

The DYEO is the driving force for all Youth Exchange activity in the district. This table puts this activity into some sort of approximate order so that the DYEO knows what to expect to happen. This document should be read in conjunction with D8 which deals with the materials that the DYEO needs to handle for the more complex events.

JANUARY – JUNE	INDUCTION PERIOD FOR NEW DYEO
ACTIVITY	DYEO ACTION
DYEO appointed	New DYEO for next year joins the YE Team. Works with incumbent to gain familiarity with the programme.
Preparation for coming year:	Become familiar with the Manual.
<b>MARCH</b>	
Regional Assembly	You are 'Called' and attend
Outbound Orientation	Attend, assist; meet Outbound students, parents and Counsellors - and ROTEX.
<b>APRIL</b>	
RIBI Conference	Attend – assist with YE stand at House of Friendship
District Council (last of year)	Take inbound LTEP student to say goodbye to District.
<b>MAY</b>	
District Assembly	Give District Assembly Presentation
Certification Renewal Document & form sent from RI to DYEO and DGE	Both DYEO and DGE receive and sign Certification Renewal form and one remits completed form to RI.
DYEA Website Registration	Complete and return DYEO Registration form
School Visits Club Visits	A good time to make contact with schools and Clubs for visits in September/October.
<b>MAY/JUNE</b>	
RI Youth Exchange Pre- Convention	Not to be missed if already attending the RI Convention.
District Inbound Camp THINK AHEAD (if happening it will likely be in July or August – ON YOUR WATCH)	If this is happening become involved. Check that the students receive Inbound Orientation (Preparation Pack).
LTEP Rebound returns	Welcome back Rebound LTEP(s) – arranges Rebound Orientation.

**JULY – DECEMBER**

**EXCHANGES GO LIVE  
NEW YEAR INTERVIEW & SELECTION**

<b>1 JULY</b>	<b>DYEO NOW IN OFFICE</b>
Take control of the comings and goings of student activity in District	Gather all materials and renew stock.
New Exchanges & Camps begin	Inbound Orientation for STEP
District Inbound Camp	If happening be there, arrange Orientation when students arrive.
<b>AUGUST</b>	
<b>1 AUGUST</b> Website Registrations open Website activity – on going through to December and beyond	Slow trickle of ROIs begins to come from Coordinators. Speak to the student on phone. Find a sponsoring club.
LTEP Inbound arrives	Arrange with Counsellor and 1st Host Family to meet student at port of entry + someone from the Club. Arrange Inbound Orientation.
LTEP Outbound leaves	Send student Quarterly Report document and reminds him/her to remit each report by required dates.
EEMA Conference	Attend if you can.
<b>SEPTEMBER</b>	
District Council (first opportunity to take both students together).	Take new Inbound LTEP( to introduce) and Rebound LTEP (for a short report and to say thank you).
Mid September Reporting from all Rebounds	Set up Feedback event for students to share their experience and to write their reports. Organise and print out Certificates for Rebounds. Arrange for IPDG (possibly) to sign and present them.
1st LTEP Quarterly Report (due in 15 Sept)	Chase if necessary. Follow up any issues arising.
<b>OCTOBER</b>	
Good time to visit schools	Presentations to Schools etc.
Good time to visit Clubs which may be interviewing students	Presentations to Clubs.
District Conference	Whenever it is make sure that Youth Exchange is on show in the House of Friendship and try to obtain a slot in the programme for a presentation on stage.
Interview & Selection of Students	
Host Family Selection	Begin with STEP students.
WEBAPP	Give WEBAPP access to your accepted students to begin filling in the online application form.
<b>NOVEMBER</b>	
Mid-November DYEA AGM/Training Day Alcester	You will be 'Called' so please make it a priority to be there.
<b>DECEMBER</b>	
2nd LTEP Quarterly Report (due in 15 Dec)	Chase if necessary. Follow up any issues arising.
Camp Invitations begin to arrive	Read up about the Camps placement system.
<b>31 DECEMBER</b> <b>EARLY BIRD ENTRY CLOSES</b>	Nominate two students as Early Bird Camp applicants.
<b>31 DECEMBER</b> LTEP registrations close for next academic year.	LTEP Web page remains open and 'younger' students are encouraged to register for the year after next.

## JANUARY – MARCH/APRIL

## PLACEMENT PERIOD

JANUARY	
Flow of Camp Invitations becoming more established	Make sure that your students are receiving their mailings and taking action.
<b>31 JANUARY</b> Web Registrations page for C&T and STEP removed.	No further registrations other than transfer between programmes.
FEBRUARY	
3rd LTEP Quarterly Report (due in 28 Feb)	Chase if necessary. Follow up any issues arising.
MARCH	
Regional Assembly	You are 'Called' and attend.
Counsellor Selection	Ensure that Clubs have the right documents.
Host Family Training	**Arrange Training session.
Counsellor Training	**Arrange Training session
Outbound Orientation	Organise Orientation Day. **Host and Counsellor Training for STEP can take place in the morning of Orientation Day.

## APRIL – JUNE

## PREPARATION FOR EXCHANGES

APRIL	
RIBI Conference	Attend – assist with YE stand at House of Friendship.
Inbound Orientation begins	Send out materials to Inbound STEP/LTEP students.
MAY	
District Assembly	Give Presentation
Certification Renewal Document & form sent from RI to DYEO and DGE	Both DYEO and DGE sign Certification Renewal form and one of them remits it to RI by closing date.
4th LTEP Quarterly Report (due in 31 May)	Chase if necessary. Follow up any issues arising.
RI Youth Exchange Pre- Convention	Not to be missed if already attending the RI Convention.
Rebound LTEP student returns	Arrange Rebound Orientation for LTEP student and parents

## JUNE – LATE SEPTEMBER

## EXCHANGES GO LIVE NEW YEAR INTERVIEW & SELECTION

JULY	
STEP/ Camps take place	Check with CYEOs & Counsellors that students have no problems.
AUGUST	
<b>1 AUGUST</b> Website Registrations open	
LTEP Outbound students leave	Check with CYEOs & Counsellors that students have no problems.
LTEP Inbound students arrive	Arrange with Counsellor and 1st Host Family to meet student at port of entry + someone from the Club
EEMA Conference	Attend if you can.
SEPTEMBER	
Reporting from all	Arrange Feedback Day.
Annual Return sent by RI	Complete the form and remits to RI