

Camps and Tours are organised by districts across Europe and usually one student from RIBI may apply for a place, occasionally more. Invitations come out from December until around March via the RIBI Outbound Camps Coordinator who administers the selection of the student from those sponsored by clubs.

### PREPARATION FOR OUTBOUND STUDENTS

#### REGISTRATION / INTERVIEW / SELECTION

1	<p>However the potential applicant is found he/she must visit the website <a href="http://youthexchange.org.uk">youthexchange.org.uk</a> to register interest in Camps &amp; Tours as applications may be made online only.</p> <p>The Registration of Interest data is passed by the Camps Coordinator to the appropriate DYEO who then contacts the club.</p>	<p>Website</p> <p>Camps Coord. DYEO</p>
2	<p>THE DYEO sends to the student the current copy of <i>C(O)6 - Securing a Place on an Outbound Camp &amp; Tour – Information for Rotarians</i> to the CYEO</p>	DYEO
3	<p>The candidate is interviewed by two Rotarians at home with both parents if available.</p> <p>(see <i>OB3 – Student Selection – All Programmes</i> and download <i>OB3A: The Student Interview Support Pack</i> and distribute to interviewers.)</p>	CYEO & DYEO or Club Member

#### ONLINE APPLICATION

4	<p>The Club Interviewer reports back to the Club. The Club decides and informs the DYEO who informs the Camps Coordinator (no later than 31 January) and sends the successful student the e-booklet <i>OB3C: An Outbound Camps Applicant's Guide to Rotary Youth Exchange</i>. The DYEO enables the student and the CYEO to gain access to the online application form (AF).</p> <p>The Camps Coordinator writes to the student to request the admin fee. DYEO ensures smooth completion of the AF by student and Club.</p> <p>(see <i>OS5: WEBAPP – The Online Application System in GB &amp; Ireland</i>)</p>	<p>CYEO DYEO Camps Coord</p>
5	<p>Once the Signature page has complete student, Club and District data the CYEO takes it back to the student to witness student's &amp; parents' signatures.</p> <p>Rotarian witness takes away the signed copies and passes everything to the President and CYEO (or Secretary) for their signatures.</p> <p>CYEO then posts the hard copy (recorded delivery) to the DYEO. DYEO signs and scans and uploads the Signature page.</p> <p><b>DO NOT LET THIS PROCESS DRAG ON!</b></p> <p>The Early Bird Registration deadline is 31st DECEMBER!</p>	<p>CYEO &amp; DYEO</p>

## PLACEMENT PERIOD

6	The CYEO will ensure that the Club invites the student and parents to a meeting or an event as soon as possible.	CYEO
7	The DYEO informs the Camps Coordinator of his/her choice of Early Bird applicant. The Camps Coordinator places on to the mailing list students who have paid the fee and completed their application form.	DYEO  Camps Coord
8	Camp invitations begin to arrive. Camps Coordinator sends out all invitations (as previously indicated) to everyone on the mailing list. Early Birds may apply from 9pm and Regular applicants from 9.30pm. ( <a href="#">See C(O)6: Securing a Place on an Outbound Camp – Information for Rotarians</a> ) for full details.	Camps Coord.
9	As soon as the student is accepted for a camp the Camps Coordinator sends the Camp Organiser the completed AF.	Camps Coord
10	Upon placement the Host district sends to DYEO the completed GF. DYEO sends one copy to student and one to CYEO.	DYEO

## ORIENTATION & PREPARATION FOR THE EXCHANGE

11	<b>ORIENTATION DAY</b> - usually end of March/ beginning of April This is a <b>DISTRICT EVENT</b> - obligatory attendance by all outbound students & parents (for student not yet 18). CYEO, Club President, Counsellors and other interested Rotarians/ ROTEX also attend.	District YE Team
12	The CYEO supports student and family over travel arrangements/visas etc and checks that the Insurance policy fits RI criteria (given to them in <a href="#">OB3C</a> ) – if not the CYEO refers it back for the DYEO to deal with it..	CYEO

## THE RETURN OF THE OUTBOUND STUDENT

13	<b>FEEDBACK DAY</b> - usually mid September. This is a <b>DISTRICT EVENT</b> - attended by all returning students. CYEO, Club President, and other Rotarians/ ROTEX also attend. Returning students give a short presentation about their exchange as well as completing <a href="#">OB8R(C): 'The Post Exchange Report &amp; Evaluation form (C&amp;T)'</a> for District.	District YE Team
14	The CYEO invites the student to the club to give a presentation on his/her Exchange. Parents are invited, also DYEO. CYEO maintains contact with the student to encourage participation in projects.	CYEO
15	The Student is now ROTEX and is encouraged to continue to network with others and support Rotary activities.	Clubs DYEO