

This Exchange involves students living abroad for a school year and attending school. Typically the Outbound student is selected first by a club and this results in that Sending club receiving an inbound student from the club which hosts him/her. The two exchanges may happen simultaneously or one year after the other according to circumstances.

DEALING WITH THE OUTBOUND APPLICANT

REGISTRATION / INTERVIEW / SELECTION

1	<p>However the potential applicant is found he/she must visit the website youthexchange.org.uk to register interest in LTEP as applications may be made online only.</p> <p>The Registration of Interest data is passed by the LTEP Coordinator to the appropriate DYEO who then contacts the club.</p>	<p>Website</p> <p>LTEP Coordinator DYEO</p>
2	<p>The Outbound candidate is interviewed by two Rotarians, preferably including one from the District YE team, at home with both parents if available. (see OB3: Student Selection – All Programmes, and download OB3A: The Student Interview Support Pack and distribute to interviewers.)</p> <p>The issue of Host Families needs to be raised with the Outbound's family and the student at interview – for the first Host Family in particular.</p>	<p>CYEO & DYEO or Club Member</p>

ONLINE APPLICATION

3	<p>The Club Interviewer reports back to the Club. The Club decides and informs the DYEO who inform the LTEP Coordinator and sends the successful student the e-booklet OB3L: An LTEP Applicant's Guide to Rotary Youth Exchange. The DYEO enables the student and the CYEO to gain access to the interactive pdf application form (AF).</p> <p>The LTEP Coordinator writes to the student to request the admin fee. DYEO ensures smooth completion of the AF by student and Club. (see OB5B: Guide for Completing the LTEP Application Form).</p>	<p>CYEO</p> <p>DYEO</p> <p>Coordinator</p>
4	<p>The DYEO/CYEO should be considering the options as to potential schools for the Inbound student.</p>	<p>DYEO</p> <p>CYEO</p>
5	<p>AT THIS POINT THE CYEO NEEDS TO GET THE OUTBOUND STUDENT TO CHECK HIS/HER PASSPORT EXPIRY DATE. IT NEEDS TO HAVE SIX MONTHS AFTER THE END OF THE EXCHANGE. IF NOT, THEY MUST APPLY FOR A NEW ONE.</p>	<p>CYEO</p>
6	<p>The CYEO needs to identify a potential Counsellor for the Inbound student NOW – the final decision being dependent upon the as yet unknown student's gender. See IB2: Counsellor Selection – All Programmes.</p>	<p>CYEO</p>
7	<p>The CYEO – possibly with the assistance of the DYEO - needs to identify and select at least the First Host family. See IB3: Host Family Selection - All</p>	<p>CYEO</p> <p>DYEO</p>

	<p><i>Programmes.</i></p> <p>The CYEO arranges DBS screening for Host families as soon as appointed (if a relevant certificate is not already held and checked).</p> <p>See <i>CP5: Screening Adults for Youth Exchange</i> and <i>IB9: Dealing with the DBS Application Form.</i></p>	
8	<p>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.</p> <p>DO NOT LET THIS PROCESS DRAG ON!</p>	<p>CYEO</p> <p>DYEO</p>

PLACEMENT PERIOD

9	<p>The CYEO will ensure that the Club invites the student and parents to a meeting or an event as soon as possible.</p>	CYEO
10**	<p>The LTEP Coordinator networks to place the Outbound student based on the student's preferred destination within the limits of visa restrictions on Inbounds; possibly assisted by Club or DYEO contacts. Sends the student's AF to that district for approval.</p> <p>When a placement is found the Receiving district will complete and remit the GF to the LTEP Coordinator who sends it to the DYEO and on to the CYEO for the student.</p> <p>(see <i>OB4: Student Placement – All Programmes</i> and <i>OB5: Dealing with the Application Form and the Guarantee Form</i>).</p>	LTEP Coordinator

ORIENTATION & PREPARATION FOR EXCHANGE

11	<p>ORIENTATION DAY - usually end of March/ beginning of April</p> <p>This is a DISTRICT EVENT - obligatory attendance by all outbound students & parents (for student not yet 18)</p> <p>CYEO, Club President and other interested Rotarians / ROTEX also attend.</p> <p>(See <i>OB6: Outbound Orientation</i>)</p>	District YE Team
12	<p>The CYEO supports students and family over travel arrangements/visas and checks that the insurance policy fits RI criteria (given to them in <i>OB3L</i>) – if not the CYEO refers it back for the DYEO to deal with it.</p>	CYEO DYEO
13	<p>The DYEO sets up and compiles <i>R3A:Outbound Student Records Folder</i> and makes it available on Dropbox to the CYEO, See <i>R3: Records Folder for Outbound Students</i>.</p>	DYEO

THE OUTBOUND STUDENT'S EXCHANGE

14	<p>The DYEO requests a sequence of four reports from the Outbound student spread across the year. (See <i>OB8 – Reporting & Feedback</i> and download <i>OB9R: LTEP Student's Quarterly Reports to Sponsoring District</i>.)</p> <p>At the end of the Exchange the DYEO sends the student the Student's Survey (to be found on EEMA website –www.eema.eu.com).</p>	District YE Team
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ON THE RETURN OF THE OUTBOUND STUDENT

15	<p style="text-align: center;">FEEDBACK DAY - usually mid September.</p> <p>This is a DISTRICT EVENT - attended by all returning students. CYEO, Club President and other Rotarians/ROTEX also attend. Returning students give a short presentation about their exchange as well as compiling a written Report for District (<i>OB8RL: Post Exchange Report & Evaluation Form (LTEP)</i>)</p>	District YE Team
16	The CYEO invites the student to the club to give a presentation on his/her Exchange. Parents are invited. The CYEO maintains contact with the student to encourage participation in projects.	CYEO
17	The Student is now ROTEX and is encouraged to continue to network with others and support Rotary activities.	Clubs DYEO

DEALING WITH THE INBOUND STUDENT

The following sequence may run concurrently, before or after the above. For concurrent exchanges (the most usual) this section follows table 10 above **

18	The Receiving district sends the LTEP Coordinator the AF of the potential Inbound student and this is passed via the DYEO to the CYEO for the Club for approval – the LTEP Coordinator confirms acceptance.	LTEP Coord DYEO CYEO
19	<p style="text-align: center;">IMMEDIATELY THAT THE INBOUND IS IDENTIFIED</p> <p>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 6 above for references.</p> <p style="text-align: center;">THIS SHOULD BE TREATED WITH URGENCY</p>	CYEO
20	The DYEO/CYEO secure a school place for the Inbound student.	DYEO/CYEO
21	The DYEO is now able to work with the CYEO to complete the Inbound Student's GF and remit copies to the Sending District and also to RI.	CYEO DYEO
22	The DYEO customises and sends to the Inbound student <i>L10A: The Preparation Pack for the Inbound LTEP Student</i> .	DYEO
23	The DYEO provides Training for the Counsellor (<i>see L7: Counsellor Training for LTEP</i>) and for the Host Family (<i>see L19: Host Family Training for LTEP</i>)	DYEO
24	The DYEO sets up and compiles the Inbound Student Records Folder and makes it available on Dropbox to the CYEO, the Counsellor and the Host. See <i>R4: Records Folder for Inbound Students</i> .	DYEO
25	The Counsellor contacts the Inbound student and the first Host Family, following the guidelines set out for Counsellors.	Counsellor
26	The first Host Family introduce themselves to the Inbound student and begin an on going familiarisation process.	Host Family
27	The Counsellor checks the insurance policy of the Inbound student fits the RI criteria – if not refers it back for the DYEO to deal with it.	Counsellor DYEO

	See <i>IF5: Travel Insurance for Students</i>).	
28	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 uploads a note in the Inbound Student Records Folder.	Counsellor

THE INBOUND STUDENTS' EXCHANGE

29	The Counsellor joins the DYEO and 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 to meet the student on a regular basis.	Counsellor DYEO
30	The DYEO arranges Inbound Orientation as soon as the student arrives into District. See <i>L10: Orientation for the Inbound LTEP Student</i> .	DYEO
31	The Counsellor settles the student into school and monitors the Exchange from both a school and a personal viewpoint.	Counsellor
32	The Counsellor works with the CYEO to ensure that the Inbound student attends the club weekly and takes as full a part as possible in the life of the club. The CYEO arranges for the student to gives a presentation on one evening and invites the DYEO.	Counsellor CYEO DYEO
33	The DYEO arranges for the student to attend District Council, Assembly and Conference, also the RIBI Conference where practicable.	DYEO