

- 2) Function in accordance with stewardship policies set by The Rotary Foundation Trustees, when applicable
- 3) Respond to inquiries from potential donors and the general secretary
- 4) Submit a completed Status Report to RI after the project has been registered for one year. (*November 2007 Mtg., Bd. Dec. 72*)

Source: November 2007 Mtg., Bd. Dec. 72

Cross References

21.030. WCS District Committee

41.080. Youth Exchange

Youth Exchange is a structured program of Rotary International, adopted by the Board in 1974.

The Rotary Youth Exchange program provides young people with the opportunity to meet individuals from other countries, experience new cultures and to learn first hand about all aspects of life in another country. Host clubs, host families, and entire communities are enriched by extended, friendly contact with someone from a different culture. The program instills in young people the concept of international understanding and goodwill.

The Board of Directors of Rotary International has established policies to assist clubs and districts in implementing Youth Exchange activities effectively and responsibly. These policies pertain to all types of exchanges, including Long-term, Short-term, and New Generations exchanges unless otherwise indicated.

Note: The Board regularly reviews and amends, where necessary, these policies.

Any other provisions consistent with these policies and which are deemed necessary or convenient for the operation of an exchange program may be adopted by the clubs or districts concerned.

By mutual consent of the parties concerned, any of the volunteer responsibilities indicated below may be assigned to someone other than the party specified. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; January 2009 Mtg., Bd. Dec. 152

41.080.1. District Governor Authority

Each governor has the responsibility for the supervision and control of the Youth Exchange program within the district. The district Youth Exchange officers, or committees, are under the supervision of their respective governors and should report to them.

Governors are encouraged to use the period between their nomination and assuming office to learn as much as possible about the Youth Exchange program in the district and the qualifications and skills of those who administer it. (*January 2009 Mtg., Bd. Dec. 152*)

Source: October-November 1977 Mtg., Bd. Dec. 159; Amended by May 1979 Mtg., Bd. Dec. 355; March 1997 Mtg., Bd. Dec. 275

41.080.2. District Certification Program

The general secretary shall administer and maintain a district certification program. All club and district Youth Exchange programs shall comply with RI youth protection policies and other requirements set forth by the general secretary in order to be certified. In order to participate in the Youth Exchange program a district must be certified by the general secretary.

The certification process requires all district Youth Exchange programs to provide RI with evidence that they have adopted the certification requirements in their Long-term, Short-term and New Generations exchange programs (including any tours or camps).

The general secretary may grant waivers to districts that have implemented alternative policy and alternative procedures that meet the intent of RI policy in instances when RI policy or certification requirements are contrary to local law and customs. If local circumstances are such that a district cannot meet any of the requirements, districts must provide the general secretary evidence of the specific circumstances that prohibit compliance and a written explanation of alternative procedures that maintain the intent of the policy or requirements. The general secretary will evaluate and determine whether the alternatives posited by districts meet the intent of the policy, and may bring matters to the Board should circumstances warrant.

Other certification policies include:

A. Certification of Districts for Sending Students Only

In circumstances where districts may only wish to send Youth Exchange students without serving as hosts for inbound students, the general secretary may waive certification requirements related to hosting inbound students in these districts.

B. Certification of Multi-country Districts

In circumstances in multi-country districts where not all countries within the district wish to participate in the Youth Exchange program, the general secretary may waive certification requirements for non-participating countries in these districts.

C. Certification and Multidistrict Youth Exchange Activities

The general secretary may remove a district from a multidistrict Youth Exchange activity upon notice that they have failed to comply with the district certification program with or without the consent of the district governor. (*January 2009 Mtg., Bd. Dec. 152*)

Source: November 2004 Mtg., Bd. Dec. 108; Amended by November 2006 Mtg., Bd. Dec. 72; February 2007 Mtg., Bd. Dec. 163; June 2007 Mtg., Bd. Dec. 274; November 2007 Mtg., Bd. Dec. 32; January 2009 Mtg., Bd. Dec. 152

41.080.3. Incorporation

Districts must establish a corporation or similar formal legal entity that includes the district Youth Exchange program. This requirement may be met by incorporating the district Youth Exchange program, a group of programs that includes Youth Exchange, or the district as a whole in accordance with *Rotary Code of Policies* 17.020.

Districts may also meet this requirement by affiliation with an incorporated multidistrict Youth Exchange program for the districts' activities that are conducted within the scope of the multidistrict program. (*January 2009 Mtg., Bd. Dec. 152*)

Source: February 2007 Mtg., Bd. Dec. 163

41.080.4. General Liability Insurance

Districts must secure general liability insurance for the district Youth Exchange program with coverage and limits appropriate for their geographic location. Clubs and districts are strongly encouraged to consult legal counsel regarding liability issues before undertaking Youth Exchange activities.

Youth Exchange programs in districts located entirely within the United States meet this requirement through participation in the U.S. Rotary Club and District General Liability Insurance Program.

The general secretary is authorized to grant an exception to the general liability insurance requirement for a period of not longer than five years to districts where it has been demonstrated that such insurance is not available. (*January 2009 Mtg., Bd. Dec. 152*)

Source: February 2007 Mtg., Bd. Dec. 163; June 2008 Mtg., Bd. Dec. 253; *Amended by* January 2009 Mtg., Bd. Dec. 152

41.080.5. Reporting to Rotary International

Districts must provide to RI a copy of the Guarantee Form of the standard Youth Exchange applications for each inbound student hosted by the district prior to the beginning of an exchange.

All serious incidents, including but not limited to, accidents, death, early returns, and crimes, and any allegations of abuse or harassment shall be reported by the district to RI within 72 hours of the time a district officer learns of the incident. Districts must identify a person within the district who will be responsible for reporting to RI. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* February 2007 Mtg., Bd. Dec. 163

41.080.6. Types of Exchanges

The Youth Exchange program includes three distinct program types:

A. Long-term Exchange Program

These exchanges are open to students aged 15 to 19 years old. Long-term exchanges should be for one academic year but may be extended to include part or all of the holiday periods immediately preceding and immediately following the academic year. During

this time the student lives with more than one family in the host country and is required to attend school in the host country.

Students must have more than one host family; three successive host families is preferable.

Parents of outbound students shall not be required to host inbound students. However, parents of outbound students may volunteer to host or may be asked to assist in finding suitable host families.

The sending and host club must select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family and community at large. The club counselor must not be a member of the student's host family and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

The host club should provide for all educational expenses, arrange an appropriate academic program, and provide a program of orientation and continued contacts to familiarize the student with the host community.

The host club or district should provide a modest monthly allowance for the student in an amount to be jointly determined by the parties concerned. Where meals eaten at school are not otherwise provided for, the monthly allowance should be sufficient to include the cost of such meals.

The sending and host club or district should require, at a minimum, quarterly reports from the students. This report should include information on their current hosts, feelings, concerns, ideas and suggestions regarding their exchange experience thus far. The designated Youth Exchange officer should review the reports carefully and, when necessary, take action to respond to any irregularities reported by the students.

B. Short-term Exchange Program

These exchanges are open to students aged 15 to 19 years old, and vary from several days to several weeks. They often take place when school is not in session and usually do not include an academic program. Short-term exchanges generally involve a homestay experience with a family in the host country, but may be organized as international youth camps or tours that bring together students from many countries.

It is recognized that many successful exchanges are made for less than a full academic year and that in the interest of international understanding and goodwill, not all programs need be reciprocal.

For Short-term exchange homestay programs, one family is usually sufficient.

The sending and host club must select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family and community at large. The

club counselor must not be a member of the student's host family and must be trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.

The host club should also provide a program of orientation and continued contact to familiarize the student with the host community.

C. New Generations Exchange Program

Young adults aged 18 to 25 years old may participate in a New Generations exchange which lasts between three weeks and three months. These exchanges may be organized for individuals or groups and may include a vocational element.

The schedule of activity for the visitors shall be people-to-people contact related to Rotary activities, for goodwill and understanding and for better cultural education and exposure.

The host district may home host participants and provide local transportation. (*June 2009 Mtg., Bd. Dec. 241*)

Source: March 1997 Mtg., Bd. Dec. 235; March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; June 2006 Mtg., Bd. Dec. 248; November 2007 Mtg., Bd. Dec. 64; January 2009 Mtg., Bd. Dec. 152; June 2009 Mtg., Bd. Dec. 241

41.080.7. Eligibility

Participants in the Long-term and Short-term programs should be between the ages of 15 and 19 at the beginning of the exchange and participants in the New Generations Exchange program should be between the ages of 18 and 25 at the beginning of the exchange unless the laws and regulations of a specific country deem otherwise, or a different age range is mutually agreed upon by the participating clubs or districts.

Youth Exchange welcomes any young people, including sons and daughters of Rotarians, who meet the requirements of the program and who are recommended and sponsored by a Rotarian, a club, or a district. They should be above average in their schoolwork, preferably in the upper third of their school class. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; January 2009 Mtg., Bd. Dec. 152

41.080.8. Application

Candidates of ages acceptable to both sending and host districts and according to the laws and regulations of both countries must submit a written application and must undergo a selection process including personal interviews with the applicant and the applicant's parents or legal guardians at the club level and at the district level.

Clubs and districts are encouraged to use the standard Youth Exchange applications which can be obtained from the Secretariat. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152

41.080.9. Selection and Placement

Selection procedures should occur in a similarly thorough manner for all exchange programs: Long-term, Short-term, and New Generations exchanges.

The sending district is responsible for ensuring that each student is accepted and hosted by a club in a partner district. Districts are urged to utilize agreements with their exchange partners to establish Short-term, Long-term, and New Generations exchange activities to ensure that all expectations of the exchange relationship are met, such as certification of exchange partners, logistics, and student selection and orientation.

All individuals involved in the exchange, including students and their parents or legal guardians, host family members and Rotarian counselors, must agree in writing to all the requirements of the program as determined by the sending and host clubs or districts.

Student travel itineraries must be agreed upon by the students' parents or legal guardians and the host club or district. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152

41.080.10. Student Travel Insurance

Host clubs, districts, and multidistrict Youth Exchange groups should determine the minimum level of insurance adequate for the exchange length and local conditions in which the student will live and travel during the exchange.

The parents or legal guardians of each student shall provide travel insurance, including medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefit (also known as capital benefits), emergency medical evacuation, emergency visitation expenses (for transportation of parent or guardian to student's location), 24-hour emergency assistance services, and legal liability (covering the student for any of his or her acts or omissions in connection with the Youth Exchange program), with respect to each student in amounts satisfactory to the host club or district in consultation with the sending club or district, with coverage from the time of the student's departure from home until the student's return home. At the option of the parents or legal guardians, such insurance may also include cancellation expenses, loss of property, loss of money, or kidnap, and ransom.

Evidence of coverage and level and limits of coverage of all insurance with a responsible insurance company or companies satisfactory to the host district prior to the beginning of the exchange shall be submitted to, received by, and accepted by the host district prior to the student's departure from home.

Participation in extreme sports, such as hang gliding, rock climbing, and bungee jumping, is discouraged. If students are allowed to participate in extreme sports, these activities should be undertaken with the host districts' and parents' written permission, and adequate insurance should be required. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by June 2004 Mtg., Bd. Dec. 260; March 2005 Mtg., Bd. Dec. 218; November 2007 Mtg., Bd. Dec. 64; January 2009 Mtg., Bd. Dec. 152

41.080.11. Preparation

The parents or legal guardians of the student are responsible for providing appropriate clothing and round-trip transportation to and from the host district.

Parents or guardians of outbound students shall be provided itemized invoices outlining how funds paid to participate in Youth Exchange are used. Copies of these invoices should also be provided to the sending Rotary club.

The student and the prospective host family should communicate with each other before the student leaves home.

The host and sending club or districts must provide students with a list of individuals to contact in the case of a problem or emergency. This list must include the name and contact information for the student's Rotarian counselor, host club president, host district chair, host governor, sending district chair, sending governor, sending club president and two non-Rotarian resource persons (one male and one female). This list must also include local resources for medical, dental and mental health care and law enforcement professionals. Where available, this list should also include local resources, suicide prevention hotlines, rape crisis hotlines, and local child protection agencies. *(November 2009 Mtg., Bd. Dec. 56)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2004 Mtg., Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152; November 2009 Mtg., Bd. Dec. 56

41.080.12. Orientation

The sending club or district must organize a mandatory orientation for students and their parents or legal guardians prior to departure. This orientation must inform the participants about the rules, procedures and expectations associated with the Youth Exchange program and should include a briefing about the local Rotary club and its activities.

The sending club or district must provide abuse prevention and awareness training for both students and parents or legal guardians.

The host club or district must also provide an orientation program for inbound students. This must include guidance for students should they encounter any aspects of neglect, physical, sexual, or emotional abuse, and contact information for local resources and their appointed counselors.

Because local laws and customs in one country may differ greatly from those in others, orientation for students must include information on local laws and customs, which may apply to young people. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; *Amended by* November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg., Bd. Dec. 108; June 2005 Mtg., Bd. Dec. 271; January 2009 Mtg., Bd. Dec. 152

41.080.13. Student Responsibilities

Students should display comportment at all times reflecting credit on self, the home country, and Rotary and should respect each other and act responsibly, befitting their role in the program.

Students should strive to adapt to the way of life, including language acquisition, of the host country and host family members should assist students to ease that transition.

Students should not under any circumstances be permitted to operate or drive a motorized vehicle of any kind during the exchange, nor to own a motorized vehicle in the host country.

Students should undertake no travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.

Students should accept the supervision and authority of the host family and the host club or district during the exchange. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2002 Mtg., Bd. Dec. 99; November 2004 Mtg. Bd. Dec. 108; January 2009 Mtg., Bd. Dec. 152

41.080.14. Student Debriefing

Due to the likely effects of reverse culture shock, following their return, students and their parents or legal guardians should be encouraged to attend a debriefing meeting for the purpose of assisting them to transition to their home, school, and community environment. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2007 Mtg., Bd. Dec. 64; January 2009 Mtg., Bd. Dec. 152

41.080.15. Volunteer Selection and Screening

Careful selection of all individuals involved in Youth Exchange should be of paramount concern and be done with the utmost care and consideration.

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must be interviewed to determine suitability to work with youth, complete and sign a Youth Volunteer Agreement, and agree to undergo background checks, including law enforcement public record checks and a reference check.

The host club or district must conscientiously screen and select host families on the basis of a written application, background checks for all adults in the home, including law enforcement public record checks and reference checks, personal interview, and home visits.

Any participant who does not comply with the requirements of the program should be removed from participation in the program. In the case of adult volunteers (both Rotarian and non-Rotarian), those who have not complied with program requirements will be permanently removed from involvement with youth in a Rotary context. *(January 2009 Mtg., Bd. Dec. 152)*

Source: March 1997 Mtg., Bd. Dec. 275; Amended by November 2004 Mtg. Bd. Dec. 108; February 2007 Mtg., Bd. Dec. 163; November 2007 Mtg., Bd. Dec. 64; June 2006 Mtg., Bd. Dec. 248; January 2009 Mtg., Bd. Dec. 152

41.080.16. Volunteer Training

All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, must receive training that includes information on program administration and rules and abuse and harassment awareness and prevention. (*January 2009 Mtg., Bd. Dec. 152*)

Source: February 2007 Mtg., Bd. Dec. 163; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.17. Host Family Rules and Expectations

The host family should provide room and board for the student and exercise appropriate supervisory and parental responsibility to ensure the student's well-being. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.18. Early Returns

Any participant who does not comply with the requirements of the program should be removed from participation in the program. In the case of students, the host and sending clubs and districts, host families and the student's parents or legal guardians, must be fully informed prior to the student being sent home. Such decision requires the agreement of the host and sending districts. The student should be returned home at the earliest practical time by a route agreed upon between the parents or legal guardians and the sending district. In the event of an impasse, districts may appoint an independent Rotarian to serve as a mediator. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.19. Youth Exchange Alumni

Districts and clubs are encouraged to establish Youth Exchange alumni groups. (*January 2009 Mtg., Bd. Dec. 152*)

Source: October 1998 Mtg., Bd. Dec. 97

41.080.20. Multidistrict Youth Exchange Program

It is recognized that there may be instances where two or more districts wish to cooperate in jointly undertaking Youth Exchange. The Board has no objection to such cooperative effort, provided any activity or project is not undertaken unless two-thirds of the clubs in each such district have first approved participation. Furthermore, the governors of the respective districts shall secure in advance specific authorization of the general secretary acting on behalf of the Board.

Each governor has the responsibility for the supervision and control of the Youth Exchange Program within the district. Multidistrict activities shall be administered by a committee composed of current district Youth Exchange chairs and other officers appointed by the respective governors of participating districts. Such a multidistrict committee is responsible for reporting in writing not less often than annually on its work and finances to all governors in the participating districts. (*January 2009 Mtg., Bd. Dec. 152*)

Source: May 1979 Mtg., Bd. Dec. 355; Amended by November 2001 Mtg., Bd. Dec. 45; January 2009 Mtg., Bd. Dec. 152

41.080.21. International Travel by Youth

No individual Rotarian, club, or district shall undertake an alternative program structure to send minors abroad that circumvents RI youth protection policies, the foregoing Youth Exchange policy, or the immigration and travel policies of any nation or government.

No individual Rotarian, club, or district shall assist or cooperate in sending a young person abroad on an international travel activity unless careful plans are made in advance covering every aspect of the proposed trip, including approval from the district youth protection officer and district Youth Exchange chair. In districts without a youth protection officer, the district governor and the district Youth Exchange committee chair must approve the arrangements.

No club should provide an identification card, letter of introduction, request for assistance or other credential or document intended to identify or introduce a young person to a club or clubs in another country, unless complete mutual agreement has been reached in advance with respect to the hospitality or assistance to be provided by the host club.

No club is obliged to provide hospitality or assistance to any young person from another country, despite any documented or claimed sponsorship of a Rotary club, unless the host club has specifically agreed in advance to provide such hospitality or assistance. (*June 2009 Mtg., Bd. Dec. 242*)

Source: May 1979 Mtg., Bd. Dec. 355; Amended by January 2009 Mtg., Bd. Dec. 152; June 2009 Mtg., Bd. Dec. 242

41.080.22. Involvement by Persons With Disabilities

The Board encourages the involvement of people with disabilities in Youth Exchange programs and other youth projects where and when this is possible and agreed upon between the sending and host clubs or districts.

The Board recommends that governors appoint one member of their district Youth Exchange committee to be responsible for encouraging and aiding in the participation of people with disabilities in Long-term, Short-term, and New Generations exchanges. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by January 2009 Mtg., Bd. Dec. 152

41.080.23. Paid Wages for Youth Exchange Students

Employment regulations in various countries make it impractical for clubs and districts to engage in any international exchange programs in which participants are paid wages. However, individual Rotarians may provide support to other organizations that are properly equipped to undertake this type of the international exchange of youth. (*January 2009 Mtg., Bd. Dec. 152*)

Source: March 1997 Mtg., Bd. Dec. 275; Amended by January 2009 Mtg., Bd. Dec. 152