

This purpose of this document is to help Counsellors understand how they can fulfill their role, and to make sense of the information which they will receive.

This information will be provided in electronic form in a Dropbox Folder which is shared with the Counsellor. It covers three areas:

1. Materials relevant to the role of Counsellor:

C(I)7A: The Counsellor's Preparation Pack for Inbound C&T: (downloadable from here)

- Jargon & Abbreviations in Youth Exchange
- Overview of Youth Exchange for Counsellors & Host Families
- The Role of the Counsellor for Inbound C&T
- Record of Concern – for Hosts, Counsellors etc.

2. Copies of Orientation Materials sent by the DYEO to the Inbound student (for Counsellor information and action where indicated below:

C(I)10A: Preparation Pack for Inbound C&T Students (sent before the student leaves home):

- Preparation & What to Bring - Advice for Inbound C&T Students
- ** Rules & Behaviour Guidelines for Inbound C&T Students
- **Photography & Video Consent Form
- Insurance for Inbound Students
- Travel Insurance for Students

C(I)10B: Welcome Pack for Inbound C&T Students (given to the student when they arrive):

- Emergency Contact Information
- Contacts list
- Rotary information
- Advice for Inbound C&T students
- Coping with Culture Shock
- Student Incident Report

3.R4A: The Inbound Student Records Folder for C&T

contains all the documentation relating to the student, including the application form and anything medical etc for reference and is stored indefinitely after the Exchange.

Students will return the documents marked **signed by themselves and their parents. Counsellors are asked to chase and upload them into the student's Records Folder.