



OS4. Multidistrict Online Administration



The Districts Youth Exchange Association (DYEA) operates as a Multidistrict with regard to a number of different aspects of its operations.

The Application Form (AF)

– this is now online and will be accessed as such by all who need to contribute to its completion.

See *OS5: WEBAPP - The Online Application System in GB & Ireland* for details of how this works.

Placement

– places on Outbound Camps & Tours are already allocated by the Multidistrict C & T Coordinator. Now all placements for STEP and LTEP will be dealt with by the appropriate MD Coordinator.

See *OB4: Student Placement – All Programmes* and *C(O)6: Securing a Place on an Outbound C&T* for full information.

Record Keeping

- records of both Outbound and Inbound students will naturally accrue at MD level and this will deliver on the requirements of Certification for storage and statistical returns to RI Youth Exchange.

See *R1: Record Keeping & Retention* for further details.

The Benefits

The smooth running of the administration process is not dependent upon the experience of the DYEO and the clubs.

It is easier and more efficient to match centrally incoming STEP opportunities with requests from Outbounds across the country.

It enables a regional approach to training, support and in particular Orientation when the Coordinators can see the full picture.

There will be seasonal opportunities for Rotarians, who like administration but are not DYEOs, to assist the MD team for short periods at the busiest times of the year. This could lead to greater involvement in Youth Exchange team building.