

# Host Club Responsibilities

- Your club (not the District) hosts the student.
- Some of the tasks listed below may be your responsibility, or your club's New Generations Director.
  
- Appoint an Inbound Counsellor immediately when student papers arrive at the club for consideration.
  
- Make sure the Counsellor is available to attend all District briefings & training sessions.
  
- Encourage Counsellor to contact student when Guarantee Form is approved and signed, introducing themselves, host families and the club. This makes the student feel welcome prior to arrival.
  
- Select at least three host families, with one reserve.
  
- Ensure host families attend any briefings or training sessions arranged by Counsellor or District Committee.
  
- Encourage student to attend meetings regularly – this promotes involvement and gives members & partners an opportunity to know the student better.
  
- Ensure that the Student is paid his/her monthly allowance in advance.
  
- Ask the Student to speak at meetings about what he/she has done over the past month or two. This helps the student with language skills and public speaking, and improves their self confidence.
  
- Encourage members to host the student on weekends – this may convince them to become host parents, and it also gives the current host family a break.