

In RIBI when we refer to STEP we mean Family to Family Exchanges where our student experiences what it is like to live as a member of a family in which there is another student who will hopefully have interests and a temperament compatible with those of ours.

The Exchange involves a paired arrangement where both students spend an equal amount of time - usually around 3 weeks each - in each other's home together in turn. The Exchange may be split across two school holiday periods but typically takes place over one summer with the students travelling together on the same flight from one home to the other. Usually students choose to exchange into a country in the northern hemisphere because of the similarity of the school calendar.

Typically this programme attracts students from year 11 (16+) and year 12 (17+) although some older year 10 students (15+) may also be interested if rather less easy to 'match'. Year 11 students have the best opportunity to fit in a period of six weeks. Early applicants may find that there are unforeseen obstacles to their committing a whole summer to such exchange and should be urged to make strenuous enquiries so that arrangements do not fall through. Duke of Edinburgh expeditions/ A Level or University summer courses come to mind particularly.

Most countries are ready from about December onwards to attempt a matching process and it is ideal to have the application forms ready to go as soon as possible before this. For information about different countries and their time scales see *'IN3 - Country Information'*

Applications from Abroad

Random Inbound Applications for STEP also come in from Districts and Multidistricts abroad to the Multidistrict STEP Coordinator and sometimes to individual DYEEOs. In the case of the latter these applications need to be forwarded to the Coordinator who can see all the RIBI STEP applications online and is in the position to know if we have a potential match for a particular Inbound student. This is essentially a reactive role which may produce a satisfactory outcome for some of our students. However, the main task of our Coordinator is to work proactively on behalf of our students by introducing them to colleagues abroad to countries of their choosing.

Variations in the Short Term Exchange model

There is an alternative model for STEP which many countries use (but not RIBI). Many countries, typically in the Southern hemisphere or Asia, arrange a cultural homestay experience often combined with some sort of educational course, for two students who will exchange with each other without having any intended connection (unlike our pairing arrangement). Students on this sort of exchange can be older than those whom RIBI sends out on STEP - ours are normally still of high school age - and the length of each leg of the exchange is often much longer than our three weeks. It will work where the summer holidays are longer than ours and particularly for exchanges between northern and southern hemispheres which have split exchanges. In RIBI split exchanges have not been popular as families do not want to host students in December/ January and the timing does not fit with our educational system.

When beginning a conversation about STEP with representatives of other countries it is advisable to check that you are both talking about the same model of STEP. While the model that we use works across most of the Northern hemisphere some of these countries also employ the other model as well.

For Registrations of Interest at the Website:

Receives & processes registrations.

Locates appropriate district & sends details to DYEO.

Ensures that DYEO knows what to do regarding the interview and selection process - if not offers immediate and on going support and monitors progress.

If a student applies directly to Club/District:

Responds to requests by DYEOs for assistance and requests that the student visit the website to complete a registration form.

The Application Form

Emails the accepted student with information as to how to access WEBAPP, the online application form, and attaches a letter requesting the administration fee, with details of how to pay. Emphasises to the student that both application form must be complete and the fee paid before placement will begin.

Liaises with the student, the DYEO and the Club YEO in producing a complete and fully signed form.

Works with the DYEO towards a suitable placement once the fee is paid and the application form is complete.

Applicants from Abroad:

Fields enquiries as appropriate.

Attempts to match students from abroad with RIBI students looking for exchanges.

Provides ongoing support to DYEOs where sought.

Statistics:

Collects details of effective exchanges from around RIBI.

ALL MEMBERS OF THE DISTRICT YE TEAM MUST HAVE ENHANCED DBS CHECKS.

The DYEO is the first point of contact in the District for any potential applicant who register his/her interest on the association website. Anyone interested in a placed on a STEP Family to Family exchange needs to be directed to the website youthexchange.org.uk where s/he can register her/his interest and be interviewed.

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 for the Student.
- Completion of the process for Selection of the Host Family for the Inbound student
- Completion of the Online Application Form. (*OS5: WEBAPP – The Online Application System in GB & Ireland.*)
- Placement of the Outbound Student
- Completion of the process for Selection of the Counsellor for the Inbound student
- Training Host Families and Counsellors
- Orientation - the Outbound Student
- Orientation and Welcome - the Inbound Student
- Reporting and Feedback

The specific tasks of the District Team are as follows:

- to find a suitable club for the applicant.
- 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 ensure that the procedure surrounding Host recruitment is completed by the Club and that all documentation is stored electronically. *See IB3: Host Family Selection – all programmes.* This includes DBS checks where not already done.
- to inform the student and the STEP Coordinator of the outcome of the interview NO LATER THAN 31 JANUARY (or else the student may not join the online application process).
- to personalise *OB3S: A STEP 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 STEP Coordinator on the Online Application Process.
- to work with the STEP Coordinator towards the placement of the outbound student. (*OB4: Student Placement – all programmes*)
- to work with the student to finalise arrangements for the Exchange, particularly to establish the timings.
- to ensure that the procedure surrounding Counsellor recruitment is completed by the Club and that all documentation is stored electronically. .See *IB2: Counsellor Selection – All Programmes* This includes DBS checks where not already done.
- to organise an Orientation event singly or jointly with other DYEEOs and work with the CYEO to ensure that the outbound student attends.(usually end March/ early April). (*OB6 Outbound Orientation*)
- to arranging training for Counsellor and Hosts. See *S9: Host Family Training for STEP* and *S7: Host Family Training For STEP*.
- to send a Welcome letter from District to the Inbound, together with *S10A: Preparation Pack for inbound STEP students*.
- to arrange Orientation for the Inbound student. See *S10: Orientation of the Inbound STEP Student*. on arrival into the district.
- to compile and customise *R4A: The inbound Student Records Folder*, and place it on Dropbox, giving access to the CYEO, Counsellor and Host Family.
- to deal with the completion and remission of the Guarantee form to the partner District and to Rotary International.
- 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

This exchange involves two students paired and staying together in each home, in turn, often back to back over 3 plus 3 weeks in the summer. Sometimes, exceptionally, the two phases may split over two school holiday periods.

Most students who apply for an exchange do so via Registrations of interest at the website youthexchange.org.uk

Clubs are notified about these registrations from the DYEO.

Students who express interest but have not registered at the website should be re-routed to do so in order to receive specialist assistance.

Preparation for the Exchange in connection with the Outbound Student

Interview & Selection of Outbound Student

The CYEO:

- arranges a home visit to the student and both parents, depending on the family situation.
- sets up and may be part of the interview panel of two members. (See *OB3A: The Student Interview Support Pack – all programmes*)
- interviews the Outbound student's parents as potential host parents for the inbound student. (Bear in mind that the potential host parents may not be the same couple as that supporting the student.) If this is favourable the CYEO proceeds with the requirement as set out in *IB3S: The Host Family Selection Pack for STEP* to register the parents as the Host Family.

WITHOUT DELAY arranges with the Club Safeguarding Officer for the Host Parents to undergo a DBS (Enhanced) Check for Rotary Youth Exchange Hosting/ Supervision (if they do not already hold a Certificate to that effect).

Connecting with the Successful Candidate

The CYEO:

- invites the student plus at least one parent to a Club meeting as soon as possible and before District Orientation Day (late March/early April)
- reinforces the requirement for the student and at least one parent* to attend Orientation Day. (*both if they will be host parents for the reciprocal Inbound)

Online Application & Placement Period

The CYEO

- informs the DYEO of the outcome of the interview so that the successful student can gain access to the online Application Form.

- registers to gain access to the Online Application form. Inserts the club information and arranges for the form to be signed. Supports the student in completing the Application Form, including assembling all the required additional documentation.
 - Selects a Counsellor for the inbound student as soon as exchange dates are known.
 - (*IB2S: Counsellor Selection Pack – STEP*)
 - WITHOUT DELAY arranges with the Club Safeguarding Officer for an enhanced DBS check for Youth Exchange for Counselling/Supervision for the Counsellor (if not already in place).
 - remits to the DYEO all documentation regarding the selection of Hosts and Counsellor.
 - arranges the completion of the Guarantee Form for the **INBOUND** student. This is part of the Application form which is sent from the student's sponsor district to the DYEO. On completion this is returned to the DYEO who remits it electronically.
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Orientation & Preparation

The CYEO

- attends Orientation Day (or sends a deputy) and encourages the Club President Elect to attend. This is vital because of the issues raised which will assist the Inbound student as well as the Outbound.
 - supports the Outbound student, alongside the District STEP Specialist with any concerns arising from the preparation for the exchange.
 - This student will be an Ambassador for the Club so will need to be given information about the Club and its projects for presentations abroad.
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When the Inbound Student arrives:

The CYEO

- arranges with the Counsellor and the family that both students will attend the club together with a parent and that on that occasion the Inbound student will give a short presentation about him/herself.
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When the Exchange is over:

THE CYEO

- attends Feedback Day when all returning students give their report to District.
- invites the student to the club to give a presentation on his/her Exchange experience.
- keeps in touch with the student, encouraging his/her connection with the Club and his/her involvement with Rotary projects not only connected with Youth.
- encourages the student to be an active member of ROTEX.

This exchange involves the pairing of our Outbound student with a student of similar age and disposition from abroad typically for about six weeks during the long summer holiday. One student travels to the home of the other, where they stay together for three weeks, then travel together to spend three weeks together in the other home.

PREPARATION FOR BOTH OUTBOUND AND INBOUND STUDENTS

REGISTRATION / INTERVIEW / SELECTION

1	<p>However the potential applicant is found he/she must visit the website www.youthexchange.org.uk to register interest in STEP as applications may be made online only.</p> <p>The Registration of Interest data is passed by the STEP Coordinator to the appropriate DYEO who then contacts the club.</p>	<p>Website STEP Coordinator DYEO</p>
2	<p>The Outbound candidate is interviewed by two Rotarians at home with both parents if available. In addition the home needs to be assessed for suitability for an Inbound STEP student.</p> <p>(See <i>OB3: Student Selection – All Programmes</i>. Download <i>OB3A: The Student Interview Support Pack</i> and distribute to interviewers.)</p>	<p>CYEO & DYEO or Club Member</p>
3	<p>On the same occasion (if possible – see ** below) the panel interviews the student's parents** as potential host family for an Inbound Student. The CYEO deals with all the paperwork and necessary signatures and follows up references (see <i>IB3: Host Family Selection – All Programmes</i>);</p> <p>** The 'parents' who are assessed for hosting may not both be the 'parents' who give permission for the student to go on exchange.</p>	<p>CYEO</p>

ONLINE APPLICATION

4	<p>The Club Interviewer reports back to the Club. The Club decides and informs the DYEO who informs STEP Coordinator (no later than 31 January) and sends the successful student the e-booklet <i>OB3S: A STEP Applicant's Guide to Rotary Youth Exchange</i>.</p> <p>The STEP Coordinator writes to the student to request the admin fee. The DYEO enables the student and the CYEO to gain access to the online application form (AF). DYEO ensures smooth completion of the AF by student and Club.</p> <p>(see <i>OS5: WEBAPP – The Online Application System in GB & Ireland</i>)</p>	<p>CYEO DYEO Coordinator</p>
5	<p>The Club's decision also confirms the parents as the Host family for the Inbound. The CYEO IMMEDIATELY ARRANGES DBS SCREENING for the Host family (if a relevant certificate is not already held and checked).</p> <p>See <i>CP5: Screening Adult for Youth Exchange</i> and <i>IB8: Dealing with the DBS Application Form</i>.</p>	<p>CYEO DYEO</p>
6	<p>The CYEO needs to identify a potential Counsellor for the Inbound student NOW – the final decision being dependent upon the dates that the inbound student will be in the district. See <i>IB2: Counsellor Selection – All Programmes</i>.</p>	<p>CYEO</p>

7	Once the Signature page has complete student, Club and District data the CYEO takes it back to the student to witness student's & parents' signatures. Rotarian witness takes away the signed copies and passes everything to the President and CYEO (or Secretary) for their signatures. CYEO then posts the hard copy (recorded delivery) to the DYEO. DYEO signs and scans and uploads the Signature page. DO NOT LET THIS PROCESS DRAG ON!	CYEO DYEO
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PLACEMENT PERIOD

8	The CYEO ensures that the Club invites the student and parents to a meeting or a club event as soon as possible.	CYEO
9	The STEP Coordinator networks to achieve a potential exchange partner – with or without input from the Club or District over contacts – and passes on the DYEO the resulting AF. The DYEO who works with the student and the family until a successful match is achieved. Procedure is set out clearly in <i>OB4: Student Placement – All Programmes</i> . and <i>OB5: Dealing with the Application Form and the Guarantee Form</i> . CYEO supports the student and family to arrange the order and dates of the two parts of the exchange. The two students and the families are in constant contact from now onwards	STEP Coord DYEO CYEO
10	IMMEDIATELY THAT THE DATES ARE KNOWN The CYEO can now select the Counsellor for the Inbound Student and arrange for DBS screening (if a relevant certificate is not already held). See table 5 above for references. THIS SHOULD BE TREATED WITH URGENCY	CYEO & DSO
11	As soon as the Counsellor is selected the DYEO works with the CYEO to complete the Inbound Student's GF and remit copies to the Sending District and also to RI.	CYEO DYEO

ORIENTATION, TRAINING & PREPARATION FOR EXCHANGE

12	ORIENTATION DAY - usually end of March/ beginning of April This is a DISTRICT EVENT - obligatory attendance by all outbound students & parents (for student not yet 18) CYEO, Club President and other interested Rotarians / ROTEX also attend. See <i>OB6: Outbound Orientation</i>	District YE Team
13	DYEO customises and sends to the Inbound student <i>S10A: The Preparation Pack for Inbound STEP Students</i> .	DYEO
14	The DYEO provides Training for the Counsellor (<i>see S7: Counsellor Training for STEP</i>) and for the Host Family (<i>see S9: Host Family Training for STEP</i>)	DYEO
15	The DYEO sets up and compiles the Student Records Folder for both students and makes them available on Drobbox as follows: to the CYEO, the Counsellor and the Host family for the Inbound, and to the CYEO for the Outbound . See <i>R3: Records Folder for Outbound Students</i> and <i>R4: Records Folder for Inbound Students</i> .	DYEO

16	The Counsellor contacts the Inbound student and the host family, following the guidelines set out for Counsellors.	Counsellor
17	The Counsellor checks that the Insurance policy of the inbound student fits RI criteria – if not refers it back for the DYEO to deal with it. (See <i>IF5: Travel Insurance for Students</i>)	Counsellor
18	CYEO supports Outbound student and family over travel arrangements/visas and checks that the Insurance policy fits RI criteria (given to them in <i>OB3S</i>) – if not the CYEO refers it back for the DYEO to deal with it..	CYEO DYEO
19	The Counsellor checks with the Inbound student and his/her family just before the student leaves home that there are no medical issues which have arisen recently or which have not been disclosed. Reports any changes to the CYEO, the DYEO and the host family and upload a note in the Inbound Student Records Folder.	Counsellor

THE INBOUND STUDENT'S EXCHANGE

20	The Counsellor joins the Host family in meeting the student on arrival into the district, or if not possible arranges for someone from the club to do so instead and then visits the student at home as soon as possible. The Counsellor then monitors the Exchange.	Counsellor
21	DYEO arranges Inbound Orientation as soon as the student arrives into District. See <i>S10B: The Welcome Pack for Inbound STEP Students</i> .	DYEO
22	CYEO liaises with Counsellor to ensure that both students attends the club with a parent and the Inbound gives a presentation. The DYEO attends - CYEO informs the DYEO of the date.	CYEO DYEO

THE RETURN OF THE OUTBOUND STUDENT

23	FEEDBACK DAY - usually mid September. This is a DISTRICT EVENT - attended by all returning students. CYEO, Club President and other Rotarians/ROTEX may also attend. Returning students give a short presentation about their exchange as well as completing a written Report for District. <i>OB8R(S): Post Exchange Report & Evaluation Form (STEP)</i>	District YE Team
24	CYEO invites the student to the club to give a presentation on his/her Exchange. Parents are invited. CYEO maintains contact with the student to encourage participation in projects.	CYEO
25	Student is now ROTEX and is encouraged to continue to network with others and support Rotary activities.	Club DYEO