

NO LATER THAN 31 JANUARY (or else the student may not join the online application process).



## C(O)3. The Role of the District YE Team for Outbound C&T



The DYEO is the first point of contact in the District for any potential applicant who registers his/her interest on the Association website. Anyone interested in a place on a Camp or Tour needs to be directed to the website [www.youthexchange.org.uk](http://www.youthexchange.org.uk) where s/he can register her/his interest and ultimately be placed on the Camps Mailing list.

The District team led by the DYEO:

- Provides support for the CYEOs and in particular aims to generate and maintain a high level of momentum so that the necessary objectives are met in time.

These objectives are:

- Completion of the Interview/Selection process,
- Completion of the Online Application Form. (*OS5: WEBAPP – The Online Application System in GB & Ireland.*)
- Ensuring that all students are in contact with the Outbound Camps Coordinator over Camps information.
- Ensuring that the mailing list is reaching his/her students.
- Encouraging the student to apply for a Camp and to persevere if not immediately successful.
- Preparing the student to go out on the Camp (Orientation).

The specific tasks of the District Team are:

- to find a suitable club for the registered student.
- to process students early enough for the District to benefit from the Early Bird System.
- to find suitable sponsor clubs and provide them with current copies of *C(O)6 - 'Securing a Place on an Outbound Camp & Tour – Information for Rotarians'*.
- to provide interview training for the Club members who will make home visits. Ideally one District Representative should attend home interviews where possible. See *OB3 – Student Selection – All Programmes*.
- to Inform the Outbound Camps Coordinator of a successful candidate NO LATER THAN 31 JANUARY (or else the student may not join the online application process).
- to personalise *OB3C: An Outbound C&T Applicant's Guide to Youth Exchange* and send it to the student.
- to ensure that the student logs in to WEBAPP and keep him/her on track to complete the AF.
- to work with the Outbound Camps Coordinator on the Online Application Process.

- to give the Camps Coordinator the names of up to two Early Birds whose Application Forms are completed by the deadline, which is 31st December annually.
- to work with the CYEO once the student has definitely been placed on a Camp to ensure that the link between the student and the Camps Organiser is maintained and that concerns about joining instructions or any other information are noted and addressed.
  - to organise an Orientation event singly or jointly with other DYEOs and work with the CYEO to ensure that the student, parents and CYEO attend. (usually end March/ early April). (*OB6 Outbound Orientation*)
- to arrange a Feedback event in September where the student shares his/her experience of the exchange and produces a written report.

The District Team retains contact with the returning outbound student (now ROTEX) and involves him/her in promoting Youth Exchange and in networking events