

The following abbreviations and jargon will commonly be used throughout the Manual:

RIBIDYEA - Rotary in Great Britain & Ireland Districts Youth Exchange Association.

DYEA – Districts Youth Exchange Association

RYE - Rotary Youth Exchange

LTEP - Long Term Exchange Programme	STEP - Short Term Exchange Programme
C & T - Camps & Tours	NGSE – New Generations Service Exchange

DYEO/CYEO - District Youth Exchange Officer/ Club Youth Exchange Officer

DG/ DGE/ DGN/ AG - District Governor/ District Governor Elect/District Governor Nominee/
Assistant Governor

DBS - Disclosure & Barring Service

DSO/CSO – District /Club Safeguarding Officer

AF / GF - Application Form/ Guarantee Form

Inbound/ Outbound/ Rebound – a student coming in / going away/ returning from being on Exchange.

ROTEX – someone who has been a Rotary Youth Exchange student.

Certification – The condition imposed by Rotary International in order for a district to engage in Youth Exchange.

Orientation - the obligatory process of preparation for the transition to and from an exchange.

Feedback – students meet to report back to each other and to District at the end of the Exchange period.

Post Exchange Evaluation Report – this is expected from students by District/Club.

Sponsor Club – the Rotary Club which sends the student abroad.

Host Club - the Rotary Club which receives the visiting student.

Host Family - the family who offer accommodation to an inbound student.

Student Counsellor - the Rotarian who is assigned to the inbound student to act as a support, an adviser and intermediary.