

Club Certificate of Intent for Hosting an Inbound Student

North Star Rotary Youth Exchange Program Rotary Youth Exchange Program

Please print in ink or type and return by August 15.

Our Rotary Club is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children/young people with whom they come into contact.

The Club certifies that it will comply with all rules and procedures outlined in the Youth Exchange Abuse & Harassment Prevention & Protection Policy as well as following the procedures and practices, listed below:

Pre-Arrival:

- Recruit potential host families; implement Host Family Application and Waiver/Consent/Release Form. Ideally 3 families and one emergency placement host family should be selected based on successful clearance of background checks.
- Sign and return Guarantee Form to applicable North Star Youth Exchange Country Officer (necessary for inbound student to receive visa). Provide a complete application with the school's guidance office.
- Ensure that background checks and in-home interviews are completed prior to placing a student in the home.
- Ensure that all host families are oriented before arrival of the student.
- Ensure that contacts are made with student and his or her family in preparation.
- Assign Rotarian of same gender as counselor for the student, and ensure their regular, documented contact with student.
- Send school, community, and host family information to student; copy Youth Exchange Office.

1st Week:

- Ensure student welcomed upon arrival.
- Provide contact information to student, including:
 - o Host club Rotary counselor
 - o Host club Youth Exchange chairperson
 - o Host club president
 - o Two (2) non-Rotarian resource persons, one male and one female (school personnel are typical candidates)
 - o Local medical, dental, mental health professionals
 - o Local social service agencies for issues such as suicide prevention, rape counseling, etc.
 - o District hotline for inbound students: 763-553-1604; diane.confer@comcast.net
- Ensure that student's visa and passport documents are secure, and return airplane ticket is correct and secure.
- Collect and secure the student's emergency fund (\$400 US).
- Open two bank accounts (one personal, and one emergency. The student must maintain a \$400 balance in the emergency account)
- Obtain a copy of the student's insurance.
- Arrange for school enrollment, and ensure that immunizations are current according to state requirements.

Ongoing:

- Ensure that student attends mandatory functions of District for exchange students, such as Orientation, Retreats, International Foundation Event and District Conference.
- Stay in touch with host families monthly to identify and respond to issues and problems as rapidly as possible.
- Ensure careful coordination for transitions between host families.
- Ensure that student attends and participates in local Rotary meetings and activities regularly.
- Ensure counselor meets regularly with student and maintains a monthly log on the *Student Contact Schedule* record.
- Remain current with duties by attending annual Youth Exchange trainings.

Post Exchange:

- Conduct post-exchange evaluations with students (http://www.rotary.org/RIdocuments/en_pdf/746ap_n.pdf) and host families (http://www.rotary.org/RIdocuments/en_pdf/746ap_l.pdf). Submit completed forms to Youth Exchange Office.

Signature:

I, the Youth Exchange Officer for the Rotary Club of _____, being the person responsible for Youth Exchange activities in our club, certify that each of the above marked statements is true and correct.

YE Officer _____

Print Name

Signature

Date

Return original to: North Star Rotary Youth Exchange Office, 11251 Red Fox Drive, Maple Grove, MN 55369; fax 763-550-0619; Email diane.confer@comcast.net. **Maintain copy in club file.**