

Rotary Youth Exchange is a District project which is within Youth Service while also being set apart from it. [The District Governor](#) carries the responsibility for the young people involved in the exchanges and it is this person, together with the District Youth Exchange Officer who signs the Certification Renewal form in about May every year (that is, the DG and DYEO who will be coming into office for the year beginning a month or so later) (*see Core Reference/Compliance & Procedure Section*)

DYEOs are asked to complete the form [D1A: DYEO Registration Form](#), [downloadable here](#) and return it as indicated together with a photograph to form the Annual DYEA Directory which is circulated among DYEOs to enable all members of the DYEA to get to know each other.

The District Youth Exchange Officer is pivotal to the whole Youth Exchange project.

The DYEO works with the Multidistrict DYEA (Districts Youth Exchange Association)

- receiving advice, support and training from experienced practitioners, DYEOs current and past, organised by the Multidistrict Management committee.
- registering at the Youth Exchange website for access to WEBAPP - the Online Application System.
- receiving Registrations of Interest (ROIs) from RIBIDYEA. The website attracts applicants and processes the ROIs which are picked up by the Multidistrict Programme Coordinators, then cascaded to the relevant DYEOs. All of the exchanges which take place must take this route and any who present themselves at district or club level need to be redirected by the DYEO to register at the website since doing so begins the online application process administered by the Multidistrict. Centralised placement follow from this.
- There is usually no difficulty in deciding which district an applicant belongs to but there will be instances where an applicant lives on or close to a district boundary when DYEOs are asked for advice.

The DYEO works with Rotary International:

- receiving direct communications for the RI staff employed to administer Youth Exchange. These include the Youth Exchange Officers' Directory and any updates to the Rotary Code of Policies.
- Co-signing with your DGE the Annual Certification Renewal Form.
- Communicating with the RI Office when necessary – queries are dealt with quickly yet thoroughly and such communication is welcome. (*See IN:International & National and PM1:Miscellaneous Resources*)
- sending the completed Guarantee form for the inbound student to RI at least one month before the inbound student arrives.
- completing the RI Annual Survey sent out as an e-form relating to the district's performance. (*See 'CP4: RI Annual Survey'*)

The DYEO works with Clubs:

- giving presentations to clubs before a potential exchange in order to 'sell' the benefits of Youth Exchange. Building a bank of amenable clubs should be an active aim of any DYEO. Leaving it until an applicant appears before approaching a club can delay matters considerably. Encouraging a positive attitude towards youth exchange 'in principle' could save time as well as saving the exchange itself.
- giving support and guidance to the CYEO and ensuring that the clubs keep to the schedule of the administration process.
- providing training and support for all 'volunteers' - host families, counsellors etc. over the signing of the Application Form and the Guarantee Form where relevant.

However much input there is from District or RIBI the student belongs to the Club

and this club must be in the District where the inbound student will live (even though that student may attend school elsewhere) in line with the DG's responsibility. In all exchanges this is assumed to be where the outbound student lives. For Outbound Camps & Tours, where there no inbound student involved, this may not be so crucial. It is then possible, where a school and a Rotary club are connected (or wish to be) by an Interact club or otherwise, that a student living out of district could nonetheless be accepted by that club for youth exchange and not have to look for a club in the home district.

The DYEO works within his/her own District:

- liaising with the District Safeguarding Officer to ensure compliance with Certification requirements.
- liaising with AGs who know which clubs are worth approaching for an exchange and which are not - and might even help with bringing some onside.
- encouraging the DGN to become knowledgeable about Youth Exchange, leading to greater support and understanding when s/he becomes DG.
- liaising over access to schools and students with other members of the District Youth Service committee.
- connecting with the District Training team with a view to getting their support.
- presenting youth exchange students to District Council and ensuring that delegates are informed about RYE activities in the district. These occasions provide good promotional photo calls.
- involving Inbound students in District events and projects and in doing so make them visible ambassadors for the programme.
- introducing inbound LTE students at District Conference.

The DYEO works with schools:

- giving or arranging for promotional presentations to students.
- encouraging the support of schools which might be willing to take on an inbound LTEP student for a year in the Sixth Form or which might help find host families.

AND OF COURSE

The DYEO works with students – before, during and after their exchanges.

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

At District Assembly there should be an opportunity for someone to raise awareness of Youth Exchange among the Club Youth Service delegates. Make sure that this person is you, even if you may not be not in post yet. The powerpoint presentation, [*D3A: Presentation for District Assembly*](#) ([download here](#)) is very short but may be used as the basis for any other presentations which you choose to give. The associated [*D3B: Print Out for District Assembly Presentation*](#), ([download here](#)) needs to be adjusted to suit the main document.

Here below is the minimum information which needs to be given. A new DYEO is advised to follow the links so as to gain a basic familiarity with what is on the slides.

The slides are as follows:

- 1 The RIBI Youth Exchange logo with the address of the website.
2. The Home page of the Youth Exchange website. The drop down menus give basic information about the programmes, including the invitations to all the Outbound Camps, and it is here that all students register their interest in an exchange and where the process begins. These registrations are more often than not random so clubs need to be ready for an application coming in from someone living in their area and wanting their support. It is important to get the message over to this group that a club does not have to have been active in Youth Exchange in the past for this to happen.
3. The RIBI Youth Exchange Facebook Page.
It carries news items on Youth Exchange students for their contemporaries to 'like', thus spreading the word about Youth Exchange.
4. The Manual
5. Customise this with your own pitch and your contact details.

By far the greatest number of students who go on exchange in RIBI do so with the support of clubs which have never done so before because a random local student has registered his/her interest at the DYEA website. Often the choice of the club in this situation is forced by geography but where alternatives are possible it is wise for a new DYEO to enlist the knowledge of the Assistant Governors who should be able to advise which is the most likely club to cooperate.

In general DYEOs visit clubs

- to explain the Registration of Interest which has just arrived from a local student,
- as a result of an invitation from interested members who would like to participate,
- having put themselves forward as a speaker to raise awareness of the programme.

The slides on [*D4A: Presentation for Clubs.ppt*](#) ([download here](#)) with its associated [*D4B: Print – Out for Clubs Presentation.pdf*](#) ([download here](#)) aim to cover much of the factual information but DYEOs may customise as required and change the balance completely in favour of a more personal approach using audio visual materials and bringing in former Youth Exchange students (ROTEX) to tell their story. It is a matter of judging what the audience actually wants or needs at that time.

Points worth making to a Club audience:

Youth Exchange is a 'Peace' programme, started to enable to young people of the world to meet and learn to understand other cultures - not a programme for 'rich and privileged children'.

Youth Exchange students are not to be confused with Foundation scholars.

Youth Exchange has been the starting point for a great many young people, either influencing their careers or leading them on to other Rotary programmes and even into Rotary itself.

Parents of Youth Exchange students are a good source of membership as they see the beneficial effect of the programme upon their children. We have some of these in RIBI.

Youth Exchange is no more dangerous than any other activity and possibly less so because Certification is geared to child protection.

Youth Exchange is not a great burden on the club's time or resources. Young person will enjoy helping with club projects if asked to do so.

Most Youth Exchange programmes cost Rotary nothing but our students cannot take advantage of the opportunities which Rotarians provide unless the clubs interview and recommend them to other districts.

There are about 7000 exchanges every year – this is about 6900 without any connection at all with GB & Ireland. Do we want to be left out?

We may have a visa problem which prevents our students from doing Long Term Exchange - the flagship programme – in countries outside Europe but it is still possible for a student to have a wonderful life changing experience in one of these countries.

Most clubs which have had a Youth Exchange student happily come back for more.

Some would say that the best part of this job is having a part in providing life changing experiences for young people – that and the opportunity it gives to communicate with a great many people all over the world.

It is now down to you to raise the profile of Youth Exchange across your district, inspiring, supporting and encouraging Club YEOs (an endangered species) and making sure that any young person who shows the slightest interest in an exchange is dealt with effectively.

Ensure that the Club YEO has access to the Manual and can find what s/he needs.

How you begin is much to do with what you have inherited including history, ease of communications and the personalities of yourself and your predecessor. S/he may stand back to give you space but Youth Exchange needs continuity not the chance to re-invent the wheel so do seek her/his help as well as that of RIBIDYEA. You are now responsible for any live exchanges which are going on in your district. You need to be up to speed with who is going – or may have gone - where during the summer and be preparing a date in September to welcome them back to report. There may be Long Term students soon to arrive, for whom last minute preparations may be needed and the District may be running an Inbound Camp. Also returning (REBOUND) Long Term students will need orientation to forestall reverse culture shock

It should be your priority to ensure that all arrangements are in place for these students.

Make sure that you meet all the Rotarians involved in these exchanges and call on them for their support in future.

The Website youthexchange.org.uk

The website is now visited all the year round. However, each programme has a cut off time for accepting ROIs for the coming summer (see table below). This does not stop communications, though, and as soon as we re-open the registrations on 1 August we are usually very busy so you may find yourself having to deal with potential applicants from the moment you come into office. You can increase the volume of interest by spreading the web address by whatever means to the young people in your district – newspapers/ local website /local radio.

Looking ahead - be proactive

Start doing presentations to schools and clubs as early as possible. The more presentations you can make the more familiar you will be with the programmes and the better you will sell them. Spread across the district and you will find that the dots will gradually join up.

If you have not already got dates to visit schools you have less than two weeks in July in which to book a slot for September.

Make dates to speak at Rotary Clubs, starting in August. Clubs often will not focus on Youth Exchange until they receive a Registration of Interest – and then they can take interminable lengths of time deciding whether or not to take it on. If they can be persuaded to be open to the idea of supporting youth exchange ahead of an actual application it will save you time later.

You may find yourself repeating that the vast majority of Exchanges costs club no more than a few meals. They all still think only of the expensive Long Term exchanges which currently are very uncommon.

However, If you do receive an LTEP registration long term application in your first year of office you can count on the support from the Multidistrict, not just with the mechanics but also with the art of winning over a club. Do not lose time by struggling on alone.

Advice on Contacting Anyone for Youth Exchange

'Cold call' emails very often lay unattended in the Trash. Don't be surprised when no one replies.

Phone to make initial contact – if necessary leave a voicemail and try again later.

Say why you are contacting them and that you will email with all the details. Do this as soon as possible afterwards and hopefully they will look out for the email and reply. Give your phone numbers – don't leave them to look them up somewhere. Say that you will be phoning again in a couple of days and ask when would be convenient, then do it. Time is of the essence with youth exchange. Delay and you will risk losing the exchange.

Contact with Rotarians

Get the Assistant Governor onside and offer to do presentations at AG area meetings. Point out the random nature of website enquiries and enlist AG's support in getting clubs to agree in principle to take part in Youth Exchange ahead of an applicant appearing. Encourage clubs to cluster for mutual support for the LTEP. The Assistant Governor will know who are the most/least approachable clubs.

It is vital that you establish yourself in your new role in the eyes of the clubs and there is no substitute for visiting them and conveying your enthusiasm for Youth Exchange, particularly if your district has had only a small programme in the past. If you want to make a difference you will need to inject a change of pace.

Contact with Schools

If you have not had contact with schools recently you may find the following to be a useful guide:

Acquaint yourself with term and half term dates.

Do not bother to approach a school for the very first time in the first two weeks of September, the week before any half term or in December. Also try to avoid exam times.

Students in Years 10 and 12 break up from mid July onwards so miss out on some Camps. Students in Year 11(GCSE year) in state schools could easily manage a six week exchange (3+3 week STEP) - Year 12 might have only five weeks holiday. Short Term exchange students are usually welcome in school in other countries for a few days at the end of term and our Outbounds usually enjoy this.

If you get no response to an email sent to a teacher don't be judgemental. Try again. Your message has been temporarily submerged. Teachers do not have their own desks or work space and they work in a highly pressured environment.

Become aware of how different schools operate, locate the gate keepers and get them on your side. Your Youth Service colleagues may have helpful knowledge and contacts to share.

Whatever your chosen approach, by December you hope to be busy dealing with students and visiting clubs who suddenly have an applicant. See [D7:The Youth Exchange Cycle](#) for guidance about timings of the different programmes.

Contact with YEOs from Abroad

You may be surprised to discover how many new friends you suddenly have on all parts of the world, all wanting to do exchanges with your district. Our islands are very popular Exchange destinations, made even more so because our programme is small and not many students are able to come here.

See [D6. Dealing with Requests from Abroad](#) for advice as to how to keep control of the situation.

Parents/students wanting an Inbound Exchange:

Exchanges are made between DYEEOs. Parents from abroad who write in wanting an exchange for their child need to be rerouted back to their own country to contact their own DYEEO.

GB/ Ireland is a popular destination for Youth Exchange and so we can usually guarantee to place our outbound students where they want to go in the world, in the knowledge that there will normally be an inbound waiting to exchange with them. We therefore respond to the needs of our own students first and only seldom do we accept a student from DYEEOs abroad before we have one to send out in return, mainly because of the hosting issue.

We often receive requests directly from parents of foreign students either wanting an exchange or as visitors wanting accommodation. The requests typically come to the DYEEO via the RIBI or District website but they also come to clubs.

If any of these involve students who are the right age for an exchange the best response is for the DYEEO to send them a letter advising them of this with details of how to go about making a suitable application in their locality. Otherwise the District Secretary may put out the request on District Mailing with a disclaimer that any arrangement is private and not within Rotary and so all involved are doing so at their own risk.

Requests to RIBI from Rotary Districts Abroad.

Often Districts will receive direct requests or pleas for an exchange, most of them circulating to the whole of RIBI, however personal they may sound.

Is it a direct request or a general circular? Is the district certificated? Last year a general request came from an uncertified District in Morocco. *See CP1A: Non-Certified & Non-Participating Districts.* Is it an expression of interest or do they have a specific, already chosen, student whom they want to send to us?

Whatever the situation, while the request will normally reach all districts it will also reach the Multidistrict Chairman who will respond to persuasive emails on behalf of everyone.

Most of the requests will be for the Long Term programme although this will not actually be stated. A number of the requests will therefore be dismissed because of our visa problem. *(See L: Long Term Exchange Programme).*

However, increasingly districts approach our districts asking to do Short Term exchanges with RIBI. These approaches need to be treated with caution because while they use the same name as we use – Family to Family Exchange – the concept that they have in mind is usually different and does not fit well with the demands upon our high school age students. DYEEOs need to check before becoming involved that they are talking about the same thing.

Our STEP Family to Family Exchanges are well established across the northern hemisphere, being a pairing of like minded students, staying together during the summer holidays for approximately 3 + 3 weeks in each home in turn. *(See S: Short Term Exchange Programme)*

The alternative STEP pattern has the inbound student coming over possibly for several months, possibly doing some sort of independent activity such as a course. The outbound student in the exchange need not be particularly compatible with the inbound, and could be at school while the inbound student is pursuing his/her programme.

The DYEEO does not support this pattern. Our outbounds could not go abroad for so long while still at high school. Also while hosts are happy enough to welcome an exchange student during the holidays, having one to stay during term time could be regarded as a distraction.

The DYEO is the driving force for all Youth Exchange activity in the district. This table puts this activity into some sort of approximate order so that the DYEO knows what to expect to happen. This document should be read in conjunction with D8 which deals with the materials that the DYEO needs to handle for the more complex events.

JANUARY – JUNE	INDUCTION PERIOD FOR NEW DYEO
ACTIVITY	DYEO ACTION
DYEO appointed	New DYEO for next year joins the YE Team. Works with incumbent to gain familiarity with the programme.
Preparation for coming year:	Become familiar with the Manual.
MARCH	
Regional Assembly	You are 'Called' and attend
Outbound Orientation	Attend, assist; meet Outbound students, parents and Counsellors - and ROTEX.
APRIL	
RIBI Conference	Attend – assist with YE stand at House of Friendship
District Council (last of year)	Take inbound LTEP student to say goodbye to District.
MAY	
District Assembly	Give District Assembly Presentation
Certification Renewal Document & form sent from RI to DYEO and DGE	Both DYEO and DGE receive and sign Certification Renewal form and one remits completed form to RI.
DYEA Website Registration	Complete and return DYEO Registration form
School Visits Club Visits	A good time to make contact with schools and Clubs for visits in September/October.
MAY/JUNE	
RI Youth Exchange Pre- Convention	Not to be missed if already attending the RI Convention.
District Inbound Camp THINK AHEAD (if happening it will likely be in July or August – ON YOUR WATCH)	If this is happening become involved. Check that the students receive Inbound Orientation (Preparation Pack).
LTEP Rebound returns	Welcome back Rebound LTEP(s) – arranges Rebound Orientation.

JULY – DECEMBER

EXCHANGES GO LIVE NEW YEAR INTERVIEW & SELECTION

1 JULY	DYEO NOW IN OFFICE
Take control of the comings and goings of student activity in District	Gather all materials and renew stock.
New Exchanges & Camps begin	Inbound Orientation for STEP
District Inbound Camp	If happening be there, arrange Orientation when students arrive.
AUGUST	
1 AUGUST Website Registrations open Website activity – on going through to December and beyond	Slow trickle of ROIs begins to come from Coordinators. Speak to the student on phone. Find a sponsoring club.
LTEP Inbound arrives	Arrange with Counsellor and 1st Host Family to meet student at port of entry + someone from the Club. Arrange Inbound Orientation.
LTEP Outbound leaves	Send student Quarterly Report document and reminds him/her to remit each report by required dates.
EEMA Conference	Attend if you can.
SEPTEMBER	
District Council (first opportunity to take both students together).	Take new Inbound LTEP(to introduce) and Rebound LTEP (for a short report and to say thank you).
Mid September Reporting from all Rebounds	Set up Feedback event for students to share their experience and to write their reports. Organise and print out Certificates for Rebounds. Arrange for IPDG (possibly) to sign and present them.
1st LTEP Quarterly Report (due in 15 Sept)	Chase if necessary. Follow up any issues arising.
OCTOBER	
Good time to visit schools	Presentations to Schools etc.
Good time to visit Clubs which may be interviewing students	Presentations to Clubs.
District Conference	Whenever it is make sure that Youth Exchange is on show in the House of Friendship and try to obtain a slot in the programme for a presentation on stage.
Interview & Selection of Students	
Host Family Selection	Begin with STEP students.
WEBAPP	Give WEBAPP access to your accepted students to begin filling in the online application form.
NOVEMBER	
Mid-November DYEA AGM/Training Day Alcester	You will be 'Called' so please make it a priority to be there.
DECEMBER	
2nd LTEP Quarterly Report (due in 15 Dec)	Chase if necessary. Follow up any issues arising.
Camp Invitations begin to arrive	Read up about the Camps placement system.
31 DECEMBER EARLY BIRD ENTRY CLOSES	Nominate two students as Early Bird Camp applicants.
31 DECEMBER LTEP registrations close for next academic year.	LTEP Web page remains open and 'younger' students are encouraged to register for the year after next.

JANUARY – MARCH/APRIL

PLACEMENT PERIOD

JANUARY	
Flow of Camp Invitations becoming more established	Make sure that your students are receiving their mailings and taking action.
31 JANUARY Web Registrations page for C&T and STEP removed.	No further registrations other than transfer between programmes.
FEBRUARY	
3rd LTEP Quarterly Report (due in 28 Feb)	Chase if necessary. Follow up any issues arising.
MARCH	SEE D8: ACTION CHECKLIST FOR DYEOS
Regional Assembly	You are 'Called' and attend.
Counsellor Selection	Ensure that Clubs have the right documents.
Host Family Training	**Arrange Training session.
Counsellor Training	**Arrange Training session
Outbound Orientation	Organise Orientation Day. **Host and Counsellor Training for STEP can take place in the morning of Orientation Day.

APRIL – JUNE

PREPARATION FOR EXCHANGES

APRIL	
RIBI Conference	Attend – assist with YE stand at House of Friendship.
Inbound Orientation begins	Send out materials to Inbound STEP/LTEP students.
MAY	
District Assembly	Give Presentation
Certification Renewal Document & form sent from RI to DYE0 and DGE	Both DYE0 and DGE sign Certification Renewal form and one of them remits it to RI by closing date.
4th LTEP Quarterly Report (due in 31 May)	Chase if necessary. Follow up any issues arising.
RI Youth Exchange Pre- Convention	Not to be missed if already attending the RI Convention.
Rebound LTEP student returns	Arrange Rebound Orientation for LTEP student and parents

JUNE – LATE SEPTEMBER

EXCHANGES GO LIVE NEW YEAR INTERVIEW & SELECTION

JULY	
STEP/ Camps take place	Check with CYEOs & Counsellors that students have no problems.
AUGUST	
1 AUGUST Website Registrations open	
LTEP Outbound students leave	Check with CYEOs & Counsellors that students have no problems.
LTEP Inbound students arrive	Arrange with Counsellor and 1st Host Family to meet student at port of entry + someone from the Club
EEMA Conference	Attend if you can.
SEPTEMBER	
Reporting from all	Arrange Feedback Day.
Annual Return sent by RI	Complete the form and remits to RI

Although the DYEO is the one most actively engaged in the District Youth Exchange programme much of what is required involves a number of other people all of whom need to be directed by the DYEO to a variable extent. These include Club YEOs and interviewers, host families, counsellors and students, all of whom are recipients of a range of support materials which have been collated in the Manual for everyone's convenience.

Some of the documents need to be customised before being distributed. These will be in Word. This can mean anything from inserting specific contact information into a document or Powerpoint presentation to changing paragraphs to make a document more relevant to a district's situation (eg rural v urban). However, customising should not be so extensive as to remove the spirit of the original document. Pdf files are not meant to be customised.

The activities dealt with here cover:

Selection of Students

Student Orientation

Selection of Host Families and Counsellors

Host Families and Counsellor Training

Training is provided for DYEOs on all these important topics and the notes here serve to summarise the main points.

Each activity has a lead document for the DYEO and ancillary documents to be given to others.

Whether directly involved or not the CYEO needs to be kept aware of what is happening and much of the time should be encouraged to take over the responsibility for the task.

Student Selection

DYEO's lead document: OB3

Interviewers' documents: - Student Interview Support Pack - in two parts: OB3A and OB3B

Purpose: Materials give interviewers an idea of where to pitch their questions and enable them to answer questions from student and parents. They are then in a better position to judge whether the student is suitable for the programme or whether they suggest an alternative.

Host Family Selection

DYEO's lead document: IB3

Interviewers' document: IB3A and CP6 plus one of IB3C, IB3L, IB3S (programme specific Host Family Selection Pack).

Club sends the relevant Pack, which incorporates the Agreement for Working in Youth Exchange, to the successful Host family to sign and return to the DYEO. DYEO takes up references.

Note: For STEP the interviewer needs both Student and Host Selection materials on the same occasion.

Counsellor Selection

DYEO's lead document: IB2

Interviewers' document: IB2A and CP6 plus one of IB2C, IB2L, IB2S (programme specific Counsellor Selection Pack).

Club sends the relevant Pack, which incorporates the Agreement for Working in Youth Exchange, to the successful Counsellor to sign and return to the DYEO.

DYEO takes up references.

Outbound Student Orientation

DYEO's lead material: OB6 with OB6A Powerpoint with Print out - Retain the subject matter but customise as necessary.

Additional documents for the Event: OB6B, OB6C, CP7(O) and IF4(O) - print off, not to be customised.

CP7(O) needs to be completed by the students and their parents at the event.

OB6D – needs to be researched, completed and given to students.

Inbound Student Orientation

Materials are programme specific.

DYEO's lead document: C(I)10, L10, S10

DYEO customises and sends out:

Preparation Pack for Inbound Student – C(I)10A, L10A, S10A (before student leaves home)

The students will remit their signed forms from this Pack to the DYEO unless told otherwise.

Welcome Pack for Inbound Student – C(I)10B, L10B, S10B (when student arrives in district)

Host Family Training

Materials are programme specific.

DYEO's lead document: IB6+ one of C(I)9, L9, S9

DYEO sends:

Host Family material: The Host Family Preparation Pack C(I)9A, L9A, S9A plus a copy of the customised packs sent to Inbound Students for relevant programme

Counsellor Training

Materials are programme specific.

DYEO's lead document: IB6 + one of C(I)7, L7, S7

DYEO sends:

Counsellor material: The Counsellor Preparation Pack C(I)7A, L7A, S7A plus a copy of the customised packs sent to inbound Students for relevant programme