

This purpose of this document is to help Counsellors understand how they can fulfill their role, and to make sense of the information which they will receive.

This information will be provided in electronic form in a Dropbox Folder which is shared with the Counsellor. It covers three areas:

### 1. Materials relevant to the role of Counsellor:

#### **S7A. The Counsellor's Preparation Pack for STEP (Family to Family):** ([downloadable from here](#))

- Jargon & Abbreviations in Youth Exchange
- Overview of Youth Exchange for Counsellors & Host Families
- The Role of the Counsellor for STEP
- Record of Concern – for Hosts, Counsellors etc.

### 2. Copies of Orientation Materials sent by the DYEO to the Inbound student (for Counsellor information and action where indicated below:

#### **S10A. Preparation Pack for Inbound STEP Students** (sent before the student leaves home):

- Preparation & What to Bring - Advice for Inbound STEP Students
- \*\* Rules & Behaviour Guidelines for Inbound STEP Students
- \*\*Permission to Travel within RIBI
- \*\*Photography & Video Consent Form
- Insurance for Inbound Students
- Travel Insurance for Students

#### **S10B. Welcome Pack for Inbound STEP Students** (given to the student when they arrive):

- Emergency Contact Information
- Contacts list
- Rotary information
- Advice for Inbound STEP students
- Coping with Culture Shock
- Student Incident Report

### 3. Material destined for Retention and Storage

#### **R4A. The Inbound Student Records Folder**

Collects all the documentation relating to the student, including the application form and anything medical etc for reference and is stored indefinitely after the Exchange.

Students will return the documents marked \*\*signed by themselves and their parents. Counsellors are asked to chase and upload them into the student's Records Folder.