



Counsellors Checklist for Inbound Students

- 1. Correspond with student prior to arrival.
- 2. Meet student at airport and arrange for a welcoming function to be held by the Host Club Members.
- 3. Where possible, student should stay with Counsellor for the first week.
- 4. Let student phone home as soon as possible to advise of safe arrival.
- 5. Arrange monthly allowance from club. District recommends \$120 per month.
- 6. Help student set up 2 bank accounts:
 - **A Contingency fund requiring Counsellor to countersign. (Min. \$500.00).**
 - An Everyday account in students name with Debit Card for students to use for day-to-day living.
- 7. Arrange School interview, commencement date, uniforms, books, etc.
- 8. Arrange travel details to/from school where appropriate, e.g. Rail/Bus Pass.
- 9. Inbounds **MUST ATTEND**
 - a. District Conference.
 - b. Inbound Orientation in August (mid-year students only)
 - d. Outbound camps in September & December (Dec - optional)
- 10. Complete "Address Forms" and return to District Chairman.
- 11. Make sure the Club makes the student welcome and is involved in as many club activities as possible eg. Annual Changeover.
- 12. Try to resolve problems with the student at Club level, however if you need help or advice please contact your District Counsellor or District Chairman.
- 13. Ensure student receives and fills out Monthly "report forms".
- 14. Make sure the student understands what is required of them, i.e. go through the rules of the programme.



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- 15. Students travel must be closely scrutinized. All travel outside D9630's Student Travel Zone requires written approval from the District Chairman. Attendance at "schoolies" week is not allowed by District and will result in student being repatriated.
- 16. Extended visits/travel with family or friends who may be here on holidays etc. is not recommended.
- 17. From time to time, the Counsellor should write to the student's parents, informing them of the student's progress.
- 18. Throughout the year, assist the student in sending personal effects home, ensuring that luggage at the end of the Exchange will be within the limits set by the airlines.
- 19. Diarise important dates from the student's home e.g. birthdays, anniversaries, national days, etc., thus ensuring these important events will not be overlooked. The Counsellor should ensure that the Club acknowledges the student at Christmas and on his/her birthday.
- 20. Complete and forward to District Counsellor your quarterly YEP report.