

Rotary International District 5450

Rocky Mountain Rotary Youth Exchange Inbound Program



Information Book For
Host Parents



To the Host Parents,

Congratulations! You are about to become a new parent, probably not for the first time, but this time your new child will already be a teenager upon arrival, may not speak English fluently, and will certainly have cultural traits that are different from yours.

By agreeing to be a host family for a Rotary Exchange student, you have agreed to assume parental responsibility for this young ambassador from another country, to provide shelter and sustenance, guidance and counsel, love and support to the child of strangers who may live thousands of miles from you.

But we do not ask you to do this all on your own; Rotarians in your local community as well as those of us who serve on the Rotary District Youth Exchange Committee will do all we can to make this exchange a success. We provide you with the information you need, through our Host Family Orientation meeting and this Information Booklet. We meet with and provide orientation training to the exchange students upon their arrival. And we will, throughout the exchange period, be in contact with both you and the exchange student to answer questions, address concerns, and resolve problems.

All too soon, it will be time for your student to move on to the next host family or return home at the end of the exchange year. Many of the host parents who preceded you do not say "goodbye" when that time comes, but instead say "farewell, until we meet again," with the full intention that this new member of the family will indeed be met again. We hope you experience those feelings and will do all we can to have that happen. This Information Booklet provides the information you will need to be a successful Host Family; please refer to it often. This information is also available on your website RMRYE.ORG along with other useful information.

With Rotary Youth Exchange Service Foremost,

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Objectives Of The Program

- o **To further international goodwill and understanding** by enabling students to study firsthand some of the problems and accomplishments of people in lands other than their own.
- o **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.
- o **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.
- o **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.
- o **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.

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Rocky Mountain Rotary Youth Exchange
Committee Contact

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The Rotary Support System

What is Youth Exchange?

Rotary Youth Exchange is a country-to-country exchange of high-school age young people, between the ages of 15 and 18½ years old at the time of arrival in the hosting country, for a cultural and educational experience for both the student and those serving as hosts. The duration of the exchange is 10-12 months and generally follows the school year as defined by the Exchange student's home country. Youth Exchange began in Rotary in 1929 with the first exchange between Denmark and Spain. Now more than 8,000 students participate in exchange each year through Rotary. It is one of Rotary's largest and longest continuous programs.

What is Rotary?

Rotary International, as the sponsoring organization of this program, is an international volunteer organization comprised of Rotarians around the world dedicated to improving their community, both locally and world-wide, through service to others. A more comprehensive description of Rotary and its structure can be found in Appendix A of this Information Book. However, one term used throughout this Book warrants explanation here: **District** is the geographic organization of a number of local Rotary clubs for purposes of governance and support. We are **Rotary International District 5450**, consisting of 68 Rotary clubs stretching west to east from Summit County to Washington County and north to south from Boulder County to Douglas County representing our Front Range and Mountain areas.

Role of the Rotary District and Youth Exchange Committee

Rotary Youth Exchange is, more specifically, an exchange of students between two Rotary Districts in different countries. District 5450 is excited about the possibilities of expanding our Youth Exchange program, involving more countries and more students. Conduct and administration of the Exchange program is the responsibility of each participating Rotary district under the authority of the respective **District Governor**; a Rotarian elected for a one-year term to provide leadership to the clubs and Rotarians in that District. All Rotary districts participating in the Youth Exchange Program agree to comply with Rotary International guidelines but retain autonomy in conduct of the program. This responsibility is delegated in District 5450 to the **District Youth Exchange Committee (or YEC)**.

For example, the selection, screening and preparation of "outbound" exchange student candidates is the responsibility of each sending or sponsoring Rotary District, although a uniform application form has been developed for this purpose by Rotary International. On the other hand, once our District YEC has agreed to accept an "inbound" exchange student, and one of our 68 Rotary clubs has agreed to host and support that student, that student agrees to comply with **this** District's rules, regulations, and guidelines as a condition of the exchange.

To assure a complete understanding of those conditions, the District 5450 YEC provides a comprehensive orientation to our inbound students shortly after their arrival. Even before the student's arrival, the Youth Exchange Committee establishes and maintains communications with its counterparts in the exchanging district, the inbound students both before their arrival and during their year here, and the outbound students we are sending overseas.

The District 5450 Youth Exchange Committee is a valuable resource for both you and the exchange student, and its members are familiar with the conduct of the Exchange Program both here and in the country your student is from. **If you have any questions or need help with a problem with your student, please contact the country contact for your student.** But feel welcome to contact any member of the District 5450 YEC anytime you have a question or need help with a problem **if unable to reach the country contact.** Names, telephone numbers and E-mail addresses are available at the beginning of this handbook.

The Hosting Rotary Club's Role

The local Rotary club provides another level of support to you, the student, and the Exchange Program. Rotary clubs will identify an individual Rotarian as the **Youth Exchange Officer** (or **YEO**) to administer the club's Exchange program, including recruiting outbound candidates and Host families. Another member of the Rotary club will be designated as the Inbound Exchange Students' **Club Counselor** for the duration of the exchange. The **Club Counselor must be of the same gender as the exchange student** and serves primarily as an advisor and advocate for the student but should certainly also be in contact with the host family on a regular basis, and be available to answer questions or direct host parents to the appropriate resource when needed. Club counselors **may not serve as a host parent.**

The hosting Rotary club has made or will make arrangements for enrolling the exchange student in your community's high school or a private school shortly after he or she arrives. The YEO may ask for your help in registration of your student for school. The YEO or Club Counselor will assist the student in selecting a course of study that should be neither overly challenging nor boring for the student. As a host parent, you should discuss schoolwork with the student, teachers, and school officials if academic or social problems are becoming apparent. The hosting Rotary club is also responsible for paying for all school fees related to **required** course work at school. Nonobligatory school activities, such as athletic fees, are the responsibility of the student's natural parents if not covered automatically by the hosting Rotary club, check with your YEO or Counselor to see if your club opts to cover fees like athletic/activity passes and participation.

The hosting club provides another form of support to the Exchange student in the form of a **spending allowance.** Each month the Rotary club will provide a minimum of \$150 directly to the student, to be used for incidental personal expenses, entertainment, school supplies, etc. Some clubs may offer more. Through a Rotary-provided stipend/allowance and parental resources, exchange students are expected to be **financially self-supporting** in terms of personal expenses, clothing, entertainment, and travel **when not part of a host family event.**

The hosting club will regularly invite the exchange student to attend Rotary meetings and other Rotary events. While students are encouraged to attend Rotary meetings and other events as often as possible, only attendance at the **three Inbound Orientation weekends are mandatory** for the student. Interference with host family activities from, or transportation to/from, Rotary events should not impose a burden on the host family, and the YEO/Club Counselor should be advised before this can occur. Please visit our website **www.RMRYE.org** to review upcoming events that you should be aware of. It is wise to check at the beginning of each month for the events of the month and place them on your calendar.

Rotary Support -- District + Club

This Team of the **District Youth Exchange Committee**, the local Rotary club **Youth Exchange Officer** and **Club Counselor** are here to help the exchange student and host family have a successful exchange experience. They are available to you, 24 hours a day, to provide you with assistance on any matters of concern. We strongly urge you to seek our involvement before problems become too large for simple solutions.

Your best resource for information is our website RMRYE.org.

General Support Structure for Host Families

- 1. Issue Arises For/With Student**
- 2. Host Family made aware of issue by student- family/school attempt to resolve**
- 3. YEO or Club Counselor-if unable to resolve, contacts student's country contact**
- 4. Country Contact-if unable to resolve, contacts inbound chair**
- 5. Inbound Chair-if unable to resolve issue, contacts overall chair**
- 6. Overall Chair- works with District Governor and overseas partners to resolve issue**

During the entire process, our counterparts in the student's home country are informed of the situation when appropriate. The Committee works hard to ensure fair and proper resolution of issues and privacy is respected as best as possible. Students are sent home as a last resort. We prefer the student or host family to inform us early of an issue- especially those involving a rules violation- so that we can work to resolve the issue and preserve the exchange. However, certain rules violations will result in immediate termination of the exchange year.

The Exchange Student's Role

Above all else, we expect the inbound students to be involved: involved in your family, involved in school, involved in the community in which you live, and involved in Rotary. To do this successfully, most Exchange students must do two things: **learn to communicate in English and learn to adapt.**

Learning English

All students arrive with some understanding of the English language, and most can speak and understand our language well, having studied English for several years in school. But for most, considerable effort will be needed on their part to understand the English we *speak*, which is often different than the English they were *taught* in school. Practice, by engaging in real conversation, reading, and writing our language are necessary to develop true proficiency. You can help by asking questions that require more than “yes” or “no” answers, having patience when communications are not clear, and consciously speaking slowly and clearly, with frequent checks for understanding.

Inbound exchange students may be tested for English proficiency shortly after arrival by their host school and tutoring can be arranged by Rotary for students who are having trouble communicating. School counselors and teachers can also be valuable resources for both the student and host family in addressing communications problems.

Learning to Adapt

Learning to adapt means, for most students, being willing to try new things, do things differently, recognize the cultural basis for the environment they are used to, and accepting that our cultural differences are neither “better or worse,” they are often simply “different.”

Comply with our Local Rules

All inbound exchange students, and their parents, agreed to comply with the rules, regulations, and guidelines that are part of the Rotary Youth Exchange application. These are common sense conditions that are intended to ensure their safety, comply with the standards of the international organizations monitoring exchange programs, and ensure that their conduct does not impose a burden on the families who open their homes to these students. **The Program Rules & Conditions of Exchange** is in Appendix B of this handbook for your information. A summary of the more important rules is listed below:

1. **Driving:** Exchange students are **not** permitted to operate motor vehicles, including motorcycles, boats, ATVs, or any other powered device (exceptions might be a go-cart and certainly lawn mowers or golf carts) as a condition of the medical and accident insurance. Under no circumstances may they take a Driver Education course.
2. **Drinking and Drugs:** We expect all exchange students to comply with our laws, including those applying to possession and consumption of alcoholic beverages and controlled substances. Students may, with the approval of the host parents, accept an alcoholic beverage offered by the host parent in the host home. But remember consumption of alcohol or cannabis under age 21 is illegal in all cases.
3. **Smoking:** Applicants are asked to indicate if they smoke on the application, and this

information is often the basis for the decision by the host family to host the student. Students who do smoke must comply with the conditions and restrictions imposed by the host family in all cases, and we strongly endorse the requirement that smoking not be permitted within the host family home. Any student who stated on the application that he/she did not smoke is absolutely not permitted to smoke while here on exchange.

4. **School Attendance:** This is an educational exchange, and students are **required to attend school regularly**, and maintain satisfactory class work. On the other hand, the program's objective is not to provide a high school diploma to these students, and each school agreeing to enroll exchange students will determine what, if any, certification will be provided for classes taken. As the host parent, you are responsible for determining the appropriateness of any school **absence requested by the student**, as you would for your own children. You should know, and comply with, the attendance requirements (and absence notification requirements) for the school your student is attending. Our committee has set a limit of 10 absences during the year.
5. **Travel:** Travel for the exchange student as part of your family, or with school, sport, or church groups, is highly encouraged and will provide the student with opportunities to learn about the host country. However, **independent travel, or travel without adult supervision** should be given the same level of parental control you would impose on your own children of that age **and must be authorized by the host Rotary club and the district youth exchange committee**. Additionally, Rotarians at both the host club and district committee need to know where Exchange students are in the event of an emergency. The **Travel Policy for District 5450 Inbound Exchange students**, contained in Appendix C, will be reviewed in detail with your exchange student, and **compliance with this policy is a condition of the exchange**. We ask that you be familiar with this policy and enforce it with your student. ***Please know that we will always support the host parents when you say NO to travel by your student that YOU are not in agreement with.***
6. **Visits by the student's natural parents and family:** Program rules discourage any visitors from the student's home country during the first 8-9 months of the exchange year, and **specifically at any time that will interfere with school or that will cause an inconvenience to the host family. Furthermore, visits by family during the traditional Christmas/New Year period is NOT ALLOWED**. On the other hand, parental visits near the conclusion of the exchange year are great opportunities for the student to share their mastery of our language and knowledge of our culture and introduce natural parents to all of the host families they've lived with. Any such visits planned by the student or his/her parents should be fully acceptable to you, the host parents, and should be discussed with the appropriate Rotarians **before** being finalized. We do not expect you as a host family to pay for travel of your student with you during a family vacation. If this situation arises, you should communicate with your student's natural parents who may pay for such a trip.
7. **Use of telephone and Internet:** Students who frequently communicate with family and friends "back home" by telephone or digitally often delay their own adjustments and adaptation to the exchange, and extend, rather than reduce, feelings of homesickness.

Occasional telephone calls to or from home, plus calls on special occasions, should be sufficient voice contact when combined with “newsy” letters the student mails home that will likely be cherished and reread by his or her parents long after they arrive. Constant e-mail or instant messaging also prevents a student from becoming part of the host family and community. Students are told to limit that kind of electronic communication with home. Inbound students are will secure either a physical SIM or an E-SIM to have access to a US phone number. This is a requirement for their program validation with the US Departments of State and Homeland Security. A local number will also facilitate their integration with US school and neighborhood friends.

Students must have access to their natural parents and family by telephone and e-mail at ALL TIMES. A student is never to be deprived of access to the cellphone or computer during their exchange.

The Role of A Host Family

The operative word here is **Family**, and we ask you to help your exchange student become a part of your family during the period that they live with you. That means treating this young person as you would your own son or daughter, not as a guest, and exercising all the **parental responsibilities and authorities** you would for your own child. While many factors will influence to what extent you may need to focus on this role, such as your own experience as a host parent, ages of your own children, and whether you are the first, middle, or final host family for this student, here are some suggestions that previous host parents have provided for us:

Establish a clear understanding of expectations soon after your student arrives. Appendix D is a listing of **First Night Questions** that we provide to both students and host parents that cover most of the topics that will help define those expectations. Cultural differences as well as personality differences often lead to misunderstandings unless these topics are discussed and clarified. Many students will use the questions as a “check-off list” to make sure nothing has been overlooked during the first few days; we suggest that host parents also review this list for any topics that are important.

Be prepared to help your student recover from **homesickness**. This can take many forms, from simply general sadness to wishing to stay in his or her room alone. It is perfectly normal for exchange students to have bad days and experience homesickness. If you are sensitive to this, you will be able to reassure your student that their reactions are perfectly normal. Help them to keep busy and involved. These feelings will pass. If they have poured out their frustrations in a letter home (often saying they want to return home immediately), suggest that they put it away for a couple days, re-read it, and only then mail it ... if it still applies. Most times the letter will be thrown out!

Encourage your student to **get involved**. School extracurricular activities, sports, community activities, church groups, and family activities may be new and unfamiliar to your student and will likely be very “different” from those activities he or she was involved in back home. If you sense that your student is bored and reluctant to participate in available activities, it may simply be because no one has asked him or her to join in. Try to introduce the student to some people who will help overcome this reluctance. Or introduce the student to the coach/leader of the sport/club he or she wants to try.

Understand “culture shock” and help your student learn our culture. Appendix E in this booklet provides the article **How to Cope with Culture Shock** which may help you understand some of the feelings your student may experience because of the differences between our culture and the one they have known since birth.

Other Information For Host Parents

INSURANCE

All inbound exchange students must have a medical/accidental injury policy that meets Rotary's requirements, under a policy issued by **CISI Bolduc**. Instructions for submitting a claim are included in Appendix F. In addition, a **Medical Authorization form**, signed by an officer of the Host Rotary club, should be provided to the Host Parents before the student moves into your home, authorizing you to seek medical treatment for students while part of your household.

The cost of any medical treatment is the responsibility of the student and his/her natural parents, and the insurance provides for either payment or reimbursement of a portion of those expenses (usually after a nominal deductible has been met). Students should have the financial ability to pay for any medical expenses at the time provided, and host families should not incur any costs in this regard. **Your student is required to have and maintain an emergency fund of \$500 which may be used ONLY to cover the cost of EMERGENCY situations such as medical or dental issues. If this fund is used for an emergency, the natural parents must be informed and replace it to the \$500 balance required. Any unused funds will be returned to the student at year's end.**

However, as host parents, you are asked to make arrangements for medical treatment when necessary, as well as to determine when medical treatment is called for. Your student may be reluctant to discuss medical problems initially, and their own culture, or medical system at home, may be quite different than those which we have, so you may need to patiently ask questions and offer suggestions when you observe conditions that may be medically based. Many Rotary clubs have arrangements with local medical services providers (often a member of the Rotary club), and you should be apprised of these arrangements by the Rotary YEO or Club Counselor before a medical problem arises.

It is always advisable to inform the host Rotary club of any medical treatment or medical problems that have occurred so that information is made available to subsequent host families. Serious illnesses or injuries should be made known to the District YE Chair as soon as possible as well as the Country Contact and the Inbound Chair.

BEING THE FIRST HOST FAMILY

While being "first" often provides the greatest challenges for dealing with things like language difficulties and cultural differences, it also provides the opportunity to form a lasting emotional bond with the student that can continue after the student moves on to subsequent host families, since he or she will remain part of your community for the balance of the exchange year.

When the time comes for the student to move on, be prepared for the emotions that come with separation and fear of something new, both for the student and you. It will help to make this transition go smoothly if the student has met the new family, perhaps first in your home, and then later for a visit to the next host family's home, to provide opportunities to become familiar with the family and surroundings.

Once your student has moved, maintain contact **without undermining** the development of relationships with the next family. Inviting your student to share special family events, like birthdays, will reinforce the relationship you developed earlier, and will usually be welcomed by the current host family, just as you welcomed others' invitations to the student when part of your family.

When it is finally time for your student to return home to his or her own family, they will be leaving not one but several **families** that they will consider "home" for the rest of their lives.

BEING THE FINAL HOST FAMILY

Being the host family at the conclusion of the exchange year could involve dealing with many of the same emotions the student had upon arrival, but this time caused by the realization that the "familiar" is now *our* culture, and the "unknown" involves *returning home*. Understand that the exchange student **must** return home at the conclusion of the exchange year (the student visa is good for 365 days and some students choose to take full advantage of that) as a condition of the exchange program. **A sign of a successful exchange is the student's reluctance to go home, and we wouldn't want it any other way.**

You may need to help your student prepare mentally for this departure, in addition to the many physical aids that will be needed. **Start by selecting an actual departure date** that everyone involved agrees with (including the student's parents) and help the student make the necessary airlines reservations. (Although we require all students to have round-trip airlines tickets, some airlines can only book flights 6-9 months in advance, and many students must change the initial return date once they know end of school and bus tour dates, etc.). As the departure date approaches, help the student with packing and luggage, recognizing that much has been collected since their arrival, and it may be necessary to ship some of the students' possessions home to keep suitcases below the airlines' quantity and weight limits of 50.0 lbs. It is cheaper for the student to pay for additional baggage and take it with them on the plane than it is to pay for shipping.

Help the student wrap up any financial obligations with you and others. Preparing to close their US Bank Account a month prior to their departure and using a pre-paid SIM plan simplify plans.

Involve the prior host families, and the host Rotary club, in planning a farewell event before the student departs. And allow sufficient flexibility in your schedule during the final few days to provide your student with the opportunity to say goodbye to the many friends made during the past year. In many cases, these "good-byes" will be even harder for the student than those said 11 or 12 months earlier, and your understanding and support will make this a happy time for everyone involved.

IMPORTANT REMINDER:

Whenever the exchange student changes host families, the new family name, address, phone numbers, and e-mail **must be reported to the Country Contact**. The regulations of the US State Department require address changes to be filed within two days – failure to do so can result in the deportation of the student. Although we consider it the students' responsibility to report their moves, we recommend that host families and/or club counselors stay on top of the situation as well, due to the seriousness of the consequences.

LASTLY, IF THERE ARE QUESTIONS OR PROBLEMS.....

While there is no way we or you can guarantee that every Exchange student and host parent will enjoy a completely successful exchange, we do our best to help them, and you, and the percentage of unsuccessful exchanges is very small. Most problems that do occur can be taken care of satisfactorily **if addressed early**, before they become too big to handle.

IF YOU DO HAVE A CONCERN, AND NEED TO DISCUSS SOMETHING, please contact the local Rotary Club Youth Exchange Officer or the student's Club Counselor. If he or she is not available, please contact your student's Country Contact. If that person is not available, then contact the Inbound Chair and finally any member of the Youth Exchange Committee. They will get in touch with the student, and if appropriate, the counterpart in the sponsoring district for further information and help, if needed.

Please do not dismiss non-compliance with our rules or try to solve major problems yourself. Because this is an international program, there may be cultural and/or Rotary subtleties of which you are unaware, and there may also be long-range implications affecting future exchanges. Please call and give us the opportunity to show you that we are as concerned about the exchange student and the host family and club as you are. We can't help you or the student, if we don't know that there is a problem.

Finally, while much of this booklet addresses rules, regulations, and “dealing with problems”, we want you to know that being a host parent is also a lot of fun and full of rewards. You will get to know, and love, someone from another country, another culture, and another part of the world. You will have the opportunity to watch, and help shape, the development and maturity of a young person. You will have opportunities to learn of another culture yourself, and in the process of sharing our culture and our country with this student, gain knowledge and understanding for you and your family. And at the end of the exchange, you will have added to your family a son or daughter who may live in a “foreign” country the rest of their life but will always be a part of **your** family.

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 over 200 countries. The universal acceptance of Rotary principles has been so great that there are now nearly 34,000 Rotary clubs, with a membership of over 1.2 million men and women.

Rotary Motto and Themes

Rotary International has adopted as its motto "**Service Above Self.**" Additionally, each year, the Rotary International President coins a theme for that Rotary year.

Rotarians throughout the world quote the Four Way Test (essentially a statement of ethics).

Of all 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 (Ambassadorial Scholarship) 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, The 3H program (for Health, Hunger and Humanity), Rotary Peace Fellowship, World Community Service Projects all over the world through matching grants, Group Study Exchange and many youth related activities such as RYLA and Young RYLA.

One specific project of Rotary International, begun in 1985 as a project of a single Rotarian and Rotary Club in the Philippines is Polio-Plus. Rotary has partnered with the World Health Organization, The Centers for Disease Control and UNESCO to **eradicate** Polio from this earth.

Group Study Exchange involves paired districts in different countries sending teams of 4 or 5 business or professional men and women for a 4-week period of study and discussion with their counterparts in the other country.

Rotary at the Local Level -- The Rotary Club

The "personality" of each Rotary club is a reflection of the community it serves and the membership of that club. Even within our own District, club size ranges from less than two dozen members to over three hundred members. Rotary clubs meet weekly throughout the year; some for a breakfast meeting, others during lunch. 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 as an exchange student, they are there to help provide a successful exchange experience.

As with most organizations, Rotary clubs are lead by officers who are elected by the membership for one year terms, beginning on July 1st. 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 Youth Exchange Program generally appoint a Youth Exchange Officer, or YEO, to oversee that program. It is the YEO who is the primary liaison between the hosting Rotary club and the student, the host families and the District Youth Exchange Committee. Each club also provides another Rotarian as the counselor for the exchange student. It is the counselor's duty to communicate regularly with the student and to be available if problems arise which the student may need help in solving.

Appendix B – Program Rules and Conditions of Exchange

The following two pages contain the Program Rules and Conditions which all exchange students and their parents agreed to follow as part of the Application to the Exchange Program. These are the “universal” set of common sense rules that all Rotary District Youth Exchange Programs expect the student to comply with as a condition of the Exchange.

Program Rules and Conditions of Exchange

As a Youth Exchange Student sponsored by a Rotary Club and/or District, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules on the reverse side if needed to account for local conditions..

Strict Rules and Conditions of Exchange — Violations will result in student’s immediate return home.

- 1) Obey the Laws of the Host Country — If found guilty of violation of any law, student can expect no assistance from their sponsors or their native country. Student will be returned home as soon as he/she is released by authorities.
- 2) The student is not allowed to possess or use illegal drugs. Medicine prescribed by a physician is allowed.
- 3) The student is not authorized to operate a motorized vehicle of any kind or participate in driver education programs.
- 4) The drinking of alcoholic beverages is expressly forbidden. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home. The legal drinking age is 21.
- 5) Stealing is prohibited. There are no exceptions.
- 6) Unauthorized travel is not allowed. Students must follow the travel rules of the Host District.
- 7) The student must be covered by a health and life insurance policy agreeable to the Hosting District.
- 8) The student must attend school regularly and make an honest attempt to succeed.
- 9) The student must abide by the rules and conditions of exchange of the Hosting District provided to you by the District Youth Exchange Committee.

Common Sense Rules and Conditions of Exchange — Violations will result in a district review and restrictions. Severe/Consistent disregard for these rules will result in being returned home.

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your year. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your Host Family’s home.
- 2) Become an integral part of the Host Family, assuming duties and

- responsibilities normal for a student of your age and other children in the family. Respect your host's wishes.
- 3) Learn the language of your host country. The effort will be appreciated by teachers, host parents, Rotary club members and others you meet in the community. It will go a long way in your gaining acceptance in the community and those who will become lifelong friends.
 - 4) Attend Rotary-sponsored events and host family events. Show an interest in host family and Rotary activities to which you are invited. Volunteer to get 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. Do not spend all your time with the other exchange students.
 - 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 you incur promptly. Ask permission to use the family telephone, keep track of long distance calls and reimburse your host family each month for the calls you make.
 - 8) Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary Club or district with proper adult chaperones. Other travel must be approved by the host district Country Contact, host club YEO, host family, inbound chair and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students.
 - 9) If you are offered an opportunity to go on a trip or to an event, make sure you understand any costs you must pay and your responsibilities before you go.
 - 10) You must show proof of proper immunization. See page 4, question 5 — Immunizations.
 - 11) Students should have sufficient financial support to assure their well-being during the exchange year. Your hosting district requires a contingency fund for emergency situations. It must be replenished by the student's parents/guardians as it is depleted. Unused funds at the end of the exchange will be returned to the student. These funds must be turned over to your Host Rotary Club upon your arrival and is not meant to cover day-to-day expenses.
 - 12) Any costs relative to a student's early return home or any other unusual costs (e.g., language tutoring, tours, etc.) shall be the responsibility of the student's own parents/guardians.
 - 13) Students must return home directly by a route mutually agreeable to the host district and student's parents/ guardians.
 - 14) You will be under the Hosting District's authority while you are an exchange student. Parents/guardians must avoid authorizing any extra activities directly to their son/daughter. The Host Club and District Youth Exchange Officers must authorize such activities. If the student has relatives in the host country or region, they will have no authority over the student while the student is in the program.
 - 15) Visits by your parents/guardians, siblings and/or friends while you are in the program are strongly discouraged. Such visits may only take place with the host club and host district's consent and

only within the last quarter of the exchange or during school breaks. Visits are not allowed during major holidays, even if occurring during school breaks.

16) Avoid serious romantic activity. Abstain from sexual activity and promiscuity.

Additional Program Rules and Conditions for Inbound Students to District 5450:

- 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 maintain an Emergency Fund of \$500 US, to be deposited upon arrival with the host Rotary Club Counselor or Youth Exchange Officer. 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. (There are some exceptions for certain countries) 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 District 5450 YE Chairperson must receive a complete report no later than 2 weeks before departure. If the applicant suffers from mental or medical condition(s), the D5450 YE 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 and time spent on the computer communicating home through E-mail and social networks be limited.
- 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.
- 7) Students are prohibited from independent travel. Travel with host family, school groups, or Rotarians is permitted, but the District 5450 Country Contact must be notified in advance of all trips. Inbound students must arrive directly in District 5450 from their home country, and must return directly 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 generally NOT permitted, and may 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

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.

For Students to travel outside the State of Colorado, the student must:

Complete the Travel Authorization Form located at: www.RMRYE.org. Obtain all the approvals as required on the form as follows:

1. Parent or Legal Guardian
2. Host Family
3. Club YEO/Counselor
4. District Chair

Upon review and appropriate confirmations, the District Chair will provide email confirmation of Travel Authorization.

All travel authorization requests MUST have a complete description of the trip planned with information where student is staying and with whom and complete contact information.

For any family accompanied travel within the State of Colorado (a long weekend camping trip or going skiing for the weekend) you need only inform your YEO where you will be going and how you may be reached- phone numbers.

Travel may NOT begin without final authorization. **DO NOT LEAVE BEFORE YOU HAVE RECEIVED THIS!** Obtaining approvals can take time. Please allow up to two weeks for all approvals to be completed.

The reason for these rules is simple. The Rotary District 5450 Youth Exchange Committee, Host Rotary club and Host Parents are responsible for students while in this country. We must know where students can be reached in case of emergency or a message from home.

The State Department, various visa requirements and Rotary international requirements all must be adhered to for the program to continue and these travel forms are required by all. A student's visa may be revoked if their whereabouts are unknown (i.e. they are travelling and did not complete the form) which will result in immediate expulsion from the RMRYE program and country. Such expulsion may also preclude a student from securing future visas to study in US.

The travel desires of an exchange student should not place a burden on the Host Family.

We are not trying to prevent students from traveling or reduce their fun. However, Rotary is responsible for the students' safety and compliance with all laws, rules and regulations and therefore must know where the student is at all times.

International Travel:

International travel requires additional approval and original signatures. Students should NEVER travel internationally without explicit prior approval and without specific forms from the RMRYE Responsible Officer. A student's failure to have these forms at time of border crossing will result in the student's detention and deportation. This includes travel to Mexico and Canada!

UNACCOMPANIED TRAVEL:

It is understood that the host parents will verify by personal conversation with whomever the student will be traveling to or staying with, 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. A background check may be required!!

UNAUTHORIZED TRAVEL WILL RESULT IN THE STUDENT BEING RETURNED HOME

Travel Permission Form For ALL travel outside Colorado

<https://rmrye.app.neoncrm.com/np/clients/rmrye/survey.jsp?surveyId=6&>

RMRYE Travel Authorization

Requests for Travel outside of Colorado MUST be APPROVED prior to purchasing tickets.
Travel OUTSIDE OF US requires that your DS2019 be brought to the Responsible or Alternate Responsible Officer for additional signatures. You may be DENIED entry to US if your DS2019 is not countersigned.

Student First Name *

Student Last Name *

Student Phone *

Student Email *

Home Country *

Natural Parent Name *

Natural Parent Email *

Host Rotary Club *

Rotary Counselor Name *

Rotary Counselor Email *

Current Host Family *

Host Family Cell # *

Host Family Email *

Today's Date *

Travel Start Date * Travel End Date*

State(s) or Country you are visiting *

Describe your trip - places you'll stay, with whom, mode(s) of transportation, etc. *

Will you travel with your host family? *

Yes

No - if no, explain below

I am NOT traveling with host family. I am traveling with:

Will you be missing School? *

Yes - Provide School Counselor contact information

No

School Counselor Name

School Counselor Phone

School Counselor Email

NEXT STEPS: An email will be sent to your host parents, natural parents, Club Counselor. Asking them to each approve the requested travel. Trips during school will result in a call and email to the counselor information provided. Once confirmations have been received back from each party a decision about your trip request will be sent and, if approved, tickets and other logistics may be confirmed.

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

HAVE FUN WITH THESE QUESTIONS

1. What do I call you? “Mom”, “Dad”, or given (first) name?
2. What am I expected to do daily other than:
 - a. Make my bed
 - b. Keep my room tidy
 - c. Clean the bathroom up after I use it?
3. What is the procedure for dirty clothes? Where do I keep them until wash day?
4. Should I wash my own underclothes?
5. What is the procedure if I need to iron my clothes?
6. May I use the iron, washing machine, sewing machine, etc.?
7. Where can I keep my bathroom accessories?
8. When is the most convenient time for me to use the bathroom on weekday mornings?
9. When is the best time for me to shower or bathe?
10. When are mealtimes?
11. Do I have a regular job at mealtimes? Set, clear, wash, dry the dishes, the garbage?
12. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
13. What areas are strictly private e.g. your study, bedroom, pantry, etc.?
14. May I put posters and pictures in my room? On the wall? How do you want things affixed?
15. What are your feelings about my drinking alcohol if offered by you?
16. Do you object to my having wine at the table with you or an occasional beer?
17. What time must I wake up on weekday mornings?
18. What time should I wake up on 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. May I invite friends over during the day? After school? When no one else is home?
26. What are the rules about using my cell phone in the home?
27. What are the rules about access to the internet, social media and email? Are there time limits or time periods that use is permitted or prohibited?
28. May my friends call me? What times are not good?

29. What is the procedure for posting mail?
30. Do any of you have any pet dislikes? e.g. chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
31. How do I get around? bus, bicycle, be driven, riding with friends, etc.
32. What about transportation to the mall or movies?
33. May I play the stereo or TV?
34. May I use kitchen appliances? Microwave? Dishwasher? Stove?
35. What are the rules about going to church?
36. May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
37. 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
38. How often can I go out each week?
39. Who pays for “event” expenses? me? you? Rotary? (movies, sports events, concerts/shows)
40. Can I use the shampoo and tooth paste or buy my own?
41. What do I do about school lunch? Buy- who pays- me, you, Rotary? Bring from 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 of 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, hypersensitivity and loss of perspective are common symptoms. Often the victim doesn't know what the matter with him is. He just knows that something's wrong -- and he feels miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse. these signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the

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

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

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends 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 week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring.

It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him

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

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status. At home he was "somebody", or at least his place in society was established and recognized, here he is relatively "nobody". As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in "circumstances of beleaguered self-esteem".

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem overwhelming. 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 overreact 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 remains endless opportunities for misunderstanding. All experts in communication emphasize the fact that language and voice are by no means our only form of communication; they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

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

Almost always, fortunately, symptoms of culture shock subside with the passage of

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

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

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

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

If it happens to you, don't sit around being negative and critical, this just prolongs 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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Desiderata

Author Unknown

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

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

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

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

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

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

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

It's OKAY

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

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

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

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

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

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

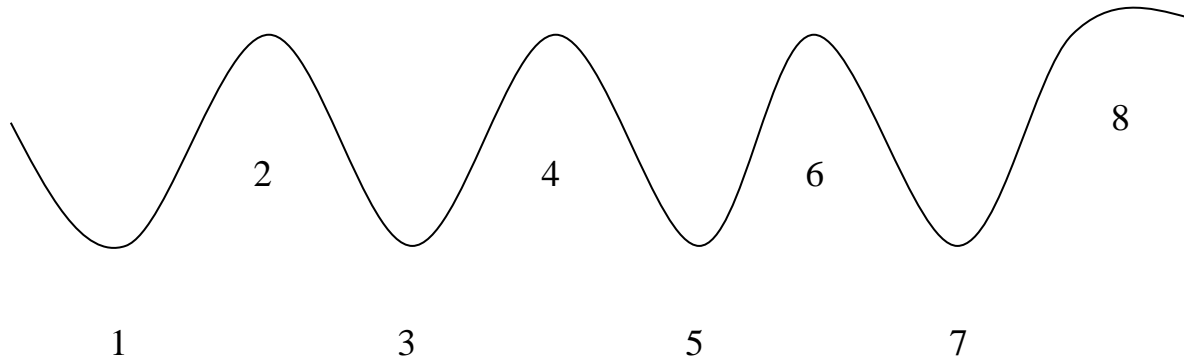
It's okay to feel unfulfilled
because you know something is missing
(even if you're not sure what it is)

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

It's okay to think and worry and cry.

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

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 lack interest in exchange
Reorientation*

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

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

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

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

Ref. Helmut Muscheid, Rotary Youth Exchange Officer, Germany

Appendix F – Insurance

Cultural Insurance Services International - CISI-Bolduc contact information:

800 303-8120

www.cisi-bolduc.com

In an emergency/immediate need situation contact **ACE Team Assist**

In a medical emergency, or for 24/7 predeparture, medical, travel and legal assistance:

Toll-free in the U.S.: (855) 327-1411

Outside of the U.S. (Call Collect): (312) 935-1703

Email: medassist-usa@axa-assistance.us

It is very important that your student keep their ID Card with them at all times!

WHAT INSURANCE COVERS

Insurance coverage is underwritten by ACE American Insurance Company and is supplied by CISI-Bolduc. In general, the policy includes the following. Please refer to the Policy Brochure for specific details:

- Comprehensive medical coverage
- Team Assist for worldwide assistance for any of the assistance services that make up this program
- Pharmacy Card Benefits
- Personal liability coverage
- Medical Evacuation
- Repatriation
- Emergency Family Reunion
- Round trip flight benefit if return home due to death or serious illness of grandparent, parent or sibling
- Security Evacuation

FIND A LOCAL PROVIDER

We encourage you to do this BEFORE there is a medical issue – much easier to make decisions without the stressors of medical or emergency demands present.

Visit www.cisi-bolduc.com **SELECT US PROVIDER SEARCH** enter relevant criteria.

HOW TO FILE A CLAIM

Visit www.cisi-bolduc.com UNDER RESOURCES, CLICK ON CLAIM INFORMATION
Submit all your Medical & Liability Claims to CISI

Mail Claims to:

CISI
1 High Ridge Park
Stamford, CT 06905
Make a copy for your records if mailing.

Email Claims to:

claimhelp@mycisi.com

by Fax:

203-399-5596

For Claim Submission Questions

Call:

Toll-free in U.S.A.: 800-303-8120 x5130

Outside U.S.A. (Collect): 203-399-5130

E-mail Questions to:

claimhelp@mycisi.com

Appendix-G

Exchange Visitor Program Summary

Sponsors are responsible for the effective administration of their exchange visitor programs. These responsibilities include:

Selection of exchange visitors. Sponsors shall provide a system to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that:

- (1) The program is suitable to the exchange visitor's background, needs, and experience; and
- (2) The exchange visitor possesses sufficient proficiency in the English language to participate in his or her program.

Pre-arrival information. Sponsors shall provide exchange visitors with pre-arrival materials including, but not limited to, information on:

- (1) The purpose of the Exchange Visitor Program;
- (2) Home-country physical presence requirement;
- (3) Travel and entry into the United States;
- (4) Housing;
- (5) Fees payable to the sponsor;
- (6) Other costs that the exchange visitor will likely incur (e.g., living expenses) while in the United States;
- (7) Health care and insurance; and
- (8) Other information which will assist exchange visitors to prepare for their stay in the United States.

Orientation. Sponsors shall offer appropriate orientation for all exchange visitors. Sponsors are encouraged to provide orientation for the exchange visitor's immediate family, especially those who are expected to be in the United States for more than one year. Orientation shall include, but not be limited to, information concerning:

- (1) Life and customs in the United States;
- (2) Local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the extent possible;
- (3) Available health care, emergency assistance, and insurance coverage;
- (4) A description of the program in which the exchange visitor is participating;
- (5) Rules that the exchange visitors are required to follow under the sponsor's program;
- (6) Address of the sponsor and the name and telephone number of the responsible officer; and
- (7) Address and telephone number of the Exchange Visitor Program Services of the Department of State and a copy of the Exchange Visitor Program brochure outlining the regulations relevant to the exchange visitors.

Form DS-2019. Sponsors shall ensure that only the responsible officer or alternate responsible officers issue Forms DS-2019;

Monitoring of exchange visitors. Sponsors shall monitor, through employees, officers, agents, or third parties, the exchange visitors participating in their programs. Sponsors shall:

- (1) Ensure that the activity in which the exchange visitor is engaged is consistent with the category and activity listed on the exchange visitor's Form DS-2019;
- (2) Monitor the progress and welfare of the exchange visitor to the extent appropriate for the category; and
- (3) Require the exchange visitor to keep the sponsor apprised of his or her address and telephone number, and maintain such information.

Requests by the Department of State. Sponsors shall, to the extent lawfully permitted, furnish to the Department of State within a reasonable time all information, reports, documents, books, files, and other records requested by the Department of State on all matters related to their exchange visitor programs.

Inquiries and investigations. Sponsors shall cooperate with any inquiry or investigation that may be undertaken by the Department of State.

Retention of records. Sponsors shall retain all records related to their exchange visitor program and exchange visitors for a minimum of three years.

Appendix H

Exchange Visitor Program Secondary School Program

<https://www.ecfr.gov/current/title-22/section-62.25>

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

Program sponsor eligibility. Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations:

- (1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and
- (2) Which are United States citizens as such term is defined in §62.2.

Program eligibility. Secondary school student exchange visitor programs designated by the Department of State must:

- (3) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;
- (4) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and
- (5) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

Program administration. Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:

- (6) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all

initial training requirements and that annual refresher training is also successfully completed.

- (7) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.
- (8) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
- (9) Place no exchange student with his or her relatives;
- (10) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;
- (11) Make no monetary payments or other incentives to host families;
- (12) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;
- (13) Make certain that the exchange student's government issued documents (*i.e.* , passports, Forms DS-2019) are not removed from his/her possession;
- (14) Conduct the host family orientation after the host family has been fully vetted and accepted;
- (15) Refrain, without exception, from acting as:
 - (i) Both a host family and a local coordinator or area supervisor for an exchange student;
 - (ii) A host family for one sponsor and a local coordinator for another sponsor; or
 - (iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.
- (16) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.
- (17) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.
- (18) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (*i.e.* , twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.

- (19) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and
- (20) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.

Student selection. In addition to satisfying the requirements of §62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:

- (21) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;
- (22) Demonstrate maturity, good character, and scholastic aptitude; and
- (23) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.

Student enrollment.

- (24) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:
 - (i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and
 - (ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.
- (25) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.
- (26) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.
- (27) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.
- (28) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.
- (29) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.
- (30) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

Student orientation. In addition to the orientation requirements set forth at §62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:

- (31) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;
- (32) A copy of the Department's welcome letter to exchange students;
- (33) Age and language appropriate information on how to identify and report sexual abuse or exploitation;
- (34) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary-arrival family;
- (35) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and
- (36) An identification card, that lists the exchange student's name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.

Student extra-curricular activities. Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:

- (37) Authorized by the local school district in which the student is enrolled; and
- (38) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.
- (39) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

Student employment. Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

Host family application and selection. Sponsors must adequately screen and select all potential host families and at a minimum must:

- (40) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;
- (41) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three

quality meals and transportation to and from school activities.” Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.

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- (42) Conduct an in-person interview with all family members residing in the home where the student will be living;
- (43) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.
- (44) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (*i.e.* , field staff or volunteers), attesting to the host family's good reputation and character;
- (45) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing; Provide the student with 3 square meals each day including; paying for the students' school lunches, or provide food for the student to take lunch to school. It should be the same as the family does for their own children;
- (46) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
- (47) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and
- (48) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

Host family orientation. In addition to the orientation requirements set forth in §62.10, sponsors must:

- (49) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;
- (50) Provide all selected host families with a copy of the Department's letter of appreciation to host families;
- (51) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;
- (52) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and
- (53) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

Host family placement.

- (54) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:
 - (i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;
 - (ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.
- (55) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.
- (56) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

Advertising and marketing: for the recruitment of host families. In addition to the requirements set forth in §62.9 in advertising and promoting for host family recruiting, sponsors must:

- (57) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;
- (58) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;
- (59) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone

numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and

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

Reporting requirements. Along with the annual report required by regulations set forth at §62.15, sponsors must file with the Department of State the following information:

- (61) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;
- (62) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and
- (63) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.

[75 FR 65981, Oct. 27, 2010]