
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