

ROTARY INTERNATIONAL YOUTH EXCHANGE DISTRICT 9400

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RULES OF THE D9400

YOUTH EXCHANGE PROGRAMME

GENERAL RULES:

1. DRIVING

The student shall not:

- Drive any motorised vehicle, including motor cars, motorcycles, mopeds, motor boats and farming vehicles.
- Ride pillion on motorcycles, motor scooters or mopeds.

2. ROMANTIC INVOLVEMENT

Contact with the opposite sex is not discouraged, but serious and long romantic attachments shall be avoided. The student should immediately refer situations which seem to be getting out of hand to the Rotary Club counsellor who will assist the student.

3. DRUGS

Possession of or taking of drugs is a criminal offence in South Africa and is expressly forbidden in the programme. Breaking of this rule is the quickest way to an immediate return ticket home.

4. SMOKING

Smoking of cigarettes is not forbidden on the programme but is strongly discouraged. The student must respect the wishes of the host parents and school authorities in this regard. Smoking by the student at Rotary functions or whilst wearing a school uniform or a Rotary blazer is forbidden. The students who have indicated on their application form for youth exchange that they are non-smokers, shall refrain from commencing smoking during the year of exchange.

5. ALCOHOL

The rules of the programme expressly forbids the drinking of alcohol beverages, provided that the host family offers a student an alcoholic beverage it may be accepted under the supervision in their home. Any abuse in the use of alcohol will result in a total ban and further abuse will result in the student being sent home. Spirits such as cane, brandy, whiskey, vodka and gin are forbidden. The students shall not drink liquor at Rotary functions and in public places.

6. AIR FLIGHTS

The student may not travel on any aircraft other than as a passenger on any fully licensed passenger carrying aircraft.

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7. HOST FAMILIES

The student shall make every effort to adapt to the host families' way of life and household. The obligation is always on the student to adapt and not the host families. The student should remember that the host families owe them nothing. The student however owes the host families an enormous debt of gratitude for the considerable personal and financial sacrifices they are making in hosting the student.

8. SCHOOL

The student shall attend a secondary high school on a regular basis. No concession will be allowed for the student to attend any form of tertiary establishment. The student shall participate in school extra-mural activities, projects and homework. The decision on whether the student writes the official examinations or internal examinations rests with the particular school authority. All trips and tours should be undertaken during the school holidays. Should both the principal and host parent give their permission, time not in excess of 30 days over the year may be taken off school. The student shall comply with the rules of the school in all respects and with particular reference to dress, make-up, jewellery and hair regulations.

9. ROTARY MEETINGS & FUNCTIONS

The student shall attend as many meetings of the hosting Rotary club as possible. The wishes of the club related to the time and number of meetings will be communicated to the student by the particular Rotary club. Whenever Rotary Functions coincide with the student's personal arrangements the student must give preference to Rotary functions.

10. TALKS/PRESENTATIONS

The student shall present a slide presentation and/or talk to Rotary, Interact and Rotary Clubs when asked to.

11. DRESS

The student shall wear suitable style of clothing to all Rotary functions. Jeans and Tee-shirts are not acceptable at Rotary functions.

12. INSURANCE

The student shall be adequately insured against sickness and accident and such other risks, under such policies and for such amounts as the Rotary International District Youth Exchange Committee may prescribe from time to time, failing which the committee may do so on behalf of the student and the premium shall be paid by the student. The student should have insurance to cover lost baggage and lost or theft of personal items such as cameras as the student deems necessary.

13. VISAS AND RESIDENTS PERMITS

The students must ensure that their visas and residence permits are timeously renewed. This may have to be done up to four times a year.

14. LAWS

The student shall obey the laws of the host country.

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15. TRAVEL

- Hitch hiking or travelling in mini bus taxis is expressly forbidden.
- The student who wish to travel during school terms must adopt the following procedure:
- The permission of the principal or relevant teacher must be obtained in writing.
- The permission of the host parent must be obtained.
- The Rotary club counsellor must be informed
- The permission of the youth officer of the Rotary club must be obtained.
- The same procedure applies to the student who wishes to make a trip during school holidays, except the principal's permission is not necessary.
- In addition the chairman of the District Youth Exchange Committee must be informed in writing, prior to departure, of all trips outside of the Rotary district boundaries.
- Generally separate trips arranged by students are forbidden and trips outside the borders of South Africa and not within a particular District's boundaries, may only be undertaken with the prior written permission of:
 - the student's natural parents,
 - the chairman of the Youth Exchange Committee of the sponsoring district and
 - the chairman of the Youth Exchange Committee of the Hosting District
- Certain official tours organised by the District Youth Exchange Committee and Rotary clubs have been arranged to provide the student with an opportunity of seeing the country.
- The student may not telephone another Rotary club directly to ask for hosting on a trip.
- The students may not return home by any other route than a direct route or a route arranged by the sponsoring District Youth Exchange Committee.
- The student may not stay in South Africa for longer than 365 days, but early departure is also strongly discouraged.
- The student who arrives without a return booking must make such a booking within 80 days of arrival in South Africa.
- Independent and unaccompanied travel is not allowed

16. COSTS

Rotary clubs are responsible for paying the student an allowance, as recommended by the District Youth Exchange Committee, costs of school fees and books and District Conference expenses for the student. The student is responsible for providing an emergency fund equal to US\$350.00 and for the cost of school uniforms (in many cases the Rotary club will elect to pay for this).

17. LANGUAGE

The student shall make a genuine attempt to learn more than one of the official languages of South Africa.

18. ORIENTATIONS

The student shall attend all inbound and outbound orientations when asked to by the District Youth Exchange Committee. The only excuse that will be accepted is illness. Parents will be expected to attend when deemed necessary.

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19. RETURN TRIP

The student shall return home on a direct transport route and may not indulge in a tour of any country on the way home. The student may not return home earlier than 364 days unless for a sudden tragedy or any valid reason acceptable to the host district.

20. TELEPHONE CALLS

The student may not use the host families' without permission for either local or overseas calls. The student is responsible for the costs of all telephone calls.

21. LOCAL TRANSPORT

Host parents are under no obligation to transport the student at the student's request and use should be made of public transport where possible. In some Cases the Rotary club may provide the student with a bicycle.

22. LAST PERIOD

In the past many students who have excelled for 11 months ruin their whole image by bad behaviour in the final month. Remember you are representing your family and country and you will be remembered by your performance over a full 364 days.

THIS CHART DEFINES THE APPROVAL REQUIREMENTS FOR TRAVEL IN OUR DISTRICT

For travel with: <ul style="list-style-type: none"> • Host family • Rotarian • Church/School • Other adult 	If less than 24 hours, you will need:	If more than 24 hours, you will need:
Inside District	<ul style="list-style-type: none"> • Host family approval 	<ul style="list-style-type: none"> • Host family approval • Host club notified
Outside District	<ul style="list-style-type: none"> • Host family approval • Host club notified 	<ul style="list-style-type: none"> • Host family approval • Host club approval
Outside District and country	<ul style="list-style-type: none"> • Host family approval • Host club approval • Host & Sponsor District approval • Natural parents approval 	<ul style="list-style-type: none"> • Host family approval • Host club approval • Host and Sponsor District approval • Natural parents approval
<i>Unauthorised travel will result in your being returned home</i>		

DUTIES OF A ROTARY CLUB TOWARDS THE YOUTH EXCHANGE STUDENT

- After receipt of the application forms from the District Committee, process them as soon as possible and return them to the District Committee.
- Arrange for the student to be enrolled in a local school.
- Appoint a male and a female counsellor for the student (not husband and wife).
- Arrange for 3 to 5 sets of host parents. These parents do not have to be Rotarians but must be Rotary approved. The outgoing student of the Rotary club will most probably provide some of these parents.
- Circulate a photograph and relevant details of the student to all club members and make a roster of weekends and evenings when each member can entertain the student.
- Arrange with the club treasurer to pay the student's pocket money per month.
- Include the student in all club fellowship functions, such as the visit of the District Governor. The annual conference is compulsory for the student to attend and the club shall bear the cost of the student at conference.
- Arrange for the student to address the club at least once during the year and to attend club meetings on a fairly regular basis.
- Remember the student's birthday and also Christmas, Easter, etc.
- Ensure that **ALL** the club members and Ann's get to know the student.
- Make contact with the student's sponsor club and parents and try and build an international club to club relationship.
- Do not compare the student with other students, which the club has hosted, in front of the student.
- Return progress reports on the student to the District Committee twice yearly.
- The Rotary club is not responsible for the cost of the school uniform (although many clubs elect to pay for this) but is responsible for school fees and books.
- Above all make the student feel wanted and welcome.

DUTIES OF A ROTARY CLUB COUNSELLOR TO A YOUTH EXCHANGE STUDENT

During the first week of a student's stay in the country, it is preferable that the student stay with the counsellor. If this is not possible the counsellor must then set aside as much time as possible to spend with the student so that a meaningful spirit of co-operation can be achieved. It is extremely important that the counsellor achieves a relationship with the student, that when a problem arises it can be discussed in an open and frank manner.

On a student's arrival in a country the counsellor must:

- Check that the student's insurance policies are in order.
- Check that the student's visas and resident's permits are in order (N.B. these are two different items and sometimes expire on different dates).
- Note in the counsellor's own diary and the student's diary the date of renewal of the visa and resident's permit and see that this takes place. For example, if a multi-entry visa has expired student's could find themselves in a position that after a trip to Swaziland they could not re-enter South Africa.
- Check that the student has brought the required emergency fund equal to US\$300 or €300. It is recommended that this be deposited into a bank Account and is carefully monitored that it is used for its' correct purpose. This fund can be used for clothing, trips to the local chemist, travel and similar needs with the authority of the host parent or counsellor, but must be replenished by the natural parents from time to time.
- Arrange the method and dates for payment of pocket money to the student.
- Ensure that the student either telephones, faxes or emails confirmation of the student's safe arrival to the parents.
- The counsellor should keep in regular contact either by way of visits or telephonically with the student during the whole period of the student's stay.
- The counsellor should make frequent calls to host parents and the principal to ascertain that there are no problems arising.
- It is recommended that the counsellor writes to the student's parents from time to time informing them of the student's progress.
- The student is required to submit monthly reports to a member of the host District committee. The counsellor should ensure that these reports are being submitted timeously.
- Remembering important dates at home such as birthdays, anniversaries etc. becomes a very important factor when a student is overseas and the counsellor should note such dates in the counsellor's diary and remind the student timeously to acknowledge them.
- It is strongly recommended that two counsellors are appointed, male and female (not husband and wife).
- The counsellor should ensure that the student attends a fair proportion of Rotary meetings and, in particular, special Rotary club functions such as Induction dinners, District Governor's visit etc.
- As soon as the counsellors are informed of their appointment they should correspond with the student and the student's parents prior to the student's arrival.
- It is not the counsellor's duty to decide on whether a trip may be taken by the student. The line of authority on trips is firstly the principal (if during school term), then the host parents and then the Youth Exchange Officer of the club who will decide if the trip falls within the rules of the programme.
- The counsellors should acquaint themselves with the rules of the programme so that they can, in discussion with the student, ensure that the student is abiding by these rules.

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- Do not let the club forget to acknowledge the student's birthday and Christmas.
- The counsellor must ensure that the student sends home parcels at regular intervals so as to obviate luggage problems at the end of the year.
- The counsellor must submit a report 4 times per year to the district committee regarding the student's progress.

QUESTIONNAIRE FOR FIRST NIGHT WITH NEW HOST FAMILY

1. What do I call you? Mom, Dad or by your christian name.
2. What am I expected to do daily other than:
 - make my bed
 - keep my room tidy at all times
 - clean the bathroom spotlessly every time I use it
3. What is the procedure about dirty clothes?
4. Where do I keep them until wash day?
5. Should I wash my own underclothes?
6. What is the procedure about ironing clothes?
7. May I use the iron, washing machine, sewing machine etc.?
8. Where can I keep my bathroom toilet accessories?
9. When is the most convenient time for me to use the bathroom, weekday mornings?
10. When is the best time for me to bath a.m. or p.m.?
11. What time are meals?
12. Do I have a permanent job at meal times i.e.
 - Set the table
 - Clear the table
 - Wash up
 - Put everything away after a meal
 - Dry up
 - Empty the rubbish bin etc.
13. May I help myself to food and drink (non-alcoholic) at any time or must I ask first? (Promise to do this in moderation if acceptable).
14. What areas are strictly private, e.g. bar, study, sewing room, pantry?
15. May I put up pictures and posters etc., in my bedroom?
16. What are your feelings about my drinking alcohol?
17. Do you object to my having wine at the table with you or the occasional beer?
18. Where can I store my suitcases?
19. What time must I get up weekday mornings?
20. What time must I get up weekends and holidays?
21. What time must I go to bed weekdays?
22. What time must I be in at night if I go out? (exceptions by special arrangement).
23. What dates are the birthdays of my host parents, brothers, sisters, etc.?
24. Can I have friends to stay the night?
25. Can I invite friends around in the day? (not opposite sex if the parents are not there).
26. What are the rules about local phone calls?

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27. May my friends phone me?
28. What are the rules about local trunk calls?
29. What are the rules about overseas calls?
30. What is the procedure about posting letters?
31. Does host Dad have any pet dislikes or hates i.e. wearing curlers at the table, chewing gum, music, unpunctuality, being interrupted when reading the newspaper, smoking?
32. How do I get around e.g. is there a bus route, do I get a bicycle, will it be possible to get a lift to and from parties, etc.?
33. Does host Mom have any pet dislikes or hates?
34. Do host brother and sister have any dislikes or hates?
35. What are their feelings or rules about transport?
36. May I play the stereo or the television?
37. What are the rules about going to church?
38. May I smoke?
39. Do you expect me to phone if I'm going to be 10, 20, or 30 minutes late?
40. When we go out or away as a family, should I pay my own entrance fee, meals, accommodation, travel expenses, etc.?
41. Who pays my travel costs to and from school?
42. What are the arrangements for my travel to and attendance at Rotary meetings?
43. What else can I do around the house: cut the lawn, help clean, baby-sit, walk the dog?
44. Is there anything else you would like me to know?
45. Please tell me how to interact with the domestic staff (where applicable).

AN EXPERIENCE IN INTERNATIONAL GOODWILL FOR HOST PARENTS

Very soon you will have the pleasure of welcoming a student into your home. We say “pleasure” since many families have had the good fortune to host students over a period of 22 years of the programme. We think they can safely say they have all thoroughly enjoyed the experience. That occasional hassles arise cannot be denied, but don’t we all have problems of greater or lesser degree with our own offspring?

The success of the Exchange Scheme hinges on the student becoming part of the host family and **NOT** being treated as a guest. In other words treat the student as you do your own children of the same age. Here we would include undertaking a share of the normal chores done by your children; be it bed-making, tidying their own room, helping with the washing up, the preparation of meals, baking, etc. Active participation with the family is the finest way for a student to be identified with you and yours. And don’t forget very few overseas households have domestic servants.

The child coming to South Africa will usually be more independent than our children of the same age. This need not pose a problem, provided one realises that it is not necessarily precocity but merely differing standards.

Dating should not be frowned upon unless your student is either becoming too involved – and we leave you to define that – or otherwise if the partner is a fellow student. By the same token you must use your discretion. As for a “curfew” – well why not consider permitting your student reasonable licence – say 12.00 p.m. on Friday nights and 12.30 on Saturdays. Bear in mind, however, that you may be called upon to do the driving – if you are not personally involved in the fetching and carrying, please satisfy yourself as to the competence of the driver. That is, exactly as you would for your own child.

While it is recommended that the student call you “Mom and Dad” don’t be surprised if several weeks elapse before this happens. This applies particularly to the first host parents – after all, the student has had the trauma of leaving home, possibly for the first extended period, followed by a long and exhausting flight, terminating in arrival in a foreign country amidst total strangers – with jet lag thrown in. Just play it cool and all will be well.

Interest yourself in the occupation of your student’s parents and the vocation of their siblings. But do **NOT** commit the cardinal mistake of subjecting the student to an inquisition. This principle applies equally to your friends and relatives. Remember **INTEREST** rather than **INQUISITIVENESS**.

Your student will be of above average ability, able to make friends easily, willing to face the challenges of a new environment and competent to adjust to a wide variety of people under varying conditions. Nevertheless, the student **will** need your assistance and guidance in adapting to our customs and habits. Please don’t claim that our ways are better than theirs, rather stress that our ways are **DIFFERENT**.

In this regard, don’t make an issue of using both knife and fork, or condemn drinking iced water during meals. These are ingrained habits. To help with the adjustment, why not serve pancakes and maple syrup for the occasional Sunday breakfast. It sounds unusual doesn’t it? But we can assure you it is most enjoyable – why not have the student help you prepare them?

Overseas high-days and holidays should be remembered say by serving a more elaborate dinner on July 4th or at Thanksgiving – perhaps pumpkin pie at Halloween. Little things like this, as well as letting your student suggest the menu from time to time, will assist both of you and your student to appreciate one another.

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Pocket money is given to the student monthly by the Rotary club. The counsellor will assist the student to open a bank account at your usual shopping centre. Students bring a minimum amount equal to US\$300.00 as an emergency fund, which amount shall be replaced by their natural parents. While our postage is relatively cheap, as is the developing of films, your student may need occasional assistance and guidance from you.

When it comes to holidays with your family, do clear the arrangements with the club. Such things as resort or venue, and duration of stay are items which the club should be advised of. Remember the club is just as responsible for the care and well-being of the students as you are – so do please keep them in them in the picture.

Schooling is another area where problems may be encountered. Not only do our schools offer different subjects, but we cover them in far greater depth. The format of the examinations differ too, in that multiple choice type papers are the exception and not the rule. So do be understanding and assist your student, within reason, with homework and studies.

School uniform is of course quite unique to some students too. The basic uniform can be provided by the club or by the student, and you are asked to assist by fitting out the student at a local outfitter. Appropriate dress for athletics, rugby, hockey and cricket will also be needed, subject to the student being an active participant and a member of a regular school team, and should be paid for by the student unless the club opts to do so. Lastly, if you have previously hosted a student **DO NOT** compare one student with another in front of your present student.

A few "DON'TS" for your student.

Driving a motor vehicle, or motorcycle, or pillion riding is strictly forbidden and will lead to the student being sent home immediately. The use of drugs will have a similar result. Smoking should not be encouraged nor should over-indulgence in alcoholic beverages be permitted. Do try to avoid exposing your student to temptation – after all they are only children.

May we wish you a happy, rewarding, and lasting relationship with your student. We are sure you will achieve it.

Good luck to you all.

GUIDELINES FOR HOST PARENTS

1. As soon as possible after the student moves into your home, sit down with the student and have a friendly talk and inform the student of the rules of your home, e.g. whether the student must make their own bed, what times meals are, what are the rules for coming home at night, may the student help themselves from the fridge, how do they handle washing and ironing, may they smoke, may they take a glass of wine.
2. Communicate your requirements regarding telephone calls. It is normal to allow use of the phone for local calls provided it is not abused. Overseas calls should be agreed to by yourself and be on a collect/reverse charge basis. Christmas and illness could be the exception to this rule.
3. Make it very clear to the student that school is an essential feature of the programme and absenteeism will not be tolerated except with the permission of the principal, the counsellor and yourself.
4. Ask the student if they have any allergies or dietary instructions.
5. Write to the student's parents and put their minds at rest.
6. Explain local bus routes, postal charges, train services etc.
7. Assist the student in purchasing school uniforms.
8. Take the student to school on the first day and introduce the student to the principal of the school.
9. Make arrangements with the treasurer of the Rotary club to collect the student's pocket money each month.
10. Check on the money the student has brought with them and check that, in conjunction with their counsellor, this is invested in a local bank savings account.
11. Ask the student to let you keep their air ticket, passport and insurance documents for safety sake. (The child may object to this at first until they get to know you and this need not be pushed).
12. Do not spoil the child. If they are going to feel wanted, they must not be treated as special guests, but must be part of your family and participate in family chores as your own children do.
13. Wherever possible, and with the principal's permission, try and get the student to attend Rotary meetings.
14. A counsellor has been appointed for both you and the student. Use them!
15. The district committee will hold an orientation soon after the student's arrival to advise them of all the rules of the programme.
16. The student may not drive a car, scooter, motorbike and may not ride pillion.
17. Lastly, treat the student as you would your own child, in other words what is right for your child is right for the student, and what is wrong for your child is wrong for the student.

IF THESE SIMPLE GUIDELINES ARE FOLLOWED YOU ARE IN FOR A VERY REWARDING EXPERIENCE IN INTERNATIONAL RELATIONS WHICH YOU WILL NEVER FORGET.

SCHOOL INTEGRATION – INBOUND STUDENTS

1. How do I address the Principal and other staff members?
2. Is there a formal address for anyone else in the school?
3. What is the daily/weekly/annual time table?
4. What is my curriculum and are there any options?
5. Would I be bound to the curriculum or could I, for example, study and complete a project on the local geography, people, etc.?
6. My Rotary commitments will occasionally clash with the school curriculum, could we please discuss this and establish a system for dealing with it to avoid misunderstandings on either side.
7. What are the names of my subject teachers?
8. Is there anyone else whose name I should know?
9. Do I have a school counsellor and if so, who is it and what is their role?
10. If I have any problems at school, may I go to a school counsellor? (Who else if the school counsellor is absent and it is urgent?)
11. There are probably some school rules and /or etiquette which the other pupils, having grown up in this school system, are familiar with, but which may be strange to me. So that I do not unwittingly step out of line, could we please discuss these e.g.:
 - a. Teacher/pupil relationship
 - b. Prefect/pupil relationship
 - c. Disciplinary system
 - d. Dress code
 - e. Swearing
 - f. Smoking on and off school premises
 - g. Authorisation for non-attendance (e.g. Rotary meetings, tours, etc)
12. Regarding my writing tests and exams, could we please discuss the school's, Rotary's and my feelings about this and come to some consensus?
13. Am I permitted to play sport, and represent the school at sport (if I am good enough)?
14. Are there other extra-curricular or extramural activities in which I can participate?
15. Does being in the senior year at school usually entitle pupils to any privileges or exemptions which other pupils do not have? If so, would this apply to me or not? (This is just to establish a ground- rule not a demand for unearned privileges!)
16. Is any part of the school out of bounds to me at any time?
17. If one wishes to make use of, for example, school sports equipment, school audio-visual equipment, or draw library books, what is the procedure?
18. What are your (the Principal's) expectations for the year from:
 - h. Me
 - i. Rotary?
19. As I shall be part of the school for a year, would it be possible for me to be introduced to the pupils and to be able to say a few words to them to introduce myself?

GENERAL

FOOD

The food you serve in your household is part of your culture. Your student is expected to try everything at least once, unless they are allergic to the food. It may take a little time for the student to enjoy some foods, others they may never learn to like. Find out in the first few days if there are foods they really cannot eat. Beyond this, however, you should just prepare your usual meals.

Your responsibility as host parents is to provide an adequate, balanced diet. You should expect to provide a lunch for your student to take to school each day.

Host families, especially those who have not had teenagers in their home before, are sometimes amazed at the quantity of food an exchange student can consume. This is partly because teenagers of any nationality are growing and eat a lot! In a strange country, students may want to sample anything and everything because of the novelty. In some cases students may eat more than they normally do because of nervousness or homesickness. Do not be surprised if your student gains a little weight.

Your student may also want to share their own national cuisine with you. Encourage them to prepare something for the family once a week or once a month so that you can share in something from their own culture.

HELPING WITH ROTARY OBLIGATIONS

Hosts should expect to help their exchange student meet Rotary obligations. Most plans require the individual to attend Rotary functions and address club or district meetings. These occasions are an important feature of the exchange, part of the plan's ambassadorial aspect. They help the young person reach an understanding of the host family's culture.

At the start the hosts should be aware of these obligations – and should relate them to the student's adjustments. The student needs time to increase command of the language to aid in moving about the community. In brief, time is necessary to become comfortable in the new situation.

This varies with the individual, but a rough rule of thumb is six weeks to two months after arrival before undertaking anything other than social obligations. It is a good idea to take your student to Rotary club meetings early in the visit simply as part of the familiarization process, but no student should undertake speaking assignments until time has been provided to settle down.

Neither should the student be permitted to decline speaking on the excuse that "the student is no public speaker". These young people are not expected to be orators; audiences are more interested in seeing the visitor and hearing the student's reactions than they are in polished public speaking. They will listen to what is said rather than how it is said.

DEVELOPING UNDERSTANDING THROUGHOUT THE EXCHANGE

The key to understanding each other and receiving maximum benefit from your experience is COMMUNICATION. Honest, open communication will help your student fit in quickly and develop a warm, friendly relationship which will last for many years. Remember the student is a teenager and is still changing, developing their own identity and ideas – frank discussions during the year about any and all topics will contribute to their development and maturation. Communication will also help to nip potential problems in the bud.

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Here are some communication tips from host families who speak from their own experience:

1. Explain things carefully – not all at once, but probably more than once – the routine in your family’s life. When are meals served? Do you expect your student to take care of their own laundry? If so, show them how to run the appliances. Who does the dishes? What about lunches on school days? Try to explain as much about day-to-day living in your household as you can. Watch their face when you speak to see if they understand.
2. Be straight forward about your expectations and assign your student household tasks right at the beginning. By treating them as a member of the family from the very first day, you can help to reduce the tensions they feel in this new situation. Don’t hide your feelings from your student. Be honest and let them know how you feel, whether it’s happy, angry or disappointed. Ask the same from them in return. When expressing dissatisfaction with something, remember to treat your student just as you would your own child, tempering anger with positive reassurances that you still care about them. The more you communicate, the sooner they will feel like a member of your family. Little problems can be cleared up before they become big ones.
3. Make sure your student understands the rules you would like them to abide by – curfews, how far from home they are permitted to go and with whom, school attendance, etc. Ask them if they agree with these rules and if not, encourage them to discuss the reasons. Talk them over, and explain why you feel they are necessary. If your student doesn’t have a chance to discuss disagreements they may grow resentful.
4. Talk about everything with your student, even if the subject seems unimportant. If your student is shy and withdrawn, this is often the best way to draw them out.

FEELING AT HOME WITH EACH OTHER

With kindness, understanding, love and a little time, the frustrations and anxieties of the early days will disappear. You and your new son or daughter will find you are sharing a special and rewarding time in your lives.

Your student will begin to discover more and more about South Africa and South Africans as the weeks go by. You will enjoy following the different stages of knowledge and understanding they will pass through. You will also find that through your student, you and your family are discovering more about your own community and country.

Once your student feels more comfortable with the language, they might like to share some of their thoughts and discoveries with community members. Your Rotary counsellor can help you arrange for him/her to speak and show pictures and slides to local Rotary clubs or groups. You might also like to invite your student to share the same information with your friends on a more informal basis.

ADJUSTMENT DURING THE EXCHANGE

Satellite communication and supersonic travel have made our world smaller and smaller. Teenagers around the globe sometimes seem very similar, eating hamburgers and wearing jeans.

There are still other differences. You and your student are both participating in this programme to learn about these differences. You will want to share things that are uniquely South African and at the same time, learn about customs, manners and lifestyle in the student’s homeland. Through sharing and communicating, both families and students will grow to understand and accept each other’s differences – and similarities.

Sometimes though, differences can be a source of conflict. Don’t let these differences lead to frustration and anger! Try to understand them and discuss them instead! It is important for everyone involved in an exchange experience to view it as a process – a process through which participants go through several fairly predictable stages. They arrive as an “unfinished product” and are well on the path towards being a “finished product” at the end of their stay.

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STAGES FOR STUDENTS

The Honeymoon stage	Everything seems exciting and interesting.
Culture Fatigue	You start to see differences and begin to feel uncomfortable.
Surface Adjustment	Things start to make sense, and you feel more comfortable
Hidden Problems	Although you seem to be fitting in on the surface, you begin to question things, get homesick and possibly have conflicts with friends and family.
I understand and I feel at home	You accept your host culture and feel comfortable with their way of living. You may even feel like one of "them".
Going Home	You begin to have mixed feelings about going home.

HOMESICKNESS

The language problem, if it exists, is often linked with a phenomenon that nearly all hosts face sooner or later: homesickness. There is not much room for this in early stages of the exchange, but after the novelty wears off, the individual may feel suddenly alone in a strange land. Problems seem insuperable, and one tends to look nostalgically toward home. It can be devastating, particularly to a sensitive person. Contact with someone who speaks the native tongue can help. But the best remedy is a full programme of activities, possibly a side trip to some point of interest, or even just a social event.

In such a situation, the Rotary counsellor may be able to help. This individual is a Rotarian, outside the host family, to whom the student can unburden without fear of hurting any feelings. Admitting that culture shock and difficult periods are part of the exchange experience helps lessen the severity of disappointments and frustrations. There may be times when you feel your student really has the "wrong attitude", expressing negative criticism of surrounding things. When a teenage student feels homesickness and confusion, they may channel these feelings into critical comments. It is important to help the student realise what they are doing, rather than take the things they say personally.

Remind your student that they are here to experience another culture and that you will do your best to help them adjust. Don't expect them to be cheerful, enthusiastic, and thrilled with everything every day. Do expect to notice and take pride in their growing ability to adapt to new ways and ideas. They will come to recognise this as one of the most valuable lessons of the exchange experience. After going through all the stages of the experience, your student will return to their homeland, wiser, more mature, and more open-minded. Your patience, understanding and guidance during the year will have helped gain these valuable qualities and you will feel proud of being part of the learning process.

FAMILY MEETINGS

Even though Rotary tries carefully to ensure compatible host family/student matches, conflicts may arise during the year. Students and families are expected to try to solve these conflicts through discussion and compromise. Facing problems and working them out is a normal part of the adaptation process.

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EMERGENCY PROCEDURES

As host parents for your exchange student, you have the power to make decisions regarding the health and welfare of your student in an emergency. Your student's parents have signed an emergency release form (Part II of the health certificate in the student's dossier), which enables you to make medical decisions for the student while in your care.

STUDENT CHANGES HOST FAMILIES

Most Rotary Exchange plans use more than a single host home during the school year, sometimes as many as four. It is important the hosts and student knows the duration of each stay at the outset. The first of these moves may entail some shock for the student. Inevitably the student will have become attached to the family, assuming good rapport, and the prospect of moving may be quite upsetting. Sympathetic understanding, couched in terms of a broadening of opportunity, should be offered. Counselling, such as from the Rotarian counsellor, an understanding teacher, or a minister of the individual's religion can be a way of smoothing the transition. The exchange student should of course, understand at the outset that such transfer will be made and should have been introduced to their next host family early in the exchange.

PERSONAL EXPENSES

Your student is expected to cover their personal expenses during the year. We suggest that your student open a cheque account or similar account at the local bank, and you help them plan a budget to make their funds last throughout their stay. The student probably has had little experience managing large amounts of money, and a little "parental guidance" would be appreciated. If you write to your student and explain this in advance, the student will come prepared. We recommend that students budget monthly for their personal needs. Items students should expect to pay for include:

1. Fees for extra-curricular class school excursions
2. Canteen lunches if the student chooses not to bring a packed lunch
3. Bus transportation (other than travel to and from school)
4. Other activities, entertainment and personal items

Host families are responsible for providing the student with room and board in the home.

If you have questions regarding responsibility for paying for certain things during the year, turn to your Rotary Exchange Counsellor for advice.

YOUR EFFORT ENDS WITH REWARDS

During your exchange period, your family and student will grow to understand, accept and love each other. Many families find that they grow closer as a unit and rediscover pleasure in doing these things together. A celebration, an outing, or an ordinary dinner together becomes more meaningful for everyone when shared with your exchange student.

Most families also find, however, that hosting a young person from another culture presents great challenges and requires a lot of patience. The communication and understanding necessary for any family to live together is needed in even greater measure with the addition of a foreign teenager.

We want to assure you that your efforts will be worthwhile. There are legions of "graduate" host families who will agree. Their perception of the world and of their place in it has changed because of their hosting experience. They have grown to appreciate the similarities which bind all the people of the world together, and to accept the differences which distinguish them and make them fascinating to one another. Your family will enjoy these same

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rewards. In the end, you will be closer, wiser and more aware. You will have influenced the ideas and values of a young person from abroad during an important stage in development. You will have grown to love a particular student from another part of the world – a student who arrived in your home a stranger, and left as a true member of the family.

Student exchange is a shared experience – and it is the host family who shares it the most. Your generosity is much appreciated by your student, your community, and by generations to come who will benefit from your contribution to world understanding.

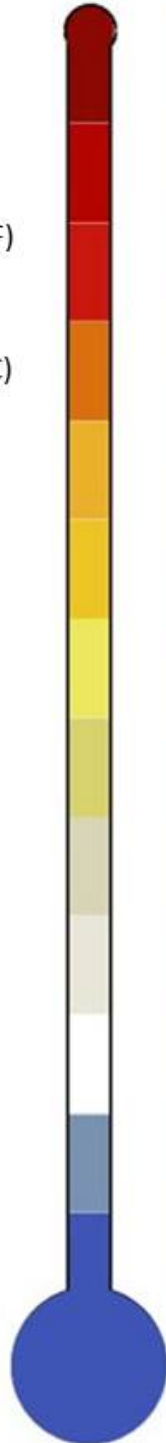
TEMPERATURE EQUIVALENTS

Celsius (°C) to Fahrenheit (°F)
 $F = (C \times 9 \div 5) + 32$

Fahrenheit (°F) to Celsius (°C)
 $C = (F - 32) \times 5 \div 9$

Celsius (°C) to Kelvin (°K)
 $C + 273$

Kelvin (°K) to Celsius (°C)
 $K - 273$



CELSIUS	FAHRENHEIT	KELVIN
110	230	383
100	212	373
90	194	363
80	176	353
70	158	343
60	140	333
50	122	323
40	104	313
30	86	303
20	68	293
10	50	283
0	32	273
-10	14	263
-20	-4	253
-30	-22	243

TABLE OF DISTANCE AND AREA MEASUREMENTS

KILOMETRES	MILES	METERS	FEET
1	0.6	1	3.3
2	1.2	2	6.6
3	1.9	3	9.8
4	2.5	4	13.1
5	3.1	5	16.4
6	3.7	6	19.7
8	5.0	8	26.0
10	6.2	10	32.8

1 inch (in) = 2,54 centimetres (cm)
 1 foot (ft) = 12 inches (in) = 30,48 centimetres (cm)
 1 yard = 3 ft = 36 in = 91,44 cm
 39,4 in = 1 metre (m)
 1 mile = 5,280 feet (ft) = 1,609 kilometres (km)
 (To convert miles to kilometres, multiply by 1,6)
 5 miles = 8,045 km
 10 miles = 16,09 km
 100 miles = 160,90 km
 1 acre = 43,560 square feet or 0.405 hectares
 1 square mile = 259 hectares

TABLE WEIGHT EQUIVALENTS

KILOGRAMS (kg)	POUNDS (lbs)
0.5	1.1
1	2.2
5	11
10	22



CALENDAR

January

February

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CALENDAR

March

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CALENDAR

July

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CALENDAR

November

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