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### The Team led by the Club Youth Exchange Officer:

- Takes part in the Interview/Selection Process (*See OB3 – Student Selection – All Programmes*)
- Ensures that students are accepted early enough to enable them to qualify as Early Birds.
- Assists with the completion of the Application Form, notably dealing with signatures, being aware of the need for urgent action (a lot of potential last minute applications) but being particularly aware of the 31st DECEMBER deadline for a student to qualify as an Early Bird. (*See C(O)6: Securing a Place on an Outbound Camps & Tour (Rotarian Information)*).
- Informs the DYEO of all successful candidates so that s/he can initiate the Application form and inform the Camps Coordinator.

### Once the Invitations begin to come out (from December to March):

- Ensures that the student is receiving information on the RIBI Camps Mailing List.
- Encourages the student to keep applying for a camp place until s/he is successful.
- Invites the placed student plus at least one parent to the Club as soon as possible and before Orientation Day (usually end March/ beginning April).
- Reinforces the requirement for the student and at least one parent to attend Orientation Day.
- Attends Orientation Day or sends a deputy from the club.
- Checks the student's Insurance. (*See IF5 - Travel Insurance for Students*). Ensures that the student takes into account any special insurance requirements arising from the Camp's activities.
- Checks on whether the student has received joining instructions for the camp and if not contacts the DYEO.

### After the student returns from the Camp:

#### The CYEO:

- Attends Feedback Day when all returning students give their reports to District.
- Arranges for the returning student to come to a club meeting to give a presentation on their exchange.
- Keeps in touch with the student, encouraging his/her involvement with Rotary projects not only connected with Youth.
- Encourages the student to be an active member of ROTEX.  
(*See IN4: ROTEX -The Alumni of Rotary Youth Exchange*)