

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

This information will be provided by the DYEO in electronic form in a Dropbox Folder to be shared with the Host parents. It covers three areas:

1. Materials relevant to the role of Host Family:

S9A. The Host Family 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 Host Family for STEP
- Interactive First Night Questions
- Record of Concern – for Hosts, Counsellors etc.

2. Copies of Orientation Materials sent by the DYEO to the Inbound Student (for Host Information only):

(i) 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

(** indicates documents which the student & parents are required to sign and return.)

(ii) 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. Materials relevant to the student for Host Family information, to which Hosts may add.

R4A. The Inbound Student Records Folder

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