



## OB1.Youth Exchange Presentation to Students & Parents



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Presentations to Schools and Youth Groups can substantially raise awareness of Youth Exchange in the community and the presence of parents will often help to boost the programme considerably.

How this is achieved depends upon the nature of the school or group and of the connection which Rotary already has with it.

The attached PowerPoint presentation (*OB1A: A Powerpoint Presentation for Schools (an example)*) is an example of best practice and has been used as the basis of presentations by a number of DYEEOs around the country. It may be downloaded here and customised for individual circumstances. With it is a hand-out (*OB1B: D1130 Print-out of Schools Ppt Presentation*), also downloadable here, with the salient points on it for the student to take home and show parents.

### Choosing your audience

Some have had success with fifteen minutes assemblies of an entire cohort of 200. This could be dramatically effective with the right mix of students, in, say, a selective school although achieving this mix is problematic.

Others prefer to speak to smaller groups of students after school. The Gifted and Talented group (the top 10% of any year group) is used to having additional after-school sessions for enrichment and usually contain most of the students who have the qualities which Rotary is looking for to be good Ambassadors. G&T Coordinators are always looking for topics for their programme and are accustomed to sending out letters of invitation home to students and to parents. Parents usually respond positively and it is possible to run, say, an hour-long session straight after school, which would allow for a PowerPoint presentation and a question and answer session. The merit of this is that everyone has chosen to be there and may even be half-way persuaded beforehand.

Another possibility, maybe when the link with the school is more established, is to secure a slot at a parents' evening.

Years 11 is the best target year to begin with but Year 12 is also worth speaking to, and the sooner year 10 hear the message the quicker they will be to respond next year. However, try to resist being offered only year 10 on the pretext that they are not under so much pressure as the other years. Most of the exchanges/camps are aimed at 16/17 year olds.

If there are any ROTEX at the school it is a good idea to get them to help with the presentation and add something about their experience. This not only sets up role models but also gives a focus for the students to ask the questions later that they would not ask an adult.

### Speaking to the Family of Rotary

Interact Clubs and Rotaract Clubs are also worth visiting to give short presentations. Apart from some of their members being potential YE students others may be potential host families.

See \_\_\_\_\_

When a DYEO receives a Registration of Interest (ROI) the course of action is to contact the student in the first instance and then a potential sponsor club.

### Contacting the Student

A DYEO receiving a ROI should contact the student straight away. The email below is a suggestion which DYEOS could adopt. It is very important to let the student know that their registration has reached the right person to help them and to say what will happen next.

Dear .....

Thank you for your interest in Rotary Youth Exchange.

I will try to telephone you over the next few days and then will contact your local Rotary Club. We will then arrange to visit you at home with both your parents (where this is possible). This could take up to an hour and a half in the evening or at a weekend and needs to happen soon. Please consult with your parents and be able to suggest times and dates which would work for you (or not). The visit will be to make sure that everyone knows about the programme which you are interested in and that you are going for an exchange which is right for you. The Rotary club will then decide whether or not to accept you as their Exchange student.

You might like to visit our websites for information about what Rotary does:

[www.rotary.org](http://www.rotary.org) for Rotary International (our Headquarters based in USA)

[www.rotarygbi.org](http://www.rotarygbi.org) for Rotary International in Great Britain & Ireland (RIBI)

(and your own district website).

I look forward to speaking to you soon. My contact phone numbers are.....in case I appear not be able to reach you.

Kind Regards

Follow up as soon as possible with a phone call as even a short conversation can be very informative. Sometimes it takes seconds for you to form the impression as to whether or not the student is likely to be a viable candidate. Before you do so, though, be sure to read *Non-Certified & Non-Participating Districts*. (See *CP1. Certification & Recertification for Youth Exchange*). It is vital to know with which countries we may not exchange and why.

Most students make a choice of programme at the website and send one ROI. It is worth testing this choice during the phone call, and there may be other choices to consider too because some students send ROIs for more than one programme.

Every time students registers at the website they are given a registration number which they will need to access the application form if they are accepted by a club. As the system does not automatically flag up or cross reference multiple ROIs it is important for DYEOS to establish if this is the case and which registration number will be used, then inform the Coordinator for that programme so that s/he can delete any surplus numbers.

As well as saving the effort of unnecessary tracking this also prevents students becoming multiple entries in the statistics.

Obvious anomalies such as age will already have been picked up – the rest are in the hands of the DYEO.

The phone call is also your opportunity to gather any information which they have not given – such as any missing landline numbers, parent's mobile, Facebook address (many student do not respond to emails as they communicate on Facebook). Communicating with adults is not what they normally do and getting them to do so can lead to frustration. We need to meet them where they are if the admin process stands any chance at all.

Some parents insist on being the intermediary and the email address and the mobile number given in the ROI will be that of the parent. While there is good reason to keep them copied in, parents should not be the DYEO's main point of contact and some parents need this tactfully to be pointed out. DYEOs are dealing with young people who need to convince us that they will cope away from home and parents need to allow this to happen.

## Contacting a Club

It may be that the location gives you very little choice in terms of the club to approach but where there is more than one possibility go for the nearest one that is likely to agree. When in doubt ask the local Assistant Governor for local knowledge. S/he should also be able to help to persuade a club that is wavering.

Always phone a Rotary club first unless the club has done Youth Exchange before and you know that you will receive a positive reception. If you do not know the members it is impossible to gauge how much information they would need you to send in an email and it is very easy to put people off by writing too much or too little. A well judged phone call can put you in control of the situation. It will be obvious very quickly how much they know about Youth Exchange, how positive they are or how uncertain and then you will be in a position to counter any negatives.

When in doubt contact the President Elect and sell the exchange as a worthwhile project which will come to fruition in his/her year. He will now be informed and more likely to support it and with luck it will not take a Council meeting to decide if the club can proceed. From this you should be able to find one or two member(s) to visit the student at home (this could include the Youth Service Chair but does not necessarily have to – and preferably not, as our busiest times coincide). You need the times and dates when they could do the visit so that you can make arrangements with the student. Encourage as short a timescale as possible, particularly if the student is interested in going on a Camp as his/her name will not be placed on the mailing list until accepted by a club. The DYEO is usually involved in interviews for students interested in the LTEP.

## The Interview

See *OB3: Student Selection and Beyond - All Programmes* for information about all aspects of the interview, with references to materials which DYEOs need to pass on to assist interviewers. This document also takes the successful interviewee on to the next stage.

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This document deals with the process of Interviewing/Selection and what the DYEO needs to do to move the successful interviewee on to the next stage.

### Student Interview and Selection

The most common questions which Rotarians ask when about to set off to interview a student for Youth Exchange are 'What are we looking for' and 'What do I say if they ask me something to which I do not have an answer?'

The materials in *OB3A: Student Interview Support Pack - the Interview and the Student* ([download here](#)) and *OB3B: Student Interview Support Pack – Essential Background Information for the Interviewer* ([downloadable here](#)) are compiled to assist interviewers as they prepare for the student's Home Visit, as well as information which they will need during the interview itself.

The pack needs to be made available to interviewers in whatever form is convenient prior to the interview. In particular interviewers should leave copies of **CP9A** or **CP9B** (as applicable) with students and families after the interview so that they can read it before signing the application form.

The Student Interview Support Pack is in two sections:

**OB3A: The Interview and the Student:** Outcomes of the Home Visit  
Selecting Student – What are we looking for?  
Student interview Checklist for any Exchange Programme  
Interviewing - Be Prepared for Questions

**OB3B: Essential Background Information for Interviewers:**

*An Interviewer's Guide to Exchange Programmes*

*CP9A/9B: Rules and Conditions of All Programmes*

*IF1: Cost of Exchange Programmes to District, Clubs and Students*

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### Interviewing STEP Candidates ( see also **\*\*below**)

The parents of potential STEP students need to be interviewed for hosting on the same occasion as the student interview, if possible, as a decision to go ahead will only be possible if both student and parents are suitable.

Be aware, however, that the 'parents' who are at an interview for the benefit of the student may not be family who would be hosting the inbound student – maybe a step parent is involved. It might not be possible in these circumstances to conduct both interviews at the same time.

It is not a foregone conclusion that parents of potential outbound STEP students are suitable to host. Additionally the house will be under scrutiny and you should ask to see where an inbound student would sleep.

If you would not be happy for your child or grandchild to be hosted by the family or you have any doubts, whether it be welfare, safety or other concerns, the application must be turned down.

Interviewers of potential STEP parents need to be given access to the following:

See *IB3: Host Family Selection – all programmes*, more general information and in particular *IB3S: The Host Family Selection Pack for STEP* which meet the needs of anyone interviewing STEP students. Both are downloadable.

**\*\*Be aware that interviewers of registrants for Camps who are of high school age could switch their interest to STEP during interview. It is therefore necessary to ensure that all interviewers have access to the materials concerned with interviewing parents.**

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## The Successful Interviewee – the Next Stage

### After the Interview

It is very important that the club should decide as quickly as possible about whether or not to accept a student. The fact that the club is engaging in the interview process should indicate a willingness in principle to accept a suitable candidate but the DYEO may need to bring heavy persuasion to bear to curtail 'due process' so that the next stage can commence.

As soon as they know the result of a students' club interview the DYEO informs the student and the relevant Coordinator and then updates the status of the student to ACCEPTED/REJECTED/WITHDRAWN.

The DYEO then customises and sends the student the relevant booklet –

*OB3C: An Outbound C&T Applicant's Guide to Rotary Youth Exchange ([downloadable here](#))*

*OB3L: An Outbound LTEP Applicant's Guide to Rotary Youth Exchange ([downloadable here](#))*

*OB3S: An ~Outbound STEP Applicant's Guide to Rotary Youth Exchange ([downloadable here](#)).*

The booklet gives the student access to the application form, among other important information for the student, as listed below The DYEO needs to emphasise the need to read it.

- The Application Process and the Administration Fee
- Placement - how it works for the relevant programme
- Orientation
- Insurance for Outbound Students

The Programme Coordinator also communicates with the successful student, issuing the letter requesting the administration fee. Once payment has been received the student's online status is changed to PAID.

In their communications with the student both DYEO and the Coordinator emphasise the fact that Placement (or being put on the Camps mailing list) will only begin once the Coordinator receives a fully completed application form and has confirmation that the fee has been paid.

For further details on the Application process see *OS5: WEBAPP– the Online Application System in GB & Ireland.*

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Before the placement process can begin a student's administration fee must have been received and their application form must be complete and with the relevant Multidistrict Coordinator.

In order to enable our students to produce their forms in good time the Registrations of Interest pages of the website are closed FOR ALL PROGRAMMES on 31st December for exchanges for the coming summer and students will not be accepted on to the online application process after 31<sup>st</sup> January (for STEP and Camps). Even these dates leave little time for the selection and application process, which makes a successful placement uncertain. These dates are subject to annual review.

### The Timing of Placements

For LTEP a student may be placed very early in the academic year prior to the exchange. This is desirable because of all the preparation which is needed and not only that, the student then knows how things stand in relation to where the next year's schooling will take place. Overseas colleagues close down relatively early in the Spring and move on to preparing their Outbounds for their exchanges. It then becomes impossible to accommodate latecomers however worthy. Because the programme here is so small and random it is not possible to pre-arrange quotas with other countries as is common around the world.

STEP placements can begin from late autumn, especially with the Far East, but most take place between January and March. Realistically, with references to follow up and DBS checks for the parents of the Outbound student for their roles as host parents for the Inbound student the sooner the placement takes place the better. This also enables the Club to identify a Counsellor who will be available when the Inbound student is in the country.

Camp & Tours invitations begin to circulate around Europe from late December. Students whose application forms are complete and lodged with the Camps Coordinator by 31st December qualify for consideration as being an Early Bird applicant from their district. See [C\(O\)1. Outbound Camps & Tours \(C&T\)](#). The period during which the invitations come out is very intensive and if a student is chosen to go forward their Application form needs to be ready. If there is a delay the student will not be accepted by the Camps Organiser.

### Making the Placements

The placement of LTEP and STEP outbound students is dealt with by relevant Multidistrict Coordinators. This is not to deny any DYEO who has personal viable contacts from assisting with the process but in general the Coordinators have a wider range of connections as they will have met potential exchange partners at international youth exchange conferences.

The Coordinators can see from the online application system the destinations which our students are considering and are best placed to make enquiries to a country on behalf of all the students wanting to go there, and where possible match any requests from abroad. This not only makes for a more efficient use of time and effort; it also avoids confusion and maybe saves a potential inbound application from circulating fruitlessly around the districts and thereby missing an opportunity.

The LTEP Coordinator will not seek to impose an inbound student\* upon any district but will note any such request and pass it on if appears to complement an RIBI district's requirements.

(\* assuming that the inbound student has the necessary EU status).

Once a student has been placed the DYEO takes over with any further arrangements to do with the exchange, dealing directly with the DYEO in the partnering district for the benefit of the outbound student as well as the reciprocal inbound student.

## STEP Placement

From around December onwards and as soon as a STEP Application Form (AF) is completed the STEP Coordinator will check with the student's choice of destination and will then send the AF to the STEP contact in that country.

That person will attempt a match from among his/her STEP applicants and will remit that student's AF to the Coordinator. If the response to this is favourable the two AFs are passed on to the respective DYEEOs who send them on to the family. Each family reports back their reaction to their respective DYEEO and if both sides are content the DYEEOs jointly decide to allow the students to contact each other and tell them to so.

**Only then should the students do this, even though they have each other's contact details already. This should be made clear to the students and their families as embarrassment can be caused if they get ahead of the process.**

Students and families are then free to get to know each other by whatever means – email or skype - to reach a decision as to whether both sides are willing to go ahead.

If this contact proves satisfactory the families move on to discussing dates and details. If not, the student can say so and the process begins again.

## Outbound Camps & Tours

The student who attends a Outbound Camp & Tour will have been selected by a system which is controlled by the Outbound Camps Coordinator. See [C\(O\)6: Securing a Place on an Outbound C&T\(Rotarian Information\)](#) for the full details of how this works.

## Inbound Camps & Tours

Places on inbound Camps in GB & Ireland are usually filled very quickly and how the choice is made is entirely the prerogative of the Camp Organiser and his/her team.

The Inbound Camps Coordinator does not have a role in this process but in maintaining an overview of the activity in the whole country may raise awareness of potential students from non-multidistrict systems so that they all have a chance of a Camps place here.

## Outbound LTEP Placement

As the only foreign students allowed to attend state schools in GB & Ireland for more than six months are from countries in the EU or EEA our students may only exchange into those countries. Occasionally there might be arrangements between three or more countries to enable our students to go further afield but this is very rare.

## Inbound LTEP Placement

It is very rare in GB & Ireland for a district to receive an Inbound LTEP student who has not come as a reciprocal arrangement initiated by one of our own Outbound LTEP students.

It is a certainty that a club which sponsors an Outbound LTEP student is expected to receive an inbound student. However, the club can do no more than approve a student from sight of their application form, as with the club to which we send our own students - we trust each other's judgement.

When we place our students with Multidistricts abroad there is no guarantee that the district to which we send the student will be the one which sends a student to RIBI. This could be true particularly in the case of colleagues in, say, S America, looking for students to send over here who hold EU passports resulting from a relative who fulfills the UK/ Irish residency rules.

### THE APPLICATION FORM (AF)

Each Exchange programme has its own Application Form (AF).

#### STEP and Camps & Tours Application Forms

STEP and Camps & Tours use the application WEBAPP to generate an online AF. It may be accessed by the candidate after being accepted on to the programme by a Club using the number which was allocated when the student registered interest at the website. Also given access are the DYEO and the CYEO as well as the Multidistrict Coordinators who administer the system.

All the initial personal information which the student gives at registration is populated (automatically transferred) on to an AF which becomes activated once the DYEO has changed the status of the candidate to 'accepted'. The student then completes all fields relevant to him/her. Alongside this the DYEO and the CYEO insert their district and club contact details.

When complete the CYEO prints off one copy of the signature page and takes it to the student's home and then to the club for signatures, then scans and sends the page on to the DYEO who adds his/her signature and uploads the completed page to join the rest of the AF. Some programmes this will require other addition uploads. It ends up as a pdf file which is sent to a potential host district for the student to be placed.

The stage by stage operation of WEBAPP is given in detail in [OS5: The Online Application System in GB & Ireland](#).

One of the few problems of the online AF is that an interviewer can't readily see it and this makes it difficult to prepare the student for completing it. [OB3C/OB3S: The Applicant's Guide to Youth Exchange](#) for each programme addresses this problem.

### LTEP APPLICATION FORM

As soon as the student has successfully passed the interview the DYEO should download (**BUT NOT PRINT OFF**) BOTH [OB5A: LTEP Application Form \(download here\)](#) AND [OB5B: Guide for Completing the LTEP Application Form \(download here\)](#) and READ both of them thoroughly so as to keep on track with this complex form.

This AF is interactive pdf and may be saved and edited but this will work ONLY IF using a recent version of Adobe Reader. Data will populate across the AF when it is needed more than once. It should be completed electronically. NOTHING SHOULD BE PRINTED OFF UNTIL YOU ARE TOLD TO DO SO.

The DYEO:

downloads and customises then send the student the document [OB3L: The LTEP Applicant's Guide to Youth Exchange](#), which among other information contains a copy of [OB5B](#). The DYEO should stress to the student the need to read this document before attempting to fill in the AF.

The DYEO:

inserts the District and Cub information on the AF as indicated in [OS5B](#), then sends it electronically to the student. It is a good idea for the DYEO to set a strict but realistic deadline for the student to insert their required information and not let it slip.



The DYEO:

prompts the student to arrange appointments for medical and dental appointment examinations and asks for contact details to insert in the accompanying introductory letters.

[OB5C Introductory Letters for LTEP](#) are downloadable here. Once customised they need to be sent to the student to be printed off and taken with the page from the AF (signatures may be may be electronic or be 'real' and then the paper scanned in). The student may handle these documents in each direction and needs to return them electronically to the DYEO.

These letters are important as they authenticate Rotary's involvement in gathering personal data from the student.

The DYEO:

prompts the student to print off the two copies of each of pages 8 and 11 ready to be signed and arranges for the CYEO to visit and witness the family signatures, then take them to club for signing there and then remit them to the DYEO.

The DYEO:

receives the AF together with letters, photographs and all reports etc and scans them together into one complete AF, then send this to the LTEP Coordinator for placement.

## THE GUARANTEE FORM (GF)

The Guarantee Form (GF) is contained in the outbound student's AF. The host DYEO where the student will be placed removes and prints off the GF. S/he completes the District and Club information, including details of the student's Counsellor and Host family (the First host family for LTEP), arranges for the relevant signatures and returns it to the Sending district. A copy is passed on to the student who may need it for visa purposes. Scanned documents are mostly acceptable but be aware that for some visa applications some countries may still require hard copies of the Guarantee Form with 'real signatures'.

[The DYEO signs the GF for the Inbound student, remits it to his/her sending district and also sends a copy electronically to RI one month before the student arrives.](#)

### Receiving AFs from the Inbound Student's District

Some districts still post out hard AFs with stuck-on photographs. A few districts send very poor scans but will send hard copies on request – do not be afraid to ask because not only do you need to be able to read the information but it also includes the Guarantee Form (GF) which you will need to sign and return as well as sending a copy to Rotary International. RI accepts scanned documents but they need to be legible so you need a good quality copy to begin with.