

Travelling Rotary Student Notebook

Purpose:

- To keep all of the information on an Inbound student in on location.
- To keep host families informed and have easily accessible contact information.
- To create continuity between families.

The first host family receives the notebook before the student arrives. When the student moves, preferably by the Rotary Counselor, to the next family the Notebook goes from the hands of one family to the next. The Notebook should be kept where the student and the family members can easily use it.

The host families can keep it updated by including the names and phone numbers of the inbound students contacts/ friends and their phone numbers.

Keep a list of their favorite food and possibly their activities of big events (zoo, what date).

The front outside page could be a picture of the student, some notes from their application, list of host families, birthdate.

Besides the pages included in this document include a copy of...

- The Student ID card
- The Brochure "Guidelines for Host Families"
- The Youth Exchange Student Handbook
- A complete copy of the student's application, complete with medical/ dental, passport information
- A copy of the student's insurance card and insurance contact information

The notebook should be an ever changing book with mailings from the District, school information, whatever else pertains to the student, particularly if the next host parent needs to know the information.

Additional idea: Keep a manila envelope in the notebook that has an extra copy of the student's medical/ dental information from their application and any additional medical information and a copy of their insurance card and information (where to mail the bill, etc). This envelope is easy to grab when the student goes to the doctor for the first time and needs this information for registering. The clinic could then copy all of the information in the envelope.

2011-2012 NORTH STAR YOUTH EXCHANGE CONTACT INFORMATION

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INBOUND PROGRAM EVENTS 2011-2012 (TENTATIVE DATES)

September 10, 2011	Inbound Student, Host Family, Club Officer Orientation (1/2 day)
October 29-30, 2011 (Sat., Sun.)	Halloween Weekend for inbound students. Hosted by the Rotary Club of St. Croix Falls/Taylors Falls
November 5, 2011	District 5960 Foundation Event Prom Center ~ Oakdale, Minnesota 5960 Inbound Students host Silent Auction No Foundation Event involving 5950 Inbound Students.
December 3, 2011	Country Fair ~ Inbound students promote the Youth Exchange Program at Outbound Interview Session. Students are to wear national costume of Rotary blazer, and be prepared to promote their home country. No overnight.
January or February 2012	Inbound Orientation Session (1/2 day) for all January arrivals and all of their host parents and host club exchange officers. Exact date, time and location to be determined.
February 25-26, 2012	Inbound students assist with Outbound Orientation session at Roseville Area Middle School; preliminary preparation for District Conferences. "Back to India Adventure" ~ overnight in Northfield.
April 13-14, 2012	District 5950 Conference – Airport Hilton Hotel, Bloomington, MN All District 5950 inbounds participate Attendance of students hosted in District 5950 is required. (Exact date/time of inbounds' participation to be determined)
April 13-14, 2012	District 5960 Conference – University of Wisconsin River Falls All District 5960 inbounds participate Attendance of students hosted in District 5960 is required. (Exact date/time of inbounds' participation to be determined)
June 16-17, 2012	A Valleyfair Adventure and overnight for inbound students. Hosted by the Rotary Club of Shakopee
June 27-July 13, 2012 (Wednesday-Friday)	Summer Eastern States Rotary Trip for inbound students.

Highlights from this Manual

Inbound Program Highlights

Inbound Orientation Session	September 10, 2011	Roseville Middle School
Halloween Weekend	October 29-30, 2011	St. Croix Falls/Taylors Falls
Country Fair (no overnight)	December 3, 2011	Roseville Middle School
Back to India Adventure	February 25-26, 2012	Roseville & Northfield
5950 District Conference	April 13-14, 2012	Bloomington, MN
5960 District Conference	April 13-14, 2012	River Falls, WI
Valleyfair Weekend	June 16-17, 2012	Shakopee
Eastern States Bus Tour	June 27-July 13, 2012	

Club budget for Inbound Student: \$2,500

Inbound students cannot get a Social Security Card.

Inbound students can work for cash if money is needed by the student.

Driver's Training class is NOT allowed for inbound students.

Rotary I.D. card and insurance card should always be in the inbound student's wallet.

Outbound Program Highlights

\$5,200 Program Fee, paid by outbound student.

\$150 fee charged to club for first two outbound students. Additional students are free.

Marketing materials available: flyer, brochure, post cards, business cards

Late October, 2011	Conduct interviews by local Rotarians.
November 9, 2011	Send completed applications to Diane Confer.
December 3, 2011	District Interviews at Roseville Area Middle School.

Forms in this Manual that are to be sent to the Youth Exchange Office

- Forms A, B, C, D for all host family members age 18 and older; Rotarians who have a specific role with the students should complete Form D every three years.
- YE Officer Contact Information (yellow)
- Host Family Contact Information (pink) - tell us within 10 days of changing families
- Club Certification (2-ply form)
- Monthly Contact Sheet for Inbound Student (3-ply form)
- Request the country of your next Inbound Student (pink)

**Northfield Public Schools
2011-2012
School Calendar**

Approved by
School Board
2/28/2011

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 4th of July Holiday

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 29 New Teacher Inservice, 30,31 Teacher Workshop/Workdays

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept 1 Teacher Workshop/Workdays

5 Labor Day; 6 1st Day of School

OCTOBER

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20-21 Ed MN

NOVEMBER

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 End of 1st Qtr

23 Teacher Workshop; 24-25 Thanksgiving Break

DECEMBER

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Winter Break-Dec 23-Jan 2

JANUARY

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29	30	31				

2 New Year's Day Holiday

16 MLK Jr's Birthday/Teacher Workshop; 20 End of 2nd Qtr

23 Teacher Workday/Workshop

FEBRUARY

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH

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25	26	27	28	29	30	31

16 End of 3rd Qtr

Mar 19-23 Spring Break

APRIL

S	M	T	W	T	F	S
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29	30					

MAY

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27	28	29	30	31		

28 Memorial Day

JUNE

S	M	T	W	T	F	S
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						30

1 Last Day of School (2-hr early dismissal)

3 Graduation 4 Teacher Flex Workday

Teacher Workday/Workshop (no school)
 No School

Student Days:	Summary:
Term 1: 47 days	174 student contact days
Term 2: 39 days	7 non-student contract days
Term 3: 39 days	6 contract days off calendar
Term 4: 49 days	(4 conferences; 2 grading)
TOTAL: 174 days	Total: 187 contract days
(86 days-first semester; 88 days-second semester)	

NORTHFIELD PUBLIC SCHOOLS
2011-12 Calendar

Approved by School Board February 28, 2011

New Teacher Activities

August 29

Pre-School Days for all Teachers

August 30, 31, September 1

September 5 **No School.** Labor Day
September 6 First Day of School/Beginning of 1st Quarter

October 20-21 **No School.** Education Minnesota Break

November 11 End of 1st Quarter (47 days)
November 14 Beginning of 2nd Quarter
November 23 **No School.** (Teacher Workshop/Workday)
November 24-25 **No School.** Thanksgiving Break

Dec. 23-Jan. 2 **No School.** Winter Break

January 16 **No School.** Dr. Martin Luther King's Birthday (Teacher Workshop)
January 20 End of 2nd Quarter (39 days)/End of First Semester (86 days)
January 23 **No School.** (Teacher Workday/Workshop)
January 24 Beginning of 3rd Quarter and Second Semester

March 16 End of 3rd Quarter (39 days)
Mar 19-Mar 23 **No School.** Spring Break
March 26 Beginning of 4th Quarter

May 28 **No School.** Memorial Day

June 1 **Last Day of School.** 2-hour early dismissal
 End of 4th Quarter (49 days); End of Semester (88 days)
June 3 Graduation, 2 PM
June 4 Teacher Flex Workday



Welcome to North Star Youth Exchange Rotary Districts 5950 & 5960

Goals of the North Star Youth Exchange Program

Each year, Rotary Youth Exchange provides thousands of young people with the opportunity to experience the cultures, problems and accomplishments of people in other countries. Through this Rotary program, students are given the opportunity to grow as individuals while their concept of the world is growing too. Participants return with a broader view of the world and a deeper understanding of themselves.

As these young people become adults, many assume leadership roles in their communities and bring to these positions the benefits of their exchange experiences. As a result, Rotary's Youth Exchange program becomes a powerful force in the promotion of world understanding and peace.

Through Youth Exchange, Rotarians seek to provide the best possible environment for the participant. The program enjoys the advantages of many years of experience and a network of approximately 1.2 million Rotarians around the world. This experience and support system ensure the best possible exchange for participants in the program.

Your exchange experience will depend mostly on what you make of the situations and opportunities that occur. Your compliance with the District rules and guidelines presented in this Handbook should assure you a successful and rewarding year.

Again, we welcome you.

District 5950/5960 North Star Youth Exchange Committee

A Brief History of Rotary

The world's first service club, the Rotary Club of Chicago, Illinois, USA, was formed on February 23, 1905 by Paul P. Harris, an attorney who wished to recapture in a professional club the same friendly spirit he had felt in the small towns of his youth. The name "Rotary" derived from the early practice of rotating meetings among members' offices.

Rotary's popularity spread throughout the United States in the decade that followed; clubs were chartered from San Francisco to New York. By 1921, Rotary clubs had been formed on six continents, and the organization adopted the name Rotary International a year later.

As Rotary grew, its mission expanded beyond serving the professional and social interests of club members. Rotarians began pooling their resources and contributing their talents to help serve communities in need. The organization's dedication to this ideal is best expressed in its principal motto: Service Above Self. Rotary also later embraced a code of ethics, called the 4-Way Test, that has been translated into hundreds of languages.

During and after World War II, Rotarians became increasingly involved in promoting international understanding. In 1945, 49 Rotary members served in 29 delegations to the United Nations Charter Conference. Rotary still actively participates in UN conferences by sending observers to major meetings and promoting the United Nations in Rotary publications. Rotary International's relationship with the United Nations Educational, Scientific, and Cultural Organization (UNESCO) dates back to a 1943 London Rotary conference that promoted international cultural and educational exchanges. Attended by ministers of education and observers from around the world, and chaired by a past president of RI, the conference was an impetus to the establishment of UNESCO in 1946.

An endowment fund, set up by Rotarians in 1917 "for doing good in the world," became a not-for-profit corporation known as The Rotary Foundation in 1928. Upon the death of Paul Harris in 1947, an outpouring of Rotarian donations made in his honor, totaling US\$2 million, launched the Foundation's first program – graduate fellowships, now called Ambassadorial Scholarships. Today, contributions to The Rotary Foundation total more than US\$80 million annually and support a wide range of humanitarian grants and educational programs that enable Rotarians to bring hope and promote international understanding throughout the world.

In 1985, Rotary made a historic commitment to immunize all of the world's children against polio. Working in partnership with non-governmental organizations and national governments through its PolioPlus program, Rotary is the largest private-sector contributor to the global polio eradication campaign. Rotarians have mobilized hundreds of thousands of PolioPlus volunteers and have immunized more than one billion children worldwide. By the 2005 target date for certification of a polio-free world, Rotary will have contributed half a billion dollars to the cause.

As it approached the dawn of the 21st century, Rotary worked to meet the changing needs of society, expanding its service effort to address such pressing issues as environmental degradation, illiteracy, world hunger, and children at risk. The organization admitted women for the first time (worldwide) in 1989 and claims more than 90,000 women in its ranks today. Following the collapse of the Berlin Wall and the dissolution of the Soviet Union, Rotary clubs were formed or re-established throughout Central and Eastern Europe. Today, 1.2 million Rotarians belong to some 31,000 Rotary clubs in 166 countries.

History of Rotary Youth Exchange

Like most Rotary International programs, the Youth Exchange program began at the club level. The first documented exchanges were initiated by the Rotary Club of Copenhagen in 1929 and involved only European participants. These European exchanges continued until World War II and resumed in 1946 at the end of the war.

Exchanges between clubs in California, USA and Latin American countries began in 1939, and exchange activities spread to the eastern United States in 1958. The first multidistrict Youth Exchange activity, Eastern States Student Exchange program (ESSEX), was formed in 1962. Our districts initiated this program in 1967 when a young woman went to Sweden in exchange for a young man from Finland.

In 1972, the Rotary International Board of Directors agreed to make Youth Exchange an official program of Rotary International. Still administered by clubs, districts and multi district groups, the program has grown to include over 60 countries and more than 8,000 students each year.

The 6 Bs

Throughout your year as an exchange student,
strive to be this person:

Be First

I am a person of action!

Be Curious

I seek to understand!

Be on Purpose

I am certain of my outcome and move steadily toward it!

Be Grateful

I focus on things for which I can be thankful!

Be of Service

I give of myself!

Be Here Now

I live in the present moment.

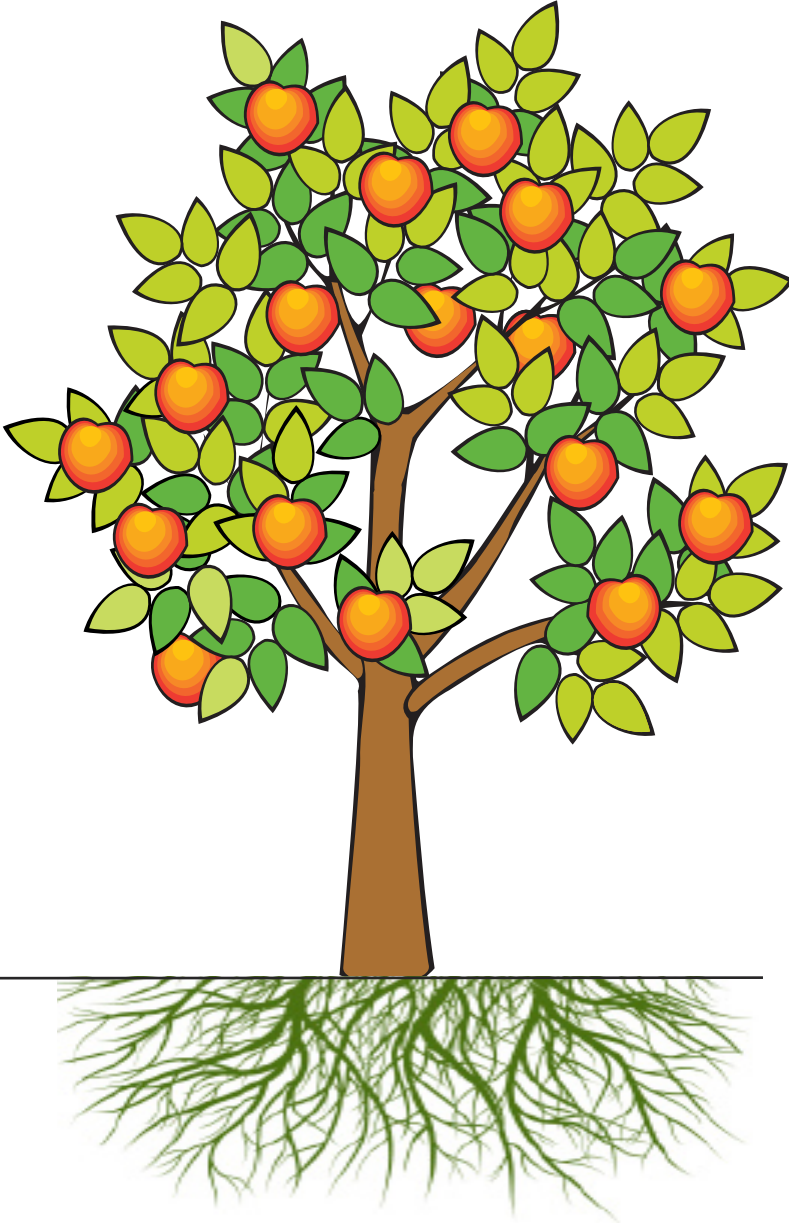
Exchange Student Creed

This is my experience.
Many have been here before
And many will follow –
But this time is mine.

My journey will present
Numerous doors to
Unlimited opportunities.
Some of these doors will be open,
Some will be closed.

But one thing I know for certain:
The key to all doors lies within.

The Exchange Tree



Phase III: Bearing Fruit

Goal: Leave a legacy

- 🍏 Freely share passion, gifts and talents for a greater purpose
- 🍏 Initiate an endeavor that makes a difference in the community

Phase II: Grow Your Tree

Goals: Grow, share, develop

- 🍏 Establish regular speaking roles
- 🍏 Develop an extensive contact network
- 🍏 Gain a deep understanding of the local culture
- 🍏 High-level function in local language
- 🍏 Engage with others about the host country and about the US

Phase I: Establish Your Roots

Goal: Living within

- 🍏 Function in the language
- 🍏 Establish rapport with your counselor and host family
- 🍏 Respect, understand and observe local customs, laws and the 4 Ds.

SUGGESTED ACTIVITIES FOR ROTARIAN FAMILIES & EXCHANGE STUDENTS

Minnesota Wild Hockey	State Capitol
Vikings or Packers Football	Iron Mines Museum – Chisholm
Timberwolves or Bucks	State Legislature
Minnesota Lynx	City Hall
Minnesota Twins	Minnesota Historical Museum
Milwaukee Brewers	Winter Carnival Activities
St. Paul Saints	Holidazzle Parade
Gopher Sports	Aquatennial Activities
Fishing	Boat Show
Ice Fishing	Auto Show
Boating	Home Show
Water Skiing	Como Park
Snow Skiing	Macy's Christmas Show
Ice Skating	Macy's Spring Flower Show
Visit a Farm	State Fair
Guthrie Theater	Golf
Children's Theater	Tennis
Canterbury Downs	Health Club
Valleyfair	YMCA/YWCA
Fort Snelling	Mayo Clinic Visit
Minnesota Orchestra	Antique Car Run
St. Paul Chamber Orchestra	Walker Art Center
Renaissance Festival	Old Log Theater
Business Tours	Biking
University of Minnesota	Taste of Minnesota
Vocational School	Riverfest
Cabin	Bowling
Supper with your family (club members sign up)	Rodeo
Science Museum	Tour TV Station
Apple River	Omni Theater
Pro Wrestling	Minnesota Zoo
Tractor Pull	Mall of America
Lake Harriet Trolley Car	Trips
Tour the Lakes	(Duluth, Rochester, North Shore, etc.)
Lake Minnetonka	American Swedish Institute
	Wisconsin Dells



District _____

Applicant Name _____

Long-Term Exchange Program

Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
- 3) 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.
- 4) You may not operate a motorized vehicle or participate in driver education programs.
- 5) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 6) You must attend school regularly and make an honest attempt to succeed.
- 7) You must have travel insurance that provides medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability / dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 8) You should have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to your parents or legal guardians at the end of your exchange.
- 9) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 10) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 11) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 12) You should communicate with your first host family prior to leaving your home country. The family's information must be provided to you by your host club or district prior to your departure.
- 13) Visits by your parents or legal guardians, siblings, or friends while you are on exchange are strongly discouraged. Such visits may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 14) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- 2) Body piercing or obtaining a tattoo while on your exchange is not allowed, for health reasons.
- 3) Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 4) Learn the language of your host country. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
- 5) Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 6) Avoid serious romantic activity. Abstain from sexual activity.
- 7) Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.
- 8) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 9) Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
- 10) Limit your use of the Internet and mobile phones. Excessive or inappropriate use is not acceptable.
- 11) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

Applicant Name	
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DECLARATION

IN CONSIDERATION of the acceptance and participation of the applicant in this program, the undersigned APPLICANT and his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sponsor Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned applicant and undersigned parents or legal guardians of the applicant, we hereby state that we have read and understood the Program Rules and Conditions of Exchange. Should I, as a student, be selected for an exchange, I agree to abide by these rules and others imposed on me with due notice during my time as an exchange student in the host country.

We attest that we have read and understand the Statement of Conduct for Working with Youth. We understand that all Rotarians and host families are expected to have read and understand this statement as well. I understand that, if selected for an exchange, I will be provided with training and written material on abuse and harassment and that this information will include the contact information of the person I should contact if I encounter any form of abuse or harassment.

I attest that I am of good health and character, understand the importance of the role of a youth ambassador as a Rotary Youth Exchange student, and will, to the best of my ability, maintain the high standards required of a Rotary Youth Exchange student should I be chosen to represent my sponsor Rotary club and district, school, community, state/province, and country. I further state that all the material contained in this application and the attached documents are true and accurate to the best of my knowledge.

PERMISSION FOR MEDICAL CARE AND RELEASE OF MEDICAL RECORDS AND LIABILITY

We, the parents/legal guardians of the applicant, and I, the applicant, HEREBY AUTHORIZE the release of medical information on application pages "Medical Information 1-4," acquired in the course of the examinations by the physician and the dentist.

We, the parents/legal guardians of the applicant, and the applicant, if of legal age, who have the sole and legal right to make the decisions on the health and care of the applicant, do release from liability and grant permission as noted of the following while our son/daughter/ward is overseas as a Rotary Youth Exchange student:

- In the event of accident or sickness, we/I authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- We/I give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment of our son/daughter/ward.
- We/I further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required by our son/daughter/ward for any emergency situation. We do request that we be notified as soon as possible, but emergency treatment need not be delayed to provide such notice.
- Permission is granted for immunizations required for school registration.
- In the case of elective surgery, we/I request that we/I be notified and our permission obtained before such arrangements are made.

We agree to hold harmless Rotary International, any Rotary district, Rotary club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome.

We agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

Applicant (print name)	Signature
Mother/Legal Guardian (print name)	Signature
Father/Legal Guardian (print name)	Signature
Witnessed in the presence of Sponsor Club Representative (print name)	Signature
Dated this _____ Day of _____ Month, _____ Year.	

Statement of Conduct for Working with Youth
 Rotary International 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 other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.
Adopted by the Rotary International Board of Directors, November 2002

ROTARY SPONSORED TRIP: Summer Eastern States Trip-June 27-July 13, 2012

A summer tour via bus is planned for inbound students. The trip includes a number of stays en route to New York, Washington, D.C., and Disney World. The students will visit our nation's capitol and the White House on July 4th. A flyer will be mailed to students and exchange officers in November. Please encourage the inbound students to make their reservations early to ensure accommodations. The cost of the tour in 2011 was \$2,840. There will be an increase in 2012. The student should also have a minimum of \$400 for food and miscellaneous expenses. This cost is to be paid by the inbound student, though your Rotary club may choose to assist financially.

TRAVEL WITH HOST FAMILIES AND ROTARY FAMILIES

Travel with host families and Rotary families is permitted. However, telephone numbers and an itinerary must be provided to the host Rotary club representative in case of emergency, and to the Country Exchange Officer on the North Star Rotary Youth Exchange Committee. Prior to any travel outside the United States, the student must also receive permission from the Department of State Responsible Officer on the district Youth Exchange Committee.

TRAVEL TO ANOTHER COUNTRY

Travel that includes leaving the United States requires special permission from the District Responsible Officer for the Department of State. This permission requires the Responsible Officer's signature in the **TRAVEL VALIDATION** section of the student's **CERTIFICATE OF ELGIBILITY FOR EXCHANGE VISITORS (J-1) STATUS**, form **DS-2019** (see sample in *Appendix*). The original DS-2019 should be presented to the Responsible Office for his signature at least two weeks prior to the beginning of travel. Mail or hand deliver to *Allen L. Gerdin, Responsible Officer, 5925 Forestview Lane N., Plymouth, MN 55442 (763-533-4584) algerdin@att.net*

RULES FOR UNACCOMPANIED TRAVEL

1. The student must demonstrate that he/she is reliable, trustworthy and doing well in school before any consideration will be given to independent travel arrangements. Students are required to attend school, so travel is to be limited to school vacations, unless dispensation has been sought and granted by the Youth Exchange Chair.
2. Travel may be granted to visit adult relatives only.
3. The **completed** Unaccompanied Travel Permission Form must be submitted by the host Club Exchange Officer to: **Youth Exchange Office, 11251 Red Fox Drive, Maple Grove, MN 55369** (Fax: 763-550-0619; Email: diane.confer@comcast.net)
Permission will be granted only if all required signatures are obtained:
 - Natural parents
 - District Country Exchange Officer
 - Host parents
 - District Youth Exchange Chair
 - Host Rotary club representative
4. Travel must be by the most direct route possible.
5. Student must be met at the terminal in the city to which he/she is traveling.
6. Student must abide by North Star Rotary Exchange rules at all times.

Youth Exchange **FAQ's** for Host Families & Counselors

HOW LONG IS THE STUDENT HERE? The students are generally here for 9 – 11 months.

HOW MANY HOST FAMILIES? The student will generally have 2-3 host families – 3 - 4 months per family. Minimum of 2 families is required by new RI Certification but length of time per family is totally flexible.

WHEN DO THE STUDENTS ARRIVE? Students generally arrive in 2nd or 3rd week of August. Should arrive about a week before school starts. HAVE to arrive before Inbound Orientation in early September.

WHEN DOES THE STUDENT GO HOME? Students usually go home late June (or a week after the East Coast Trip that starts in late June).

HOW OFTEN SHOULD STUDENT CALL or SKYPE HOME? No more than once or twice a month. The more the student calls home, the slower he or she will adapt and the longer the home sickness will last. Weekly e-mails or letters are fine.

WHAT IS HOST FAMILY RESPONSIBLE FOR PAYING FOR? Only room and board, rest is optional. Student receives stipend from host club but should also have a budget provided by family back home. The student receives \$80 per month from Rotary, school lunches and school activity fees are paid for, except for Club skiing and prom.

CAN STUDENT GET A JOB WHILE THEY'RE HERE? No. Their visa will not permit this. YE can, however, receive donations for occasional babysitting, extra chores, etc.

CAN STUDENT TRAVEL ON HIS OWN? No. Students must be accompanied by parent, Rotarian or other responsible adult. No road trips with just other teens. We're responsible for student's safety. Going with friends to a **local** event, beach, movies, shopping mall, etc. is totally fine.

SHOULD THE STUDENT ATTEND ROTARY MEETINGS? This is really the key to a successful exchange. The student should attend Rotary meetings and be involved in the Club's activities – The whole club hosts the student, not just host family. Counselor helps arrange transportation to/from meetings.

WHAT IS AN INBOUND vs. OUTBOUND? **INbound** students come here to attend high school and learn about our language and culture. **OUTbounds** are students from our area that travel abroad to do the same.

IS THERE AN INBOUND STUDENT ORIENTATION? – Yes, The Saturday of DJJD. This is mandatory for the student and there is a host family training as well. YEO will help organize rides for Inbounds. .

ARE THERE OTHER MANDATORY EVENTS BESIDES ORIENTATION? The District Conference is mandatory. Many Rotarians attend and finding a ride for the student is usually easy. There will be at least three events planned for the students in the coming year by the District.

DO YOU HAVE TO HAVE A TEENAGER AT HOME TO HOST? **No**, easily 40% of host families don't. Many students enjoy the extra attention of being 'an only child.' Having several host families allows the student to experience a variety of family dynamics. Single parents may of course host and Bachelors/Bachelorettes may host a student of the same sex. Student does not have to have his/her own room, sharing with a same-sex sibling is ok.

DOES THE HOST FAMILY HAVE TO BE IN ROTARY? – NO – so long as they are suitable and willing and are interviewed by Club's Youth Exch. Chair. Adults in the household must be willing to undergo background check.

DOES THE STUDENT'S COUNSELOR HAVE TO BE IN ROTARY? – **YES** – this is the person who usually gets the student to the meetings & is the liaison between the student and the club. Rotarian's spouse may like to help as Co-Counselor especially if YE is opposite sex as Counselor. Counselors also need to have basic background check.

Rules and Conditions of Exchange for Long-Term Exchange Program

Who makes the final decision if a rule has been broken? A brief description of who should make the final decision is explained below. All reasonable steps should be taken to protect the privacy of those involved. All incidents should be documented at the club level and by the Chair.

1. You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities. (If any alleged violation of local law occurs, the Club officer immediately calls the Country officer who immediately calls the Chair. Chair confers with the respective District Governor to make a plan.)
2. You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed. (If student is found with illegal drugs, follow procedure in rule #1.)
3. 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. (Club officer immediately calls Country officer who calls the Chair for the final decision.)
4. You may not operate a motorized vehicle or participate in driver education programs. (The CISI-Bolduc insurance will not cover any medical expenses due to injury if an exchange student is hurt while driving a motorized vehicle of any kind, including all two, three and four wheeled means of transportation. This includes, but is not limited to, automobiles, motor cycles, motorized dirt bikes of any kind, all-terrain vehicles, snowmobiles and watercraft. This exclusion shall be waived in relation to amusement park rides, lawn mowers or operating a golf cart, while on a golf course. Host family should be warned that if a student is injured while driving a motorized vehicle, the person who allowed an exchange student to drive the motorized vehicle will be personally financially responsible for any damage or injury resulting from this action. Also, if a student is caught driving a car or truck, they must be sent home immediately. This is one area where RI is very strict. If a student is found to be driving a car or truck, the Club officer calls Country officer who calls the Chair for the final decision.)
5. You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program. (Club officer calls Country officer who makes the final decision.)
6. You must attend school regularly and make an honest attempt to succeed. (Club counselor can talk candidly with the student and the student's school counselor to make a plan for improvement. If attendance and grade issues continue, Club counselor contacts the Country officer who the contacts the Chair for a decision about sending home.)

You must have travel insurance that provides medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return. (Country officer makes sure this is purchased before a DS-2019 is issued.)

7. You should have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to your parents or legal guardians at the end of your exchange. (Country officer reminds student of this procedure at the Inbound Orientation. The fund's balance should always be \$400. Club officer ensures the money is collected and kept in a safe place during the exchange year. Club officer returns the extra funds to the parents/legal guardians after all bills have been paid and student has returned home.)
8. You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability. (In cases of obtaining permission to travel alone, the student contacts his/her parents or legal guardian for written authorization. The Club officer contacts the Country officer and the Chair for their written authorization. Authorization must be in writing from all parties. An emailed letter of authorization is acceptable. Please use the Unaccompanied Travel Permission Form found in the Youth Exchange Manual.)
9. You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians. (Country officer can resolve any issues.)
10. Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians. (Country officer can resolve this.)
11. You should communicate with your first host family prior to leaving your home country. The family's information must be provided to you by your host club or district prior to your departure. (Club officer must provide details of the host family and community before the student departs from home country.)
12. Visits by your parents or legal guardians, siblings, or friends while you are on exchange are strongly discouraged. Such visits may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays. (Club officer can handle this.)

Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment. (The first person to know about an alleged incident of abuse or harassment immediately contacts the Club officer who contacts the Country officer who contacts the Chair. The Chair confers with the Youth Protection Officer and respective District Governor to make a plan. Club officer calls the local police if sexual abuse or harassment is alleged. Chair calls RI within 72 hours to report any alleged sexual abuse or harassment.)

ASSIGNMENTS OF INBOUND EXCHANGE STUDENTS TO HOST CLUBS

The district committee desires input from each club regarding exchange students they prefer to host. We hope to be able to accommodate your first, second, third or fourth choice. Kindly return the *Inbound Student Request/Participation Form* to the Youth Exchange Office by November 9. This form is located in the left pocket of this manual.

INBOUND ORIENTATION

We provide mandatory orientation and training for inbound students, their host families, the Club Youth Exchange Committee, and the Inbound Student Counselor.

ADDRESS CHANGES

To be in compliance with the U.S. Department of State, each time an inbound student changes host homes it is **imperative** that the Youth Exchange Office be informed immediately. The Youth Exchange Office has a 10-day time limit to inform the State Department that the student has moved.

Send to: Youth Exchange Office Fax: 763-550-0619
11251 Red Fox Drive E-mail: diane.confer@comcast.net
Maple Grove, MN 55369

DRIVER TRAINING

In compliance with the *Rotary International Program Rules and Conditions of Exchange*, inbound students may **not** take the Driver Education course offered in their high schools or through a driver's school.

EMPLOYMENT

US Department of State states, "Students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work."

TAX INFORMATION FOR HOST FAMILIES

QUESTION: How much may a host family deduct from their taxes for hosting an exchange youth, and under what circumstances? (federal and state)

ANSWER: \$50 for each month that the family hosts the exchange youth and the youth is a full-time student. Hosting for 15 days or more in a month is considered as hosting for a full month. Families may deduct \$50 for each summer month when there is no school provided that they hosted the exchange youth during at least one school month. Families that host exchange youths only during the summer months when there is no school may not claim the \$50 deduction for such hosting. There should be a written agreement between the host family and the host Rotary club for the hosting of the exchange youth.

SOURCE: IRS Publication 526 and IRS Income Tax Regulations 1.170A-2.