

This exchange involves two students paired and staying together in each home, in turn, often back to back over 3 plus 3 weeks in the summer. Sometimes, exceptionally, the two phases may split over two school holiday periods.

Most students who apply for an exchange do so via Registrations of interest at the website [youthexchange.org.uk](http://youthexchange.org.uk)

Clubs are notified about these registrations from the DYEO.

Students who express interest but have not registered at the website should be re-routed to do so in order to receive specialist assistance.

### Preparation for the Exchange in connection with the Outbound Student

#### Interview & Selection of Outbound Student

##### The CYEO:

- arranges a home visit to the student and both parents, depending on the family situation.
- sets up and may be part of the interview panel of two members. (See *OB3A: The Student Interview Support Pack – all programmes*)
- interviews the Outbound student's parents as potential host parents for the inbound student. (Bear in mind that the potential host parents may not be the same couple as that supporting the student.) If this is favourable the CYEO proceeds with the requirement as set out in *IB3S: The Host Family Selection Pack for STEP* to register the parents as the Host Family.

WITHOUT DELAY arranges with the Club Safeguarding Officer for the Host Parents to undergo a DBS (Enhanced) Check for Rotary Youth Exchange Hosting/ Supervision (if they do not already hold a Certificate to that effect).

### Connecting with the Successful Candidate

##### The CYEO:

- invites the student plus at least one parent to a Club meeting as soon as possible and before District Orientation Day (late March/early April)
- reinforces the requirement for the student and at least one parent\* to attend Orientation Day. (\*both if they will be host parents for the reciprocal Inbound)

### Online Application & Placement Period

##### The CYEO

- informs the DYEO of the outcome of the interview so that the successful student can gain access to the online Application Form.

- registers to gain access to the Online Application form. Inserts the club information and arranges for the form to be signed. Supports the student in completing the Application Form, including assembling all the required additional documentation.
  - Selects a Counsellor for the inbound student as soon as exchange dates are known.
  - (*IB2S: Counsellor Selection Pack – STEP*)
  - WITHOUT DELAY arranges with the Club Safeguarding Officer for an enhanced DBS check for Youth Exchange for Counselling/Supervision for the Counsellor (if not already in place).
  - remits to the DYEO all documentation regarding the selection of Hosts and Counsellor.
  - arranges the completion of the Guarantee Form for the **INBOUND** student. This is part of the Application form which is sent from the student's sponsor district to the DYEO. On completion this is returned to the DYEO who remits it electronically.
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## Orientation & Preparation

The CYEO

- attends Orientation Day (or sends a deputy) and encourages the Club President Elect to attend. This is vital because of the issues raised which will assist the Inbound student as well as the Outbound.
  - supports the Outbound student, alongside the District STEP Specialist with any concerns arising from the preparation for the exchange.
  - This student will be an Ambassador for the Club so will need to be given information about the Club and its projects for presentations abroad.
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## When the Inbound Student arrives:

The CYEO

- arranges with the Counsellor and the family that both students will attend the club together with a parent and that on that occasion the Inbound student will give a short presentation about him/herself.
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## When the Exchange is over:

**THE CYEO**

- attends Feedback Day when all returning students give their report to District.
- invites the student to the club to give a presentation on his/her Exchange experience.
- keeps in touch with the student, encouraging his/her connection with the Club and his/her involvement with Rotary projects not only connected with Youth.
- encourages the student to be an active member of ROTEX.