Inbound Student Handbook

Rotary

rotary youth exchange Southeast

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Objectives of the Program

- **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.
- **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.
- **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.
- **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.
- **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
- is giving speeches and writing letters
- is getting fat 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
- can distinguish "different" from good, bad, wrong, etc.
- communicates with family, Rotary, school, friends
- **is introspective**

What are Rotary and Rotary Youth Exchange Southeast?

Rotary International is a worldwide service organization

- 1.4 million Rotarians in 170+ different countries and geographic regions
- 35,000+ local Rotary clubs
- Rotarians are members of a specific Rotary club
- Local Rotary clubs are part of a regional or geographic District for leadership and support

Each District elects a District Governor and other Officers, and organizes District Committees; there are eight Rotary districts in Florida and three districts in Georgia

- Refer to Appendix A for more information about Rotary International and Rotary in Florida and Georgia

Rotary Youth Exchange Southeast operates a *Multi-District* Program

- The overall youth exchange program is the responsibility of Rotary Youth Exchange Southeast
- Rotary Youth Exchange Southeast coordinates the exchanges with your sponsor country/district, and arranges for orientations and other region-wide activities
- Within each district, the District Governor has the ultimate authority for all programs and committees
- The District Governor appoints the District Youth Exchange Committee to operate the program
- Inbound Exchange Students must by the rules established by Rotary Youth Exchange Southeast
- The ***Hosting District*** is responsible for the care of Inbound exchange students, and may terminate the exchange and return the student home, for failure to comply with rules or for unacceptable conduct

Local Rotary clubs host the Inbound exchange students and …

- Arrange for Host Families
- Appoint a ***Club Counselor*** to assist Inbound exchange students with day-to-day matters
- Provide Inbound exchange students with a monthly spending allowance
- Invite Inbound exchange students to participate in Rotary club meetings and activities

Rotary Counselors

You have two Counselors: your Youth Exchange Committee ***District Counselor*** and the ***Club Counselor*** from your Host Rotary club

Your **Club Counselor**

- Is a member of your Host Rotary club
- Lives and/or works in the community where you are living
- Will meet with you regularly
- Will help you and/or your Host Family with school registration
- Should be advised if you have problems with school, family, finances, or other matters
- Should be considered your ***Advocate*** -- someone you can look to for support and friendship, as well as help solving problems
- Is the Rotarian who must know where you are when traveling (see Appendix C, ***Travel Policy For Rotary Youth Exchange Southeast Inbound exchange students***)
- Note that some clubs may have one person serving as both a counselor and a Youth Exchange Officer (YEO), while other clubs will have two different Rotarians in those roles

Members of the Host District Youth Exchange Committee

Corresponded with you before your arrival here and may have met you at the airport upon arrival

- May not live near your Host Rotary club's community
- Are always available to you, your Host Family, and your Club Counselor to help solve problems
- Want to hear from you on a regular basis to know how you are, and especially when there are problems that you cannot resolve with your Club Counselor or Host Family
- Must be informed when you change Host Families (although we ask the Rotary Club to provide this information, this is a good time to call your District Counselor)

Must be informed in advance when you intend to travel outside of the District or will be away from your Host Family's home for more than 24 hours (See Appendix C for Travel Policy)

- Must be informed in advance of plans for any visits from family or friends from home
- Must be informed of your departure plans at the conclusion of your exchange year
- Will consider your side of any issue or problem that could affect your exchange, and will recommend action to the District Youth Exchange Committee based on the Rotary 4-way Test:
  - *Is it the Truth?*
  - *Is it fair to all concerned?*
  - *Will it build goodwill and better friendships?*
  - *Will it be beneficial to all concerned?*

District Conference

The District Conference is an annual meeting of Rotarians and guests from all the clubs in the district, usually over a weekend, to discuss and learn about Rotary and share in fellowship and fun. The Inbound Rotary Youth Exchange students are often invited to participate in this Rotary event and, if invited, must attend. District conferences are arranged by and for each district and are not statewide.

Tours/Return Home Policy

USA Tours

- In cooperation with Belo USA, Rotary Youth Exchange Southeast will offer to our Inbound students the opportunity to participate in one or more tours to different parts of the USA
- Information about tours will be provided at Inbound Orientation.
- All tours are available on a first-come, first-served basis.
- Some tours are in the spring, others may be the final event of the exchange year.
- The Host District and Rotary Youth Exchange Southeast reserve the right to deny the opportunity to go on these tours to any student whose behavior during the year is not up to Rotary Youth Exchange standards and expectations.

Departure for Home

- Departure must take place within two weeks after the end of school if you are not going on a tour.
- If going on a tour, return reservations should be scheduled within seven days of the completion of the tour, but no more than 364 days after your arrival in the US.
- Departure must occur prior to the expiration of your US visa, but that date does not extend your departure requirement if later than the above.
- Your host district has the authority to set specific departure requirements in individual cases.

School Requirements

You are a Youth Exchange *student*; school is part of the exchange program, and school attendance is a *requirement*

- Take course load and classes reasonable for your age and previous education
- Strive for success in school: complete homework assignments and participate in class
- Seek help from teachers and school staff, Host Parents, and Club Counselor if having difficulty with school work ***before*** the problems become too great to manage
- Exchange Students who do not meet minimum passing requirements for courses may be returned home
- US schools offer many activities other than academics; take advantage of these opportunities
- If your school has an Interact Club, you are expected to join and participate
- Daily school attendance is a requirement in Florida and Georgia; schools routinely contact parents or guardians of students who are absent -- Host Parent must approve any absence from school
- School has authority to expel a student for inappropriate behavior and excessive absence; an expelled Exchange Student no longer qualifies for a student visa and **will** be returned home
- Hosting School has sole authority regarding student's eligibility for a Diploma; remember that there is absolutely no guarantee that you will be able to obtain a US High School Diploma this year
- Your school back home has sole authority on granting credit for course work completed in the US
- Your behavior and attitude will affect the school's willingness to accept future exchange students
- There is no cost to you for school classes or textbooks; however you are responsible for cost of school supplies, activities, and school uniform (if required by the school)

Interscholastic Sports

Sports are an important part of the American High School culture for many people

- Most schools offer team sports for boys and girls in three “seasons”: Fall, Winter, and Spring
- Varsity sports compete against teams from other schools; intramural sports match teams from the same school on a less-competitive basis
- Exchange students are generally eligible to play on Interscholastic varsity teams if they have not completed 12 years of school or graduated from high school in their home countries
- Even if you are not age-eligible to play on a varsity team, ask the coach if you can practice with the team for the exercise and relationships you will build with team members

Travel - A Privilege Not A Right

You are in the USA as a student and not as a tourist. While you may have opportunities to travel, the rules and conditions that you agreed to state that all travel must be acceptable to the host District Youth Exchange Committee, your Host Rotary club, and your Host Parents.

- Travel of any type, distance, and duration must be approved by Host Parents in advance
- Do not ***tell*** them what you are doing -- ***ask*** them if your plans are acceptable
- Rotary must be informed of where you can be reached at all times in the event of an emergency
- Access to public transportation may be more limited (and expensive) than you are accustomed to; do not make your transportation desires a burden to your Host Parents
- Make certain that you understand and comply with the Travel Policy, Appendix C

Learning and Speaking English

If English is not your native language, the success of your exchange year will depend on your willingness to make English *your language* this year!

- Most Americans - your Host Families, your schoolmates, and your new friends - do not speak or understand the language of your home country
- To be accepted in your host community, you must be able to communicate in English
- Get help learning English if necessary: teachers, special tutors, Club Counselor, Host Parents
- Ask people to repeat or re-word a statement if you do not understand; simply nodding your head does **not** indicate lack of understanding
- Avoid making friends only with other Exchange students who speak your native language or US kids who want to improve their skills with your language.
- Most Americans consider it rude behavior if you and others converse in your native language in the presence of others who do not understand that language
- Practice your understanding and word comprehension by reading newspapers and listening to "talk" radio stations
- Practice your pronunciation skills by reading out loud to a friend or Host Parent and ask them to correct your errors
- Don't become discouraged with language mistakes you make -- learning any language takes time and patience

American Culture

The USA that you may have seen portrayed in movies and TV shows may not be like the culture you will experience in the community hosting you.

- You will likely find that the clothes people wear, the words they use, and the family values they live by are different than the stereotypes that you may have seen in movies
- There are even major differences in what is “acceptable” and “not acceptable” in small village communities compared to larger cities and suburbs within our state
- Observe and selectively adopt the behavior of those around you in specific circumstances -- language and mannerisms acceptable with school friends may not be acceptable in your Host home
- Respect and “polite manners” are always appropriate and acceptable in the presence of adults

- Recognize that there are cultural differences between the USA and your home country; these are not necessarily "better" or "worse"; only "different"
- Share with friends and family parts of your cultural background; explain to them what you do differently, and why
- Ask your friends and family about the cultural differences you observe
- Read the article ***How to Cope with Culture Shock*** in Appendix E

Host Families

Your Host Families (perhaps two, three, or four different families during your exchange year) have agreed to make you a part of their family during your stay.

- Host Parents are your legal guardians, and are responsible for you as delegated by the District Youth Exchange Committee through your Host Rotary Club
- Host Parents are *Surrogate* Parents and have the authority to say "no"; you must earn their confidence before expecting flexibility or "freedom" to do things without express approval
- You will learn about our culture and our values through your Host Family; through your actions and behavior they will learn about you, your family, and your country
- You must adapt your habits and behavior to fit with your Host Family
- Recognize that your Host Parents may have a different financial condition than your natural family
- Be open and honest with your Host Family; if something is bothering you, discuss it
- Be a **part** of the Family; **participate** in family activities even if they do not interest you at first
- Be willing to try new foods and activities
- Take an active part in household tasks, and **ask** what you can do to help
- Understand that parental roles (ie mother and father) may be different than in your country
- Recognize that host brothers or sisters may be jealous of the attention they must share with you. Find common interests with host siblings, regardless of age, and find reasons for them to be your friends
- Respect the property and privacy of all family members; avoid getting involved in "family matters"
- Treat all "family matters" as confidential; do not discuss family matters outside the family ("gossip")
- Be appreciative of what they are providing – you can never say "thank you" too often

Questions for "First Night"

Appendix D lists a number of common concerns that Host Families and Exchange Students often have about living with each other.

We provide this list to both you and Host Parents to help clarify everyone's expectations and avoid misunderstandings. Since your "first night" with this Host Family may have taken place a few weeks ago, you should now be able to provide an answer to each of these questions, and it will hopefully be the same answer your Host Family would give. If you are not certain, discuss those items with your Host Parents when you return home from the Orientation Weekend.

The answer to each question that will be provided by your other Host Parents may be different from those of your current Host Parents, so these discussions should take place soon after you move on to each new family. And by the time you return to your natural parents' home next year, you may be so much different than the person who left there, you should go over these questions with your own parents!

Financial Matters

In the same way Host Families may have a financial condition different from your parents, Exchange Students have varying financial resources and abilities to manage those resources.

- You are expected to have sufficient funds, including the spending allowance provided by your Host Rotary Club, to pay for your personal expenses
- Host Parents are asked to provide you with housing and food and include you in family travel and entertainment as they would for any of their children
- You are expected to "pay your own way" for meals and entertainment when with friends or classmates
- You must "budget" your expenditures (clothing, entertainment, travel, etc.) to meet the limits of your own resources
- Avoid "extravagant" spending habits compared to your friends and classmates, even when you can "afford" the expenditures
- The $500 "Emergency Fund" that you brought is not intended to cover non-essential personal spending -- we expect to send you home at the end of your exchange with that $500 unspent and in your pocket
- Discuss finances, money "value", and costs with your Host Parents; they should know how much money you have available for spending and how you have access to it (banking, ATM card, etc.)
- If you do not receive the monthly spending allowance from your Host Rotary Club on a regular, timely basis, speak with your Club Counselor
- Be responsible for expenditures made on your behalf by your Host Parents (postage, telephone bills, purchases made by them at your request, etc.) and pay your debts quickly
- Avoid borrowing money from others; likewise, avoid lending money unless you are willing to make it a gift

The "Four Ds"

DRINKING

Underage drinking is a significant problem in our society, and we are not so naïve to think you will not be exposed to situations where alcohol is present. But remember -- you have a lot more at risk than your US friends if you are caught.

- The state laws prohibit possession or consumption of alcoholic beverages by anyone under the age of 21
- A condition of the exchange program is full compliance with the laws of the Host Country -- **this one included**
- State law prohibits the serving of alcoholic beverages to minors by restaurants or other licensed establishments, even when ordered/paid for by someone over age 21; the establishment, person ordering the drink, and person consuming the drink are all breaking the law. Do not put someone in this situation by asking for, or accepting, an alcoholic beverage in public locations
- A Rotary Youth Exchange student may not accept an alcoholic beverage, even if offered by an adult who is hosting the student in his or her private home!

DRUGS

- Possession or consumption of drugs or any illegal substance is expressly prohibited

- Any exchange student found in violation of this rule will be immediately returned home (contingent upon release by legal authorities) – NO SECOND CHANCES
- Rotary will not provide legal representation to defend an exchange student charged with a violation of State or Federal drug laws – defense lawyers are expensive
- If you are in a car or room where drugs are present or being used by others – **leave**!
- Legally-prescribed controlled medications must be identified on your application if brought from home country, or prescribed by a US physician – if in doubt, ask

DRIVING

- Exchange Students are NOT permitted to drive any type of motorized vehicle
- This is a condition of the exchange program and a condition of the Medical/Accidental Injury Medical Policy for coverage of medical costs
- Exchange Students are NOT permitted to take Driver Education in school – NO EXCEPTIONS

DATING

- While dating is not specifically prohibited, serious relationships are strongly discouraged, and sexual activity is forbidden.
- If a serious relationship interferes with a student's responsibilities to the host family, school, or Rotary, the student may be directed to discontinue the relationship, or be sent home (see next page for more).

Contacts with Home

When you applied to be an Exchange Student, you agreed to be an active participant in your Host community, not just a visitor. This requires your total immersion into this country, and frequent contact with "home" can delay or even prevent this. This does not mean you should ignore or abandon your family and friends back home, just keep things in balance. Exchange Students who put too much time and effort into communicating "back home" everything that is happening here find themselves becoming observers or "reporters", not participants in the culture they came to learn about.

- Occasional (every few weeks) letters/Facebook/WhatsApp messages to parents will let them see your new world through your eyes, and provide them with keepsakes, but avoid "I'm homesick and want to come home" messages; by the time your parents get them, you will likely have changed your mind but now caused them concerns.
- Telephone/Skype/Facetime/ calls (from or to home) should be limited to no more than every 3-4 weeks and kept brief; Email is an effective way to communicate brief urgent information ("I need money" or "I received your package with Christmas gifts"). But do not let online communications consume your time. Limit e-mails, instant messaging sessions, and online communities like WhatsApp, Instagram and Facebook, so they don't interfere with your adaptation and integration into life here in the USA.

Visits from Home

A visit by your parents and siblings during the last few months of your exchange year can be a great opportunity for them to see what you have been experiencing and meet all your Host Families and new friends, and for you to display your knowledge of our country, culture, and language.

- Family visits may take place *only in the final quarter* of your exchange year (after March 1)
- Family visits *should not* conclude with ***your*** scheduled return home
- Family visits *shall not* be planned for the Christmas holiday period – no exceptions
- Family visits should not be planned that will involve lengthy absences from school for you, or impose a burden on Host Families

Any planned visit from home *must* be discussed with, and acceptable to, the affected Host Family, the Host Rotary Club Counselor, and the District Youth Exchange Committee; *Surprise visits are not acceptable*

- Visits by friends or distant relatives that involve more than an incidental involvement by you *are not allowed*, and *permission for travel* as part of such visits may be denied under certain circumstances

Relationships

You will benefit the most from your year here by making as many friends as possible, both male and female.

- Avoid serious romantic relationships; ***you*** will have to go home at the end of your year and this will make departure even more difficult
- Avoid including only other exchange students in your circle of friends; while you have much in common, you can learn more about the USA from Americans
- If you left a "serious" boyfriend or girlfriend back home, recognize that you will both change a lot in a year
- Putting that relationship "on hold" during your exchange year will allow you to focus on where you are, not where he or she is
- Seek input from your Host Family, teachers, and other adults on the character of individuals you would like to be friendly with, and include their advice with your own observations

Homesickness

Most Exchange Students will experience this feeling sometime during the exchange year.
Know that an emotional "roller coaster" is normal - expect highs and lows.

- What feelings to look for: desire to be by yourself; losing control of your emotions; just feeling "lousy"
- What to do about it: get and stay busy; talk about your feelings (teacher, Host Parent, others); write a letter home and put it under your pillow – not in the mailbox!
- What **not** to do about it: ignore your feelings; try eating your way to happiness; call home

Behavior/Manners

Good/bad manners and "acceptable" behavior are not necessarily universally defined; what is/is not acceptable in your country may not be the same in the USA.

- "Please" and "Thank you" are important and powerful words
- You may have had more (or less) freedom to do as you wished at home compared to the requirements of your Host Parents; understand and follow the requirements here and now
- Showing respect will earn you respect
- Your good behavior and positive attitude will benefit future Exchange Students; schools, Rotary clubs, and Families will want to host students like you in the future

Telephone and Internet Use

Always respect your host family's rules about use of phones and the internet.

- If your host family has a home phone, be sure you understand any costs that may be incurred for using that phone for long distance or international calls.
- Know what times of the day incoming calls are not acceptable (i.e., during dinner, after 10 pm, etc.), and inform your family and friends of those time restrictions.
- You are responsible for the costs on your own mobile phone, unless your host family or host club informs you otherwise.
- Using either home or school computers to view inappropriate material on the Internet, or to send or receive e-mail, texts, links, or messages containing inappropriate material, is strictly forbidden, and is cause for you to be sent home

Medical/Accident Insurance

This information applies to the ACE medical insurance policy issued through CISI-Bolduc and required by Rotary Youth Exchange Southeast.

- This Insurance provides payment or reimbursement for emergency and urgent medical treatment due to illness or injury
- Insurance will cover most of the medical cost after meeting deductible amount
- The Exchange Student/parents – not the Host Parents or Host Rotary Club – are responsible for all medical expenses – whether or not covered by the insurance
- Policy and information was provided to you by e-mail before you arrived
- See Appendix F for instructions on filing an insurance claim
- For assistance, ask a Host Parent, Club Counselor, or District Counselor

"Doctor's Advice" About Health Problems

Physical illness often accompanies the emotional ups-and-downs that Exchange Students experience. Knowing where to turn when away from home and feeling ill can make things a lot easier to deal with.

- Discuss medical conditions and symptoms with your Host Parents
- Your Club Counselor and District Counselor can often help
- Most high schools have nurses and other medical personnel on staff who understand medical problems faced by young people
- Many Rotary Clubs have medical professionals in their membership; but if your Club Counselor does not recommend a particular doctor, ask your Host Parent to recommend one
- Doctors cannot help you with medical problems unless you provide all relevant information to them; your confidence will be protected

Communicating

***How* you communicate with others is often more important than *what* you communicate**.

- Body language, eye contact, personal space invasion, hand movement all have meaning; may be different from the meanings you learned at home
- A smile on your face can affect how your message is received by others
- Be proud of your home country when telling others about it
- Have one or two small photo albums with you when visiting others' homes to share pictures of your country, family, and friends
- Maps and brochures or booklets showing scenes from your country will help others learn about your country; take them with you and share them often
- The more you speak with others about your country, the more knowledgeable you will become, and the more comfortable you will be speaking in front of groups
- Accept every invitation to do something or go someplace that you can; do not decline invitations because the activity is not familiar to you or not your favorite - you may not get a second chance

Showing Your Appreciation to Others

There are many ways to express "Thank you" besides saying the words.

- Write short "thank you" notes to anyone who invites you out, takes you to a special event, gives you a gift, or shows you a kindness in any way
- Picture post cards from your home country are especially appreciated and appropriate; if you don't have some with you now, ask your parents to send you a supply of them as soon as possible
- Postcards combine your personal thanks with a visual part of your country--and because the space for writing is limited, you don't need to write a whole lot!
- If you brought gifts from home for your Host Families, select an appropriate time to give the gift, and make it a special occasion for you and the Host Family

- Find out birth dates for members of your Host Families, and remember them with a card, and a call or visit if you've moved on by that date
- Gifts need not be expensive to be cherished by the recipient; hand-made items or unique items show you put some time, not just money, into your gift and will mean a lot more to them

Get Yourself Involved

You **have control over how involved you become in the life of your community, including your Host Family homes, school, sports, clubs, church, Rotary, and community activities; the sooner you fill your day with activity, the faster homesickness will be a feeling of the past!**

- Become an integral member of your Host Family; don't wait to be asked to help with daily chores -- look for things to do, and then do them
- Spend "quality time" evenings and weekends with the family, not alone in your room
- In school, join a sports team, school club, band, try out for a part in the school play; the more school activities you get involved in, the more friends you will have
- Ask to speak to language and social studies classes about your country and the exchange program
- Offer to speak to church and community groups about your country; if you have a presentation for a program, use it often to share the beauty of your country
- Seek out volunteer opportunities in your community (hospitals, nursing homes, senior citizen centers, elementary schools, etc.) and share some of your time; ask some Rotarians for ideas and people to contact

Contact with Your Host Rotary Club

You were placed specifically with your Hosting Rotary Club partly because they asked to host a student this year, and partly because previous exchange students have done well in that community.

- Each Rotary club has its own "personality", which can change as membership changes
- Your Host club's meetings will probably be very different than the meetings of the Rotary club in your hometown
- Ask your Club Counselor about attending Rotary meetings; expectations may vary, but you should attend meetings at least once per month
- Your Club Counselor should have you excused from school or for being late if your Rotary club meets for breakfast or lunch
- When you attend Rotary meetings, try to meet each Rotarian and let them get to know you
- Actively participate in your Rotary club's activities
- You will be expected to provide a program about your country or your exchange experiences for a club meeting

Summary

It's Not All Fun
In fact, it's hard work being a good Rotary Youth Exchange student
Make contacts and new friends quickly; get involved; seize all opportunities offered to you
Remember your commitments, and be on time
Consider that your views and perceptions may be wrong; be objective
You must adapt - not your hosts

How to Get Sent Home Early
Drive a motorized vehicle
Travel without Rotary permission
Refuse to attend school on a regular basis
Don't participate in class, or get all failing grades
Behave in a rude and insensitive manner
Abuse alcoholic beverages
Use drugs which are not prescribed
Break the laws of this country

Your Support System--You Are Not Alone!
Host Families (all of them)
Club Counselor and Host Club Rotarians
School Teachers, Guidance Counselor, Principal
Members of your District Youth Exchange Committee

Have A Great Exchange Year!

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 35,000 Rotary clubs, with a membership of over 1.4 million men and women.

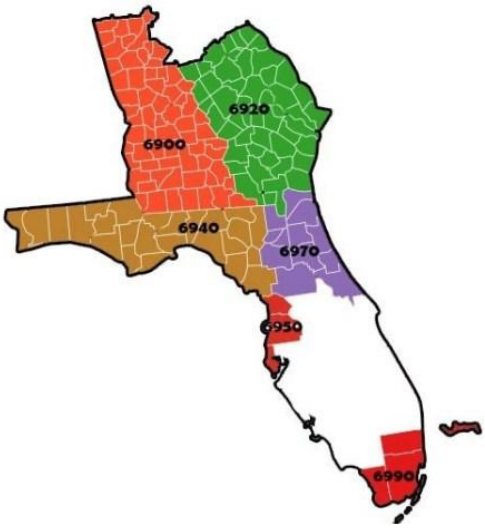
Rotary Youth Exchange Southeast

Each of the more than 35,000 Rotary clubs in the world is a member of Rotary International. Rotary is divided into more than 530 Districts, each of which is headed by a District Governor. The first Rotary club in Florida, the Rotary Club of Jacksonville, was organized in 1912, just seven years after Rotary began in Chicago.

Four Florida districts and two Georgia districts are active members of Rotary Youth Exchange Southeast. Some of the districts are large, some small, but all have between 45 and 75 Rotary clubs. Participating districts are 6900, 6920, 6940, 6950, 6970, and 6990.

The District Governor, and all officers of Rotary on the international, district or club level, serve for a Rotary fiscal year that runs from July 1 to June 30.

A number of district-level committees are organized to provide sponsorship or support for Rotary functions and initiatives that involve Rotarians from across each district. The Rotary Youth Exchange Committee is an example of a District Committee.



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?

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 $45-$50 million (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 Rotary's signature project, Polio-Plus.

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 well 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.

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 with respect to exchange students, they are there to help provide a successful exchange experience.

As with most organizations, Rotary clubs are led by officers who are elected by the membership for one-year terms, beginning on July 1, 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 Youth Exchange Officer, or YEO, to oversee that program, and that Rotarian, or another member of the host Rotary club, will be designated as the exchange student's Club Counselor. This Rotarian serves as the primary liaison between the Rotary club, the exchange student and the host families.

Appendix B – Program Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you and your parents agreed 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 the additional rules on the next page specific to RYE-Florida.

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. Florida law prohibits any adult, including a host parent, from providing alcohol to anyone under age 21, even in their own 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.

Additional Program Rules and Conditions for Inbound Students to Rotary Youth Exchange Southeast:

1) Students must arrive with a complete round-trip airline ticket, including both domestic and international segments, and the ticket must have an "OPEN" return.
2) Students must bring and maintain an Emergency Fund of USD $500.00, to be deposited upon arrival with the host Rotary district. This fund is ONLY to be used in emergencies and then must be replenished immediately by the student or his/her natural parents.
3) All inbound students must purchase the Rotary-approved accident and sickness insurance policy, known as "Annual Plan B", from American International Group, Inc., through CISI-Bolduc. Insurance must be paid for prior to the student's arrival, by credit card or by bank check (in US Dollars, drawn on a bank in the USA). Guarantee forms and DS-2019 visa documents will not be issued until the insurance premium is paid.
4) Students must certify that they have no dietary or physical restrictions other than those shown on the application. If something occurred after submission of the application and the student needs special attention, the Rotary Youth Exchange Southeast Chairperson must receive a complete report no later than 2 weeks before departure. If the applicant suffers from mental or medical condition(s), the Rotary Youth Exchange Southeast Chairperson reserves the right to cancel or terminate the exchange.
5) To help in the adaptation of the students, we ask that phone calls home be limited to once per month after the initial phone call on arrival. E-mail to family and friends is permitted once per week.
6) Students must attend school regularly and make good effort in classes. Students will attend high school, at the school designated by the host Rotary Club. Under no circumstances will the student be allowed to take driver education or operate a motor vehicle. There is no guarantee whatsoever that an exchange student will be able to earn a US high school diploma.
7) Students are prohibited from independent travel. Travel with host family, school groups, or Rotarians is permitted, but the Host District YE Chairperson must be notified in advance of all trips outside the District. Inbound students must arrive directly from their home country and must return directly to their home country at the end of the exchange year.
8) Visits by parents and family members are permitted only during the last quarter of the exchange year. Visits by home country friends are strongly discouraged and will be allowed only in very special circumstances. Students are not permitted to return home during the exchange year, except in cases of emergency.

Appendix C – Travel Policy for Inbound Exchange Students

While it is acknowledged that the purpose of the Rotary Youth Exchange Program is not tourism or sightseeing, some students participating in the Program may have friends or relatives living in the United States and wish to visit them during their stay or have an opportunity to travel with their host family. Such travel should be considered a privilege and not a right of the student. Permission will only be granted for travel outside of the host district if the student is able to comply with the conditions of Rotary Youth Exchange Southeast and the host district for such travel as stated below:

Rotary Youth Exchange Southeast RULES REGARDING STUDENT TRAVEL:

This is a cultural and educational exchange, NOT a travel exchange. Exchange students should have no expectations of being a tourist. The Host Rotary club and Host Families are under no obligation to provide or permit it. However, some travel through the generosity of, and with, the Host club, individual Rotarians and Host Families is encouraged. **Under no circumstances shall students make their own travel arrangements and then expect the Host club and Host Family to agree. Inbound Exchange students must comply with this policy, and Host Families are asked to enforce it. Violations of this policy may be grounds for terminating the Exchange and returning the student to his or her home country immediately.**

The reason for these rules is simple. Rotary Youth Exchange Southeast, its member districts, the host Rotary clubs, and the host parents are responsible for students while in this country. It is essential that we know where students can be reached in case of emergency or a message from home.

Individual travel approvals will vary based upon many factors. Host parents will ask themselves if the travel is something they would allow their own son or daughter to do. Further, common sense must be a guide. For example, students are not allowed to get together with other exchange students every weekend, as this is a detriment to them and the program. Those who choose to be exchange students do so to meet and learn about people from the host country. Further, the travel desires of an exchange student should not place a burden on the host family.

In summary, so there is no misunderstanding:

THERE WILL BE NO TRAVEL ALLOWED THAT HAS NOT BEEN APPROVED BY THE HOST PARENTS, CLUB COUNSELOR, AND THE HOST DISTRICT YOUTH EXCHANGE COMMITTEE IN ACCORDANCE WITH THESE RULES.

The purpose is certainly not to prevent exchange students from traveling and having fun. However, Rotary is responsible for the safety of the students, and therefore must know where they are always.

TRAVEL APPROVAL REQUIREMENTS

Travel guidelines and procedures for obtaining approval for travel are established independently by each district and distributed by the host district's Youth Exchange chairperson. The following is an example of the travel stipulations that may be in force and shall serve as the default rules should an individual district not issue their own.

Inbound exchange students are only permitted to travel under the following conditions:

- Student possesses a letter from natural parents authorizing travel (the Travel Authorization Form, signed by parents prior to arrival, suffices for this)
- School is not in session (exceptions: school sponsored trip or Rotary sponsored trip)
- The following information is provided in advance and verified by a Host Parent:
  1. Where the student is going
  2. When the student is leaving and returning
  3. Who the student is traveling with
  4. What means of transportation are being used
  5. Where the student will be staying (name, address and phone number)

FOR TRAVEL WITH: - HOST FAMILY - ROTARIAN - CHURCH/SCHOOL - OTHER ADULT	REQUIREMENTS FOR TRIPS LESS THAN 24 HOURS IN DURATION:	REQUIREMENTS FOR TRIPS GREATER THAN 24 HOURS IN DURATION:
INSIDE THE HOST DISTRICT	**HOST PARENT APPROVAL**	**HOST PARENT APPROVAL HOST CLUB NOTIFIED**
OUTSIDE THE HOST DISTRICT	**HOST PARENT APPROVAL HOST CLUB NOTIFIED**	**HOST PARENT APPROVAL HOST CLUB APPROVAL DISTRICT APPROVAL**

UNACCOMPANIED TRAVEL:

It is understood that the host parents will verify, by personal conversation with whomever the student will be traveling or staying, all plans and itinerary for the travel.

There must be an individual at the destination who assumes full responsibility for the student, and who has been approved by the Host Parent, and if applicable, the Host Rotary club and district.

UNAUTHORIZED TRAVEL IS VALID CAUSE FOR THE STUDENT TO BE RETURNED HOME IMMEDIATELY

Students are directed to complete the Travel Request Form, which is available at RYESE.org/Inbound

Appendix D - Questions for “First Night” with Host Family

1. What do I call you? “Mom”, “Dad”, first name or something else?

2. What am I expected to do daily other than:
    a. Make my bed?
    b. Keep my room neat and clean?
    c. Clean the bathroom up after I use it?
    d. Other?

3. What is the procedure about laundering clothes? Where do I keep them until there are to be washed?

4. May I use the iron, washing machine, etc.?

5. Where can I keep my bathroom accessories?

6. When is the best time for me to shower or bathe?

7. Is there anything special about using the bathroom I should know?

8. May I use the family’s shampoo and toothpaste, or should I buy my own?

9. When are mealtimes?

10. Do I have any responsibilities at mealtimes? Set, clear, wash, dry the dishes, the garbage?

11. May I help myself to food and drinks at any time or must I ask first?

12. May I use the kitchen appliances, such as the stove, microwave, or dishwasher?

13. What areas of the house are strictly private (your office, bedroom, etc.)?

14. May I put posters and pictures in my room? On the wall? How do you want things hung?

15. May I rearrange the furniture in my bedroom?

16. Where can I store my luggage?

17. What time must I get up weekday mornings?

18. What time should I get up weekends and holidays?

19. What time must I go to bed weekdays? Weekends?

20. What time must I be in on school nights if I go out? (Exceptions by special arrangement).

21. What time must I be in on weekends if I go out?

22. What dates are the birthdays of family members?
23. May I have friends stay overnight?
24. What is your rule on entertaining friends in my room with the door closed?
25. Can I invite friends over during the day? After school? When no one else is home?

26. How can I get a SIM card for my cell phone? (Student's responsibility to pay for this service.)

27. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited?

28. Do any of you have any dislikes? e.g., chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.

29. How do I get around? bus, bicycle, be driven, riding with friends, etc.

30. What about transportation to the mall or movies?

31. How do I attend my host club's Rotary meeting?

32. May I play the stereo or TV?

33. May I use kitchen appliances? Microwave? Dishwasher? Stove?

34. What are the rules about going to church?

35. If I have something bugging me, how do you want me to handle it?
    a. Write a note explaining it
    b. Ask for a heart-to-heart discussion
    c. Tell my counselor
    d. Keep it to myself and live with it

36. How often can I go out with friends each week?

37. Who pays for "event" expenses? Me? You? Rotary? (movies, sports events, concerts/shows)

38. I take the following medication (if any):

39. What do I do about school lunch? Buy - who pays - me, you? Bring from home?

40. What are your cell phone numbers? How/when can I contact you during the day?

41. Will I have a key to the house, or do I use a code if no one is home?

42. Are there any eating habits or foods I need to discuss? I don't like _____.

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 – 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's the matter with him. 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 of 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 weekends, 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 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 inconveniences 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 remain 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 American 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.

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Appendix F – Filing an Insurance Claim

Health Insurance Claims Instructions

In the event a student requires health care services, the following guides should facilitate the processing of the insurance claim(s) for payment.

- Obtain a detailed bill for the service rendered by the provider.
- Follow instructions for filing a claim found at www.cisi-bolduc.com.
- Complete the health insurance claim form (sample copy follows) as directed.
- Fax or e-mail a copy to the host district Youth Exchange Chairperson.
- Make a copy of the completed claim form, including a copy of the detailed bill from the provider(s).
- Submit claim.

Almost all inbound exchange students are covered by a Rotary-approved medical and liability insurance policy underwritten by AIG, through CISI-Bolduc insurance agency. A sample copy of the claims form follows. The exceptions are students from Belgium, Denmark, Norway, and Sweden, who are covered by national insurance programs in their home countries, but each have representative offices in the US.

To file a claim, go to www.cisi-bolduc.com, and follow the links to download forms and file claims. The actual form may change from the sample you see on the next page.

Health Insurance Claim Form – *Sample*

Cultural Insurance Services International - Claim Form

Instructions

1. Complete a medical claim form for each occurrence indicating whether the Doctor/Hospital has been paid.
2. Sign consent below.
3. Attach *itemized bills* for all amounts being claimed (include originals and keep copies for yourself).
4. Approved reimbursements will be paid to the provider of the service unless otherwise indicated.
5. **Submit claim form and attachments to Cultural Insurance Services International, River Plaza, 9 West Broad Street, Stamford, CT 06902-3788.**

- Payment will be made in US dollars unless otherwise requested. If payment is made to you, it will be made to your US address unless otherwise requested.
- **For claim submission questions, call (203) 399-5130 or email claimhelp@culturalinsurance.com.**

► NAME AND CONTACT INFORMATION OF INSURED **POLICY: ROTARY YOUTH EXCHANGE N0106096A**

*Last Name _____ *First Name _____ *Date of Birth_____/_____/_____

Identification Number _____

US Address or Address Abroad _____

*Home Country Address _____

Phone Number _____ *Email address _____

*Date insured expects to return to home country _____/_____/_____ **(*required fields)**

► IF IN AN ACCIDENT

Date, Time, and Place of Accident (a.m. or p.m.)_____

Description/Details of Injury _____

What happened? _____

► IF SICKNESS

Description of Sickness/Illness _____

Date Illness Commenced _____/_____/_____ Date you Plan to Return Home _____/_____/_____

► REIMBURSEMENT

Have these doctor/hospital bills been paid by you? □ YES □ NO

If no, do you authorize payment to provider of service for medical services claimed? □ YES □ NO

► FOR CLAIMS UNRELATED TO A MEDICAL INCIDENT, PLEASE CHECK THE APPROPRIATE BOX BELOW:

*(Please note: In order to claim monies back related to one of the below benefits, the benefit(s) MUST be included in your policy. If you try to make a claim for a benefit which you do not have, the claim will be denied)

□**TUITION REFUND/SESSION INTERRUPTION** □**RETURN AIRFARE EXPENSE/PROGRAM FEE REFUND** □**PERSONAL EFFECTS**- Personal effects claim submissions MUST be accompanied by police report

Please provide us with the relevant details of your incident below or the details and value of your loss:

_____

_____

► CONSENT TO RELEASE MEDICAL INFORMATION

I hereby authorize any insurance company, Hospital or Physician to release all of my medical information to CISI that may have a bearing on benefits payable under this plan. I certify that the information furnished by me in support of this claim is true and correct.

Name (please print) _____

Signature _____ Date_____

For residents of California: For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
For residents of New York: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance 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, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the subject motor vehicle or stated claim for each such violation.
For residents of Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person 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 and subjects such person to criminal and civil penalties.
For claimants not residing in California, New York, or Pennsylvania: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
For residents of Rhode Island: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
For residents of 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.
For residents of Florida: Any person who knowingly and with intent in injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
For residents of Oklahoma: WARNING: any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes ant claim for the process of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.
For Residents of Maryland/Oregon: Any person who, 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 may be guilty of insurance fraud.
For Residents of Virginia: Any person who, 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 may have violated state law.

Appendix G – It's Time to Go Home

Traci Fordham, M.A.
Syracuse University, Maxwell School of Citizenship and Public Affairs

***Note**: Though this article is written from the perspective of an American completing an exchange year overseas, the feelings, experiences, and challenges are the same that you may face at the end of your year.*

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 daydream 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, 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 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 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 to 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

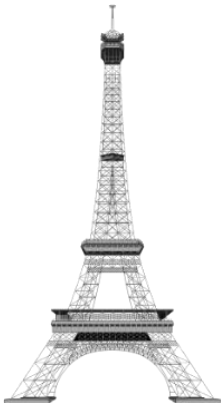
Some of the frustrations that you will feel as a result of your re-entry can be remedied with thoughtful and open communication. You will occasionally feel out-of-place and misunderstood by your friends and family. Discussing how you feel in a loving way will better ensure that you receive the support 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 more well-rounded person and a more sensitive member of our global community. **Welcome home**!



Appendix H – 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? Because it is impossible if your exchange year was successful. 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 the District 6220 Rotary Youth Exchange Program as well as to the Central States RYE Program. 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:

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Appendix I – Rotary Youth Exchange Inbound Student Calendar

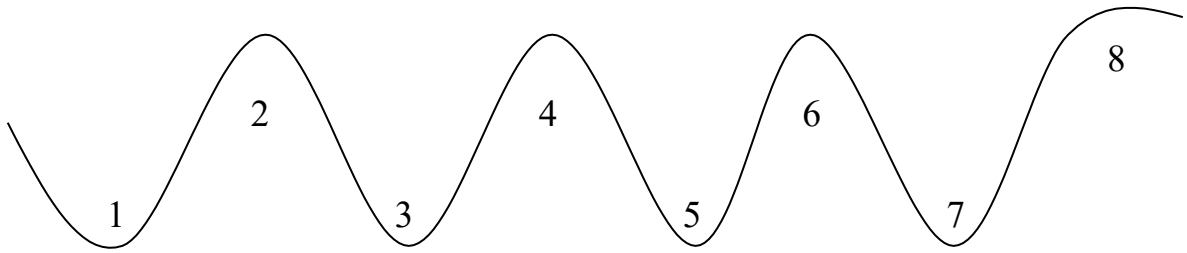
MONTH	PHASE	WHAT YOU SHOULD BE DOING	REMINDERS
AUGUST	TRAVEL & HONEYMOON	Get busy. Remember that these first few weeks are your chance to make life-long friends. It is not the time to be shy. Take it all in and get to know your surroundings. Meet your Rotary Club members. Find your routine. Work on your language skills. Identify your cultural mentor.	Watch the phone calls and e-mail
SEPTEMBER	END OF HONEYMOON / START OF ADAPTATION	Start with good habits. Write in your journal every night. Mark on a calendar what you did every day. Answer the phone from time to time. Get to know your host parents. Learning the language is your priority. Watch for homesickness. Use your support system. Keep busy. Cook a "home-country meal" for your host family.	Write home
OCTOBER	ADAPTATION	Homesick? Don't call home! Talk to your Rotary or Rotex support people. Don't dump it on your parents. Get out of that funk. Break the routine a little every day to keep things fresh. Avoid spending long amounts of time by yourself. Having trouble with the language? Find someone to talk to; a host sibling, a "cultural mentor", or even your Rotary Counselor. Give and take.	
NOVEMBER	ADAPTATION	Have you made many friends yet? If not, get out there and mingle. Remember, you want to make as many people miss you as you can when you leave. There is nothing better to make you stop thinking about yourself than to help someone else. If you are feeling a little lost, find someone in need and give him/her a hand. You will get it back 10X. You might hit a language plateau here. Keep working the language. Try something new. Speak at your Rotary Club. If you move host families, you might have another challenge. Make the best of it. Enjoy (and participate in) Thanksgiving.	Send Holiday presents home early. By November 15th.
DECEMBER	ADAPATION/ ASSIMILATION TRANSITION – HOLIDAY BLUES	Time to stay focused. You need to get through the period from the end of November until January 1st strong. Don't get hung up with missing the holidays at home. Keep Rotex in mind here. They will help. The more you contact "home" though, the worse it will be. Tell your host family how you celebrate the holidays.	Keep phone calls and e-mails "home" down.
JANUARY	ADAPTATION/ ASSIMILATION	Now for the good stuff. You should feel good speaking the language and you should have made some friends. Make the most of it. From now on, you are on a roll. Hey! Where's my report?	
FEBRUARY	ADAPTATION/ ASSIMILATION	You should be busy now. Friends, school, lots of activities. Don't forget host families (including the first one).	Call your host counselor and check in with him/her

MARCH	ASSIMILATION	Are you giving as well as taking? Don't just be doing your own thing. You speak the language and you know some people. You fit in. Use it to help other people. Speak to little kids in schools, volunteer in your community, teach someone your language, help with your Rotary Club's projects. This is the part of the roller coaster ride when you get to let go of that safety bar, put your hands in the air and scream as loud as you can. This is "The Monster Hill" of your exchange.	**Reserve and Confirm your Return Flights**. Don't rush home, but don't stay too long. Check our return home policy.
APRIL	ASSIMILATION	Are your parents visiting? Plan it out for them. Remember, you are the one who is in charge of their having a good experience. Let them into "your world". Introduce them to your host family, your host Rotary Club, your friends and your town. Let them see you as the mature tour guide, master of the language. They aren't coming? No problem - you have a lot going on. Dig in and make the most of it because this time is fleeting! Hey, don't you owe someone a report?!!	
MAY	ASSIMILATION & RE-ENTRY ANXIETY	This should be as good as it gets; you love your host country and you are starting to get that dreaded re-entry anxiety. It has to happen, you know that. Don't waste one second wishing it won't. Spend as much time as you can with friends, host families and the people you will miss most. You can spend time with other exchange students when you get home, so spend what little time you have with people who you won't see for a while.	Make time for your host families!
JUNE	ASSIMILATION & RE-ENTRY ANXIETY	Get ready to leave. Make sure that you are not putting off spending time with people. If you want to buy things to take with you, start early. Don't go rushing around the night before you leave. You will be cheating your friends and family out of your time. Leave gracefully. Don't leave a mess. Pay your obligations. Return what you've borrowed. Say "thank you" as many times as you can.	Read "So You Think You're Home Now"
JULY	RE-ENTRY & REVERSE CULTURE SHOCK	Pack early. Get rid of things that are just clutter. Make sure you have your passport, tickets and that your bank account is closed (if you had one). Exchange money. Don't come home with a lot of American money you might not need for a while. Have some U.S. currency with you in case you need it at the airport. Remember, the success of an exchange is measured in the number of tears when you leave; yours and theirs. Smile when you get back to your country. Thank your parents for your year. Spend some time with them (at least two days) before you go running around finding and connecting with your friends.	
AUGUST	REVERSE CULTURE SHOCK	Get into your new life at home. Listen to what you are saying. Are you being critical about "home"? Are you telling everyone you can find about your year or are you keeping it to yourself? Have you referred to your friends as "Those stupid kids?" at all? Are you keeping busy or are you moping around the house missing "home"? Was it really easy for you to come back? Do you not miss your host country and host families? Think about why that is so. Get ready for school to start. Make little steps each day to get back into your culture. Talk to Rotex and to your District and Club Counselors about what you did and what you are doing now. Remember that the deeper you were able to assimilate into your host culture, the longer it will take you to find that "bi-cultural balance" between your host country "self" and your original "self". This is the start of your third year as an exchange student.	Contact your Sponsoring Club and offer to do a program on your exchange. Help continue to build the program!

Appendix J – Rotary Support System Matrix

RESOURCE	WHEN NEEDED	CONTACT FREQUENCY	COMMENTS
Host Family	Every day	Daily	Your first point of contact with most simple needs. For problems you will need to use your Host Club YEO in conjunction with your host family.
Host Club YEO	Problems, Successes, Social Occasions, Club Meetings	Bi-Weekly / Monthly	This is your main Rotary contact for your day-to-day problems and wel-being.
Host District Counselor	Most problems, travel permission, routine reporting	Monthly Minimum	If reports are required, make sure you complete them.
Host District Chairman	Serious Problems or Routine Reporting		
Sponsor District Counselor	Serious Problems and Routine Reporting	Monthly / Bi-Monthly	Quarterly Reports are to be sent to this person. This is not the first person who should learn of a problem you are having!
Sponsor District Chairman	Serious Problems	As needed	
ROTEX	Emotional and YE Support	As often as needed but monthly at a minimum	Rotex wil not be able to help you with technical YE problems They are for your emotional support and mentoring only.
Sponsor Club YEO	Preparation and then report about your experience	Monthly	You should write to your club regularly teling of your experiences.
Parents	Routine, non-YE problems, health emergencies	REGULARLY	LIMIT E-MAIL AND PHONE CONTACT. WRITE LETTERS INSTEAD OF E-MAILING AND PHONING!

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.

Appendix K – Emergency Contacts

Rotary's Statement of Conduct for Working with Youth

Rotary International and Rotary Youth Exchange Southeast are committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' partners, and any 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 through Rotary.

Each host district will provide to all of its inbound exchange students a list of emergency contacts for any student who feels in need of special services due to physical, mental, or sexual abuse or distress, or any other activity that they feel requires the assistance of medical or legal personnel. The list will include hospitals, police, child abuse hotlines, drug abuse and counseling resources, and rape crisis centers.

Students are reminded that their Rotary counselors, on both the club and district level, are available to help, as are the leaders of each District Youth Exchange Committee. You might want to enter or attach their contact information or business cards in the space below.

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Rotary Youth Exchange Southeast Inc.

Sexual Abuse Response Policy and Procedures

STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International 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 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.

As a Rotary Youth Exchange student, your welfare is extremely important to us. We have prepared this document for your safety. Please read it carefully. This information may help you better understand what sexual abuse and harassment are and help you protect yourself by preventing potential abusive situations before they happen. In the unlikely event that you are subjected to sexual abuse or harassment, this document will help you understand what you can do about it. Please share this information with your parents so that they also know that we are committed to your safety and protection.

STUDENT PROCEDURES

If you are sexually or physically abused or harassed or are accused of sexually or physically abusing or harassing another person, you should follow this procedure:

1. Report the situation immediately to the person with whom you feel most comfortable:

- The local host Rotary club Youth Exchange Counselor, the District Youth Protection Officer, the District Youth Exchange Chair, any member of the District Youth Exchange Committee, or the District Governor.
- If you are not comfortable talking to a local person, contact a trusted Rotarian in your country.
  Your call will be received in a sensitive and confidential manner.

2. If appropriate action is not taken when you report the situation, report it again and continue reporting it until someone takes you seriously. Make sure that you are serious.

3. When you are uncomfortable with someone's behavior, and you think it is sexual in nature, please trust your judgment and report it to someone else.

ALLEGATION REPORTING GUIDELINES

If you report an allegation of abuse or harassment, these are the guidelines the Rotarians will follow:

1. When receiving the report from you, they will:
   - Listen attentively and stay calm. They will acknowledge that it takes a lot of courage to report abuse. They will listen and be encouraging.
   - Protect you. They will first ensure your safety and well-being. They will remove you from the situation immediately and from all contact with the alleged abuser or harasser. They will reassure you that this is for your own safety and that it is not a punishment.
   - Get the facts, but not interrogate. They will ask you questions that establish what was done and who did it. They will reassure you that you did the right thing in telling.

2. They will be non-judgmental and reassure you. They will not be critical of anything that has happened or anyone who may be involved. They will assure you that the situation was not your fault and that it was brave and mature to report what happened.
   - Assure privacy but not confidentiality. They will explain that they will have to tell someone about the abuse or harassment to make it stop and to ensure that it doesn't happen to other students.
   - Record. They will make a written report of their conversation with you as soon after talking with you as they can. They will include the date and the time that they talked with you. They will use your words and will record only what you told them.

3. They will report this information as soon as possible to the hosting club Youth Exchange Counselor, the District Youth Protection Officer, the District Youth Exchange Chair or the District Governor providing none is the accused individual. This person will immediately notify the appropriate law enforcement authorities in cases of abuse.

4. They will avoid gossip and blame. They will not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both you as the victim and the alleged offender during any investigation.

5. They will not challenge the alleged offender. The adult to whom you report will not contact the alleged offender because the investigation must be left entirely to law enforcement authorities in cases of abuse. In cases of non-criminal harassment, the District Youth Protection Officer and the District Governor, who are responsible for the investigation, will contact the alleged offender after you have been moved to a safe environment.

6. They will follow-up. After appropriately reporting the allegations, Rotarians will follow up to make sure steps have been taken to address the situation.

DEFINITIONS

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. This includes but is not limited to:

- Non-touching offenses (such as verbal intimidation, or other indirect suggestions with which you are uncomfortable).
- Indecent exposure (unwelcome revealing of sexual body parts such as breasts or genitals).
- Exposing a student to sexual or pornographic material.
- Sexual assault

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. It is a technique used by sexual predators to desensitize or to groom their victims. Examples include, but are not limited to:

- Sexual advances; sexually negative words or phrases used to insult someone, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about one'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.