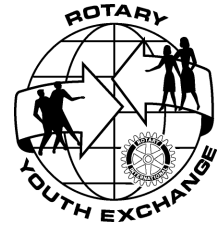


Youth Exchange Frequently Asked Questions

June 2010



RI Youth Exchange Certification

Annually, each district certified to participate in Rotary Youth Exchange will be asked to either renew their certification or recertify.

What is certification renewal?

Certification renewal is an annual process whereby certified districts attest that they will continue to meet all certification requirements in the coming year. This is an important element to ensure that minimum standards for youth protection are in place across the annual changes in district leadership.

Districts complete this process by submitting a renewal form signed by their incoming governor and district Youth Exchange chair to RI. For the 2010-11 year, renewal forms were sent to certified districts in April and must be submitted by 1 June 2010.

What is recertification?

Recertification protects the high standards of the Youth Exchange program and provides an opportunity for districts to update RI on any changes to local policies and procedures and share best practices. All certified districts will be reviewed on a staggered basis at least every five years to ensure requirements continue to be met.

Districts are selected for recertification using the following criteria: date current certification status was achieved, multidistrict arrangements, geographic and cultural variety, and workflow of Secretariat translation services. Districts selected for recertification during 2010-11 have been notified by RI, and they will retain their certified status until their review is complete. If you have any questions about recertification, please contact youthexchange@rotary.org.

What documents do districts need to submit for recertification?

The required documents needed for recertification should be readily available and already on-file at the district level. These include: incorporation documentation; general liability insurance documentation; and an up-to-date district abuse and harassment prevention policy, including allegation reporting guidelines and sample volunteer agreement form.

In addition to these requirements, districts that are recertifying must also be in compliance with annual reporting requirements. These include submission of the annual survey, student data (found on the student guarantee forms) for all inbound students, and contact information for long-term students' subsequent host families.

Program Evaluations

What is a district Youth Exchange program evaluation?

District evaluations are a series of in-person meetings to determine whether districts are meeting certification requirements and share best practices. These occur independently of renewal and recertification. Evaluations are usually conducted over the course of two or three days by RI staff and one Rotarian observer from a neighboring district familiar with the cultural and legal circumstances of the district being evaluated. The district is provided questions and a list of documents that will be reviewed in advance. After the evaluation, the district is provided with a brief report on the findings and observations. Approximately four district program evaluations will be conducted each year.

Student Data

How does RI utilize student data provided by districts?

RI policy requires that districts provide a copy of the guarantee form (found in the standard Youth Exchange applications) for each inbound student hosted by the district prior to the beginning of an exchange. Collection of this information has several applications. First, in the rare case of an emergency or in the scenario when district chairs are not available, RI may be able to contact a student's parents or guardians, Rotarians responsible for the safety of the student, or the current host family. Additionally, starting in 2010-11, this student data will provide the basis for program statistics and detailed trend analysis. The Annual Survey Report will be derived from the mandatory submission of student data and/or guarantee forms along with a supplemental, shortened online survey

What formats are acceptable for submission?

It is understood that districts collect and store student data in various formats. Therefore, staff will accept formats most convenient for your district, provided the information is complete. These formats may include Excel spreadsheets, Microsoft Word documents, and scanned copies of guarantee forms. The following information must be submitted:

- Exchange type
- Student name and contact details in home country
- Gender
- Date of birth
- Emergency contact information
- Sponsoring district
- Host district
- Host club
- Host parent contact details
- Host counselor contact information

Is it necessary for districts to inform RI of student host family changes?

Yes, the names and contact information for any subsequent host families' should be submitted to Rotary International whether the change was planned or due to an unforeseen situation.

Complete information including the student's name, hosting dates, and host family contact information may be submitted in the format that is most convenient for your district.

Serious Student Incidents

What kinds of incidents do I have to report to RI?

RI requires all instances of abuse or harassment, early returns, accidents, deaths, and crimes involving students be reported to RI within 72 hours. This is necessary in order for Youth Exchange staff to assist districts and advise on RI policy. Staff primarily assists in communication between partner districts to ensure all parties are informed of the situation. Staff can also direct Rotarians to the public relations department to assist Rotarians when working with local media.

How do I report incidents to RI?

You can report a serious student incident to RI by telephone (+1-847-866-3421), email (youthexchange@rotary.org) or fax (+1-847-556-2182) at anytime. For assistance, an Incident Report Form is available on the *Youth Exchange Workgroup* or upon request.

New Generations Exchange

What are New Generations Exchanges? How are these different from New Generations Programs?

The term New Generations is defined in the *2007 Manual of Procedure* as “all young people up to the age of 30”. The RI Structured Programs for New Generations are designated as Interact, Rotaract, RYLA, and Youth Exchange.

Adopted by the Board in 1997, the New Generations Exchange program facilitates short-term exchanges for young adults aged 18 to 25 years old. New Generations exchanges are between three weeks and three months long and can be organized for individuals or groups, often including a vocational element. The activities of the visitors should focus on people-to-people contact related to Rotary activities, for goodwill and understanding, and for better cultural education and exposure.

Do certification requirements apply to New Generations exchanges?

Because Rotary International does not certify districts for specific exchange types, all certified districts are able to participate in Long-term, Short-term, and/or New Generations exchanges. Certification requirements are applicable to all exchanges, including New Generations exchanges. Standard youth protection measures such as screening host families, providing orientation, and supplying a counselor must be implemented for all exchanges regardless of the age of participants.

Where can I find information about starting a New Generations exchange program?

Some districts have been operating New Generations exchanges since 1997, and since that time many successful variations of this exchange type have developed. Contact Youth Exchange chairs in other districts for information on how to start this program in your district. Refer to the

Youth Exchange Directory to determine which districts participate in the program and may be interested in partnering. A promotional [New Generations](#) brochure can be viewed at www.rotary.org and purchased through rotary.shop.org.

What can be explained regarding the new fifth avenue of service, New Generations?

Representatives at the 2010 Council on Legislation approved an enactment 28 April to add a fifth Avenue of Service: New Generations. New Generations joins Club Service, Vocational Service, Community Service, and International Service as the foundation of club activity.

New Generations Service, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Rotary Coordinators

Starting on 1 July 2010, Rotary Coordinators will serve as a resource for districts and clubs, working in partnership with their zone's RI director, regional Rotary Foundation coordinator, and district governors. Rotary Coordinators will focus on offering guidance and tools in three areas: RI programs such as Youth Exchange, best practices that strengthen clubs and districts, and building membership through stronger clubs and districts.

To learn more or contact the Rotary Coordinator for your area, click [here](#).

RI Resources

How can I contact RI with questions about Youth Exchange?

Contact information for the Youth Exchange Program as follows:

Mail: Rotary Youth Exchange - PD110
Rotary International
One Rotary Center
1560 Sherman Ave.
Evanston, Illinois 60201-3698, USA

Fax: 1.847.556.2182

Email: youthexchange@rotary.org