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This Exchange involves the club's chosen outbound student and an inbound for the host district, each on exchange for a whole school year. Both exchanges may take place at the same time or they may be a year apart.

In order to work effectively and to be beneficial to all concerned the process relies on the input of a number of club members, not just the CYEO who is leading it. There also needs to be an appreciation that the commitment spans two years, arguably three (before, during and after the Exchange), with different Presidential teams. While it is the current President who deals mostly with the outbound student and signs the forms it is the President Elect who will be in office when the club is actively involved with the inbound student. It is in this second year that the financial commitment will be put into action. Furthermore, since for many LTEP students this is the start of an enduring Rotary journey it is important the Club nurture and encourage the returned student. This is the challenge for the next Presidential team.

Others who play an active part are the Treasurer, Secretary, Club Safeguarding Officer and the Counsellor, who is normally a member of the Club. However, it is hoped that all club members will be encouraged to engage with the Inbound student and play a part in his/her development in a very special year.

### 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, including, if possible, a member of the District team.  
(See *OB3A: The Student Interview Support Pack – all Programmes*).

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### Connecting with the Successful Candidate

##### The CYEO:

- invites the outbound student plus at least one parent to the Club as soon as possible and before District Orientation Day (end 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)
  - ensures that the student checks the expiry date of his/her passport. If there will not be at least six months remaining after the end of the Exchange the student will need to apply urgently for a new one.
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## Application Form & Placement Period

### The CYEO

- informs the DYEO of the outcome of the interview so that the successful student can gain access to the interactive pdf Application Form.
  - Arranges for the form to be signed. Supports the student in completing the Application Form where necessary.
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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 LTEP 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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## On the return of the Outbound student (one year later)

### The CYEO

- welcomes the student back home
  - 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 projects not only connected with Youth.
  - encourages the student to be an active member of ROTEX.
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## Preparation for the Exchange in connection with the Inbound Student

The following assumes that the Inbound student will 'cross over' with the Outbound student. Otherwise everything still applies only with rather less urgency.

### AS SOON AS THE OUTBOUND STUDENT HAS BEEN ACCEPTED AT INTERVIEW:

#### The CYEO:

- works with the DYEO and the Outbound student to identify and select potential Host Families for the reciprocal Inbound student. (*IB3L: The Host Family Selection Pack for LTEP*) and deals with the documentation.
- identifies potential Counsellors for the Inbound student (selection depends upon the gender of the student). (*IB2L: The Counsellor Selection Pack for LTEP*). **As soon as the inbound student's exchange is confirmed, the CYEO appoints the Counsellor and deals with the documentation relating to the selection process.**

- remits to the DYEO for storage all the documentation involved in the selection process of the Hosts and the Counsellor.
  - WITHOUT DELAY arranges with the Club Safeguarding Officer (CSO) for at least the first Host Family for the Inbound to undergo a DBS (Enhanced) Check (if not already in place).
  - WITHOUT DELAY arranges with the CSO for an enhanced DBS check for 'Youth Exchange for Counselling/Supervision' for the Counsellor and any other adult care giver in the household, (if not already in place.)
  - invites and encourages the Counsellor to attend Orientation Day.
  - liaises with the District team and the Counsellor to arrange a school place for the Inbound student.
  - works with the family and school of the Outbound student and the District YE team to find two more host families for the Inbound student. Once identified the CYEO arranges for the adults in the family to be DBS checked in plenty of time before the student will live with them.
  - receives '*L10A - Host Family Preparation Pack for LTEP*' from the DYEO and sends it to the Host families.
  - arranges the completion of the Guarantee Form for the Inbound student. This is part of the Application form which is sent from the Inbound student's district to your DYEO. On completion this is returned to the DYEO who posts it back to the Inbound's district.
  - liaises with the Counsellor over the preparation for the arrival of the inbound student.
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### During the Inbound Student's stay:

#### The CYEO :

- works with the Counsellor to ensure that their student is registered at school and arrange with the host parents to buy any uniform if required (this is a cost to the parents not the club).
- Ensures that the whole club accepts the student as belonging to the whole club and that all members take on together the task of inviting him/her out and working through the student's Wish List. This expectation needs to be made clear at the very beginning of the process.
- proposes to Club Council that the student be made an Honorary member of the club for that year, as is very common in the case of Inbound Long Term Students .
- liaises with the Counsellor on all aspects of the student's exchange, in particular, works with Counsellor to ensure that the inbound student attends all club meetings and social events and is taken out on special occasions, receives Christmas and birthday presents – from the club etc.
- Liaises with the Counsellor & DYEO in the case of any concerns about the student's conduct or behaviour.
- Arranges with the Speaker Secretary for the student to give a presentation to the club.
- Arranges for the student to attend District Conference - and also the RIBI Conference if possible. (District pays for bed and half board. YE students register but there is no fee).
- Ensures that the student becomes involved in Rotary projects.