

Appendix B – Program Rules and Conditions of Exchange

The following two pages contain the Program Rules and Conditions which all exchange students and their parents agreed to follow as part of the Application to the Exchange Program. These are the “universal” set of common sense rules that all Rotary District Youth Exchange Programs expect the student to comply with as a condition of the Exchange.

Program Rules and Conditions of Exchange

As a Youth Exchange Student sponsored by a Rotary Club and/or District, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules on the reverse side if needed to account for local conditions..

Strict Rules and Conditions of Exchange — Violations will result in student’s immediate return home.

- 1) Obey the Laws of the Host Country — If found guilty of violation of any law, student can expect no assistance from their sponsors or their native country. Student will be returned home as soon as he/she is released by authorities.
- 2) The student is not allowed to possess or use illegal drugs. Medicine prescribed by a physician is allowed.
- 3) The student is not authorized to operate a motorized vehicle of any kind which requires a federal/stat/provincial license or participate in driver education programs.
** See additional program rules and conditions for Inbound Students to District 5500*
- 4) The illegal drinking of alcoholic beverages is expressly forbidden.
- 5) Stealing is prohibited. There are no exceptions.
- 6) Unauthorized travel is not allowed. Students must follow the travel rules of the Host District.
- 7) The student must be covered by a health, liability, and life insurance policy agreeable to the Hosting District.
- 8) The student must attend school regularly and make an honest attempt to succeed.
- 9) The student must abide by the rules and conditions of exchange of the Hosting District provided to you by the District Youth Exchange Committee.

Common Sense Rules and Conditions of Exchange — Violations will result in a district review and restrictions. Severe/Consistent disregard for these rules will result in being returned home.

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your year. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your Host Family’s bedrooms. It is illegal for persons under the age of 18 to purchase cigarettes in the United States.
- 2) Become an integral part of the Host Family, assuming duties and responsibilities normal for a student of your age and other children in the family. Respect your host’s wishes.
- 3) Learn the language of your host country. The effort will be appreciated by teachers, host parents, Rotary club members and others you meet in the community. It will go a long way in your gaining acceptance in the community and those who will become lifelong friends.
- 4) Attend Rotary-sponsored events and host family events. Show an interest in host family and Rotary activities to which you are invited. Volunteer to get involved, do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 5) Get involved in your school and community activities. Plan your recreation and spare time activities around your school and community friends. Do not spend all your time with the other exchange students.
- 6) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors and school personnel in choosing friends.
- 7) Do not borrow money. Pay any bills you incur promptly. Ask permission to use the family telephone, keep track of long distance calls and reimburse your host family each month for the calls you make.
- 8) Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary Club or district with proper adult chaperones. Other travel must be approved by the host district contact, host club, host family and student’s own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students.

- 9) If you are offered an opportunity to go on a trip or to an event, make sure you understand any costs you must pay and your responsibilities before you go.
- 10) You must show proof of proper immunization. See page 4, question 5 — Immunizations.
- 11) Students should have sufficient financial support to assure their well-being during the exchange year. Your hosting district may require a contingency fund for emergency situations. It must be replenished by the student's parents/guardians as it is depleted. Unused funds at the end of the exchange will be returned to the student. These funds must be turned over to your Host Rotary Club upon your arrival and is not meant to cover day-to-day expenses.
- 12) Any costs relative to a student's early return home or any other unusual costs (e.g., language tutoring, tours, etc.) shall be the responsibility of the student's own parents/guardians.
- 13) Students must return home directly by a route mutually agreeable to the host district and student's parents/guardians.
- 14) You will be under the Hosting District's authority while you are an exchange student. Parents/guardians must avoid authorizing any extra activities directly to their son/daughter. The Host Club and District Youth Exchange Officers must authorize such activities. If the student has relatives in the host country or region, they will have no authority over the student while the student is in the program.
- 15) Visits by your parents/guardians, siblings and/or friends while you are in the program are strongly discouraged. Such visits may only take place with the host club and host district's consent and only within the last quarter of the exchange or during school breaks. Visits are not allowed during major holidays, even if occurring during school breaks.
- 16) Avoid serious romantic activity. Abstain from sexual activity and promiscuity.

Additional Program Rules and Conditions for Inbound Students to District 5500:

- 1) Students must arrive with a complete round-trip airline ticket, including both domestic and international segments.
- 2) Students must maintain an Emergency Fund of \$300 US to be secured shortly after arrival with the host Rotary Club Counselor or Youth Exchange Officer. This fund is ONLY to be used in emergencies and then must be replenished immediately by the student or his/her natural parents. This fund will be returned to student near the end of the exchange.
- 3) All inbound students must purchase the Rotary-approved accident and sickness insurance policy, known as “Annual Plan B” and liability, from American International Group, Inc., through CISI-Bolduc. Insurance must be paid for prior to the student’s arrival, by credit card or by bank check (in US Dollars, drawn on a bank in the USA). Guarantee forms and DS-2019 visa documents will not be issued until the insurance premium is paid.
- 4) Students must certify that they have no dietary or physical restrictions other than those shown on the application. If something occurred after submission of the application and the student needs special attention, the D5500 YE Chairperson must receive a complete report no later than 2 weeks before departure. If the applicant suffers from mental or medical condition(s), the D5500 YE Chairperson reserves the right to cancel or terminate the exchange.
- 5) To help in the adaptation of the students, we ask that phone calls home be limited to once per month after the initial phone call on arrival. E-mail to family and friends is permitted once per week.
- 6) Students must attend school regularly and make good effort in classes. Students will attend high school, at the school designated by the Host Rotary Club. Under no circumstances will the student be allowed to take driver education or operate any motorized vehicle.
- 7) Students are prohibited from independent travel. Travel with host family, school groups, or Rotarians is permitted, but the District 5500 YE Chairperson must be notified in advance of all trips outside the District. Inbound students must arrive directly in District 5500 from their home country and must return directly at the end of the exchange year.
- 8) Visits by parents and family members are permitted only during the last quarter of the exchange year. Visits by home country friends are strongly discouraged and will be allowed only in very special circumstances. Students are not permitted to return home during the exchange year, except in cases of emergency.
- 9) The student is not authorized to operate a motorized vehicle of any kind or participate in driver education programs. Students are not to ride in vehicles if the driver is under the age of 21, unless that person has been pre-approved by the host parents and District Youth Exchange Committee and is on a case-by-case scenario

Appendix D – Questions for “First Night” with Host Family

1. What do I call you? “Mom”, “Dad”, or given (first) name?
2. What am I expected to do daily other than:
 - a. Make my bed
 - b. Keep my room tidy
 - c. Clean the bathroom up after I use it?
3. What is the procedure about dirty clothes? Where do I keep them until wash day?
4. Should I wash my own underclothes?
5. What is the procedure if I need to iron my clothes?
6. May I use the iron, washing machine, sewing machine, etc.?
7. Where can I keep my bathroom accessories?
8. When is the most convenient time for me to use the bathroom on weekday mornings?

9. When is the best time for me to shower or bathe?
10. When are mealtimes?
11. Do I have a regular job at meal times? Set, clear, wash, dry the dishes; the garbage?
12. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
13. What areas are strictly private e.g. your study, bedroom, pantry, etc.?
14. May I put posters and pictures in my room? On the wall? How do you want things hung?
15. What time must I get up weekday mornings?
16. What time should I get up weekends and holidays?
17. What time must I go to bed weekdays? Weekends?
18. What time must I be in on school nights if I go out? (Exceptions by special arrangement).
19. What time must I be in on weekends if I go out?
20. What dates are the birthdays of family members?
21. May I have friends stay overnight?
22. What is your rule on entertaining friends in my room with the door closed?
23. Can I invite friends over during the day? After school? When no one else is home?
24. What are the rules about phone calls? Local?, Long Distance?, Overseas? How and when may I pay for calls I make? How do you want me to keep track of my pay telephone calls?
25. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited?
26. May my friends call me? What times are not good?
27. What is the procedure about posting mail?
28. Do any of you have any pet dislikes? e.g.. chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
29. How do I get around? bus, bicycle, be driven, riding with friends, etc.
30. What about transportation to the mall or movies?
31. May I play the stereo or TV?
32. May I use kitchen appliances? Microwave? Dishwasher? Stove?

33. What are the rules about going to church?
34. If I have something bugging me, how do you want me to handle it?
- a. Write a note explaining it
 - b. Ask for a heart to heart discussion
 - c. Tell my counselor
 - d. Keep it to myself and live with it
35. How often can I go out each week?
36. Who pays for “event” expenses? me? you? Rotary? (movies, sports events, concerts/shows)
37. Can I use the shampoo and tooth paste or buy my own?
38. What do I do about school lunch? Buy- who pays- me, you, Rotary? Bring from home?
39. Are there any eating habits or foods I need to discuss? I don't like _____.

In general, ask about those things you feel are most important the first night and then other over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.