



OS1.Introduction to Operational Youth Exchange



Operational Reference contains a cohesive volume of material which indicates what needs to be done, by whom and when, in order to send a young person on an exchange. It has been trialed thoroughly in a district which was relatively inactive but which now runs all the programmes both inbound and outbound. The material grew organically to fulfill the need to spread the work across a developing district team of Rotarians new to Youth Exchange while also ensuring that Clubs who were similarly inexperienced got to know what they were meant to be doing.

There is no attempt to tell anyone how to go about doing the job. There is no suggestion that a different way is wrong, although we necessarily work with overseas partners who expect a certain level of conformity and if we do not hit the deadlines our students will be out of phase with the rest of the world and exchanges will happen without us.

Operational Reference covers guidance in dealing with all aspect of each of the Exchange programmes, together with all materials needed from start to finish. It aims to deal exhaustively with the needs of all the people involved in an Exchange and as such can be separated out to form smaller units for the benefit of Clubs, Host families, Counsellors and Students.

Information not only informs DYEEOs and Clubs as to how to find Counsellors and Host families: it also gives guidance to these people as to how they interact with each other and who should be responsible for leading which part of the process. In general it is the District Youth Exchange Officer who is driving the whole project and is responsible for setting and maintaining the pace.

The entire Manual is aimed at the District Youth Exchange Officer but a selection of files and some dedicated material will also combine to form a Club Youth Exchange Manual, which DYEEOs may pass on to clubs as individual pages.

Any of the material may be transferred to a District or club website as required, although to do so might mean that a practitioner is missing out on amendments or additions.

WHERE DOES A NEW DISTRICT YOUTH EXCHANGE OFFICER START READING?

Start with OS: Operational Reference and then D: the District Youth Exchange Officer. Both give references to other sections as well as indicating time scales to keep the DYEEO on track.

The Programme sections stand alone from each other and are complete in themselves. There is no need to adapt what you read in one so that it become useful for the other. This has been done for you. However, processes which are entirely common to all, involving Host Families, Counsellors and Outbound students are dealt with separately.

If you want to promote a particular programme it is recommended that you begin with Camps & Tours, this being the least complex of all. You can take in the similarities, differences and add-on's involved in the other programmes as you become more familiar with Youth Exchange.

Cross referencing will draw you to different parts of the Manual. However, much very significant material is to be found in the Core Reference and should not be ignored because it happens not to be specifically referenced here.