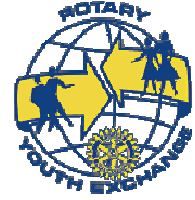


Ohio-Erie Rotary Youth Exchange Program, Inc.



GUIDELINES FOR STUDENT COUNSELOR

CHOICE OF COUNSELOR

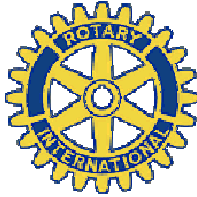
The Counselor selected should be one who is genuinely interested in youth and the Youth Exchange Program. He/she should be able to relate to young people easily so that he/she can gain the student's confidence and respect and be in the position to assist and advise. The Counselor should fully understand his/her responsibilities and have the time to attend to them. Because of the role he/she plays in the program, the Counselor can not be one of the host parents and should be of the same gender as the student.

While the majority of the duties listed below refer to Inbound students, they can also be applied to Outbound Long Term and STEP students where appropriate. Many of the duties outlined below are to satisfy requirements of either RI Youth Exchange certification or the US Department of State regulations. This makes the counselor an important part of the compliance process as well.

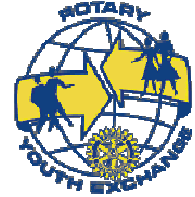
DUTIES OF A COUNSELOR

Being a Counselor for an Exchange student is a very exacting and personal task which different Rotarians will handle in their own individual manners. However, the following are some points which are very important and should be kept in mind:

1. Carefully complete the Youth Volunteer Application, undergo a criminal background check and attend a training session including viewing the Ohio-Erie Rotary Youth Exchange DVD. It is suggested that the Counselor view all sections of the DVD so as to be familiar with the responsibilities of each party in the exchange. This needs to be done on an annual basis.
2. Establish contact with both the student and his or her parents and provide any necessary information to assist in their final travel preparations. Let the student and parents know a little about yourself (and partner, if applicable) and identify your role as the student's counselor. Assure that the host family is also in communication with the student and that either you or the host family is providing details on the family, the school and the community. Get the details of the student's anticipated date and time of arrival including flight details. Communicate to the student who will meet him or her at the airport. A greeting committee consisting of members of all host families, Rotary club members and the counselor creates the ideal situation. If the student will be spending the first several days with

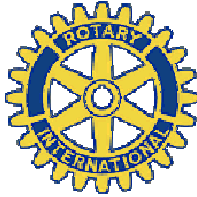


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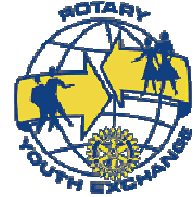


the counselor and not the first host family, make sure the student understands the arrangement.

3. It is preferable that the student stay with the Counselor during the first several days following arrival. If this is not possible, the Counselor must then set aside as much time as possible to spend with the student, so that a meaningful relationship can be achieved. It is extremely important that the Counselor achieves a level of trust with the student, so that when a problem arises it can be discussed in an open and frank manner. If the student is spending the first few days with the Counselor, it is helpful to go over the First Night Questions (www.yeoresources.org) with the student.
4. Within the first two days of the student's arrival in the country, the Club Counselor must:
 - (a) Check that the student's passport and visa(s), and entry documents are in good order. Be sure they are kept in a safe and readily accessible place (preferably not a safe deposit box).
 - (b) Check the student's airline ticket to be sure that the student is in possession of a full round-trip ticket (from the arrival airport to their originating airport). A return ticket is necessary in emergencies or if the student must be returned home for disciplinary reasons. The return ticket should also be kept in a safe and readily accessible place in case of emergency travel.
 - (c) Ensure that the student either telephones or e-mails confirmation of his or her safe arrival to the parents back home.
 - (d) Notify the appropriate District officer the exact date of the student's arrival and confirm the details of the first host family including their name, address, e-mail and telephone number. Ohio-Erie must report this to the US Department of State or the student's visa could be revoked.
5. During the first week following the student's arrival, the Counselor should:
 - (a) Review the Rotary rules for the exchange and be sure that the student understands what they mean. Specifically go over the "4-D's" (No drinking, no driving, no dating, no drugs).
 - (b) The student and Counselor should establish a joint account which requires two signatures before money can be withdrawn for the emergency account. This emergency account should have a minimum of US\$350 or the Canadian equivalent. It is also advisable to open a second account in the student's name with ATM access so that they are able to cash and or deposit their monthly stipend and money from home for their personal use. In the United States, the Counselor usually will need to provide their Social Security number to the bank to open both accounts.



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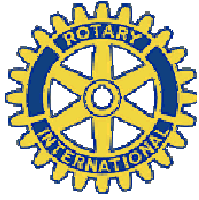
- (c) The Counselor should accompany the student to school for enrollment purposes. The Counselor should help the student choose the subjects he or she takes during their Exchange. English must be taken by all students. Some schools also offer an English as a Second Language (ESL) which may be helpful if the student's English skills are poor. Students are encouraged to take U.S. or Canadian government and history classes to gain a better understanding of the culture. It is also recommend student's take one or two 'fun' classes or courses that are not offered in his or her home country.

6. Role as School Liaison

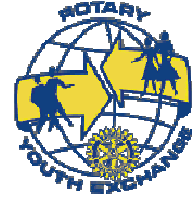
- (a) Notify the school when the student changes host families and promptly provide the school with these details.
- (b) Obtain a copy of the student's report card, so that you can monitor their progress in school (grades and attendance) and keep it on file for forwarding to the district at the end of the exchange.
- (c) Assist in resolution of school difficulties (e.g. poor grades or behavior issues)
- (d) Keep the District Chair informed of any school issues.

7. Role as Club Liaison

- (a) Arrange with the school, host family and club for the student to attend Rotary regularly (at least twice each month), including transportation.
- (b) Keep the student informed of club events scheduled during the year and make sure the student sets aside the time to attend.
- (c) Assure student gets monthly stipend at the beginning of each month.
- (d) Arrange for cards, presents, etc. for the student, as appropriate, during the exchange year (e.g. birthday, Christmas, end of year). This will vary from club to club.
- (e) Make an effort to introduce the student to as many club members as possible. Often this can be achieved by changing tables each week and sitting with different club members.
- (f) Encourage club members to engage in other activities with the student such as dinner at the members home, going to the theater, sporting event etc.
- (g) Assist the student in preparing a program for a club meeting and schedule the date with the program chair.
- (h) Keep the club YEO informed of student moves, school problems, host family difficulties and other reporting requirements.



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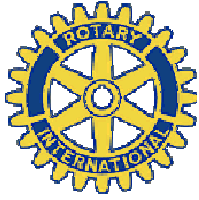
9. It is not the Counselor's duty to make decisions regarding travel by the student. Extended trip plans must be approved by the Club and District Chairmen to assure that the plans meet requirements of the program. Trips should be planned at times other than on school days when possible.
10. Maintain a contemporaneous Counselor Monthly Log of your meetings with the student and the host family.
8. Role as Host Family Liaison
 - (a) Provide each host family with the dates that they will be hosting the student and the names, addresses and phone numbers of the other host families.
 - (b) Provide each host family with a calendar of events for the year: club, district, school
 - (c) Make at a minimum, monthly contact with the host family and monitor how the student is doing at home and school. Contacts may be made by phone, e-mail or in person. You must make at least one unannounced visit to each host family.
 - (d) Invite each host family to the Rotary club meeting for the student's presentation and other special events as appropriate.
 - (e) The Counselor should know the whereabouts (including contact information in case of emergency) of the student at all times. When the host family travels with the student, the Counselor should make sure that the club YEO is kept informed and has granted permission for the travel, if necessary.

PROBLEM SOLVING AND EARLY RETURNS

It is imperative that the Counselor should be fully aware of the vital role he/she plays in the program and his/her contribution to its success. The Counselor must keep the lines of communication open, and try to keep Club members involved in overseeing and guiding the activities of the student, and initiating changes and controls where necessary.

It sometimes the Counselor and the student cannot get along. If this happens then the Counselor should step aside in favor of another Counselor. The Counselor should not take this as an indication of his or her inefficiency as there can be times when personalities clash for no apparent reason.

Problems with the student occasionally occur. The club should seek assistance from the District Committee for all but the smallest problems. Small problems should not be allowed to grow into big ones that result in the termination of the student's exchange. Sometimes it is helpful to involve the Ohio-Erie Country Contact in resolving the problem, particularly if it involves cultural differences. Refer to the section on Problem Solving for more details.



**Ohio-Erie
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The club is never allowed to send a student home. This decision can only be made by the district and Ohio-Erie.