

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