

Do not wait until 1 July to start! There is plenty to do before that which will not cause you to tread on your predecessor's toes. Get going as soon as possible after Youth Exchange Assembly in March. The following list will help you to plan:

GATHER:

Two Powerpoint presentations - one for students and one for Rotary clubs.
For Clubs see [D4A](#) and for Students see [OB1A](#) , each with printable hand-outs.

A supply of leaflets: 'Explore the World and discover yourself.'

Business Cards and/or Stickers with your contact details and a photograph

A Rotary Youth Exchange Pull Up Banner

PEOPLE - Begin to establish yourself as the incoming DYEO with the following:

Your incoming DG : **s/he and yourself will sign the Certification Renewal Form in May before you both take office.**

Assistant Governors: they will give support and encourage the clubs to co operate.

Clubs: President Elect and incoming CYEO and Speaker Secretary - Arrange visits to speak at clubs from July/August onwards.

Schools: get some dates into your diary for school visits in July and September - and/or

Rotarian Assistance look for others with availability who could do presentations.

Rotaract : some of them could do Camps – enlist their support.

Exchange students: Current Inbound or imminently Outbound - get to know them. You will be dealing with them (Rebounds) on their return.

ROTEX: Our Alumni. Find out who is in your district, and get to know them .They will be pleased to help you.

Create a Database of Club YEOs/Youth Service Chairs and School contacts in particular. It will save time later.

EVENTS

District Assembly You may be offered a five minute slot for YE.
(See [D3A: 'Presentation for District Assembly'](#))
for details of a short presentation which you can use.

KNOWLEDGE

Website Explore youthexchange.org.uk

WEBAPP **you need to register with the Online Application System**
(you will be told how to do this)

Training take up training offers aimed to get you off to a good start.

DONE THAT? YOU ARE NOW READY FOR THE DISTRICT HANDOVER