

ROTARY CODE OF POLICIES 9300

1. A Rotary Youth Exchange program is not a privilege for sons and daughters of Rotarians only, but welcomes any young people who meet the requirements of the program and who are recommended and sponsored by a Rotarian, a Rotary club, or a district. For the long-term exchange program, school attendance is considered mandatory.
2. Careful selection of all individuals involved in Rotary Youth Exchange programs should be of paramount concern and be done with the utmost care and consideration. Selection procedures should occur in a similarly thorough manner for both the long-term and short-term exchange programs.
3. All adults (Rotarian and non-Rotarians) involved in the program committee must complete and sign a Youth Volunteer Affidavit and agree to undergo a criminal background check and reference check.
4. Exchange candidates of ages acceptable to both sending and receiving districts and according to the laws and regulations of both countries must submit a written application and must undergo a selection process including personal interviews with the applicant and the applicants parents or legal guardian at the club level and at the district level.
5. The hosting Rotary club or district must conscientiously screen and select host families on the basis of personal interview, and home visits. For long-term exchange, it is required for an exchange to have more than one host family, three successive host families is preferable. For short-term exchange homestay programs, one family is usually sufficient. Parents of outbound students shall be required to host incoming students.
6. For both the long-term and short-term exchange programs, the sponsoring and hosting Rotary club must select an individual Rotarian counselor for each exchangee to be in regular contact with the exchangee and to serve as a liaison between the exchangee and the Rotary club, natural family, host family and community at large. The club counselor must not be a member of the students host family and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.
7. The sending Rotary club or district is responsible for ensuring that each exchangee is accepted and hosted by a receiving Rotary club or district. The sending Rotary club or district must also organize a mandatory orientation for the long-term and short-term exchangees and their parents or legal guardians prior to departure. This orientation inform the participants about the rules, procedures and expectations associated with the Rotary Youth Exchange program and should

- include a briefing about the local Rotary club and its activities. The sending club or district must provide abuse prevention and awareness training for both students and parents or legal guardians. The receiving Rotary club or district must also provide an orientation program for incoming exchangees. Orientation for incoming exchangees must also include details about the appointed counselors contact information if the student does encounter any aspects of neglect, physical, sexual or emotional abuse.
8. The parents or legal guardians of each exchangee shall provide travel insurance, providing medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefit (also known as capital benefits), emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal liability (covering the students for any of his or her acts or omissions in connection with the Youth Exchange program), with respect to each exchangee satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of the exchangees departure from home until the exchangee's return home. Evidence of coverage and level and limits of coverage of all insurance with a responsible insurance company or companies satisfactory to the host Rotary club or district prior to the beginning of the exchange shall be submitted to, received by, and accepted by the host Rotary club or district and the sponsor Rotary club or district prior to the exchangee's departure from home. Such travel insurance shall provide overseas medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefit (also known as capital benefits), emergency medical evacuation, emergency visitation expenses (for transportation of parent or guardian to student's location), 24-hour emergency assistance services, and legal liability. At the option of the parents or legal guardians, such insurance may also include cancellation expenses, loss of property, loss of money, or kidnap, and ransom.
 9. The parents or legal guardians of the exchangee are responsible for providing appropriate clothing and round-trip transportation to and from the host district.
 10. The exchange should undertake no travel outside the immediate area of the community in which the receiving Rotary club is located without the consent of the exchangees parents or legal guardians and of the participating Rotary clubs or districts.
 11. The exchange **SHOULD NOT** under any circumstances be permitted to operate or drive a motorized vehicle of ANY kind during the period of the exchange, nor to own a motorized vehicle in the host country.
 12. The exchangee and the prospective host family should communicate with each other before the exchangee leaves home.

13. The hostel family should provide room and board for the exchangee and exercise appropriate supervisory and parental responsibility to ensure the exchangee's well being.
14. All individuals involved in the exchange, including exchangees and their parents or legal guardians, host family members and Rotarian counselors, must agree in writing to all the requirements of the program as determined by the sending and receiving Rotary clubs or districts. All participants should display comportment at all times reflecting credit on self, the home country, and Rotary and should respect each other and act responsibly, befitting their role in the program. Exchangees should strive to adapt to the way of life of the host country and host family members should assist exchangees in ways to ease that transition. The exchangee should accept the supervision and authority of the host family and the receiving Rotary club or district during the period of the exchange. Exchangees must return home at a time and by a route agreed upon by their parents or legal guardians and the receiving Rotary club or district.
15. Any participant who does not comply with the requirements of the program should be removed from participation in the program. In the case of exchangees, they should be returned home by the receiving Rotary club or district at the earliest practical time by a route agreed upon between the parents or legal guardians or the sponsoring Rotary club or district. All parties involved in the exchange, including hosting and receiving Rotary clubs and districts, host families and the exchangees parents or legal guardians, must be fully informed prior to the exchangee being sent home. In the case of adult volunteers (both Rotarian and non-Rotarians), those who have not complied with the program requirements will be permanently removed from involvement with youth.
16. All Rotarians and Rotary clubs involved in establishing short-term and long-term exchange activities are urged to ensure that preliminary agreements accurately reflect what they expect from the group with which exchange is arranged, especially in the area of selection and orientation.
17. The hosting and sending Rotary club or districts must provide exchangees with a list of individual's to contact in case of a problem or emergency. For both long-term and short-term exchangees, this list must include the name and contact information for the exchangees Rotarian counselor, hosting Rotary club president, hosting district chair, hosting governor, sponsoring district chair, sponsoring governor, sponsoring club president and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental and mental health care and law enforcement professionals. Where available, this list should also include local resources, suicide prevention hotlines, rape crisis hotlines, and local child protection agencies.
18. Clubs and districts are encouraged to use the standard Youth Exchange applications for both the long-term and short-term exchange programs which can

be obtained from the Secretariat. Clubs and districts must return the RI pages of the standard Youth Exchange applications signed by the students at least one month prior to the beginning of an exchange.

19. Participants should be between the age of 15 and 18 at the beginning of the exchange unless the laws and regulations of a specific country deem otherwise, or a different age range is mutually agreed upon by the participating Rotary clubs or districts. They should be above average in their schoolwork, preferably in the upper third of their school class. Long-term exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year.
20. For long-term exchanges, the hosting club should provide for all educational expenses, arrange an appropriate academic program, and provide a program of orientation and continued contacts to familiarize the exchangee with the host community. For short-term exchanges, the hosting club should also provide a program of orientation and continued contact to familiarize the exchangee with the host community.
21. For long-term exchanges, the receiving Rotary club or district should provide a modest monthly allowance for the exchangee in an amount to be jointly determined by the parties concerned. Where meals eaten at school are not otherwise provided for, the monthly allowance should be sufficient to include the cost of such meals.
22. Following their return, long-term and short-term exchangees and their parents or legal guardians should be encouraged to attend a meeting conducted by the district Youth Exchange committee for debriefing of recently returned exchangees for the purpose of assisting them to return to their home, school, and community environment.
23. For long-term exchanges, both sending and receiving club or district should require a report from the exchangees on a monthly basis. This report should include information on their current hosts, feeling, concerns, ideas and suggestions regarding their exchange experience thus far. The designated Youth Exchange Officer should review the reports carefully and, when necessary, take action to respond to any irregularities reported by the students.
24. It is recognized that many successful exchanges are made for less than a full academic year and that in the interest of international understanding and goodwill, not all programs need be reciprocal. By mutual consent of the parties concerned, any of the responsibilities indicated may be assigned to someone other than the party specified.

25. Any other provisions consistent with the foregoing and which are deemed necessary or convenient for the operation of an exchange program may be adopted by the Rotary clubs of districts concerned.