

**Youth Exchange Programme  
District 9320  
South Africa**

Debbie Smuts  
District 9320 Youth Exchange Committee  
29 Fitzroy Street  
Grahamstown  
6139  
SOUTH AFRICA  
Phone : +27(0)46-622 7456 (H)  
46-603 6623 (W)  
(0)86 685 3859 (Fax)  
(0)82-772-0407 (mobile)  
E-mail : smuts@intekom.co.za

January 2010

To : Club Presidents and Youth Directors  
District 9320

### **D9320 YOUTH EXCHANGE PROGRAMME 2010/2011**

The Rotary Youth Exchange Programme continues to operate in a small number of clubs in District 9320 – and we are appealing to all clubs to go out and recruit South African youngsters to apply for this wonderful programme. Acting as a sponsor club for a student requires a club to host an inbound student – which can be an exciting and rewarding adventure. Please go to schools and recruit youngsters for the exchange programme for 2011. Our main exchange partners at the moment are :

Australia  
Belgium  
Brazil  
Denmark  
Finland  
France  
Germany  
Holland  
Switzerland  
USA

Please impress upon interested students that the Rotary Youth Exchange Programme requires them to attend school for another year in the host country, but that no other gap year will give them the growth experience that a Rotary year can. They will learn ambassadorial skills and meet hundreds of people who will become part of the lives. This letter is to provide you with the details you will need in order to recruit local youngsters for the programme. Attached is an information brochure with examples of an information evening poster and newspaper advertisement should clubs need guidance in this regard.

This may seem like a lot of reading for those of you who are familiar with the programme, but many Youth Directors are new Rotarians, and may need this level of information.

Please note that the procedure for taking in an application for Youth Exchange is as follows :

1. Interested student fills in the Initial Interest Application form (February)
2. Club interviews student using Initial Interest Application form (March)
3. If Club agrees to put student forward to District Selection, student must fill in official Rotary Application Form X 4. (to be received by District by 31 March)
4. Application Form is forwarded to District Committee who will interview student at a District Selection. (April)
5. If student is selected at District level, their papers will be sent to a host district who will find a host club. (June/July)

Please direct all queries regarding the Short Term programme (STEP) to Lynne and John Hall, and Long Term to Debbie Smuts. The committee look forward to receiving your applications.

With regard to hosting an exchange student, I have received a flood of requests from districts wishing to exchange with South Africa. If there are any clubs willing to host a student even if they have not been able to recruit an outgoing candidate, we'd be grateful for your support of the programme.

Yours sincerely



DEBBIE SMUTS

| <b>2009-2010 District 9320 Youth Exchange Committee</b>  |                        |   |
|--|------------------------|---|
| <b>Name &amp; Portfolio</b>  | <b>Club</b>            | <b>E-Mail Address and contact numbers</b>   |
| <b><u>Chariman</u></b><br><b>Debbie Smuts</b><br><b>29 Fitzroy Street,</b><br><b>Grahamstown 6139 South</b><br><b>Africa</b>   | Grahamstown<br>Sunset  | <a href="mailto:d.smuts@kingswoodcollege.com">d.smuts@kingswoodcollege.com</a><br>046-6227456 (H) 046-6036623 (W)<br>082 7720407 (Cell) Fax: 086 685 3859<br>Skype : debbiesmuts  |
| <b><u>Mentor</u></b><br><b>Ethne Papenfus</b><br><b>39 Carrington road</b><br><b>Kimberly 8301</b>   | Kimberley<br>South     | <a href="mailto:wes&amp;ethne@isat.co.za">wes&amp;ethne@isat.co.za</a><br>053 831 4741 (H) 053 831 4740 (F)<br>083 234 6583 (Cell)<br>Skype : ethne.papenfus  |
| <b><u>V Chair &amp; Treasurer</u></b><br><b>Alan Reynolds</b><br><b>30 Coulridge Crescent</b><br><b>Janssendal</b><br><b>Uitenhage 6229</b>  | Uitenhage<br>South     | <a href="mailto:alanreynolds@telkomsa.net">alanreynolds@telkomsa.net</a><br>041 992 5805 (H) 041 992 2442 (W)<br>082 556 4585 (Cell) 041-9911077 (Work Fax)<br>Skype : renoldssa  |
| <b><u>Placement &amp; Counsellor</u></b><br><b><u>Archivist</u></b><br><b>Pam Cameron Ellis</b><br><b>21 Lisa Villas</b><br><b>Walter Road, Broadwood</b><br><b>Port Elizabeth</b> | Port Elizabeth         | <a href="mailto:camellis@cghs.co.za">camellis@cghs.co.za</a><br>041 368 1673 (H) 041 373 7705 (W)<br>0832709798 (Cell) 041-374 2817 (Fax)   |
| <b><u>Placement &amp; Counsellor</u></b><br><b>Clifton and Alma Piek</b><br><b>77 Readman Street</b><br><b>Wilkoppies, Klerksdorp</b><br><b>2571</b>                               | Klerksdorp             | <a href="mailto:cliftonpiek@mweb.co.za">cliftonpiek@mweb.co.za</a><br><a href="mailto:piekam@absamail.co.za">piekam@absamail.co.za</a><br>018 462 3616 (H) 018 468 6214(W) 018 468<br>6239 (Fax)<br>082 554 3538 (Clifton cell)<br>083 444 9027 (Alma cell) |
| <b><u>Placement &amp; Counsellor</u></b><br><b>Faith Biggs</b>   | Port Elizabeth<br>East | <a href="mailto:faro@cghs.co.za">faro@cghs.co.za</a><br>041 368 2160 (H) 041 373 7705 (W) 041-374<br>2817 (Fax)<br>082 4071707 / 082 428 8667   |
| <b><u>Placement &amp; Counsellor</u></b><br><b>Herman Botha</b><br><b>P O Box 6482</b><br><b>Flamwood 2572</b>   | Orkney                 | <a href="mailto:smileyx@mweb.co.za">smileyx@mweb.co.za</a><br>018 468 7822 (H) 018 468 1463 (W) 018 468<br>1463 (Fax)<br>082 452 1464 (Cell)  |
| <b><u>Placement &amp; Counsellor</u></b><br><b><u>Tours &amp; Regalia</u></b><br><b>Lynne and John Hall</b><br><b>21 7<sup>th</sup> Street</b><br><b>Gonubie 5257</b>              | Gonubie                | <a href="mailto:lynneh@kinvest.com">lynneh@kinvest.com</a><br>043 740 4704 (H) 043 735 2354 (W)<br>083 554 5860 (Lynne) 083 554 5860 (John)   |

### District 9320 Outbound Students 2010

| Name   | Placement   | District Councillor |
|--|---|---------------------|
| <b>Amber Rankin</b><br>Sponsor club : Port Alfred<br><a href="mailto:amberlenore.rankin@gmail.com">amberlenore.rankin@gmail.com</a>            | <b>Hummel,</b><br><b>D1450</b><br><b>Denmark</b>  | Pam Cameron Ellis   |
| <b>Katie Allan</b><br>Sponsor club : Grahamstown<br>Sunset<br><a href="mailto:k_m_allan@yahoo.co.uk">k_m_allan@yahoo.co.uk</a>                 | <b>Aubonne</b><br><b>D1990</b><br><b>Switzerland</b>  | Pam Cameron Ellis   |
| <b>Olwethu (Lolly) Mlanseli</b><br>Sponsor club : East London<br><a href="mailto:lolly668@gmail.com">lolly668@gmail.com</a>                    | <b>Brazil</b>   | Lynne Hall          |
| <b>Lindsey Moore</b><br>Sponsor Club : Beacon Bay<br>043-748 4152 (H)<br><a href="mailto:lindz511@gmail.com">lindz511@gmail.com</a>            | <b>Olpe-Biggese, Germany,</b><br><b>D1810</b><br><b>Germany</b>                                   | John Hall           |
| <b>Debbie Rigby</b><br>041 366 1224 (H)<br>074 1822 064 (Debbie cell)<br><a href="mailto:debz.rigby@yahoo.com">debz.rigby@yahoo.com</a>        | <b>Minneapolis City of</b><br><b>Lakes Club</b><br><b>D5950</b><br><b>Minnesota</b><br><b>USA</b> | Debbie Smuts        |
| <b>Michaela Kingwill</b><br>049 854 9231 (H)<br>0834129219 (Michaela cell)<br><a href="mailto:michaelak16@gmail.com">michaelak16@gmail.com</a> | <b>Belgium</b><br><b>Louvain La Neuve -</b><br><b>D2170 France</b>                                | Faith Biggs         |
| <b>Jolundi du Plessis</b><br>Sponsor club ; Orkney<br><a href="mailto:jolundi.duplessis50@gmail.com">jolundi.duplessis50@gmail.com</a>         | <b>Hazebrouk Merville,</b><br><b>France, D1520</b><br><b>France</b>                               | Herman Botha        |

| <b>District 9320 2009-2010 Inbounds</b>                            |                       |  |                              |
|--|-----------------------|--|------------------------------|
| <b>Student</b>   | <b>Host Club</b>      | <b>Student Email and cell<br/>Councillors contacts</b>   | <b>Placement<br/>Officer</b> |
| <b>Denise Black<br/>Ohio, USA<br/>July 2009</b>                    | Port Alfred           | 0744026235<br><a href="mailto:dblack5695@aol.com">dblack5695@aol.com</a><br><br>Ettiene Mouton<br><a href="mailto:etiennemouton@hotmail.com">etiennemouton@hotmail.com</a><br>0835735805       | Debbie Smuts                 |
| <b>Alison Belde<br/>Minnesota, USA<br/>July 2009</b>               | Grahamstown<br>Sunset | 0725909359<br><a href="mailto:floppers11@hotmail.com">floppers11@hotmail.com</a><br><br>George Green<br>0824423685<br><a href="mailto:green.george@telkomsa.net">green.george@telkomsa.net</a> | Gillian Preller              |
| <b>Manon Baeldon<br/>Belgium<br/>July 2009</b>                     | PE Sunrise            | 0729350267<br><a href="mailto:Matitpepette@Hotmail.Com">Matitpepette@Hotmail.Com</a><br><br>Gianna Doubell<br>082 891 5358   | Faith Biggs                  |
| <b>Sheena Castella<br/>ESSEX (New York),<br/>USA<br/>July 2009</b> | Queenstown            | 0722384632<br><a href="mailto:sheena_castella@hotmail.com">sheena_castella@hotmail.com</a><br><br>Gavin Schaefer<br><a href="mailto:schaefer@isat.co.za">schaefer@isat.co.za</a>               | Herman Botha                 |
| <b>Sean Hartman<br/>Australia<br/>January 2010</b>                 | Beacon Bay            | <a href="mailto:imagremlin_2@hotmail.com">imagremlin_2@hotmail.com</a><br><br>Lynn Glover<br><a href="mailto:lynn@isat.co.za">lynn@isat.co.za</a><br>082 970 2427<br>043-748 2095              | Debbie Smuts                 |



# District 9320 Youth Exchange Programme

## Information for Rotary Clubs

### Contents

1. Objectives of the Programme
2. Eligibility
3. Applications, Selection and Endorsement
4. Summary of the responsibilities of the various individual parties to an exchange :
  - Sending District / Receiving District
  - Sending Club / Receiving Club
  - Host families
  - Natural parents
  - Exchange Student
5. Selection Guidelines for sponsoring Rotary Clubs
  - Publicity and Programme information
    - STEP and Long Term Exchange
    - Costs of the programme
  - Application forms
  - Processing applications
  - Selecting the ideal candidate
  - Club selection committee
  - Pre-Departure Procedure

January 2010

## INTRODUCTION

The Rotary International Youth Exchange Program is a wonderful adventure which each year enables thousands of young people to travel to distant parts of the world to live and study in a different environment. The prime objective of the program is to promote international understanding by granting young people a unique opportunity to increase their knowledge and broaden their horizons. The ultimate impact that the program will have on the lives of those students fortunate enough to participate, is probably incalculable. Many of these young people will be leaders of the future.

Here are the objectives of the programme. It is important that applicants AND their parents understand that this is not just a "good time" gap year option.

## OBJECTIVES OF THE PROGRAMME

1. To further international goodwill and understanding by enabling HIGH SCHOOL students to study first-hand some of the accomplishments and problems of people in other countries.
2. To enable students to further their education by studying at a HIGH SCHOOL for one year in a different environment and by taking courses of study in subjects not normally available to them in secondary schools in their own country.
3. To encourage students to broaden their own 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 a new environment.
4. To give students the opportunity to act as ambassadors for their own country by addressing Rotary Clubs, community organisations and youth groups in their host countries and by imparting as much knowledge as they can of their own country to the people they meet during their year abroad.
5. To enable students to study and observe all facets of life and culture in their host country so that on their return home they can pass on the knowledge they have gained.

## ELIGIBILITY

1. Participants **MUST** be SECONDARY SCHOOL pupils, in good health, who will be **between the ages of sixteen years six months and eighteen years three months** at the beginning of their year (January) abroad.

2. Applicants must be of **good character and reputation** and should preferably have a history of active community involvement.
3. Applicants should have **above average academic abilities** (i.e. top 1/3 of class), and must have outgoing and pleasant personalities to fit them for the roles as ambassadors for their countries. They must have the ability to accept discipline and be capable of adjusting to new and strange conditions.
4. All applicants are selected solely **on merit**. Sons and daughters of Rotarians are eligible to participate in the program but receive no special preference in selection.

### **APPLICATIONS, SELECTION AND ENDORSEMENT**

1. The final date for submission of applications by students to the local Rotary Club should be 15 March each year. Applications at club level must be submitted on the appropriate INTEREST APPLICATION FORM, with the Medical Declaration and Principal's Report to the Rotary Club in the student's HOME CITY/TOWN. If a student from another home town applies to your club (e.g. where there are boarding schools in your area) they should be referred to their home town Rotary Club.
2. A Rotary Club Selection Committee comprising Rotarians, Anns and others appointed by individual Rotary Clubs should interview students and their parents during March. Should the club feel happy to refer the application on for District Screening, the applicants should submit their application, completed in quadruplicate on the OFFICIAL APPLICATION FORM (LONG TERM), to the District Youth Exchange Committee Chairman no later than the last day of March. As these application forms will be sent overseas it is imperative that they be completed typewritten in English – they are available on [http://www.rotary.org/Rldocuments/en\\_pdf/761en\\_write.pdf](http://www.rotary.org/Rldocuments/en_pdf/761en_write.pdf) (Long Term) and [http://www.rotary.org/Rldocuments/en\\_pdf/763en\\_write.pdf](http://www.rotary.org/Rldocuments/en_pdf/763en_write.pdf) for STEP. They can be filled in online and printed. Rotary Clubs SHOULD NOT accept as a foregone conclusion that their nominees will automatically be endorsed by the District Selection Panel.
3. Final endorsement of Club-selected candidates will rest with the District Selection Panel and such endorsement is subject to the District Committee being able to arrange hosting with an overseas Rotary Club. No proposed candidate will be considered as an official Rotary Youth Exchange Student until he/she is accepted as such by a Rotary Club in another country through an overseas District Committee.

4. Between the date of District Selection in April and the departure of the students the following January, the District Committee will arrange briefing and Orientation meetings for all outbound students. It is MANDATORY that ALL STUDENTS ATTEND. It is required that at least one parent, preferably both, attend these sessions with the student.

#### **SUMMARY OF RESPONSIBILITIES OF THE VARIOUS INDIVIDUAL PARTIES TO AN EXCHANGE**

Each party in an exchange agrees to specific responsibilities. The following division of those responsibilities is typical.

#### **SENDING DISTRICT**

1. Screens the Rotary Club's nominees in accordance with the criteria laid down for the program.
2. Arranges suitable hosting abroad.
3. Arranges adequate orientation for both the exchangee and parents.
4. Makes all necessary travel arrangements.
5. Informs the receiving district of the travel arrangements and arrival date of the student.
6. Maintains contact with the student and the receiving district during the exchange period.
7. Ensures that all students purchase an INSURANCE POLICY approved by the District Committee [9320)

#### **RECEIVING DISTRICT**

1. Assigns the student to a specific participating Rotary Club.
2. Arranges a suitable Orientation Program for the newly arrived students.
3. Maintains contact with the student and the sending district during the exchange period.
4. Ensures that the students are, at all times, in possession of valid visas and other essential documentation during the exchange period.
5. Ensures that all students purchase an INSURANCE POLICY approved by the Hosting and Sponsoring District Committees.

#### **SENDING CLUB**

1. Ensures that the outgoing student is reasonably familiar with Rotary and the activities and projects of the sponsoring Rotary Club.
2. Appoints counsellors who should maintain contact with the student and the Host Club throughout the exchange period.
3. Supplies student with banners, Club Bulletins, etc.
4. Arranges for the student to address the club before they leave and after they return from their exchange.

## **RECEIVING CLUB**

1. Arranges and orientates 3 or 4 selected host families according to the Certification guidelines accepted by Rotary International (see the D9320 website for procedures).
2. Arranges schooling and other educational matters at a HIGH SCHOOL level.
3. Appoints a Rotarian (and Rotary Ann) counsellor for each student.
4. Meets the exchangee upon arrival.
5. Ensures the Students attendance at all mandatory functions such as District Orientations and District Conferences and bears the costs thereof.
6. Develops a suitable program of contacts, speaking engagements and activities for the student.
7. Provides a regular monthly allowance of about R350.00 (US\$50) in advance.
8. Maintains contact with the Sponsoring Rotary Club and the student's natural parents.
9. Ensures the student's regular attendance and inclusion at Club meetings and functions.

## **HOST FAMILY**

1. Provides a home at no cost to the student.
2. Exercises normal parental responsibilities and supervision over the student.
3. Accepts the student as one of the family in all respects.

## **NATURAL PARENTS**

1. Agree to the rules of the program as a condition of selection.
2. Pay the prescribed travel and other fees.
3. Provide appropriate clothing including any necessary school uniforms.
4. Provides additional POCKET MONEY to cover the costs of tours and any other contingency expenses.
6. Provide the required EMERGENCY FUND.
7. Provide the premium for the health, accident and personal insurance.
8. Arrange for all travel documents such as passport and visas.
9. Are expected, at Rotary's discretion, to host a foreign student in return.

## **EXCHANGE STUDENT**

1. Agrees, in writing counter signed by both parents, to accept all the rules of the program, Hosting and Sponsoring Districts.
2. Accepts the supervision of the receiving Rotary District Committee, Host Club, Counsellors, and Host Parents.
3. Agrees to accept the placing in the country to which they are assigned.

4. Agrees to speak at Rotary and other community functions both during and after the period of the exchange.
5. Corresponds regularly with both the sending District and Sponsor Club.
6. Flies OUT and RETURNS HOME on the dates and by the route specified by the sending district. No alterations will be considered whatsoever. Should a student alter FLIGHT SCHEDULES the NATURAL PARENTS will be responsible to the Airline for any costs incurred.

## **SELECTION GUIDELINES FOR SPONSORING ROTARY CLUBS**

### **PUBLICITY AND PROGRAMME INFORMATION**

Rotary Clubs should ideally take steps to publicise the Youth Exchange Program by making announcements to their Club members, the press, and ALL local high schools. (Attached to this document are examples of a poster and newspaper advertisement that can be used for the purposes of promoting and information event.) Most school principals will co-operate by allowing announcements to be placed on their notice boards or made at assembly, and some will also permit a Rotarian to give a brief address to interested scholars.

Remember that there are two exchange programmes that should be promoted :

#### **1. Short Term Exchange (known as STEP)**

This is a six week, family to family exchange. Students between the ages of 16 and 22 are selected and sponsored by a Rotary Club. The District Committee will attempt to pair the South African family with a student and family overseas. The overseas student will visit and be hosted by the South African family in July/August and the overseas family will reciprocate in December/January. With no financial or hosting responsibilities on the part of the Club, there is no reason why a Rotary Club can not sponsor more than one student. The countries that we exchange with at present in STEP are Belgium, Holland and Germany. Exchanges with Turkey, India and some of the South American countries are also being explored.

#### **2. Long Term Exchange Programme (1 year)**

This is a worldwide, and the most popular of the Youth Exchange programmes, with some 8 000 students participating at any one time. For the participating Rotary Clubs, there are hosting and financial responsibilities. The club would normally advertise the programme at all local High Schools specifically to students in the age group 16.0 to 18.3 on 15 January of the year that they will go on exchange, usually in Grades 10 to 12. Participation in this programme means that Rotary Club is required to host a student. The Club will need to organize between 3 or 4 suitable host families (not necessarily only Rotary

families, but Rotary approved families. The Rotary Club is also responsible for pocket money for the student (at present R250 per month) as well as the cost of three Orientations (+-R350 each). Some clubs also assist host families with about R200 or more a month, but this is not mandatory. Participating schools normally waive school fees.

#### Total cost of the programme

STEP : Fee 2010/2011 : R15 000

Long Term : Fee 2011/2012 : R28 500

This includes airfares, connecting flights, overnight accommodation in the case of delays, visas, regalia (blazer, visiting cards, cabin bag), orientations, insurance and administration of the exchange. Pocket money for basic expenses will be provided by the host Rotary Club, but additional pocket money and the cost of tours and gifts must be provided by parents of students.

### **APPLICATION FORMS**

A preliminary Interest Application form should be used at Club level and made available for interested applicants. These forms can be reproduced by the clubs or schools in the required quantities. The official Youth Exchange application forms are available on the Rotary International website. However, these should not be filled in until the club has interviewed the student using the preliminary Interest Application form and the student has been accepted for District Screening by the club.

### **PROCESSING APPLICATIONS**

Upon receipt of applications, the Club's Youth Exchange Committee chairman should take the following actions: -

1. Establish with the school principal and/or guidance counsellor to determine the student's academic standing. Ideally, they should be in the TOP THIRD of their class. Students who fail to meet this criteria should not be considered unless they possess other qualifications of an exceptional nature. It will be necessary for the School principal to complete a confidential report and a section of the final Application Form with respect to the student's suitability for the program. His/her opinion, therefore, should be sought early in the process. Most Principals are helpful and interested and can be of great assistance to local committees.
2. Interview some person outside the school who is familiar with the applicants extra-mural activities, for example, clergymen, or youth group leaders. Try

to ascertain the candidate's interests and attitudes to other youth, their community activities and leadership qualities.

3. If necessary, hold preliminary interviews in order to eliminate some candidates. This will be necessary if a large number of applications are received. Such interviews should last no longer than ten to fifteen minutes.
4. Interview the final group of applicants and their parents both separately and together. Attempt to judge the applicants attitude towards his/her parents, his/her personality, his/her ability to handle day to day problems and his/her ambassadorial potential. It is essential at this time to ensure firstly that the parents are aware of their financial responsibilities associated with the Program and, secondly, that they fully support the student's application.
5. When the Club Committee has selected its candidate/s, the Chairman should notify all applicants of the results and the name of the successful candidate. No candidate is automatically considered successful at this stage. The Rotary International approved Application Form will then be completed, in quadruplicate, by the successful candidate, in English.
6. Four copies of the Application Form must be forwarded to the District Chairman. Make certain that all the relevant signatures by club representatives, parents and the applicant are in place.
7. The District Chairman will inform the Club and nominee of date, time and venue for the District Screening Panel Interviews.
8. As soon as the student's selection has been confirmed by the District Screening Panel, he/she should apply for a passport.

### **SELECTING THE IDEAL CANDIDATE**

Listed below are the qualities which the District Youth Exchange Committee seeks in applicants to be sent abroad under the program:-

1. Above average academic qualifications. Students who are not in the top third of their class should not be recommended by their Clubs unless they possess outstanding qualifications in other areas.
2. Applicants should possess well-rounded and outgoing personalities with an ability to think through problems and to cope with the many problems and stresses of living in a foreign environment.
3. Applicants should be prospective ambassadors, not only of their town, but also Rotary and their country. During their year abroad they will be called

upon to address many groups, therefore they must possess an ability to communicate easily with other people and to express themselves clearly.

4. Applicants should have an enquiring mind and be actively interested in their own environment, the world in general and be aware of world problems.
5. Applicants should be students who are active in their community through sports, hobbies, youth activities and/or church affairs. The best students are invariably those who lead busy, active lives in their community.
6. Applicants should be well adjusted, particularly in their family relationships. The student who cannot adjust to his/her own family may well find it impossible to adjust to more difficult family situations in a foreign environment. The student who has 100 % support from his/her parents for his/her participation in the program is the one most likely to succeed.
7. Applicants should have the ability to cope with changing situations on a continuing basis and should have a good knowledge of Southern Africa and world affairs.

#### **CLUB SELECTION COMMITTEE**

When appointments are made to the Club Selection Committee, consideration should be given to the inclusion of Rotary Anns, especially those who have hosted students or whose own children have been Exchange Students. Returned Southern African Exchange Students may also be utilised by the Committee during the interview process.

When selecting a candidate, the Committee must try and determine whether the student will make a good ambassador for the country and Rotary and whether he/she could stand up to the stresses and strains of living in a foreign environment.

Proforma type questionnaires should be utilised to ensure that each candidate will be asked the same basic questions from which supplementary questions might arise as the situation dictates.

#### **PRE-DEPARTURE PROCEDURE**

Once a student has been selected and endorsed by the District Committee, the Rotary Club should arrange the following:-

1. Invite the student and his/her parents to several Rotary meetings to meet the Club members and to gain a basic knowledge of Rotary; invite the student to present a short speech at one such meeting.

2. Provide the student with an adequate supply of Club banners (10).
3. Organise a small party as a farewell gesture for the student.
4. If possible, arrange for some Club members to see the student off.
5. Appoint a Counsellor for the Student to maintain contact with the throughout the year on behalf of the Club.
6. Note down the student's birthday so that the Club can send appropriate greetings.
7. Arrange for the student to receive various publications [e.g. Rotary Africa, local newspapers, Club bulletin etc.) whilst overseas.



**Rotary International  
Youth Exchange Programme**  
District 9320  
South Africa



To : All \_\_\_\_\_ town High Schools

**Example**

The Rotary Club of \_\_\_\_\_ would like to invite pupils from your school to attend an Information Evening on the Youth Exchange Programme of Rotary International for 2011. We would be grateful if the enclosed advertisement could be displayed at your school as an invitation to pupils.

Two programmes will be presented at the Information Evening :

1. **The Long Term Exchange Programme** where pupils have the opportunity of spending a year abroad, hosted by a Rotary Club and in the homes of Rotarians. They will be required to attend a high school in their host country for the year that they are away. Pupils must be between the ages of 16-18 when they leave on exchange, i.e. they must not be older than 18 on 15 January 2011.
2. **The Short Term Exchange Programme** in which pupils travel to a foreign country for six weeks, to be hosted by a Rotary approved family, in exchange for their family hosting a student here for six weeks. Applicants for this programme can be between the ages of 16 and 22.

Further details of cost and selection criteria will be presented at the Information Evening. Parents are encouraged to attend.

**Rotary International Youth Exchange Programme**  
**Information Evening**  
**DATE**  
**VENUE**  
**TIME**

For further details, phone Club's Youth Officer on : phone number

# Rotary International Youth Exchange Information Evening



The Rotary Club of \_\_\_\_\_ invites learners who are service-orientated, academically strong, and interested in experiencing life in another country to attend an Information Evening on the Rotary Youth Exchange Programme.

Topics covered will be :

- Objectives and benefits of the Exchange Programme
- STEP- the Short Term Exchange Programme (6-week family-to-family exchanges)
- LTEP - the Long Term Exchange Programme (12-month long exchange with participating Rotary Clubs in other countries)
- Cost implications for parents
- Age regulations
- Eligibility details
- The role of Rotary International
- Application details


**DATE :**

**TIME :**


**VENUE :**

**RSVP :** by \_\_\_\_\_ : phone \_\_\_\_\_ Parents are welcome to attend.

Example of a newspaper advertisement for the information evening :



**Rotary International  
Youth Exchange  
Programme  
for 2011**



## Information Evening

**The Rotary Club of \_\_\_\_\_  
invites high school pupils who are service-  
orientated, academically strong, and  
interested in experiencing life in another  
country to attend an Information Evening on  
the Rotary Youth Exchange Programme.**

|               |                             |
|---------------|-----------------------------|
| <b>Date :</b> | <b>Whenever</b>             |
| Venue :       | Wherever                    |
| <b>Time :</b> | <b>00h00</b>                |
| RSVP :        | Who + number + cut off date |

**Parents are welcome and encouraged to attend.**