

District 6220

Rotary Youth Exchange

Outbound Student

Handbook



Table Of Contents

Overseas Contacts	3
District 6220 Contacts	4
Objectives of the Program	6
Dress Code	7
Guidelines and Information for Outbound Exchange Students	8
Preparing Yourself	8
Passports and Visas	8
Airline Tickets	9
Finances	9
Making Contact with Host Club and Host Families	10
Banners, Business Cards, Pins	10
Picture Albums and Slides	11
Gifts	11
Learning Your Target Language	12
Prepare To Be An Ambassador	12
Other Preparation Tips	12
Arrival and Settling In	13
Facing the Challenges	13
Your Rotary Youth Exchange Officer	13
Host Families	14
Homesickness	15
Participation	15
Language	15
Letter Writing	16
Telephone and E-mail	16
Visiting	17
Returning Home	17
And Finally	17
Desiderata	18
Appendix A-What is Rotary	19
Appendix B-Rules and Conditions of Exchange	21
Appendix C-Exchange Student Jitters: Stress-It's Time to Board the Plane	23
Appendix D-Questions for "First Night" with Host Family	25
Appendix E-Tough Questions	28
Appendix F-How to Cope with Culture Shock	30
It's OK	33
Appendix G-Student Security Procedures	34
Appendix H-Health Insurance Policy	36
Personal Liability-Description of Coverage	41
ACE American Insurance Company – Claim Form	43
Appendix I-It's Time to Go Home	47
Appendix J-So You Think You're Home Again	51
Appendix K-District 6220 Rotary Staff Support	55
Appendix L-Abuse Reporting Procedures	56
Appendix M-Outbound Student Calendar	67
Appendix N-Youth Exchange Glossary	68
Appendix O-Are You Ready To Go	69
Appendix P- Primer for Exchange Student	71
Appendix Q-The Exchange Cycle	72
Appendix R-Conversion Tables	73
Appendix S – Thank You Post Card	74

THE ROTARY SUPPORT SYSTEM FOR OUTBOUND EXCHANGE STUDENTS

OVERSEAS CONTACTS

FIRST HOST PARENTS

Name: _____

Phone: _____

Email: _____

SECOND HOST PARENTS

Name: _____

Phone: _____

Email: _____

THIRD HOST PARENTS

Name: _____

Phone: _____

Email: _____

FOURTH HOST PARENTS

Name: _____

Phone: _____

Email: _____

HOST ROTARY CLUB YOUTH EXCHANGE OFFICER

Name _____

Phone _____

Email _____

HOST ROTARY CLUB COUNSELOR

Name _____

Phone _____

Email _____

HOST DISTRICT INBOUND COORDINATOR

Name _____

Phone _____

Email _____

HOST DISTRICT CHAIR

Name _____

Phone _____

Email _____

Rotary Youth Exchange District 6220 Contacts

District Chair:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone Numbers (Home): _____

Phone Numbers (Cell): _____

Phone Numbers (Work and Fax): _____

Email: _____

District Vice Chair:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone Numbers (Home): _____

Phone Numbers (Cell): _____

Phone Numbers (Work and Fax): _____

Email: _____

District Outbound Coordinator:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone Numbers (Home): _____

Phone Numbers (Cell): _____

Phone Numbers (Work and Fax): _____

Email: _____

District Outbound Coordinator:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone Numbers (Home): _____

Phone Numbers (Cell): _____

Phone Numbers (Work and Fax): _____

Email: _____

District Child Protection Officer:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone Numbers (Home): _____

Phone Numbers (Cell): _____

Phone Numbers (Work and Fax): _____

Email: _____

Sponsoring Rotary Club; Rotary Youth Exchange Officer:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone Numbers (Home): _____

Phone Numbers (Home Cell): _____

Phone Numbers (Work and Fax): _____

Email: _____

Objectives of the Program

- 1.) **To further international goodwill and understanding** by enabling students to study first hand some of the problems and accomplishments of people in lands other than their own.
- 2.) **To enable students to advance their education** by studying for a year in an environment entirely different from their own, and undertaking the study of courses and subjects not normally available to them in their own country.
- 3.) **To give students opportunities to broaden their outlook** by learning to live with and meet people of different cultures, creeds, and colors and by having to cope with day-to-day problems in an environment completely different from the one they have experienced at home.
- 4.) **To have students act as ambassadors** for their own country by addressing Rotary Clubs, community organizations and youth groups in their host country; by imparting as much knowledge as they can of their own country, its attributes and its problems to the people they meet during their year abroad.
- 5.) **To provide sufficient time to study and observe another country's culture** so that upon returning home students can pass on the knowledge they have gained by addressing Rotary clubs and other organizations and assimilate the positive aspects into their everyday living.

BEING AN EXCHANGE STUDENT

Is fantastic
Is meeting hundreds of wonderful people during your exchange year
Is giving speeches and writing letters
Is gaining weight and, at times, being poor
Is seeing a new country and experiencing new things
Is being homesick and, at times, miserable
Is getting tired
Is being an ambassador
Is personal growth



THE SUCCESSFUL EXCHANGE STUDENT

Is flexible and adaptable
Wants to learn and have new experiences
Is knowledgeable and well read
Is open to challenge and change
Is sensitive, loyal, and trustworthy
Is involved
Recognizes "Different" from good, bad, wrong, etc.
Communicates with family, Rotary, school and friends
Is introspective



Rotary Motto and Themes

Rotary International has adopted as its motto, "*Service Above Self*".

A second theme of Rotary is "*He profits most who serves best*".

Rotarians throughout the world quote the Four Way Test of the things we think, say or do:

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
4. Will it be **BENEFICIAL** to all concerned?

DRESS CODES for all **ROTARY YOUTH EXCHANGE STUDENTS**

UPDATED ON AUGUST 24, 2009

Rotary Youth Exchange Students are expected to dress in a manner that maintains safety and promotes a positive image for Rotary.

The following guidelines are to be followed at all Rotary functions and Conferences:

1. Shoes must be worn at all times, except in the pool area.
2. Bandanas, hats, hoods, other head coverings, and sunglasses are not to be worn inside the building. They should be removed upon entering the building and not put on until outside.
3. Clothing that depicts or advertises alcohol, tobacco, or drug products; clothing that displays slogans with vulgar or sexual content; clothing that demeans an individual's or group's ethnicity or culture; and/or clothing that disrupts the positive environment of the conference may not be worn.
4. Clothing which is excessively baggy is not permitted. Pants must be worn around the waist and not present a safety hazard.
5. Extremely low-cut or revealing clothing and/or clothing that exposes the midriff or cleavage is not permitted. Clothing should cover the torso from above the chest cleavage to mid-thigh. Undergarments should not be visible.

During the rest of your exchange, students should follow the guide lines listed above and any additional requirements that may be determined by their Rotary Youth Exchange Officer and by their local School.

In all cases involving questionable dress, the Rotary Youth Exchange Chairperson's decision will be final. Students who are deemed to be non-compliant with the expectations for dress will be required to change their attire. In the case of repeated violations students may be sent home.

Guidelines and Information for Outbound Exchange Students

Preparing To Be An Exchange Student – What to Expect

Your exchange year will be ten (10) to twelve (12) months long, and could begin as early as mid-July, or as late as the beginning of September. However, most exchange students depart for their host country towards the end of July and the middle of August, and return home the following June. Ask your Rotary Club Youth Exchange Officer and/or the Outbound Coordinator in District 6220 about the normal departure date for your country, discuss with him and/or her, your plans for a summer school, summer job, etc., and find out if your host country has a specific date you need to arrive by for language camp or orientation.

You will be associated with two (2) Rotary Districts and two (2) Rotary Clubs. Your first Rotary District and Rotary Club would be your Sponsoring District and Club which are as follows: District 6220 is a Multi-State Rotary District which encompasses part of Wisconsin and part of Michigan. District 6220 however is associated with a Multi-District known as Central States Rotary Youth Exchange Program, Inc which encompasses seventeen (17) separate Districts which District 6220 is one of. District 6220 has forty one (41) Rotary Clubs and you were sponsored by one (1) of those Rotary Clubs.

The second Rotary District and Rotary Club you will be associated with will be your Hosting District and Hosting Rotary club in the Host Country that you will spend your exchange year in.

Although the youth exchange programs and rules for each district are similar, **the Host District and Host Rotary Club guidelines** take precedence over those of your sponsoring district. The host district, host rotary club and host family are responsible for each student's cultural, spiritual and physical well-being and may set their own rules and guidelines, which may be more or less restrictive than those we apply to the students we host. You should become familiar with those rules and guidelines before, or immediately upon, your arrival in your host country.

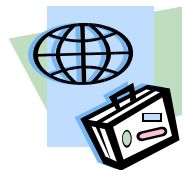
Preparing Yourself

Passports and Visas

You and at least one of your parents should apply for a Passport immediately, if you don't already have one. If you both do have a valid passport, the expiration date must be no earlier than six (6) months after you expect to return home from your year abroad. A "raised-seal" birth certificate is needed to apply for a passport; if you don't have an original birth certificate, you will need to contact the county clerk in the county and state where you were born. A passport can be applied for at any county clerk's office.

The requirements for a visa (permission granted by the destination country for a non-citizen to enter) varies by country and our travel agency "**It's Your World Travel**" will assist you and guide you through the process of securing a visa.





Airline Tickets

Once your departure date and arrival airport (in host country) are known, our travel agency, “It’s Your World Travel” will arrange the required round-trip airfare ticket needed. You must have an “open-return” (or easily changeable) round-trip airfare as a requirement of the exchange program. Although airline rules and regulations differ, most airlines will issue the return flight tickets for a specific return date (next summer), and allow one change with no-and/or a low-cost change fee. Once you receive this information from “It’s Your World Travel” you should notify both your District Outbound Coordinator along with those in your host country (Host Club RYEO, Host Family, etc.) of your departure/arrival dates and times. Safeguard your tickets both before and after departure, since they are just like money and will be very difficult to replace if lost. Some host clubs may ask to hold your airline tickets as a safeguard upon your arrival; if you keep your return tickets, make sure you know where they are. If you are using electronic tickets, be sure to keep the “record locator” information in a readily accessible location.



Finances

Your Host Rotary Club will provide you with a monthly spending allowance, generally equivalent to Seventy five (\$ 75.00 US) dollars, depending on the relative cost of living in that country. This may or may not include money to pay for school lunches or for transportation to and from school. Your hosting Rotary Club is responsible for the cost to get you from your host family home to school. Your Host Family will provide you lodging and meals. You will need money for personal expenses, travel, clothing, and entertainment. The amount of spending money you will need and have available will likely depend on your own circumstances as well as the community and families you stay with.

Three (3) general guidelines you should always be kept in mind:

- 1.) Be willing and able to “pay your own way” for travel and entertainment with host family and friends; don’t expect to be treated as a guest at all times, and understand when it is appropriate to offer to pay for meals, entertainment tickets, etc. when offered such opportunities.
- 2.) Do not spend money freely or lavishly when those around you do not have the resources to do likewise. Don’t be labeled “the rich American” who throws money around.
- 3.) Make sure you always have a calling card available and don’t charge any long distance phone calls on your host family phones. Long distance phone calls add up quickly.

You and your parents should check with your bank about setting up an internationally-accepted credit card or ATM debit card such as VISA. This will provide you with an easy and inexpensive way to deposit funds here and withdraw funds in your host country without incurring interest charges or high transfer fees. Having this card will mean you will not need to travel with a large amount of money. Travelers Checks also should be investigated, especially as a source of “emergency money” or to provide your host club or district with the Emergency Fund of Three (3) to Five (5) hundred dollars that they will require. Take extra precautions to protect credit cards, Travelers Checks, and cash from theft, especially when traveling, and make sure you and your parents know what to do in the event you lose these items.



Become familiar with the monetary system of your host country before you depart, and understand the exchange rate for conversion to US currency. In many foreign countries, the “buying power” of the US dollar is greater than here, but the cost of some items may also be much greater than at home.

Before you leave, you and your parents should establish a budget for your spending money, and you should follow that budget carefully so that you don’t run out of money before your exchange year ends.

School fees or tuition, if any, will be paid by your host Rotary club. However, if you take a university course or a community program, you may have to pay those costs yourself. School books may or may not be provided free. You will likely have to buy notebooks, pens, pencils etc. You may also have to wear a school uniform. Tutoring and language training is at your expense, and some Districts will require that you attend a Language Camp or program upon your arrival (if such a camp is mandatory, the additional cost is your responsibility). Parents and relatives should not send personal checks to students overseas. They are often difficult to cash, and foreign banks frequently will charge a high fee for accepting checks drawn on a US bank for deposit, while holding the deposit as unavailable while it clears through the international banking system. If it is necessary to send money to a student other than through use of a debit or credit card, consider using International Postal Money Orders. These have guaranteed delivery, a nominal fee, and will provide the student with cash in the local currency.

Most Rotary Districts, including those in Wisconsin and Michigan, require exchange students to arrive with an “emergency fund” of Three (3) hundred to Five (5) hundred dollars in US currency that is held by the Host Club for safekeeping, and can be used to cover emergency medical expenses, unpaid bills incurred by the student, etc. Your host district will provide you with instructions on the amount required prior to your departure.

Making Contact with your Host Rotary Club and Host Family

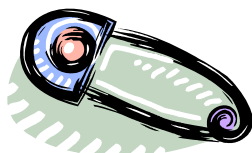
As soon as you are notified of the name of the Rotary club that will be hosting you, you should write to the host club Rotary Youth Exchange Officer and your first host family, giving them information about you, including your interests. Include a photo of yourself, especially if you have changed your appearance at all from your application photo. You should use this letter as an opportunity to ask about school, school clothing/uniforms, climate, activities, etc. Every opportunity should be taken to exchange correspondence with your host family before departing, as this helps tremendously in the initial settling-in period in a new environment.



Banners, Business Cards, Pins

Your Sponsoring Rotary Club should give you several small club banners, but you need to ask for them. They can be presented to the host country Rotary Clubs which host you for functions. You will usually receive one of their banners in return to bring back to your sponsoring Rotary club and/or to keep yourself.

You should plan on having pins and other items to exchange with, or give to, people you meet during your exchange year. You should plan on having Business Cards with your picture and USA address to provide to people you meet. Provide an area on the back to fill in your current host family address and phone number. These cards also should have the name of the host country. You will see many sample ideas during the winter conference you attend during your preparation period.



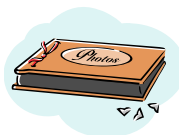
Picture Albums and Slides

We recommend that you design a PowerPoint presentation of your family, your home, your community, things you like to do and places you have visited in the USA, for use in presentations to Rotary Clubs, school classes, church groups, and others in your host country.

You should also put together a good quality photo album to show host families and other people you meet. Photo albums are good conversation starters, and your selections should be well thought out, keeping in mind what might be of interest to people in your host country.

Your PowerPoint presentation and photo album should include pictures of:

- Your family, home, school, friends, pets etc.
- Special interests you have, such as school clubs, sports activities, favorite hobbies etc.
- Special local sites in your community, including historic and scenic points of interest near your home.
- National points of interest, including a cross section of Wisconsin and/or Michigan. Make sure you know what each picture is, and can describe the location, etc.



Gifts

You should be thinking about gift items for host families and people who will be your host for weekends and other special visits. The gifts need not be expensive, but should be thoughtful and something distinctly American, preferably from your community.



You should have a special present to give to each of your host families soon after you arrive. Also remember birthday and holiday presents for all the members of your host family. You don't necessarily need to take all such gifts with you when you leave home since you will often need time to learn what will make a great gift for members of your host family. Parents back home can help with this. These gifts need not be expensive, but instead selected and given with warm thoughtfulness.

Some gift ideas are as follows:

Stamps, stamp pins, balloons (specialty types - not inflated!), T-shirts, notepaper with American art scenes, etc., picture post cards (ideal for your thank-you notes), craft show items, CDs of American music (make your own ... legally), American flags, buttons, pins, jacket patches (USA, regional, or local), books or magazines, Christmas stockings and ornaments, calendars with American scenes, commemorative spoons, plates, etc., small children's toys, bumper stickers, posters, coins (perhaps with red, white, & blue ribbons), advertising and commercial freebies (from local industry, chamber of commerce). Items from locally focused industries, items from local tourist locations, sports logo items, playing cards with American scenes also make good gifts. Remember banners from your sponsoring Rotary Club.



Learning Your Target Language

You will be hosted in a country where the native language most likely is **NOT** English. **YOU must make a conscientious, disciplined effort to learn your host country's language as quickly as possible.** Speaking and understanding the language is the key to acceptance in any country, even in countries where English is a commonly-learned "foreign language".

There are several things you can do to learn the language: get language tapes and CDs, and begin now; enroll in language classes; reading out loud. You learn a language one word at a time, so try not to become overwhelmed by the enormity of the challenge. Set small, achievable goals. There is a lot more information outlined in the "**Outbound Student Research Project and Language Plan**".

Learning Your Target Language

Prepare To Be An Ambassador

During your exchange year, you will meet many people who only know America through the lens of a movie or TV camera, and who think all of the United States is like California, Florida and New York. They often have no knowledge of communities within our District such as Antigo, Clintonville, Eagle River, Escanaba, Green Bay, Houghton, Marquette, Minocqua, Wausau etc. As an exchange student, one of your roles is to help people change these misconceptions.

To do that, you must understand our country, our culture, our government, and our politics.

Become as knowledgeable as you can on these topics before you begin your exchange year. Review "**Tough Questions**" (Appendix E in this handbook) for some thought-provoking questions that you are likely to be asked in your host country. Consider these as examples, and think about how you would answer these, and similar questions, about life in the USA.

Locate a good map of Wisconsin and/or Michigan (roadmaps are good for this purpose) that you can take with you to show friends and host families. You will also need a map of the United States to show people where you live compared to well known US cities such as Chicago, Illinois, Los Angeles, California, Miami Beach, Florida and New York, New York. Understand travel distances -- in hours -- from your home to other places in the US, and relate that to distances between cities in your host country.

You also need to become familiar with your host country **before** you arrive there. Read -- and re-read -- the Culture Gram that will be provided about your host country. Make a special note of cultural attributes described in the Culture Gram, consider how they differ from your culture, and why. Use any other resources you have access to -- the internet, school and public libraries, magazines and newspapers, etc. -- to learn about current events, history, government and politics, etc. for your host country, and especially for the region you will be living in. Purchase two maps showing the cities and topography of your host country, preferably in detail -- one to take with you and the other to leave at home -- so your family can locate places you mention in your letters.

Other Preparation Tips

LUGGAGE--Luggage selection and packing requires good planning, since all airlines impose both weight and quantity restrictions for checked luggage as well as size restrictions for carry-on luggage. Find out from our travel agents, "It's Your World Travel", the specific requirements that you must

comply with. Also consider that you may be traveling during your exchange year, very possibly by train or bus, and smaller, lightweight luggage may be more appropriate for those shorter trips.

WHAT TO PACK--While the climate and other factors in your host country will determine what type of clothing you will need, plan from the beginning to limit the quantity of clothing that you take with you. Do not attempt to pack all the clothing that you own; you will soon find that:

- a) They may not be “In Style” in your new country,
- b) They don’t fit because you have gained and/or lost weight,
- c) There is no place in your new room to store them all.



ROTARY YOUTH EXCHANGE BLAZER--Your blue blazer will identify you as an Exchange Student and draw attention to you in a positive way, and is always suitable when the occasion calls for “dressing up”. Don’t pack your blazer; wear it when you depart for your host country. Many students report that by wearing their blazer and Youth Exchange pins while traveling, their passage through customs and immigration is made easier, officials are happy to offer help, and you become instantly “recognizable” by your host family and Rotarians upon arrival.



MEDICAL RECORDS--You should ask your physician for a new prescription for medications you must take that can be filled in your host country. If you wear glasses and/or contact lenses, a copy of your lens prescription, or even a spare set of glasses, can help avoid a big problem in the event your glasses are lost or broken.



Arrival and Settling In

Arrival will be one of the high points of your trip - the fulfillment of all your planning. There will be an inevitable let down when the excitement subsides. We know your host family will make every effort to welcome you into their family, but remember that you are the one who must adjust, not them. This quality of flexibility was one of the criteria considered in selecting you, and you must be prepared to exercise it to the fullest. Communication is critical to establishing an understanding of expectations. Look over the “First Night Questions” in **Appendix E** now, and several times before you actually arrive; then make sure you have asked the questions or been provided with the answers as you become part of your first host family.

Facing the Challenges

Know that things will be very different in your host country and you will be the “outsider” who will have to adjust. This means, for example, tolerating what may seem like silly questions about the USA, or doing things as part of the family that you might not do at home. You may find that people in your host country rely more on public transportation and less on automobiles to go places, and you should be prepared to not rely on your host parents to “get you around”. You may also find it difficult to conform to discipline that is different and perhaps more restrictive than you are accustomed to. You must learn to adjust and adapt to your new environment.

Your Rotary Youth Exchange Officer

The host Rotary Club will appoint a Rotary Youth Exchange Officer to advise and help you. Your host Officer typically will:



- Help select suitable school subjects for you,
 - Help coordinate social and Rotary Club activities to introduce you in the community,
-
- Help arrange banking and other financial matters, and see that you receive a monthly allowance from your host club,
 - Help you resolve problems of any kind.

You should make a point of taking the initiative to be in contact with the host Rotary Youth Exchange Officer weekly, especially during the early stages of your exchange.

If, by chance, problems develop which the Rotary Youth Exchange Officer is unable to resolve, you should contact the host Rotary Club President or your host Club Counselor and/or any one of the Rotary Youth Exchange Committee Chairs, such as your Inbound Coordinator or the District Chair.

If these channels are unsuccessful, you should then contact your sponsoring District Outbound Coordinator(s) and/or the District Chair. You are strongly encouraged to contact us if contacts with the hosting club and District are not successful, but also understand that we will not provide a “second opinion” or attempt to reverse a decision made by the host District simply because you do not like their decision. However, we can only help you work through difficulties and problems if you keep us informed.

WE CANNOT HELP YOU IF WE DO NOT KNOW THERE IS A PROBLEM!

As a minimum, we expect to receive from you five (5) reports (mid-September, mid-November, mid-January, mid-March and mid-May) describing your activities and experiences. Report forms are provided for that purpose on our web site. www.rotaryyouthexchange.us



Host Families

The hosting arrangements are entirely the responsibility of the host Rotary Club. The usual arrangement is for you to be hosted by three (3) different families, for three to four months each. If problems do arise on the host family level that you cannot resolve with the family, you should first consult with the host Rotary Club Youth Exchange Officer, then the host District Inbound Coordinator and the host District Chair, before elevating the problem to your sponsoring Club Rotary Youth Exchange Officer and/or the District 6220 Outbound Coordinators and District Chair.

Students: you must, at all times, remember that it is your responsibility to adjust and adapt to the host family environment. The host family is under no obligation to adjust to you, or to treat you as a "special guest". You are expected to accept the normal discipline of the family and settle into their routine, not the routine you have been accustomed to back home.

You are expected to call your host family by their name or title, Mom and Dad for example, not Mr. and Mrs. Discuss this shortly after you first meet your host parents, and arrive at something that is comfortable for everyone. (You should go thru **Appendix D** – “Questions for “First Night” with Host Family” with them). In most cases you will have a room to yourself, but you also may have to share a room with another sibling.

Discuss the household rules and duties with your host family. Some families do not expect much from their children, while others divide household tasks, including kitchen help and house cleaning, between

everyone. Accept willingly and cheerfully whatever is assigned to you. You will find that a clear understanding of responsibilities will go a long way in creating smooth sailing.

Homesickness

Very few students escape at least one bout of homesickness. Early in your exchange there is the excitement of a new land, people, school, surroundings and being the center of attention. This will change as "normalcy" sets in. You'll miss the little things about home. You are immersed in a strange language throughout the day. Often unable to communicate, and learning new customs, you may begin to wonder if you will make it through the next ten (10) to twelve (12) months. Know that these feelings will soon pass.

These are the symptoms to look for:

- 1.) Feeling lousy for no reason
- 2.) Losing your "cool" over things you would normally shrug off
- 3.) Staying in your room where you feel secure
- 4.) Physical discomfort: headaches, upset stomach, uneven menstrual cycle

What to do:

- 1.) Talk. Share your problem with a sympathetic host parent, your Rotary Youth Exchange Officer, or another student
- 2.) Keep busy. Get involved at school, in your host family activities, in the community

What not to do:

- 1.) Mope around. Gloominess is highly contagious
- 2.) Eat your way to "happiness". You will only gain weight and then feel even worse
- 3.) Decide to "go home". This is the last resort. You will never grow if, when life gets tough, you "cut and run".

If you talk it out and keep busy, it will soon pass.

DON'T call or e-mail home and "unload" on Mom or Dad. In all likelihood, your feelings will improve in a day or two, while you've just put your parents on "red-alert". Don't do that to them!

Participation



You will gain the most from the exchange if you participate to the fullest. This means sharing family life, school life and the community life. If you play a musical instrument, you can get together with other musicians in the school or community. If you are good at a particular sport, play it if possible, or try a new one. Contribute whatever talents you have, whenever possible. Be willing to take the initiative for finding activities and asking people about their jobs, interests, etc. The best way to get people to be interested in you is to show interest in them. Always say "YES" if anyone asks you to go someplace or do something, even if it is something you dislike. If you say "NO", you may never be asked again. **Use the resourcefulness and creativity that are among the qualities we sought in choosing you as a Rotary Youth Exchange Student.**

Language

You will all be hosted in a country where the native language is most likely not English. You must make a conscientious, disciplined effort to learn your host country's language as quickly as possible by using that language to communicate. Speaking and understanding the language is the key to acceptance in any country, even in countries where English is a commonly-learned "foreign language". Without having the language ability, you will always be an outsider.

Everyone is hesitant about saying strange sounding words aloud. If you learn to laugh at your mistakes, you will learn the language more quickly. Everyone will appreciate and applaud your efforts and forgive your mistakes. It is a compliment to your new friends and host family when you speak their language.

Beware of the "English Trap". Much of the rest of the world learns English as their "foreign language", and you may find family and friends willing, and perhaps even eager, to converse with you in English. **DO NOT** let this crutch become a barrier to developing fluency in the new language. And like everyone that has gone before you, the day will come when you suddenly realize you understand this new language. Or, as an even truer measurement of your new skill, you will awake some morning and realize you have been dreaming in your host country language!



Letter Writing

Exchange Students write two types of letters. One is news filled correspondence to family, friends, and your sponsoring Rotary Club. You should also write at least once or twice during your exchange to your school here in Wisconsin and/or Michigan to share your experiences and help with the recruiting of future Rotary Youth Exchange Students.



The other type letter is the "Thank You" note for people who invite you to their homes or take you to places and events in your host country. **We cannot overemphasize the importance of a little "thank you" note.** Take with you a supply of "local" picture postcards and use these as Thank You notes. Postcards require limited writing, can be completed and sent quickly, and provide those who you thank something special from your home country.

Telephone and E-mail



Changes and competition in the international telephone market make it impractical to provide specific guidance on this topic. There are numerous long distance carriers anxious for your business, and many offer "calling card" features that will allow you to call home for essentially the same cost as a call initiated from your home to your host country.

However, we strongly discourage frequent phone calls to and from home, and recommend that calls be limited to a monthly frequency, and for special occasions like holidays and birthdays. Besides representing an unnecessary expense (even at the best international rates), extensive use of the telephone may impose a hardship on, or be disruptive to, your host family, and many cultures do not rely as heavily on the telephone as do Americans. Lastly, and critically, experience has shown that students who call home often, or are often called from home, frequently end up relying too much on "home" and do not "connect" with their host families and host country, thus delaying or even preventing the kind of adaptation and immersion that a successful exchange requires.

The same is true for over-reliance on e-mail (or instant messaging or "Facebook-ing") as a means of too-frequently communicating with family and friends. To get the most from your exchange year, you must be a Participant, not simply a Reporter. Occasional, thoughtful letters with some pictures describing some of the more significant places and things you recently experienced will provide parents



with keepsakes they will cherish and be able to share with others, and show them that you are having the “experience of a lifetime”.

Visiting

One of the “Program Rules and Conditions of Exchange” you agreed to as part of your application to the Exchange Program relates to visits during your exchange year: visits from family, other relatives, and your friends. While there are few absolutes, common sense and the experiences of the many exchange students who preceded you prove that visits by your family are best limited to February thru May of your exchange year, but not the last few weeks of your exchange. In most districts, this is a firm rule.

We do not allow visits by friends at any time during your exchange. Visits by your peers often create inconvenience and disruptions for the host family, and may re-create the adjustment problems you successfully solved in the beginning of your exchange year.

Visits while school is in session will disrupt your school attendance, and during holiday breaks will detract from experiencing the holiday practices of your host family, especially during the Christmas-New Years and Easter holidays. By delaying any family visits to your host country until February thru May of your exchange year, you will have acquired fluency in the language and knowledge of the country. At that time you will be an excellent tour guide and translator, and will be able to introduce them to all of your host families and new friends. Remember that all visits **MUST** have the **APPROVAL** in **ADVANCE** of your host family, your host Rotary Club and your host District. The visit should be no longer than one week.



Returning Home

While it may seem like a long way off, eventually you will find yourself saying goodbye to your host country and returning home. Most exchange students say that this time arrives all too soon, and they aren't ready to leave their new families and friends.

Returning exchange students also tell us that the adjustments they encounter returning to the USA are as challenging, if not more so, than the cultural adjustments they faced just a short year before.

This handbook includes, in the appendix section, articles written by people that understand what you may go through upon returning home, including former exchange students. Keep these articles in mind as your year comes to an end, and read them as part of your return preparations.

It is often said that a one-year exchange program really lasts for three years: one to prepare for your exchange, one for the exchange itself, and a third to fully reflect on the first two, and become comfortable with the new bi-cultural you. District 6220 Rotary Youth Exchange board members and your sponsoring Rotary Club Rotary Youth Exchange Officer recognize this, and will be here to help you with this return adjustment if needed.



And Finally....

IF YOU NEED TO DISCUSS SOMETHING, please contact your Rotary Youth Exchange Officer or the District Chair. Understand the Rotary Youth Exchange Support System available to you. This begins with your host family, your Host Club Rotary Youth Exchange Officer and Club President, along with the District Inbound Coordinator and District Chair in your host country. Remember that you must comply with the rules and regulations they establish for the students they host. The staff of District 6220 cannot change those rules or give you permission to disregard them, but we can help you with other matters and problems that may be impacting your exchange. We will get in touch with our colleagues in your host country for further information and, if needed, help to resolve your problem. **Please do not try to solve problems all by yourself.** Because this is an international program, there may be cultural and/or Rotary subtleties of which you are unaware. There may also be long-term implications affecting future exchanges. Please call or e-mail and give us the opportunity to demonstrate that we are truly concerned about you, want your exchange year to be a great success, and want you to have a lifetime of fond memories of your experience.

Desiderata

Go placidly amid the noise and haste, and remember what peace there may be in silence. As far as possible without surrender, be on good terms with all persons. Speak your truth quietly and clearly, and listen to others. Even the dull and ignorant; they, too, have their story.

Avoid loud and aggressive persons. They are vexations to the spirit. If you compare yourself to others, you may become vain and bitter, for always there will be greater and lesser persons than yourself. Enjoy your achievements as well as your plans.

Keep interested in your own career, however humble. It is a real possession in the changing fortunes of time. Exercise caution in your business affairs, for the world is full of trickery. But let this not blind you to what virtue there is. Many persons strive for high ideals; and everywhere life is full of heroism.

Be yourself. Especially, do not feign affection. Neither be cynical about love, for in the face of all aridity and disenchantment, it is perennial as the grass.

Take kindly the counsel of the years, gracefully surrendering the things of youth. Nurture strength of spirit to shield you in sudden misfortune. But do not distress yourself with imaginings. Many fears are born of fatigue and loneliness. Beyond a wholesome discipline, be gentle with yourself.

You are a child of the universe. No less than the trees and the stars, you have a right to be here. And whether or not it is clear to you, no doubt the universe is unfolding as it should.

Therefore, be at peace with God, whatever you conceive Him to be. And whatever your labors and aspirations in the noisy confusion of life, keep peace with your soul. With all its sham, drudgery and broken dreams, it is still a beautiful world. Be careful. Strive to be happy.

- Author Unknown

Appendix A

What is Rotary?

The History of Rotary

Rotary was born on February 23, 1905 in Chicago, Illinois, the world's first and most international service club. The founder of Rotary was attorney Paul P. Harris (1868-1947), who gathered with three others to discuss his idea of a group of businessmen from different professions getting together periodically to become better acquainted. They decided to limit membership to one representative of each profession and to rotate the meeting site among each member's place of business, to acquaint each other with their various vocations and to promote business. The rotation of meeting places is the source of the name "Rotary".

Club membership grew rapidly. The second Rotary Club was founded in San Francisco in 1908. When clubs were formed in Canada and Great Britain, in 1912, Rotary became an international organization.

Since 1905, the ideas of Paul Harris and his friends have become ideals which have been accepted by people of practically all nationalities, and of many political and religious beliefs. Today there are Rotary Clubs in Austria and American Samoa, in Brazil and Brunei, in Italy and India, in Scotland and South Africa - in some 170 countries. The universal acceptance of Rotary principles has been so great that there are now more than 31,000 Rotary clubs, with a membership of over 1.2 million men and women.

The Rotary Foundation

In 1917, the Rotary Foundation was born. The Rotary Foundation is a philanthropic trust promoting further understanding and friendly relations between peoples of different nations. The Foundation sponsors the largest scholarship program in the world and is supported purely by voluntary contributions from Rotary Clubs and Rotarians.

The Rotary Foundation has eight working programs and a budget of approximately Forty five (45) to Fifty (50) million dollars (US) each year. These programs include Ambassadorial Scholarships, Rotary Volunteers, The 3H program (for Health, Hunger and Humanity), Rotary Peace Conferences, World Community Service, Special Grants, and two others that you may encounter during your exchange: Group Study Exchange, and Polio-Plus.

Group Study Exchange involves paired districts in different countries sending teams of four (4) or five (5) business or professional men and women for a four (4) week period of study and discussion with their counterparts in the other country. Polio-Plus is Rotary's plan to eliminate polio from the world, a hugely successful effort undertaken with the United Nations.

Rotary in Central States

Rotary has been involved in youth exchange for a long time. However, prior to 1972, and exchange program was essentially a District to District Exchange. Multi district organizations involved in youth exchange were rare. In the late sixties and early seventies two rotary districts, 6290 and 6440, cooperated in a semi-joint programs. And occasionally, even those two districts would involve yet another district, 6560, in sharing students and opportunities. Eventually the leadership in those districts saw the need for a multi-district youth exchange program. They called the new organization Central States Rotary Youth Exchange Program, Inc. from the original eight Rotary District. The program has grown to include seventeen Districts in the Great Lakes area, which include the states of Illinois, Indiana, Michigan, part of Minnesota, North Dakota, Wisconsin, and Ontario, Canada. Over 850 Rotary clubs were represented by the Central States Rotary Youth Exchange Program, Inc.

The first chairman of the new program and one of its founding fathers was Mr. Lawrence Meyering (Laurie). Laurie held the chairmanship from 1972-1976. Upon his retirement, Mr. Bob Shoemaker became the chairman and continued the trend of outstanding leadership in Central States for the next twelve years. In 1988, vice chairman and fellow founding father, Bob Brinkman took over the chairmanship. Mr. Brinkman continued until 1992. Bob Hosch was then chairman from 1992 until 1998; Don Mayo held the chairmanship from 1992 until 2003; John Weting held the chairmanship from 2003 until 2007 when vice chairman Bill Lair took over the reins of CSRYE. Bob Hosch continues as Inbound Coordinator for Central States.

Over the years, the success of this program is the result of the quality of leadership in Central States and the supreme dedication of the District Chairmen, correspondents, and District Governors, both within the U.S, Canada, and overseas. They are united in their efforts to provide students with the most memorable year of their lives, hoping one day that this experience may contribute to the ultimate goal of the world understanding peace.

Rotary at the Local Level -- The Rotary Club

The “personality” of each Rotary club is a reflection of the community it serves and the membership of that club. Even within our own District, club size ranges from less than two dozen members to over two hundred members. Rotary clubs meet weekly throughout the year; some for a breakfast meeting, others during lunch, some in the evening. Some Rotary club meetings are quiet and “serious”, staying to a tight schedule so the members can return to work on time, while other club meetings are less formal and structured.

Rotary Youth Exchange students often find that the Rotary club hosting them will be very different from the Rotary club sponsoring them, and both will be very different from other Rotary clubs they may have the opportunity to visit during their exchange year. But Rotarians around the world all share the common philosophy for Service to others, and as an exchange student, they are there to help provide a successful exchange experience for you. As with most organizations, Rotary clubs are lead by officers who are elected by the membership for one year terms, beginning on July 1, and the beginning of the Rotary Year. The officers include the Club President, Secretary, Treasurer, Vice-President and/or President-Elect, and Directors. Rotary clubs participating in the Rotary Youth Exchange Program generally appoint a Rotary Youth Exchange Officer, to oversee that program, and that Rotarian, or another member of the host Rotary club will be designated as the exchange student’s Club Rotary Youth Exchange Officer. This Rotarian serves as the primary liaison between the Rotary club, the exchange student and the host families.

Appendix B

Rules and Conditions of Exchange



Rotary District

Applicant's Full Legal Name

Long-Term Exchange Program

Section E: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- 7) Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons.
- 8) You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction.
- 9) Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden.
- 10) You must attend school regularly and make an honest attempt to succeed.
- 11) You must have health and accident or travel insurance that provides coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 12) You must also have liability coverage through a travel insurance or other applicable policy, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district.
- 13) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 14) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 15) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 16) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 17) Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 18) Serious romantic activity is to be avoided. Sexual activity is forbidden.
- 19) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

- 1) You should communicate with your first host family prior to leaving your home country. The family's information will be provided to you by your host club or district prior to your departure.
- 2) Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 3) Learn ahead of time as much of the language of your host country as possible, and use the language regularly. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
- 4) Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 5) Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.
- 6) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 7) Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
- 8) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

DECLARATION

IN CONSIDERATION of the acceptance and participation of the applicant in this program, the undersigned APPLICANT and his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sponsor Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned applicant and undersigned parents or legal guardians of the applicant, we hereby state that we have read and understood the Program Rules and Conditions of Exchange. Should I, as a student, be selected for an exchange, I agree to abide by these rules and others imposed on me with due notice during my time as an exchange student in the host country.

We attest that we have read and understand the Statement of Conduct for Working with Youth. (See below). We understand that all Rotarians and host families are expected to have read and understand this statement as well. I understand that, if selected for an exchange, I will be provided with training and written material on abuse and harassment and that this information will include the contact information of the person I should contact if I encounter any form of abuse or harassment.

The undersigned applicant attests that I am of good health and character, understand the importance of the role of a youth ambassador as a Rotary Youth Exchange student, and will, to the best of my ability, maintain the high standards required of a Rotary Youth Exchange student should I be chosen to represent my sponsor Rotary club and district, school, community, state/province, and country. I further state that all the material contained in this application and the attached documents are true and accurate to the best of my knowledge.

PERMISSION FOR MEDICAL CARE AND RELEASE OF MEDICAL RECORDS AND LIABILITY

We, the parents/legal guardians of the applicant, and I, the applicant, HEREBY AUTHORIZE the release of medical information on application pages "Section C: Medical History and Examination," acquired in the course of the examinations by the physician and the dentist.

We, the parents/legal guardians of the applicant, and the applicant, if of legal age, who have the sole and legal right to make the decisions on the health and care of the applicant, do release from liability and grant permission as noted of the following while our son/daughter/ward is overseas as a Rotary Youth Exchange student:

- In the event of accident or sickness, we/I authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- We/I give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment of our son/daughter/ward.
- We/I further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required by our son/daughter/ward for any emergency situation. We do request that we be notified as soon as possible, but emergency treatment need not be delayed to provide such notice.
- Permission is granted for immunizations required for school registration.
- In the case of elective surgery, we/I request that we/I be notified and our permission obtained before such arrangements are made.

We agree to hold harmless Rotary International, any Rotary district, Rotary club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome.

We agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

Applicant (print name)	Signature : Sign in blue ink
Biological Mother and/or Legal Guardian (print name)	Signature : Sign in blue ink
Biological Father and/or Legal Guardian (print name)	Signature : Sign in blue ink
Witnessed in the presence of Sponsor Club Representative (print name and title)	Signature : Sign in blue ink
Dated this _____ Day of _____ Month, _____ Year.	

Alternative Emergency Contact in home country, ADULT NOT LIVING IN YOUR HOME

Name		Relationship		
Home Address - Street	City	State/Province	Postal Code	Country
E-mail Address	Home Phone Number	Business Phone Number	Cell Phone Number	

Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, Rotarians' spouses, partners, and other volunteers must safeguard the children and young people they come in contact with and protect them from physical, sexual and emotional abuse.

Adopted by the Rotary International Board of Directors, November 2006

Appendix C

Exchange Student Jitters:

Travel Stress-It's Time to Board the Plane

You have made the preparations, studied the culture and language, attended the orientations, packed your bags and the day of departure is upon you. Your emotions are peaking and the questions in the back of your mind are forcing themselves out and giving you that queasy feeling in the pit of your stomach. What is it? The experts call it “**travel stress**”.

You have landed in your host country, met your family, traveled to your “home”, unpacked in your “new” bedroom and you may not feel just right. You may feel some anxiety. You’re tired and may assume its jet lag. What is it? The experts call it “**travel stress**”.

If you recognize the symptoms, you can deal with them. Jet lag is real and can take a toll on you. Your biological clock has been upset. Day is night and night is day. Your body’s hormones may also be out of balance.

Emotionally, whether you realize it or not (and you probably don’t), you are under a lot of stress. You have left your family, friends and familiar surroundings behind you. You may have been apprehensive about the flight, your personal safety, will you be met, will you be accepted, can you cope with the new culture, etc. Some of us are secure, some insecure, with most of us in the middle. You may be worried about being able to eat the food, learn the language, make new friends, attend a new school, get around with no car, adjust to different social and economic standards, accept more restrictive discipline, and where is the mall.

Not knowing what to expect next may throw you off balance. All in all, you have a suitcase full of emotionally stressful issues.

Often the jet lag and stress results in physical ailments or discomfort. Indicators include feelings of anxiety, insecurity and fear. You may have trouble sleeping, or you may be extraordinarily tired and sleep for hours. Women often have irregular menstrual cycles. Upset stomach, light-headedness, bowel upsets, headache, crying jags or a combination of these is not uncommon. You may find yourself continually thinking of home, and homesickness sets in. It is all natural and to be expected. The question is, how are you going to deal with this unwanted baggage that seems to have accompanied you? Sure, you remember those Rotarians telling you about travel stress, but you only half listened and thought they were exaggerating for effect. But now you’re thinking maybe they were right. And so now that you have it, that “Travel Stress” thing, let’s deal with it.

Dealing with it -

First, recognize it for what it is and remind yourself that nine thousand (9,000) other exchange students are probably feeling the same way. Remember, it is temporary and can be overcome.

Start preparing a day or two before you leave and on the plane and in the car on the way to your host family’s home.

- 1.) Go to bed earlier if you will be traveling east and later if traveling west to begin your body’s internal clock adjustments.
- 2.) Avoid alcohol, sleeping pills, and tranquilizers prior to departure.

- 3.) Wear loose, comfortable clothing and shoes. To help prevent your feet from swelling, get up and walk around the plane occasionally. Massage your limbs, neck and shoulder muscles
- 4.) Avoid stimulants such as tea, coffee and other caffeine products before and during the flight and do not smoke.
- 5.) Drink plenty of non-carbonated beverages such as water or juice on the flight to keep yourself well hydrated. This helps overcome the drying effect and the poor quality of the re-circulated air.
- 6.) Practice deep breathing exercises to get added oxygen. Breathe in through your nose to expand your diaphragm, hold it for three (3) seconds, and exhale through your mouth. Repeat ten (10) to fifteen (15) times every hour or so.

Once you've arrived, establish a regimen and daily schedule for your new environment. It's helpful to exercise, whether you've done so at home or not. Walk, jog or run around your new neighborhood. Learning all the new things, especially the language, is tiring. A nap after school and time to relax is often helpful. Take some time to read, write in your journal, listen to music or get to know your host family. Consciously establish a daily and weekly routine to keep yourself busy, to give your days order and to help you relax.

The time it takes to adjust to your new surroundings will vary with every individual. The initial adjustment may take some people a few days while others will be up and ready to go in twenty four (24) to forty eight (48) hours. Realize that it takes time. Once the initial excitement wears off, you may experience a reoccurrence. But you can take control and get back on an even keel. Try not to dwell on your situation. Avoid worrying or putting unrealistic expectations on yourself such as "I will beat this feeling by tomorrow". This can cause things to get worse. Let nature take its course.

Summary

Travel stress is real and can be successfully dealt with. Travel stress includes jet lag, emotional and physical manifestations. Support is available, within yourself, your host family, your local Rotary Club, or the District RYE committee. Don't be afraid to ask for help if you need it!

Stress Reducing Suggestions

1. Recognize the symptoms.
2. Reduce the effects by preparing before and during the trip.
3. Take time to let your body and mind adjust to your new environment.
4. Seek out someone you feel comfortable with and talk. Let them know how you feel so they can be supportive. Remember, you are new to them too.
5. Establish a regimen for yourself and keep busy.
6. Include time for exercise and relaxation in your daily schedule.
7. Work off frustrations, "take the dog for a walk". Cool off before you complain.
8. Don't blow things out of proportion or make an issue of small events. Be gracious and good humored.
9. Get involved in the family; help with dinner preparation and clean-up and household chores.
10. Volunteer to take out the garbage. Become a viable, involved member of your new family as quickly as possible.

11. Avoid competing with your host siblings. They were there first and may view you as an intruder and resent your presence in their space.
12. Quickly learn to say “please”, “thank you”, “I’m sorry”, “I don’t understand”.
13. Don’t be afraid to make mistakes - and you will. A sense of humor and the ability to laugh at yourself will go a long way.
14. Relax, be yourself.

Appendix D

Questions for “First Night” with Host Family

1. What would you like me to call you? Should I call you “mom”, “dad”, or given (first) name or something else?
2. What are my daily responsibilities while living in your home?
 - a. Make by bed?
 - b. Keep my room neat and clean?
 - c. Clean the bathroom after I use it?
 - d. Other?
3. What is the procedure for laundering clothes? Where do I keep my dirty clothes until they are to be washed?
4. What is the procedure if I need to iron my clothes?
5. May I use the iron, washing machine, sewing machine, etc...?
6. Where can I keep my bathroom accessories?
7. What is the most convenient time for me to use the bathroom on weekday mornings?
8. When is the best time for me to shower or bathe?
9. Is there anything special about using the bathroom I should know?
10. May I use the family’s shampoo and tooth paste or should I buy my own?
11. When are mealtimes?
12. Do I have any responsibilities at meal times, such as set or clear the table, wash or dry the dishes, dispose of the garbage?
13. May I help myself to food or drink at any time or must I ask first?
14. May I use the kitchen appliances such as the microwave, dishwasher or stove?
15. What areas of the house are strictly private?

16. What are the rules about drinking alcohol?
17. What time must I wake up weekday mornings?
18. May I rearrange the furniture in my room?
19. May I put posters on the walls of my room?
20. Where can I store my suitcases?
21. May I use the stereo, computer, or TV?
22. What time should I get up weekends and holidays?
23. What time must I go to bed weekdays? Weekends?
24. What time must I be home on school nights if I go out?
25. What time must I be in on weekends if I go out?
26. What dates are the birthdays of family members?
27. May I have friends stay overnight?
28. What is your rule on entertaining friends in my room?
29. Can I invite friends over during the day? After school? When no one else is home?
30. What is the telephone number here? How do I contact you in case of an emergency?
31. How do I make telephone calls? What are the rules about phone calls? Long distance, Local, International? How and when may I pay for calls I make?
32. What are the rules about access to the internet and e-mail if there is a computer in the house? Are there limits or periods that I am permitted or prohibited? If you are not connected to the internet, where can I find an Internet service to contact my family or friends?
33. May I receive phone calls from my friends? Are there times of the day when calls are not acceptable?
34. What is the procedure about sending and receiving mail?
35. Do any of you have special dislikes?
36. What transportation is available to me? Are there rules about traveling with friends?
37. What transportation is available for shopping or going to the movies?
38. What are your expectations for me going to church or other religious institutions?
39. May I smoke? Where?

40. If there is a problem with the family or a family member that is bothering me, how do you want me to handle it?
- a. Write a note to you explaining it
 - b. Ask for a face to face discussion with you
 - c. Tell my Rotary counselor
 - d. Keep it to myself and live with it
41. How do I enroll in school?
42. What do I do about school lunch? If there is an expense who pays- me, you, Rotary?
43. How can I arrange to go shopping for personal items?
44. Is there anything else I can do around the house to help?
45. Am I expected to attend Rotary meetings? How often? Who will arrange this?
46. Is there anything else we should discuss?
47. Remember ask about things you feel are most important the first night, and then others that are appropriate. Try to always keep an open and honest communication with your Host Family and Rotary.

In general, ask about those things you feel are most important the first night, and then other over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.

Appendix E

Tough Questions

Many exchange students report being put "on the spot" by their peers, host parents, family members, and Rotarians during their year when they are asked questions about the United States' politics, environment, economy, society, etc. They are often caught off guard and feel that they disappoint their questioners and in turn show their lack of knowledge. We have listed here some tough questions that have been asked of prior students. We leave it to you to search out the answers before you leave. It is your responsibility as a District 6220 Rotary Youth Exchange "ambassador" to be knowledgeable about what is "going on at home". Read your local newspapers, the NY Times, Newsweek, Time, US News & World Report, etc. They are available at school and community libraries and on the Internet.

Your hosts and others you meet abroad have an honest interest in knowing and learning more about the USA. Few ask questions to criticize (although it may sound that way), and few ask questions to make you uncomfortable or to test you (although that also may be your impression, especially if you are not prepared). The following questions are meant to start you thinking and learning about USA culture BEFORE you go. The Brigham Young University "USA Culture Gram" is provided in your packet. Look up the references and dig out your American History book. If you take the time you will:

- 1.) learn about your culture and why you do some things (that you never knew)
- 2.) be better able to compare your new culture with your own and appreciate the similarities and differences
- 3.) find yourself able to converse easily with adults and peers you come in contact with abroad, without having to worry about what you are saying or their drawing the conclusion that "here is another uninformed American".

The Questions:

1. What is your family life like? Is it true that your mother rules the house and you never eat together as a family? What are your family values?
2. Why do Americans put their old people in nursing homes rather than take care of them at home like we do? Isn't this another example of the poor value Americans put on families?
3. Are Americans really happy? All we see on TV and in your movies is divorce, husbands and wives cheating on each other, killing and crime, drugs, cults. Is it really not safe to walk downtown at night? Is that why you built all those shopping malls?
4. Why do the different races in America all distrust and hate one another? Why do the white people treat the blacks so badly? Why do you keep the Indians on reservations and in such poverty?
5. We have a lot of American exchange students and most of them are not well informed. Some can't even tell us where they live in relation to cities that we have visited in the US. Why is that?
6. Your election has recently taken place (or is coming up). Tell us a little about each of the presidential candidates.
7. Did you read about our country before you came? Tell me some of the things you learned about our government and how we handle health care. What are some things you'd like to know more about?

8. We are going to take you to our capital next weekend. Can you tell me anything about it?
9. This summer, my wife and I are going to visit Florida. What should we see and do? How far is it to Key West from Orlando? Is it easy to get there? Can we go by train or should we drive? Will we be able to visit your legislature, see your governor? What is his name?
10. What's your school like? You've been here a few months now; compare your school with ours. Which one do you like better? We have been told that our schools are more difficult because we give our students more responsibility to learn. You have to attend but you don't have any national exam to get into university like we do. What do you think?
11. Is it true that many Americans cannot get medical care because they do not have insurance and cannot pay for the health care? Why don't you have a national program like we do? We read about your government having arguments about health care reform but it seems like they are arguing over political issues rather than about taking care of Americans. Can you help us understand that?
12. The USA is known as the richest nation in history. Why do you have such poverty in the midst of plenty? US scientists are among the best in the world and yet you have all these problems. Why?
13. You Americans seem to waste a lot of energy, and we have to pay more for gas and oil because you waste it. You all drive big cars, have lots of appliances, live in your own homes, and don't seem to care about the rest of us on a day to day basis. How would you change things to make Americans more energy conscious?
14. What is the Peace Corps? What do they do? Are they really just young people trained to be government agents and spies?
15. Why do you keep pressuring Cuba when you have worked at having improved relations with most of the other remaining communist countries? Is Castro really that bad?
16. Many of my friends say that the human rights position you take with other countries is hypocritical. It seems that way when I look at how you discriminate against minorities. Do you think your country is being fair and just?
17. And, of course, anything and everything about Iraq, Afghanistan, the War on Terrorism, North Korea, the Middle East, etc.

Responding:

There are many more questions that may be asked. In addition to being knowledgeable, you also need to consider how best to respond when asked. The following are a few recommendations to help you avoid confrontation and argument. Remember, no one ever really wins an argument. Avoid getting drawn into one.

Start out your response with "I'm not sure I understand your question but I think..."; ...yes, but I think...; "...you may be right, but another way to look at it is..... ; etc.

Avoid these discussions when you are in a hurry. You need time to think out your responses.

Use examples whenever you can as they help to illustrate a point and usually are more easily understood, especially when there is a language barrier.

Remind them that what they see and hear on TV, radio and in the newspapers are distortions of America, just the same as what we see is a distortion of their country, and that both of you need to learn the truth from each other.

Give your questioners time to explain themselves and try to have an open discussion. Remember that each of your cultures and backgrounds are **DIFFERENT** and neither is right or wrong, black or white. Chances are you can reach a mutual understanding.

Appendix F

How to Cope with Culture Shock

By: Arthur Gordon

As the world grows smaller, as ever-increasing numbers of people travel, work or study abroad, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveler or the unwary expatriate. It's the loss of emotional equilibrium that a person suffers when he moves from a familiar environment where he has learned to function easily and successfully to one where he has not. The term used to describe this malady is "culture shock".

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hyper-sensitivity and loss of perspective are common symptoms. Often the victim doesn't know what the matter with him is. He just knows that something's wrong -- and he feels miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse.

These signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind on hundreds of these cues, even though we may not be consciously aware of them. "When an individual enters a strange culture," Dr. Oberg says, "all or most of these familiar cues are removed, he or she is like a fish out of water. No matter how broad-minded or full of goodwill he may be, a series of props has been knocked out from under him."

Sometimes the transition to an alien culture has an immediate impact. A short term American visitor to certain Eastern European countries may find himself dismayed or depressed by living conditions that seem perfectly normal and acceptable to the people of that country - toilets with no seats, for example, or even more primitive bathroom facilities. It may come as a real shock to a teenager from Texas to find that hamburgers are non-existent, or, that local hairdressers never heard of plastic curlers.

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends or business connections one may be asked to dinner,

taken sight-seeing, made much of -- at first. Also, in the beginning similarities between cultures are more apparent than differences.

Almost everywhere people live in houses, go to work, relax on week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring. It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him facing a host of perplexing problems. Many of these problems never bothered him at home, because they solved themselves almost automatically.

Now, to his increased dismay, he finds that he has language troubles, housing troubles, money troubles, transportation troubles, food troubles, recreation troubles, perhaps even health troubles. All of these things drain away his reservoir of good-humor and equanimity. Having his laundry done may become a major struggle. Making a telephone call may be a small crisis. It may seem to him that people say yes when they mean no and promise to do things which they never do. Time may be regarded quite differently by the people among whom he finds himself. So may space, in some countries people like to stand very close together when they converse, in others this violates a deep-rooted sense of privacy.

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status.

At home he was "somebody", or at least his place in society was established and recognized, here he is relatively "nobody". As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in "circumstances of beleaguered self-esteem".

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem over-whelming. Furthermore, as troubles pile up and he begins to look around for help, he may conclude that the natives of the country in which he finds himself are either incapable of understanding his plight or are indifferent to it. This in turn triggers the emotion that is one of the surest signs of culture shock: hostility to the new environment. The victim says to himself, "These people don't seem to know or care what I'm going through. Therefore they must be selfish, insensitive people. Therefore I don't like them."

Inevitably this reaction tends to increase the isolation of the unhappy visitor because people sense his antagonism and begin to avoid him. When this happens, he may seek out other disgruntled souls, usually expatriates like himself, and find melancholy relief in criticizing all aspects of the host country. These discussions almost never lead to any honest evaluation of the situation or awareness that the difficulty may lie in the attitude of the critics themselves. They are simply gripe-sessions in which the virtues of the home country are exaggerated almost as much as the alleged failing of the country being visited. As Dr. Oberg says, "When Americans or other foreigners get together to grouse about the host country and its people, you can be sure they are suffering from culture shock."

Sometimes the victim of culture shock may go to the other extreme, surrendering his own identity and trying to imitate all the customs and attitudes of the alien culture. Or he may try to solve the problem by withdrawing into himself, refusing to learn the native language, making no effort to find friends among the local people, taking no interest in their history, art, architecture, or any other aspect of their culture. While in this state of mind he may display a variety of unattractive symptoms. One is a tendency to over-react to minor frustrations or delays or in conveniences with irritation or anger out of all proportion to the cause. Another is to be unduly suspicious, to think that people are out to cheat or swindle him because he is a foreigner. Yet another is over-concern about cleanliness, an unwarranted conviction that water, food or dishes are unsanitary when in fact they are not. Often the person is unaware of the extent to which he is displaying these symptoms.

He does know, however, that he is miserable and that the casual remedies recommended to him --- patience, hard work, mastery of the language and so on -- don't seem to do much good. Sometimes he will develop a marked degree of over-dependence on people from his own country who have passed through their own period of culture shock and are residing successfully and happily in the host country. If they in turn can display wisdom, patience and understanding of his symptoms, they often are able to shorten the span of his misery.

One reason the unhappy expatriate gravitates toward his own countrymen is that in their company he can at least feel sure of being understood. Underlying much of his confusion is the fact that even if he speaks the language of the country there remains endless opportunities for misunderstanding. All experts in communication emphasize the fact that language and voice are by no means our only form of communication; they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

Yet another stumbling block that compounds the problems of culture shock is the tendency of many people to think of members of other cultures in terms of stereotypes. The excitable Arabs. The amorous French. The touchy Italians. The lazy Latinos. The volatile Hungarians. The materialistic Americans. Some psychologists think that anxiety-prone people cling to stereotypes because it lessens the threat of the unknown by making the world predictable ... and what the victim of culture shock needs desperately is a familiar, predictable world.

Almost always, fortunately, symptoms of culture shock subside with the passage of time. The first sign of recovery may well be the reappearance of the victim's sense of humor; he begins to smile or even laugh at some of the things that irritated him as much at first. As familiarity with local language and customs increases, his self-confidence and self-esteem begin to return. He comes out of his shell and makes tentative overtures to the people around him -- and as soon as he starts being friendly, they stop seeming hostile. Slowly he progresses from a grudging acceptance of his surroundings to a genuine fondness for them and becomes proud of his growing ability to function in them. In the end, he wonders what he was so unhappy about in the beginning.

Is it possible to shorten the duration of culture shock or minimize its impact? The experts think so. Here are three suggestions they offer to anyone planning a stay in a foreign land.

- First, be aware that such a thing as culture shock exists, that it will probably affect you one way or another, but that it doesn't last forever.
- Next, try to remember, if and when you become thoroughly disenchanted with your surroundings, that the problem probably isn't so much in them as it is in you.
- Third, accept the idea that while it may be somewhat painful, culture shock can be a very valuable experience, a mind-stretching process that will leave you with broader perspectives, deeper insight into yourself and wider tolerance for other people.

If it happens to you, don't think that you're strange or abnormal. If you had a happy life back home, why shouldn't you miss some aspects of it or feel a sense of loss? You'd be abnormal if you didn't.

If it happens to you, don't sit around being negative and critical, this just prolong and deepens your gloom. Try to keep busy. Arrange something pleasant to look forward to. Set goals for yourself -- learning ten new foreign phrases each day, for example-- and stick to them.

If it happens to you, try not to be judgmental. Everyone has an ethnocentric tendency to think that his own culture is superior to all others. Actually, any culture is a good culture if it provides an environment that meets basic human needs.

If it happens to you, force yourself to look for the best, not the worst, in your situation. People who go around looking for trouble usually manage to find it. Train yourself to enjoy the diversity of people and cultures, not fear it or shy away from it.

Recently in Russia two members of an America tour-group at different times during the day bought a candy bar from a booth in a railroad station. Each was given his change in the form of chocolate wafers. One American, disturbed by this departure from the familiar, felt that he was being victimized and protested vehemently. The other, charmed by what seemed to him a quaint and delightful custom, regarded it as a novel and refreshing experience and even bragged about it to his fellow tourists. The first American, it seems reasonable to say, was far more a prisoner of his own culture, than the second.

In sum, before he leaves home the visitor to a foreign land should make up his mind neither to resist the culture in which he finds himself nor surrender to it. What he needs to do is fight or grope or inch his way toward a new and flexible personality, a personality that retains its own cultural identity but recognizes the right of members of other cultures to retain theirs.

If that new personality can help him toward a better understanding of himself and of others, if it can enable him to communicate easily and convey warmth and understanding and goodwill across the culture barricades, then the pain of culture shock will have served its purpose, and the recovered victim will truly have the best of two worlds.

It's OK

It's okay to be afraid of things we don't understand

It's okay to feel anxious when things aren't working our way.

It's okay to feel lonely.....even when you're with other people

It's okay to feel unfulfilled because you know something is missing (even if you're not sure what it is)

It's okay to think and worry and cry.

It's okay to do whatever you have to do, but just remember too....

That eventually you're going to adjust to the changes life brings your way and you'll realize that,

It's okay to get to love again and laugh again,

It's okay to get to the point where the life you live is full and satisfying and good to you...

And it will be that way because you made it that way.

Appendix G

Student Security Procedures

1) Know your area ...

- a) Ask yourself:
 - i) Are there Terrorist Groups where I am?
 - ii) Do they target Americans?
 - iii) Are they liable to be violent?

2) What should you NOT do ...

- a) Don't "hang out" with groups of other Americans.
 - i) At bus stops, nightclubs, bars, etc.
- b) Don't be an obvious American.
 - i.) Don't wear US flag pins, t-shirts, caps, etc.
- c) Don't get involved in demonstrations, peace marches or other political gatherings.
- d) Do not take sides.
- e) If there is trouble, don't panic. You'll need your wits.

3) What should you do ...

- a) Be aware of your surroundings.
- b) Avoid large public gatherings.
- c) Try to blend in with your local surroundings. In other words, be a good exchange student.
 - i) Adapt and then assimilate into the culture.
 - ii) Wear clothes that are more of the local culture.
 - iii) Be careful not to spend a lot of money or carry around a lot of money.
 - iv) Understand that in some countries, blending in will be impossible.
- d) Be unpredictable.
- e) Don't be the "ugly American". Accept that other ways may be just different.
- f) Remove yourself from confrontational situations.
- g) Upon arrival, contact the American embassy/consulate & tell them:

- i) Who and where you are.
- ii) That you are a Rotary Exchange Student.
- iii) That you expect to be there for one year.
- h) In some countries, expect to have to register with the local police – DO IT!
- i) Maintain regular contact with Rotary Counselors in your host country & home.
- j) Know where your passport and return tickets are. DON'T CARRY THEM WITH YOU!
- k) Concentrate on learning the language and culture of your country before you depart.
- l) Follow the rules and laws of your host country, host family and Rotary.
- m) Expect that people you come in contact with may disagree with US actions.
- n) If threatened – tell your support contacts.

4) What to do if there is a crisis there or in the US ...

- a) Check in with your Host Rotary District YE Counselor or Chair.
 - i) Let them know that you are OK.
 - ii) Ask them what the procedures will be during the crisis.
 - iii) Follow the procedures to the letter. If you are told not to go outside after dark, DON'T!
- b) Contact your Sponsor Rotary District YE Counselor or Chair.
 - i) Let them know that you are OK.
 - ii) Let them know what the procedures are for your District.
 - c) Contact your parents and let them know that you are OK.

Appendix H

Health & GL Insurance Policy along with How to File an Insurance Claim

CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC.

SERVING SEVENTEEN (17) DISTRICTS IN ILLINOIS, INDIANA, MICHIGAN,
MINNESOTA, NORTH DAKOTA, WISCONSIN AND ONTARIO, CANADA
5580, 6220, 6250, 6270, 6290, 6310, 6330, 6400, 6420,
6440, 6450, 6460, 6490, 6510, 6540 6560, 6580

Accident & Sickness Description of Coverage

Underwritten By: ACE American Insurance Company (Referred to as “the Company”)

Eligibility: All persons who participate in Central States Rotary Youth Exchange Program are eligible for coverage under the Plan.

Period of Coverage: The insurance is effective from the time the participant leaves his/her residence and terminates upon his/her return to their residence after completion of the exchange program. The insurance only covers the participant while he/she is participating in an exchange program at the direction and expenses of Central States Rotary Youth Exchange. This does not include extension outside of the defined trip duration.

Definitions: **Sickness** means an illness, disease or condition of the Insured that causes a loss for which an Insured incurs medical expenses while covered under the Policy. All related conditions and recurrent symptoms of the same or similar condition will be considered one Sickness. **Injury** means accidental bodily harm sustained by an Insured that results directly and independently from all other causes from a Covered Accident. The Injury must be caused solely through external and accidental means. All injuries sustained by one person in any one Accident, including all related conditions and recurrent symptoms of these injuries, are considered a single Injury. **Pre-existing condition** means a Sickness, disease or other condition of the Covered Person, that in the 3 month period before the Covered Person’s coverage became effective under the Policy: 1) first manifested itself, worsened, became acute or exhibited symptoms that would have caused a person to seek diagnosis, care or treatment; or 2) required taking prescribed drugs or medicines, unless the condition for which the prescribed drug or medicine is taken remains controlled without any change in the required prescription; or 3) was treated by a doctor or treatment had been recommended by a doctor. **Home Country** means a country from which the Insured holds a passport. If the Insured holds passports from more than one country, his or her Home Country will be that country which the Insured has declared to the Company in writing as his or her Home Country. **Medically Necessary** means a treatment, service or supply that is: 1) required to treat an Injury or Sickness; prescribed or ordered by a doctor or furnished by a Hospital; 2) performed in the least costly setting required by the Insured’s condition; and 3) consistent with the medical and surgical practices prevailing in the area for treatment of the condition at the time rendered. A service or supply may not be Medically Necessary if a less intensive or more appropriate diagnostic or treatment alternative could have been used. The Company may, at its discretion, consider the cost of the alternative to be the Covered Expense.

Medical Expenses Benefits: If an Insured requires medical or surgical treatment for a covered Injury or Sickness that occurs during the Period of Coverage, the Company will pay the benefits described below. In no event will: (1) the Company’s liability exceed \$500,000 for each covered Injury or Sickness; (2) Covered Expenses exceed the usual and customary expenses for the geographical area where the services are rendered, as determined by the Company. For a covered Injury, the Company will pay 100% of the first \$5,000 Covered Expenses incurred, subject to a per Injury deductible of \$25. All Covered Expenses incurred as the result of an Injury exceeding \$5,000 will be paid at 80%, subject to a deductible of \$100 per Period of Coverage. For a covered Sickness, the Company will pay 80% of Covered Expenses, subject to deductible of \$100 per Period of Coverage. All Covered Expenses will be paid at 100% when the Insured’s out-of-pocket expenses exceed \$2,500.

Covered Expenses: To be considered a Covered Expense under this Plan, it must: a) have been incurred and as a result of, and within 52 weeks of, a covered Sickness or Injury during the Period of Coverage; b) not be excluded by the provisions of this Plan; c) be Medically Necessary; and d) be specifically included in the following list of expenses:
1. Expenses made by a hospital for room and board, floor nursing and other services inclusive of charges for professional, but not including personal services of a non-medical nature. However allowable expenses may not exceed the hospital’s average charge for semi-private

room and board accommodation, or two times the average semi-private room charge made by the servicing hospital if confinement to an intensive care unit is required, or the average charge for intensive care unit made by the servicing hospital, whichever is less.

2. Expenses made for diagnosis, treatment and surgery by a doctor.
3. Expenses made for the cost and administration of anesthetics.
4. Expenses for x-ray services, laboratory tests, medical services and supplies (includes blood and blood transfusions; oxygen and its administration).
5. Expenses for physiotherapy, if recommended by a physician for the treatment of an Injury or Sickness; and administered by a licensed physiotherapist; Chiropractic care is limited to 80% of eligible charges up to \$35 per visit and a maximum of 10 visits per Injury or Sickness.
6. Expenses for prescription drugs including dressings, drugs and medicines prescribed by a doctor.
7. Expenses for mental and nervous disorders while confined in a hospital for one hospital stay up to 60 days or until the Insured returns to his/her Home Country, whichever occurs first.

Emergency Medical Evacuation Benefit: The Company will pay Emergency Medical Evacuation Benefits for 100% of Covered Expenses incurred for the medical evacuation of a Covered Person. Benefits are payable if the Covered Person: 1) suffers a Medical Emergency during the course of the Trip; 2) requires Emergency Medical Evacuation; and 3) is traveling outside of his or her Home Country.

Covered Expenses:

1. Medical Transport: expenses for transportation under medical supervision to a different hospital, treatment facility or to the Covered Person's place of residence for Medically Necessary treatment in the event of the Covered Person's Medical Emergency and upon the request of the Doctor designated by our assistance provider in consultation with the local attending Doctor.
2. Dispatch of a Doctor or Specialist: the Doctor's or specialist's travel expenses and the medical services provided on location, if, based on the information available, a Covered Person's condition cannot be adequately assessed to evaluate the need for transport or evacuation and a doctor or specialist is dispatched by Our service provider to the Covered Person's location to make the assessment.
3. Return of Dependent Child(ren): expenses to return each Dependent child who is under age 18 to his or her principal residence if a) the Covered Person is age 18 or older; and b) the Covered Person is the only person traveling with the minor Dependent child(ren); and c) the Covered Person suffers a Medical Emergency and must be confined in a Hospital.
4. Escort Services: expenses for an Immediate Family Member or companion who is traveling with the Covered Person to join the Covered Person during the Covered Person's emergency medical evacuation to a different hospital, treatment facility or the Covered Person's place of residence.

Benefits for these Covered Expenses will not be payable unless: 1) the Doctor ordering the Emergency Medical Evacuation certifies the severity of the Covered Person's Medical Emergency requires an Emergency Medical Evacuation; 2) all transportation arrangements made for the Emergency Medical Evacuation are by the most direct and economical conveyance and route possible; 3) the charges incurred are Medically Necessary and do not exceed the Covered Expenses for similar transportation, treatment, services or supplies in the locality where the expense is incurred; and 4) do not include charges that would not have been made if there were no insurance. During the course of an Emergency Medical Evacuation of a covered person to their Home Country, all benefits under this plan are terminated except Accidental Death and Dismemberment Benefits.

"Medical Emergency" means a condition caused by an Injury or Sickness that manifests itself by symptoms of sufficient severity that a prudent lay person possessing an average knowledge of health and medicine would reasonably expect that failure to receive immediate medical attention would place the health of the person in serious jeopardy. "Trip" means travel by air, land, or sea from the Covered Person's Home Country.

All arrangements must be made by the Assistance Provider and approved by the Company in order for expenses to be considered eligible.

Repatriation of Remains: The Company will pay Repatriation Benefits of 100% of Covered Expenses for preparation and return of a Covered Person's body to his or her home if he or she dies as a result of a Medical Emergency while traveling outside of his or her Home Country. Covered expenses include: 1) expenses for embalming or cremation; 2) the least costly coffin or receptacle adequate for transporting the remains; 3) transporting the remains; and 4) Escort Services: expenses for an Immediate Family Member or companion who is traveling with the Covered Person to join the Covered Person's body during the repatriation to the Covered Person's place of residence. All transportation arrangements must be made by the most direct and economical route and conveyance possible and may not exceed the Covered Expenses for similar transportation in the locality where the expense is incurred.

All arrangements must be made by the Assistance Provider and approved by the Company in order for expenses to be considered eligible.

Emergency Reunion Benefit: In the event the Insured has either been: 1) confined in a Hospital for at least 24 consecutive hours due to a covered Injury or Sickness, where the attending doctor believes it would be beneficial for the Insured to have a Family Member at his or her side; or 2) the victim of a Felonious Assault, the Company will pay the expenses incurred for travel and lodging for that Family

Member, up to the Benefit Maximum of \$12,500. Covered expenses include an economy airline ticket and other travel related expenses not to exceed the Daily Benefit Maximum of \$300 and a maximum of ten days. In the event that a Covered Person dies as a result of a Covered Injury or Sickness, the Company will pay the expenses incurred for emergency travel arrangements up to a maximum of \$2,500 for a Family Member to accompany the mortal remains of the deceased Covered Person.

All transportation and lodging arrangements must be made by the most direct and economical route and conveyance possible and may not exceed the usual level of charges for similar transportation or lodging in the locality where the expense is incurred.

“Felonious Assault” means a violent or criminal act reported to the local authorities which were directed at the covered person during the course of, or an attempt of, a physical assault resulting in serious injury, kidnapping, or rape. “Family Member” means a person who is related to the covered person in any of the following ways: spouse, parent (includes stepparent); child (includes legally adopted and stepchild); brother or sister (includes stepbrother or stepsister); parent-in-law; son- or daughter-in-law; and brother- or sister-in-law.

All arrangements must be made by the Assistance Provider and approved by the Company in order for expenses to be considered eligible.

Accidental Death and Dismemberment Benefit: If Injury to the Insured results, within 365 days of the date of a covered accident, in any one of the losses shown below, the Company will pay the Benefit Amount shown below for that loss. If multiple losses occur, only one Benefit Amount, the largest, will be paid for all losses due to the same accident. **Principal Sum: \$20,000**

Description of Loss Indemnity

Life, Both Hands or Both Feet or Sight of Both Eyes, One hand and One Foot Principal Sum
Either Hand or Foot and Sight of One Eye Principal Sum
Either Hand, or Foot or Sight of One Eye One-Half the Principal Sum
Movement of Both Upper and Lower Limbs (Quadriplegia) Principal Sum
Movement of Both Lower Limbs (Paraplegia) Three-Quarters the Principal Sum
Movement of Both Upper and Lower Limbs of One Side of the Body (Hemiplegia) One-Half the Principal Sum
Speech or Hearing One-Half the Principal Sum
Thumb and Index Finger of Either Hand One-Quarter the Principal Sum

The term “loss” as used herein shall mean, with regard to hands and feet, actual severance through or above wrist or ankle joint, and with regard to eyes, entire irrecoverable loss of sight. “Severance” means the complete separation and dismemberment of the part of the body. “Quadriplegia” means total Paralysis of both upper and lower limbs. “Hemiplegia” means total Paralysis of the upper and lower limbs on one side of the body. “Uniplegia” means total Paralysis of one lower limb or one upper limb. “Paraplegia” means total Paralysis of both lower limbs or both upper limbs. “Paralysis” means total loss of use. A Doctor must determine the loss of use to be complete and not reversible at the time the claim is submitted. “Member” means Loss of Hand or Foot, Loss of Sight, Loss of Speech, and Loss of Hearing. “Loss of Hand or Foot” means complete Severance through or above the wrist or ankle joint. “Loss of Sight” means the total, permanent Loss of Sight of one eye. “Loss of Speech” means total and permanent loss of audible communication that is irrecoverable by natural, surgical or artificial means. “Loss of Hearing” means total and permanent Loss of Hearing in both ears that is irrecoverable and cannot be corrected by any means. “Loss of a Thumb and Index Finger of the Same Hand” means complete Severance through or above the metacarpophalangeal joints of the same hand (the joints between the fingers and the hand).

Exclusions and Limitations: With respect to Medical Expense, Emergency Medical Evacuation, Emergency Reunion and Repatriation of Remains Benefits, no benefit shall be payable with respect to expenses incurred:

1. For pre-existing conditions. However, this limitation will not apply if the Covered Person: 1) has not received such treatment, care, diagnosis, advice, or symptoms were not manifested for 3 consecutive months while covered by the Policy; or 2) has been covered by the Policy for more than 3 consecutive months; or 3) was previously covered for such pre-existing condition under Creditable Coverage and such Creditable Coverage was continuous to a date less than 63 days prior to the effective date of coverage under the Policy. “Creditable Coverage” means: 1. a self-funded employer group health plan under ERISA; 2. a group or individual health Insurance coverage; 3. Part A or Part B of Medicare; 4. Medicaid; 5. CHAMPUS; 6. the Indian Health Service of a tribal organization; 7. a state health benefits risk pool; 8. a health plan offered under the federal employees health benefits program (FEHBP); 9. a public health plan; or 10. a health benefit plan. (This Pre-existing Condition exclusion does not apply to the Emergency Medical Evacuation, Emergency Reunion or Repatriation of Remains Benefits).
2. For services, supplies, or treatment including any period of Hospital confinement which were not recommended, approved and certified as necessary and reasonable by a Doctor; or expenses which are non-medical in nature.
3. For suicide or attempted suicide, while sane or insane.
4. For loss incurred as a result of war or any act of war, whether declared or not.
5. For injury sustained while participating in professional or intercollegiate sports.
6. For loss incurred as a result of pregnancy and childbirth. This does not include complications of pregnancy.
7. For routine physicals.
8. For cosmetic surgery, except for reconstructive surgery needed as the result of an Injury or Sickness.
9. For elective surgery.
10. For any mental and nervous disorders except as specifically provided in the Plan.
11. For dental care; except as the result of Injury to natural teeth caused by an accident.
12. For eye refractions or eye examinations for the purpose of prescribing corrective lenses for eyeglasses or for the fitting thereof; unless caused by accidental bodily injury incurred while insured hereunder.
13. For expenses resulting from alcoholism or drug addiction; or use of any drug or narcotic agent except as prescribed by a doctor.
14. For expenses as a result of or in connection with intentionally self-inflicted injury.
15. For expenses as a result of or in connection with the commission or attempt to commit an assault or a felony.

16. For specific named hazards: motorcycle driving, scuba diving, mountain climbing (where ropes and/or guides are normally used), sky diving, professional and amateur racing and piloting an aircraft.
17. For treatment furnished under any other individual or group policy, or other service or medical pre-payment plan to the extent so furnished; or under any mandatory government program or facility set up for treatment without cost to any individual.
18. For treatment by an immediate family member.
19. For treatment relating to birth defects and congenital conditions; or complications arising from those conditions.
20. Injury or sickness covered by Worker's Compensation, Employer's Liability Laws or similar occupational benefits.

For the Accidental Death and Dismemberment Benefit, this Plan does not cover any loss, fatal or non-fatal; caused by or resulting from:

1. Intentionally self-inflicted injury.
 2. Suicide or attempted suicide; while sane or insane.
 3. War or any act of war, whether declared or not.
 4. Service in the military, naval, or air service of any country.
 5. Sickness, disease, bodily or mental infirmity, bacterial or viral infection or medical or viral infection or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food.
 6. Piloting or acting as a crew member or riding in any aircraft; except as a fare paying passenger on a scheduled airline.
- This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit Us from providing insurance, including, but not limited to, the payment of claims.

Excess Benefits: All coverage, except Accidental Death and Dismemberment, shall be in excess of all other valid and collectible insurance indemnity and will apply when such benefits are exhausted.

Claims Administrator: Administrative Concepts, Inc. (ACI), 994 Old Eagle School Rd., Suite 1005, Wayne, PA 19087-1802

From within the USA and Canada: 1-888-293-9229;

Outside the USA or Canada 1-610-293-9229

Fax: 1-610-293-9299

www.visit-aci.com

Inquires may be made through web site

Program Administrator: CMI Insurance, Hunt Valley, MD www.cmi-insurance.com

**Underwritten by: ACE American Insurance Company, 436 Walnut Street, Philadelphia, PA 19106
Policy Number GLM N00060501**

This Description of Coverage is a brief description of the important features of the insurance plan. It is not a contract of insurance. The terms and conditions of coverage are set forth in GLM N00060501, issued to: Trustee of ACE USA Accident & Health Insurance Trust in the District of Columbia on behalf of Central States Rotary Youth Exchange. The policy is subject to the laws of the state in which it was issued. Coverage may not be available in all states or certain terms or conditions may be different if required by state law. Please keep this information as a reference.

Emergency Assistance: *Europ Assistance USA*

Toll Free from within the USA and Canada: 1-800-546-6349; from France 0800-901-570; Germany 0800-817-6080; Italy 800-77-145; Mexico 001-800-368-7878; UK 0800-894-035

Outside the USA or Canada call direct or collect: 202-659-7785

In addition to this health insurance program is access to the 24-hour Assistance network for emergency assistance anywhere in the world. Simply call the assistance center at Europ Assistance toll-free, direct, or collect using the telephone numbers listed above. The multilingual staff will answer your call and provide reliable, professional and thorough assistance. The following services are included in the program: referral to the nearest, most appropriate medical facility and/or provider; medical monitoring by board-certified emergency physicians in the Home Country; urgent message relay between family, friends, personal physician, school, and insured; guarantee of payment to provider and assistance in coordinating insurance benefits; arranging and coordinating Emergency Medical Evacuations, Repatriations Remains, and Emergency Reunion, Emergency travel arrangements for disrupted travel as the consequence of a medical emergency; referral to legal assistance; assistance in locating lost or stolen items including lost ticket application processing.

Europ Assistance USA (EA USA) is under contract with ACE American Insurance Company to provide international services in conjunction with the insurance benefits. The following is a brief summary of their services:

24-Hour Access

You will be able to reach the multilingual EA USA coordination center, toll-free or calling direct or collect by telephone, telex, and facsimile 24-hours a day, 365 days a year to confirm coverage and obtain access to the following services.

Emergency Medical Assistance

• Location of Medical Providers

Upon your request, EA USA will provide the names, addresses and telephone numbers of Doctors, hospitals, dentists, and dental clinics in the area where you're traveling. EA USA will also attempt to confirm the availability of the provider, ascertain required payments which you will be required to pay and make an appointment for you with the medical provider of your choice.

In a serious medical emergency, it is advisable that you first try to arrange for immediate emergency help through local sources and then call EA USA. EA USA cannot guarantee the quality of the medical services provider or the medical facility. The final selection of a local Doctor or medical facility is your right and responsibility.

- **Medical Monitoring**

When notified of your medical emergency resulting from an accident or sickness, EA USA multilingual staff will, whenever appropriate in the judgment of EA USA or a Doctor designated by EA USA, attempt to contact you or your local attending medical personnel and attempt to monitor your condition.

EA USA continues to monitor your condition and will remain in communication with your family until the medical problem is resolved.

- **Emergency Medical Transport**

If in the event of a medical emergency and upon your request and that of a Doctor designated by EA USA, in consultation with a local attending Doctor, transportation under medical supervision to a different hospital or treatment facility or repatriation to your place of residence for treatment is determined to be medically necessary, then EA USA will arrange and pay for the medical evacuation or repatriation under proper medical supervision. As part of a medical evacuation, EA USA will also make all necessary arrangements for ground transportation to and from the hospital, as well as pre-admission arrangements, where possible, at the receiving hospital.

All medical decisions (such as the medical need for evacuation, medical equipment and the medical personnel to be used) and the final destination will be made by EA USA designated Doctors in consultation with a local attending Doctor based on medical factors. Their decisions shall be conclusive in determining the need for such services.

- **Repatriation of Remains**

In the event of your death while on a covered trip, EA USA will arrange and pay for all necessary government authorization, including a container appropriate for transportation and will arrange for the repatriation of the remains to your place of residence for burial.

- **Emergency Reunion**

In the event of an Emergency Medical Evacuation, EA USA will arrange for a family member to be involved according to the benefits of the insurance.

- **Replacement of Medication**

If you have an unexpected need for prescription medication while on a covered trip, or you lose, forget, or run out of prescription medication while traveling, EA USA will attempt to locate the medication or its equivalent and attempt to arrange for you to obtain it locally, where it is available, or to have it shipped to you, subject to local laws, if it is not available locally. You will be provided with a cost estimate for the replacement medication and/or shipment costs that are subject to your approval.

- **Guarantee of Payments and Method of Payments**

Should it be necessary to provide a guarantee of payment to a medical provider, or to make arrangements to pay in local currency, EA USA will work with ACE American Insurance Company to make that guarantee under the insurance benefits. EA USA may further assist you by advancing money in dollars or local currency to medical providers according to repayment provisions worked out with CE, you or a family member.

- **Travel and Communication Assistance/Telephone Interpretation Service**

If you need help communicating in an emergency, EA USA will provide telephonic interpretation services in all major languages. In emergency situations that require extensive translation, EA USA will make referrals to local translators.

- **Transmission and Retention of Urgent Messages**

In an emergency, EA USA will use its best efforts to transmit an urgent message to your family, friends, and/or business associates.

Worldwide will also accept and retain messages for you at the EA USA North American coordination center for up to fifteen (15) days.

- **Legal Assistance**

In an emergency, EA USA will use its best efforts to provide you with the names, addresses and telephone numbers of lawyers in the area in which then you are traveling in case of a car accident, traffic violations, and other civil offenses. However, the selection of and the expenses associated with a particular attorney will be your responsibility.

Personal Liability
Description of Coverage
Underwritten By: ACE American Insurance Company (Referred to as “the Company”)

Eligibility: All persons who participate in Central States Rotary Youth Exchange Program are eligible for coverage under the Plan.

Period of Coverage: The insurance is effective from the time the participant leaves his/her residence and terminates upon his/her return to their residence after completion of the exchange program. The insurance only covers the participant while he/she is participating in an exchange program at the direction and expenses of Central States Rotary Youth Exchange. This does not include extension outside of the defined trip duration.

SCHEDULE OF BENEFITS

Personal Liability Insurance Coverage:

Maximum Benefit per Claim: \$100,000
Deductible per Claim: None
Aggregate Limit per Insured: \$200,000

Medical Payments Coverage:

Limit per Coverage Period: \$5,000

Additional Living Expense Coverage:

Limit per Coverage Period: \$5,000

Payment of Deductible Under Homeowner’s Insurance Coverage: \$1,000

Personal Liability Insurance Coverage: We will pay the benefit shown in the *Schedule of Benefits*, on behalf of the Insured all sums which the Insured shall become legally obligated to pay as Damages for personal liability claims first made against the Insured and reported to Us, during the Policy Term that the Personal Liability Insurance Coverage is in force, arising out of any Incident covered under this Rider, provided always that such Incident occurs: (a) on or after the Policy Effective Date on which this Rider becomes effective; or (b) on or after the effective date of the earliest claims-made policy covering the Insured. We will have the right and duty to defend any suit against the Insured seeking Damages to which this coverage applies even if any of the allegations of the suit are groundless, false or fraudulent. We may make such investigation and settlement of any Claim, or suit as it deems expedient. In no event, shall We be obligated to pay Damages or Claim Expenses or to defend, or continue to defend, any suit after the applicable limit of the Company’s liability has been exhausted by payment of Damages.

Other Insurance: If other valid and collectible insurance is available to the Insured for a covered loss, Our obligations are limited as follows: (a) **Primary Insurance:** This insurance is primary over the Participating Organization’s liability insurance. If this insurance is primary, our obligations are not affected unless any insurance other than the Participating Organization’s insurance is also primary. Then we will share with all that other insurance by the Method of Sharing (b) **Method of Sharing:** If the other insurance permits the contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

Medical Payments Coverage: We will pay benefits up to the Limit per Coverage Period shown in the *Schedule of Benefits*, on behalf of the Insured for Medical Expenses that are incurred or medically ascertained within 52 weeks after the date of the Incident and which result from an Incident causing Bodily Injury to: (a) a person who is on the Insured Location with the permission of the Host Family; or (b) a person not on the Insured Location. Medical Expenses are defined as those expenses recommended and approved by a doctor for hospital room and board, use of an operating room, emergency room, ambulatory medical center, fees of physicians and nurses, laboratory tests, prescription medicines or drugs, anesthetics, transfusions, diagnostic testing, and therapeutics. We will pay the benefit pursuant to this provision only after the Insured has submitted to us, due proof of the Medical Expenses incurred. This coverage does not apply to e Insured.

Additional Living Expenses Coverage: If an Incident results in the Insured Location becoming unfit to live in, We will pay for any necessary increase in living expenses incurred by the Host Family so that the household can maintain its normal standard of living. Payment will be for the shortest time required to repair or replace the damage to the Insured Location or, if the Host Family permanently relocates, the shortest time required for the Host Family to settle elsewhere. We will pay the Host Family benefits, up to the Limit per Coverage Period shown in the *Schedule of Benefits*, on behalf of the Insured per Policy Term for Additional Living Expenses. We will pay the benefit pursuant to this provision only after the Insured has submitted to us due proof of the Additional Living Expenses incurred.

Payment of Deductible Under Homeowner’s Insurance Coverage: If an Incident results in a claim being paid under a valid and collectible homeowner’s insurance policy of the Host Family covering the Insured Location, We will pay the Host Family for the loss incurred, up to the amount of the deductible under the Host Family’s homeowner’s insurance policy, up to the amount shown in the

Schedule of Benefits, per Insured per Policy Term. We will pay the benefit pursuant to this provision only after the Insured has submitted to us due proof of the deductible amount which was incurred.

Exclusions and Limitations: No Benefit will be payable as the result of:

1. Bodily Injury or Property Damage arising out of the ownership, maintenance, operation, use, loading or unloading of any Automobile, watercraft, Mobile Equipment or aircraft owned or operated by or rented or loaned to any Insured;
2. Based on or arising out of liability assumed by the Insured under any contract or agreement, except liability arising out of the performance of written duties required by the Participating Organization as part of the Covered Trip/Program;
3. Arising out of discrimination on the basis of age, sex, race, religion, marital status, national origin or sexual preference by any insured, including Personal Injury resulting there from;
4. Arising from the transmission of or infection by, or the testing or the failure to test for the presence of Acquired Immune Deficiency Syndrome (AIDS), any AIDS related virus or any other disease transmitted through sexual contact or another person's body fluids;
5. Dishonest, fraudulent, criminal or malicious act or omission or deliberate misrepresentation committed by, at the direction of, or with the knowledge of any Insured;
6. Arising from acts by any Insured expected or intended to cause Bodily Injury or Property Damage sustained (This exclusion does not apply to Bodily Injury resulting from the use of reasonable force to protect person or property.);
7. Arising from any obligation for which the Insured or any carrier as their insurer may be held liable under any worker's compensation, unemployment compensation or disability benefits law, or under any similar law;
8. Property Damage to property: a) owned or being transported by the Insured, or b) rented to, occupied by or in the care of the Insured;
9. Brought against any Insured alleging, in whole or part sexual assault, abuse, molestation or habitual neglect, or licentious, immoral, amoral other behavior that was threatened, committed, or alleged to have been committed, by any Insured or by any person for whom the Insured is legally responsible; however, notwithstanding the foregoing, the Insured shall be protected under the terms of this policy as to any claim and/or allegation which may be covered by the policy upon which suit may be brought against him, for any such alleged behavior by an Insured unless a judgment or a final adjudication adverse to the Insured shall establish that such behavior occurred as an essential element of the cause of action so adjudicated;
10. Injuries caused by or contributed to by the use of controlled substances not administered by doctor;
11. Bodily Injury or Property Damage arising from the use of alcohol, intoxicants or any drug unless prescribed by a doctor;
12. Bodily Injury or Property Damage due to war, whether or not declared, civil insurrection, rebellion or revolution or to any act or condition incidental to any of the foregoing;
13. Personal Injury to the Insured;
14. Brought against any suit arising out of the Insured's business pursuits, investments, or other for profit activities;
15. Injuries caused directly or indirectly by nuclear reaction, radiation, contamination whether radioactive or not, regardless of how it was caused; or
16. Injuries caused directly or indirectly by pollution or asbestos, regardless of how it was caused.

Definitions: **Automobile** means: a land motor vehicle, trailer or semi-trailer designed for travel on public roads, including any machinery or apparatus attached thereto. **Bodily Injury** means: bodily injury, sickness or disease sustained by any person, including death. **Claim(s)** means: a demand for money or the service of a suit naming an Insured and alleging an Incident. Claim(s) does not include proceedings seeking injunctive or other non-pecuniary relief. Punitive damages will not be covered. **Claim(s) Expenses** means: (a) Fees charged by an attorney or attorneys designated by Us and all other fees, costs, and expenses resulting from the investigation, adjustment, defense settlement and appeal of a Claim, suit or proceeding arising in connection therewith, if incurred by Us, or incurred by the Insured with Our written consent, but does not include salary charges or expenses of regular Our employees or officials, or fees and expenses of independent adjusters; (b) All costs against the Insured in such suits and all interest on the entire amount of any judgment therein which accrues after entry of the judgment and before We has paid or tendered or deposited, whether in court or otherwise, that part of the judgment which does not exceed the Our limit liability thereon; (c) Premiums on appeal bonds and premiums on bonds to release attachments in such suits, but not for bond amounts in excess of the applicable limit of liability of this policy. We will have no obligation to pay for or furnish any bond; (d) Up to \$250 for loss of earnings to each Insured for each day or part of a day of their attendance at Our request at a trial, hearing or arbitration proceeding involving a civil suit against such Insured for covered Damages, but the amount so payable for any one or series of trials, hearings or arbitration proceedings arising out of the same Incidents will in no event exceed \$5,000. **Damages** mean: compensatory judgments, settlement or awards, but does not include punitive or exemplary damages, fines or penalties, the return of fees or other consideration paid to the Insured, or that portion of any award or judgment caused by the trebling or multiplication of actual damages under federal or state law. **Host Family** means: the person(s) responsible for providing the Insured's room, board, general welfare, and care while on a Covered Trip/Program. **Incident** means: any act or omission committed by the Insured during the Policy Term which results in Bodily Injury, Property Damage or Personal Injury, provided the act or omission committed by the Insured was during the Policy Term.

Insured Location means: (1) the Host Family residence premises and the part of any other premises, structures and grounds used by the Insured; or (2) any part of a premises where an Insured is temporarily staying. **Mobile Equipment** means: a land vehicle (including any machine or apparatus attached thereto, whether or not self-propelled), (1) not subject to motor vehicle registration, or (2) maintained for use exclusively on premises owned by or rented to any Insured, including the ways immediately adjoining, or (3) designed for use principally off public roads, or (4) designed or maintained for the sole purpose of affording mobility to equipment of the following types forming an integral part of or permanently attached to such vehicle: power cranes, shovels, loaders, diggers and drills; concrete mixers (other than the mix-in-transit type); graders, scrapers, rollers and other construction or repair equipment; air compressors, pumps and generators, including spraying, welding and building cleaning equipment; and geophysical exploration and well servicing equipment, or (5) anything with a motor that rolls, flies or dives, such as snowmobiles, mopeds, motorbikes, dirt bikes or (6) anything that flies such as parasail's, parachutes and hang gliders. **Personal Injury** means: (a) false arrest, detention or imprisonment, wrongful entry or eviction, other invasion of private occupancy, or malicious prosecution; (b) the publication or utterance of a libel, slander or other defamatory or disparaging material; or (c) a publication or an utterance in violation of an individual's right of privacy. **Property Damage** means: (a) physical injury

to or destruction of tangible property, including the loss of use thereof at any time resulting there from; or (b) loss of use, or loss of the value of tangible property which has not been physically injured or destroyed.

Program Administrator: CMI Insurance, Hunt Valley, MD www.cmi-insurance.com
Underwritten by: ACE American Insurance Company, 436 Walnut Street, Philadelphia, PA 19106
Policy Number: GLM N00060501

This Description of Coverage is a brief description of the important features of the insurance plan. It is not a contract of insurance. The terms and conditions of coverage are set forth in GLM N00060501, issued to: Trustee of ACE USA Accident & Health Insurance Trust in the District of Columbia on behalf of Central States Rotary Youth Exchange. The policy is subject to the laws of the state in which it was issued. Coverage may not be available in all states or certain terms or conditions may be different if required by state law. Please keep this information as a reference.

ACE American Insurance Company CLAIM FORM

MAIL TO
Administrative Concepts, Inc.
994 Old Eagle School Road
Suite 1005
Wayne, PA 19087-1802
www.visit-aci.com

COMPLETE IN DETAIL TO ENSURE PROMPT HANDLING

Any person who knowingly and with intent to injure, defraud, or deceive any insurance company or other person submits an insurance application or statement of claim containing any materially false, incomplete or misleading information may be committing a crime and may be subject to civil or criminal penalties

Group Plan or Program: CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC GLMN00060501
Policyholder Policy Number

Name of Patient: _____
Last Name First Name Initial

Present Address: _____
No. and Street City or Town State Zip Code Country

Home Address: _____
No. and Street City or Town State Zip Code Country

U S Telephone Number: _____ Date of Birth: _____ Male Female (Circle One)
If payment was made to someone other than the Insured, who is to receive payment?

Relationship to insured: _____

Address: _____

Date of Accident or Sickness: _____ Nature of Accident or Sickness _____

If accident, describe fully how and where accident occurred: _____

If injured in play or practice of sport, indicate what sport: _____

Is the insured covered under any other group plan, health maintenance organization, government plan, or insurance policy?

Yes No Insurance Company _____ Policy Number: _____

Are you covered as a dependent under this policy? Yes No

Are you covered under your school's domestic student accident and sickness insurance plan? Yes No

Name of School _____

**INSURED OR PARENT MUST SIGN
BELOW:**

Authorization: I hereby authorize release to Administrative Concepts, Inc., any and all information concerning advice, care or treatment provided to myself or any of my family which may be needed to process this claim.

**IF PAYMENT IS TO BE ASSIGNED TO
PROVIDER, SIGN BELOW:**

Authorization: I hereby authorize payment of medical benefits to the medical provider identified on this form, for the service described.

*Administrative Concepts, Inc. does not share private health information except as required or permitted by law.
We are committed to guarding the private information entrusted to us.*

Insured's Signature: _____ Date: _____

Insured's Signature _____ Date: _____

Physician or Provider Information (Please Attach Universal 1500 Form or Fill Out In Full Below)

Date of First Symptom of Illness or Injury _____

Date first consulted you _____ for This Condition: _____

Has Patient Ever Had Same or Similar Symptoms? Yes No

Diagnosis _____

History of Illness or Injury _____

Name of Referring Physician or Other Source: _____

For Services Related to Hospitalization (Give Date) Admitted: _____

Discharged: _____

Name and Address of Facility Where Services Rendered: _____

Was Laboratory Work Performed Outside Your Office? Yes No

Lab Charges: _____

Will You Accept Assignment? Yes No

Total Charges: _____

Date of Service	Place of Service	CPT Code	Description of Service	Charge

Providers Signature _____

Print Providers _____

Providers Address _____

Tel. #: _____

Fax #: _____

Tax I.D. #: _____

PART II

Please Print All Information

Have you been covered (as an insured or dependent) by any other hospital and/or medical plan for the past 12 months?

Yes No

If yes, indicate the name and address of the company _____

Effective date of coverage: _____ Expiration date: _____ Policy No. _____

Have you filed a claim with any other insurance company? Yes No

I hereby certify that the above information given by me in support of this claim is true and correct.

Patient's or Authorized Representative's Signature _____ Date _____

If Authorized Representative, Relationship to Patient _____

Or Legal Designation _____

Please complete the following if you are insured under the medical insurance plan of a parent or spouse.

Mother's Name _____ Employer's Telephone # _____

Employer's Name and Address _____

Name and Address of Insurance Co. _____

Policy No. _____

Father's Name _____ Employer's Telephone # _____

Employer's Name and Address _____

Name and Address of Insurance Co. _____

Policy No. _____

Spouse's Name _____ Employer's Telephone # _____

Employer's Name and Address _____

Name and Address of Insurance Co. _____

Policy No. _____

The laws of some states require us to furnish you with the following notices:

WARNING. Any person who knowingly:

Alaska: and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

Arizona and Arkansas: presents a false or fraudulent claim for payment of a loss or benefit is subject to criminal and civil penalties, or **specific to AR:** presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. **California, Louisiana, New Mexico and Texas:** presents a false or fraudulent claim for the payment of a loss or benefit (or **specific to LA and TX:** who knowingly presents false information on an application for insurance) is guilty of a crime and may be subject to fines and confinement in state prison, (or **specific to NM:** to civil fines and criminal penalties.)

Delaware: and with intent to injure, defraud or deceive an insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

Florida: and with intent to injure, defraud, or deceive any insurance company files a statement of claim containing false, incomplete, or misleading information is guilty of a felony of the third degree.

Idaho and Indiana: and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information (for Idaho) is guilty of and (for Indiana) commits a felony.

Kentucky, New York and Pennsylvania: and with intent to defraud any insurance company or other person files an application for insurance, or files a statement of claim, containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime, **specific to PA:** subjects such person to criminal and civil penalties and **specific to NY:** shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

New Jersey: files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Ohio: with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oklahoma: and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

WARNING:

Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

District of Columbia, Tennessee and Virginia : It is a crime to knowingly provide false, incomplete or misleading information to an insurer or insurance company for the purpose of defrauding the insurer or insurance company, (or **specific to DC:** any other person.) Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Hawaii: Presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

Maine: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Minnesota: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New Hampshire: Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638.20.

CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC.

SERVING SEVENTEEN (17) DISTRICTS IN ILLINOIS, INDIANA, MICHIGAN, MINNESOTA,
NORTH DAKOTA, WISCONSIN AND ONTARIO, CANADA

5580, 6220, 6250, 6270, 6290, 6310, 6330, 6400, 6420,
6440, 6450, 6460, 6490, 6510, 6540 6560,

FOR ANYONE ASSISTING STUDENTS WITH CLAIMS PLEASE READ THIS CAREFULLY

FOR INBOUND STUDENTS:

The claim form should not be given to the students. All claims should be handled by the YEO or someone in the club. There are a number of claims that are not being handled properly due to a lack of information. Many times when claims are submitted there is a need for additional information. When students get these requests for additional information they either don't understand them or they ignore them, thus the matter remains open until someone gets upset about it. I would like to avoid bill collectors and irate providers.

On all claims the present address of the student should read c/o (YEO and his/her address). This will mean that all correspondence will come to that individual and they can monitor the claim. In most cases they can obtain the needed information and get **the claim closed in a timely fashion.**

This individual would then be in a position to know the status of a claim, how much was paid, if it wasn't paid they would know why it wasn't. Using this procedure can avoid a lot of problems.

FOR OUTBOUND STUDENTS:

Our insurance contract provides assistance on any claims anywhere in the world through Worldwide Assistance Services, Inc. also known as Europ Assistance USA. Toll free from within the USA or Canada 1-800-546-6349; from France 0800-901-570; Germany 0800-817-6080; Italy 800-877-145; Mexico 001-800-368-7878; UK 0800-894-035. Outside the US or Canada call direct or collect 202-659-7785. They have offices in most countries throughout the world and can help locally with any claims; in most cases they can pay the claims locally as well.

If there is a need to use the **Emergency Medical Evacuation** or **Emergency Reunion Benefit** all arrangements must be made by the Assistance Provider and approved by the Company in order for expenses to be considered eligible for payment.

If you have any questions please feel free to give me a call.

Bob Hosch

Phone: 262-965-3101

Email: rhosch@wi.rr.com

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Rev 7/7/08

Appendix I

It's Time To Go Home

Traci Fordham, M.A.

Syracuse University, Maxwell School of Citizenship and Public Affairs

Context

You're sitting in "your" room. In any case, it's the room that you've come to know as your own. You have, after several months, adjusted to your host culture. You probably feel as if you have finally become a member of this new culture. You have made friends, gone to school, become a member of a family. Many people don't even believe that you are American.

Remember how you felt when you first arrived in this new place? You knew that you would experience "culture shock," but you had no idea just how intense those feelings would be. For the first part of your year you had moments where you wanted nothing but to go home. But you stuck it out. You don't know when it happened, but one day you realized that you had made it. You woke up from a dream in another language. You were mistaken for a "native" in a restaurant. You forgot certain things about the United States. You changed.

Now it's almost time to go home. Once again, you are on a roller coaster of emotions. You are excited to see your American family and friends again, but at the same time you are filled with feelings of anxiety and fear. You are starting to experience the initial phase of "re-entry shock."



What to Expect

Because no two people are exactly alike, it's hard to predict exactly what you will go through when you return home. It's important, however, to anticipate and to prepare yourself for the possibilities. If you feel that you have adjusted well to your host culture, if you feel that, in many ways, you have "become" French, or Belgian, or German, or Mexican, etc., you will most likely have a more challenging time coming home. It is ironic that the more "successful" you have been as an exchange student, the more difficult it will be for you to adjust to being American again. Just as you survived and indeed excelled as an exchange student, so too will you re-adjust to being back home.

This isn't Home!

You have probably constructed all kinds of mental pictures about what coming home will be like. You know that you have changed. Be prepared for things at home to have changed as well. Your siblings have grown; your friends have moved on, your parents may have renovated the house. The home that you return to can never really measure up to the "home" that has existed in a dream-like quality in your head for all of these months. A valuable aspect of living in another culture is that it provides you with another perspective of the United States. What you have learned about the U.S. while you have lived abroad may, in fact, be negative. You may find, especially for the first month or so back home, that nothing is as you remembered and nothing is as wonderful as it was in your host country.

You may find that most Americans are too consumer-oriented, too fast-paced, too overtly friendly, insincere, or too whatever. You may feel as if you just want to withdraw and day dream about your host country. Don't. Know that, in time, you will readjust. Try not to constantly complain to your friends and

family. Remind yourself how you felt the first month or so of your exchange. Reread your journal. It may help keep your perspective.



You're a Different Person

Be prepared. Your parents may not recognize you at the airport. You may have put on weight, changed your hairstyle. You have physically matured. You have adopted the fashions of your host culture. For the past few months, you probably didn't want to "look" like an American. And now you don't. You may want to send a current photo of yourself to your family. That way how you look when you come home won't be a tremendous shock for them!

You have changed inside as well. You are not the same person you were before you left. You have experienced many things. You have learned so much about others and about yourself. Your insights have been challenged and broadened. You will now see the world from another perspective, and you won't even realize how much your insights and values have changed until you come home. It is important that you understand that those back home have not experienced what you have. Your friends and family will not necessarily appreciate being told that they have silly habits, or that what they eat is disgusting, or that you disapprove of how they do or see things. You must remember to be diplomatic and not negative.

It is true that sometimes you will feel isolated and misunderstood. Your friends and family will tire of hearing about your year abroad. They will become exasperated every time you bring up your host country. They may tune you out. Try not to wallow in self-pity. Don't withdraw. Keep the lines of communication open with your family and friends. They can't understand what you're feeling if you don't tell them. Keep in touch with your friends and family in your host country. Try to make contacts with other exchange students. They will be valuable resources and provide support for you.

Readjusting Socially

When you first arrived in your host culture, you probably stood out. Everyone recognized you as American. You dressed funny, your accent was strange, or you could hardly speak the language at all. Sometimes you may have felt like a freak. It took some time, but you were finally accepted by your peers in your host culture.

Friends back home have written to you or may even have visited. To some extent they have kept you informed about what's going on back home. There is no way that you could possibly know everything, and you will find that you are a bit behind on the social scene back home. Styles will have changed, different music will be on the radio, slang expressions will be different, new people will be popular. Once again, you may find yourself feeling like an outsider. Some people will think that you're really cool, while others may make fun of you. In fact, you may find that you don't have a lot in common with the people who were your best friends before you left. Prepare yourself for this; readjusting to social life can be a difficult process for you. Realize that, in some ways, you can reinvent yourself. You have developed a different personality as a result of your year abroad. Embrace the new "you." You have gained valuable insight and maturity--others will surely come to appreciate this about you, especially if you appreciate it about yourself.



Is That English You're Speaking?

If you have been immersed in a language other than English, you may have difficulty expressing yourself appropriately; at least for the first few weeks back home. You will have forgotten words, expressions, slang. You may "go blank" when trying to communicate.

It may be frustrating sometimes. Sometimes, though, it will be amusing to you and to your loved ones. Utilize the process of re-learning English as a way to re-establish relationships. This way, others will feel as if they are contributing to your successful readjustment.

If you have lived in a country where English is spoken, you have most likely developed an accent that is unique to that country. You have learned different terms, different slang, and new expressions. Some people back home may find your new way of speaking to be interesting and unique. Others may think that you're "faking it" or that you have a superior attitude. Don't be discouraged. Others will adjust to your new language mannerisms, and you will soon fall back into an American accent. Remember, all of these adjustment processes require time and patience.



It's important to note that you have developed different non-verbal habits as well. How closely (or not) you stand to someone, the gestures that you use while speaking, how you move your eyes, whether-or-not you make eye contact and with whom, how frequently you touch others, all of these patterns of non-verbal communication may be different for you now. Americans generally maintain a greater spatial distance when interacting than do Western Europeans and South Americans, for instance. Females in Japan do not maintain eye contact with males in the same ways as American females do. You may find that your patterns of non-verbal communication send different "messages" back home. Be aware of this. You will soon re-adjust your movements to your surroundings.

What to Do

Expect the Unexpected

As soon as you realize that coming home will be different from what you had imagined, you will have made an important step. Most likely, by now, you are an expert on change. You have experienced many ups and downs and felt like you were on a roller coaster. You have adapted too many kinds of changes and you have succeeded. Realize that change is inevitable and can ultimately be beneficial to you and to your life. See change as a teacher, as yet another adventure for you to experience.

Your Health Matters

For the first two weeks back home, you will be exhausted, both physically and emotionally. It may be tempting for you to jump into a busy schedule of parties, get-togethers and reunions. Try to "take it slow" for awhile to give yourself time to readjust. You may also feel depressed and anxious from time to time. These feelings are inevitable results of re-entry. They are also temporary. In time you will feel more comfortable with and relaxed in your surroundings.

Be Open in Your Communication

Some of the frustrations that you will feel as a result of your re-entry can be remedied with thoughtful and open communication. You will occasionally feel out-of-place and misunderstood by your friends and family. Discussing how you feel in a loving way will better ensure that you receive the support you need. Being constantly critical and negative will only serve to further alienate you from your loved ones.

Create a Balance

You now have a dual identity, a bi-nationality. You are American, but in very real ways, you are also French, German, Austrian, Mexican, etc. Realize how wonderful that is. You will never be "just" American again. You have been exposed to a whole new world of being and seeing.



YOUR NEW WORLD

Take a mental inventory of those things about being American that are important to you and combine them with those things that you value about your "new" cultural identity. Be proud of who you are. The experiences that you have had will make you a better-rounded person and a more sensitive member of our global community.

Welcome home.



Appendix J

So You Think You're Home Again

Some thoughts for exchange students returning "Home"

By: Dennis White, Ph.D.

Initial Culture Shock

Remember what it was like those first few weeks and months going abroad? It was new, exciting, often confusing, and always changing. And while your whole year may have been exciting, it wasn't always pleasant. You probably became irritated with, and even hostile to, your host culture when the deeper differences between your culture and their culture became apparent. As you began to develop real language skills, and you better understood fundamentally different cultural values, you began the slow process of adapting. Eventually, maybe only at the end of your stay, you began to realize how you could really fit in – adapting fairly well to your adopted culture, while maintaining your own native cultural identity. You became bicultural. And then, just when it was getting good, the year was over and you had to go "home".

Most people who live abroad for an extended time go through similar successive stages of culture shock. These stages are generally recognized as being:

1. Initial Excitement or Euphoria
2. Irritability and Hostility
3. Slow and Gradual Adaptation
4. Eventual Adjustment to Biculturalism

If your experience was anything like this, you learned that culture shock is not just adjusting to jet lag and different food. It is an on-going process of developing increased cultural competence, by being "shocked" by differences, adjusting to them, learning new skills and eventually adapting. And when you prepared for going abroad, you had some expectation that you would experience culture shock. It is not possible (or even desirable) to avoid culture shock, but at least anticipating it made it somewhat easier - and kept you from thinking it was all your fault, or all the new culture's fault.

Reverse Culture Shock

As you return home, you are likely to experience some very similar, but possibly surprising reactions that are part of what is known as reverse culture shock, or re-entry shock. In the first few weeks back, many people feel the effects of jet lag, general exhaustion from lots of changes, fatigue from an overdose of "welcome home" parties and trying to do and see everything and everyone at once. This flurry of activity can cause a significant degree of disorientation, making it difficult to tell exactly what thoughts and feelings you are having.

But mixed in with all of this are two distinct and often conflicting reactions. One is the same excitement stage as in initial culture shock. It may be very exciting to be back, to see family and friends, to tell

about your adventures and to do things you have missed for a year. If this reaction occurs, it fairly quickly wears off, and is replaced by the second stage of culture shock - irritability and hostility.

This stage often comes much more quickly than in initial culture shock, and can be much more severe and disturbing. It also may be the first reaction you have to coming home, with no excitement stage at all.

There are several reasons that you may not feel excitement at all, or for very long. Remember, when you went abroad initially:

- 1.) You wanted to go.
- 2.) You expected and looked forward to learning about different things.
- 3.) You were warned to expect culture shock.
- 4.) Though you may have been sad to leave family and friends, you knew it would not be forever – you knew you were coming back.

Now that you are returning at the end of your exchange year:

- 1.) You may not want to come home.
- 2.) You may expect things to be just like they were when you left (or at least that things will be very familiar)
- 3.) You may not have been sufficiently warned about reverse culture shock (or you didn't think it would happen to you).
- 4.) You may be very sad to leave friends and "family" in your host culture because you know there is a possibility that you may never see them again.

If reverse culture shock is so unpleasant, why not try to avoid it? In fact, the extent to which you immersed yourself in your host culture, and truly adapted, is probably the best indicator of how much reverse culture shock you will experience. People who don't have much trouble re- adapting to their native culture probably didn't get very involved in their host culture. They didn't change much, so they don't have to readjust much.

The Extent of Change

If your exchange year was a success, you have changed in ways that you probably cannot describe, or completely understand yet. You have become a skilled world traveler. You are a skilled bicultural person. You can actually get along quite well, not just be a tourist, in another culture. You have learned to think of things differently by looking at the world from someone else's point of view long enough to really understand it. In a sense, you have become a citizen of the world, so it may be more than a little confusing to think of where "home" is.

Some of these things will probably happen to you. You will find yourself thinking or dreaming in your new language. You will try to explain something to someone back home and not be able to give a precise translation of what you are talking about. You will talk to your parents about one of your host parents, calling the host parent "mom" or "dad". You will think your hometown is very small, or that your friends think in "small" ways. So don't be too surprised if your family and friends seem a bit uncomfortable with you. They probably are, because you aren't the same person who left them a year ago.

Don't underestimate how much you have changed and how strange you may seem to those who knew you before. You may be very proud of your independence, self-confidence and internationalism. But they may see you as self-absorbed, critical of everything and not interested in fitting in.

Remember that those around you may have changed as well, if not in the same ways you have. If you are expecting things to be the same, you will have more of a shock than if you are looking for changes. Your friends have had a year of growing and maturing, and your family situation may have changed (deaths, divorces, moves, job changes). You missed some important events in their lives, just as they missed some important ones in yours. Even those things that haven't really changed may seem quite different, because you see them differently. Though you may love your native country more than ever, you are also much more likely to be critical of it, and question common cultural practices that you took for granted before you left.

Ways To Deal With Reverse Culture Shock

The single best thing you can do is to anticipate and accept that you will experience some degree of reverse culture shock. The worst thing you can do is to deny it, or try to avoid it. People often try to deny it because they think there might be something wrong with them if they admit it. It is, in fact, very normal, and you will have more problems than necessary if you try to deny it.

More than anticipating and accepting reverse culture shock, you can actually view it as a positive, if sometimes painful, growth experience. It is, and can be, the completion of the circle of change in an intercultural experience. I like to think of it as the third year of your exchange. The first was the year preparing to go abroad. The second was the actual exchange. The third is the year when you can more completely appreciate the changes you have made, the readjustment to your native culture, and the fact that you will be bicultural for the rest of your life. In subsequent years you will have times when you re-experience reverse culture shock, and when you feel like you just got home again; but it will never be as shocking an experience as that first year back.

You can also help yourself by talking about your feelings as often as you can. You may wear out lots of initially sympathetic ears doing this. You may notice that you seem to have an almost incessant need to talk about your experiences. Your friends, especially, may get impatient with you, so you may need to learn to be selective with whom you share your experiences. There is often a conflicting urge to keep it all to yourself, because you think people won't understand or don't care, or because you think that talking about it in the past tense confirms that it is over - and you don't want to accept that. (Many students don't completely unpack for months, for the same reason - they don't want to admit that it is over.) Of course, that's the issue - it's over and it isn't. The experience is over, but not the memories and the impact on your life.

Sometimes it's best to find other recently returned students, or even people who have been back for years. You can tell how this feeling lingers when exchange students, Peace Corps Volunteers or missionaries start talking about their experiences, even if many years ago. They get excited, they can't stop talking, and they get a glassy, far-off look on their faces. And don't underestimate your parents as listeners. Sometimes they are the only ones who will politely listen as you tell a story for the hundredth time. But however you do it, talk. It is in this way that you can help others understand you, and more importantly, learn to clarify your thoughts and feelings and better understand yourself.

You can also make things easier for yourself by trying not to make too many big decisions, unless you absolutely have to. Don't be impatient with yourself if you have trouble making decisions. Your goals in life may have changed. Because you have a new perspective, some of the plans you made a year or more

ago may not seem as relevant now. Remind yourself, your family and friends that you are going through a period of adjustment; and it may take time for you to sort things out.

Finally, don't be too concerned if the course of your reverse culture shock doesn't seem to follow the pattern described here. Each of your experiences abroad was unique, and so will be your re-entry. While your year abroad was probably of great value to you, you may not have had the same emotional attachment to people that other students describe. So you may not have as much trouble letting go of those attachments and getting on in life with new and renewed friends. Going on to college or university is also quite different than returning to high school, and some of the issues are different for these two situations.

Feeling "At Home"

Reverse culture shock subsides, though it never disappears. Eventually you will come to terms with yourself and your "new" native culture, incorporating the fact that you are now a member of another culture as well. You can learn to be at peace with true biculturalism. This is the ability to move from cultural practice to cultural practice, with skill, as the situation calls for it. And while you may somewhat sadly come to accept that you can never truly come "home" again, you can learn to feel "at home" in the world at large.

Dr. Dennis White is a clinical psychologist, returned Peace Corps Volunteer, and Rotarian in District 6220, Sturgeon Bay, Wisconsin. He has worked in many exchange programs dealing with preparation for exchanges as well as returning home. He is a program consultant to District 6220 Rotary Youth Exchange Program as well as to the Central States Rotary Youth Exchange Program, Inc. He has written several other articles on the exchange experience and produced a 45-minute videotape on the same topic. Dennis is frequently contacted to discuss re-entry problems by students, parents and Rotarians. He may be reached at:

Dr. Dennis White
1350 Memorial Dr.
Sturgeon Bay, WI, 54235 USA
Tel: 920-743-8974
Fax: 920-746-9119
E-mail: dkwhite@itol.com

Appendix K

District 6220 Rotary Staff Support

DISTRICT CHAIR: **Matt Orthober** Home: 920-743-1824
6459 Oak Road Cell: 920-495-9667
Egg Harbor, WI 54209 Work: 920-743-9667
districtchair@rotaryyouthexchange.us

VICE CHAIR: **Ron Skow** Home: 920-434-7482
2833 Friendly Circle Cell: 920-366-4826
Green Bay, WI 54313 Work: 920-969-2194
vicechair@rotaryyouthexchange.us

OUTBOUND COORDINATORS: **Kati Havel-Strid** Home 715-356-7172
521 Hemlock Street Cell 715-892-5284
P.O. Box 2195 Work 715-358-6650
Woodruff, WI 54546
outboundcoordinator@rotaryyouthexchange.us

Doug Strid Home 715-356-7172
521 Hemlock Street Cell 715-493-2033
P.O. Box 2195 Work 715-356-2022
Woodruff, WI 54546 **Email:** strid74@gmail.com

ROTEX PRESIDENT: **Janessa Doucette** Cell 715-891-4380
2415 South Logan Ave **Email:** jana_doucette@yahoo.com
Milwaukee, WI 53207

INBOUND COORDINATOR:
DISTRICT CHILD PROTECTION OFFICER: **Ann Fuge** Home 715-823-3838
E 10405 County I Cell 715-851-0047
Clintonville, WI 54929 Work 715-823-6262
inboundcoordinator@rotaryyouthexchange.us

DISTRICT GOVERNOR: **Mary Schwaiger** Home 715-479-4249
4130 Chain O'Lakes Road Cell 715-891-0990
Eagle River, WI 54521 Work 715-479-4300
Email: mary_schwaiger@yahoo.com

Appendix L

Abuse Reporting Procedures

District 6220

Rotary Youth Exchange Abuse and Harassment Prevention Policy

Revised August 1, 2009

Introduction

Beginning with the 2006-2007 Rotary year, all clubs and districts that wish to participate in Youth Exchange are required to be certified by RI. To apply for certification, each district will need to submit:

- District abuse and harassment policy
- Copies of all materials produced in the district to promote and support the Youth Exchange program (promotional materials and brochures, applications, policies, Web site links, host family screening reports, position / job descriptions, ect.)
- A signed compliance statement that the district is operating the Youth Exchange program in accordance with RI policy
- The completed annual Youth Exchange survey

Developing an effective district abuse and harassment policy is a critical first step in this certification process. Implementing an effective policy is a tangible demonstration of a district's commitment to protecting youth while offering them an unparalleled opportunity to meet people from other lands and experience other cultures. This document provides a basic framework in keeping with RI board policy for districts to follow in developing or refining district abuse and harassment policies.

Districts that do not currently have an abuse and harassment policy may wish to use the sample wording given below, being sure to research and write the policy for those areas which must be tailored to district circumstances. Districts that already have such a policy may wish to compare it to this sample to ensure that all the areas that the RI board requires are covered.

Policy Framework

Each district abuse and harassment policy will require each of the following elements to meet RI Board policy, unless otherwise indicated.

1. Statement of Conduct for Working with Youth

District 6220 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

1. Definitions

Volunteer: Any adult involved with Rotary Youth Exchange activities who has direct interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and district Youth Exchange officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host students for activities or outings, host parents, and other adult residents of the host home (including siblings and other family members).

Student: Youth involved with Rotary Youth Exchange, regardless of whether they are of the age of majority.

Sexual abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or opposite sex.

Additional examples of sexual abuse could include but are not limited to non-touching offenses such as:

- Indecent exposure
- Exposing a student to sexual or pornographic material

Sexual Harassment: Sexual harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims.

Examples of sexual harassment could include but are not limited to:

- Sexual advances
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

1. Incorporation of District Youth Exchange Program and Liability Insurance

Each District Youth Exchange program is required to incorporate or establish itself as a similar formal legal entity.

Rotary District 6220 Rotary Youth Exchange program is incorporated as “District 6220 Rotary Youth Exchange Program, Incorporated” and is incorporated under the laws of the state/province/country of Wisconsin.

District 6220 RYE Program, Inc. under Wisconsin Statute & covered under the District Policy.

In addition, each district program is also required to carry adequate general liability insurance with coverage and limits appropriate for its geographic location.

2. Volunteer Selection and Screening

The following screening steps must be completed prior to participation in Youth Exchange activities.

District 6220 will maintain all records of criminal background checks, waivers, and screening for adults working with minors for five years.

All volunteers interested in participating in the District 6220 Rotary Youth Exchange program must:

- Complete a *Youth Volunteer Affidavit* form and authorize the district to conduct a criminal background check (subject to local laws and practices).
- Undergo personal interviews.

- Provide a list of references for the district to check
- Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment, and the investigation into the claim is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Understand and comply with RI and district guidelines for the Youth Exchange program.

Host families must meet the following selection and screening requirements, in addition to those listed above.

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. This should include:
 - Demonstrated commitment to the safety and security of students
 - Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well being
- Host families must complete a written application
- Home visits must be conducted for each family and should include both announced and unannounced visits, both prior to and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that reside in the home either on a full- or part-time basis.

Rotarian counselors must meet the criteria for *All Volunteers*, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be trained in responding to any problems or concerns which may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.

3. Student Selection and Screening

All students interested in participating in the District 6220 Rotary Youth Exchange program must:

- Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program.
- Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the District 6220 Youth Exchange program must:

- Be interviewed to determine the student's suitability for participation in the Youth Exchange program.
-

4. Training

District 6220 will provide abuse and harassment prevention training to all Rotary Youth Exchange program participants. The District Chairman and/or RYE Coordinators will be conducting the training sessions.

District 6220 will:

- Adapt the *Abuse and Harassment Prevention Training Manual* (available in late 2006) to include relevant information on specific district guidelines, local customs, cultural issues, and legal requirements.
- Develop a calendar for training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted.
- Conduct specialized training sessions for the following Youth Exchange program participants:
 - District governor
 - District Youth Exchange committee members
 - Club Youth Exchange committee members
 - Rotarian counselors
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
 - Host families
 - Students (outbound and inbound)
 - Parents and legal guardians of students
- Establish guidelines to ensure that all those required to be trained have participated.
- Maintain records of participation to ensure compliance.

5. Allegation Reporting Guidelines

District 6220 is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accord with the Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines.

6. Investigation Guidelines

District 6220 takes all allegations of abuse or harassment seriously and will investigate each allegation thoroughly. The district will cooperate with all law enforcement, child protective services, and legal investigations, and will only conduct its own independent investigations such that it does not interfere with other investigations.

- Form a district committee to carry out internal investigations.

7. Other Responsibilities

District 6220:

- Has a procedure for reporting, investigating, and proper handling of non-criminal offenses or historic cases that law enforcement will not investigate.
- All Inbound & Outbound Youth Exchange students will have health insurance provided for them during their exchange year which will be provided at no additional cost to the student.

- Provides each student with a list of local services in the district (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.)
- Will complete a student data request form for all participating Youth Exchange students and return it to RI one month before the beginning of the exchange.
- Will maintain and provide to Youth Exchange students a “district hotline”
- Will follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks.
- Will appoint an independent lawyer, therapist or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- Will report all criminal allegations to RI within 72 hours.
- Will report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
- Evaluate and review this policy and accompanying procedures on a regular basis.
- Require a bi-monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist students as needed.

8. Club Compliance

District 6220 will monitor and ensure that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- Copies of all materials produced in the club to promote and support the Youth Exchange program, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services)
- Club abuse and harassment prevention training program

Participating clubs must agree to:

- Complete and return a signed compliance statement that the club is operating their program in accordance with District 6220 and RI policy.
- Conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to adult full-time residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact. All volunteers must complete and sign the Youth Volunteer Affidavit.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both prior to and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Following the Youth Exchange Abuse and Harassment Reporting Guidelines Report, all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation.
- Prohibit direct placement of students outside of the District 6220 Youth Exchange program structure (e.g. “backdoor exchanges”).
- Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance).
- Develop contingency plans for hosting that include pre-screened and available back-up families.

- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Provide each student with a comprehensive local services list.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individuals independent of the host family and club counselor.
- Follow RI guidelines for Youth Exchange Web sites and usage of the Rotary Marks (available in late 2005).
- Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants or applicants' parents or legal guardians.
- For long-term exchanges, three successive host families are preferable.
- Establish a system of club recertification. Recertification should require each club to provide copies of all information for review and approval.

Please note that this policy is subject to change. Please contact the Youth Exchange staff to receive the most current copy:

Rotary Youth Exchange Program – District 6220
 Matthew Orthober
 District Chair
 6459 Oak Road
 Egg Harbor, Wisconsin 54209
 USA
 1-920-743-9667 Work, 1-920-495-9667 Cell, 1-920-743-1824 Home
districtchair@rotaryyouthexchange.us Email Address
www.rotaryyouthexchange.us Web Site

Sexual Abuse and Harassment Allocation Reporting Guidelines

District 6220 Rotary Youth Exchange Introduction

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. Youth Exchange provides thousands of young people with the opportunity to meet people from other lands and to experience their cultures.

A Youth Exchange student will spend a year, or perhaps just an extended period of time, living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional abuse or harassment of every student with whom they come into contact.

Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. **The safety and well-being of students should always be the first priority.**

Definitions

Sexual abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student, or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or the opposite sex.

Additional examples of sexual abuse could include, but are not limited to:

- ◆ Non-touching offenses
- ◆ Indecent exposure
- ◆ Exposing a child to sexual or pornographic material.

Sexual harassment: Sexual harassment refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims.

Examples of sexual harassment could include, but are not limited to:

- ◆ Sexual advances

- ◆ Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- ◆ Verbal abuse of a sexual nature
- ◆ Displaying sexually suggestive objects, pictures or drawings
- ◆ Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments

Is it Abuse or is it Harassment?

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities. In some countries, this reporting is required by law.

Allegation Reporting Guidelines

For use by all adults to whom a student reports an incident of abuse or harassment

Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these ***Allegation Reporting Guidelines***.

1. Report from Student

- a. **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- b. **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- c. **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.
- d. **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
- e. **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. Protect the Student

Ensure the safety and well-being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the student's own safety and is not a punishment.

3. Report to Appropriate Law Enforcement Authorities Immediately report all cases of sexual abuse to the appropriate law enforcement authorities first and then to the District Child Protection Officer and the leadership of the club and district for investigation. In Central States Rotary Youth Exchange Districts, the appropriate law enforcement office may be the local, state or district attorney. In most situations, the first Rotary contact is the Rotarian counselor or the District Child Protection Officer, who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian counselor, the district Youth Exchange chair should be contacted. All allegations must be reported to the Central States Rotary Youth Exchange Child Protection Officer and RI within 72 hours; the district person responsible for doing so is the Youth Exchange Chairman or the District Child Protection Officer.

District 6220 will cooperate with police or legal investigations.

4. Avoid Gossip and Blame

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation Central States Rotary Youth Exchange Program, Inc and its member districts maintain the privacy (as distinct from confidentiality) of any accused person.

5. Do Not Challenge the Alleged Offender

The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of non-criminal harassment, the district child protection officer and district governor are responsible for investigating, and will be in contact with the alleged offender after the student has been moved to a safe environment.*

6. Follow-Up After reporting allegations to the Rotarian counselor or district child protection officer, follow up to make sure steps are being taken to address the situation. Specifically, districts will conduct an independent and thorough investigation into any claims of sexual abuse or harassment. Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth until the matter is resolved.

Post Report Procedures

For Use by Rotarian Counselors, District Child Protection Officers, and District Youth Exchange Chairs

The student's Rotarian counselor, District Child Protection Officer, and the district Youth Exchange chair are responsible for ensuring that the following steps are taken immediately following an abuse allegation is reported.

1. The adult to whom the student reports the abuse should follow the *Allegation Reporting Guidelines*.
2. Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.
3. Contact appropriate law enforcement agency immediately (if not already done). If law enforcement agencies will not investigate, the District Child Protection Officer, the club or district Youth Exchange chair should coordinate an independent investigation into the allegations.
4. Ensure the student receives immediate support services.
5. Offer the student an independent, non-Rotarian counselor to represent the interests of the student.
6. Contact the student's parents or legal guardian. If away from home, provide the student with the option of either staying in country or returning home.
7. Remove alleged abuser or harasser from all contact with the specific student and other youth while investigations are conducted.
8. Cooperate with the police or legal investigation.
9. The student's Rotarian Counselor should inform the District Child Protection Officer, and the district Youth Exchange chair and district governor of the allegation. Either the District Child Protection Officer or the district Youth Exchange chair must inform the Central States Rotary Youth Exchange Student Exchange Child Protection Officer and Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, the outcome of all investigations, and resulting actions.

Post Allegation Report Guidelines

Responding to the Needs of the Student

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club.

It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience

ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the student of their support at all times.

Appropriate Response for Addressing Issues within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians

When addressing an allegation of abuse or harassment, the most important concern is the safety of the students. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, Rotarians' spouses, partners, and other volunteers must safeguard the children and young people they come in contact with and protect them from physical, sexual and emotional abuse.

Adopted by the Rotary International Board of Directors, November 2006

Please note that this policy is subject to change. Please contact the Youth Exchange staff to receive the most current copy:

Rotary Youth Exchange Program – District 6220
Matthew Orthober
District Chair
6459 Oak Road
Egg Harbor, Wisconsin 54209
USA
1-920-743-9667 Work, 1-920-495-9667 Cell, 1-920-743-1824 Home
districtchair@rotaryyouthexchange.us Email Address
www.rotaryyouthexchange.us Web Site

Appendix M- Outbound Student Calendar of Events

Rotary Youth Exchange District 6220 Calendar of Events	
OUTBOUND STUDENTS & PARENTS	
September 2009 thru August 2010	
Revised June 3, 2009	
September 1, 2009	Contact your local Rotary Club to become a Rotary Youth Exchange Student
October 24-25, 2009	Fall Conference for Outbound Students and Parents Along with all Inbound, Rebound & Rotex Students This is a Mandatory Conference for all Outbound Students At least One Outbound Parent is required to attend this conference with their child Being held at The Plaza Hotel, Wausau, Wisconsin
October 24, 2009	RYEO and Counselor Training being held at The Plaza Hotel in Wausau, Wisconsin
March 13-14, 2010	Winter Conference for all Inbound, Outbound, Rebound & Rotex Students This is a Mandatory Conference for all Inbound & Outbound Students At least One Outbound Parent is required to attend this conference with their child Being held at The Plaza Hotel in Wausau, Wisconsin
March 13, 2010	RYEO and Counselor Training being held at The Plaza Hotel in Wausau, Wisconsin
May 14-16, 2010	District Governor's Conference Mandatory for all Inbound Students & Outbound Students living in the area & selected to participate in the District Governors Variety Show. Being held in Eagle River, Wisconsin
July 9 - 11, 2010	Central States Rotary Youth Exchange Summer Conference This is a Mandatory Conference for all Inbound, Outbound & Rebound Students **Parents are highly encouraged to attend this conference but it is not required** Being held at Calvin College in Grand Rapids, Michigan
July thru September 2	Departing on your exchange.

Appendix N

Youth Exchange Glossary

Outbound – A student sent overseas by the local sponsor District.

Inbound – A foreign student hosted in the local area. When you travel to your destination country, your hosts there will consider you an “Inbound” student.

Rebound – A former Outbound student who has completed his/her year overseas. Rebound students are often collectively known as “Rotex”.

Rotex – An unofficial organization of former Outbound exchange students. In some districts, Rotex organizes activities for Inbound students, provides mentoring services for Inbound & Outbound Students, assists with interviews, orientations, and numerous items at District conferences.

Sponsor – Term applied to the District or Rotary Club that endorses the application of an Outbound candidate.

Host – Term applied to the District, Rotary Club, or family that accepts an Inbound student.

Club – The local Rotary entity, made up of business and community leaders that meet each week and get involved in community and international service projects. There are more than 33,000 Rotary Clubs in the world. We have forty-one (41) Rotary Clubs in District 6220.

District – A geographic collection of Rotary Clubs. The number of clubs in a District will generally range from 40 to 70. The District is led by the District Governor, who appoints many committee chairs, including the Chair of the Rotary Youth Exchange Committee. It is that committee that manages the Rotary Youth Exchange program for the District, and oversees the Youth Exchange programs of the local Rotary Clubs.

Multi-District – In many parts of the world, groups of Districts have combined their Youth Exchange efforts into multi-district organizations. Central States Rotary Youth Exchange Program, Inc. (that District 6220 RYE belongs to) is one such entity that manages all long-term exchanges for its member Districts.

Rotary Youth Exchange Officer (RYEO) – A Rotarian designated by a Club to manage the Club’s Youth Exchange program. This term is also sometimes used for the District Youth Exchange Chair as well.

Counselor – A Rotarian designated by a Club (or District) to act as the liaison for an exchange student. This person serves as the advocate for the exchange student. The primary role of the counselor is to defend the rights of the student.

District Governor – A Rotarian elected by all the clubs in the District to serve a one-year term as the District’s leader. The term coincides with the Rotary year of July 1 through June 30.

Assistant Governor – A Rotarian appointed by the District Governor to work as a liaison with local Clubs within one of ten geographical areas in our District.

District Conference – An annual event that brings together Rotarians from every Club in the District, for education and entertainment.

Rotary International Convention – An annual event put on by Rotary International, where tens of thousands of Rotarians gather for education and entertainment.

Passport – A document issued by the government of the country where you are a citizen, identifying you as a citizen of that country and allowing you to travel to other countries.

Visa – A document or an endorsement in a passport. It is issued by the government of the country you are visiting, authorizing you to enter and remain there for a specified purpose and for a specified period of time.

Guarantee Form – A document signed and endorsed by a Rotary exchange student, his/her parents, the host Rotary Club, and the school the student will attend. This document is submitted with your visa application to demonstrate to the destination country that you are properly authorized to obtain a student visa.

Appendix O

Are You Really Ready To Go?

- _____ 1. Do you have your passport and visa?
- _____ 2. Do you have your travel plans completed? Does It's Your World Travel have everything it has requested from you to secure your visa and issue your airline ticket?
- _____ 3. Have you corresponded with your first host family and your host Rotary Club?
Have you provided them with your departure and arrival information?
- _____ 4. What language preparations have you made? Do you have a dictionary for your new language?
Can you carry on basic conversations in your new language? Can you pronounce your host family's name; ask for directions or assistance, etc.?
- _____ 5. Do you have your PowerPoint presentation, and a photo album with at least twenty (20) to thirty (30) good pictures of you, your family, your home, your school, your town, and interesting places you have visited? Have you rehearsed for making a presentation?
- _____ 6. Have you made arrangements with your parents for transferring money to you, and have you established a budget for your exchange year? Have you become familiar with the monetary system and US dollar exchange rate for your country?
- _____ 7. Have you thought about how you will handle the inevitable homesickness and loneliness that you will experience?

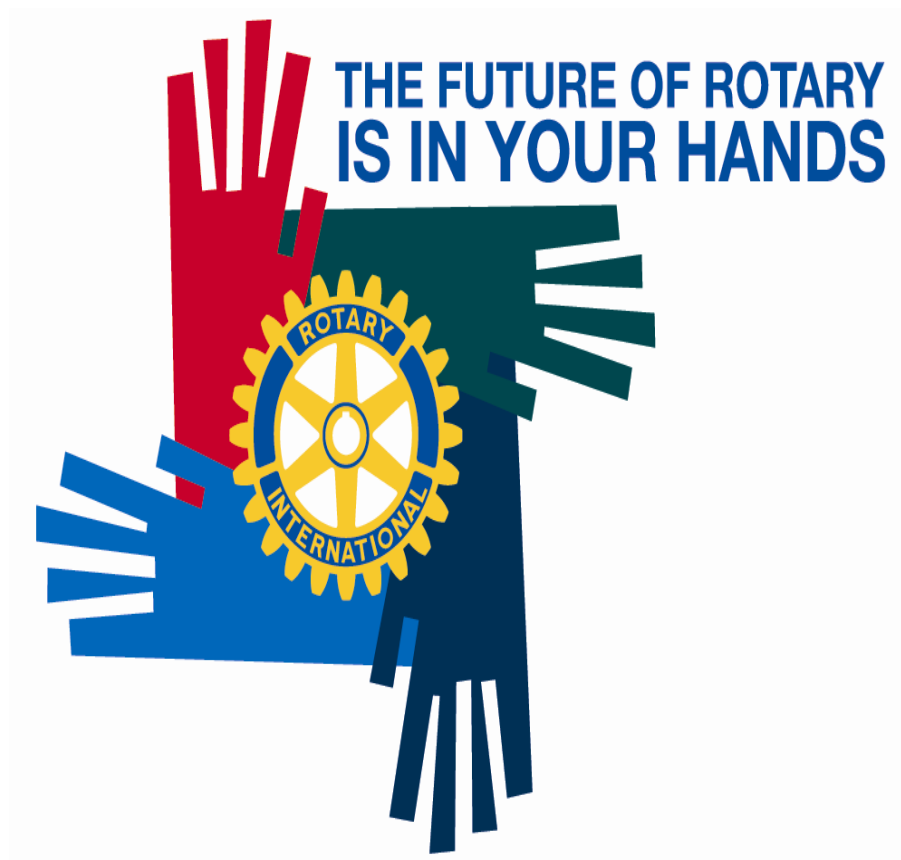
- _____ 8. Have you selected appropriate gifts for your host families? Do you have some small tokens of appreciation to give those who invite you to their homes or to other events? Do you have thank you notes or postcards?
- _____ 9. Do you have your Rotary business cards and your Rotary blazer?
- _____ 10. Do you have several Club banners from your sponsoring Rotary Club to present to the Rotary Clubs you visit?
- _____ 11. Have you done your “homework” on your host country, and have you become familiar with its culture, history, politics, geography, and where it is located?
- _____ 12. Have you prepared yourself to ask the most important questions of your new host family upon arrival in their home?

**If your answers to these questions are “yes”
You are ready to go!**

Appendix P

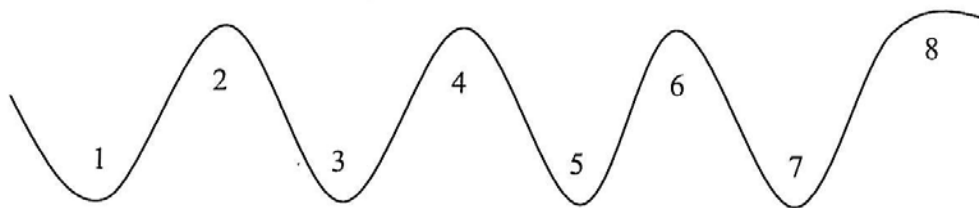
Primer For Exchange Students

Please visit the website www.rotaryyouthexchange.us ,
under the **Outbound Student Information Center**,
for the complete Primer for Exchange Students Handout.



Appendix Q

The Exchange Cycle



1. Application Anxiety

2. Selection/Arrival Fascination

*Elation
Expectation*

3. Initial Culture Shock: 1-6 Months

*Novelty wears off
Characteristics:
Sleeping Habits
Disorientation
Language difficulties
Fatigue (Mental/Physical)
Eating*

4. Surface Adjustments

*After initial "down"
Settle in:
Language improves
Navigate culture
Friends
Social Life*

5. Mental Isolation

*Frustration increases
New sense of isolation
Boredom
Lack of motivation
Unresolved problems
Language problems*

6. Integration/Acceptance

*Begin to examine society
Accept surroundings/self*

7. Return Anxiety

*Preparation for departure
Realize changes
Desire to stay
Results:
Confusion/Pain
Breaking of bonds
No promise of renewal in future*

8. Shock/Reintegration

*Contrast of old and new
Family/friends
Difficulty to accept change
Not the center of attention
Others not interested in experience details
Reorientation*

All exchange students experience phases of elation, anxiety, and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated, and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and the circumstances.

Ref. Helmut Muscheid, Rotary Youth Exchange Officer, Germany

Appendix R – Conversion Tables


Height		
Feet	Inches	Cm
5	0	152
5	1	155
5	2	157
5	3	160
5	4	163
5	5	165
5	6	168
5	7	170
5	8	173
5	9	175
5	10	178
5	11	180
6	0	183
6	1	185
6	2	188
6	3	191
6	4	193
6	5	196
6	6	198

Weight	
Pounds	Kgs
100	45
105	48
110	50
115	52
120	55
125	57
130	59
135	61
140	64
145	66
150	68
155	70
160	73
165	75
170	77
175	80
180	82
185	84
190	86
195	89
200	91
205	93
210	95
215	98
220	100
225	102
230	105
235	107
240	109

Temperature	
°F.	°C
15	-9
20	-7
25	-4
30	-1
32	0
35	2
40	4
45	7
50	10
55	13
60	16
65	18
70	21
75	24
80	27
85	29
90	32
95	35
98.6	37
100	38


Distance	
Miles	Kms
1	1.6
2	3.2
3	5
5	8
10	16
15	24
20	32
30	48
40	64
50	80
75	121
100	161
150	241
200	322
250	402
300	483
1000	1609

Appendix S - Thank You Post Card




Rotary Youth Exchange

THANK YOU!



Merci ... Gracias ... Danke...

Terima Kasih  Ngiyabonga

Shukriyya Köszönöm

Teşekkür Ederim Dziekujemy

有り難々々 ขอขอบคุณค่ะ

English, French, Spanish, German, Indonesian, IsiZulu, Hindi, Hungarian, Turkish, Polish,
Japanese, Thai