
You have sent out your invitation and have received applications from colleagues in Europe and beyond – so what now?

Acceptance

If your Camp has a fee you will be busy converting provisional acceptance to complete acceptance as parents deal with payment. This can take some time but it will help if parents send a scanned copy of their receipt, particularly as some bank transfers do not make it easy to identify the source of the money.

During this process pressure can come to bear in two ways;

1. The Most Frequently Asked Question – When can I book my flight?

Quick answer: Definitely not until the student has been fully accepted on to the Camp.

Some invitations specify the preferred arrival airport. If you do not do so you risk the parents choosing one which could cause you logistical difficulties. Also suggest that students book afternoon flights home to allow time for travelling and security at the airport for the whole group.

If your preference is not stated on the invitation it is in your interests to inform the participants as quickly as possible before they take the decision out of your hands.

2. Visa Applications.

Be aware that there may be students coming on your Camp who are required to apply for a visa before entering our country. Some will probably tell you very early on and possibly before the fee is paid and ask for a letter to accompany their application but it is worth mentioning it in your Welcome letter in case they are not concentrating. An example of a letter sent out by D1260 Camp to meet this situation is at *IB1A: Inbound Student Invitation (for visa purposes)*.

Students' Introductory email

When the closing date has passed or your Camp has filled and everyone has paid the fee this is a good time to write to all the students. They will probably already have been asking for information (see above) but you will make a rod for your own back if you answer individually every email asking the same routine questions – of course if there is a compelling reason you respond.

Make your initial email a 'Welcome All' email rather than one packed with information. Ask the students to respond somehow so that you can test the email address which is on their AF as well as giving yourself an idea of how easy it is going to be communicate with some of them. Some email addresses are their parents' and it is sometimes difficult to persuade them to allow their 'child' to communicate directly with you. The best approach to obtain an email address for each and send to students and parents separately

Competent Swimmer

Your risk assessment may require you to have this assurance from parents/students. Be sure to ask, even if you are going on or near water without intending to get a foot wet.

Introducing Students to each other

Form a closed or secret Facebook Group for these students as early as possible and include the Rotarians/ Rotaract/ ROTEX/ Hosts.

This may be the only effective way that you can communicate with the students. Documents can be uploaded and easily accessed, while also emailing them so that the parents can see them too. By the time that they meet they will already know each other a little and they will post their photographs and continue their friendships years after the Camp is over.

Student Preparation

For a Camp the preparation has two components: Orientation, which prepares the student for the experience, and information about the Camp and the host family.

- **Information about the Camp**

Sending the students as detailed an itinerary as soon as possible, with a disclaimer that changes may need to be made, is much better than maintaining a silence until the last minute.

- Send the students and the hosts each other's contact details so that they can communicate, also so that they can get to know any other student who will be staying with them. It does not matter who writes first.

- **Orientation**

This is an important and detailed topic and it dealt with in full in *C(I)10: Orientation of the Inbound C&T Student*.

Insurance for Inbound Students

Rotary International's basic criteria for student insurance may be seen at *IF5: Travel Insurance for Students*. The onus is upon the host district to check that every inbound student is suitably insured and this is particularly important if the Camp is going to involve high risk activities and the policy needs to be supplemented. The Host district can insist upon a particular policy and this is beneficial for a Camp where the participants speak different languages and use different currencies.

In GB & Ireland the policy which we require all our inbounds students to use is detailed at *IF4D: CISI=Bolduc Insurance Policy for Rotary Youth Exchange*. Full insurance information is at *IF4: Risk Assessment and Insurance for Youth Exchange*.

Information for Hosts

Hosts need operational details such as itineraries and timings. They should be sent '*C(I)10A The Host Family Preparation Pack*' and given access to *R4A: The inbound Student Records Folder* for that student. This is put on Dropbox and accumulates all the personal information about their student and all the documents which have been sent to him/her.

Last Minute Information Email

There is bound to be some point which the Camp Organiser needs to emphasise before the students leave home. This is not the same as the email written by the DYEO but could synchronise with it.

Also the students should be sent a signed letter of welcome on letter headed paper which may be shown to the Border Agency in the event of the student being stopped and questioned. The letter should give an outline of the Camp, give the name and postal address of the student's host family and the name and mobile phone number of the person receiving the students as they come through Immigration. An example is at *IB1B: Letter of Introduction for inbound at Port of Entry*:

Feedback Reports

Feedback from Camp participants is worth collecting before Campers return home. Camp organisers will want to produce their own form for this so nothing is provided here.