

Rotary District 5520
2010 Inbound Student Manual
Long Term Exchange Program

Exchange Student Creed

This is my experience.
Many have been here before
And many will follow
But this time is mine.
My journey will present
Numerous doors to
Unlimited opportunities.
Some of these doors will be open,
Some will be closed.
But one thing I know for certain,
The key to all doors lies within me.

Introduction

As a long-term exchange student in District 5520 you will live with 2 or 3 host families and attend a local high school. Your host parents are your parents and they provide a room and meals, support, and guidance.

The objective of the long-term exchange program is to foster world peace, international understanding and good will by sharing international communication through you. It is Rotary's hope that you will be able to see firsthand the problems and accomplishments of other peoples of different colors, creeds, and cultures. We hope to open your mind to new ways of thinking about the world and cultural tolerance. In District 5520, you will have the privilege of learning about the Anglo, Hispanic and Native American cultures blended together.

Rotary Youth Exchange is a STEPPING STONE. It should not just be the best year of your life, but the first year of many "best years" in your future. Let Rotary help you make a 10 year plan... ask yourself, "What goals can I set while I am here that will benefit me ten years from now?"

Once you return home with increased confidence and new language skills, you will want to include your exchange experience on resumes and university applications. Most colleges and universities look for unique growth experiences like the Rotary Youth Exchange. They know that living in another culture and learning another language shows perseverance, flexibility and maturity. Most importantly, you'll want to share your exchange experiences with family, friends, Rotary, school, church and your community back home. We offer suggestions for how best to do that below.

The Relationships

Rotary's Exchange system is unique because of the structure of support which is larger than any other international program. The people involved in Rotary Youth Exchange are volunteers from the top to the bottom. This gives the real depth of commitment to each student from Rotary Youth Exchange.

In the United States:

Hosting District 5520
N.M. and West Texas
District Youth Exchange Committee
Chair and Placement Officer

Hosting Rotary Club
Youth Exchange Officer
Counselor
President

Host Parents

Overseas:

Sponsoring Rotary District at Home
District Youth Exchange Committee
Chair and Placement Officer

Sponsoring Rotary Club
Youth Exchange Officer
Counselor
President

Your Family

Your parents and host club counselor should know about the difficulties which you may have while you are with us. Although the one exception to this rule is when you are feeling homesick - it is best to talk with your hosting club counselor or YEO. If you call mom and dad at home regarding your homesickness you may become more depressed. You should always get out and do more activities and spend more time with your host family when you are homesick! Do not sit in your room or email your friends back home - that may make you feel worse.

ALL DISTRICT 5520 WEEKENDS ARE MANDATORY – THE CALENDAR IS ATTACHED TO THIS MANUAL (Attachment 3). One of the activities includes a talent show featuring you and your exchange friends and it is mandatory for all students. You may NOT miss a weekend. Please do not get committed to an activity which will take you away from the weekends. If you don't have the calendar, go to www.rye5520.org to find it.

Transportation to District Weekends

Your hosting Rotary Club is responsible for your transportation to the weekend events with the committee. As each weekend is set up you should receive a letter from District 5520 Youth Exchange by email and in the mail. It is important to update your address in order to insure you receive these letters. You need to read your email regularly! If you do not read it, you will not know what to do to prepare for the weekend and you may miss important deadlines for tours or preparation for Rotary events.

6 Be's of Rotary District 5520

Be First:

I am a person of action!

Be Curious:

I seek to understand!

Be on Task:

I am certain of my outcome and move steadily toward it!

Be Grateful:

I focus on things I can be thankful for!

Be of Service:

I give of myself!

Be Here Now:

I live in the moment!

Correspondence and Communication

You are expected to communicate regularly with your parents, as well as with your sponsoring Rotary Club. They are always interested in the success of your exchange. One way to do that is to create a blog page that people can read and keep updated on your exchange. The site for www.travelblog.com is one possibility; it has vast storage and people can subscribe to your blog easily, just like a newspaper. Hopefully you have already created a blog or facebook page so the people at home can read about your year.

It is important to remember that there are big problems and small problems. The process of integrating into your new host home and school will have many challenges. Most of the small problems, such as the daily task of getting your homework done in another language, are things which you will tackle alone. If those things over time cause you a lot of stress and you are not making progress, your host parents and host club need to know so they can support and help you. If they are not responsive and supportive and your problems get bigger, you need to let others in your Rotary network know. Big problems, such as sexual abuse or harassment are not acceptable and if you have these types of concerns you need to report them to your hosting district committee right away. Please see the abuse guidelines which are Attachment 1.

Who is responsible for your success?

YOU ARE!

The club and host family give you the tools to help you adjust and find happiness. If you do not participate in the activities or assist in finding appropriate activities, then you are not using the tools which are available to you. Choosing to not participate, choosing not to learn the language and being isolated in your room on the internet are **NOT OPTIONS!** Be sociable, set goals and make a plan to reach them.

Ambassador

Speak at Rotary and other public meetings. You can create a power point or slide presentation for groups, putting in pictures of your family, town or friends. Rotarians and people here are truly interested in who you are and what your life is about! Participate in community activities with your Rotary Club and school.

You will continually be in the public eye and will be judged by your conduct and behavior. You are responsible for keeping your self respect, the good name of your country, your school, your home and the Rotary Club which sponsors you.

Attend School

You must attend school regularly and maintain passing grades. School classes here are in English and will be very difficult for the first few months. It is absolutely essential that you make an outstanding effort to try to overcome the language barrier as rapidly as you can. Translating your class assignments and talking only in English will help you to learn the language. The hard work will pay off.

Friends

You have been chosen to participate in this program because you are above average in abilities, are able to make friends easily, are willing to face challenges, and are able to adjust to a wide variety of people under varying conditions. You will have many opportunities to make friends at school and at other social occasions, but DO NOT go steady with anyone romantically...it is much better to cultivate as many friendships as possible.

Choose your friends carefully. Students who go out with those who drink and do drugs are likely to get into trouble. Even if you don't drink with them, just being at a teen party with drugs or alcohol can result in you being arrested and charged with a crime. The police in the U.S. are very serious about enforcing our laws so please stay away from problems with the law.

Have Pride in Who You Are

If you are not setting positive goals and following the rules then you are defeating the purpose of exchange. Being secretive about your activities because you think others will not like what you are doing will be fatal to your exchange. The five D's are:

NO DRINKING

NO DRIVING

NO DRUGS

NO EXCLUSIVE DATING

And if you add DISHONESTY to that - you will most definitely not be successful.

Your application said that you didn't smoke and you are not old enough to purchase cigarettes, so do not smoke while you are here. Also, do not borrow or lend money to others, it can cause a poor relationship if there are misunderstandings about money.

Travel

If you travel outside your hosting Rotary district you must have permission from your parents, host family, club and the district committee. The travel policy is attached to this manual as Attachment 4.

Travel in private airplanes and hot air balloons is not permitted in the U.S., please refrain from these activities while here unless specifically approved in writing by your parents and host district as well. If you attend balloon fiesta and someone offers to take you up in their balloon you must not go. Travel in private airplanes is excluded from the CISI Bolduc medical/accident insurance coverage and therefore you have no insurance for injury from these activities.

High Risk Sports

High risk sports such as bungee jumping, rock climbing, hang gliding and so forth are not approved activities. Your parents must sign a document agreeing to allow you to do such things and the hosting Rotary district must approve these activities and verify you have adequate insurance in case of injury or death. Please do not participate in these activities.

Your Host Club

You will have a Youth Exchange Counselor and/or YEO appointed by the host Rotary Club. He or she will see that you are well cared for, and any decision he or she makes will be in your best interest. Make every effort to get to know and develop a close relationship with your counselor/YEO before problems arise. Let them help you solve problems while they are small.

The club youth exchange volunteers should be talking with you at least once per month. They should also be giving you an allowance for your personal expenses each month. If you do not have enough contact with your counselor or YEO please advise the district committee.

Attend and participate in as many Rotary events as you can. If you are invited out by a Rotarian say yes, if it doesn't conflict with a host family activity or your school assignments. Rotarians are also your hosts for the year, creating a relationship with your Rotary Club is a large part of participating in your community.

Your Host Family

While you are on exchange you will usually live with two to four families. They will provide room and board. Your host family is responsible for you socially, spiritually, and physically. You will soon arrive at comfortable name arrangements by calling them Mom and Dad, Mother and Father, or by their first names rather than Mr. and Mrs.

You will enjoy your year most if you become part of the family. Do the things your family does and assume household duties which are normal to a student of your age, even if you are not specifically requested to do so. Each student is expected to make his/her bed, keep their room clean, assist with the dishes, etc.

Always ask permission from your host parent(s) when going out. Never arrange a trip away without seeking the permission of your hosting Rotary Club counselor and your host parents.

Your Parent's Role

Your parents must provide for your needs outside the allowance your host club gives you. The following things are suggested:

- Your parents should have arranged for you to have a credit/debit card or some type of money transfer which will work here. If you need help with this your hosting Rotary YEO/counselor or a host parent may be able to help you arrange for a savings account with a debit card.
- Be prepared to pay for/reimburse your host families and Rotarians for any additional expenses including:
 - cellular telephone,
 - travel expenses with host family and Rotarians,
 - tours with other Rotary students,
 - medical expenses not otherwise covered, you must rely upon your medical insurance card and for your parents to pay for any health costs.

Your family from home should not visit before the month of March. Your friends from home should not visit while you are here. It is difficult for host families to support extra teenagers and that is not their responsibility.

The District Committee Role

District Weekends

These weekends serve several purposes:

1. to make sure that everything is going well for you in your host home;
2. to make sure that your host club is having contact with you;
3. to check your visa documents and sign them so that you may remain in the country;
4. check your travel documents to return home to be sure that an open ended ticket is available in case you need an emergency trip home; and
5. to allow you to make friendships with other exchange students in the U.S.

The Committee will also:

1. approve travel outside the Rotary District which includes New Mexico and West Texas. See the travel policy on Attachment 4;
2. be your support when your club counselor or Youth Exchange Officer cannot answer your questions;
3. help to support everyone when there are difficulties with your exchange;
4. communicate with your district committee in your home country; and
5. be informed of the address where you are living. Always inform the district committee when you have changed families by sending an e-mail or calling the District Committee person responsible for your country.

The contact list for the District Committee is Attachment 2; you also should have an emergency contact list which was given to you by your club YEO or counselor.

Departure

When you and your parents are ready to arrange your departure from the United States you must communicate with your host family, your counselor/YEO and the Rotary District Committee. You should not complete your return without checking with everyone so that we can be sure that your travel home is within your VISA requirements.

If any problems arise during the Rotary year which requires that you may have to go home **you cannot purchase a ticket to return home without the approval of Michelle Frechette, chair or Melissa Metcalf, inbound placement officer!** If problems arise and your Rotary Club has not contacted one of these people please let us know so that the difficulties are fully discussed and everyone has participated in the decision. Rotary wants you to have a successful year and also wants you to use all the resources we have to help you, which is why you must get final approval from the committee.

Attachment 1

Created on 5/25/2010

Sexual Abuse/Harassment Allegation Reporting Guidelines for District 5520

Rotary International is committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. The safety and well-being of young people must always be the first priority. Rotary District 5520 members and volunteers will follow these guidelines and the appropriate sections of the Rotary Code of Policies current as of the date of the allegation.

Definitions

Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes nontouching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual harassment. Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of 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

Who should determine if it is abuse or harassment?

Upon hearing allegations, adults receiving the report should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to the District Youth Protection Officer and/or District Governor if the Youth Protection officer is not available, who will advise the adult what further actions need to be taken.

Allegation Reporting Guidelines

Any adult to whom a Rotary youth exchange student reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. Receive the report.
 - a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief. Do not ask questions but be supportive.

- b. Assure privacy but not confidentiality. Explain that you will have to help the student tell someone about the abuse/harassment in order to make it stop and ensure that it does not happen to others.
 - c. Reassure the exchange student that he or she did the right thing in telling you. Remember that your responsibility is to support the student.
 - d. Be nonjudgmental and reassuring. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the exchange student. Emphasize that the situation was not his or her fault and that it was brave and mature for the student to report. Write down, as soon as possible, only the facts you were told in the student's words, not your impressions. Include the date and time it was reported.
2. Protect the exchange student.
- Ensure the safety and well-being of the exchange student by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the student that this is being done for his or her safety and is not a punishment. Ensure that the student does not tell the report to multiple people to protect the integrity of the report and to prevent rumors.
3. Reporting allegations of abuse vs. harassment are different! The following procedure should be followed under all circumstances.
- a. **Sexual abuse**
- After consultation with the District 5520 Youth Protection Officer or District Governor (or in the case of an allegation against that person, after consulting with the Youth Exchange Placement Officer or DG Elect) report allegations of sexual abuse to appropriate authorities, child protection or law enforcement. If the activity described is sexual abuse, the District 5520 Youth Protection Officer or District Governor will advise the person to make a report to the Texas Department of Family and Protective Services in Texas, whose hotline number is 1-800-252-5400. In New Mexico reports should be made to New Mexico State Police at 1-888-442-6677 or NM Child Protective Services at 1-800-797-3260.
- b. **Sexual harassment**
- Report allegations of sexual harassment to the District 5520 Youth Protection Officer, he or she is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of the Youth Protection Officer, then contact the District Governor and/or District Youth Exchange Placement Officer.
4. Avoid gossip and blame.
- a. Don't tell anyone about the report other than those listed in this guideline and for those who need to know to protect the student, sharing the minimum information so that they may be helpful. Be careful to protect

the rights of both the victim and the accused during the investigation and do not confront or question either party.

- b. District 5520 will maintain the privacy (as distinct from confidentiality) of any accused person by limiting discussions only to those people listed in this document or who are required to know under Rotary International guidelines. The audience will be limited to the people listed in this document and those who need to immediately support the student.
5. Do not challenge the alleged offender.

In cases of sexual abuse, all contact and interrogation must be left entirely to law enforcement authorities. In cases of non criminal harassment, the Youth Protection Officer or District Governor is responsible for follow-through and will make appropriate decisions after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

Follow-through Procedures

Either the District Youth Exchange Chairman or District Youth Protection Officer will ensure that the following steps are taken immediately after a sexual abuse allegation is reported.

1. Confirm that the exchange student has been removed from the situation immediately and has no contact with the alleged sexual offender.
2. If law enforcement agencies will not investigate, the district youth protection officer or district review committee should decide what further action is required.
3. Ensure that the student receives immediate support services. Offer the exchange student an independent, non-Rotarian counselor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
4. Contact the student's parents or legal guardian.
If the exchange student is away from home, the student and his or her parents should decide whether to stay in country or return home. If the exchange student stays in country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents choose for the exchange student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the exchange student leaving the country.
5. Remove alleged abuser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
6. Cooperate with the police or legal investigation.
7. Inform the district governor of the allegation. Either the District Governor, District Youth Protection Officer or the Youth Exchange Chairman will inform Rotary International of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.

Attachment 2

Rotary Youth Exchange Committee – Sponsoring District Rotary Year 2010-2011 District 5520 – New Mexico/West Texas

Michelle Frechette, Chair
Youth Protection & Compliance Officer
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District Governor
Tim Parker
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tparker@bloodsystems.org

Other Contacts:

Hosting Club Youth Exchange Officer:

Hosting Club Counselor:

Hosting Club President:

Updated Sept. 9, 2010

Attachment 3

ALL WEEKENDS ARE REQUIRED
DO NOT ASK TO BE EXCUSED!

Inbound Weekends for District 5520 Students

September 16-19 – Inbound Orientation; Albuquerque, New Mexico

December 2-5 – Inbound/Outbound weekend; Las Cruces, New Mexico.
Student Talent Show discussed and outlined.

February 3-6, 2011 – Inbound Only Ski Weekend; Los Alamos, New Mexico

April 14-17, 2011 – District Convention Weekend for Inbound and Outbound Students; Ruidoso, New Mexico.

Student Exchange Talent Show featured at Saturday breakfast!
Performing in one three minute talent show item is required!

Attachment 4

Travel Policy of District 5520 Rotary Youth Exchange

Inbound exchange students have limitations on their ability to travel. These limitations are in place for safety/liability reasons and for the purpose of insuring that the District Chair is aware of the inbound student's travel locations.

A. Private airplanes and hot air balloons:

Travel in private airplanes or hot air balloons is not permitted without District Chairperson approval and is strongly discouraged. Such travel is inherently dangerous and is not covered by insurance. Travel in private airplanes is specifically excluded from the CISI Bolduc medical insurance policy. The District will only allow students to travel by private aircraft or in hot air balloons if the student's natural parents sign a disclaimer of liability acknowledging that they will not hold Rotary responsible for the death or great bodily injury of their child and they obtain additional insurance coverage for the activity.

Travel in commercial airplanes is permitted, provided the student complies with the requirements of paragraph B of the district's travel policy.

B. Travel outside of District 5520:

Students travelling outside of the boundaries of District 5520 (New Mexico and West Texas) must have prior approval of the District Chairperson, preferably no less than two weeks prior to travel. The student must provide the chairperson with the proposed itinerary for the travel, the name of the adult with whom the student will be during the trip and a contact number in the event of an emergency.

In addition, the student must obtain a written authorization from their natural parents and return it to the District Chairperson before travel. Students must also obtain written permission for this travel from their host families and club counselor or YEO.

The purchase of plane or other transportation tickets prior to District approval is discouraged as approval of such travel is not guaranteed. Travel unaccompanied by an adult will not be allowed.

Attachment 5



United States Department of State
Bureau of Educational and Cultural Affairs
Washington, DC 20522
www.state.gov

April 30, 2010

Dear Student:

On behalf of the U.S. Department of State, welcome to the Secondary School Student exchange program. This program is a great opportunity for you to experience first-hand the culture and diversity that the United States has to offer. As a valued participant in this program, you are among thousands of high school students from around the world serving as your country's citizen ambassador in the United States. We want your experience to be both positive and rewarding.

As a participant in a formal exchange program you will attend an accredited public or private secondary school, while living with an American host family who has opened their home and hearts to welcome you to the United States. We know that with a positive attitude and respect for others you will achieve a close and successful relationship with your host family.

We understand that you may have concerns about leaving your family and friends at home to come to the United States and those are very normal concerns to have. I want you to know that your decision to come to the United States is important to us and that your health, safety and well-being are our highest priority. It is extremely important that you notify your sponsoring organization with any concerns or problems you might have, especially if you find yourself in a circumstance that threatens your personal health, safety or well-being or a situation that makes you uncomfortable. If your sponsor organization is not responsive to your concerns, you should not hesitate to contact the Department of State directly through the phone number or email address provided below. A Department staff person will be available to hear your concerns and assist you.

Your sponsoring organization will provide you with an identification card, which lists your host family placement address and telephone numbers, a telephone number which affords immediate contact with the program sponsor, the program sponsor's organizational representative, and the Department of State's toll free number (1-866-283-9090) and email address (jvisas@state.gov). You should keep this card with you at all times and contact us if you have any concerns about your health, safety or well-being.

Best wishes for a rewarding and fun experience. Welcome to the United States!

Sincerely,

A handwritten signature in black ink, appearing to read "Stanley S. Colvin", written over a light blue horizontal line.

Stanley S. Colvin
Deputy Assistant Secretary
for Private Sector Exchange