other inbounds but potential friends at the High School. This helps develop friendships that will be ready made by the time they arrive.
 - Tell the student ahead of time if there are key events in the community, school or Rotary that they might try to learn more about (Defeat of Jesse James Days, Rotary fundraisers, etc).

- ❖ Assist student in adapting to our culture and the language.
 - The Counselor can check in with the student..."is there something you have experienced that you don't understand or you find peculiar?"

- ❖ Maintain and document on the North Star Meeting Log, all regular contacts with student and family –
 - Remember to send the first email sent to the student giving explanation of their new community and family.

- ❖ Make sure student has transportation to and from Rotary activities.
- ❖ Listen attentively to student's comments and concerns.
- ❖ Provide student with general information about host club and area, including a list of contact information for people and organizations student can contact if he or she needs help.
- ❖ Work with community and student's school to ensure that student is involved in positive activities and community life.
 - The student involved in extra-curricular activities is the well-adjusted, involved student with friends. They seldom experience prolonged homesickness or boredom.
- ❖ Create a supportive atmosphere in which student feels comfortable to discuss his or her concerns.
- ❖ Understand North Star's and Rotary International's policies on abuse and harassment prevention for youth.
- ❖ Be aware of signs and symptoms of sexual abuse and harassment and appropriate actions to take (Allegation Reporting Guidelines).
- ❖ Work with the Club Youth Exchange Committee & officers to notify the District Inbound Youth Exchange Chair and District Youth Exchange Committee in a timely manner, if any serious incident has occurred, involving the YE student, host family or other Rotarian volunteer, which requires immediate intervention.
- ❖ Attend and successfully complete all necessary North Star Volunteer, Counselor and Department of state Coordinator Training on an annual basis.

A well written statement of the Counselor Role:

COUNSELOR

The Host Rotary Club should have appointed a Counselor to act as a Guardian to the student for their year in the USA. The student is expected to go to the Counselor for guidance on any problems that arise which cannot be resolved within the Host Family. The Counselor is also available to help you, the Host Family, with any problems that you encounter in hosting the student. Do not hesitate to consult with the Student's Counselor if problems of any kind arise. As soon as the club has appointed the Counselor and the host families have been organized the

Counselor should then have arranged a get-together of the host families. At the same meeting the ground rules for the coming exchange should have been discussed so that all the host families and the Counselor treats the student the same. If you do not know who is Counselor ask the Club President.

<http://d5230youthexchange.ca.clubwizard.com/Guide.cfm> D. 5230 wording

❖ **Outbound Club Counselor Role**

- ❖ Meet with student and parents prior to their departure.
- ❖ Create a supportive relationship in which the student feels comfortable to discuss his or her concerns.
- ❖ Provide student with your contact information, including e-mail address and phone number.
- ❖ Maintain a minimum of monthly contacts with the student.

- ❖ Work with the Club Youth Exchange Committee & officers to notify the District Inbound Youth Exchange Chair and District Youth Exchange Committee in a timely manner, if any serious incident has occurred, involving the Youth Exchange student, host family or other Rotarian volunteer, which requires immediate intervention.
- ❖ Attend and successfully complete all necessary North Star Volunteer, Counselor and Department of State Coordinator Training on an annual basis.
- ❖ Be the information link between the student and the sponsoring Rotary club...inform the club of how the student is doing, what they are doing and any communication to the Club (a Thank you is always appreciated!).