

Host Family Manual

“STATEMENT OF CORE VALUES”

The growth & success of the District 7390 Youth Exchange Program are centered around a set of “Core Values” which all Exchange Students, Rotex, Host Families and Rotarians embrace and model. These Core Values provide the foundation to support our “Code of Conduct” for all participants of the Program.

Our “Core Values” Preserve The *Integrity* Of Youth Exchange By.....

1. Treating all individuals with Mutual Respect and Dignity.
2. Ensuring Safety and Personal Protection of all participants in Youth Exchange.
3. Celebrating unique backgrounds, viewpoints, skills, and talents of all participants.
4. Believing Accountability is demonstrated through:
 - a. Practicing Personal Responsibility.
 - b. Meeting all Required Rules and Commitments of Youth Exchange.
5. Promoting honest and socially responsible communications.
6. Embracing leadership development and the concept of “self-management”.
7. Building Life-Long Relationships through effective involvement with:
 - a. Caring Host Families.
 - b. High School Academics and Activities.
 - c. Rotary Club Meetings, District Conferences and Special Events.
8. Applying the Rotary 4-Way Test to all aspects of our “Code of Conduct”.

Congratulations!

You are about to become a new parent, probably not for the first time, but this time your new child will already be a teenager upon arrival, may not speak English fluently, and will certainly have cultural traits that are different from yours.

By agreeing to be a host family for a Rotary Exchange student, you have agreed to assume parental responsibility for this young ambassador from another country, to provide shelter and sustenance, guidance and counsel, and love and support to the child of strangers who may live thousands of miles from you. But we do not ask you to do this all on your own; Rotarians in your local community as well as those of us who serve on the Rotary District Youth Exchange Committee will do all we can to make this exchange a success. We provide you with the information you need, through our Host Family Orientation meetings and this Information Booklet. We meet with and provide orientation training to the exchange students upon their arrival. And we will, throughout the exchange period, be in contact with both you and the Exchange student to answer questions, address concerns, and resolve problems.

All too soon, it will be time for your student to move on to the next host family or return home at the end of the exchange year. Many of the host parents who preceded you do not say "goodbye" when that time comes, but instead say "farewell, until we meet again", with the full intention that this new member of the family will indeed be met again. We hope you experience those feelings, and will do all we can to have that happen. This Information Booklet provides the information you will need to be a successful Host Family; please refer to it often.

INTRODUCTION

The Rotary International Youth Exchange Program is a tremendous adventure which each year enables thousands of young people to travel to distant parts of the world to live and study in a different environment. The prime purpose of the program is to promote international understanding by granting young people a unique opportunity to broaden their knowledge and widen their horizons. The ultimate impact that the program will have on the lives of the student's fortunate enough to participate in it is probably incalculable. Many of these young people will be leaders of their communities in the future.

WHAT IS ROTARY?

THE HISTORY OF ROTARY

Rotary was born on February 23, 1905 in Chicago, Illinois, the world's first and most international service club. The founder of Rotary was attorney Paul P. Harris (1868-1947), who gathered with three others to discuss his idea of a group of businessmen from different professions getting together periodically to become better acquainted. They decided to limit membership to one representative of each profession and to rotate the meeting site among each member's place of business, to acquaint each other with their various vocations and to promote business. The rotation of meeting places is the source of the name "Rotary".

Club membership grew rapidly. The second Rotary Club was founded in San Francisco in 1908. When clubs were formed in Canada and Great Britain, in 1912, Rotary became an international organization.

Since 1905, the ideas of Paul Harris and his friends have become ideals which have been accepted by people of practically all nationalities, and of many political and religious beliefs. Today there are Rotary Clubs in Austria and American Samoa, in Brazil and Brunei, in Italy and India, in Scotland and South Africa - in some 200 countries. The universal acceptance of Rotary principles has been so great that there are now more than 33,000 Rotary clubs, with a membership of over 1.2 million men and women.

ROTARY MOTTO AND THEMES

Rotary International has adopted as its motto, "**Service Above Self**". A second theme of Rotary is "**He profits most who serves best**". Additionally, each year, the Rotary International President coins a theme for that Rotary year.

Rotarians throughout the world quote the Four Way Test of the things we think, say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

Each of the more than 33,000 Rotary clubs in the world is a member of Rotary International. Rotary is divided into 521 Districts, each of which is headed by a District Governor. We are District 7390 which consists of 45 Clubs in South Central Pennsylvania.

Our District includes the cities of Harrisburg, Lancaster, York, Lebanon, Shippensburg, Gettysburg, Carlisle, Mechanicsburg, Hanover and surrounding areas in South Central Pennsylvania.

The District Governor, and all officers of Rotary on the international, district or club level, serve for a Rotary fiscal year that runs from July 1 to June 30. A number of district-level committees are organized to provide sponsorship or support for Rotary functions and initiatives that involve Rotarians from across our District.

THE ROTARY FOUNDATION

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

The Foundation is a not-for-profit corporation supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.

Within the past year, The Rotary Foundation was restructured into Future Vision with a new motto – Doing Good in the World. Today The Foundation's Global Grants support large, international projects with sustainable, high-impact outcomes in one of six areas of focus which correspond to the Foundation's mission:

1. Peace and conflict prevention/resolution
2. Disease prevention and treatment
3. Water and sanitation
4. Maternal and child health
5. Basic education and literacy
6. Economic and community development

One of the foundation's major programs is Polio-Plus that was started twenty years ago with the goal of eliminating polio from the world. Today the Polio-Plus program is on the brink of eradicating this tenacious disease. The Rotary Foundation's funds along with a \$355 million in challenge grants received from the Bill & Melinda Gates Foundation will directly support immunization campaigns in developing countries, where polio continues to infect and paralyze children.

Another program is the Group Vocational Service Exchange. This program involves paired districts in different countries sending teams of 4 or 5 business or professional men and women for a 4 week period of study and discussion with their counterparts in the other country.

ROTARY AT THE LOCAL LEVEL – THE ROTARY CLUB

The "personality" of each Rotary club is a reflection of the community it serves and the membership of that club. Even within our own District, club size ranges from less than two dozen members to well over two hundred members. Rotary clubs meet weekly throughout the year; some for a breakfast meeting, others during lunch. Some Rotary club meetings are quiet and "serious", staying to a tight schedule so the members can return to work on time, while other club meetings are less formal and structured.

Exchange students often find that the Rotary club **hosting** them will be very different from the Rotary club **sponsoring** them, and both will be very different from other Rotary clubs they may have the opportunity to

visit during their exchange year. But Rotarians around the world all share the common philosophy for Service to Others, and as an exchange student, they are there to help provide a successful exchange experience.

As with most organizations, Rotary clubs are led by officers who are elected by the membership for one year terms, beginning on July 1, the beginning of the Rotary Year. The officers include the Club President, Secretary, Treasurer, Vice-President and/or President-Elect, and Directors. Rotary clubs participating in the Youth Exchange Program generally appoint a Youth Exchange Officer, or YEO, to oversee that program, and that Rotarian, or another member of the host Rotary club, will be designated as the exchange student's Club Counselor. This Rotarian serves as the primary liaison between the Rotary club, the exchange student and the host families.

OBJECTIVES OF THE ROTARY INTERNATIONAL YOUTH EXCHANGE PROGRAM

1. To further international goodwill and understanding by enabling students to study, at first hand, some of the problems and accomplishments of people, in lands other than their own.
2. To enable students to advance their education by studying for a year in an environment entirely different to their own and by undertaking study of courses and subjects, not normally available to them in secondary schools of their own country.
3. To broaden their own outlook by learning to live and meet people of different cultures, creeds and colors than their own, and by having to copy with day-to-day problems in an environment completely different to the one they have experienced at home.
4. To act as Ambassadors for their own country by addressing Rotary Clubs, community organizations and youth groups in their host country and by imparting as much knowledge as they can, of their own country and its problems to the people they meet during their year abroad.
5. To study and observe all facets of life and culture in the country where they are hosted, so that on their return to their home country they can pass on the knowledge they have gained by addressing Rotary Clubs, youth groups and community organizations.

DISTRICT YOUTH EXCHANGE (DYE) OFFICERS

The District Youth Exchange Officers is comprised of a District Chairperson, District Inbound, Outbound, Rotex and Short-Term Chairs, Executive Administrative Coordinator and Treasurer. Together, the team provides oversight of the training, guidance, administration and communication to all of the youth exchange volunteers and exchange students within District 7390.

In addition, we promote the Rotary Youth Exchange Program to all Clubs and let them know the importance of the exciting and dynamic youth exchange program in the overall plan of Rotary International to bring peace and understanding in the world. We encourage participation in hosting inbound students and in recruiting outbound students.

Our goals are to recruit, select, and provide orientation for well qualified young people from all parts of the District and educate club youth exchange representatives on the principles of a club program and changes in government and/or Rotary International policies.

The officers along with the help of youth exchange volunteers from the York, Hershey, Harrisburg, Gettysburg, Mechanicsburg North and Lancaster Rotary Clubs provide events to help prepare and develop our Inbound, Outbound, and Short Term Exchange students throughout the year.

The District Chairperson represents District 7390 in our District's membership in the Eastern States Student Exchange (ESSEX), a multi-district rotary international exchange association comprised on 35 Rotary Districts. ESSEX carries out the placements of Inbounds and Outbounds for our District and provides us with material and information so that we remain current with all of the Rotary International Youth Exchange governing policies as well as keep us in compliance with the United States Federal Laws and Council on Standards for International Educational Travel (CSIET).

STUDENT PROTECTION POLICY

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse. (Source: Rotary International Board of Directors: November 2002 Mtg., Bd. Dec. 98; Amended by November 2006 Mtg., Bd. Dec. 72)

Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the guidelines provided. The safety and well being of students is always first priority.

For adults to whom a student reports an incident of abuse or harassment Report from student:

- **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. Listen and be encouraging. Do not express shock, horror or disbelief.
- **Protect the student.** Ensure the safety and well being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Reassure the student that this is for his/her own safety and is not a punishment
- **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.
- **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not his/her fault and that it was brave and mature to come to you.
- **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.
- **Report this information** as soon as possible to the hosting Club Youth Exchange Counselor, District Student Protection Officer, or ESSEX Student Protection Officer, providing none are the accused individual. This person will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.
- **Avoid gossip and blame.** Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.
- **Do not challenge the alleged offender.** The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of non-criminal harassment, the District Student Protection Officer and District Governor are responsible for investigating, and will be in contact with the alleged offender after the student has been moved to a safe environment.*
- **Follow-up.** After appropriately reporting the allegations, follow up to make sure steps have been taken to address the situation.

POST REPORT PROCEDURES

YE Counselors, YE Student Protection Officers, YE District Chairs, and Rotary District Governors

Immediately confirm that the student has been removed from the situation and all contact with the alleged abuser or harasser.

In cases of abuse, contact appropriate law enforcement immediately. Cooperate with the police or law investigation. If the law enforcement agency will not investigate, the District Student Protection Officer, with the Club YE Officer/counselor, should coordinate the investigation into the allegations. **Ensure the student receives immediate support services. Arrange for a Rape Counseling Service** or another appropriate non-Rotarian professional to counsel the student.

Contact the student's parents. Give the student the option of either staying in the host country or returning home. No student will be sent home unless it is his/her personal desire to return.

Remove the alleged abuser or harasser from all contact with all Exchange Program youth while investigations are conducted.

The ESSEX Student Protection Officer, Rotary International and Dept of State must be informed of the allegations by either the District YE Chair or the District Governor within 24 hours, and provided follow up reports of steps taken, outcome of all investigations and resulting actions.

STUDENT PROCEDURES

If you are sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, you should follow this procedure:

1. Report the situation immediately where you feel most comfortable:

- Local host Club Rotary Youth Exchange Counselor, District Student Protection Officer, ESSEX Student Protection Officer, the chair or any member of the District Youth Exchange Committee, District Governor or ESSEX Hotline 1-866-683-0533
- If you are not comfortable talking to a local person, contact a trusted Rotarian at home.
- Your call will be received in a sensitive and confidential manner. Each of the above individuals has been trained to deal with this type of situation.

2. If appropriate action is not taken when you report the situation, report it again and continue until someone takes it seriously. Make sure that it is understood that you are serious.

3. Intuition is not psychic nonsense. Trust your instincts. It is better to be embarrassed than to be a victim.

DEFINITIONS

- **Sexual Abuse:** Engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex. This includes but is not limited to:
 - Non-touching offenses
 - Indecent exposure
 - Exposing a child to sexual or pornographic material
- **Sexual Harassment:** Refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse. It is a technique used by sexual predators to desensitize or groom their victims. Examples include, but are not limited to:
 - Sexual advances; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about one's sexual activity, deficiencies or prowess
 - Verbal abuse of a sexual nature
 - Displaying sexually suggestive objects, pictures or drawings
 - Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments

SUMMARY OF RESPONSIBILITIES

RECEIVING CLUB (Host)

1. Arranges for 3 host families.
2. Arranges schooling and other educational matters at a pre-university secondary school level.
3. Appoints a Rotarian as counselor for each student.
4. Meets the exchanges upon arrival.
5. Ensures the attendance of the student at all mandatory functions such as orientations and district conferences and bears the costs thereof.
6. Develops a suitable program of contacts and activities for the student.
7. Provides a regular monthly allowance, preferably in advance.
8. Maintains contact with the sending Club and the student's natural parents.
9. Ensures the student's regular attendance of Club meetings and functions.

HOST FAMILY

1. Provides a home at no cost for the student.
2. Exercises normal parental responsibilities and supervision over the student.
3. Accepts the student as one of the family in all respects.

NATURAL PARENTS

1. Agree in writing to the rules of the program as a condition of selection.
2. Pay the prescribed travel and other fees.
3. Provide appropriate clothing including any necessary school uniforms.
4. Provide any additional spending money plus the required emergency fund.
5. Pay the cost of health, accident and personal luggage insurance.
6. Arrange and pay for all travel documents such as passports and visas.
7. May be required to host a foreign student in return.

EXCHANGE STUDENT

1. Agrees in writing to accept all the rules of the program.
2. Accepts the supervision of the receiving Rotary District, Club, counselor and host family.
3. Agrees to accept the placing in the country to which they are assigned.
4. Agrees to speak at Rotary and other community functions both during and after the period of the exchange.
5. Corresponds regularly with both the sending district and sponsor Club.
6. Flies out and returns home on the dates and by the route specified by the sending District. No alterations will be considered.

HOW TO COPE WITH CULTURE SHOCK

by Arthur Gordon

As the world grows smaller, as ever-increasing numbers of people travel, work or study abroad, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveler or the unwary expatriate. It's the loss of emotional equilibrium that a person suffers when he moves from a familiar environment where he has learned to function easily and successfully to one where he has not. The term used to describe this malady is "culture shock".

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hyper-sensitivity and loss of perspective are common symptoms. Often the victim doesn't know what's the matter with him. He just knows that something's wrong -- and he feels miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse. these signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind on hundreds of these cues, even though we may not be consciously aware of them. "When an individual enters a strange culture," Dr. Oberg says, "all or most of these familiar cues are removed. he or she is like a fish out of water. No matter how broad-minded or full of goodwill he may be, a series of props has been knocked out from under him."

Sometimes the transition to an alien culture has an immediate impact. A short term American visitor to certain Eastern European countries may find himself dismayed or depressed by living conditions that seem perfectly normal and acceptable to the people of that country - toilets with no seats, for example, or even more primitive bathroom facilities. It may come as a real shock to a teenager from Texas to find that hamburgers are non-existent, or, that local hairdressers never heard of plastic curlers.

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends or business connections one may be asked to dinner, taken sight-seeing, made much of -- at first. Also, in the beginning similarities between cultures are more apparent than differences. Almost everywhere people live in houses, go to work, relax on week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring.

It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him facing a host of perplexing problems. Many of these problems never bothered him at home, because they solved themselves almost automatically. Now, to his increased dismay, he finds that he has language troubles, housing troubles, money troubles, transportation troubles, food troubles, recreation troubles, perhaps even health troubles. All of these things drain away his reservoir of good-humor and equanimity. Having his laundry done may become a major struggle. Making a telephone call may be a small crisis. It may seem to him that people say yes when they mean no and promise to do things which they never do. Time may be regarded quite differently by the people among whom he finds himself. So may space, in some countries people like to stand very close together when they converse, in others this violates a deep-rooted sense of privacy.

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status. At home he was "somebody", or at least his place in society was established and recognized, here he is relatively "nobody". As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in "circumstances of beleaguered self-esteem".

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem over-whelming. Furthermore, as troubles pile up and he begins to look around for help, he may conclude that the natives of the country in which he finds himself are either

incapable of understanding his plight or are indifferent to it. This in turn triggers the emotion that is one of the surest signs of culture shock: hostility to the new environment. The victim says to himself, "These people don't seem to know or care what I'm going through. Therefore they must be selfish, insensitive people. Therefore I don't like them."

Inevitably this reaction tends to increase the isolation of the unhappy visitor because people sense his antagonism and begin to avoid him. When this happens, he may seek out other disgruntled souls, usually expatriates like himself, and find melancholy relief in criticizing all aspects of the host country. These discussions almost never lead to any honest evaluation of the situation or awareness that the difficulty may lie in the attitude of the critics themselves. They are simply gripe-sessions in which the virtues of the home country are exaggerated almost as much as the alleged failing of the country being visited. As Dr. Oberg says, "When Americans or other foreigners get together to grouse about the host country and its people, you can be sure they are suffering from culture shock."

Sometimes the victim of culture shock may go to the other extreme, surrendering his own identity and trying to imitate all the customs and attitudes of the alien culture. Or he may try to solve the problem by withdrawing into himself, refusing to learn the native language, making no effort to find friends among the local people, taking no interest in their history, art, architecture, or any other aspect of their culture. While in this state of mind he may display a variety of unattractive symptoms. One is a tendency to over-react to minor frustrations or delays or inconveniences with irritation or anger out of all proportion to the cause. Another is to be unduly suspicious, to think that people are out to cheat or swindle him because he is a foreigner. Yet another is over-concern about cleanliness, an unwarranted conviction that water, food or dishes are unsanitary when in fact they are not. Often the person is unaware of the extent to which he is displaying these symptoms.

He does know, however, that he is miserable and that the casual remedies recommended to him --- patience, hard work, mastery of the language and so on -- don't seem to do much good. Sometimes he will develop a marked degree of over-dependence on people from his own country who have passed through their own period of culture shock and are residing successfully and happily in the host country. If they in turn can display wisdom, patience and understanding of his symptoms, they often are able to shorten the span of his misery.

One reason the unhappy expatriate gravitates toward his own countrymen is that in their company he can at least feel sure of being understood. Underlying much of his confusion is the fact that even if he speaks the language of the country there remain endless opportunities for misunderstanding. All experts in communication emphasize the fact that language and voice are by no means our only form of communication, they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

Yet another stumbling block that compounds the problems of culture shock is the tendency of many people to think of members of other cultures in terms of stereotypes. The excitable Arabs. The amorous French. The touchy Italians. The lazy Latinos. The volatile Hungarians. The materialistic Americans. Some psychologists think that anxiety-prone people cling to stereotypes because it lessens the threat of the unknown by making the world predictable ... and what the victim of culture shock needs desperately is a familiar, predictable world.

Almost always, fortunately, symptoms of culture shock subside with the passage of time. The first sign of recovery may well be the reappearance of the victim's sense of humor; he begins to smile or even laugh at some of the things that irritated him as much at first. As familiarity with local language and customs increases, his self-confidence and self-esteem begin to return. He comes out of his shell and makes tentative overtures to the people around him -- and as soon as he starts being friendly, they stop seeming hostile. Slowly he progresses from a grudging acceptance of his surroundings to a genuine fondness for them and becomes proud of his growing ability to function in them. In the end, he wonders what he was so unhappy about in the beginning.

Is it possible to shorten the duration of culture shock or minimize its impact? The experts think so. Here are three suggestions they offer to anyone planning a stay in a foreign land.

First, be aware that such a thing as culture shock exists, that it will probably affect you one way or another, but that it doesn't last forever.

Next, try to remember, if and when you become thoroughly disenchanted with your surroundings, that the problem probably isn't so much in them as it is in you.

Third, accept the idea that while it may be somewhat painful, culture shock can be a very valuable experience, a mind-stretching process that will leave you with broader perspectives, deeper insight into yourself and wider tolerance for other people.

If it happens to you, don't think that you're strange or abnormal. If you had a happy life back home, why shouldn't you miss some aspects of it or feel a sense of loss? You'd be abnormal if you didn't.

If it happens to you, don't sit around being negative and critical, this just prolong and deepens your gloom. Try to keep busy. Arrange something pleasant to look forward to. Set goals for yourself -- learning ten new foreign phrases each day, for example-- and stick to them.

If it happens to you, try not to be judgmental. Everyone has an ethnocentric tendency to think that his own culture is superior to all others. Actually, any culture is a good culture if it provides an environment that meets basic human needs.

If it happens to you, force yourself to look for the best, not the worst, in your situation. People who go around looking for trouble usually manage to find it. Train yourself to enjoy the diversity of people and cultures, not fear it or shy away from it.

Recently in Russia two members of an American tour-group at different times during the day bought a candy bar from a booth in a railroad station. Each was given his change in the form of chocolate wafers. One American, disturbed by this departure from the familiar, felt that he was being victimized and protested vehemently. The other, charmed by what seemed to him a quaint and delightful custom, regarded it as a novel and refreshing experience and even bragged about it to his fellow tourists. The first American, it seems reasonable to say, was far more a prisoner of his own culture, than the second.

In sum, before he leaves home the visitor to a foreign land should make up his mind neither to resist the culture in which he finds himself nor surrender to it. What he needs to do is fight or grope or inch his way toward a new and flexible personality, a personality that retains its own cultural identity but recognizes the right of members of other cultures to retain theirs.

If that new personality can help him toward a better understanding of himself and of others, if it can enable him to communicate easily and convey warmth and understanding and goodwill across the culture barricades, then the pain of culture shock will have served its purpose, and the recovered victim will truly have the best of two worlds.

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IT'S OK

It's okay to be afraid of things we don't understand.

It's okay to feel anxious when things aren't working our way.

It's okay to feel lonely.....even when you're with other people

It's okay to feel unfulfilled because you know something is missing (even if you're not sure what it is)

It's okay to think and worry and cry.

It's okay to do whatever you have to do, but

Just remember too....

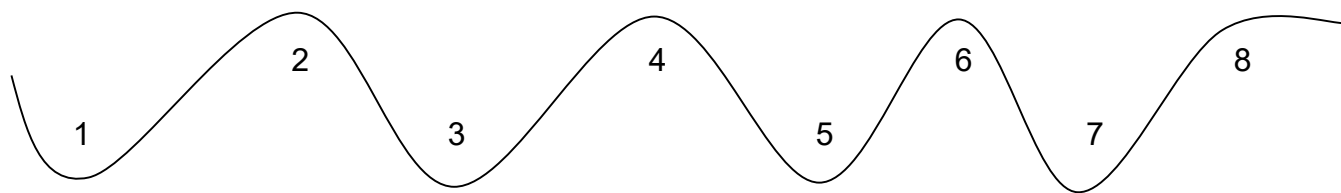
That eventually you're going to adjust to the changes life brings your way and you'll realize that,

It's okay to get to love again and laugh again,

It's okay to get to the point where the life you live is full and satisfying and good to you...

And it will be that way because you made it that way

The Exchange Cycle



1. Application Anxiety
2. Selection/Arrival Fascination
 - Elation
 - Expectation
3. Initial Culture Shock: 1-6 Months
 - Novelty wears off
 - Characteristics:
 - Sleeping Habits
 - Disorientation
 - Language difficulties
 - Fatigue (Mental/Physical)
 - Eating
4. Surface Adjustments
 - After initial “down”
 - Settle in:
 - Language improves
 - Navigate culture
 - Friends
 - Social Life
5. Mental Isolation
 - Frustration increases
 - New sense of isolation
 - Boredom
 - Lack of Motivation
 - Unresolved problems
 - Language problems
6. Integration/Acceptance
 - Begin to examine society
 - Accept surroundings/self
7. Return Anxiety
 - Preparation for departure
 - Realize changes
 - Desire to stay
 - Results
 - Confusion/Pain
 - Breaking of bonds
 - No promise of renewal in future
8. Shock/Reintegration
 - Contrast of old and new
 - Family/friends
 - Difficulty to accept change
 - Not the center of attention
 - Others not interested in experience details
 - Reorientation

All exchange students experience phases of elation, anxiety, and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and circumstances.

QUESTIONS FOR THE FIRST NIGHT WITH YOUR NEW HOST FAMILY

(See www.rotary7390.org Youth Exchange page under Host Family for link to Questionnaire in two languages)

1. What do I call you? Mom, Dad or first name?
2. What am I expected to do daily other than make my bed, keep room neat, and clean up in the bathroom when I use it?
3. What do I do with my dirty clothes? Where do I put them? When are they washed? How is laundry done? Do I wash my own clothes?
4. May I use the iron, washing machine, sewing machine? Where are they kept? How do they work?
5. Where can I keep my bathroom toilet accessories?
6. When is the most convenient time for me to use the bathroom on weekday mornings?
7. When is the best time for me to bathe - AM or PM?
8. What time are meals? What meals does the family eat together?
9. Do I have a permanent job in the home such as setting the table, clearing the table, washing/drying dishes, load/unload the dishwasher, put things away from table, or emptying the garbage cans?
10. May I help myself to food and drink (non-alcoholic) at any time or must I ask first?
11. What areas are strictly private (study, library, etc)?
12. May I put up pictures and posters in my bedroom? May I have a bulletin board? May I move the furniture in my room?
13. Where can I put my suitcases?
14. What time must I go to bed on weekdays, weekends and holidays? What time must I get up?
15. What time must I be home at night if I go out? Should I call if I will be 10, 20 or 30 minutes late?
16. When are the birthdays of the members of the family and other special days to remember?
17. Can I have friends come to the house? (No friends of the opposite sex may visit when host parents are not in the house)
18. May I have a friend sleep overnight?
19. What are the rules about using the telephone? (Local calls, long distance calls, receiving calls) Must I ask to use the phone? Which calls do I pay for? May I pay when the bill arrives?
20. What are the rules about using the computer & Internet?
21. Where is the Post Office? How do I mail a letter? Purchase stamps? Send packages?
22. What things does the family dislike that I should be aware of? (Chewing gum, blowing bubbles, loud music, being late, etc) When I do something that bothers you, please gently let me know. It might be hard for you to tell me, but I would certainly appreciate it, and would try to stop doing it.
23. How can I get from place to place? May I use the bus, bicycle, ride with friends?
24. May I play the stereo/television? How late? How loudly?
25. What are the rules about going to church?
26. How do I apologize for making mistakes?

Long Term Exchange Program Section G: Rules and Conditions of Exchange

Rules and Conditions of Exchange	
<ol style="list-style-type: none"> 1. You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities. 2. You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program. 3. You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed. 4. The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden. 5. You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs. 6. Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms. 7. Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons. 8. You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction. 9. Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden. 	<ol style="list-style-type: none"> 10. You must attend school regularly and make an honest attempt to succeed. 11. You must have health and accident or travel insurance that provides coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return. 12. You must also have liability coverage through a travel insurance or other applicable policy, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district 13. You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange. 14. You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability. 15. You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians. 16. Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians. 17. Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays. 18. Serious romantic activity is to be avoided. Sexual activity is forbidden. 19. Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.
Recommendations for a Successful Exchange	
<ol style="list-style-type: none"> 1. You should communicate with your first host family prior to leaving your home country. The family's information will be provided to you by your host club or district prior to your departure. 2. Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family. 3. Learn ahead of time as much of the language of your host country as possible, and use the language regularly. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends. 4. Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges. 	<ol style="list-style-type: none"> 5. Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it. 6. Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends. 7. Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur. 8. If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

ADDITIONAL PROGRAM RULES AND CONDITIONS OF EXCHANGE FOR INBOUND ROTARY YOUTH EXCHANGE STUDENTS

As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

1. You may not reside with any relative during your exchange.
2. You may not be employed on either a full-time or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.
3. You may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is authorized by the local school district in which you are enrolled and authorized by the State authority responsible for determining athletic eligibility. However, athletic eligibility or participation is not guaranteed.
4. You must enroll and participate in a full course of study in your school.
 - a. Before your departure you must provide your host Rotary District with a complete record of your high school years (courses taken and grades achieved).
 - b. You must provide an English language summary of your academic course work.
 - c. You must inform your host district if you will have graduated before the program begins.
 - d. You must certify that you have not previously been an academic year or semester exchange student in your host country.
5. You MUST purchase CISI Bolduc Health Insurance – Plan B and Personal Liability coverage PRIOR to your arrival.
For detail information visit: http://www.culturalinsurance.com/pdf/rotary_brochure_english.pdf
6. You must show proof of proper immunization as required by your school district and State. The usual requirements are:
 - Hepatitis B (HEP-B NOT HIB) -- 3 properly spaced doses.
 - Diphtheria -- 4 or more properly spaced doses.
 - Tetanus -- 4 or more properly spaced doses. (Diphtheria and Tetanus are usually in a combined vaccine with Pertussis. The last immunization must be after age 4.)
 - Poliomyelitis -- 3 or more properly spaced doses.
 - Measles (rubeola) -- 2 properly spaced doses, the first at 12 months or older.
 - German measles (rubella) -- 1 dose at 12 months or older.
 - Mumps -- 1 dose at 12 months or older.
7. MEDICAL: If any medical issues occurs that would change any answer on the medical or dental form of the Long-Term Application, this change MUST be reported to your Hosting District Chair within 10 days of the occurrence.
8. You are not allowed to possess or use any drug or drug-related paraphernalia, including, but not limited to, pipes, bongs, clips, papers, or any other item of drug paraphernalia described in applicable state or federal law.
9. The purchase of tobacco products by anyone under age 18 is illegal and prohibited.

Violations will result in a district review and restrictions. Severe/consistent disregard for these rules will result in being returned home.

1. Telephone, e-mail, and chat room communication should not become excessive, or interfere in any way with your developing friends of your own here in the U.S. You are responsible for all charges you generate by such use.
2. **Travel arrangements --**
 - a. Discuss and agree upon a mutually convenient arrival date with your first host family. If your host Rotary District has an orientation program before the start of school, you must arrive in time to participate in that program.

- b. You **MUST** purchase and arrive with a ROUND TRIP transportation ticket. If you don't arrive with a roundtrip ticket your exchange could be terminated within 10 days unless a roundtrip ticket is confirmed.
 - c. Make your travel plans directly to the airport of your final destination (in your host Rotary District).
 - d. You may not stop to visit friends or relatives in the USA or anywhere else in the world.
 - e. Your parents may not accompany you to the USA.
 - f. Let your host District Rotary Youth Exchange Chair and your host family know the date, time, airline, and flight number of your arrival. This information must be received at least two weeks before you leave your country, or there may not be anyone to meet you at the airport when you arrive.
3. Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary club or district with proper adult chaperones. Other travel must be approved by the host district chair, host club, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students. This is a cultural exchange, not a travel exchange. You must follow these travel rules when traveling outside your host Rotary District. Under no circumstances may you make your own travel arrangements and expect your host family, your host Rotary Club, or your host Rotary District to agree.
- APPROVED TRAVEL:
- Travel with host parents
 - Travel with host Rotary Club
 - Travel with Rotarians
 - Participation in host Rotary District, Multi-District, and ESSEX trips.
 - Travel with recognized school classes or school groups
 - Travel with recognized church or youth groups
 - Travel with friends of host family age 25 and over.
4. You and your host family must always advise your host District Rotary Youth Exchange Chair of any travel outside of the District . *NOTE:*
- a. *Signed permission forms will be required in advance for all District, Multi-District, and ESSEX trips. (These forms will be provided to you in the U.S. well in advance of any trip.)*
 - b. *For approved international travel (e.g. Canada), you must take along with you: (1) passport, (2) J-1 Visa (inside passport – it must list "multiple" NOT "single" entry), (3) I-94 Form (stapled inside passport), and (4) DS-2019 form re-endorsed within thirty days by a responsible officer of ESSEX. A Visa may also be required by the country you are visiting.*
5. You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary and your country.
6. This is a school year program (generally late August to mid June). Unless you are involved in a Rotary-related trip, travel in the U.S. with your family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Chair) after school ends for the year, you will be expected to return home within fifteen days of the last day of school. Activities extending beyond this deadline will require advance approval by your host District Rotary Youth Exchange Chair, your host Rotary Club, and your host family.
7. An emergency fund of U.S. \$500.00 is required by your host Rotary District under the control of the host Rotary District or host Rotary Club. Funds used during the year must be promptly replenished. This fund will be used for any insurance deductibles and co-pays for medical care, emergencies, and unpaid charges and expenses. Before your departure for home at the end of the year, you will need to pay any expenses, charges, and obligations that you have incurred to your host family or others. The balance will be returned to you.

We have read and understand the above Rotary and Eastern States Student Exchange (ESSEX) Program Rules and Conditions of Exchange and Program Guidelines and will abide by these Rules& Conditions.

DISTRICT 7390 ROTARY YOUTH EXCHANGE
PERMISSION/INFORMATION FORM

GENERAL INFORMATION

STUDENT: _____

ROTARY CLUB _____ TODAY'S DATE: _____

DATES OF TRIP: _____

TRAVEL PLANS: _____

TRAVELING WITH: _____

DESTINATION ADDRESS: _____

PHONE # AT DESTINATION _____

REQUEST PERMISSION IF NEEDED: (Please **Print Name, sign** and mail to next person on list)

_____ In favor of _____ Opposed to _____

(Host Parent-*Print Name & sign*)

Remarks: _____

_____ In favor of _____ Opposed to _____

(Host Club YE Chairman- *Print Name & sign*)

Remarks: _____

_____ In favor of _____ Opposed to _____

(DYE Chairman-*Print Name & sign*)

Remarks: _____

IF PERMISSION FROM DISTRICT CHAIRMAN IS NEEDED, PLEASE COMPLETE REQUEST AT LEAST 20-40 DAYS PRIOR TO TRAVEL IF POSSIBLE.

E-mail to: DYE Inbound Chair, Ashlee Etzweiler, Host Club YE Chair

HOST CLUB has final say if event meets all Rotary criteria.
SEE "GENERAL GUIDELINES CONCERNING TRAVEL"

SUPERSEDES ALL PREVIOUS GUIDELINES

GENERAL GUIDELINES CONCERNING TRAVEL

This is a cultural exchange NOT a travel exchange and students should not go into the program with the expectation of touring. The hosts (District, club, family) are under no obligation to provide or permit it. However, some travel through the generosity of the host club, individual Rotarians, host families is done. The students must follow the travel rules of the host district and under no circumstances make his own travel arrangements and then expect the host/district club to go along with it. Breaking this rule may result in being returned home.

A. **Permission form required** 20 days in advance for **approval** of travel plans:

Within D7390 *Overnight with any missed school days ***

Overnight stays not with a host family, Rotarian, school group, local church group, or friends of host family**

Outside D7390 Overnight with host family, Rotarian or involving any missed school days

**

Overnight outside of USA - request requires copy of travel visa AND DS-2019 **40 days** prior to anticipated travel**

Independent travel Maximum 3 days and 2 nights. Independent travel is rarely approved.

It requires written approval from natural parents and the D7390 Permission form**

During vacations only if to visit a nearby relative

No travel out of USA without 40 days notice and a multi-entry visa. Visa and DS-2019 must be included with permission request. Ultimate approval only from the District Chairman.

NOTE: Permission form is **always** required for travel with all persons other than Host Family adults or Rotarians **and** the form must be submitted **20 days prior** to travel.

B. **Permission form required** 20 days in advance for **information purposes** (emergency contact, knowledge of travel):

Within D7390 **Overnight stays with no missed school**

Outside D7390 Overnight stays with Host family or Rotarian with no missed school

C. **No permission form needed:**

Within D7390 Daily travel with Host family, school group, local church groups, Rotarians, car rides with

students around town, or friends of host family.

Outside D7390 Day trips with Host family or Rotarian

**A student will not be permitted to miss more than 3 school days per trip or a total of 10 school days during the year for personal non-Rotary travel.

If situation is other than described above, always assume Permission form is required.

GUIDELINES FOR HOST FAMILIES

INTRODUCTION

Acting as a host to an overseas student can be a tremendously rewarding experience for a family. However, it does also entail some important obligations. Here are some of the ground rules:

1. It is not essential that the Host be a Rotarian.
2. The Host Family must undertake to supervise the school and leisure hour activities of the student as if he or she were their own son or daughter.
3. They shall provide room and board and should include the student in all family activities.
4. It is desirable for the student to have his/her own room or, alternatively, to share with someone of their own age group.
5. It is not essential that the family have children of similar age and sex to the student being hosted. Many very successful hosting arrangements have taken place where there are only very young children-or none at all-in the family.

COUNSELOR

The Host Rotary Club will appoint a Counselor who will act as a confidant to the student during their stay in America. The student is expected to consult the Counselor on any problems that may arise. The Counselor is also available to help the Host Families with any problems that they may encounter in hosting the student. Do not hesitate to consult the Counselor if problems of any kind arise.

STUDENT - NOT A GUEST

It cannot be stressed too strongly that the student should not be treated as a special or honored guest by the family. The value of this Program centers on the acceptance by both students and hosts that the student will be "one of the family," not receiving any special favors or treatment and undertaking all the normal family chores. For this reason it is desirable that the student address the Host Parents as "Mom" and "Dad" or some other informal title. They should never call you "Mr." or "Mrs."

HOUSEHOLD CHORES

The student should most certainly make their own bed and keep their room tidy-very difficult for some-and assist with general household chores, such as setting and clearing away the table and doing dishes. Boys might reasonably be expected to help with gardening and similar tasks. Some complaints have been received from students that they are being used as unpaid help or as constant baby sitters. Others again have found that they are not allowed to join in with the normal household chores. The object is to strike the right balance and a guiding principle in these cases is to ask what would be expected from the host family's own children.

DISCIPLINE

The student is expected to adapt to the supervision and discipline of the Host Family. Remember, the Host Family does not have to adapt to the student; rather the student must learn to adapt to the family. Any sign of reluctance or unwillingness on the student's part to accept this point of view should be brought to the attention of the Counselor, who should then clarify this point with the student. It is better that such a ruling come from a third party such as the Counselor, rather than from the Host Parents. Problems can arise unless the student clearly understands the fact that he or she is expected to conform to Host Country conditions. At the same time, Host Families should be aware of the problems of adaptation and should be prepared to be flexible.

RELIGION

Somewhat surprisingly this seldom poses serious problems. Most students are very flexible on attitudes and usually accompany the Host Family to their church even where religions differ. Host Families should not force the issue and if the student wishes to follow his/her own religion, every effort should be made to assist them in this respect.

ALCOHOLIC BEVERAGES

No drinking of alcoholic beverages is allowed!!

The 5 D's – NO DRIVING, DRINKING, DATING, DRUGS or DISFIGUREMENT

1. **Driving** -The rules of the Youth Exchange Program prohibit an exchange student from driving a motorized vehicle of any description during the period of the exchange. This includes cars, motorcycles, tractors, motorboats, aircraft, skidoos or any similar vehicle. The reason for this regulation is that there are many legal and/or insurance complications which can arise should a student be involved in an accident. For the same reasons students are also barred from activities such as hitchhiking, riding on a motorcycle or hang-gliding. This rule will be strictly enforced and any violation could result in the student being sent home immediately.
2. **Drinking – Alcoholic Beverages** -No consumption of alcohol is allowed in District 7390. It is illegal for individuals to drink alcoholic beverages under the age of 21 in the United States.
3. **Dating – Romantic Attachments** - Students should not form any romantic attachments or "go steady" while on exchange. Basically this is a good rule because if you "go steady" it can result in all your attention being centered on one person instead of meeting, and learning from, a wide group of people. You are encouraged to mix with as many groups of students at school as you can. Sometimes students also seek out the company of other exchange students as often as they can. For the same reason this is to be discouraged as it can diminish the benefits which you can derive from the Program. In addition, overt display of intimate physical behavior/affection of a sexual nature is not acceptable during their year of exchange in any public or private setting (host family, party). This can result in termination of your exchange. This behavior is also expressly prohibited as well for **Outbounds in Training** as it can result in termination of your candidacy for an exchange.
4. **Drugs** - You are not permitted to use drugs, except for valid medical reasons as prescribed by a physician. Violation of this rule will result in at least the immediate termination of your exchange.
5. **Disfigurement** - You are not permitted to get a tattoo or a body piercing during your exchange year this includes (but is not limited to) piercing of the nose, eyebrow(s), tongue, lip(s), and cheeks. Another example of disfigurement is the extreme dyeing of the hair (purple, orange) as some cultures will not allow it in their schools.

FINANCE

The Host Rotary Club will provide the student with a monthly allowance to cover the immediate incidentals. Generally the student will have some additional funds of their own as well as a specified emergency fund under the control of the Counselor. The Host Family is not obliged to provide the student with spending money nor to finance clothing, school uniforms, travel or other expenses (including telephone calls). However, if the student does not take a lunch to school then the host parents should provide them with lunch money-just as they would do for their own children.

MONEY PROBLEMS

Some young people are better at handling money than others; some students are hopeless at budgeting and need some guidance if they are to live within their monthly allowance. Under the Youth Exchange Program rules, each student is required to establish an emergency fund which must be replenished, as required, during the year by the student's natural parents. The amount of this emergency fund will be specified by the District Committee from time to time and should not be expended on day-to-day items; it is there mainly for healthcare expenditures.

It has been found that some supervision of these emergency funds is desirable. The best method has proved to be the establishment of a special bank account under the direction of the Rotary Counselor before a withdrawal can be made. This is an issue which should be discussed with the Counselor at the beginning of an exchange. Students should be discouraged from borrowing money and purchasing on Host Parents' accounts.

TRAVEL

The Host Family is under no obligation to take the student on holiday or trips, but it will add enormously to the intrinsic value of the program if they are able to do so without financial embarrassment to themselves. Where they are not able to take students away during school holidays, they should make this clear to the Rotary Counselor, who should make alternative arrangements for the student.

No special permission is required where a student accompanies a Host Family on a trip or holiday, unless outside the USA, but the Rotary Counselor must be advised. If the student makes a journey away from the Host Town, both the Host Parents and the Counselor must ensure that satisfactory permission to travel and hosting arrangements have been made. Traveling during school terms is discouraged and should be undertaken only under specific conditions which will be established by the Counselor and the Head of the school.

SCHOOLING

The Youth Exchange Program rules require attendance at a high school. Usually the Counselor will take care of the enrollment details and will arrange, together with the student, the optimum subject package and educational materials. The Host Family's role is to supervise the day-to-day attendance of the student at school and to encourage them to participate fully in both the academic and extracurricular activities of the school. It is important to the success of the exchange that any problems which might arise from language difficulties be dealt with promptly. The Host Parents should always ensure that the student is provided with a note for the principal/teacher to excuse them from any classes which they need to miss for any reason. It is very important that the school is kept fully informed regarding the student's program of activities.

HOMESICKNESS

Every student experiences homesickness to some degree and the extent of this problem will depend largely on the student's own background and personality. Host Families should be appreciative of this fact and should expect the student to have some adjustment problems. Many students say that they feel there are times when they want privacy to cope with feelings of homesickness. If your student spends some time alone in his/her room, do not be alarmed-this is fairly normal. But if the student spends a lot of time alone, this could be a danger signal that all is not well. The student who is actively involved in the community will be less likely to suffer from adjustment problems and homesickness than the non-participant; therefore, do all you can to encourage your student to accept the opportunities available to become involved in the community.

CHANGE OF HOST FAMILIES

Host Families should keep in touch with the Hosting Rotary Club through the Counselor regarding hosting arrangements, so that all parties concerned are aware of and know well in advance exactly when each change of home is to take place. It would not be out of place for the current Host Family to meet with the next Host Family to discuss some of the student's habits, likes and dislikes. It can help bring about a smoother transition from one family to the next.

As soon as a student is settled in, it is advisable for the new Host Parents to have a detailed discussion with the student and to lay down the house rules so that the student will know what is expected of him/her. Such a discussion can save some frustrations and resentments at a later date.

STUDENT EMERGENCY CARD

An emergency card is to be carried on each exchange student's person during their exchange year. District 7390 will provide each student with three emergency cards (one for each host family). The information is to be kept current with each host family move. In addition to the student's and current host family's contact information, it includes contact information for the student's counselor, Club president, District chair, ESSEX Student Protection Officer and the US Department of State. The card and contact information is a requirement of Rotary International Youth Exchange rules and regulations.

TELEPHONE CALLS

The abuse of the telephone by students is an area which causes many problems during the students stay with their Host Families. As soon as they move to a new Host Family, international calls should be on a "collect basis," the student must establish with that family the exact procedure to adopt with regard to the use and payment for all phone calls.

SHARED KNOWLEDGE

One of the main purposes of the Youth Exchange Program is the exchange of knowledge on an international level. Your student is an ambassador for their country, so show an interest in that country and learn as much as possible about your student's home environment. In turn you are also an ambassador for your country by

imparting knowledge about the USA's way of life to your student, so that he/she will be able to take back to their home country a picture of the USA that is as accurate as possible. This two-way exchange of ideas and information can be a very stimulating and rewarding adventure in international goodwill and understanding. By acting as a Host to an overseas student you are doing far more than providing bed and board for someone; you are taking that first very essential step toward world peace, by helping to break down fears, prejudices and misunderstandings which are based on ignorance.

CONCLUSION

Finally, as Host Parents, you must accept the responsibility of being parents to your student in the same way as to your own child. The exchange is a two-way process and you are the adults in this deal. You should be willing to go more than half way-you should try to give an adult lead to the young person who cannot be expected to know your rules and wishes without being told. You should expect the student to conform to your rules and wishes in the same way as you do your own children, but to no greater extent. It is essential to establish and maintain effective two-way communications between yourselves and your student right from the beginning. The majority of problems with and for Exchange Students can be resolved by effective, firm, sympathetic understanding and loving control from the Host Parents. You have the responsibility for success and your reward is great-you add a son or daughter to your family!

HOW TO HANDLE PROBLEMS

Should you have a problem student (it is unlikely, the percentage sent home worldwide is under 1.5%)

- a) Try and solve the problem internally via the counselor.
- b) Ensure that it is the student who is causing the problem and not the Club, the counselor or host parent.
- c) If all your efforts show no improvement in the student, arrange for the student to be interviewed by the District Youth Exchange Committee. Confidential written reports from the Club counselor and host parents should be sent to the District Committee prior to this interview.
- d) After the District Committee interview, allow a period of 30 days to see if the required improvement in the student takes place.
- e) If there is still no improvement and you wish to send the student home, advise the Inbound Chairperson of the District Committee who will advise the District Governor.
- f) If the student is to be sent home, ensure that the District Chairperson is informed at least 10 days before the return flight so that he can inform the respective district overseas.
- g) The District Chairperson will contact his counterpart who will advise the natural parents of their son/daughter's return.
- h) Ensure that the student is accompanied to the airport.
- i) Remember they are young people in a strange country"-a premature return is a traumatic experience and should be handled with care.

Rotary Support System Matrix

RESOURCE	WHEN NEEDED	CONTACT FREQUENCY	COMMENTS
HOST FAMILY	Every day	Daily	Your first point of contact with most simple needs. For problems you will need to use your Host Club YEO in conjunction with your host family.
HOST CLUB YEO	Problems, Successes, Social Occasions, Club Meetings	Bi-Weekly / Monthly	This is your main Rotary contact for your day-to-day problems and well-being.
HOST DISTRICT COUNSELOR	Most problems, travel permission, routine reporting	Monthly Minimum	If reports are required, make sure you complete them.
HOST DISTRICT CHAIRMAN	Serious Problems or Routine Reporting	Monthly Reports	Monthly report is mandatory and is due at the end of each month.
SPONSOR DISTRICT COUNSELOR	Serious Problems and Routine Reporting	Monthly / Bi-Monthly	Quarterly Reports are to be sent to this person. This is not the first person who should learn of a problem you are having!
SPONSOR DISTRICT CHAIRMAN	Serious Problems	As needed	
ROTEX	Emotional and YE Support	As often as needed but monthly at a minimum	Rotex will not be able to help you with technical YE problems They are for your emotional support and mentoring only.
SPONSOR CLUB YEO	Preparation and then report about your experience	Monthly	You should write to your club regularly telling of your experiences.
PARENTS	Routine, non-YE problems, health emergencies	REGULARLY	LIMIT E-MAIL AND PHONE CONTACT. WRITE LETTERS INSTEAD OF E-MAILING AND PHONING!

Exchange Student: Phases of Adjustment & What To Do By Month

Month	Phase	What You Should Be Doing	Reminders
JUL- AUG	TRAVEL & HONEYMOON	Get busy. Remember that these first few weeks are your chance to make life-long friends. It is not the time to be shy. Take it all in and get to know your surroundings. Meet your Rotary Club members. Find your routine. Work on your language skills. Identify your cultural mentor.	Watch the phone calls and e-mail. Report due August 31.
SEPT	END OF HONEYMOON/ START OF ADAPTATION	Start with good habits. Write in your journal every night. Mark on a calendar what you did every day. Answer the phone from time to time. Get to know your host parents. Learning the language is your priority. Watch for homesickness. Use your support system. Keep busy. Cook a "native" meal for your host family.	Write home & Submit monthly report due September 30 th to respective Inbound or Outbound District 7390 YE Officer & Club Counselor
OCT	ADAPTATION	Homesick? Don't call home! Talk to your Rotary or Rotex support people. Don't dump it on your parents. Get out of that funk. Break the routine a little every day to keep things fresh. Avoid spending long amounts of time by yourself. Having trouble with the language? Find someone to talk to; a host sibling, a "cultural mentor", or even your Rotary Counselor. Give and take. Make a trade; your language for English.	Submit monthly report due October 30 th to respective Inbound or Outbound District 7390 YE Officer & Club Counselor
NOV	ADAPTATION	Have you made many friends yet? If not, get out there and mingle. Remember, you want to make as many people miss you as you can when you leave. There is nothing better to make you stop thinking about yourself than to help someone else. If you are feeling a little lost, find someone in need and give him/her a hand. You will get it back 10X. You might hit a language plateau here. Keep working the language. Try something new. Speak at your Rotary Club. If you move host families, you might have another challenge. Make the best of it.	Send Holiday presents home early. Submit monthly report due November 30 th to respective Inbound or Outbound District 7390 YE Officer & Club Counselor
DEC	ADAPATION/ ASSIMILATION TRANSITION – HOLIDAY BLUES	Time to stay focused. You need to get through the period from the end of November until January 1st strong. Don't get hung up with missing the holidays at home. Keep Rotex in mind here. They will help. The more you contact "home" though, the worse it will be. Tell your host family how you celebrate the holidays.	Keep phone calls and e-mails "home" down. Submit monthly report due December 30 th to respective Inbound or Outbound District 7390 YE Officer & Club Counselor
JAN	ADAPTATION/ ASSIMILATION	Now for the good stuff. You should feel good speaking the language and you should have made some friends. Make the most of it. From now on, you are on a roll. Hey! Where's my report!	Submit monthly report due January 30 th to respective Inbound or Outbound District 7390 YE Officer & Club Counselor
FEB	ADAPTATION/ ASSIMILATION	You should be busy now. Friends, school (for most of you) and lots of activities. Don't forget host families (including the first one).	Call your host counselor and check in with him/her. Submit monthly report due February 30 th to respective Inbound or Outbound District 7390 YE Officer & Club Counselor
MAR	ASSIMILATION	Are you giving as well as taking? Don't just be doing your own thing. You speak the language and you know some people. You fit in. Use it to help other people. Speak to little kids in schools, volunteer in your community, teach someone your language, help with your Rotary Club's projects. This is the part of the roller coaster ride when you get to let go of that safety bar, put your hands in the air and scream as loud as you can. This is "The Monster Hill" of your exchange.	Make your flight reservations home. Don't rush home, but don't stay too long. Do not come home less than 3 weeks before you leave for college! Submit monthly report due March 30 th to respective Inbound or Outbound District 7390YE Officer & Club Counselor
APR	ASSIMILATION	Are your parents visiting? Plan it out for them. Remember, you are the one who is in charge of their having a good experience. Let them into "your world". Introduce them to your host family, your host Rotary Club, your friends and your town. Let them see you as the mature tour guide, master of the language. They aren't coming? No problem - you have a lot going on. Dig in and make the most of it because this time is fleeting! Hey, don't you owe someone a report?!!	Submit monthly report due April 30 th to respective Inbound or Outbound District 7390 YE Officer & Club Counselor

MAY	ASSIMILATION & RE-ENTRY ANXIETY	This should be as good as it gets; you love your host country and you are starting to get that dreaded re-entry anxiety. It has to happen, you know that. Don't waste one second wishing it won't. Spend as much time as you can with friends, host families and the people you will miss most. Spend what little time you have with people who you won't see for a while.	Make time for your host families! Submit monthly report due May 30 th to respective Inbound or Outbound District 7390 YE Officer & Club Counselor
JUNE	ASSIMILATION & RE-ENTRY ANXIETY	Get ready to leave. Make sure that you are not putting off spending time with people. If you want to buy things to take with you, start early. Don't go rushing around the night before you leave. You will be cheating your friends and family out of your time. Leave gracefully. Don't leave a mess. Pay your obligations. Return what you've borrowed. Say "thank you" as many times as you can.	Read "So You Think You're Home Now". Submit monthly report due June 30 th to respective Inbound or Outbound District 7390 YE Officer & Club Counselor
JULY	RE-ENTRY & REVERSE CULTURE SHOCK	Pack early. Get rid of things that are just clutter. Make sure you have your passport, tickets and that your bank account is closed (if you had one). Exchange money. Don't come home with a lot of foreign money you might not need for a while. Have some local currency with you in case you need it at the airport. Enough to get a meal or two. Remember, the success of an exchange is measured in the number of tears when you leave; yours and theirs. Smile when you get back home. Thank your parents for your year. Spend some time with them before you go running around finding your friends. Spend at least two days home before connecting with your friends.	SEND post evaluation to Club Counselor and DYE Outbound Chair START WORKING ON YOUR ROTARY REBOUND SPEECH.
AUG	REVERSE CULTURE SHOCK	Get into your new life here. Listen to what you are saying. Are you being critical about "home"? Are you telling everyone you can find about your year or are you keeping it to yourself? Have you referred to your friends as "Those stupid kids?" or "Those stupid Americans" at all? Are you keeping busy or are you moping around the house missing "home"? Was it really easy for you to come back? Do you not miss your host country? Think about why that is so. Get ready for school to start. Make little steps each day to get back into this culture. Talk to Rotex and to your District and Club Counselors about what you did and what you are doing now. Remember that the deeper you were able to assimilate into your host culture, the longer it will take you to find that "bi-cultural balance" between your host country "self" and your home country "self". This is the start of your third year as an exchange student.	Contact your Sponsoring Club and offer to do a program on your exchange. Let your District Counselor know what your plans are for the following year. Help us continue to build the program!