



DISTRICT 5040 ROTARY YOUTH EXCHANGE POLICY AND PROCEDURE MANUAL ROTARY CERTIFICATION

District 5040 Youth Exchange supports student safety by establishing policy and guidelines for D5040 Rotary Clubs participating in the Youth Exchange Program.

Our district adopts the Statement of Conduct for working with youth as set out in Rotary Code of Policies Sec. 2.110 which states:

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' spouse, 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.

Program Administration

1. Each Rotary Club who participates by sponsoring an inbound or outbound student must sign a compliance statement that ensures the club meets the requirements of the D5040 Youth Exchange Policies. This statement must be completed at the time of the application of receiving any inbound student. **(Appendix A)**
2. District 5040 Youth Exchange will not approve any youth exchanges arranged outside of the district Structure (e.g. Backdoor exchanges)
3. All materials related to the D5040 Youth Exchange Program such as Volunteer, Host and Student applications or any other documents shall be stored at a safe and secure location determined by the District Youth Exchange Chair. A retention schedule shall be set up for the length that an application shall be valid for and for how long the document should be stored before destruction. **(Appendix B)**
4. District 5040 Youth Exchange complies with Rotary International's guidelines for use of Rotary Marks as detailed in the 2004 Manual of Procedure (035-En_1104), part five, in Youth Exchange promotional materials, including any web sites.
5. District 5040 Youth Exchange submits each year the Youth Exchange Annual Survey to Rotary International.

Screening and Selection

1. Students are screened by means of:
 - Written and signed application that includes program rules and requirements.
 - Interviews of students and parents or legal guardians at both club and district level.

2. Each August of each year, D5040 District Youth Chair shall through D5040 Youth Exchange Area Coordinators start the process for the search & identification of students who meet the criteria for the youth exchange program. Each club who wishes to host and sponsor a exchange student must sign the agreement to exchange. **(Appendix C)**
3. Parents of outbound students are not required to host incoming students either the long term or short term programs.
4. All students being received by the D5040 shall have current travel insurance in accordance with RCP 41.080
5. Host families are screened by means of:
 - Written application that includes programs rules and requirements, signed authorization for reference check and criminal background check for all adult residents of the home. **(Appendix D)**
 - Interviews in which all family members who live in the home are present to determine suitability for hosting exchange students.
 - Home visits prior to and during the exchange.
 - Reference checks.
 - Criminal background check with local police (City, RCMP); Criminal background check is based on local law enforcement search of the Canadian National Data Bank (CPIC).
 - To encourage the use of three host families to host an incoming student for the year.
6. Screening and Selection of Youth Exchange Volunteers:
 - Volunteers are screened by means of signed compliance statement, such as the Youth Volunteer application, that includes authorization of reference and criminal background check. **(Appendix E)**
 - Interviews to determine suitability of volunteer to work with youth.
 - Reference Checks.
 - Criminal background check with local police (City, RCMP) for all adult participants in the program who have direct unsupervised contact with one or more Youth Exchange Students. Criminal background check is based on local law enforcement search of the Canadian National Data Bank (CPIC).
 - Rotarian counselor must not be a member of the student's host families.

Any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment, will be prohibited from working with youth in a Rotary context.

Training

District 5040 Youth Exchange will conduct each year a training seminar for those Rotarians who have taken on a role of youth exchange counselor; youth exchange officer (YEO) area coordinator and club president. This training will be arranged and given by the District 5040 Youth Exchange Trainer who will ensure that:

- All Rotarians are notified of the date and place the training will take place.
- Liaise with the Area Coordinator for the particular location in the province to arrange the location for where the training seminar will occur.
- Liaise with the Area Coordinator to ensure that the proper notice of training has been given to clubs that are within their area.
- Liaise with the Area Coordinator to arrange for accommodations if required for the District Youth Exchange Trainer.
- Shall record and file with the D5040 Youth Exchange records the names and date the training took place and;
- Forward a copy of the document of those who were trained to the District Chair and Area Coordinator.
- The District Trainer will keep a master list of those Rotarians who have been trained throughout the year. This list will contain the name and club of the Rotarian, date training occurred and what information was given.

Orientation

1. Outbound Students will receive orientation and training before departure as designated by the District Trainer, who will;
 - Every May of each year identify a location where the orientation and training will take place
 - Ensure that the parent or guardian of the outbound student attends at the event
 - Ensure that the content of the orientation includes information on the program's rules, procedures, and expectations and provides abuse and harassment prevention and awareness training
 - Seek the assistance of District 5040 Youth Exchange Committee members to assist in the running of the event
 - Forward a written summary of the orientation and training to the District Chair who will ensure that the written summary is filed in the District files and records

2. Inbound Students will receive orientation and training shortly after their arrival in our district. The Youth Exchange District Trainer will:
 - Liaise with the area coordinator where the orientation and training will take place to arrange for accommodations and meals for the students and youth exchange committee members.
 - Ensure that the orientation training and information will include the contact information for the rotary youth counselor so that students may report problems, including reports of abuse or harassment, and information on local laws and customs that may apply to young people in Canada.
 - Seek the assistance of District 5040 Youth Exchange Committee members to assist in the running of the event.
 - Forward a written summary of the orientation and training to the District Chair who will ensure that the written summary is filed in the District files and records.

3. Host Families (who are new to the program) will receive orientation and training before their students arrive in Canada. The Youth Exchange District Trainer will ensure that;
 - The Area Coordinators are contacted about the orientation and training of host families.
 - The Area Coordinators contact the Youth Exchange Officers in their area to arrange for the training of the host families

- The Youth Exchange Officers cover information on Program Administration and rules, abuse and harassment awareness and prevention.
 - The host families must receive orientation and training before their student arrives.
 - The Youth Exchange Officer has documented and recorded the date of the training and who was present.
 - The Youth Exchange Officer forwards a copy of the training record to the Area Coordinator and the original to the District Chair who will ensure that is filed in the District files.
4. Volunteers and District Officers will receive training on the policy and procedures of the Youth Exchange Program. The Youth Exchange District Trainer will ensure that:
- The District Governor, District Youth Exchange Chair and committee members, Club Youth Exchange Officers, Club counselors and other Rotarians and Non Rotarians who are volunteers for youth exchange activities receive up to date training on the District Youth Exchange Program.
 - Rotarian counselors receive up to date training on responding to problems or concerns that may arise during the exchange, including responding to and reporting allegations of abuse and harassment.
5. If an incident takes place in the district where a student is involved the Youth Exchange District Trainer must be a participant in the debriefing of the incident to determine if further training is required. If it is necessary the Youth Exchange District Trainer will ensure that at the annual training seminar the necessary training is carried out.
6. The Youth Exchange District Trainer will submit a report to the District Chair advising as to whether training (as a result of the debriefing) should or should not take place. In such cases the Youth Exchange District Trainer will make a record of this training and forward this to the District Chair who will ensure that it is filed in District Records.

Student Support and Communication

Rotary Counselors

Each student received (inbound) or sent out (outbound) by D5040 Youth Exchange must be assigned a rotary counselor. The counselor is independent of the Club Youth Exchange Officer and must be gender specific. That is, if the student is a female then they should be assigned a female counselor. If the student is a male then they should be assigned a male counselor.

Counselors are required to maintain regular contact with students they serve as a liaison between students and Rotary Clubs, natural family, host family and the community at large.

Emergency Contacts

Each **inbound** student will be provided information on the following contacts before or upon their arrival to D5040.

- Hosting Club's Rotarian Counselor
- District 5040 Youth Exchange Chair and Governor
- Hosting Club's President
- Two non-Rotarian resource persons, one male – one female
- Local medical, dental, and mental health care professionals
- Local law enforcement agencies
- Local social service resources, where available, including suicide prevention, hotlines, rape crisis hotlines, and local child protection agencies.

In addition the inbound student will receive a **D5040 Youth Exchange Directory** which will contain all names of Counselors, Club Youth Exchange Officers, Area Coordinators and other members of the District Youth Exchange Committee.

Each D5040 **outbound** student will be provided information on the following contacts before their arrival to the assigned host country

- Hosting District's Youth Exchange Chair
- Hosting District's District Governor
- Hosting Club's President
- Two non-Rotarian resource persons, one male – one female

Incident Handling

District 5040 Youth Exchange is committed to the safety of an inbound student at all times.

Emergencies (*Appendix F*)

In the event of an emergency where the life and or health of the student is at risk or the whereabouts are not known the following procedures will be followed:

1. If the home host raises the alarm they should contact the Rotary Counselor who will in turn contact the Club YEO.
2. The Club YEO in consultation with the Area Coordinator and Rotary Counselor will try and resolve the emergency. However if they cannot and there is a concern for the safety of the student then the local police authorities shall be contacted. In appropriate circumstances the student should be removed from any unsafe environment.
3. The Area Coordinator will contact the Youth Exchange District Chair. The District Chair will then notify the District Governor.
4. If the life of the student was or is at risk, or the student's whereabouts are not known, the District Chair will report the incident to Rotary International within 72 hours from the initial report to the Youth Exchange Officer.
5. The District Chair will then notify the District Chair for the Sponsoring District of the student. The D5040 YE Chair will ask the sponsoring district chair to notify the parents and the sponsoring club. The D5040 YE Chair can also offer to speak with the parents of the student if required.
6. The D5040 YE Chair will also contact the embassy or consulate of the missing student's country to notify them of the emergency.
7. The D5040 YE Chair will also contact the External Affairs Department of the Canadian Government.

Early Returns (*Appendix G*)

In the event of an inbound student breaching the rules set down by Rotary International and D5040 Youth Exchange policies the following procedure will be commenced:

There must be a clear understanding of the procedure to be followed when premature repatriation is being contemplated other than for serious illness or serious family considerations.

Step 1: Define the problem

Discuss with Rotary Club YEO and counselor. Document specific instances of the transgression: dates, details, witnesses; this documentation may have to be sent to sponsor district and parents.

Step 2: Address the problem

Club and Area Coordinator (district committee representative) jointly acquaint the student of the problem. Be as specific as possible, e.g., the dates, details, witnesses. Is there a satisfactory explanation of the matters causing the problem?

Step 3: Alternatives

If there is not satisfactory explanation there are two alternatives available depending of the severity of the problem.

Alternative 1: Probation

If the problem is NOT drugs, theft, breaking a law the student may be placed on probation for a directed period. Student must understand that he/she is on probation. Host District YE Chair must advise Sponsor district of the situation who advises the Sponsor Governor and the student's parents. Host Club YEO must monitor the Exchangee's behavior until satisfied he or she is maintaining an acceptable standard of behavior.

Alternative 2: Repatriation

If the problem is deemed serious or the period of probation has been unsuccessful. Decision to send home rests with the District Governor on the recommendation of the District YE Chair. The sponsor district is advised with a request that they advise the Exchangee's parents. Student is advised, and should be sent home as soon as travel can be arranged. Do not prolong this difficult time.

Student Protection

District 5040 adopts Rotary International's zero-tolerance policy on abuse and harassment.

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' 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.

District 5040 Allegation Reporting Guideline for use by adults to whom the student reports an incident of abuse or harassment. **(Appendix H)**

District 5040 Post Allegation Report Guidelines. **(Appendix I)**

District 5040 Abuse and Harassment Policy. **(Appendix J)**

District 5040 Abuse Complaints – Reporting Process **(Appendix K)**

Media Relations

In the event of an untimely serious incident involving D5040 Youth Exchange students, the District Chair will form the media relations team. **(Appendix L)**

Guidelines as set out in Appendix L will be followed by the media relations team under the direction of the District Youth Exchange Chair.

Rotary Code of Policies – **(Appendix M)**

District 5040 Youth Exchange Organizational Chart – **(Appendix N)**



Certification of Compliance

The **Rotary Club of** _____ hereby affirms that:

- ❖ It will follow the policies and procedures laid down by Rotary International, RI District 5040 and the District 5040 Youth Exchange Committee when working with any Youth Exchange activity, event or program.
- ❖ This undertaking is a requirement for their participation in the Youth Exchange program operated by District 5040 and should this Rotary Club cease to be in compliance with said policies and procedures, then the permission of the District is immediately withdrawn for their participation in these programs.
- ❖ Should permission be withdrawn because of non-compliance, any student being hosted by said Rotary Club will, at the District YE Committee's discretion, either be transferred to another club that is in compliance or be sent home with the appropriate notice and explanations to the sponsoring Rotary District. If there are costs involved with these events that are not normally associated with the exchange, these costs will be borne by the defaulting club.

This Certificate is signed at _____ on the ____ day of _____ in the year _____ and is effective from that date until it is revoked in writing by the District or the club.

(President or President-Elect)

(Secretary)



PROCESS FOR STORING AND RETENTION OF DOCUMENTS RELATING TO DISTRICT 5040 YOUTH EXCHANGE CERTIFICATION

STORAGE

All documents relating to Host and Volunteer Screening will be stored in a secured file cabinet at a secured location at an office designated by the District Governor.

The Executive Assistant Governor will be responsible for the storage of these documents and they will be filed in such a way to ensure easy access to find any documents if required.

RETENTION

All documents under the care of Executive Assistant Governor will be stored in perpetuity

RELEASE OF INFORMATION

Information will only be released to a responsible authority by request and upon written approval by the District Governor.

If any information under the care of Executive Assistant Governor is required for court or any other enquiry then the information will only be released upon the receipt of a subpoena issued by the courts.

The Executive Assistant Governor will notify the District Governor of the subpoena to which the District Governor will advise Rotary International and seek the advice of the District's lawyer if necessary.

PROCESS FOR CLUB YOUTH EXCHANGE OFFICERS

Once all Youth Exchange Officers have completed the host and volunteer screening checks (which includes the criminal record check) the Youth Exchange Officer will forward the host and volunteer screening checks to the Executive Assistant Governor. Only a copy of the front page can be kept so that the Youth Exchange Officer knows what files the Executive Assistant Governor is keeping. A list shall be maintained by the Youth Exchange Officer and be kept in perpetuity.

HOST AND VOLUNTEER SCREENING CHECKS – RENEWAL

All host's and volunteers shall be screened every 4 years, this includes criminal record checks. The Youth Exchange Officer must complete a new screening check even if the host or volunteer had one completed before.

NOTIFICATION OF HOST AND VOLUNTEER SCREENING CHECKS - RENEWAL

Executive Assistant Governor will maintain a list of when screening checks expire. The Executive Assistant Governor shall set up a schedule that will advise the Youth Exchange Officer of an impending expiry of a host or volunteer screening check.



DISTRICT 5040 YOUTH EXCHANGE - CLUB AGREEMENT

For the Long Term (One Year) Exchange Program, the District Youth Exchange Committee must make student exchange commitments with overseas Rotary Districts at least nine months before the exchanges are due to commence. We therefore need to receive timely club participation commitments so that we can balance the total number of exchanges to be arranged.

The standard Youth Exchange program requires Rotary Clubs to select a student in the Fall who will eventually start their year overseas in August of the following year. If you send out an exchange student, you must agree to host a student in return. However, due to strong demand for student placements in Canada, we can always identify a student from overseas for your club to host - even if you are unable to find a suitable outbound candidate.

Please complete the following form and fax or mail a copy of it to the District Youth Exchange Chair, name and information of the chair is located in the District Directory and Website as well as D5040 Youth Exchange Website.

ROTARY CLUB OF _____ <i>(Name)</i>	
Would like to participate in Youth Exchange in 20../20..?	Yes _____ No _____
If Yes, do you plan to: <i>(Indicate one only)</i>	a) Both send out and host an exchange student(s)? b) Host an exchange student only?
Do you wish to: <i>(Select one - or both if no preference)</i>	Host a student arriving: In January 20.. (Southern Hemisphere) _____ And/Or August 20.. (Northern Hemisphere) _____
We prefer a student that is: <i>(Select one - or both if no preference)</i>	Male _____ Female _____
Club President's Signature:	_____ Date _____
Youth Exchange Chair Signature	_____ Date _____
Name and Full Contact Details (Address, Home/Bus Phone, Fax and Email):	_____ _____ _____ _____ _____

Clubs that wish to participate in the program, but have limited resources, should consider partnering with a nearby Rotary Club. This is often done in communities served by more than one Rotary Club. If you choose to partner, please indicate the names of the two clubs and have both Club Presidents sign this agreement.



D5040 Youth Exchange

Host Family Information Sheet

Note: To be completed by prospective host families prior to hosting a student. All adults (18 years or older) who may share this home must also complete Rotary's Volunteer Information Sheet.

Principal Host Parent (Full name):

Contact: Home Tel:..... Cell:

Work: Email:

Spouse or Partner (Full name):

Contact: Home Tel:..... Cell:

Work: Email:

Residence Address:

.....

Mailing Address (if different).....

.....

Names of Children	Sex (M/F)	Age	Live at home (Y/N)?
.....
.....
.....
.....

Details of any others who may live in this home:

.....

Would prefer to host a boy/girl/no preference:

Appendix D
Host Family Information Sheet

Would the student have their own bedroom? (If not please explain)

.....

Please sign:

.....

Principal Host Parent

Date:

.....

Spouse or Partner.

Date:

FOLLOWING SECTION TO BE COMPLETED BY ROTARY CLUB YOUTH EXCHANGE OFFICER

I have visited this home, discussed the hosting programme with this family and recommend an exchange student placement in this home.

.....
Print Name

.....
Signature

.....
Rotary Club Name

.....
Date

Note: If appropriate, this Host Family Information Sheet may remain valid for up to four years, but is to be reviewed annually by the above named Rotary Club.



District 5040 Youth Programs

Volunteer Application

District 5040 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any 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.

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Email: _____

Business Phone: _____ Fax: _____

How long at this address? _____ (If less than five years, please list prior residence(s) on the back of this sheet.)

Are you a member of a Rotary club? Yes _____ No _____

If yes, please give club name and year joined: _____

Position Applied for: Host family: _____ Youth counselor: _____ Other Youth volunteer: _____

Have you held a Youth Programs position in the past? Yes _____ No _____

If yes, what position and when? _____

EMPLOYMENT HISTORY (past 5 years - please attach additional sheets, if necessary)

Current Employer: _____

Address/City/Prov/Postal Code: _____

Telephone: _____ Position: _____

How long with this company? _____ Supervisor's Name: _____

Previous Employer: _____

Address/City/Prov/Postal Code: _____

Telephone: _____ Position: _____

How long with this company? _____ Supervisor's Name: _____

Do you have a volunteer history with youth? (Circle answer) Yes No

If yes please fill out the following information:

VOLUNTEER HISTORY WITH YOUTH (past 5 years - please attach additional sheets, if necessary)

Organization Name: _____

Address/City/Prov/Postal Code: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

Previous Organization: _____

Address/City/ Prov/Postal Code: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

PERSONAL REFERENCES (not relatives and not more than one former or current Rotarian).

1.

Name: _____

Address: _____

Telephone: _____

Relationship: _____

2.

Name: _____

Address: _____

Telephone: _____

Relationship: _____

3.

Name: _____

Address: _____

Telephone: _____

Relationship: _____

QUALIFICATIONS AND TRAINING

What qualifications and/or training do you have relevant to youth programs for this position? Please describe in full.

CRIMINAL HISTORY

1. Have you ever been convicted of or plead guilty to any crime(s)? **Note that Applicant must attend their local RCMP detachment in person and request a criminal record extract and have it sent, or deliver it, to the Rotary Youth Officer in the Rotary Club in contact with the Applicant.**

yes no

2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order?

yes no

WAIVER/CONSENT/RELEASE

I certify that all of the statements in this application, and in any attachments hereto, are complete, true and correct to the best of my knowledge.

I hereby give my permission for Rotary International, Rotary International District 5040 Inc., and their members involved in the administration of youth programs ("District 5040") to investigate, verify and obtain information given in this application, including searches of law enforcement and published records (including driving records and criminal background checks), contact with former employers and reference interviews. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the District 5040 youth programs. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I specifically acknowledge that I have a continuing obligation to disclose any new circumstances that may affect the suitability of myself and my family to participate as a volunteer in District 5040 Youth Programs.

IN CONSIDERATION of my acceptance and participation in the Youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, District 5040, all members, officers, directors, committee members and employees of the participating Rotary Clubs and Districts, and of Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnities, which may be suffered or claimed by me as a result of an investigation of my background in connection with this application.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE APPLICATION, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

Signature of Applicant

Please Print Name

Date

District policy requires that volunteers be screened every 4 years including criminal record checks

ROTARY THANKS YOU FOR BEING WILLING TO VOLUNTEER AND MAKE YOUTH PROGRAMS POSSIBLE.

Revised July 2011



EMERGENCY PROCEDURES FOR INBOUND YOUTH EXCHANGE STUDENTS DISTRICT 5040

In the event of an emergency involving one of our Youth Exchange students the following procedures are a guideline to Rotarians to follow so that all interested parties are notified.

Upon the arrival of the student discuss the importance of knowing where the student is at all times. The following information should be obtained from the student on their arrival in D5040.

1. Name and Address of Parents (natural)
2. Telephone number
3. E-mail address if available
4. Name of Sponsoring Rotary Club
5. Name of Club contact at Sponsoring Rotary Club
6. Name and Address of any relatives in North America
7. Name and Address of Host Parents (D5040)
8. Telephone number of Host Parents
9. E-mail address of Host Parents
10. Location of Passport, Visa and Insurance documents

Each student will be supplied with a copy of the D5040 Directory and D5040 YE Directory.

In the event where the whereabouts of a student is not known or there is an emergency involving the student the following guideline will assist district officials to deal with the emergency.

1. If the home host raises the alarm they should contact the Rotary Counselor who will in turn contact the Club YEO.
2. The Club YEO in consultation with the Area Coordinator and Rotary Counselor will try and resolve the emergency. However if they cannot and there is a concern for the safety of the student then the local police authorities shall be contacted. In appropriate circumstances the student should be removed from any unsafe environment.
3. The Area Coordinator will contact the Youth Exchange District Chair. The District Chair will then notify the District Governor
4. If the life of the student was or is at risk, or the student's whereabouts are not known, the District Chair will report the incident to Rotary International within 72 hours from the initial report to the Youth Exchange Officer.

5. The District Chair will then notify the District Chair for the Sponsoring District of the student. The D5040 YE Chair will ask the sponsoring district chair to notify the parents and the sponsoring club. The D5040 YE Chair can also offer to speak with the parents of the student if required.
6. The D5040 YE Chair will also contact the embassy or consulate of the missing student's country to notify them of the emergency.
7. The D5040 YE Chair will also contact the External Affairs Department of the Canadian Government.

If the emergency is of such a serious nature (e.g. Sudden death or serious accident) the District YE Chair will liaise with the District Governor to initiate the district guidelines for setting up a media communications team. This team will have a spokesperson that will be the only contact for D5040 in relation to releasing any information to the media.



PREMATURE RETURN WHERE YOUTH EXCHANGE INBOUND STUDENTS HAVE NOT FOLLOWED ROTARY INTERNATIONAL OR D5040 POLICIES

There must be a clear understanding of the procedure to be followed when premature repatriation is being contemplated other than for serious illness or serious family considerations.

Define the problem

If a problem occurs with a student the Club Youth Exchange Office must investigate the problem. The Club Youth Exchange Officer will document specific instances of the transgression: dates, details, witnesses; this documentation must be complete and concise as possible.

Address the problem

Club and the Youth Exchange Area Coordinator (district committee representative) jointly acquaint the student of the problem. Be as specific as possible, e.g., the dates, details, witnesses. Is there a satisfactory explanation of the matters causing the problem?

If the student comes up with a satisfactory explanation this should be documented and forwarded to the D5040 Youth Exchange Chair.

The Student has broken the Law

If the student has broken the rules by using drugs, or breaking the law as set out in the Criminal Code of Canada the student will be repatriated immediately and the steps set out in Alternative 2: Repatriation will be followed.

Alternatives

If there is no satisfactory explanation there are two alternatives available depending of the severity of the problem.

Alternative 1: Probation

If the problem is NOT drugs, theft, breaking a law, the student may be placed on probation for a directed period. Student must understand that he/she is on probation. The decision to enter into probation must be made in concert with D5040 Youth Exchange Chair. A contract will be drawn up between D5040 Youth Exchange, Host Club & the Student. Signatures of the Sponsor District Chair and Parents of the Student will be required on the contract. Notifying the sponsor district's Governor will be left at the discretion of the sponsor districts Youth Exchange Chair.

Host Club YEO must monitor the Exchangee's behavior until satisfied he or she is maintaining an acceptable standard of behavior. If the student breaks the contract, the Club Youth Exchange Officer will advise the

Youth Exchange Area Coordinator who in turn will advise the D5040 Youth Exchange Chair. The D5040 Youth Exchange Chair will then follow the procedures as outlined in Alternative 2.

Alternative 2: Repatriation

If the problem is deemed serious or the period of probation has been unsuccessful the decision to send home rests with the D5040 Governor on the recommendation of the D5040 Youth Exchange Chair. The sponsor district must be advised by the D5040 Youth Exchange Chair. The notification of parents of the student will rest with the sponsor District Youth Exchange Chair. The student is advised of the decision to send him or her home, and should be sent home as soon as travel can be arranged.

Flow Chart of Steps to be taken when Breach of Policy occurs

1. Student breaches District 5040 Policy – Club Youth Exchange Officer and Counselor jointly acquaint the student of the problem – District YEX Area Coordinator is notified.
2. Club Youth Exchange Officer and District YEX Area Coordinator find alternatives – Probation or Repatriation
3. Consider Probation – if probation does not work recommendation for repatriation to District YEX Chair
4. District YEX Chair reviews recommendation to repatriate the student – confers with District YEX Area Coordinator.
5. If District YEX Chair agrees to repatriation the District Governor must be advised.
6. District Governor agrees with the recommendation of District YEX Chair.
7. Student is repatriated to their home country
8. District YEX Chair in conjunction with the YEX Area Coordinator and Club Youth Exchange Officer will arrange for the student to be sent back to their country. The District YEX Chair must notify the District YEX Chair where the student came from of the breach of policy and ask, in addition, the sponsoring District YEX Chair notify the parents of the student. Arrangements for travel and hosting the student before their departure from Vancouver must be carried out by the District YEX Chair.



REPORTING GUIDELINES FOR ADULTS

Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these **Allegation Reporting Guidelines**.

1. Report from Student

- a. **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- b. **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.
- c. **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that she/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.
- d. **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 their fault and that they were brave and mature to come to you.
- e. **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.

2. 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. Give reassurance that this is for the student's own safety and is not a punishment.

3. Report to Appropriate Law Enforcement Authorities

Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities first and immediately thereafter to the club and district leadership for investigation.

In District 5040, the appropriate law enforcement office is your nearest detachment of the RCMP or the local city police department.

In most situations, the first Rotary contact is the Rotarian counselor who has responsibility for notifying the District Youth Exchange Chair who will in turn initiate district guidelines for processing abuse complaints as outlined in *Appendix K*. District 5040 Rotary Youth Exchange Policy and Procedure Manual, Rotary Certification.

4. 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.

5. Privacy

District 5040 maintains the privacy (as distinct from confidentiality) of any accused person.

6. Do Not Challenge the Alleged Offender

The adult to whom the student reports the incident 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 protection officer district youth exchange chair 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.*

7. Follow-Up

After reporting allegations to the Rotarian counselor or district Youth Exchange chair, follow up to make sure steps are being taken to address the situation. Specifically, District 5040 will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth until the matter is resolved.



POST REPORT PROCEDURES

The student's Club Youth Exchange Officer, District Area Coordinator and the District Youth Exchange Chair are responsible for ensuring that the following steps are taken immediately following an abuse allegation is reported.

1. The District Youth Exchange Chair will confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
2. The District Youth Exchange Chair will contact the District Protection officer to initiate an investigation and ensure that the appropriate law enforcement agency has been notified). If law enforcement agencies will not investigate, the District Protection Officer will conduct an independent investigation into the allegations.
3. Ensure the student receives immediate support services psychological counseling.
4. Offer the student an independent, non-Rotarian counselor to help safeguard the interests of the student. The District YE Chair along with the Area Coordinator will seek someone who is not a Rotarian or in any way involved with the Youth Exchange program.
5. The District Youth Exchange Chair will contact the student's parents or legal guardian. If away from home, provide the student with the option of either staying in country or returning home.
6. The District Youth Exchange Chair will ensure the alleged abuser or harasser is removed from all contact with the specific student and other youth while investigations are conducted.
7. The District Protection Officer will cooperate with the police or legal investigation.
8. The District Governor will coordinate with the District Youth Exchange Chair to inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, the outcome of all investigations, and resulting actions.

Post Allegation Report Guidelines

Responding to the Needs of the Student

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club. It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the student of their support at all times.

Appropriate Response for Addressing Issues within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians

When addressing an allegation of abuse or harassment, the most important concern is the safety of the students. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.



Sexual Abuse and Harassment Policy

Rotary District 5040 will promote an environment that is free from sexual harassment where all students are treated with respect and dignity.

Sexual harassment is one form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the self-esteem of the victim of the harassment. Prohibited conduct may be verbal, non-verbal, physical, deliberate or unintended, unsolicited or unwelcome, as determined by a reasonable person. It may be one incident or a series of incidents depending on the context.

Protection against harassment extends to incidents occurring at or away from the home environment provided the acts are committed within the course of the student's exchange year.

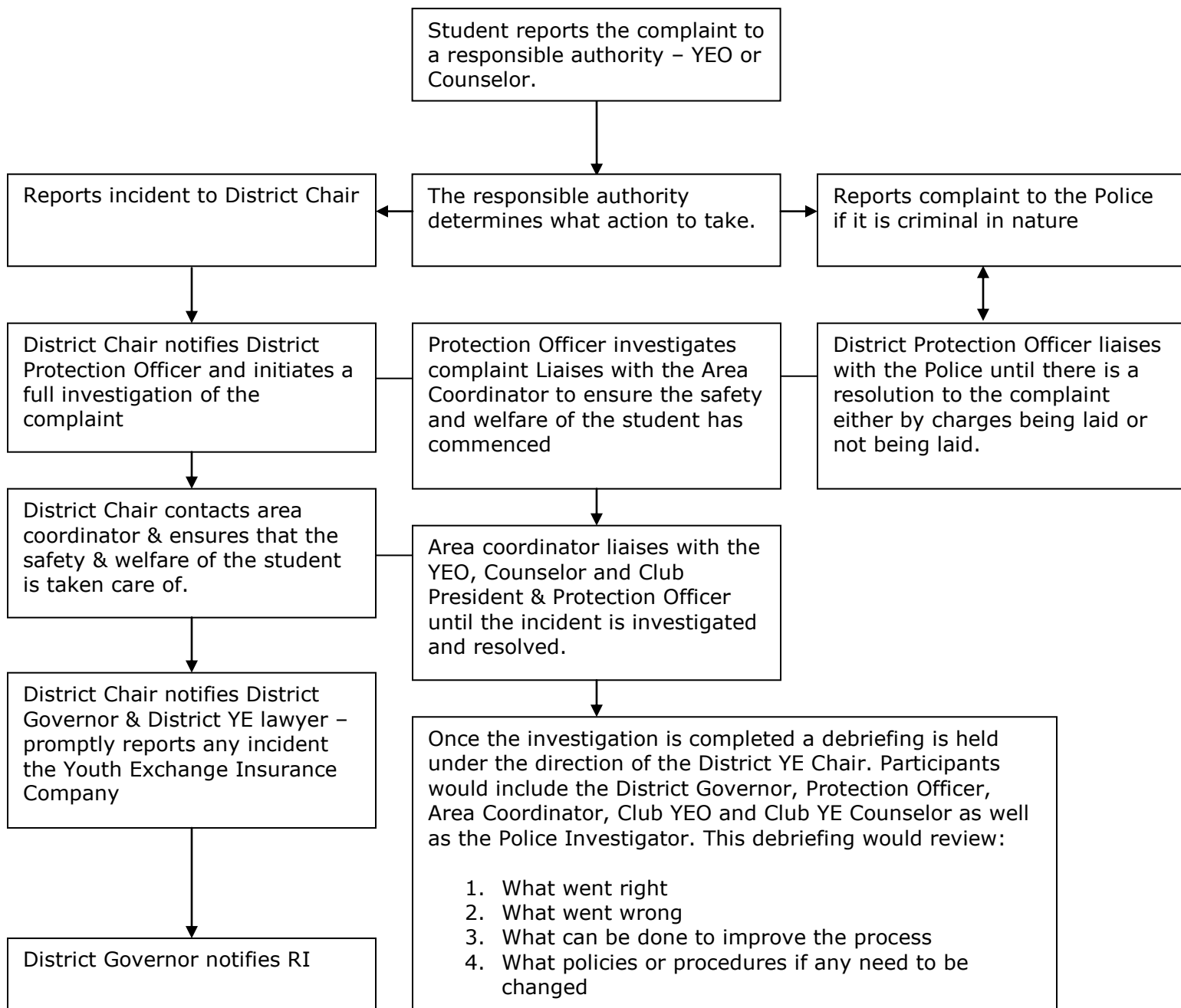
Examples of sexual harassment include but are not limited to:

- A person in authority asking an exchange student for sexual favours
- Sexual advances
- Unwelcome remarks, questions, jokes or innuendo of a sexual nature; including sexist comments or sexual invitations;
- Verbal abuse, intimidation, or threats of a sexual nature;
- Leering, staring or making sexual gestures;
- Display of pornographic or other sexual materials;
- Offensive pictures, graffiti, cartoons or sayings;
- Unwanted physical contact such as touching, patting, pinching, hugging;
- Physical assault of a sexual nature.

The student is required to report the incident as soon as it happens following the Allegation Reporting Guidelines outline in Appendix H.



REPORTING PROCESS FOR ABUSE COMPLAINTS





DISTRICT 5040 YOUTH EXCHANGE MEDIA GUIDELINES

Well prepared organizations should have guidelines to deal with the media.

Many events involving children or youth can become newsworthy very quickly. If an organization does not have guidelines to deal with the media, rumors can abound and result in a 'firestorm' of misinformation that can hurt an organization as well as the relatives and family of the student. Because we in Rotary have an exchange that deals with youth from all around the world any serious incident involving our students can be seen by their country in seconds. We have to be prepared.

The D5040 Youth Exchange Media Relations Team will consist of:

1. The District Youth Exchange Chair
2. The District Governor
3. The Area Coordinator responsible for the area where the incident or where the student is located.
4. Youth Exchange Officer for the club where the student is assigned to.
5. Past District Governor assigned by the District Governor
6. A person assigned by the District Chair to be the single spokesperson for D5040 Youth Exchange when dealing with the media. Preferably this person would be a Rotarian and would have received media training

In the event of a serious incident involving our youth exchange students e.g. sudden deaths caused by an accident, victim of sexual assault etc., the District Youth Exchange Chair will immediately initiate the D5040 Youth Exchange Media Guidelines by:

- 1 Contacting all members of the D5040 Youth Exchange Media Relations Team.
- 2 Assign a spokesperson to be the single point of contact for any information in relation to the incident.
- 3 Arrange for the team to meet or speak via conference call.
- 4 The District Chair will decide where the team will meet and if it is necessary to travel to the location where the incident took place or, the town or city where the student was residing.

- 5 The District Chair will liaise with the Area Coordinator and the Club Youth Exchange Officer to arrange for a location where the team can be based and find lodging for the team.
- 6 The District Chair will assign roles and responsibilities to all members of the media relation team for the entire time of the emergency or incident. These will include
 - Member to liaise with the natural and host parents of the student
 - Member to liaise with Rotary International Media Liaison
 - Member to liaise with the local law enforcement authorities (team spokesperson)
 - Member to handle any enquiries from outside interested parties such as Rotarians, friends & relatives
- 7 The assigned Liaison member will confer with the local law enforcement authorities as to whether a news conference should be required and if so assist the enforcement authorities in organizing one.
- 8 The District Governor will contact Rotary International and brief them on the incident or event.

It is important to understand that there will be only one spokesperson for the District media relations team. No other Rotarian will be allowed to speak about the incident. Keeping the release of information to one person will not allow false rumors to surface.

After an incident the District Chair will convene the media relations team and will conduct a debriefing on:

1. What went right?
2. What went wrong?
3. What can we do better next time and,
4. Do we need to make any changes to the Media Relations Policy

After this review is completed the District Chair will forward a report on the entire incident to the District Governor.



Rotary Code of Policies

2.110. Youth Protection

2.110.1. Statement of Conduct for Working with Youth

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' spouse, 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. (*November 2006 Mtg., Bd. Dec. 72*)

Source: November 2002 Mtg., Bd. Dec. 98; Amended by November 2006 Mtg., Bd. Dec. 72

2.110.2. Failure to Comply with Youth Protection Laws

Upon obtaining information that a club has failed to address an allegation against a member in connection with a Rotary-related youth program for violating applicable law regarding the protection of youth, the board may suspend or terminate the membership of the club in accordance with RI Bylaws section 3.030.3. (*June 2007 Mtg., Bd. Dec. 226*)

Source: June 2007 Mtg., Bd. Dec. 226

2.110.3. Sexual Abuse and Harassment Prevention

All Rotarians, clubs and districts should follow the statement of conduct for working with youth and RI guidelines for abuse and harassment prevention established by the general secretary. The guidelines include the following requirements

1. RI has a zero-tolerance policy against abuse and harassment.
2. An independent and thorough investigation must be made into any claims of sexual abuse or harassment.
3. Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
4. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance policy.
5. A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will take steps to have the Rotarian's membership terminated, including action to terminate the club's charter for failure to comply).
6. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from

working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position. (*November 2006 Mtg., Bd. Dec. 72*)

Source: November 2004 Mtg., Bd. Dec. 108; Amended by November 2006 Mtg., Bd. Dec. 72

2.110.4. Travel by Youth

Recognizing that Rotary clubs and districts are encouraged to undertake activities that develop the New Generations, club and district programs or activities that involve minors undertaking travel outside their local community must develop, maintain, and comply with youth protection policies and written procedures.

Clubs and districts:

1. shall obtain written permission from the parents or guardians of all youth participants for travel outside the local community in advance;
2. shall provide parents or legal guardians with specific details about the program, location of event, travel itineraries, sleeping accommodations, and contact information for program organizers before departure;
3. should, when traveling 150 miles away from home residence or out of home country, require the parents or legal guardians of each minor to provide travel insurance for the minor, which includes such coverages as medical (when traveling outside home country), emergency medical evacuation, repatriation of remains, and legal liability, in amounts satisfactory to the club or district organizing the activity or event, with coverage from the time of the minor's departure from home until the return home.

Club and district policies and procedures should include:

1. volunteer application and screening procedures;
2. outlines of volunteer job descriptions and responsibilities;
3. supervision standards for ratio of adults to minors
4. crisis management plan including:
 - a. handling medical and other emergencies and providing for adult support;
 - b. procedures for communicating with parents and legal guardians;
5. written guidelines for reporting and follow-through on allegations or incidents consistent with RI policy. (*January 2009 Mtg., Bd. Dec. 155*)

Source: January 2009 Mtg., Bd. Dec. 155

41.080. Youth Exchange

Youth Exchange is a structured program of Rotary International, adopted by the Board in 1974.

The Rotary Youth Exchange program provides young people with the opportunity to meet individuals from other countries, experience new cultures and to learn first hand about all aspects of life in another country. Host clubs, host families, and entire communities are enriched by extended, friendly contact with someone from a different culture. The program instills in young people the concept of international understanding and goodwill.

The Board of Directors of Rotary International has established policies to assist clubs and districts in implementing Youth Exchange activities effectively and responsibly. These policies pertain to all types of exchanges, including Long-term, Short-term, and New Generations exchanges unless otherwise indicated.

Note: The Board regularly reviews and amends, where necessary, these policies.

Any other provisions consistent with these policies and which are deemed necessary or

convenient for the operation of an exchange program may be adopted by the clubs or districts concerned.

By mutual consent of the parties concerned, any of the volunteer responsibilities indicated below may be assigned to someone other than the party specified. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; January 2009 Mtg., Bd. Dec. 152

41.080.1. District Governor Authority

Each governor has the responsibility for the supervision and control of the Youth Exchange program within the district. The district Youth Exchange officers, or committees, are under the supervision of their respective governors and should report to them.

Governors are encouraged to use the period between their nomination and assuming office to learn as much as possible about the Youth Exchange program in the district and the qualifications and skills of those who administer it.

(*January 2009 Mtg., Bd. Dec. 152*)

Source: October-November 1977 Mtg., Bd. Dec. 159; Amended by May 1979 Mtg., Bd. Dec. 355; March 1997 Mtg., Bd. Dec. 275

41.080.2. District Certification Program

The general secretary shall administer and maintain a district certification program. All club and district Youth Exchange programs shall comply with RI youth protection policies and other requirements set forth by the general secretary in order to be certified. In order to participate in the Youth Exchange program a district must be certified by the general secretary.

The certification process requires all district Youth Exchange programs to provide RI with evidence that they have adopted the certification requirements in their Long-term, Short-term and New Generations exchange programs (including any tours or camps).

The general secretary may grant waivers to districts that have implemented alternative policy and alternative procedures that meet the intent of RI policy in instances when RI policy or certification requirements are contrary to local law and customs. If local circumstances are such that a district cannot meet any of the requirements, districts must provide the general secretary evidence of the specific circumstances that prohibit compliance and a written explanation of alternative procedures that maintain the intent of the policy or requirements. The general secretary will evaluate and determine whether the alternatives posited by districts meet the intent of the policy, and may bring matters to the Board should circumstances warrant.

Other certification policies include:

A. Certification of Districts for Sending Students Only

In circumstances where districts may only wish to send Youth Exchange students without serving as hosts for inbound students, the general secretary may waive certification requirements related to hosting inbound students in these districts.

B. Certification of Multi-country Districts

In circumstances in multi-country districts where not all countries within the district wish to participate in the Youth Exchange program, the general secretary may waive certification requirements for non-participating countries in these districts.

C. Certification and Multidistrict Youth Exchange Activities

The general secretary may remove a district from a multidistrict Youth Exchange activity upon notice that they have failed to comply with the district certification program with or without the consent of the district

governor. (*January 2009 Mtg., Bd. Dec. 152*)

Source: November 2004 Mtg., Bd. Dec. 108; Amended by November 2006 Mtg., Bd. Dec. 72; February 2007 Mtg., Bd. Dec. 163; June 2007 Mtg., Bd. Dec. 274; November 2007 Mtg., Bd. Dec. 32; January 2009 Mtg., Bd. Dec. 152

41.080.3. Incorporation

Districts must establish a corporation or similar formal legal entity that includes the district Youth Exchange program. This requirement may be met by incorporating the district Youth Exchange program, a group of programs that includes Youth Exchange, or the district as a whole in accordance with *Rotary Code of Policies 17.020*.

Districts may also meet this requirement by affiliation with an incorporated multidistrict Youth Exchange program for the districts' activities that are conducted within the scope of the multidistrict program. (*January 2009 Mtg., Bd. Dec. 152*)

Source: February 2007 Mtg., Bd. Dec. 163

41.080.4. General Liability Insurance

Districts must secure general liability insurance for the district Youth Exchange program with coverage and limits appropriate for their geographic location. Clubs and districts are strongly encouraged to consult legal counsel regarding liability issues before undertaking Youth Exchange activities.

Youth Exchange programs in districts located entirely within the United States meet this requirement through participation in the U.S. Rotary Club and District General Liability Insurance Program.

The general secretary is authorized to grant an exception to the general liability insurance requirement for a period of not longer than five years to districts where it has been demonstrated that such insurance is not available. (*January 2009 Mtg., Bd. Dec. 152*)

Source: February 2007 Mtg., Bd. Dec. 163; June 2008 Mtg., Bd. Dec. 253; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.5. Reporting to Rotary International

Districts must provide to RI a copy of the Guarantee Form of the standard Youth Exchange applications for each inbound student hosted by the district prior to the beginning of an exchange.

All serious incidents, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment shall be reported by the district to RI within 72 hours of the time a district officer learns of the incident. Districts must identify a person within the district who will be responsible for reporting to RI. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by February 2007 Mtg., Bd. Dec. 163

41.080.6. Types of Exchanges

The Youth Exchange program includes three distinct program types:

A. Long-term Exchange Program

These exchanges are open to students aged 15 to 19 years old. Long-term exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year. During this time the student lives with more than one family in the host country and is required to attend school in the host country.

Students must have more than one host family; three successive host families is preferable.

Parents of outbound students shall not be required to host inbound students.

However, parents of outbound students may volunteer to host or may be asked to assist in finding suitable host families.

The sending and host club must select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family and

community at large. The club counselor must not be a member of the student's host family and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

The host club should provide for all educational expenses, arrange an appropriate academic program, and provide a program of orientation and continued contacts to familiarize the student with the host community.

The host club or district should provide a modest monthly allowance for the student in an amount to be jointly determined by the parties concerned. Where meals eaten at school are not otherwise provided for, the monthly allowance should be sufficient to include the cost of such meals.

The sending and host club or district should require, at a minimum, quarterly reports from the students. This report should include information on their current hosts, feelings, concerns, ideas and suggestions regarding their exchange experience thus far. The designated Youth Exchange officer should review the reports carefully and, when necessary, take action to respond to any irregularities reported by the students.

B. Short-term Exchange Program

These exchanges are open to students aged 15 to 19 years old, and vary from several days to several weeks. They often take place when school is not in session and usually do not include an academic program. Short-term exchanges generally involve a homestay experience with a family in the host country, but may be organized as international youth camps or tours that bring together students from many countries.

It is recognized that many successful exchanges are made for less than a full academic year and that in the interest of international understanding and goodwill, not all programs need be reciprocal.

For Short-term exchange homestay programs, one family is usually sufficient. The sending and host club must select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family and community at large. The

club counselor must not be a member of the student's host family and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

The host club should also provide a program of orientation and continued contact to familiarize the student with the host community.

C. New Generations Exchange Program

Young adults aged 18 to 25 years old may participate in a New Generations exchange which lasts between three weeks and three months. These exchanges may be organized for individuals or groups and may include a vocational element. The schedule of activity for the visitors shall be people-to-people contact related to Rotary activities, for goodwill and understanding and for better cultural education and exposure.

The host district may home host participants and provide local transportation.

(June 2009 Mtg., Bd. Dec. 241)

Source: March 1997 Mtg., Bd. Dec. 235; March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; June 2006 Mtg., Bd. Dec. 248; November 2007 Mtg., Bd. Dec. 64; January 2009 Mtg., Bd. Dec. 152; June 2009 Mtg., Bd. Dec. 241

41.080.7. Eligibility

Participants in the Long-term and Short-term programs should be between the ages of 15 and 19 at the beginning of the exchange and participants in the New

Generations Exchange program should be between the ages of 18 and 25 at the beginning of the exchange unless the laws and regulations of a specific country deem otherwise, or a different age range is mutually agreed upon by the participating clubs or districts.

Youth Exchange welcomes any young people, including sons and daughters of Rotarians, who meet the requirements of the program and who are recommended and sponsored by a Rotarian, a club, or a district. They should be above average in their schoolwork, preferably in the upper third of their school class. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; January 2009 Mtg., Bd. Dec. 152

41.080.8. Application

Candidates of ages acceptable to both sending and host districts and according to the laws and regulations of both countries must submit a written application and must undergo a selection process including personal interviews with the applicant and the applicant's parents or legal guardians at the club level and at the district level.

Clubs and districts are encouraged to use the standard Youth Exchange applications which can be obtained from the Secretariat. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152

41.080.9. Selection and Placement

Selection procedures should occur in a similarly thorough manner for all exchange programs: Long-term, Short-term, and New Generations exchanges. The sending district is responsible for ensuring that each student is accepted and hosted by a club in a partner district. Districts are urged to utilize agreements with their exchange partners to establish Short-term, Long-term, and New Generations exchange activities to ensure that all expectations of the exchange relationship are met, such as certification of exchange partners, logistics, and student selection and orientation.

All individuals involved in the exchange, including students and their parents or legal guardians, host family members and Rotarian counselors, must agree in writing to all the requirements of the program as determined by the sending and host clubs or districts.

Student travel itineraries must be agreed upon by the students' parents or legal guardians and the host club or district. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152

41.080.10. Student Travel Insurance

Host clubs, districts, and multidistrict Youth Exchange groups should determine the minimum level of insurance adequate for the exchange length and local conditions in which the student will live and travel during the exchange.

The parents or legal guardians of each student shall provide travel insurance, including medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefit (also known as capital benefits), emergency medical evacuation, emergency visitation expenses (for transportation of parent or guardian to student's location), 24-hour emergency assistance services, and legal liability (covering the student for any of his or her acts or omissions in connection with the Youth Exchange program), with respect to each student in amounts satisfactory to the host club or district in consultation with the sending club or district, with coverage from the time of the student's departure from home until the student's return home. At the

option of the parents or legal guardians, such insurance may also include cancellation expenses, loss of property, loss of money, or kidnap, and ransom. Evidence of coverage and level and limits of coverage of all insurance with a responsible insurance company or companies satisfactory to the host district prior to the beginning of the exchange shall be submitted to, received by, and accepted by the host district prior to the student's departure from home.

Participation in extreme sports, such as hang gliding, rock climbing, and bungee jumping, is discouraged. If students are allowed to participate in extreme sports, these activities should be undertaken with the host districts' and parents' written permission, and adequate insurance should be required. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by June 2004 Mtg., Bd. Dec. 260; March 2005 Mtg., Bd. Dec. 218; November 2007 Mtg., Bd. Dec. 64; January 2009 Mtg., Bd. Dec. 152

41.080.11. Preparation

The parents or legal guardians of the student are responsible for providing appropriate clothing and round-trip transportation to and from the host district. The student and the prospective host family should communicate with each other before the student leaves home.

The host and sending club or districts must provide students with a list of individuals to contact in the case of a problem or emergency. This list must include the name and contact information for the student's Rotarian counselor, host club president, host district chair, host governor, sending district chair, sending governor, sending club president and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental and mental health care and law enforcement professionals. Where available, this list should also include local resources, suicide prevention hotlines, rape crisis hotlines, and local child protection agencies. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2004 Mtg., Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152

41.080.12. Orientation

The sending club or district must organize a mandatory orientation for students and their parents or legal guardians prior to departure. This orientation must inform the participants about the rules, procedures and expectations associated with the Youth Exchange program and should include a briefing about the local Rotary club and its activities.

The sending club or district must provide abuse prevention and awareness training for both students and parents or legal guardians.

The host club or district must also provide an orientation program for inbound students. This must include guidance for students should they encounter any aspects of neglect, physical, sexual, or emotional abuse, and contact information for local resources and their appointed counselors.

Because local laws and customs in one country may differ greatly from those in others, orientation for students must include information on local laws and customs, which may apply to young people. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; June 2005 Mtg., Bd. Dec. 271; January 2009 Mtg., Bd. Dec. 152

41.080.13. Student Responsibilities

Students should display comportment at all times reflecting credit on self, the home country, and Rotary and should respect each other and act responsibly, befitting their role in the program.

Students should strive to adapt to the way of life, including language acquisition, of the host country and host family members should assist students to ease that

transition.

Students should not under any circumstances be permitted to operate or drive a motorized vehicle of any kind during the exchange, nor to own a motorized vehicle in the host country.

Students should undertake no travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.

Students should accept the supervision and authority of the host family and the host club or district during the exchange. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152

41.080.14. Student Debriefing

Due to the likely effects of reverse culture shock, following their return, students and their parents or legal guardians should be encouraged to attend a debriefing meeting for the purpose of assisting them to transition to their home, school, and community environment. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2007 Mtg., Bd. Dec. 64; January 2009 Mtg., Bd. Dec. 152

41.080.15. Volunteer Selection and Screening

Careful selection of all individuals involved in Youth Exchange should be of paramount concern and be done with the utmost care and consideration.

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must be interviewed to determine suitability to work with youth, complete and sign a Youth Volunteer Agreement, and agree to undergo background checks, including law enforcement public record checks and a reference check.

The host club or district must conscientiously screen and select host families on the basis of a written application, background checks for all adults in the home, including law enforcement public record checks and reference checks, personal interview, and home visits.

Any participant who does not comply with the requirements of the program should be removed from participation in the program. In the case of adult volunteers (both Rotarian and non-Rotarian), those who have not complied with program requirements will be permanently removed from involvement with youth in a Rotary context. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2004 Mtg. Bd. Dec. 108; February 2007 Mtg., Bd. Dec. 163; November 2007 Mtg., Bd. Dec. 64; June 2006 Mtg., Bd. Dec. 248; January 2009 Mtg., Bd. Dec. 152

41.080.16. Volunteer Training

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must receive training that includes information on program administration and rules and abuse and harassment awareness and prevention. (*January 2009 Mtg., Bd. Dec. 152*)

Source: February 2007 Mtg., Bd. Dec. 163; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.17. Host Family Rules and Expectations

The host family should provide room and board for the student and exercise appropriate supervisory and parental responsibility to ensure the student's wellbeing. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.18. Early Returns

Any participant who does not comply with the requirements of the program should be removed from participation in the program.

In the case of students, the host and sending clubs and districts, host families and

the student's parents or legal guardians, must be fully informed prior to the student being sent home. Such decision requires the agreement of the host and sending districts. The student should be returned home at the earliest practical time by a route agreed upon between the parents or legal guardians and the sending district. In the event of an impasse, districts may appoint an independent Rotarian to serve as a mediator. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.19. Youth Exchange Alumni

Districts and clubs are encouraged to establish Youth Exchange alumni groups.

(*January 2009 Mtg., Bd. Dec. 152*)

Source: October 1998 Mtg., Bd. Dec. 97

41.080.20. Multidistrict Youth Exchange Program

It is recognized that there may be instances where two or more districts wish to cooperate in jointly undertaking Youth Exchange. The Board has no objection to such cooperative effort, provided any activity or project is not undertaken unless two-thirds of the clubs in each such district have first approved participation.

Furthermore, the governors of the respective districts shall secure in advance specific authorization of the general secretary acting on behalf of the Board.

Each governor has the responsibility for the supervision and control of the Youth Exchange Program within the district. Multidistrict activities shall be administered by a committee composed of current district Youth Exchange chairs and other officers appointed by the respective governors of participating districts.

Such a multidistrict committee is responsible for reporting in writing not less often than annually on its work and finances to all governors in the participating districts. (*January 2009 Mtg., Bd. Dec. 152*)

Source: May 1979 Mtg., Bd. Dec. 355; Amended by November 2001 Mtg., Bd. Dec. 45; January 2009 Mtg., Bd. Dec. 152

41.080.21. International Travel by Youth

No individual Rotarian, club, or district shall undertake an alternative program structure to send minors abroad that circumvents RI youth protection policies, the foregoing Youth Exchange policy, or the immigration and travel policies of any nation or government.

No individual Rotarian, club, or district shall assist or cooperate in sending a young person abroad on an international travel activity unless careful plans are made in advance covering every aspect of the proposed trip, including approval from the district youth protection officer and district Youth Exchange chair. In districts without a youth protection officer, the district governor and the district Youth Exchange committee chair must approve the arrangements.

No club should provide an identification card, letter of introduction, request for assistance or other credential or document intended to identify or introduce a young person to a club or clubs in another country, unless complete mutual agreement has been reached in advance with respect to the hospitality or assistance to be provided by the host club.

No club is obliged to provide hospitality or assistance to any young person from another country, despite any documented or claimed sponsorship of a Rotary club, unless the host club has specifically agreed in advance to provide such hospitality or assistance. (*June 2009 Mtg., Bd. Dec. 242*)

Source: May 1979 Mtg., Bd. Dec. 355; Amended by January 2009 Mtg., Bd. Dec. 152; June 2009 Mtg., Bd. Dec. 242

41.080.22. Involvement by Persons With Disabilities

The Board encourages the involvement of people with disabilities in Youth Exchange programs and other youth projects where and when this is possible and agreed upon between the sending and host clubs or districts.

The Board recommends that governors appoint one member of their district

Youth Exchange committee to be responsible for encouraging and aiding in the participation of people with disabilities in Long-term, Short-term, and New Generations exchanges. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.23. Paid Wages for Youth Exchange Students

Employment regulations in various countries make it impractical for clubs and districts to engage in any international exchange programs in which participants are paid wages. However, individual Rotarians may provide support to other organizations that are properly equipped to undertake this type of the international exchange of youth. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.24. Youth Exchange Committee

The president should appoint annually a Youth Exchange committee to advise the Board on all aspects of the Youth Exchange program and to develop program content for the annual Youth Exchange Officers pre-convention meeting.

(*January 2009 Mtg., Bd. Dec. 152*)

Source: June 2001 Mtg., Bd. Dec. 393

41.080.25. District Youth Exchange Committee Chair and Multidistrict Officer List

The general secretary shall publish annually a list of all Youth Exchange officers or district Youth Exchange committee chairs serving one district, more than one district, or all the districts in one country. This list is to include district specific notes relating to alternative policy which has been reviewed by the general secretary and determined to meet the intent of RI policy. This list will exclude districts that have not met district certification requirements. This list shall be revised and distributed annually to governors and to those who are included in the list. (*June 2009 Mtg., Bd. Dec. 217*)

Source: May 1979 Mtg., Bd. Dec. 355; March 1997 Mtg., Bd. Dec. 275 November 2004 Mtg. Bd. Dec. 108; June 2009 Mtg., Bd. Dec. 217

41.080.26. Youth Exchange Officers Pre-convention Meeting

The annual Youth Exchange officers pre-convention meeting, as part of the official convention program, should be conducted in accordance with RI policy regarding convention operations and procedures. The general secretary is requested to provide staff support for such meeting. (*January 2009 Mtg., Bd. Dec. 152*)

Source: June 1976 Mtg., Bd. Dec. 50; November 1978 Mtg., Bd. Dec. 150; November 1990 Mtg., Bd. Dec. 91

41.080.27. Officer and Staff Attendance at Youth Exchange Regional Meetings

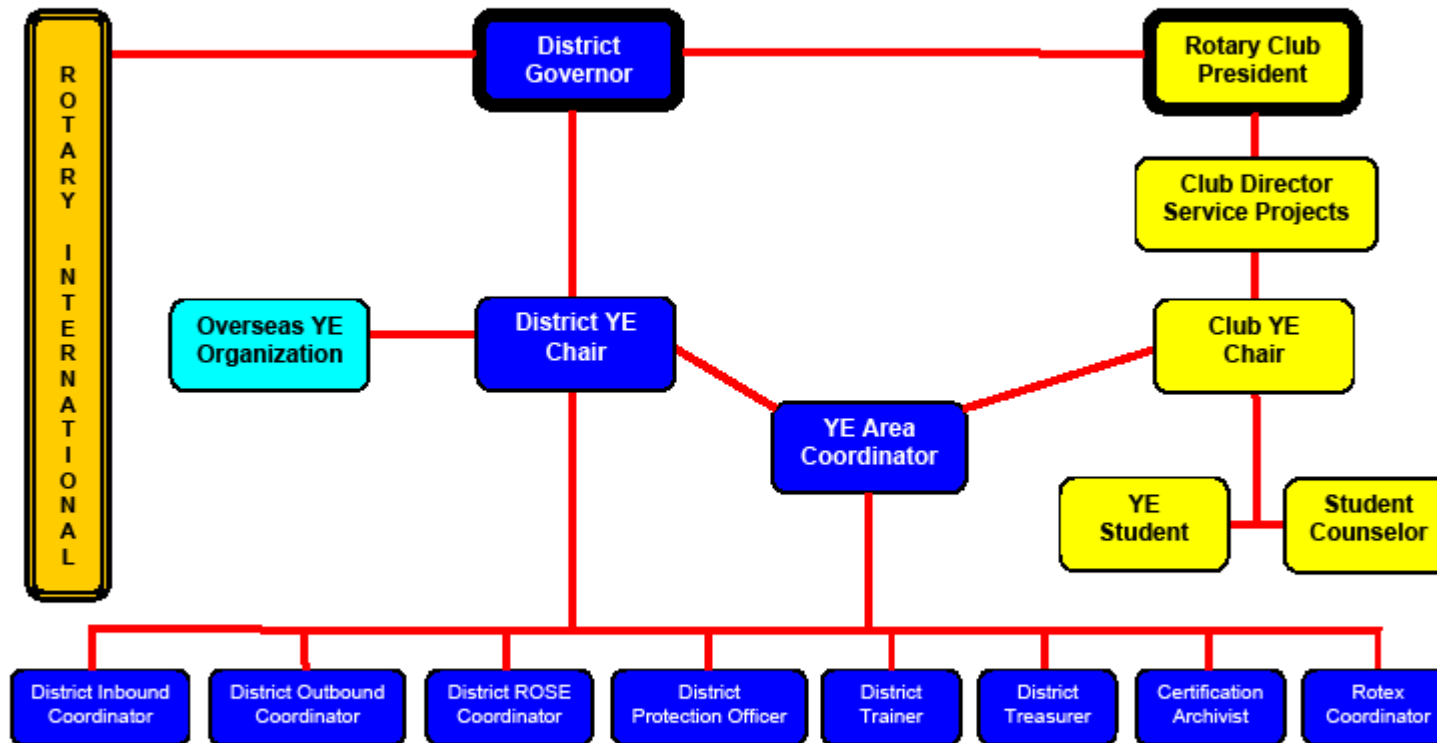
A current or past RI officer selected by the president and a staff person should attend regional meetings of Youth Exchange officers on a periodic basis.

(*January 2009 Mtg., Bd. Dec. 152*)

Source: November 1994 Mtg., Bd. Dec. 75; Amended by November 2004 Mtg., Bd. Dec. 108



D5040 YOUTH EXCHANGE ORGANIZATION CHART



The District Youth Exchange (YE) Chair is responsible for monitoring all aspects of the District's YE Program for compliance with Rotary International's requirements.