Youth Exchange Committee

If you are a new Committee member, Welcome! If you are an existing member, thank you for your continuing service.

The Youth Exchange Committee is one of the busiest District committees and one which has constant activity. At time of writing we are the only District in Australia with a combined committee looking after both the Long Term Youth Exchange (LTYE) as well as the Rotary Australia New Zealand Student Exchange (RANZSE) programs. So at any one time we have LTYE students from our district overseas, overseas LTYE students in our District and Australian RANZSE students in New Zealand or NZ RANZSE students in our District. On top of that the application and selection process for the next year’s LTYE and RANZSE programs are in progress.

With briefing days, student interviews, committee meetings etc and the size of our District, there are also significant travel requirements for committee members.

However, membership of this committee also brings significant personal rewards in having played a key role in providing students with an opportunity of a lifetime; to spend 3 or 12 months on exchange in a foreign country, often learning a new language and certainly experiencing a different culture. They will also build relationships that will last them a lifetime.

Our travel consultants, Terra Australis, call our program “the Gold Standard”, providing the best value for money student exchange program in Australia.

Whilst I believe that it is a privilege to be associated with this program, you are all volunteers and I extend both my personal thanks, that of the District and of Rotary International for your service on the District 9520 Youth Exchange Committee.

This manual is intended to help familiarise you with the Youth Exchange programs and their operation as well as the way the committee operates. It is a “living” document and I welcome your improvement suggestions.

Once again thank you for your involvement on our committee and for putting:

“Service above self”

Gayl Sparnon
Chair Rotary District 9520 Youth Exchange Committee
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Introduction

Youth Exchange is an official program of Rotary International and allows around 8000 students to exchange annually for a period of one year to around 60 different countries.

In District 9520 the Youth Exchange Committee also covers the Short Term Youth Exchange program which provides for a 6 month matching exchange to New Zealand (2 x 3 months).

The District 9520 Youth Exchange Program is administered by the Youth Exchange Committee whose brief is to:

- Design, implement and manage effective youth exchange programs on behalf of individual Rotary Clubs;
- To carry out the administrative responsibilities relating to the recording of details of participants;
- To keep the District Governor and New Generations coordinator informed; and
- To be proactive in promoting the benefits of supporting the YE programs.
Youth Exchange Programs

District 9520 operates two Youth Exchange Programs: Long Term Youth Exchange (LTYE) and Rotary Australia/New Zealand Student Exchange (RANZSE) or sometimes referred to as Short Term Youth Exchange or STYE. An overview of each of these programs is provided below.

LTYE

Long Term Youth Exchange is an official program of Rotary International and allows students to live and study in another country for 12 months. They are generally hosted by 3 or 4 families during this time, living as “one of the family”. Students are sponsored by Rotary clubs in their home and away countries and supported by a counsellor in each country. They are on student visas and are required to attend school during normal school times. Students are aged between 15 and 17 years on departure.

Australian students depart in late January or early February of each year and return in January of the following year.

Inbound students usually arrive in July or August and return in June or July but some students may come January to January.

Australian students are referred to as “Outbounds” whilst incoming students are referred to as “Inbounds”.

Most Districts have some form of optional trip for students. In our District we have the "Australian Safari" which takes place around March/April and lasts for 3 weeks.

Host clubs for “Inbounds” arrange and qualify host families; coordinate activities for students; arrange (and generally pay all associated costs) for schooling; provide pocket money (a minimum of $US120/month) and generally look after the student, including having them regularly attend club meetings.

RANZSE

The Australia & New Zealand Student Exchange program is run by some Rotary Districts in Australia, including 9520, and all districts in New Zealand. It is designed for 14 to 16 year old students to experience a true "exchange" with a family in the other country.

New Zealand students arrive in Australia and attend school with their matched student during Term 2. Both students return to New Zealand and attend the New Zealand student's school during Term 3.

Each year it alternates as which country goes first. In 2015 there are about 64 students from Australia and New Zealand involved in the program.

RANZSE is a “matching” exchange so the families of the respective outgoing students host the incoming student.

Sponsoring Rotary Clubs in Australia and New Zealand provide a Mentor for both the outbound and inbound student as well as supplying a Student Exchange uniform for the outbound student.
Youth Exchange Committee

Roles
The role of the committee is to administer the Youth Exchange programs on behalf of the District. It has a number of key roles:

- Representing District 9520 at the national body Rotary Youth Exchange Australia or RYEA (see below)
- Coordination of the application program including liaison with students and their families and sponsoring clubs, District interviews and financial management;
- Providing briefings to Inbound and Outbound students;
- Monitoring student exchanges and managing the grievance process;
- Liaison with the travel provider, Terra Australis;
- Supporting Rotary clubs with promotion of the program.
- Maintenance of the District 9520 Youth Exchange website.

Tenure/Structure
Committee appointments are generally for a 3 year term unless a member is elected as Chairperson then the period can be for a further 3 year period.

The Chairperson is nominated by the District Governor or the committee but confirmed by the District Governor. The District Governor and the Chairperson select committee members. These are Rotarians and their partners.

As well as Chairperson, the committee is intended to comprise at least one representative from a club within each Group in the District. These members will act as Group Coordinators and be the primary point of contact between the committee and the clubs and Assistant Governors for their respective groups.

There are also specific roles for:

- Treasurer
- Long Term Outbound Coordinator
- Long Term Inbound Coordinator
- Short Term (RANZSE) Coordinator
- Councillor support officer
- Website and social media coordinator
- Alumni and youth advisors
- A compliance Officer

Committee Meetings
It is generally planned to hold at least 6 committee meetings each year. Due to the geographic spread of District 9520 these will often be arranged to coincide with other Youth Exchange activities, eg. District Interviews, Briefing Days, student events, District Conferences. Additional meetings may be arranged on an as needed basis.
Roles & Responsibilities

Chairman

The Chairman is responsible for coordinating the activities of the committee and ensuring all the required tasks are effectively carried out in accordance with the required timetable, as well as being the conduit between the committee and the District and the committee and RYEA.

Specific tasks include:

- Maintaining District 9520 Rotary International Youth Exchange Certification;
- Maintaining District 9520 registration as a Student Exchange Organisation (SEO) with the South Australian Department for Education and Child Development (DECD);
- Advising DECD of any changes in details of the registration, including nominated personnel;
- Submitting annual reciprocity returns to DECD.

Treasurer

The Treasurer is responsible for managing the finances of the Youth Exchange Committee, including:

- Coordination of the development of annual budgets;
- Accounts payable;
- Account receivable;
- Reconciliation of accounts; and
- Reporting of financial data to the committee and to the District.

Long Term Outbound Coordinator

The Long Term Outbound Coordinator manages the application process for outgoing students, including:

- Endeavouring to see all enquiries and Expressions of Interest are received directly by clubs, and when they are not, passing them along to a suitable club.
- Receiving and processing the formal District Application;
- Liaising with students and parents;
- Arranging sponsoring clubs and ongoing liaison;
- Ensuring clubs identify a counsellor for the student;
- Provide students with Student Safety Card
- Monitoring the student’s exchange;
- Managing Long Term Outbound student data within the Rotary Youth Exchange Management System.
- Debriefing students upon their return.

Long Term Inbound Coordinator

- Receiving and managing exchange enquiries;
- Corresponding with the student and their parents after acceptance but well before the student comes to explain our District’s various requirements. Have the students and parents sign to confirm they agree to comply with all of the requirements.
- Arranging host clubs and ongoing liaison;
District 9520

- Ensuring clubs identify a counsellor for the student;
- Provide students with Student Safety Card
- Liaison with Education Department (AASES forms)
- Monitoring the student’s exchange; and
- Managing Long Term Inbound student data within the Rotary Youth Exchange Management System.

Short Term (RANZSE) Coordinator

- Receiving and managing enquiries, Expressions of Interest and formal Application;
- Liaising with outgoing students and parents;
- Arranging sponsoring clubs and ongoing liaison;
- Ensuring clubs identify a counsellor for the student;
- Provide students with Student Safety Card;
- Monitoring the student’s exchange;
- Managing RANZSE student data within the Rotary Youth Exchange Management System; and
- Debriefing students upon their return.

Group Coordinator

- Group Coordinators are assigned to each of the 8 Groups within District 9520 and are the primary point of contact between the Youth Exchange Committee and the clubs within their Group and its Assistant Governor.
- They are responsible for promoting the Youth Exchange programs to the clubs in their group and other general liaison.
- Briefing Club Counsellors before and after the Youth Exchange student arrives.
- Providing the Club Counsellor with a student, parent and counsellor manuals at the time of the first counsellor briefing.
- Carrying out the Home Briefing to the student, the club counsellor and all of the host families
- Visiting and talking to Rotary Clubs in their Group as a guest speaker to explain and promote the program.

Promotion & Publicity

The Promotion and Publicity Officer is responsible for developing and maintaining the promotion strategy for the District Youth Exchange programs and any required material. They are also responsible for assisting clubs to promote the program.

Alumni Coordinator

The Alumni Coordinator is a new role and is responsible for building and maintaining a database of Youth Exchange alumni, including both Inbound and Outbound Students, Outbound parents and host families. The Alumni Coordinator is also responsible for establishing and/or coordinating a ROTEX group for the District.
Compliance Officer

Understand our obligations and ensure all the required paperwork is promptly and correctly completed.

General

All committee members are expected to attend committee meetings and be available to participate in District Interviews, briefings and student events. They are also expected to develop and/or maintain process/procedural documentation for their allocated roles and to provide adequate training and information for future members.

RYEA

The District Youth Exchange Committee pays annual fees to the RYEA to cover operational and promotional activities as decided each year by that committee. The RYEA’s role is to provide overall management and guidance of the Youth Exchange program and to promote the program nationally through whatever means it sees fit.

Terra Australis

Terra Australis provides travel services for the Youth Exchange programs for many Rotary Districts in Australia as well as a number of other youth exchange programs.

They arrange the travel (flights, visas etc) for Long term Outbound students from their home port to their final host destination and the "Australian Safari" tour for Long Term Inbounds.

Whilst they deal directly with the students and their families with respect to the arrangements, payments from the students are made to the District committee and we pay Terra Australis (see also “Who does what?” below).

They also arrange the travel for Outbound RANZE students but in this case the family deals direct with Terra Australis. When numbers have been low for RANZSE in District 9520 we have engaged with Terra Australis to include our Inbound students in their “Safari” in the Eastern states.

Certification: Rotary International

The District 9520 Youth Exchange Committee is certified to undertake Youth Exchange annually by Rotary International. In order to maintain certification, the YEC EOI is required to certify that it will comply with all RI requirements for Youth Exchange, including, but not limited to:

- Youth Protection
- Insurance
- Reporting and Records
- Selection & Placement
- Preparation of students, parents and counsellors
- Student Orientation & Debriefing
- Training.
**SA Government**

The District 9520 Youth Exchange Committee is required to be certified as a Student Exchange Organisation by the South Australian Department for Education & Child Development (DECD). This certification is for a 5 year period and requires the YEC to comply with the National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia.

**Reporting**

**Rotary International**

Prior to or shortly after their exchange begins, the YEC are required to provide RI with data on inbound students. This is to include:

- Exchange Type (long-term or short-term)
- Student name and contact details in home country
- Student gender
- Student date of birth
- Sponsoring District
- Host District
- Host Club
- Name and contact details of host families; and
- Name of Rotary Counsellor in host club.

**DECD**

As part of its certification as a Student Exchange Organisation, the YEC is required to provide reporting to DECD of a range of information, including:

- Acceptance of Student at SA Secondary School (Refer Acceptance Advice of Secondary Exchange Student (AASES) request form at Attachment 1);
- Notification of details of Outbound students (Refer Outbound student notification form at Attachment 2);
- If a student is to transfer to a school in another State, an application form must be submitted to both the departing and host authorities. (Refer Transfer interstate form at Attachment 3);
- If the dates of the Student’s exchange, their school or their host family changes then this must also be reported (Refer Change of program details form at Attachment 4);
- The SEO certification specifies the key committee personnel associated with the YEP. These include the DG, Director: New Generations, YEC Chair, YEC Deputy Chair, Coordinators for Inbound, Outbound and RANZSE. Changes to these roles must also be reported (Refer Change of registered student exchange organisation details form at Attachment 5).
• In addition, approval must be sought from DECD prior to placement of more than one Inbound student with the same host family.

• Any incident or allegation involving actual or alleged sexual or physical abuse of an exchange student must be immediately reported to DECD.

Who do we exchange with?

District 9520 currently has exchange arrangements with:

- Austria
- Belgium
- Brazil
- Denmark
- Germany
- Finland
- Italy
- Japan
- Norway
- Sweden
- Switzerland

Exchanges are District to District so we may have arrangements with one or more Districts in one country, although a number of countries (such as Norway and Switzerland) operate as “multi-Districts” ie. effectively one District for the country.

Who does what?

The Youth Exchange Committee charges the Outgoing student’s family a fee of approximately $8,500¹ which covers:

- Return overseas airfare
- Travel and Medical Insurance
- Visa costs
- Blazer
- T shirts
- Name badge and visiting cards
- An administration fee
- Provide detailed procedural manuals for students, families and counsellors

The host Rotary club provides:

- Board and lodging with a host family
- Schooling expenses
- A monthly allowance - about AUD $120

¹ Plus any fuel surcharge applicable at the time of ticketing.
Students and family provide:

- Internal travel including Rotary arranged tours
- An emergency fund - usually AUD $400 that is redeemable at the end of the exchange if not used.
- Additional spending money as required.

Key Events

The following are the generic dates for key events for both LTYE and RANZSE, with specific dates for the current year at Annex A. Annex B provides flow-diagrams for how the selection process works:

**LTYE**
- April – Applications close
- May/June – District Interviews, selection of students, country matching
- July – Inbounds arrive (Europe)
- August – Initial Briefing Day for Outbounds, Orientation for Inbounds – Nunyara (see below)
- October – Lameroo weekend for Inbounds (see below)
- November – Calperum weekend for Inbounds (see below)
- December – Final Briefing Day for Outbounds
- January – Previous year’s Outbounds return
- February – Outbounds depart
- February – returned Outbounds debriefing

**RANZSE**
- June – Expression of Interest Forms Due
- July – Full Application Forms Due
- August – Club Interviews Completed
- September – District Interviews Completed
- December – Student Matches Advised
- January/February – Outbounds Briefing Day
- April – Australian students depart to NZ (even years - odd years NZ students arrive)
- April – Odd years - Orientation weekend (Inbounds and Outbounds)
- June - Both students return to Australia (even years - odd years both students depart to NZ)
- July – Even years - Orientation weekend (Inbounds and Outbounds)
- September – NZ students return home (even years - odd years Australian students arrive home)

**Lameroo**
The Lameroo weekend provides Inbound students with a taste of country life. Students and the committee arrive Friday evening and attend a BBQ in Lameroo. Students are billeted with families. They spend the morning with their local host families and then are taken to a shearing shed where
they hear about farming life and indigenous history and get to shears a sheep. In the evening they are taken “spotlighting” to see local animals at night in the paddocks.

Students and the committee generally depart mid to late afternoon on the Sunday.

The committee generally provide transport for the students and a committee meeting is held on the Saturday morning.

**Nunyara**

Nunyara is a Conference Centre is situated in Belair where the initial briefing for the next year’s LTYE Outbound students and Orientation for the current year’s LTYE Inbounds (most of whom will just have arrived) are conducted. The briefings cover a wide range of issues including travel (presented by Terra Australis); Rotary’s expectations of the students; homesickness and other emotions; and Child Protection but also generally includes presentation by Rebounds and their parents. Outbounds are fitted for their clothing and Inbounds for their “Australian Safari” rugby tops. Both sets of students have their photos taken.

Due to small numbers in both Districts, in recent years District 9500 have joined with us for this briefing day.

A sample program is included as Annex C.

**Calperum Station**

Calperum Station is an old pastoral property of 2400 square kilometres owned by the Commonwealth and managed by the Australian Landscape Trust. The old homestead is located some 20 kms north of Renmark in the SA Riverland.

The LTYE Inbounds are taken to Calperum for one weekend each year in order to experience “outback” life. Students stay on the station in bunk house accommodation and are engaged in hands-on environmental activities during the stay. This may include water testing in lakes, rivers and bores, testing for tree health and marking their GPS locations on the river flats. There are also opportunities for kayaking, boating, observing bird and animal life. In the unlikely event of rain, alternative programs are offered. The Rotary Club of Renmark generally take the students for an activity, eg. bowling, on the Saturday morning.

Committee members stay in separate accommodation on the property.

A sample program is included as Annex D.

**Child Protection**

All of the Child Protection requirements are detailed in “Rotary District 9520 District Certification Policy, Procedures and Supporting Documentation for Protecting Youth Exchange Student, January 2012”. This document is available on the District 9520 website.
Grievance Procedure

One of the challenges with Youth Exchange is the number of stakeholders:

- Students
- Natural Parents
- Host Parents
- Counsellors (Sponsoring and Hosting Districts)
- Club New Generation Directors (Sponsoring and Hosting Clubs)
- Club Presidents (Sponsoring and Hosting Clubs)
- Youth Exchange committee (Sponsoring and Hosting Districts)
- District Management (Sponsoring and Hosting Districts)

When an issue with a student arises, any number of these stakeholders may get involved, and it often depends on who hears about it first. Unfortunately this can mean that a minor issue unnecessarily becomes a major issue, or a significant issue is handled badly. To avoid this, our District has a Grievance Procedure which provides clear protocols and escalation processes. This procedure is provided to all stakeholders and must be adhered to. It is enclosed as Annex E.

Scholarship

The District 9520 Youth Exchange scholarship is an initiative by this district to enable a student who is selected by the normal process to participate in either the LTYE or RANZSE programs even though his or her family is unable financially to fully fund the exchange costs.

The district committee will contribute towards the cost of a selected student's exchange, with the actual amount given being allocated in accordance with the particular family's needs.

It is felt the Rotary Club and the Rotary District 9520 Youth Exchange Committee will be less likely to be in any way influenced it they do not know a student is a scholarship applicant. We have therefore established a Scholarship Committee comprised of three experienced Rotarians to assess the financial situation of the families of students applying for the scholarship.

The assessment of the student's family's financial situation will be made before they are selected on their personal suitability to be an exchange student by a Rotary club and the District Committee. These two latter groups of Rotarians have no knowledge that among the students they are interviewing is someone approved for financial assistance by the Scholarship Committee.

ROTEX

What is ROTEX?

Rotex is a group of returned exchange students who, after spending a year away, come together as a support group for the next generation of exchange students. At time of writing, District 9520 does not have a ROTEX group but it is intended to create one.
What does ROTEX do?

To a large extent it is up to the group themselves, but often it provides a range of support to the District YEC including:

Student exchange briefings

Rotex can lend support to the YEC and Rotary Clubs in choosing the future exchange students. It can assist with student interviews, briefing sessions where advice is given to the students on how they should prepare themselves for the year ahead and debriefing sessions when the students return. Rotex can provide a support service in the readaptation of the students. The parents of Rotex members can provide a valuable service. Having had a child away on exchange they can provide excellent advice to the parents of the outbound students and play a role in the briefing sessions for parents and students.

Mentor program

An exchange student can be paired up with a member of Rotex who has returned from the student’s country or is able to speak the student’s native language. The Rotex member would keep close contact with the student, providing assistance and above all acting as a friend to the student and someone they can depend on. Students often turn to Rotex when they are homesick or have problems related to things other than Rotary.

Language assistance

Rotex can provide assistance in English to any exchange students who are having difficulties in the first few months of their stay. They can provide assistance to those student who are going to other countries and require a basic knowledge of the language before leaving.
## Glossary/Acronyms

<table>
<thead>
<tr>
<th><strong>AASES</strong></th>
<th>Acceptance Advice for Secondary Exchange Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DECD</strong></td>
<td>South Australian Department for Education and Child Development</td>
</tr>
<tr>
<td><strong>Inbound</strong></td>
<td>An overseas student coming to Australia</td>
</tr>
<tr>
<td><strong>LTYE</strong></td>
<td>Long Term Youth Exchange</td>
</tr>
<tr>
<td><strong>Outbound</strong></td>
<td>An Australian student going overseas</td>
</tr>
<tr>
<td><strong>RANZSE (aka STYE)</strong></td>
<td>Rotary Australia New Zealand Student Exchange</td>
</tr>
<tr>
<td><strong>Rebound</strong></td>
<td>An Outbound student returning/returned from overseas</td>
</tr>
<tr>
<td><strong>ROTEX</strong></td>
<td>A Rotary Youth Exchange “Rebounds” group</td>
</tr>
<tr>
<td><strong>RYEA</strong></td>
<td>Rotary Youth Exchange Australia</td>
</tr>
<tr>
<td><strong>SEO</strong></td>
<td>Student Exchange Organisation</td>
</tr>
<tr>
<td><strong>STYE (aka RANZSE)</strong></td>
<td>Short Term Youth Exchange</td>
</tr>
<tr>
<td><strong>YEC</strong></td>
<td>(District 9520) Youth Exchange Committee</td>
</tr>
</tbody>
</table>
Annex A – Key Dates 2014-15

**LTYE**

- Full Application Forms Due: 30 April 2015
- District Interviews: 20 June 2015
- Selection of students, country matching: 30 June 2015
- Inbounds arrive: July 2015
- Initial Briefing Day for Outbounds: 29th August 2015
- Orientation for Inbounds: 30 June 2015
- Lameroo weekend for Inbounds: 16-18 October 2015
- Calperum weekend for Inbounds: 20-21 November 2015
- Final Briefing Day for Outbounds: 5th December 2015
- Previous year’s Outbounds return: 16-17 January 2016
- Outbounds depart: tba January 2016
- Returned students debriefing: 6th February 2016

**RANZSE**

- Expression of Interest Forms Due: 30 June 2015
- Full Application Forms Due: 30 July 2015
- Club Interviews Completed: 30 August 2015
- District Interviews Completed: 30 September 2015
- Student Matches Advised: 01 December 2015
- Australian Students Travel to NZ: April 2016
- Both students return to Australia: June 2016
- New Zealand students return home: September 2016
# Rotary District 9520 RANZSE Application Process

**Student**
- Initial Interest
  - Via RANZSE Site?
    - Complete EoI Form

**RVEA**
- Complete Application Form

**Rotary Club**
- Contact Student and determine interest
  - Interested?
    - Send Application form
      - Application Form
      - Qualify Student
        - Qualified?
          - Contact Rotary Club
            - Advise Student
              - Advise Student and Club

**YEC**
- Conduct District Interviews
  - Accepted?
    - Appoint Counsellor
      - Advise YEC

**RANZSE Conference**
- Match Student
  - End

---

*Contact information and further details are not provided in this script.*
Annex C – Sample Nunyara Program

Program August 27th 2011

8.15am Registration Chapel All
8.30am 9520 Blazers, rugby tops Rooms below chapel 9520 Outbounds
9500 Inbounds Chapel Raph and Anthony
meet/photos
9500 Outbounds Chapel Louise and John
meet/photos
9.00am 9500 Blazers, rugby tops Rooms below chapel 9500 Outbounds
9520 Inbounds Chapel Trevor Stirling
9520 Outbounds Chapel Trevor Stirling
9.30am Measure up for Rock Rooms below chapel 9500 & 9520 Inbounds
and Reef rugby tops chapel
9.35am Move off to Warrawong Rotary Club of Stirling,
Welcome/Housekeeping Chapel Rotex students
Mark Martin
9.40am Introduction of Chairmen Chapel Mark Martin
9500 Anthony Masson
9520 Trevor Stirling
10.00am Impact of Rotary Exchange Chapel Louise Clements
Ros DeGaris
10.15am Return students Chapel Louise Clements
9500 Jessica Rallis
9520 Thalia Crickmar
10.45am Morning tea Outside
11.15am Travel arrangements Chapel Trevor Stirling
Tim Geerarts
Terra Australis
12.15pm A Parent’s perspective Chapel Trevor Stirling
Darienne Crickmar
12.35pm Emotions during exchange Chapel Trevor Stirling
Robyn Oertel
1.00pm Lunch Dining Room Anthony/Trevor
Introduction of students
DG address
9500 Eric Russell
9520 Bruce Richardson
1.30pm Child Protection Dining Room Anthony/Louise
District sessions
9500 Nioka Room
9520 Chapel
2.30pm Closing remarks Chapel Anthony/Trevor
Annex D – Sample Calperum Program

CALPERUM WEEKEND PROGRAM
16, 17, 18 November 2012

<table>
<thead>
<tr>
<th>FRIDAY 16th</th>
<th>SATURDAY 17th</th>
<th>SUNDAY 18th</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am Breakfast.</td>
<td>7:30 Breakfast.</td>
<td>Students:</td>
</tr>
<tr>
<td>9:00 – 12.30pm</td>
<td>Students:</td>
<td></td>
</tr>
<tr>
<td>Renmark Rotary Club members will</td>
<td>9:00 Boomerang painting in</td>
<td></td>
</tr>
<tr>
<td>transport students to Renmark and</td>
<td>BBQ area, hanging out</td>
<td></td>
</tr>
<tr>
<td>then to Berri for Ten Pin bowling.</td>
<td>together, sporting activities.</td>
<td></td>
</tr>
<tr>
<td>All costs are included, but bring</td>
<td>Clean up of rooms</td>
<td></td>
</tr>
<tr>
<td>some money for an ice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cream/drink at the Bowling Alley,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or when shopping.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.00 – 12.00 Committee Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for Committee members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 Lunch</td>
<td>Lunch rolls prepared by students</td>
<td>12:00 BBQ lunch</td>
</tr>
<tr>
<td>1:00 Lunch</td>
<td>and committee.</td>
<td></td>
</tr>
<tr>
<td>4.15 – arrival of bus from</td>
<td>2:00 Canoeing and swimming in</td>
<td></td>
</tr>
<tr>
<td>Adelaide. Any students</td>
<td>creek. An accredited canoeing</td>
<td></td>
</tr>
<tr>
<td>coming by bus will be met</td>
<td>teacher to run program.</td>
<td></td>
</tr>
<tr>
<td>and looked after by</td>
<td>5.00 Return to Camp</td>
<td></td>
</tr>
<tr>
<td>Renmark Rotarians and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>taken to Calperum at 6pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6pm</td>
<td>5 – 7pm – Free time</td>
<td>1:00 Students and committee</td>
</tr>
<tr>
<td>Arrival of everybody during</td>
<td>7.00 Dinner</td>
<td>depart.</td>
</tr>
<tr>
<td>the evening, meal and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>catch-up time</td>
<td>8.00 – Each student to give a short,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>lighthearted informal presentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(5 minutes) on themselves, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>their country. No power point</td>
<td></td>
</tr>
<tr>
<td></td>
<td>presentations!</td>
<td></td>
</tr>
<tr>
<td>9:00 Supper</td>
<td>9:00 Supper</td>
<td>Students returning to Adelaide</td>
</tr>
<tr>
<td></td>
<td></td>
<td>will remain in the care of local</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rotarians/committee members</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and taken to bus stop in time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for 4pm bus</td>
</tr>
</tbody>
</table>
Annex E – Grievance Procedure

Grievance/Problem
Can Student Resolve?

Yes
Resolved
Resolved
Host Parents
Resolved
School
Resolved
Peers
Resolved
Counsellor
Resolved
Counsellor & District YE Committee
Resolved
Not Resolved
Not Resolved

No
Can problem be resolved with discussion and counsellor’s help?

Yes
No
Resolved
Not Resolved
Counsellor, Host Parents, Club President, Youth Director,

Resolved
Not Resolved
Host Parents

Resolved
Not Resolved
Natural Parents

Resolved
Not Resolved
Natural Parents

Resolved
Not Resolved
Student agrees to sign a binding behavioural contract

Resolved
Contract Kept
Resolved
Contract Broken

Agreement to Repatriate Student Home

Student returns Home
WHAT CAUSES STUDENTS TO OCCASIONALLY BE REPATRIATED?

Approximately 3 percent of all exchange students return to their home country early. Some leave because of homesickness, illness or problems back home. Others are sent back because of problems that occur in the host country during the exchange. However, a student must not be repatriated solely for reporting problems, especially incidents of abuse or harassment.
There are two things a student could do which would automatically result in their being sent home as soon as it can be arranged, without any discussion being entered into. They are:

a) if they are found to have taken or be trafficking in an illegal drug; or
b) they have broken an Australian law and been found guilty of a criminal offence.

If a student breaks one of the other main Rotary rules or, after consultation with the student’s counsellor and any other parties involved, is considered by the Youth Exchange Committee to have behaved in an unacceptable manner, take the following steps:

- issue a verbal warning when problem behaviours initially surface;
- if the offending behaviour continues, provide the student with a written warning that it must stop;
- if the written warning is not heeded, require the student to sign a binding contract declaring that they will not breach any aspect of the contract, otherwise they will be sent home as soon as possible;
- keep the sponsoring District YE Committee informed of any serious behavioural problems with their student and give them a copy of any written warnings or contract.

The “Rotary Youth Exchange Grievance and Resolution Procedure” (see flow chart) must be adhered to when solving or attempting to solve any grievance or problem that arises.

When faced with the early return of an inbound student, for whatever reason, the process is as follows:

1. Discuss the situation with the student and Rotarian counsellor. Ensure that all options to avoid the early return have been attempted or explored (e.g. mediation in cases of difficult host family, school or peer situations, professional help to deal with personal crises).
2. Notify the Host District Governor and YEC Chair of intention to repatriate a student and involve them in the process.
3. Contact the Sponsor District and specify the exact reason/s the student is being sent home or returning early.
4. Allow the student to contact his/her parents or offer to do so for them.
5. Work with the sponsor District contact and the parents to arrange an acceptable return travel itinerary.
6. When the sending and hosting districts disagree about an early return, YEC Chairs and District Governors should be notified and assist in mediation.
7. Help the student make departure arrangements and facilitate leave-taking from the host family and school friends.
8. Notify relevant government agencies about visa status (e.g. State education department).
9. Notify the District Governor and RI in writing that a student is being repatriated. Include the student’s name, sending district, date of return and reason/s for return.
10. Ensure that the student has arrived home safely.

Note: Early returns should be managed delicately and always with the full knowledge of the sponsor district and club and the student’s parents.