

2017-18 GUIDE FOR YOUTH EXCHANGE CHAIRS IN CERTIFIED DISTRICTS

2017-18 年度認證地區青少年交換委員會主委指南



Connecting students to communities around the world!

交換學生與全球社區攜手向前！

Rotary Youth Exchange gives thousands of students the opportunity to immerse themselves in a new culture and way of life, becoming living embodiments of peace and understanding. These exchanges would not be possible without the dedication and leadership of Rotarians like you!

扶輪青少年交換計畫提供數以千計的學生得以體驗不同文化與生活方式的機會，並如實體現了和平與相互諒解的精神。如果沒有您們這些扶輪社員的付出與帶領，青少年交換計畫是不可能付諸實現的。

As district chair, you are responsible for coordinating and promoting Youth Exchange activities within your district. This includes operating Youth Exchange in accordance with Rotary International certification requirements and local laws as well as communicating regularly with RI, your district governor, and your clubs. To help you in your role, read about the tools and program updates below and share them with those involved in Youth Exchange in your area.

身為地區主委，您的主要任務是協調並帶動貴地區的青少年交換活動，而青少年交換計畫的運作必須符合國際扶輪認證規定以及當地法律之規定，同時必須定期與國際扶輪、貴地區總監與扶輪社保持聯繫。為了協助您完成職責，請閱讀下列內容與計畫更新資料，並與您所在地區之青少年交換計畫參與人士分享。

Program Resources 計畫資源

Join the workgroup!

加入工作小組！

The Youth Exchange workgroup offers access to the latest Youth Exchange-related documents whenever you need them. There, you can download the most up-to-date [directory](#), the most current [list of non-certified districts](#), Youth exchange publications, past annual reports, and [incident report](#) or [early return report](#) forms.

青少年交換工作小組提供您隨時所需的最新青少年交換相關文件，您可以在這裡下載最近一次更新的名錄、最新之未認證地區清單、青少年交換刊物、歷年年度報告、以及事件報告或提早返國報告格式。

To access the workgroup, sign in to [My Rotary](#) and click on the 'Rotary Workgroups' link on your profile page. If you have any difficulty, please follow [our visual guide](#) (in English only) or email youthexchange@rotary.org.

請登入我的扶輪，在您的個人頁面點選「Workgroups」連結，即可進入工作小組。如無法進入工作小組網頁，請依照[瀏覽指南](#)（僅提供英文版）的指示或透過youthexchange@rotary.org 聯繫。

Youth Protection Resources

We are pleased to provide you with resources that will help you and other Rotarians in your community administer the program and provide for the safety and well-being of program participants:

青少年保護資源

很高興提供您相關資源，以便協助您與貴地區之其他扶輪人管理本項計畫，並確保本項計畫參與者的安全與健康：

- [Rotary's Youth Protection Guide](#)
扶輪青少年保護指南
- [Rotary's revised youth protection policies](#)
扶輪之修訂青少年保護政策
- ***Protecting Youth Program Participants*** (new online course): Learn to apply and

address youth protection policies in clubs or districts. You can access the course by visiting the [Learning Center](#) on [My Rotary](#).

保護青少年交換計畫參與者(全新線上課程):學習如何於扶輪社或地區運用並處理青少年保護政策。您可以從[我的扶輪](#)頁面的[學習中心](#)進入本課程。

Should you ever have any questions regarding youth protection, please contact youthprotection@rotary.org.

如您有任何有關青少年保護之問題，請透過 youthprotection@rotary.org 聯繫。

Program guides and reference

計畫指南與參考資料

- [Youth Exchange Handbook](#)
青少年交換手冊
- [Lead Your District: Committees](#)
領導您的地區：委員會
- [Youth Exchange resources on Rotary.org](#)

[Rotary.org](#) 的青少年交換資源

Promotional materials

Now in the Brand Center, you can create and print customizable promotional cards and posters to promote and showcase the great works of your district's Youth Exchange Program. [Create yours now!](#) Or purchase materials from [Shop Rotary](#) or from one of [Rotary's licensed vendors](#)

宣傳資料

現在在品牌中心，您也能創作並列印客製化的宣傳卡片與海報，藉以推動並展示貴地區青少年交換計畫的工作成果，**現在就開始創作吧！**您也可以從[扶輪商店](#)或任一家扶輪授權供應商購買相關材料。

Student Post-Exchange Survey

學生完成交換後之調查

YEOs administer this survey to gather valuable information about students' exchange experiences and it can be used to analyze your program's strengths and challenges. If your district is interested in utilizing this survey, please send the link www.YouthExchangeSurvey.info to your students. They can choose their language and results are not made public; they are shared only with the district.

青少年交換委員會委員負責執行本項調查，以收集與學生交換經驗相關之有用資料，這些資料可用於分析貴地區計畫的長處與挑戰。如貴地區有意運用此項調查，請將下列網頁連結寄給貴地區之交換學生：www.YouthExchangeSurvey.info。學生可以自行選擇語言，調查結果將不對外公開，僅限於地區內分享。

Related Resources 相關資源

Rotary alumni resources

扶輪前受獎人資源

Engage Youth Exchange alumni — often known as Rotex — in the life of the district and keep them involved with Rotary. Youth Exchange alumni will be part of the family of Rotary for the rest of their lives. Rotarians that work with these alumni should create local opportunities for alumni to continue to be a part of Rotary after their exchanges end. Encourage participants to register for an account on [My Rotary](#) upon completion of their exchanges. They can create their own profiles, connect with fellow alumni of Youth Exchange as well as alumni from other programs, and find out how to get involved in other Rotary programs. It's a great way for alumni to join to our online community, [indicate their program participation](#), and stay connected to Rotary's global network. They can also join the official Rotary Youth Exchange alumni [LinkedIn group](#) to stay connected with fellow alumni.

邀請青少年交換計畫前受獎人（通常稱為歸國交換學生聯誼會）參加地區的日常生活，並與扶輪保持聯繫。青少年交換計畫前受獎人終生都將是扶輪家庭的一份子，與青少年交換計畫前受獎人合作的扶輪社員應為其創造機會，讓他們在結束交換計劃之後能夠持續參與當地的扶輪活動。此外，鼓勵參與者於完成交換計畫後，註冊[我的扶論](#)帳號，可自行建立個人檔案，並與青少年交換計畫前受獎人或是其他計畫前受獎人聯繫，同時瞭解如何參與其他扶輪計畫。這同時也是青少年交換前受獎人參與扶輪線上社區的管道之一，[指名其參與的計畫](#)，並與扶輪全球網路保持聯繫。此外，青少年交換前受獎人亦可加入官方扶輪青少年交換前受獎人的 [LinkedIn 群組](#) 並與其他前受獎人保持聯繫。

Does your district have a Rotex group? Invite them to join an official [Rotary alumni association](#) — or to charter their own by contacting their district alumni chair! Alumni can also join more than 60 Rotary Fellowships to enjoy their favorite professional or recreational activities. Find out more about alumni associations and other opportunities to engage ROTEX on Rotary's [alumni page](#) or email alumni@rotary.org.

您所在地區是否有歸國交換學生聯誼會(Rotex)? 邀請他們一同加入官方[扶輪前受獎人協會](#)，或是聯繫其地區前受獎人主委特許建立自有的聯誼會！前受獎人亦可參加六十多個扶輪團體，選擇自己喜歡的專業或休閒活動。現在就到扶輪的[前受獎人網頁](#)或寄發電子郵件到 alumni@rotary.org 搜尋更多前受獎人協會或其他參與歸國交換學生聯誼會(Rotex)的機會。

District Youth Exchange Chairs can download a [report from My Rotary](#) that shows Youth Exchange alumni that are associated with your district. Alumni that have created a My Rotary profile will appear on this report. Work with your District Alumni Chair and other district leaders to identify alumni and involve them in your district's service and fellowship opportunities.

地區青少年交換主委可以從[我的扶輪](#)下載一份報告，內容包含貴地區之青少年交換前受獎人名單，已經建立「我的扶輪」檔案之前受獎人將列名於本報告之中。與您所在地區前受獎人主委以及其他地區領袖一同合作找出前受獎人，並邀請他們參與貴地區之服務與團體。

Use District Grants to support Youth Exchange

使用地區獎助金支持青少年交換計畫

Use [district grants](#) to support Rotary's youth programs, including Rotary Youth Exchange. District grants can be used to fund scholarships for individual exchanges or activities and events for groups of Youth Exchange students; however, funds cannot be used to fund lineal descendants of Rotarians. Talk to your leadership team about how district funds can advance Rotary's programs for young leaders, support youth-led service projects, and connect young people to new Rotary opportunities.

將[地區獎助金](#)運用於扶輪青少年計畫，包括扶輪青少年交換計畫在內。地區獎助金可做為個別交換學生或青少年交換學生團體活動之獎學金；然而，這筆金額不能用於資助扶輪社員的直系親屬。與您的領導團體討論地區如何將基金運用於推動扶輪青年領袖計畫、支持由青年主導之服務計畫、並讓年輕人能夠參與扶輪所提供的全新機會。

New Generations Service Exchange

新世代服務交換

New Generations Service Exchange offers young adults the opportunity to realize their strengths while helping others around the world. New Generations Service Exchange activity is under the oversight of district Youth Service committees and is not subject to Youth Exchange certification requirements, though some district's Youth Exchange committees also support these exchanges.

新世代服務交換活動為青年提供實踐所長的機會，同時也藉由他們的能力在全球社區協助他人。新世代服務交換活動受地區青少年服務委員會之監督，且不受青少年交換認證規定之限制，不過有些地區之青少年交換委員會亦支持這些服務交換活動。

The program's flexibility allows districts to develop highly customized experiences that meet the needs of young adults up to the age of 30, and can be for individuals or groups, one-way or reciprocal exchanges, and last up to six months. Join the Rotarian-led [New Generations Service Exchange discussion group](#) and [visit their website](#) to find sample materials and build partnerships with districts worldwide. Encourage your governor to appoint a district New Generations Service Exchange contact through My Rotary. Questions? Email newgenerations@rotary.org.

新世代服務交換計畫的彈性規定使得地區能夠發展出量身打造的交換活動，以滿足青年人（年齡不超過三十歲之成年人）的需要，且這項計畫的交換生可為個人或團體，得以單向或雙向方式進行，交換期限最長為六個月。加入由扶輪社員主導之[新世代服務交換討論群](#)

組並瀏覽其網頁，您將可以找到一些範本資料並與世界各地區建立交換夥伴關係。鼓勵您的地區總監透過「我的扶輪」指定一名負責新世代服務交換計畫的地區聯絡窗口。如有任何問題，請透過電子郵件 newgenerations@rotary.org 聯絡。

Youth Exchange Certification 青少年交換認證

We greatly appreciate the time and resources that districts invest in maintaining their certification status, and we are committed to providing service and support to you. Currently there are more than 490 districts certified to participate in the Rotary Youth Exchange program in over 110 countries and geographical areas!

我們非常感謝各地區為維持認證資格所付出的時間以及資源，而我們也努力為您提供協助與支援。目前計有涵蓋逾 110 個國家與區域的 490 多個地區已通過扶輪青少年交換計劃認證。

Regularly confirm district certification

定期確認地區認證資格

Check the certification status of your district and of your partner districts regularly. It is your district's responsibility to ensure that no exchanges are planned or administered with non-certified districts. Unauthorized exchanges can jeopardize your entire district's certification.

You can find district certification information by visiting the Youth Exchange workgroup.

請定期確認貴地區與您夥伴地區的認證資格。貴地區有責任確保不會與未認證地區進行任何交換活動之規劃與籌辦，未經允許之交換活動將危及貴地區的所有認證資格。您可以瀏覽青少年交換工作小組之網頁，取得地區認證資料。

If a district with which you've planned an exchange loses certification, email

youthexchange@rotary.org. We'll work with you to discuss your options so as not to penalize the students involved.

如果您已規劃之交換活動的夥伴地區失去認證資格，請寄發電子郵件至 youthexchange@rotary.org，我們將與您一同討論您的決定，以保障參與學生的權益。

Required Reporting 必要之通報

Serious student incidents and early returns

重大學生事件與提前返國

Rotary policy requires that all serious student incidents be reported to RI **within 72 hours of the time that a district officer learns of the incident**. This includes student early returns, serious

accidents, hospitalizations, legal troubles, and all allegations of sexual abuse or harassment involving any students or program volunteers. We understand that you may not know all the details involved with the situation within 72 hours, but reporting this information early is critical to ensuring student safety and allowing our staff to assist you to maintain your district's certification. Visit the workgroup to access forms that can assist you in reporting a serious incident or email youthexchange@rotary.org.

依據扶輪政策之規定，任何重大學生事件應於**地區委員知悉後 72 小時內**向國際扶輪通報。所謂的重大學生事件包括學生提前返國、重大意外、住院、法律糾紛以及任何牽涉學生或本計畫志工人員之性侵害或性騷擾指控。我們了解您或許無法在 72 小時內掌握事故的全盤狀況，但是及早通報對於確保學生的安全至為關鍵，同時也能讓國際扶輪的職員協助您維持所屬地區的認證資格。請至工作小組或洽 youthexchange@rotary.org 索取表格，以協助您通報重大學生事故。

Inbound student data

Your district must submit data for **all inbound students** (long- and short-term) prior to or shortly after students' arrival, and each time their host families change. If you have any questions about what information to send, email youthexchange@rotary.org.

接待學生資料

貴地區必須在接待學生抵達前，以及每一次變更接待家庭時，即刻送交**所有接待學生**的資料。如您對應送交之資料有任何問題，請以電子郵件聯繫：youthexchange@rotary.org。

Networking Opportunities 社交機會

Discussion groups

RI offers several ways to help keep you connected with other YEOs from around the world:

討論群組

國際扶輪提供數個管道，協助您與全球其他青少年交換主委取得聯繫：

- Sign in to My Rotary and join one of the many [discussion groups](#) about Youth Exchange
登錄「我的扶輪」，並在眾多的青少年交換相關討論群組中，擇一加入
- Join the official Rotary Youth Exchange alumni [LinkedIn group](#)
加入官方扶輪青少年交換前受獎人 [LinkedIn 群組](#)

There are also YEO-created and administered message groups available to assist Rotarians:

此外，我們亦提供由青少年交換主委所創建並管理的**信息群組**，主要是為了協助扶輪社員：

- [YEOTalk](#) – a North American message group administered by the North American Youth Exchange Network (NAYEN)
[YEOTalk](#)–由北美青少年交換網絡 (NAYEN) 所管理的一個北美信息群組
- [YEOTalkBR](#) – a Brazilian message group administered by Brazilian Rotarians

YEOTalkBR—由巴西扶輪社員所管理的一個巴西信息群組

Upcoming Events

Note: This list is informational only and does not constitute an endorsement of any event. Please contact event organizers for details.

近期活動

註：本名單僅供參考，不保證任何活動必然舉行。請聯絡活動主辦人取得詳細資料。

Associação Brasileira do Intercâmbio Rotário (ABIJ)

São Luís, Brazil

26-28 October

巴西扶輪青少年交換委員會 (ABIJ)

巴西聖路易斯

10月26-28日

North American Youth Exchange Network (NAYEN) 19th Annual Conference

Omaha, NE, USA

14-17 March 2018

第19屆北美青少年交換網路年會(NAYEN)

美國內布拉斯加州奧馬哈

2018年3月14-17日

2018 Youth Exchange Officers Preconvention

Toronto

From Friday to Saturday, 22-23 June

2018年度青少年交換委員會前會

多倫多

6月22(星期五)-23日(星期六)

2018 Rotary International Convention

Toronto

23-27 June

2018年度國際扶輪年會

多倫多

6月23-27日

Contact Us 與我們聯繫

The staff at RI is here to serve as a resource to you throughout the year. If you have any

questions, comments, or concerns, email us at youthexchange@rotary.org or call [+1-847-866-3421](tel:+1-847-866-3421).

國際扶輪職員很高興能在這一整年為您提供資源。如有任何問題、建議或疑慮，歡迎您以電子郵件或電話與我們聯繫，請洽 youthexchange@rotary.org，或撥 [+1-847-866-3421](tel:+1-847-866-3421)。

Sincerely,

The Youth Exchange Team

謹上

青少年交換小組

cc: 2017-18 Youth Exchange Committee
2017-18 Multidistrict Youth Exchange Chairs
2017-18 Regional Youth Exchange Group Leaders
副本： 2017-18 年度青少年交換委員會
2017-18 年度多地區青少年交換主委
2017-18 年度區域青少年交換小組領導人

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