

**Rotary**  
District 5495



**Rotary  
Youth  
Exchange**

# **HOST FAMILY HANDBOOK**

**DISTRICT 5495  
ARIZONA, USA**

**Inbound Orientation  
8/18-8/19, 2018**

# Rotary International

## *What Is Rotary? A little history....*

Rotary is an organization of business and professional leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

## *Founding and Development of Rotary*

February 23, 1905. The airplane had yet to stay aloft more than a few minutes. The first motion picture theater had not yet opened. Norway and Sweden were peacefully terminating their union. On this particular day, a Chicago lawyer, Paul P. Harris, called three friends to a meeting. What he had in mind was a club that would kindle fellowship among members of the business community. It was an idea that grew from his desire to find within the large city the kind of friendly spirit that he had known in the villages where he had grown up.

The four businessmen didn't decide then and there to call themselves a Rotary club, but their get-together was, in fact, the first meeting of the world's first Rotary club. As they continued to meet, adding others to the group, they rotated their meetings among the members' places of business, hence the name. Soon after the club name was agreed upon, one of the new members suggested a wagon wheel design as the club emblem. It was the precursor of the familiar cogwheel emblem now worn by Rotarians around the world. By the end of 1905, the club had 30 members.

By 1921, the organization was represented on every continent, and the name Rotary International was adopted in 1922.

**Rotarians: 1.2 million**

**Districts: 530**

**Countries: 200**

**Clubs: 34,000**

**Rotaractors (College-age): 200,000; clubs: 8,400; countries: 155**

**Interactors (High school): 300,000; clubs: 13,000; countries: 113**

## ***Organization of Rotary***

- *Rotary International* - “a global network of community volunteers.”
- *The Rotary Foundation* - Rotary’s endowment fund which now receives more than \$45 million each year for educational and humanitarian work around the world.
- *Rotary Districts* - composed of 45 - 60 Rotary clubs and headed by the District Governor.
- *Rotary Clubs* - composed of persons of appropriate qualifications of good character and reputation, a business or professional classification, and who serve in an executive or managerial capacity.

***Motto*** “Service Above Self”

## ***Ethical Principle***

One of the most widely printed and quoted statements of business ethics in the world is Rotary’s “Four-Way Test.” It is recited by Rotarians at their weekly meetings in many clubs around the world.

## ***The Four-Way Test***

**“Of the things we think, say or do ...**

- 1. Is it the truth?**
- 2. Is it fair to all concerned?**
- 3. Will it build good will and better friendships?**
- 4. Will it be beneficial to all concerned?**

# Youth Exchange Host Families

## *Getting to Know Your Host Family*

### *What is a host family?*

- They are volunteers who are NOT paid for their job.
- Some are Rotarians, some are not.
- They provide 3 meals a day.
- They provide you a bed – and sometimes your own bedroom.
- They take responsibility for your safety like you are their own child.
- They treat you like a member of the family.
  - That means you might have some chores.
  - That means you might have some extra rules.
  - That means you might have to keep your room clean
  - That means you might have to do your own laundry
  - That means you might need to pack a lunch for school
  - That means you have to do your homework

### *You will need their permission to. . .*

- Ride with other teenage drivers
- Go out with friends
- Change your school classes
- Spend the night at a friend's house

### *Why do they do this?*

- For the pleasure of your company – make sure it is a pleasure!
- For the opportunity to experience a new culture.
- To experience a different point of view.
- To have a new life-long family friend - - - YOU!

***You will notice MANY cultural differences from your family at home AND from host family to host family here in America. Not all American families are alike!***

# CHECK LIST

## Before the Student Arrives

### HOST FAMILY:

\_\_ **Fill out Host Family App and Background Check Consent forms, ideally by mid-July**

\_\_ **E-mail photos of your home to Inbound Student** (student's bedroom, kitchen, common areas, exterior, grounds) PRIOR to student's arrival. Also send website links (school, city) so student has an idea of the community before he/she arrives. CC YEO with photos

\_\_ **Review First Night Questions** (in your host family packet). Please go through the most critical questions right away to avoid unnecessary misunderstandings later.

### HOST FAMILY WITH THE HELP OF THE COUNSELOR:

\_\_ **Confirm who will pick student up at the airport. Send YEO E-mail confirmation when student arrives – YEO must submit arrival report so this confirmation is very important**

\_\_ **Obtain student enrollment packet from school** to pre-enroll student and fill out Contact forms

\_\_ **Make Appointment with School Counselor** to choose student's class schedule

\_\_ **Check to make sure student has insurance** (see host family packet pg. 5). This is NOT standard family health insurance. It is special Cultural Exchange insurance. The Insurance enrollment information was sent to the student with their visa paperwork and is also available at: [http://www.culturalinsurance.com/rotary\\_entry.htm](http://www.culturalinsurance.com/rotary_entry.htm)

**Students must sign up for PLAN B that includes the Liability coverage – total cost is \$1,099.00. Student should enroll on-line before departure**

## After the Student Arrives

\_\_ **Enroll student in school: Take student's transcripts & immunization records with you to the school.** This information is also in the student's Youth Exchange Application but may require additional information for immunizations. They were also supposed to bring their most recent transcripts **translated into English.**

\_\_ **Open a bank account for the student.** Student needs to bring his or her passport for identification. Ideally, a checking account for day to day use and a second account for the \$400 emergency fund. If spent, Emergency funds need to be replaced by family back home. Emergencies include insurance deductible or dental/medical expenses not covered by insurance.

\_\_ **Bring student to Rotary Meeting** to introduce to the Rotary Club as soon as possible. Ask Club Secretary to Order Exchange Student a *Rotary Badge* (Optional but this is a nice touch) Make sure student knows about the Rotary Club's events and activities and has transportation. Add student to your Rotary Club's website as honorary member so he/she receives your club bulletins/e-mails.

\_\_ **Counselor: Arrange with Rotary Treasurer to pay the monthly stipend.** If student opens a checking account, the checks can be written to him or her. Alternatively, checks can be written to host parents to cash for the student. Clubs often reimburse student for ASB Card, Year Book, School Locker Fee, etc.

\_\_ **Cell Phone?** We recommend pre-paid plans or have student's parents back home have bills charged to their credit card. Caution against over using the phone – cell phone is a convenience, not a crutch.

\_\_ **Change Host Families: Remember to notify YEO as soon as student moves.** YEO needs **date of move**, new host family name, address, e-mails and phone numbers. Use Change form in YEAH Database, YEO will automatically get an e-mail as will our Responsible Officer with the State Department. Host Families must be FULLY VETTED (approved application) BEFORE student changes families.

# FIRST NIGHT QUESTIONS

To Translate to another language, please contact your Inbound Chair

## Sample Questions to Ask Your Host Family **SOON AFTER STUDENT ARRIVES!**

In general, ask the questions that you feel are the most important the first night and then ask the other questions over the next few days. Remember, when in doubt ask, and always try to be open and honest with your host family and your Rotary counselor. Good communication is essential for a successful exchange.

1. What do I call you?
2. What am I expected to do daily other than make my bed, always keep my room tidy, and clean the bathroom every time I use it?
3. What is the procedure for dirty clothes?
4. Where do I keep clothes until wash day?
5. Should I wash my own clothes?
6. Should I iron my own clothes?
7. May I use the iron, washing machine, sewing machine at any time?
8. When is a convenient time for me to use the shower/bath (a.m. or p.m.)?
9. Where may I keep my toiletries?
10. May I use the family's bathroom toiletries (toothpaste, soap, etc.), or purchase my own?
11. What time will meals be served?
12. What can I do to assist at mealtimes (help prepare meals, set the table, wash dishes, empty garbage)?
13. May I help myself to food and drink any time or should I ask first?
14. What areas of the house are strictly private (parents' bedroom, study/office)?
15. May I put pictures or posters in my room?
16. May I rearrange my bedroom?
18. Where can I store my suitcases?
19. What time must I get up (on weekdays, on weekends)?
20. What time must I go to bed (on school nights, on weekends)?
21. What are the rules for going out at night? What time must I be home?
22. May I have friends spend the night or visit during the day?
23. What are the rules about me using the telephone? Must I ask first?
24. May my friends call me?
26. May I make long-distance calls (overseas and within the country)?
27. How do you want me to keep track the costs of my telephone calls?
28. What is the procedure for mailing letters? What address do I use for my incoming mail?
29. Do you have any dislikes, such as chewing gum, wearing a hat at the table, loud rock music, or smoking?
30. Do my host brothers or sisters have any dislikes?
31. What are the dates of your birthdays?
32. What are the transportation arrangements (car, bus, bike, walking, etc.)?
33. May I use the stereo, TV, computer, etc., at any time?
34. Are there restrictions on computer, e-mail and Internet use?
35. What are the rules about attending religious services?
36. Would you like me to phone home if I will be more than 10 minutes late? 20 minutes late? 30 minutes late?
37. When we go out as a family, should I pay for my own entrance fee, meals, etc.?
38. What arrangements should I make for school lunch?
39. Does the Rotary club pay my cost of travel to school?
40. How do I get to the Rotary club meetings?
41. What else can I do around the house (yard work, help clean, babysit)?
42. Please tell me how to interact with the people hired to work in the household (where applicable).
43. Is there anything else you would like me to know?

# Rules of the Road

## ***Host District Rules***

**District 5495 has established rules for your safety.** Be sure you understand the rules and you should keep a copy of them with your important papers. Rules of our district are attached for your review. Please call or email your District Inbound Chair, Jerry Hanen, if you have any questions at any time! *You are required to sign that you have read and understood the rules of the road for district 5495 and any violation of the rules is grounds for immediate termination of your exchange.*

## ***The “D’s”***

### 1. **No Drugs**

Illegal drugs are absolutely forbidden. Using drugs can get you into trouble with the law, and Rotary may not be able to help. You will be sent home for this.

### 2. **No Drinking**

Alcoholic beverages are forbidden.

### 3. **No Driving**

Driving a motorized vehicle of any kind is forbidden. If you were involved in an accident while driving a vehicle (your fault or not), the possible legal, financial, and international complications are enormous and your international insurance will NOT cover it. **ALSO: YOU MAY NOT BE A PASSENGER ON A MOTORCYCLE.**

### 4. **No Dating**

This means no serious dating of just one person. This would limit your contact with other students and could possibly lead to undesirable complications. You are encouraged to cultivate “group” relationships. Romantic attachments are discouraged and sexual behavior is forbidden.

### 5. **No Decorating**

This means no new piercings or tattoos while on exchange.

### 6. **No Downloading**

Using your computer or phone to download or send illegal movies, inappropriate photos or porn is against the law in America. It could get you sent home.

## ***Telephone and Internet Do’s and Don’ts***

Telephone and Internet/skype use can be the biggest sources of conflict and mistrust between students and host parents. Too much contact with home can encourage homesickness.

Do establish a telephone/computer use policy with your host family.

Find out if internet access is limited and what the costs are if you use too much time.

If your host home does not have internet access, you will have to find another way to send your monthly reports. But they are still due on time!

# Travel Approval Requirements:

Travel, other than as part of your Host Family travel, will only be permitted under the following general conditions:

- \* Student possesses a letter from natural parents authorizing travel
- \* School is not in session (exceptions: school sponsored trip or Rotary sponsored trip)
- \* Travel is to visit relatives, other exchange students, host family relatives/friends, or for a school-, church-, or community-sponsored function.
- \* The following information is provided in advance and verified by a Host Parent:
  1. Where you are going
  2. When you are leaving and returning
  3. Who you are traveling with
  4. Means of transportation
  5. Where you are staying (name, address and phone number)

FOR TRAVEL WITH: - HOST FAMILY - ROTARIAN - CHURCH/SCHOOL - ANOTHER ADULT	LESS THAN 24 HOURS DURATION  NEED:	GREATER THAN 24 HOURS DURATION  NEED:
<b>INSIDE ROTARY DISTRICT</b>	<b>HOST PARENT APPROVAL</b>	<b>HOST PARENT APPROVAL ROTARY COUNSELOR NOTIFIED INBOUND CHAIR NOTIFIED If overnight with anyone other than host family – background checks must be completed.</b>
<b>OUTSIDE ROTARY DISTRICT</b>	<b>HOST PARENT APPROVAL ROTARY COUNSELOR NOTIFIED INBOUND CHAIR NOTIFIED</b>	<b>HOST PARENT APPROVAL ROTARY COUNSELOR NOTIFIED INBOUND CHAIR APPROVAL Background checks must be completed.</b>

## UNACCOMPANIED TRAVEL:

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

**There must be an adult 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.**

## **UNAUTHORIZED TRAVEL WILL RESULT IN THE STUDENT BEING RETURNED HOME**



## Newsflash: Emergency Rooms vs. Other Medical Care Options – *What You Need to Know!*



In an effort to reduce your students out of pocket costs for medical insurance and provide more choices with better convenience, we now have more options available for them

Great News! You can now go to "Mini Clinics" to receive treatments for the following sort of illnesses:

Colds	Ear Infections	Cold Sores	Flu
Coughs	Headaches	Insect bites	Head Lice
Urinary Tract Infections	Sinus Infections	Rash	Ringworm
Pink Eye	Upper Respiratory Infections	Skin Irritations	<i>or other like illnesses</i>
Stomach Aches	Diarhea, Nausea and Vomiting	Seasonal Allergies	

For illnesses of this nature, please remember to use the following before opting to go to an Emergency Room:

- Urgent Care Center
- Walk-in Clinic
- Primary Care Physician
- CVS Minute Clinics
- Walgreens Take Care Clinics
- Walmart Clinics
- Target Clinics
- Kroger Clinics

*With the exception of the Primary Care Physician, you do not generally need appointments to seek medical treatment.*

*Please note that in-store clinic availability varies by location.*

You can access our website at [www.culturalinsurance.com](http://www.culturalinsurance.com) and use our U.S. Provider Search Tool for a list of doctors and clinics in your immediate area. Our Customer Service Team is available Monday through Friday 9:00 a.m.–5:00 p.m. Eastern Standard Time at 1-800-303-8120 or at [Claimhelp@culturalinsurance.com](mailto:Claimhelp@culturalinsurance.com) for any questions you may have regarding your medical care choice. Outside of regular business hours, you can contact Team Assist at 1 (877)-577-9504 to assist you with physician referrals.

Please avoid using the Emergency Room if your condition falls into the categories above or for other non-life threatening illnesses.

### Three Key Reasons Not to Use the Emergency Room:

- If you seek medical care for an illness that is not deemed to be an emergency.
- Typically you will wait a long time to receive treatment at an Emergency Room
- An Emergency Room is for those with *true emergencies*. It is important to keep medical coverage available for those situations. Please do your part!

*Of course, if you are experiencing a true, life threatening emergency, treatment should be sought at an Emergency Room.*

Thank you,

Cultural Insurance Services International, CISI

# Youth Exchange **FAQ's** for Host Families & Counselors

**WHAT IS SCANEX/ROTARY YES?** We are part of a 9 District Multi-District Program encompassing So. Calif, (Districts 5240, 5280, 5300, 5320, 5330, 5340), AZ (D5495), So. Nevada, Hawaii (D5000) & Utah (D5420). Each District has a YE Chair & we share Country Coordinators and Officers. Home-office is in Hollywood.

**HOW LONG IS THE STUDENT HERE?** The students are generally here for 9 – 11 months.

**HOW MANY HOST FAMILIES?** The student will generally have 2-3 host families – 3 - 4 months per family. Minimum of 2 families is required by new RI Certification but length of time per family is totally flexible.

**WHEN DO THE STUDENTS ARRIVE?** Students generally arrive 1-2 weeks before school starts. Should arrive about a week before school starts. MUST arrive before Inbound Orientation in August.

**WHEN DOES THE STUDENT GO HOME?** Students usually go home mid to late June (or a week after the organized 30 day U.S. Train Tour that starts in mid June).

**HOW OFTEN SHOULD STUDENT CALL HOME?** No more than once or twice a month. The more the student calls home, the slower he or she will adapt and the longer the home sickness will last. Weekly e-mails or letters are fine.

**WHAT IS HOST FAMILY RESPONSIBLE FOR PAYING FOR?** Only room and board, rest is optional. Student receives stipend from host club but should also have a budget provided by family back home.

**CAN STUDENT GET A JOB WHILE THEY'RE HERE?** No. Their visa will not permit this. YE can, however, receive donations for occasional babysitting, extra chores, etc.

**CAN STUDENT TRAVEL ON THEIR OWN?** No. Students must be accompanied by parent, Rotarian or another responsible adult. No road trips with just other teens. We're responsible for student's safety. Going with friends to a **local** event, beach, movies, shopping mall, etc. is totally fine.

**SHOULD THE STUDENT ATTEND ROTARY MEETINGS?** This is really the key to a successful exchange. The student should attend Rotary meetings at least 1-2 times a month and be involved in the Club's activities – The whole club hosts the student, not just host family. Counselor helps arrange transportation to/from meetings.

**WHAT IS AN INBOUND vs. OUTBOUND?** Inbound students come here to attend high school and learn about our language and culture. Outbounds are students from our area that travel abroad to do the same.

**IS THERE AN INBOUND STUDENT ORIENTATION?** – Yes, August 12-13 @ Washington High School. This is mandatory for the student and is combined with a weekend of fun for the first get-together. YEO will help organize rides for Inbounds. Orientation is for the Inbounds, host families, counselors, RYE District YEOs and Committee including selected Rotex (former exchange students).

**ARE THERE OTHER MANDATORY EVENTS BESIDES ORIENTATION?** The District Conference, RYLA, Sedona/Grand Canyon trip, and the Christmas/Holiday Party are mandatory events. Many Rotarians attend and finding a ride for the student is usually easy. Other events are voluntary but the student should make an effort to attend unless there is a significant conflict with a Host Club or school activity. The Inbounds really enjoy these get-togethers.

**DO YOU HAVE TO HAVE A TEENAGER AT HOME TO HOST?** **No**, easily 40% of host families don't. Many students enjoy the extra attention of being 'an only child.' Having several host families allows the student to experience a variety of family dynamics. Empty Nesters and Grandparents also make great host families. Single parents/individuals may host a student of the same sex. Sharing a room with a same-sex sibling is ok.

**DOES THE HOST FAMILY HAVE TO BE IN ROTARY?** – **NO** – so long as they are suitable and willing and are interviewed by Club's Youth Exch. Chair. Adults in the household must be willing to undergo background check.

**DOES SCANEX HAVE A WEBSITE?** Yes, [www.scanex.org](http://www.scanex.org) Calendar, Contact Info, Train Tour application, etc.

**DOES THE STUDENT'S ROTARY COUNSELOR HAVE TO BE IN ROTARY?** – **YES** – this is the person who usually gets the student to the meetings and is the liaison between the student and the club. Rotarian's spouse may like to help as Co-Counselor especially if YE is opposite sex as Counselor. Counselors also required to have basic background check.

## **CRISIS HOTLINES & CHILD WELFARE AGENCIES**

*These numbers are for emergencies only*

*For routine problems, call your local Rotary Contacts first*

**If you are experiencing a medical emergency, are in danger, or are feeling suicidal, call 911 immediately**

### **24-Hour Sexual Assault & Rape Crisis Hotlines:**

**Nation-wide Abuse Victim hotline: Safe Horizons: 1.800.621.HOPE (4673)**

**Nation-wide Rape & Sexual Assault Hotline: 212.227.3000**

[http://www.safehorizon.org/page/rape--sexual-assault-54.html?gclid=CMK05aSSoL8CFQiUfgod\\_DQAWw](http://www.safehorizon.org/page/rape--sexual-assault-54.html?gclid=CMK05aSSoL8CFQiUfgod_DQAWw)

**24 Hour Toll Free Rotary YES/SCANEX Emergency Contact Number: 800-5STJOHN**

### **National Hotlines for other services:**

- National Drug & Alcohol Treatment Hotline: 1-800-662-HELP
- National Domestic Violence Hotline: 1-800-799-7233
- National Child Abuse Hotline: 1-800-4-A-CHILD
- National Youth Crisis Hotline: 1-800-HIT-HOME
- National Adolescent Suicide Hotline: 1-800-621-4000
- Depression and Bipolar Support 800-273-TALK (8255), Twenty-four hours a day, seven days a week, <http://www.dbsalliance.org>
- National Runaway Hotline: 1-800-621-4000
- Panic Disorder Information Hotline: 1-800- 64-PANIC
- NEDA National Eating Disorders (800) 931-2237  
<http://www.nationaleatingdisorders.org/information-referral-helpline>
- National Teen Dating Abuse Helpline – loveisrespect (866) 331-9474 Twenty-four hours a day, seven days a week, <http://www.loveisrespect.org>

<b>RESOURCE</b>	<b>WHEN NEEDED</b>	<b>CONTACT FREQUENCY</b>	<b>COMMENTS</b>
<b>Host Family</b>	Every day	Every day	Your first point of contact with day to day needs and problems.
<b>Club Counselor</b> Contact info is on your ID Card.	Problems, Successes, Social Occasions, Club Meetings	Bi-Weekly / Monthly	Establish rapport with your Host Counselor. This is your advocate if you get into trouble or need help and is your main Rotary contact for problems your host family can't solve.
<b>Inbound Coordinator</b> <b>Kaley Gilmore</b> <b>5495inbounds@gmail.com</b>	Monthly reports Event details Problems your host family or counselor can't solve	Check email at least twice a week.	Kaley is your main contact people for district events and problems with your counselor or problems your counselor can't handle. Monthly reports are MANDATORY.
<b>Youth Exchange officers in your HOME country.</b>		Monthly Minimum	If reports are required, make sure you complete them. If they are NOT required – email them monthly any way!
<b>Your Rotary Club here in Arizona</b>	Problem solving, help with goals, involvement in service projects	As often as possible	The Rotarians in your club help make the exchange program possible. Get to know them and get involved in the projects of your club. THANK them for their support and for your allowance each month.  Plan to do a presentation at the end of the year about your stay in America. See your club for details.
<b>ROTEX</b>	Emotional and YE Support	As often as needed	Rotex will not be able to help you with technical YE problems. They are for your emotional support and mentoring only. Make sure you have contact information for one of them.
<b>Natural Parents</b>	Routine, non-YE problems, health emergencies	As needed but not more than once a month if possible	LIMIT E-MAIL AND PHONE CONTACT. Give yourself a chance to adapt to your new culture. But do share the successes you are having!