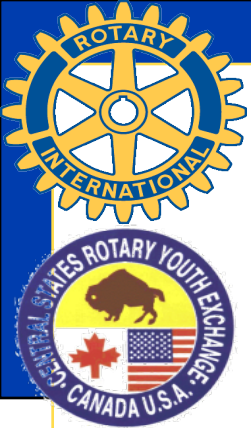


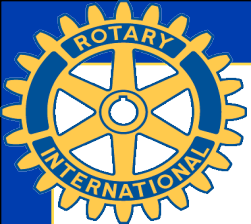
**Central States
Rotary Youth Exchange
District 6220
RYEO Training
October 15, 2016**



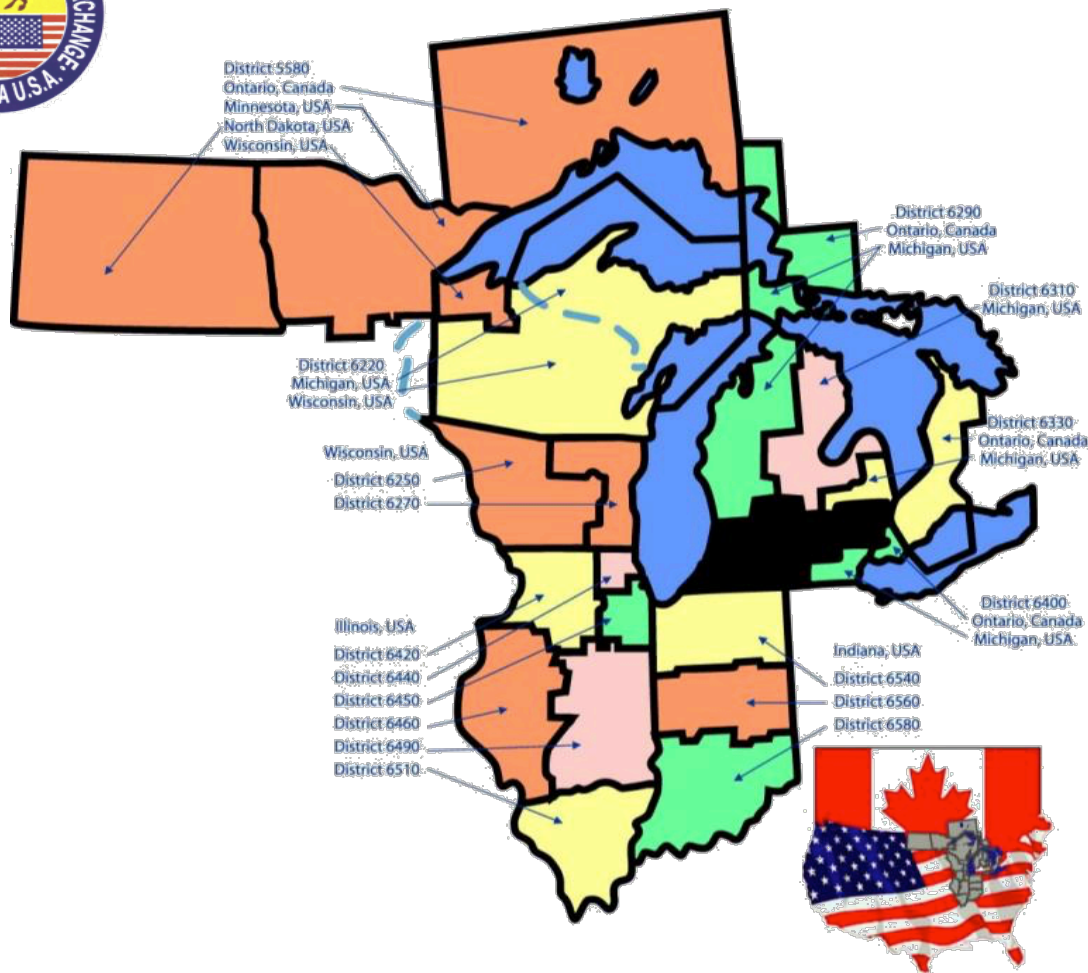
Introductions

➤ Introductions around room

- Name
- Club
- RYEO or Counselor
- RYE experience
- Rotary experience
- Have you attended this training before



Central States Rotary Youth Exchange (CSRYE)



18 Districts

Wisconsin

Michigan

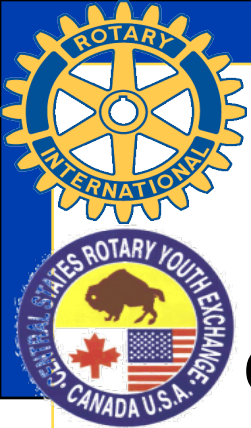
Illinois

Indiana

N. Minnesota

North Dakota

Parts of Ontario



District 6220 Rotary Youth Exchange

Chair: Ernie Moore (districtchair@gmail.com)

Vice Chair: Vacant

Outbound: Kati Havel (katihavel@hotmail.com) and

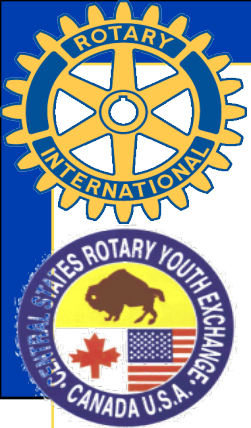
Inbound: Barb Wilson (bweikelwilson@gmail.com)

Student Protection: Roger Bentlage (bentlage@tds.net)

Conference: Sandy Testin (sandytestin@gmail.com)

Rotex: Robin Hartel (rhartel50@gmail.com)

Short Term: Tami Schroeder (tschroed@amfam.com)



District 6220 Rotary Youth Exchange

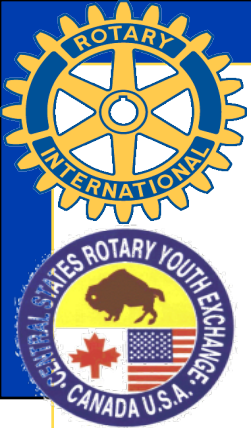
WEBSITES

District:

www.rye6220.org

Central States:

www.csrye.org



Statement of Conduct

Statement of Conduct for working with youth through Rotary Youth Exchange

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

- Adopted by the RI Board of Directors, November 2002



RYE Program Objectives

- To promote international goodwill and understanding
- Broaden understanding of living in a global society
- Act as ambassadors for their home country
- Establish life long friendships



Who Sets the Rules?

The Triumvirate ...

1 Rotary International

RI views Central States as 18 Districts and each must be certified individually by Rotary.

2 US Department of State (DOS)

3 Council on Standards for International Educational Travel (CSIET)

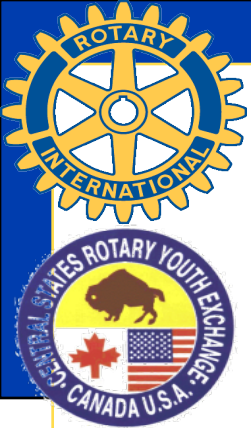
DOS & CSIET view Central States as one organization. Any deficiency in any District reflects on all of us.



Federal Rule 62.25

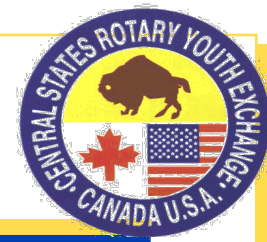
The High Points

Details in the Handout



Federal Rule 62.25

This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.



IMPORTANT!!!

Department of State Certifications

(Annual Training and On-line test for RYEOs)

and

Background Checks

(Annual CBCs for RYEOs, Counselors and other volunteers)

and

Online Sexual Abuse Training

(One time NAYEN test for RYEOs, Counselors, and volunteers)

are mandatory before Inbound applications can
be processed.

D6220 will process all RYEO and Counselor background checks
during the month of July, the first month of the Rotary fiscal year

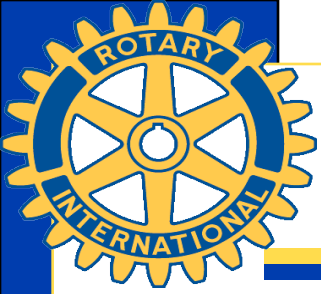


Student Protection

On-Line Training Program has been developed by Dennis White of Sturgeon Bay.

The training program was unveiled at the North American Youth Exchange Network Conference in Anchorage in Feb. 2012 and is now fully functional.

It is mandatory for all District youth volunteers (RYEOs, Counselors, etc.). Not required for host families. Testing information is sent via YEAH to Volunteers. No need for annual refresher, once certified.



Criminal Background Checks (CBCs)



Must be completed for:

- Club RYEO, Counselor and Inbound Coordinator
- Host Family (18 years or older residing in home)
- Travel companions, any significant amount of time.

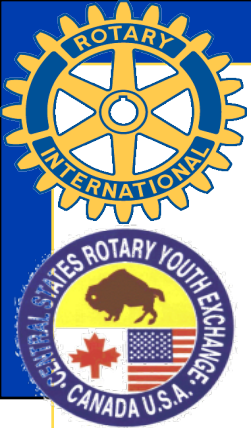
Error on the conservative side, only takes a few minutes.

Send:

- Full Name
- Email Address

To: Roger Bentlage, bentlage@tds.net or 906-343-6619

Note: CBCs are good for **430 days** then must be redone.



Enforcement

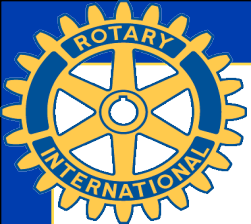
Mandatory compliance with Federal Rule 62.25 is necessary for Certification through CSIET.

(Annual Training, On-Line Testing, CBC's)

Most High Schools require CSIET Certification.

Random audits are performed annually for paperwork submission and verification of training for both STUDENT and RYEO.

Non-compliance with standards can bring sanctions that can affect RYE program going forward.



Definitions

Sponsor: Central States / District 6220 / Local Club

Local Coordinator: Club RYEO, Counselor, and IB/OB Coordinator



Sec 62.25 Student Enrollment

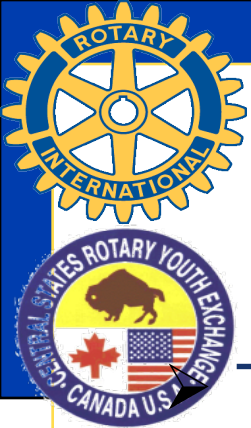
Exchange students must be enrolled and participating in a full course of study at their accredited school.



Sec 62.25 Program Administration

TRAINING:

In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.



DOS Training/Testing?

The Training/Testing Module is offered through Traincaster LMS, a federal vendor. It is in addition to the D6220 training. The Module is an open book test that should not take more than 30-45 minutes to complete. The test includes 30 questions of which 27 (90%) must be answered correctly in order to successfully complete and be "DOS certified". The test can be taken multiple times to facilitate its successful completion and certification of the User. The purpose of the Module is to; (1) increase the User's knowledge of the Code of Federal Regulations (62.25) and (2) assist Central States and D6220 in refocusing their in-house tailored training according to the error pattern reports that will be made available.



How do I get DOS Training?

Make sure your club's RYEO name & email is current in D6220 records. District Chairman submits RYEO name to Central States, which then submits name to DOS, which submits Name to the Traincaster group.

Traincaster will email RYEO directly with site and password information. Annual updates will be emailed directly to RYEO prior to annual expiration date.

RYE Counselors are not required to take Certification test at this time.

Certification is good for one year.



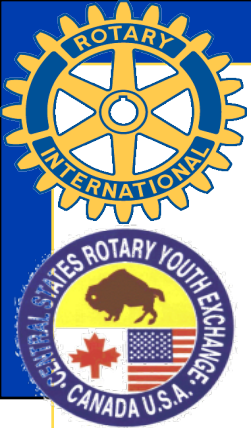
RYEO Job #1

***YOUR CLUB CANNOT
RECEIVE INBOUND
PAPERWORK IF YOU ARE
NOT CERTIFIED***



Sec 62.25 Program Administration

RYEO must be vetted annually through a criminal background check previously mentioned which includes a search of the Department of Justice's National Sex Offender Public Registry



Sec 62.25 Program Administration

Place no exchange student with his or her relatives;

Make no monetary payments or other incentives to host families;

**** *Be sure clubs do not provide any kind of incentive or payment to host families. If any insist on doing so they must be dropped from the program.***



Sec 62.25 Program Administration

Provide exchange students with reasonable access to their natural parents and family by telephone and email;

Make certain that the exchange student's government issued documents (i.e., passports, Forms DS-2019) are not removed from his/her possession;

*The student must ALWAYS maintain possession of originals.
We have electronic copies on the YEAH website*



Sec 62.25 Program Administration

Conduct the host family orientation after the host family has been fully vetted and accepted;

***** You cannot provide orientation to a family that has not been approved at the District level. That means the Host Home Application and CBC is completed and approved.***



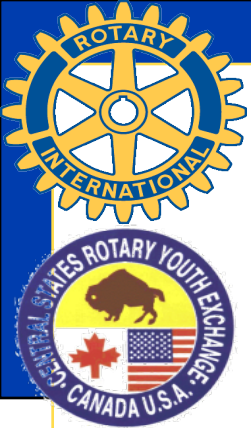
Sec 62.25 Program Administration

Refrain, without exception, from acting as:

Both a host family and a local coordinator (RYEO) or area supervisor for an exchange student;

(It is OK for the club president to host since he/she is not in the official chain of authority over the student)

***According to the Federal Government, the RYEO on an Inbound student's paperwork is the RYEO of record for the entire year. Therefore, the RYEO of record cannot host at any time.*

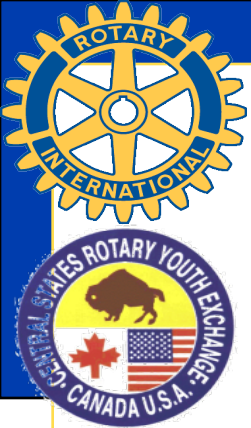


Sec 62.25 Program Administration

Refrain, without exception, from acting as:

A host family for one sponsor and a local coordinator for another sponsor;

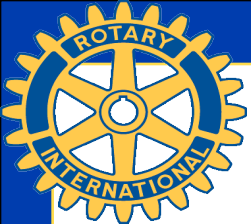
***A RYEO of record cannot be a host family for a neighboring club. (However, the RYEO for Club A can also be the RYEO for Club B).*



Sec 62.25 Program Administration

Refrain, without exception, from acting as:
A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal.

***This means that a teacher, principal or superintendent of the school the student attends, cannot be the RYEO.*

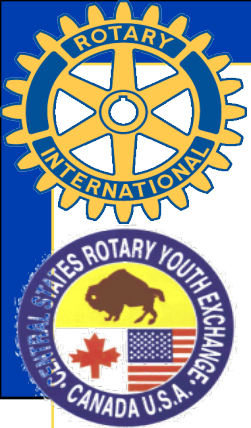


Who Can / Cannot Host

Cannot – District Chair, District IB Coordinator, RYEO, Club IB Coordinator, Club Counselor

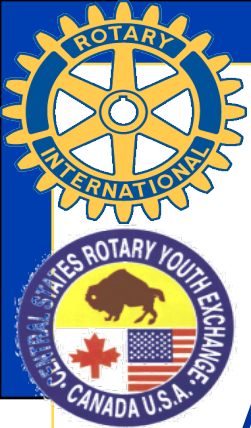
➤ **Can** – District Officers not designated as IB Coordinators, Club OB Coordinators, Club President

➤ **Emergency Situation** – RYEO or Club IB Coordinator can host, time not identified, several months is too long.



Sec 62.25 Program Administration

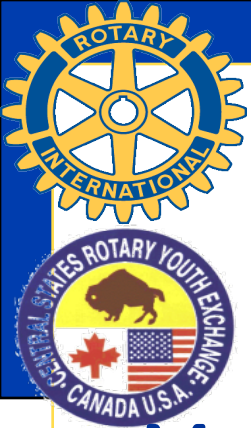
Maintain, at minimum, a monthly schedule of personal contact with the **exchange student**. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented via electronic submission. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.



Sec 62.25 Program Administration

A sponsor representative other than the local coordinator who recruited, screened and selected the host family must visit the exchange student/host family home within the first or second month following the student's placement in the home.

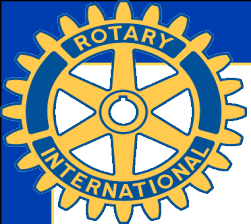
***** All host families must be visited within 45 days of placement. Documentation of this visit via electronic submission is mandatory.***



Sec 62.25 Program Administration

Maintain, at a minimum, a monthly schedule of personal contact with the **host family**. At least once during the fall semester and at least once during the spring semester, (i.e., twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented.

***In person contact with the host family must be made at least once each semester or twice during the exchange year. This must be documented via electronic submission.*



Sec 62.25 Program Administration

The host schools must be provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the department's Office of Designation;

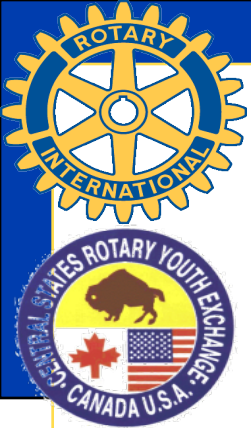
*****If you change the RYEO or the host family originally shown on the school enrollment form, notify the school district of the change.***



Sec 62.25 Student Enrollment

Sponsors must provide the school with a translated “written English language summary” of the exchange student’s complete academic course work prior to commencement of school, in addition to any additional documents the school may require.

Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.



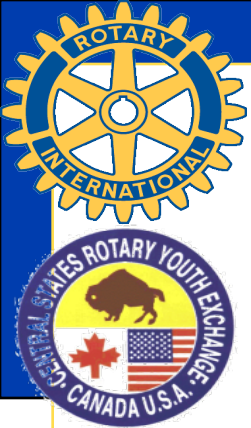
Sec 62.25 Student Orientation

The ID card and insurance card are provided during the August Inbound Orientation session.

Rules of conduct are explained in detail.

The ID card and insurance card are on the YEAH website and can be printed by the RYEO at any time.

When the host family changes a new ID card should be printed as it shows the host family.



Sec 62.25 Host Family application

Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, “Information to be Collected on Secondary School Student Host Family Applications”.

***** Utilize the electronic Host Home Application found on Central States website (www.csrye.org), the information collected (photos, income information, community information) is mandated by this federal rule.***



Host Family Home Photos

Federal requirements for photos:

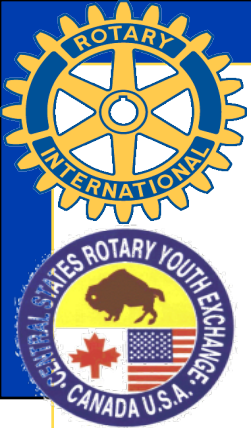
1. Exterior and grounds
2. Kitchen
3. Student's bedroom
4. Bathroom
5. Family or living room
6. A family photo (encouraged, not mandated)



Sec 62.25 Host Family application

In-person interviews, RYEO and all residents.

- Regular bed (not convertible or inflatable); study space; sharing bedroom is OK, but only with one other of same gender
- Personal reference check (NO RELATIVES or you, will be done automatically via email questionnaire)
- Not receiving food or housing assistance from government
- All 18 and over house residents have CBC (including those who turn 18 during stay)
- Maintain paperwork for three years, now electronic on YEAH



Sec 62.25 Host Family application

Rules governing single-parent without children as a host family:

- Second home visit by other than RYEO mandatory. Complete a second Host Family Interview form.
- Written permission from Inbound and his/her parents required prior to placement.

These can be in email form and must be uploaded into YEAH.



Sec 62.25 Host Family Orientation

**Use current Host Family Orientation Checklist form found
on
Central States website (csrye.org)**

Note (5): Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment, marital status and criminal arrests.

Note: The Host Family Orientation Form is hard copy with signatures and must be mailed or scanned and emailed to District Chair for upload into YEAH



Sec 62.25 Host Family Placement

Initial host family must be known prior to student's arrival. (Actually part of the Guarantee Form)

Background material on host family application is sent to the Inbound prior to their departure.



Host Family Process Summary

NO HANDWRITTEN APPLICATIONS!!

Electronic submission at CSRYE.ORG

FAMILY COMPLETES ON-LINE HOST FAMILY APPLICATION

INTERVIEW FAMILY INCLUDING ALL HOUSEHOLD RESIDENTS

**2 REFERENCE CHECKS ARE COMPLETED AUTOMATICALLY THROUGH
YEAH**

COMPLETED APPLICATION IS SUBMITTED AUTOMATICALLY TO D6220

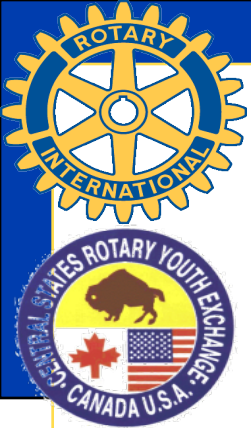
SEND NAMES & EMAILS TO bentlage@tds.net

D6220 WILL APPROVE/DISAPPROVE APPLICATION

IF APPROVED, FOLLOW WITH ORIENTATION CHECKLIST VISIT

DO IN-HOME INTERVIEW WITHIN 45 DAYS OF PLACEMENT (not RYEO)

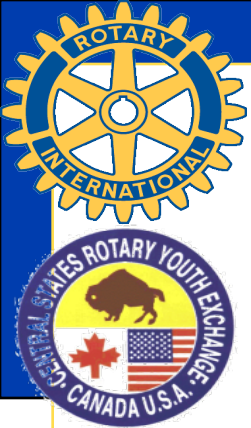
POST-HOSTING EVALUATION



Sec 62.25 Advertising & Marketing

Don't compromise security of Inbound. Don't include address, email, phone numbers, etc. on web sites or in other promotional material.

Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.



Sec 62.25 Advertising & Marketing

From Bob Hosch, former Responsible Officer for RYE programs in Central States

Dated: Sept. 19, 2012

The following is an example of an unacceptable news article, that was brought to my attention by the Department of State. This was done by an experienced YEO in Central States who thought this would be okay.

Be sure you read carefully 62.25 (m) of the regulations. If you are not sure don't do it, or check with the RYEO.

For obvious reasons some information has been deleted, but the article gave the first name of the student, what grade she would be in and the name of the high school. It also named the host parents.

Let this be a lesson to all, please use this in your training of your YEO's.

Bob Hosch, Responsible Officer

This would be an easy mistake to commit considering our excitement for the RYE program and our desire to welcome our Inbounds.



Sec 62.25 Advertising & Marketing

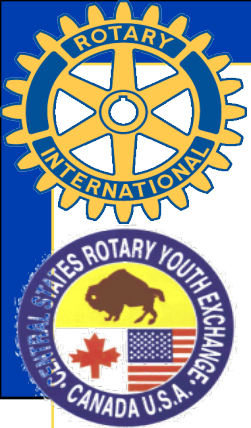
Exchange student arrives from Indonesia; two host families sought

Sept. __, 2012

Following a two-day trip, the 2012-13 Rotary student has arrived in (name of community) Sept. xx. (name of student) arrived in _____ from Indonesia. She will register as a (grade) at _____ High School.

_____ and _____ are hosting her until December. Rotary is looking for two more families to share her year. For information contact any member of _____ Rotary; or call the committee chairman of the _____ Rotary Club.

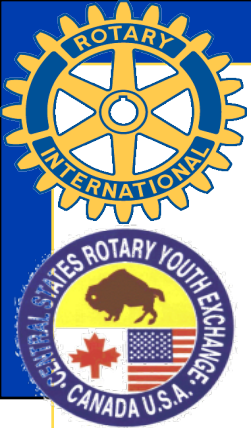
Information can be found on CSRYE; or through _____ Rotary.



Federal Rule 62.25

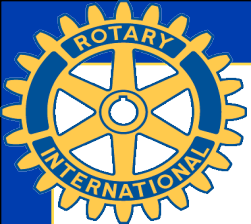
Everyone involved with your RYE program must have a copy of these regulations, and must understand the requirements contained in them.

The importance of the paperwork flow cannot be overstated. The annual audit process is demanding and very precise.



C.S.I.E.T

- The Council on Standards for International Education and Travel
- Annual audit **now performed by DOS**
- Most high schools will not participate in an exchange program **UNLESS** it is approved by CSIET
- WIAA / MHSAA track CSIET listings



C.S.I.E.T

- The Council on Standards for International Educational Travel is a not-for-profit organization committed to quality international educational travel and exchange for youth at the high school level.
- The purpose of CSIET is to identify reputable international youth exchange programs, to provide leadership and support to the exchange and educational communities so that youth are provided with meaningful and safe international exchange experiences, and to promote the importance and educational value of international youth exchange.



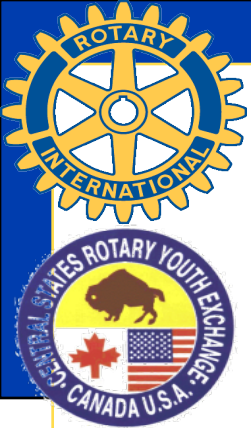
Inbound/Outbound Ratio

- Inbound/Outbound ratio must be 1:1 at Central States level.
- Trend is to send more Outbounds than hosting Inbounds.
- May result in not finding assignments for Outbounds.
- Solution: More hosting of Inbounds.



Inbound/Outbound Ratio

- Currently (2015-16), D6220 has 21 Outbounds now on exchange and 25 Inbounds now here.
- For 2016-17 (this Outbound class, next year's Inbounds): 25 Outbounds and 25 Inbound commitments (possibly 1 more).
- If surplus of Outbounds is at Central States level, it may result in not finding assignments for all of the Outbounds. However, since D6220 is balanced all of our Outbounds are guaranteed.



Inbounds

- Host Family Application (submitted electronically by host family)
- Notification to Clubs late February to early May
- Processing paperwork is a PRIORITY (*your student is waiting!!*)
- Guarantee Forms, page 2 (1 copy) (not the one in student's application)
- School Enrollment Forms (2 copies), one stays with the school

(Two hard copy pieces of paper are mailed to District Chair: One of Page 2 of Guarantee Form and One School Enrollment Form.)

Make copies for your files.

**Current information and forms at the YEO Portal under
Directory & Library**



Inbounds

SCHOOL ENROLLMENT FORM

1 COPY TO D6220

1 COPY TO SCHOOL

BLUE INK IS NOT REQUIRED

SCHOOL SEAL IS NOT REQUIRED

ENGLISH TRANSCRIPT CHECK-OFF



DISTRICT _____
 A MEMBER OF
**CENTRAL STATES ROTARY YOUTH
 EXCHANGE PROGRAM, INC**
SCHOOL ENROLLMENT FORM
 For students arriving in August



Students Name _____ From _____
 has been accepted for enrollment in a full course of study at

Name of School _____

Street Address (No P O BOXES) _____

City _____ State _____ Zip _____

This student _____ for the _____ academic year
 completed secondary school in his/her home country.
 (has) (has not) insert one
 * * * * *

Host Family Name _____
 Street Address _____ City _____ State _____ Zip _____

_____ has agreed to be host parent/s, and
 _____ of the Rotary Club of _____
 Youth Exchange Officer

Street Address _____ City _____ State _____ Zip _____

Phone Number (____) _____ email _____
 has agreed to provide the family, student and school
 with any support they may require during the course of the year.
 * * * * *

I, _____, _____, do hereby agree to enroll the above student
 for the _____ academic year. I also agree that all tuition costs, if any, have been waived. And
 I certify that this high school is accredited by the regional accrediting agency.

(Signature) _____ (Title) _____
 The school has received the student's transcript in English. Yes No

Be sure to provide a copy of this form to the school
 School enrollment Form-SU/M-1/16/11



Inbounds

STUDENT/HOST FAMILY MONTHLY LOG (RYEO or Counselor **electronically)**

45 DAY VISITATION REPORT (Completed by other than RYEO **electronically)**

STUDENT ORIENTATION CHECKLIST

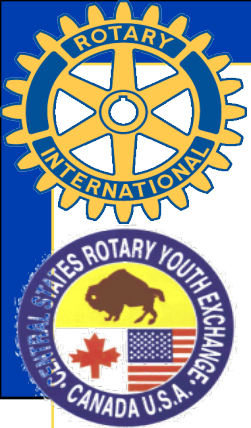
(Completed by District at August Inbound Conference)

BI-MONTHLY ON-LINE REPORTS

(Completed by student at rye6220.org/inbound)

ON-LINE ITINERARY FOR TRIP HOME

(Online itinerary is in YEAH and is completed by student via reminder email from YEAH)



Inbound Travel Requests

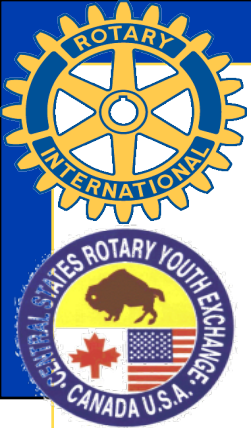
On-line Travel Request Form **REQUIRED for overnight/out of district travel**

Permission is not automatic

Submit in timely fashion on-line to www.rye6220.org

Requires RYEO/Counselor password access.

User Name: ryeo Password: mattlikes2takepics



Culture Grams

WEBSITE: online.culturegrams.com

USERNAME: riuth

PASSWORD: csrye17

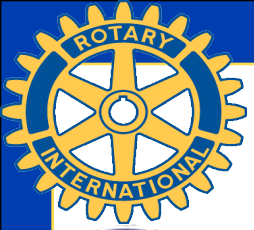
Culture Grams are to be given to each host family for their student's country.

Central States Rotary is charged each time you access this site, so please do not share site access with others. When possible, try to print all Culture Grams you may need in the coming year. (i.e. 3 for all 3 host families)



Student Insurance Program

- Both a medical Insurance policy and a personal liability policy
- RYEO should always process claim forms rather than the host parent
- Individuals, hosts or RYEO, should not commit to payment – sign “for Rotary International”
- Current details at csrye.org/insurance-17/



Outbounds



One Fee Agreement

\$6,500 Flat Fee

Payment Structure

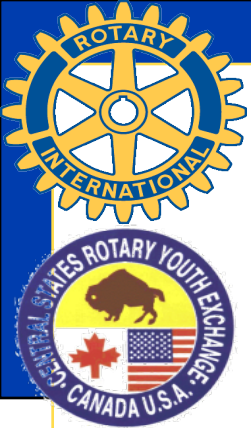
Non-refundable

Payments (Note: *Payments are non-refundable*)

Credit Cards Accepted: VISA, MasterCard, Discover, American Express

Please Note – If paying by credit card, add 3.5% processing fee

· First payment due at October Conference	\$ 500
· Second payment postmarked by November 30th	1000
· Third payment due at Winter Conference	2500
· Final payment postmarked by May 1st	<u>2500</u>
	Total \$ 6,500



One Fee Agreement

Fee Includes

Round trip airfare

Medical insurance

Visa

Conference for student
and parent(s)

Grand Rapids
Conference for student

Blazer (\$75.00)

Calling cards

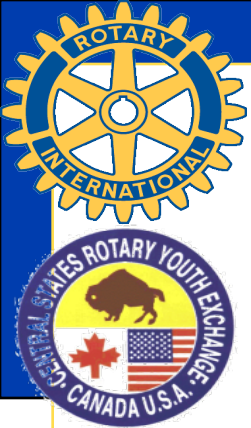
Name Badge

Central States patch

Central States Pin

Language camp (if required)

Host Country insurance (if
required)



One Fee Agreement

Fee DOES NOT Include

Passport

Excess conference fees

Date change charges
for return ticket (beyond
first one)

Application medical
exams

Mandatory emergency fund

Optional trips

School uniforms

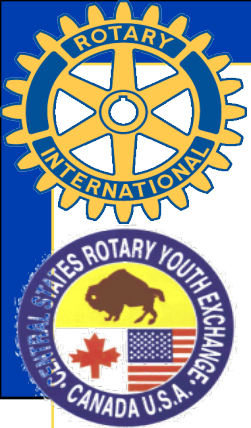
Incidental expenses

Travel to obtain visa



Short Term Exchange

Tami Schroeder
tschroed@amfam.com



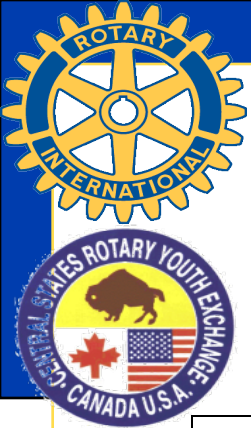
Student Protection

**Student Protection Officer
Roger Bentlage, Marquette**

bentlage@tds.net

906-343-6619 (h)

906-250-3231 (c)



Making a Positive Exchange Possible

- Host Clubs---welcome student into your club and community; provide monthly allowance; provide opportunities for student to experience the American culture
- RYEO---handles all the administrative responsibilities; establish a committee to help run the program and to avoid “burn out”.
- Counselor—serve as the student’s advocate



Your Help is Needed!

- **Inbound paperwork flows from your Club, to D6220, to Central States, to Foreign Country, to Foreign Club, to Student**
- **Student needs paperwork completed before they can get visas or airline tickets**
- **Continue to process your Inbound reports on a timely basis (Host Family applications, orientation forms, 45 day visit reports, monthly visits).**



Calendar – 2015-2016

- January 2016 - early: Love is International Inbound Conference in Wausau (not mandatory).
- Feb. 10-16: Florida trip for Inbounds, \$1,049 plus air.
- Feb. 19-21: Winter Conference. **Mandatory** for Inbounds and Outbounds in Wausau.
- Feb. 20: RYEO training in Wausau.
- April 6-14: Hawaii trip for Inbounds, \$1,149 plus air.
- May 12-14: D6220 Governor's Conference. Optional but highly recommended for Inbounds, Outbounds and ROTEX.
- June 11-25: East Coast and West Coast Tours for Inbounds, \$2,250 plus air.
- July 7-10: Central States RYE Conference, Grand Rapids, Michigan.
Mandatory for Outbounds; Optional for Inbounds.



Inbounds – open discussion

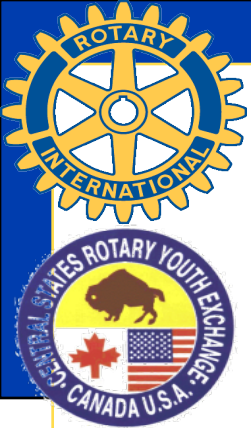
How do we accept more Inbounds?

Is you club willing?

Is finance an issue?

How do you attract or keep host families?

Hint for finding host families: Some districts are requiring all Outbound candidates, as part of the application process, to submit up to three potential host families. (They themselves can be one ...).



Outbounds – open discussion

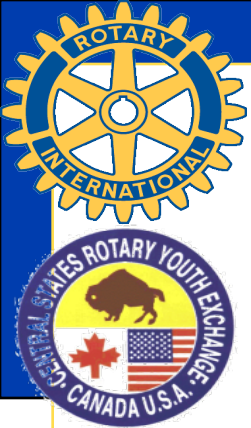
Selection Process?

What Works?

What makes your club successful?

Shrinking pool of applicants?

Maintain connection with them. Ask them to submit reports/pictures to you and share this with your club.



District 6220 Rotary Youth Exchange

**Virtually everything you need or want to know
can be found at:**

District: www.6220rye.org

Central States: www.csrye.org

**All documents are available on YEAH or
Portal under the Document Tab, don't
use outdated documents.**

Access is granted by the District Chair