

Rotary
District 9630



**rotary
youth
exchange**



INBOUND STUDENT HANDBOOK 2015/16



Be a gift to the world

ROTARY YOUTH EXCHANGE



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Be a gift to the world



Youth Exchange Committee 2015-16

Names	Position	Phone/Fax	Rotary Club	Email
Howitt PP Wendy & Nigel	Chair Committee	+61 417 645 174 (W) +61 418 89 962 (N) Fax +61 7 3807 5032	Beenleigh	district-chair@yep9630.org
Collins PP Tony & Sharon	Secretary	+61 7 3343 3351(h) +61 400 362 713 (m)	Archerfield	secretary@yep9630.org Yep9630secretary@gmail.com
Simpson John & Galye	Treasurer	+61 3822 5120 (H) 0459 333 588 (M)	Cleveland	treasurer@yep9630.org coolidge1@bigpond.com
Parkinson Rtn John & Kerry	Insurance Officer/ Boomer Editor	+61 7 3820 9537 (h) +61 7 3823 5900 (w) +61 418 739 378 (m) Fax +61 7 3823 5835	Redlands Bayside	Insurance-officer@yep9630.org Boomer-editor@yep9630.org
Bray Rtn David & Rnt Anna	Coordinators	+61 7 3206 6577 (h) +61 421 620 202 (m)	Redland Bayside(D) Cleveland (A)	Coordinator-zone-1@yep9630.org
James Kathleen & Wayne	Coordinators/ Procurement	+61 7 4630 2343 +61 40 727 4027	Toowoomba	Coordinator-zone-2@yep9630.org
Ganko PP Stephen and Rhonda	Coordinators	+61 7 3278 1712 (h) +60 402 070 490 (m)	Taylor Bridge	Coordinator-zone-3@yep9630.org
Clarke PP Craig & Debbie	Club Liaison Officer	+61 7 3389 0400 (h) +61 430 871 664 (m)	Taylor Bridge	club-liaison@yep9630.org
Baigrie Karina	Short Term Coordinator	+61 7 4698 7310	Toowoomba Garden City	steps@yep9630.org
Lipman John	Youth Protection	+61 417 014 668	Cleveland	yepo@yep9630.org
St Clair DGE Doug & Sue	DGE	+61 419 026 817	Sunnybank Hills	dstclair@bigpond.net.au



Important contact telephone numbers

Name	Club Position	Phone number
	Host Club Counsellor	
	Host Club President	
	Host Club YEO	
	1 st Host Family	
	2 nd Host Family	
	3 rd Host Family	
	4 th Host Family	

Name	School Position	Phone number
	Home Room Teacher	
	Student Counsellor	
	School Office	



Year 2015-16 YEP Programme

This is an outline of the year's YEP events. This programme is designed to give an idea of what the year holds in store for all students. If the Committee can be of any assistance please call the District Coordinator for your Country or the District Chair.

- ▶ **August 15 & 16 - 2015** Language and Culture Orientation Camp for Inbound students.
▶ **Attendance by all inbound students is Compulsory.**
- ▶ **September 18, 19 & 20 - 2015** Orientation Camp for Outbound, Inbound and Rebound Students. **Attendance is compulsory for all students.**
▶ Parents and Counsellors attend on Sunday 21/09/2015
- ▶ **November - 2015** Rotary Clubs to promote the Rotary Youth Exchange Program
▶ In local schools and the media.
- ▶ **November 28 - 2015** Final orientation seminar for Outbound students and their Parents. Inbound and Rebound students also attend
▶ with Student Counsellors and Host Parents.
- ▶ **November 28 to** Roundabout Tour. Compulsory for All Outbounds. Highly
▶ **December 5 - 2015** Recommended for Inbounds.
▶ **Approximate cost \$800.00**
- ▶ **January - February 2016** Rotary Clubs to promote the Rotary Youth Exchange Program in local schools and the media with the assistance of rebound Students. Clubs to have nominations to the District Chairman by 30 April 2015.
- ▶ **January 10,11 & 12 - 2016** **2015 Outbound Students arrive Home**
- ▶ **January 16 Europe Feb 3 - 2016** **2016 Outbound Students depart Australia**
- ▶ **February 7 - 2016** De-briefing day and Graduation Dinner for Rebound students. **Attendance is compulsory for Rebound Students. Attendance by all inbound students is Compulsory.**
- ▶ **March 4, 5 & 6 2016** District Conference at Roma. **Attendance is compulsory for Inbound Students. Attendance is requested for Rebound Students.**
- ▶ **April 9 TBC** **Tastes of the World lunch and countries expo.**
▶ **(Location TBA)**
- ▶ **April 30 - 2016** Applications for 2017 Outbound Students close with District Chairman.
- ▶ **May 7 TBC** Rotex Formal Dinner (Location TBA)
- ▶ **May TBA** 'Safari' Tour for Inbounds - **Approximate cost \$3,500**
▶ **Date and Cost to be confirmed.**
- ▶ **June 4 & 5 2016** **District Interviews for 2017 Outbound Students**



What's the Program about?

- ▶ For YOU, the aim of the Program is:
- ▶ To provide you with growth and learning experiences;
- ▶ To develop your self-reliance away from the protected influence of home;
- ▶ To help you to recognise that all people are different, and have a right to be different, and learning to live with and accept that fact; and
- ▶ To help you to learn to adapt, as the world changes rapidly around you.
- ▶ You have been selected to be part of this Program because your Sponsor Club interview panel and Sponsor District Committee considered you have the required qualities to cope with this experience and benefit from it as well as be an effective Ambassador for your country, your family, your school and for Rotary.

▶ THE BASIC FUNDAMENTALS

- ▶ To lead a successful Exchange:
- ▶ Be yourself - be natural
- ▶ Cultivate the following:
- ▶ Self Discipline
- ▶ High Moral and Ethical Standards
- ▶ Tolerance
- ▶ Good Manners
- ▶ Empathy
- ▶ A Smile!

▶ PRINCIPLES FOR PERFECT PROGRAM PARTICIPATION

- ▶ You become more self-reliant and learn new things all the time you are away - but you don't have to do it ALL yourself to become self-reliant. Everyone really understands how alone you are, and will be trying to help. Never be ashamed or afraid to seek help.

▶ *First Principle*

▶ **IF YOU HAVE A PROBLEM ASK FOR HELP**

- ▶ The moment you leave the protection of your natural parents, someone else is responsible for you, someone called "Rotary". If you ask for help, and don't get the answer that you want to hear, remember that the Rotary people are not trying to be deliberately unkind. They are responsible for you, and they take that responsibility seriously. They say "no" because they see a problem or an unnecessary risk in your request that they are not prepared to accept.

▶ *Second Principle*

▶ **RESPECT AND OBEY THE RULINGS OF YOUR HOSTS**

- ▶ You will be asked to try many new experiences, good and bad. Remember your own moral principles and have the courage to refuse the bad offers, because if you don't, the third principle will then come into play.

▶ *Third Principle*

▶ **IF YOU BREAK THE YOUTH EXCHANGE PROGRAM RULES,**

- ▶ **YOU WILL BE SENT HOME**



The Ten Commandments for a Successful Exchange

- ▶ Adapt or Fail
- ▶ Ask or be Ignorant
- ▶ Smile every Chance you Get
- ▶ Be Lively and Active
- ▶ Give 100% of Yourself and Expect Nothing in Return
- ▶ Be Punctual
- ▶ Be Considerate of your Host
- ▶ Maintain a Neat Appearance and Keep your Surroundings Neat
- ▶ Plan Ahead
- ▶ Strive to Earn the Respect of Others.



The Six D's !!!

▶ This might sound silly, but it's the six basic rules of Youth Exchange that we want you to abide by.

1. No Drinking -

Alcohol can get you into big trouble. If your host family offers you a drink in private, that's fine. But it's illegal to drink alcohol in public places in Australia, and the minimum drinking age is 18. Think before you drink.

2. No Driving -

This is dangerous. We probably drive on the wrong side of the road anyway, and you're not used to that.

3. No Dating -

If you like someone, that's great. But don't get too serious. If your focus is on only one person, you will forget why you are here, and that is to enjoy the Aussie culture, and everyone that makes it just like it is.

4. No Drugs -

This one is simple. No drugs. Unless you want a quick flight home.

5. No Disfigurement -

This means no tattoos, nose rings, face jewellery..... You look great just as you are, without decorations.

6. No Downloading -

Downloading can be very expensive in Australia. You will find that some host families have limited download capacity. Please check with your host parents before using the internet and downloading anything.



Guidelines for Incoming Students

▶ INTRODUCTION

- ▶ A warm welcome is extended to you, As our Rotary Youth Exchange student, and it is hoped that the year under the Program will be one of the greatest experiences in your entire life. The guidelines set out below are provided to help you get the best from your Exchange and to gain the maximum benefit and enjoyment from the Program.

▶ BEING WITH AUSTRALIANS

- ▶ Although Australia has many similarities in its way of life to that of overseas countries, there are also many differences, and it is these differences that offer a stimulating opportunity to learn, experience and assimilate.
- ▶ Australians have a reputation of being warm, friendly, frank, very hospitable and with a dry "irreverent" sense of humour. However, their attitudes can be influenced by the attitudes of others towards them, so you should be careful not to continually compare Australia in unfavorable terms with your own homeland, giving the impression that you do not like Australia. Nothing is better or worse, one place to another, it is merely different and usually within reason. You should not appear to be disinterested in your Exchange. Perceived lack of interest will cause Australians not to be interested in you.
- ▶ The principle interest of the Youth Exchange Program is to promote better understanding and goodwill. This objective will not be achieved unless you endeavor to understand the Australian way of life and to constructively examine and discuss its various facets and problems.
- ▶ You should be aware of the need to thank people who have made efforts to assist in your exchange. A short "Thank You" note is a courteous and efficient way of showing appreciation.

▶ WITH THE HOST FAMILY

- ▶ You most likely will feel nervous at the beginning of the Exchange, and probably the Host Parents may feel the same way. You should behave naturally and act as one would in your own home. A happy relationship will soon develop between the Host Family and yourself.
- ▶ In most cases, you will stay with three to four different Host Families, but the Host Rotary Club has complete autonomy in this matter and can make variations.
- ▶ The value of the Program centres on you being "one of the family" and not receiving any special favours or treatment. You should contribute to the family life by undertaking normal chores.
- ▶ Similarly, you should not address the Host Parents as Mr and Mrs, but as "Mum" and "Dad" or some other informal title. To save any embarrassment, this matter should be resolved as soon as you arrives in the family - see "Questionnaire for First Night with new Host Family."
- ▶ You have an obligation to fit into the Host Family and to adapt to their style of life - the Host Family is under no obligation to adapt to your lifestyle. On the other hand, you normally will find the Host Family most understanding as to problems of adapting that you may be experiencing
- ▶ You should always remember that you owe a great debt of gratitude to the Host Families, as it is through their considerable generosity and personal sacrifice that the exchange is possible.



Guidelines for Incoming Students

CLIMATE

- ▶ Australia is a large continent with a wide variety of climates.
- ▶ Southern Australia is temperate, with cool to cold wet winters but with hot dry summers. Northern Australia ranges from hot and arid to sub-tropical, but in both instances, the temperature is usually warm to hot most of the time.

CLOTHING

- ▶ Knowing the range of the climatic conditions will assist you to decide on the clothing most suitable to bring on the Exchange. Dress is mostly casual, with jeans and sneakers commonly worn. However, there will be occasions where more formal attire will be required - girls should bring at least one smart dress and boys a jacket and trousers (Youth Exchange blazers are very acceptable formal wear for both boys and girls)
- ▶ Especially in the first six months of the exchange it is not unusual for a student to encounter substantial weight gains - up to 15kg. This can pose clothing problems and it is advisable for you to consider this when buying clothes prior to the exchange. It may be wise to purchase clothing that is a little larger than normal.
- ▶ Where applicable, a host student should bring national clothing. Private schools and some government schools require a school uniform to be worn.
- ▶ The cost of all clothing is the responsibility of you and your natural parents. The host club will occasionally pay for school uniforms.

YOUTH EXCHANGE PROGRAMME RULES

- ▶ There are Guidelines and Rules within the Program. Guidelines are recommendations and suggestions, both allowing some discretion as to action. On the other hand, Rules are fixed and give no discretion. Both you and your natural parents have signed the Rotary Guarantee Form, binding you to the rules of the Program.
- ▶ These rules are:
 - ▶ **LAWS OF THE COUNTRY:** The laws of the Host Country must be obeyed.
 - ▶ **DRUGS:** The possession and/or consumption of illicit drugs are breach of the laws of Australia and as such are strictly prohibited under the Program.
 - ▶ **DRIVING:** A host student is specifically forbidden to drive any form of motorised vehicle.
 - ▶ **ROMANCE:** A host student should not become romantically involved. When one centres all his/her interests on another person, the broad aspects of the Program are excluded and therefore the exchange fails.
 - ▶ **SCHOOLING:** The host student will attend full time education at a secondary school of the Host Rotary Club's choice. In regard Rules 1 & 3 (inclusive) any breach of a rule will lead to the automatic expulsion of the host student from the Program and immediate repatriation home.



Guidelines for Incoming Students

▶ HOST DISTRICT RULES

- ▶ In addition to the RI Rules set out above, the Host District Youth Exchange Committee have local rules (eg? Alcohol, smoking, attendance at Rotary Functions, reports, travel etc.) To which the host student will also be bound.

▶ ALCOHOL

- ▶ Alcohol will be consumed only in the company of and/or with the approval of your host parents. Consumption of alcohol will always be in moderation. The legal age in Australia for drinking alcohol is 18 years. You are not permitted to consume alcohol in public places.

▶ SMOKING

- ▶ Most Districts discourage smoking. It is certainly prohibited within the Host Parents' home unless the parents give prior permission. Smoking is very much discouraged in Australia and very expensive.

▶ ROTARY REQUIREMENTS

- ▶ Our District Youth Exchange Committee require host students to attend and assist at various briefing and Orientation seminars for potential outbound exchange students. Our District also require their hosted students to be present at the annual District conference.
- ▶ Your Host Club has the responsibility of arranging for you to attend these functions and to pay for your travel and accommodation costs.

▶ REPORTS

- ▶ You are required to submit regular written reports to the Host District Youth Exchange Committee. These reports are due on the 1st of every Month whilst in Australia. Your reports are to be submitted via the email link sent to you. These reports are in addition to those required by your Sponsor District.

▶ TRAVEL

- ▶ Host parents are under no obligation to take you on holidays or provide tours. Where the Host Family is to be away and cannot take you, they should advise your Club Counsellor well in advance of the event and the Club Counsellor should make alternative accommodation arrangements for you covering the Host Family's absence.
- ▶ However, most host students do manage to see a lot of their host country due to the generosity of their Host Parents, their Rotary Clubs and individual Rotarians. Where this occurs, it is an added advantage to the exchange, **NOT** entitlement.
- ▶ Where the Host Club and District permits travel, you must abide by the rules and regulation laid down as a condition for such travel. In obtaining permission to travel, it is a normal requirement for written approval to be sought from:
 - ▶ The student's natural parents, if deemed necessary from any of the below.
 - ▶ The host club, The host parents, The host district area chairperson .
 - ▶ School principal may also be sort if absence from school is required.
- ▶ A copy of the travel request including itinerary (including contact addresses and telephone numbers) must be lodged with the District Area Chairperson at least 7 days before travel.



Guidelines for Incoming Students

- ▶ **TRAVEL (continued)**
- ▶ Unaccompanied travel outside the normal community area (except on regular public transport) is not encouraged and is even forbidden by some Districts. Hitchhiking is strictly prohibited in all instances, as also is backpacking unless in the company of responsible supervisors.
- ▶ Under **NO** circumstances may you make travel arrangements of your own and then expect the Host Parents, Club or District to go along with the arrangements.
- ▶ Most Rotary Districts coordinate student exchange tours, the cost of which normally is your responsibility.
- ▶ **AIRCRAFT**
- ▶ A hosted student is permitted travel within Australia - after travel request signed off.
- ▶ In any scheduled commercial passenger aircraft
- ▶ In any non-scheduled commercial flight operating out of an approved airport (eg sightseeing flights)
- ▶ In a private airplane with a properly licensed pilot, operating out of an approved airport or private airstrip. **HOWEVER**, in this instance, **PRIOR** written approval must have been obtained from the student's natural parents and the Host District Committee.
- ▶ **Overriding all the above approvals is the requirement that the student's insurance policy must permit such a style of flight.**
- ▶ Travel in any of the following aircraft types will not be approved under any circumstances:
 - ▶ Non-motorised glider, Motorised glider, Ultralight airplane (any type), Hang glider (any type)
 - ▶ A private flight as in (c) above but with an unlicensed pilot or a pilot not authorised to fly the particular type of aircraft proposed to be used.
- ▶ The following aerial activities will **NOT** be approved under any circumstances:
 - ▶ Parachute jumping, Skydiving, Bungee jumping
- ▶ **STUDENT TRAVEL INSURANCE - already completed.**
- ▶ It is mandatory for all students to have suitable and adequate travel insurance cover for the entire period of the exchange (i.e. from the time of leaving home to the time of arriving back home) the policy will cover the following risks:
 - ▶ Personal accident injury and/or death, Funeral expenses, Travel, Loss of personal belongings
 - ▶ Personal liability, Medical expenses, Hospitalisation



Guidelines for Incoming Students

▶ **MEDICAL INSURANCE - already completed**

- ▶ The Australian Government requires you to have basic insurance for medical and hospital expenditure.

▶ **COUNSELLORS**

- ▶ The Host Rotary Club shall appoint a Counsellor for the duration of the Exchange and whom you should regard as your confidant.
- ▶ If a problem arises at school, with the host family, with finances, or of a personal nature, you should consult the Counsellor who is there to help you, and will probably welcome the opportunity to assist or act as mediator.
- ▶ If the Club does not appoint a Counsellor, as soon as possible after arrival you should tactfully ask the Club to appoint a Counsellor. Similarly, if the Counsellor does not make contact with you, you should tactfully ask the Club to investigate or appoint a new Counsellor.

▶ **SCHOOLING**

- ▶ The rules of the Youth Exchange Program require you to attend a secondary school. Usually the Host Counsellor will attend to the enrolment details and, with you, organise the optimum subject package.
- ▶ You are expected to take part fully in the life and activities of the school. You should undertake all exams and complete all assignments as required by the school.
- ▶ It is important that any problems arising from language difficulties be dealt with promptly.
- ▶ Unless waived by the school, all education expenses are to be borne by the Host Rotary Club.
- ▶ Exchange Students are not permitted to be enrolled at institutions of tertiary education.

▶ **STUDENT FINANCES**

- ▶ Student money requirements are:

- ▶ **Emergency Fund.** Contingency funds of not less than Aust\$500. This fund is to be used for emergency travel, clothing, unexpected major expenses and similar needs. Inbound students to D9630 are required to have an emergency Fund. Held by either a bank account operated jointly by the student and the host counsellor or by being held in trust by Hosting Rotary Club Project Account. This is to be held completely separate to any other arrangements the student has for managing own funds. In the amount of \$AUD 500. If used for appropriate emergency payments, amount is to be notified to Natural Parents with a request to be topped-up immediately. The account will be closed and/or funds returned to student close to the end of their exchange period.

- ▶ **Personal Spending Money.** A bank account controlled by yourself should be set up for this purpose. If problems are being experienced managing your finances, you should approach the Counsellor for help and guidance. Budgeting your finances is very important.

- ▶ **Monthly Allowance.** The Host Club will provide you with a monthly allowance, the amount of which will be determined by the Host District and/or Club. In the event of you failing to receive an allowance, you should tactfully raise the matter with the Counsellor. Usually the monthly allowance will not be sufficient to meet all your daily needs and will need to be supplemented by your natural parents.

- ▶ **International Travel.** You should always have some negotiable money with you whilst travelling (eg travel money card or credit card) to cover the event of an emergency.



Guidelines for Incoming Students

▶ HOMESICKNESS

- ▶ Very few students avoid homesickness, particularly after the excitement and experience of settling in and meeting new people has passed. You may miss the little things at home previously taken for granted, the continuous “bombardment” of a strange language leaves one mentally exhausted, frustration may set in due to the inability to communicate adequately. All this may lead you to wondering (despairing) how you are going to cope for the next nine or ten months.
- ▶ Symptoms of homesickness are:
 - ▶ For no good reason, feeling miserable
 - ▶ Losing your temper over small things which normally would have been shrugged off
 - ▶ Comparing habits and customs unfavourably with how it was done at home
 - ▶ Staying within your bedroom, and not wanting to go outside
 - ▶ Physical discomfort, headaches, upset stomach, uneven menstrual cycle, etc
- ▶ Each student will have his/her own way of coping with homesickness when it occurs, but recommended remedies include:
 - ▶ Recognise the classic symptoms
 - ▶ Talk and share the problem, especially with the Host Parents
 - ▶ Keep busy, either with studies, sport, Club involvement, letter writing (but keep these cheerful and positive)
- ▶ **The following definitely are NOT remedies for homesickness:**
 - ▶ Moping around and feeling sorry
 - ▶ Eating the “blues” away
 - ▶ Asking to go home, especially in the early stage of the exchange.
 - ▶ Ultimately, returning home may be the correct course of action, but it should be the last resort.
 - ▶ Staying within your bedroom.
 - ▶ Homesickness can attack at any time and is not limited only to the early stages of the exchange.

▶ THE ROLE AS AMBASSADOR

- ▶ Whilst in Australia, you are an ambassador for your own country, and for Rotary this is one of the main purposes of the exchange.

- ▶ Rotary expects a high standard of behaviour from you, morally and ethically, so that people will form a good impression of your country and of the Rotary Youth Exchange Program.

▶ Public Speaking

- ▶ You will be expected to address Rotary and other service clubs whilst in Australia. In addition, talks and visits should be made to schools, youth groups, community and other welfare organisations.

- ▶ To assist with addresses, you should bring from home 30 to 40 good colour slides or videos. These should be pictures of your parents, family, pets, home, local community areas as well as a cross section of your country (scenes, flora, and fauna).



Guidelines for Incoming Students

- ▶ **Be a Joiner**
- ▶ To gain the maximum benefit from the year abroad, you should take an active part in the host community. You should make every opportunity to join and be actively involved in school clubs, youth and church groups, especially interact if such a Club is available in the area.
- ▶ The wider the involvement the greater the number of friends you will make. You should not confine your friendships mainly to other Exchange Students.
- ▶ **Have an open mind**
- ▶ There is usually more than one view on most issues, so keep an open mind, especially on controversial matters (race, religion, politics, etc) Do not take sides and avoid expressing strong contrary views - be diplomatic and tactful.
- ▶ **Interviews**
- ▶ When interviewed by the media, you should always have your Club Counsellor or Host Parents present. Never be critical of one's country or of Australia. Careless remarks when publicly reported may cause serious embarrassment. Never join people in criticising their country, way of life, government etc.
- ▶ **RELIGION**
- ▶ You are expected to respect the practice of the Host Family.
- ▶ **COMMUNICATION**
- ▶ You should maintain regular communication with your natural parents, family and friends. Letters and or Emails do not have to be long, but they should be frequent.
- ▶ Apart from the reports required of you by both your Sponsor and Host Districts, you should also maintain contact throughout the year with the Sponsor Rotary Club and the Sponsor Counsellor.
- ▶ **PROBLEMS AND EARLY RETURN HOME**
- ▶ Where a Host Student is experiencing major problems with his/her Exchange and attempts by the Club, Counsellor and Host Parents to resolve the matter has not been successful, the Club should approach the District committee for assistance and guidance. Unless for compassionate grounds, repatriation of a hosted student should be considered only as a last resort and after both the Host Club and the District Committee have explored all other avenues to save the exchange.
- ▶ If there is any likelihood of repatriation, the Host District Committee should immediately advise full details to the District Governor.
- ▶ The travel arrangements for the hosted student returning home should be completed by the Host District Committee and full details advised to the Sponsor District for advice to the natural parents. The student should be accompanied to the airport and the Host District Committee assists with all departure and boarding procedures. The Host District Committee should forward to the Sponsor District a full written report of the premature repatriation.



Guidelines for Incoming Students

▶ RETURNING HOME AT END OF EXCHANGE

- ▶ You will not be allowed to remain in Australia upon conclusion of the exchange period. You will travel direct to home with no stop-overs, however, your natural parents may authorise otherwise **provided** they accept full responsibility for your safety and, in writing, entirely absolve Rotary from any responsibility.
- ▶ The Sponsor District Youth Exchange Committee or your counsellor arranges the return home journey no later than three months after arrival. Details should be checked several times throughout the year and then three days prior to actual departure time.
- ▶ Upon returning home, you may experience adjustment problems. Usually these problems pass with time, but should difficulties persist, it is wise to seek assistance from your Sponsor Counsellor or the Sponsor District Youth Exchange Committee.

▶ CONCLUSION

- ▶ All these Rules and Guidelines may appear formidable, but their purpose is only to ensure that the exchange is successful, and that you are aware of your rights and obligations, and that you will have a wonderful year in Australia.



Host Family - First night questions

- ▶ First night questions with your host family are an excellent way to become familiar with your new family. Questions should be asked on the first or second night and with each family you stay with. All families have different expectations and family rules, and this is a really good way to get to know each other, and learn how to live together.
- ▶ What would you like me to call you? Mum, Dad, Christian names, or something else?
- ▶ When are family members birthdays?
- ▶ What are my daily responsibilities while living in your home:
 - ▶ Make my bed?
 - ▶ Keep my room neat and clean?
 - ▶ Clean the bathroom after I use it?
 - ▶ Other?
- ▶ Laundering clothes:
 - ▶ Where do I keep dirty clothes until they are to be washed?
 - ▶ Can I use the washing machine at any time?
 - ▶ Can I use the iron at any time to iron my clothes?
- ▶ Where can I keep my bathroom accessories? (Toiletries)
- ▶ When is the best time for me to use the shower and how long can I take to shower?
- ▶ Is there anything special about using the bathroom I should know?
- ▶ May I use the family's toiletries (i.e. Shampoo and toothpaste) or should I buy my own?
- ▶ When are mealtimes?
- ▶ Do I have responsibilities at meal times, such as to set or clear the table, wash or dry the dishes, dispose of the garbage?
 - ▶ May I help myself to food and drinks (non-alcoholic) at any time or should I ask first?
- ▶ What do I do about school lunch? Do I make lunch or buy lunch?
- ▶ What areas of the house are strictly private, for example, your study, parent's bedroom?
- ▶ What time must I get up weekday/weekends mornings?
- ▶ May I rearrange the furniture in my bedroom?
- ▶ May I put posters or pictures on the wall of my room? If yes, how do you want things attached to the walls?
- ▶ Where can I store my suitcase?
- ▶ May I use the stereo, computer or TV?
- ▶ What time must I go to bed weekdays? Weekends?
- ▶ What are the rules for going out at night?
- ▶ What time must I be at home on school nights if I go out?



Host Family - First night questions

- ▶ Page 2
- ▶ What time must I be home on weekends if I go out?
- ▶ May I have friends stay overnight? Visit during the day?
- ▶ When no one is home?
- ▶ What is the rule on entertaining friends in my room?
- ▶ What is your telephone number? How do I contact you in an emergency when I am not here?
- ▶ What are the rules about using the telephone? Local, Long distance, International?
- ▶ How and when may I pay for calls I make? How do you want me to keep track of my expenses for telephone calls?
- ▶ Are there times of the day when calls are not accepted?
- ▶ What are the rules about access to the Internet and e-mail if there is a computer in the house?
- ▶ Are there time limits or time periods that internet use is permitted or prohibited?
- ▶ Do you have Skype? What are the rules for using Skype?
- ▶ What is the process for sending and receiving mail/parcels? What address do I use for incoming mail?
- ▶ Do you have any special dislikes? For example: chewing gum, using mobile phone at meal times, loud music?
- ▶ Do my host brother/sister have any dislikes?
- ▶ What are the transportation arrangements? (Walking, bus, bicycle, being driven). Are there times or places it is unsafe for me to walk unescorted?
- ▶ What are the rules about attending religious services?
- ▶ For smokers. Where do I smoke?
- ▶ If I have a problem with a family member that is bothering me, how do you want me to handle it?
- ▶ Is there anything else I can do around the house to be of help? (I.e. yard work)
- ▶ How do I get to Rotary meetings?
- ▶ When we go out as a family, should I pay for my own entrance fees, meals etc.?
- ▶ Is there anything else we should discuss?

- ▶ Add any information about you that your host family needs to know such as
- ▶ Any medical conditions you might have and what medicines you take and how often.
- ▶ Any foods you are allergic to or can't eat.
- ▶ Any other health issues your new family should be aware of



Monthly Reports/ Student Monthly Survey

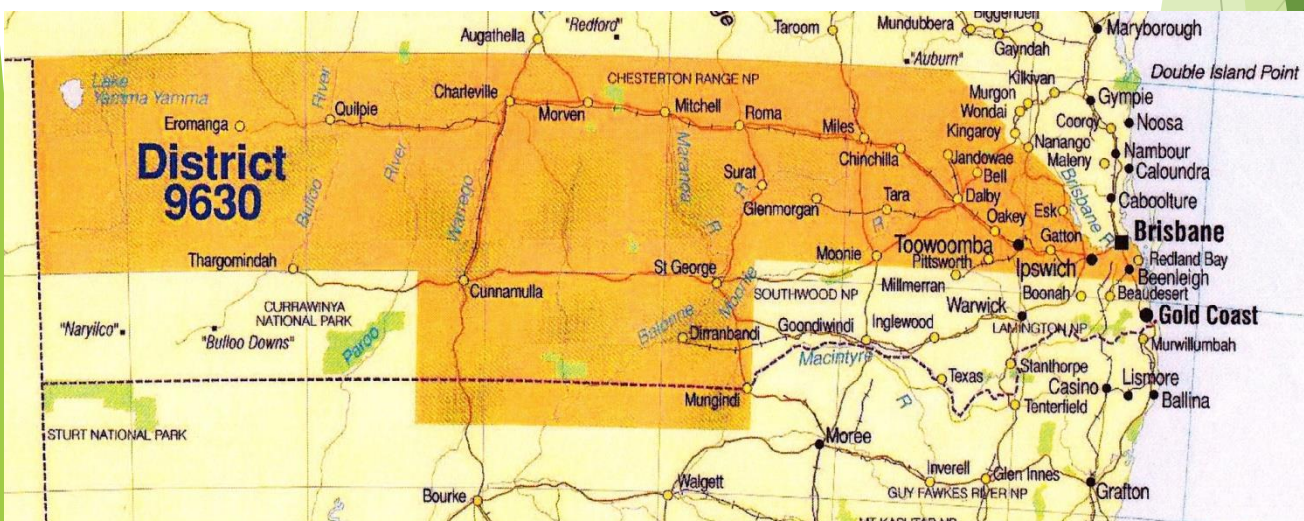
- ▶ On the **first day of each month**, you must complete the Student Survey received in your email inbox on your exchange experience and to return it to the email address provided.
- ▶ Please be assured that all sensitive reports are kept confidential within the YEP district committee.
- ▶ **Don't forget your monthly reports! They are important to us!**
- ▶ **Student Management System**
- ▶ You will be Requested to log into the Student Management System and keeping your file current. Please request a login and password when you first arrive. You should also use this system to put in the details of your host families and update them when you move.



Student Travel Zone

The area described below is your Student Travel Zone. WHAT IS IT?

- ▶ You live in District 9630. It is a large area from the east coast of Queensland to the western border where it meets South Australia. But it is very narrow strip of land - The Gold Coast and Sunshine Coast regions are not in District 9630.
- ▶ The Gold Coast and Sunshine Coast areas are popular tourist destinations with students and their host families. In the past, students and host parents needed to apply to the Club Counsellor & District Chair for permission to travel to these 2 areas. This is no longer necessary. We have decided to include these 2 areas in our District to simplify Travel Rules.
- ▶ **THESE ARE YOUR TRAVEL RULES -**
- ▶ The map below shows the boundaries of District 9630. Your Student Travel Zone is the orange area (D9630) PLUS south to the QLD/NSW border (just south of the Gold Coast), PLUS north to Double Island Point (above Noosa).
- ▶ You have reasonable freedoms to travel anywhere in this Student Travel Zone, with the following conditions -
- ▶ If you wish to travel (up to 3 days) with your host family away from the Family home within our Student Travel Zone, you do not need a Travel Request Form. Day trips with others are also fine, with permission from your host family.
- ▶ If you wish to stay overnight outside of our Student Travel Zone, (either with or without your host family) you then need to complete a Travel Request Form.
- ▶ If you wish to stay anywhere overnight with people other than your host family, you must have permission from your host family, Club Coordinator and complete a Travel Request form and submit to District Chair before your travel. The people you stay with must be holders of Blue Cards if applicable.
- ▶ If you have any questions, please ask your District Coordinator.
- ▶ The Student Travel Request Form can be found in Forms on this web site.





Student Travel Request Form

▶ This form is to be completed every time you want to travel for extended stays of more than three nights **within our Student Travel Zone** and for travel involving overnight stays **outside of our Student Travel Zone or within our Student Travel Zone without Host Family**. This is necessary to ensure the District Chair knows of your whereabouts in case of an emergency and to satisfy our Duty of Care. The Request should be submitted to the District Chair, by fax or in writing, at least 7 days prior to departure date. Travel request form is also available on website at www.yep9630.org

▶ **DO NOT PRESUME THAT YOU MAY AUTOMATICALLY TRAVEL.**

▶ STUDENT'S NAME.....

▶ HOST CLUB.....CURRENT HOST PARENTS

▶ TELEPHONE NUMBERFAX NUMBEREMAIL

▶ PERMISSION FROM HOST PARENTS YES/NO SIGNATURE

▶ PERMISSION FROM CLUB COUNSELLOR YES/NO SIGNATURE

▶ HOST CLUB COUNSELLOR

▶ NAMEPHONE.....FAX EMAIL

▶ TRAVELLING WITH

▶ TRAVELLING TO

▶ COMMENCEMENT DATE OF TRAVEL/...../..... RETURN DATE/...../.....

▶ MODE OF TRAVEL: CAR/BUS/AIRPLANE/SHIP FLIGHT NUMBER

▶ WHERE STAYING.....

▶

▶ CONTACT NAMEPHONE NUMBER

▶ FAX NUMBEREMAIL

▶ DISTRICT Chair's APPROVAL DATE.....

▶ Email to: District Chair: Wendy Howitt

▶ MOBILE +61 417 645 174

▶ EMAIL: district-chair@yep9630.org



Tips to stay safe

- ▶ *(This is an extract from the Rotary YEP Australia Accreditation Guidelines. Many of the points appear elsewhere in this manual but this summarises key points to help you ensure that you maintain yourself as safely as is possible in new and/or unfamiliar environments)*
- ▶ If you have a problem or are worried about something, always tell an adult you trust about it, such as your teacher, counsellor or recent host parents - NEVER suffer in silence.
- ▶ Pack your own suitcase and never carry items abroad for others. Take care that you do not unwittingly or wittingly act as a drug courier for someone else given that some countries impose death penalties for drug offences.
- ▶ Ask your first host parents to send you their address written in that language and the script of their country. Organise this before you go on exchange and take it with you.
- ▶ Explain to your host parents about your insurance cover.
- ▶ Follow the instructions of your leader, teacher and other supervisors, including those at the venue of the visit (unless those instructions constitute a crime or are contrary to Rotary regulations).
- ▶ Tell someone where you are going and what time you will be home - don't change your plans at the last minute as this can cause confusion.
- ▶ Look out for anything that might hurt or threaten you or anyone in your group and tell someone responsible.
- ▶ If you are out at night in the centre of town, stay in places with street lights - wherever you are, make sure that you don't get separated from your friends.
- ▶ If you need to use a public toilet, go with a friend.
- ▶ If you do get lost or separated go to a shop or place where you will be seen by lots of people to ask for directions.
- ▶ If someone you don't know talks to you, just walk away.
- ▶ Have the details of your accommodation you, whether it's your host family's address and telephone number or hotel or campsite details.
- ▶ Keep enough money to make a telephone call.
- ▶ Keep your money hidden in an inside pocket, bum bag, concealed money belt or something similar - choose whichever is comfortable for you.
- ▶ Arrange for someone to pick you up at night unless you can take public transport where you are amongst a sizeable group of people.
- ▶ Make sure you know the person who is coming to pick you up. Never get into a car unless it is with this arranged person.
- ▶ If you are on a bus and someone makes you feel unsafe, move to a seat near the driver.
- ▶ Dress and behave sensibly and responsibly.
- ▶ Be sensitive to local codes and customs.
- ▶ Think things through carefully before you act and do not take unnecessary risks.
- ▶ Always look and behave confidently.



Youth Protection Policy

- ▶ Rotary District 9630 has adopted a Youth Protection Policy that applies to all Rotarians and all volunteers who are involved with any Rotary Youth Programme. A copy of the policy can be accessed at: -
- ▶ <http://www.rotary9630.org> - District Youth Policy
- ▶ In terms of that policy Rotarians and Volunteers, who are involved in any Rotary Youth Programme, are required to hold a Suitability Notice (Blue Card) under the Commission for Children and Young People's Act 2000 (Qld).

Below are some Emergency and Help line numbers

COMMUNITY & EMERGENCY SERVICES	Phone number
Emergency Police-Fire-Ambulance	000
Lifeline	13 11 44
Kids Help Line	1800 55 1800
Sexual Assault Line	1800 806 292
Youth Health Line	1300 131 719
Direct Line (Alcohol & drugs)	1800 888 236



What is unlawful harassment?

- ▶ *Unlawful harassment is any unwelcome conduct, verbal or physical, which has the intent or effect of creating an intimidating, hostile or offensive educational, or work environment, and which happens because of a person's sex, pregnancy, race or ethno-religious background, marital status, age, sexual preference, transgender status or disability.*
- ▶ Unlawful harassment can include:
- ▶ verbal abuse or comments that put down or stereotype people
- ▶ derogatory or demeaning jokes intended to offend on the basis of stereotyped characteristics
- ▶ offensive communications (such as posters, letters, e-mails, faxes, screen savers, web sites)
- ▶ offensive telephone or electronic mail or other computer system communications
- ▶ insults, taunting, name calling, innuendo or bullying
- ▶ persistent or intrusive questions or comments about an individual's personal life
- ▶ unwelcome invitations especially after prior refusal
- ▶ orientation activities that involve sexual, sexist, racist or other discriminatory behaviour
- ▶ non verbal behaviour such as whistling, staring and leering
- ▶ uninvited sexual or physical contact such as embracing, kissing or touching
- ▶ promises, propositions or threats in return for sexual favours
- ▶ engaging in behaviour which is embarrassing, humiliating or intimidating
- ▶ derogatory comments about race, religion and customs;
- ▶ teasing or offensive language and racist behaviours, and mocking customs or cultures.
- ▶ The offensive behaviour does not have to take place a number of times: a single incident can constitute harassment.
- ▶ What is important is how the behaviour affects the person it is directed against. Unlawful harassment can occur even if the behaviour is not intended to offend.
- ▶ Students should be aware that differing social and cultural standards may mean that behaviour that is acceptable to some may be perceived as offensive by others.
- ▶ As a guide, ask yourself: "would a reasonable person be intimidated, offended or humiliated by the behaviour?"



Student action in case of abuse or harrassment

- ▶ What you should do if you feel you are subject to abuse or harassment from a Rotarian (or their spouse), adult family member or other volunteer or person while involved in a Rotary Program for New Generations in District 9630.
- ▶ The Full definition of Abuse or Harassment, is found in Section 2.5 of the Rotary District 9630 Youth Protection Policy - Rotary Programs for New Generations.
- ▶ It can be summarised in the following statement–
- ▶ “Abuse or Harassment is any unwanted physical written or verbal conduct of a nature which the perpetrator knew or should have known was offensive to the victim. It includes sexual, emotional or physical acts against the victim.
- ▶ Harassment includes bullying, unwanted physical contact, physical or verbal abuse, sexual harassment, or neglect, but can take the form of repeated comments or gestures about a student’s social background, home country, language, culture, personal appearance or other characteristics”.
- ▶ Counselling, warnings, restrictions, etc, resulting from inappropriate action by the student is not normally considered “harassment” unless done in a way that unnecessarily embarrasses or belittles a student.
- ▶ Be sensitive to the fact that there is much scope for misunderstanding in cross-cultural situations, What might be acceptable conduct in one country or social situation for one individual may be offensive to another. Customs, gestures and etiquette may differ greatly among different cultures.
- ▶ However whether intended or accidental, harassment is not something you should tolerate. Remember, “if it feels wrong, it is wrong!”
- ▶ **If you feel that you have been subject to harassment, please follow this procedure:**
- ▶ **Step 1:** If you can, make the person abusing or harassing you aware that the behaviour is unwelcome to you. Make it clear that the behaviour is to stop. The word “No” is a powerful word when used clearly and firmly. In most cases, harassment can be resolved at this early stage.
- ▶ However if the person does not stop the objectionable behaviour, or you need someone to intervene on your behalf, speak first with the Rotarian(s) immediately responsible for you or the conduct of the Rotary program (this may be a Club Rotarian, your Club Counsellor, the Club President, Program Co-ordinator), your school teacher or liaison officer, or for a YEP student your host parent. Explain to them the facts and your feelings as clearly as you can.
- ▶ **Step 2:** If this does not resolve the matter, or if any of the above are involved and/or you do not feel able or comfortable to discuss this with any person listed in Step 1, contact your District Committee Counsellor or support person, or the District Chair of the Rotary Program for New Generations with which you are involved. Irrespective of who may be involved in the harassment, your concerns will, be taken seriously.
- ▶ *YEP students: If you feel unable to discuss your concerns with your host Club or District Committee, you should immediately contact your sponsor Club and/or District Committee*
- ▶ **Step 3:** If the matter is still not resolved satisfactorily or you have difficulty in contacting the appropriate District Officers express your concerns directly to the District Governor.
- ▶ **Step 4:** Nothing limits your right to express your complaint to whomever you wish. However the steps described above are matched to the process your Rotary Club and District Committee use to deal with any harassment complaint. Every effort will be made to resolve your complaint in a confidential and sensitive manner.



Rotary District 9630 Code of Conduct

- ▶ “Rotary District 9630 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarian’s 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.”
- ▶ (Statement of Conduct for Working with Youth, Rotary Code of Policies, October 2003, following Rotary International Board Decision, November 2002)

Purpose

- ▶ The purpose of this Code Of Conduct is to provide guidance to Rotarians and volunteers on Rotary projects and programs when dealing with young people. The purpose of the programs for young people is to encourage the physical, intellectual, emotional and social development of young people.
- ▶ The development of young people in Rotary Programs is achieved by the example and guidance of dedicated Rotarians. They help these young people in the fulfillment of the ideals of Rotary, so that they will become constructive and responsible citizens.

Application

- ▶ It is expected that this Code of Conduct will be strictly observed by all adults – both Rotarians and non Rotarians who work on or within Rotary Projects and Programs, recognizing at all times they should act responsibly and exercise a “duty of care” to the people within their charge.

Statement of Principles

- ▶ Representatives of Rotary District 9630 or of any of its Clubs will observe the following principles:
 - ▶ We respect the dignity of others and ourselves.
 - ▶ We will demonstrate a high degree of personal responsibility, recognizing at all times that our words and actions are an example to all members of our community.
 - ▶ We will act at all times in a manner consistent with the Rotary Principles and deals, thereby setting a personal and appropriate example to follow.
 - ▶ We will not (while involved with Rotary Projects) promote our own personal beliefs, behaviours or practices where these are incompatible with the basic Rotary principles.
 - ▶ We will act with consideration, good judgment and high moral ideals in all our interpersonal relationships, both inside and outside Rotary
 - ▶ We will respect the absolute right of each individual to personal privacy at all times.
 - ▶ Adults representing a Rotary Club in District 9630 will, wherever possible, avoid unaccompanied and unobserved activities with young people.
 - ▶ Rotarians and other adults should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying young people. It is recognized that in certain circumstances it may be necessary for a member or adult whilst acting responsibly and exercising duty of care to be alone with a young person.
 - ▶ We realize that bullying unwanted physical contact physical or verbal abuse harassment, use of computers for pornographic or other inappropriate purposes, neglect or any other type of abuse, represents unacceptable conduct.
 - ▶ We acknowledge, support and will abide by the RI, YEP Rule that says - The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home.
 - ▶ For the safety of all participants, we will ensure that a no-alcohol rule exists, not only in YEP, but in all camps and such other New Generations programs and events organised for Youth in District 9630.
 - ▶ We acknowledge the need to abide by Rotary International’s Code of Conduct.
 - ▶ We acknowledge the need to abide by the Youth Protection Policy issued by Rotary District 9630.
 - ▶ We acknowledge that we must at all times act in a manner upholding the name of Rotary International.
- (From Rotary District 9630 Youth Protection Policy - Rotary Programs for New Generations
- Version 3, For Adopted by resolution of the Presidents-elect, District 9630 Assembly, 20th October 2013)



Notes



Be a gift to the world