

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 onsite.
- 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.