

The Rotary Club of \_\_\_\_\_ (Club), in District 5010 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

The Club certifies that it will adhere to the following procedures and practices, listed below:

**Pre-Arrival:**

- ! Recruit, check background and references, and interview potential host families (at least 3 with at least one emergency placement also available)
- ! Sign and return the student's host guarantee form to the Alaska-Yukon office (necessary overseas for the inbound student's visa)
- ! Ensure that all host families are oriented before arrival of student
- ! Ensure that contacts are made with the expected inbound student and his or her family in preparation prior to arrival
- ! Assign Rotarian of same gender as counselor

**1<sup>st</sup> Week:**

- ! Ensure student welcomed upon arrival
- ! Provide contact information to student, including:
  - o Host club Rotary counselor
  - o Host club Youth Exchange chairperson
  - o Host club president
  - o 2 non-Rotarian resource persons, one male, one female (school personnel are typical candidates)
  - o Local medical, dental, mental health professionals
  - o Local social service agencies for issues such as suicide prevention, rape counseling, etc.
- ! Ensure that student's visa and documents (e.g., DS-2019) and return airplane ticket are correct
- ! Ensure that student has sufficient funds for compulsory insurance and emergency fund (\$500 US)
- ! Open bank accounts (personal and emergency)
- ! Arrange for schooling (registration at local high school with club YEO identified as guardian for school to contact)

**Ongoing:**

- ! Ensure that student attends mandatory functions of District for exchange students, such as Fall and Winter Orientations and District Conference
- ! Stay in touch with host families to identify and respond to issues and problems as rapidly as possible
- ! Ensure careful coordination for transitions between host families
- ! Ensure that student regularly attends and participates in local Rotary meetings and activities

**Post Exchange:**

- ! Conduct post-exchange evaluations with students and host families

**Signatures:**

We, the President and Youth Exchange Officer for the Rotary Club of \_\_\_\_\_, being the persons responsible for youth exchange activities in our club, will comply with the above listed requirements in hosting one or more exchange students.

\_\_\_\_\_  
(President Elect's Name) (Signature) (Date)

\_\_\_\_\_  
(Youth Exchange Officer's Name) (Signature) (Date)