

ROTARY DISTRICT 7470 YOUTH EXCHANGE

HOST FAMILY HANDBOOK



ROTARY SERVING YOUTH WORLDWIDE

Revised 15 June 2006

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Dear Family:

The Committee of the Youth Exchange Program is happy to welcome you to our ever-growing list of Host Families of Rotary District 7470. The following pages will make your student's stay with your family more enjoyable for everyone and enable you to sidestep some of the problems that might occur if you are not aware of them.

Your new son or daughter is to be integrated into your family as quickly as possible. Use the same standards you use for your own teenagers. When the student knows where he stands with the family from the first day or so, problems are less likely to occur. They want to belong. Some may ask to help, others may have to be asked to do a special task. Remember, your student is a teenager and will behave as a teenager, not as a mature adult. Be sure to advise him or her as to what is proper to wear to school, church and particularly Rotary functions.

Do not be afraid to say NO, loud and clear, if the student asks for transportation to another town for an exchange student party. There are at least ten scheduled official Rotary Youth Exchange activities at which their attendance is required during the year. This will give him plenty of time to meet and become acquainted with the other exchange students. Private parties among these students are NOT approved or encouraged by the Exchange Committee. If you wish to have a party for your student, make it a family and neighborhood affair with some of his/her friends from your local high school.

If you are having some difficulty with your student, talk it over with him/her. If it is a problem you cannot discuss with him/her, first call his one or all of the following in order *1. Club Counselor, District Counselor, Co-ordinator for inbound or the District Youth Exchange Chairman*. Under no circumstances should you talk over problems with other Host Families or call their parents. Nothing ruins a student's year more than hosting families comparing notes about all the little things that have gone wrong.

Family comes before outside activities. Your student is here to learn the American way of life and language. He cannot do this if he is never home, or if he is away each weekend. Take him with you to the store, to visit friends, family, or on weekend trips and vacations. However, do not neglect your own children in favor of your exchange student.

If you have small children in the family, it is unfair to expect the student to be a free baby-sitter two or three time a week. Once in a while is okay, but do not make it a regular practice. If you have teenagers in your family, please note that your own children's friends will not necessarily be your new son's or daughter's friends.

Talk with your new son or daughter - and make them talk, particularly if he/she is having difficulty with the language. In school he might be ridiculed for mispronunciation of words - at home you can correct him. The most numerous complaints we have from students is that families do not converse enough but spend their evening in front of the television. Conversation with a student from another country is fun. Use a dictionary (i.e. Spanish/English) or whatever for problem words, and make sure your student has this dictionary with him at all times during the first few months, if he is not familiar with the language.

Go over the attached list of rules with your student the first week he is with you, **AND MAKE CERAIN HE UNDERSTANDS EVERY ONE OF THESE RULES.** Set regulations for the telephone. Some students do not realize the cost of long distance calls. If they need to phone someone and it is a toll call, set the time limit for them and see that they stick to it. Again, do not be afraid to say NO. E-mail is quickest and less expensive if the student has access to a computer and on-line service. They can get free E-mail services from different services. As soon as your student is comfortable with the language, encourage him to give slide presentations and talks at school and local groups. Go over his presentation and help put together a program. Introduce him/her to your friends as "my son/daughter from (country)".

Most important of all, enjoy your new son or daughter. These students are here because they want to learn all about America - it's people and customs - and you are going to set the pattern of living for him/her. It can be one of the most rewarding times of your life.

We realize that you may be hosting for the first time, so we have tried to cover as many areas as possible to help you with answers to events that will occur during your term as a Host Family.

For families that have hosted Exchange Students in the past, we would appreciate it if you would read through this handbook, as we feel that you are the ones that have really helped put this together from your past experiences of hosting.

We have tried our best to cover every situation, but if something comes up (and it will) that is not covered, please do not hesitate to contact your Youth Exchange Chairman or one of the Committee.

If your next host has not received a copy of the Handbook, **PLEASE PASS THIS HANDBOOK ON TO THE NEXT FAMILY AT LEAST A MONTH BEFORE YOUR STUDENT MOVES.** It will give the family a chance to go over the material and be as prepared as you were. If you are the last **Host** Family, please return this handbook to the Club Youth Exchange Chairman before your student leaves for home.

HAPPY HOSTING!

ROTARY DISTRICT 7470 YOUTH EXCHANGE

I. PURPOSES OF ROTARY YOUTH EXCHANGE

Through the Rotary Youth Exchange Program, we hope to be able to build bridges of friendship and understanding between the peoples of the world by allowing selected high school students to live for one year in a foreign country, assimilating that country's culture and language, and by being ambassadors of goodwill while they are here. We accomplish this by having the students live with several host families, sharing in the life and love of each family, and by attending a year of high school, so that they develop friends and begin to understand the hosts as if they were part of them. Also, as the students share of themselves, and of their lives and experiences at home, the hosts in turn develop bonds of friendship and understanding with these student's countries. This is what Youth Exchange is all about.

These students become attached to their new families and friends during this year, and truly become more like members of their hosts' country than they are of their own country - even for a good while after they return home.

II. HOW THE PROGRAM WORKS ON A GLOBAL BASIS

Exchange students are "sponsored" by local Rotary Clubs and are "hosted" by local Rotary Clubs. It is the "sponsoring" club who announces the program to local high school students, and who performs the initial selection process. That club then stays in close contact with their students until the time the students depart for overseas. They continue to maintain an interest in their students throughout the exchange experience and usually have the student give them a report as soon as possible after the student returns home.

The "hosting" Rotary Club is the organization that is responsible for the student while overseas. They arrange to have suitable host families to care for, house and feed their students. They provide a Rotarian Counselor for each student and pay all the normal and customary District expenses for the students. Most Rotary Clubs will also bring their student to the club meetings, at least some of the time, to allow the students to become familiar with their Rotary hosts and what Rotary does.

Management of the Rotary Youth Exchange program is done by the associated Rotary Districts through District-level Youth Exchange Officers. A Rotary District is a geographical grouping of Rotary Clubs. District 7470 has 54 clubs that includes Essex, Morris, Warren and Sussex and part of Somerset Counties in Northern New Jersey. We of the District Youth Exchange organization are responsible for inter- viewing and selection of candidates to go overseas and for placing candidates with local Rotary Clubs. We are also responsible for overall operation of the program and for training outbound candidates, inbound exchange students, Rotary Clubs and Host Families. We try to be a fountain of knowledge, from whom all participants in the program can obtain help and direction, and with whom they can consult in times of trouble.

III. FINANCIAL RESPONSIBILITIES WITHIN ROTARY YOUTH EXCHANGE

A. Rotary, through the hosting Rotary Club, pays for:

1. Each student is provided with a personal expense allowance of between \$75 and \$150 per month to cover incidental expenses while on exchange including school Lunches.
2. Birthday Gift, Christmas Gift, Pocono Weekend, Foundation Dinner, District Assembly, Madison Weekend, District Conference, and Farewell gift.

B. The student's own family pays for:

1. Costs of equipping and training student for the exchange.
2. Passport and Visa.
3. Travel to and from the host country.
4. Insurance
5. Optional trips offered within the host country, such as the bus tour offered to our Inbound students.
6. All clothing, gifts and unusual expenses are to be covered by a revolving fund, initially not less than \$500, which is to be replenished before the fund falls below \$100. This may be supplemented or replaced by a Visa or Master Card in the students Name.

C. The Host Family pays for:

1. Room and food for the student.
2. Sack lunches taken to school. (Remember if the student buys lunch it come from the club monthly allowance. The student can save money by you packing a lunch.)
3. Host families are not expected to be a lending agency to keep the student in funds, clothes, travel or routine expenses that arise when the student is short of money. That is up to the parents of the student exclusively.
4. We figure it is enough that the host family has agreed to keep this hungry animal supplied with milk, fruit and Fritos. We don't expect much more from them financially Really!!!!

IV. BEING A HOST FAMILY

Hosting a youth from another country brings both added trials and added joys to the family. You are dealing with human teenagers, and believe it or not, teenagers are much alike no matter what their home country may be. However, if you treat your exchange student as if he/she was as much a member of your family as if born into it, if you open your hearts to this person as well as your home, and if you follow the steps we suggest to you here, you and your student will have a good and memorable time. More than that, you may very well have made a lifelong friend.

A. Living Space Needs for an Exchange Student:

1. All exchange students need a bed of their own, and a space where they can study without excessive interruption. A separate room for the student is desirable at times, but is certainly not required. The reason for the separate room is that when the students are feeling blue and homesick, they really want to be off by themselves for a while, until the feeling is worked out. On the other hand, many students relish the idea of being with a host sister or brother and of getting to know that person better. This could be due to wanting a situation similar to home or possibly that this is a great opportunity to experience something new and different.
2. Once you have established a place for your student's personal possessions, make your family aware that this space is private to the student and should not be gone through without the student's permission. All children and some adults are curious as to what a student brings with them. Remember that you wouldn't like people going through your things and the student does have a right to privacy the same as everyone else in the family. If you suspect they have something out of the ordinary, contact the District Youth Exchange Chairman and let them handle it.

B. In the Beginning

1. Get to Know Your Student Early:
 - a. As soon as you know you are going to be a Host Family for an exchange student, it is time to start getting acquainted. Assuming that your student hasn't left home yet, your best bet is to e-mail or write the student, telling about you and their new family, your town, your home, the school, what clothing will be needed, and other items that might interest your student. In fact, anything that will get the student familiar with the coming exchange experience. You can also send photos to make the communication more personal. If your student is already here, make time to meet with the student, bringing him/her into your home to get familiar with you as a family and with the surroundings he/she will have when living with you.
 - b. Let your student know when the move to your home will take place as early as possible. Being an exchange student is unsettling at best, and the more things that are known and sure, the easier it is for the student to feel secure, to open up and to be themselves.

2. When the Student Arrives:

- a. It is required that the first family meets your student at the airport on arrival. If you have been doing your job of getting to know your student, your presence at the airport is a confirmation that you really want to have the student become part of your family while here. This holds true even if you are family number four, and won't be hosting for another nine months. If you are the second or third family you should plan to meet your student as soon as possible and get acquainted. This could be by way of a party for the student and all host families, by a dinner, an evening or day all to your own, but get to know the student. Whatever you do, make sure you do it as soon as possible, and that you do not delay any longer than absolutely necessary.
- b. The District Chairman will send the student your phone number and e-mail address, the District Chairman's number and Club Counselor's e-mail address and number in case they arrive ahead of time or are late in arriving. Also, let the student know that there are Rotarians at Newark International Airport, if they should need help.
- c. No matter what, each student is to be met at the airport on arrival by SOMEONE, if not the first host family, then the District Chairman or another host family or the Rotary Counselor or the President of the Rotary Club. The more the merrier, but in any event there must be at least one person. Not only does Rotary require that each student be met at the airport on arrival, but think how you would feel if you arrived in a foreign country where everyone spoke a foreign language, and where you were expecting to be met and no one showed up but you. Exchange students can have a really bad year or start to a year if they are abandoned on arrival. Also, take the time to call the airline to confirm that flight number really is coming in that day and double check the time of arrival. With the airlines today, a flight could be canceled at the last minute and the student may not know how to contact you from the airport in his country.
- d. Have your student's name printed on a large enough piece of paper or cardboard and hold it up so they can see it as they come through the custom doors or the gate if they went through customs and immigration at another airport. Hundreds of people are coming through those doors at the same time and remember that it has been one year since the student put their pictures on their application, so they have changed. Look for their Youth Exchange jacket. Most students will have one.
- e. When you have met your student, it is time to let the parents of the student know that he/she got here. As soon as you get home, let your student call his/her parents to reassure them that all is well. It would not be necessary for you to pay, and the notice could either be made collect to the parents, or you could ask to be reimbursed by the student when you are billed. Most hosting families let the student call home without expecting repayment for this one time. Just make sure that the parents are not left worrying about their youngster any longer than they already have to.

3. When It's Time for a Change:

Your student will have settled in well with your family (especially if you are the first family), so they won't want to move on to a stranger's house. You must encourage them to get acquainted with the new family several times before the move. Encourage them to have dinner at the new home a few times.

If you are not the first family, you have the honor of bringing your student to your home from the prior one. Make the arrangements well in advance, so that the current family and the student know what day and what time you will be there and will be able to have every-thing packed and ready to go. Don't be in a rush to get in and out. You may have to deal with some tearful moments as the time comes to depart, and this could delay you. Don't feel that tears are resulting from negative feelings about you personally. It's just that the toughest thing an exchange student has to do while overseas is to change families, giving up the known and leaving for the unknown. When it is your turn to say good-bye as the student moves on or goes home, the tears will likely flow once more, and like Tin Woodsman of the Wizard of Oz, you will know you have a heart, for it will be breaking.

C. Getting the Student Started in Your Family:

1. Explain your family. Exchange students are extremely poor at being able to know what to do to fit into a family just by observing the family members going about their daily activities. Some students have a Host Family Checklist you can review together. Therefore, it is necessary for each Host Family to have a family conference with the student almost immediately upon the student's arrival in that family. It doesn't matter whether your family is the first one or the last one. Your family will do things differently from the way things were at home and from the way any other host family does things. In the family conference you talk about the precise way your family does things.

Examples:

- a. What is the bathroom order in the morning? Who goes before who, and how long is anyone allowed to monopolize it?
- b. Are the towels to be re-used? If so, for how long?
- c. Can you use guest towels when washing your hands?
- d. Should the bedroom always be presentable? Is the bed to be made daily? How long between sheet changes? Any special requirements about making or changing beds?
- e. Are there any kitchen chores to perform? What chores, when, how, and how often?
- f. How about outside chores?
- g. What does the family consider privileges that could be taken away if violated? Like not coming home for dinner without notice?

- h. If your family will take disciplinary measures, what will they be, and why would they be imposed?
- i. What is curfew, when is it, and can the time be modified under special circumstances? How?
- j. What will the telephone rules be for your exchange student? Will you require notice before making local calls? Who will pay for any long distance calls your student makes? Are there any restrictions regarding the use of the telephone other than these?
- k. Even more important what are the rules for computer use. How long can they use the family computer? When can they use it. If they bring their own laptop how do they get on line. Do you have a means for them to connect to your system? They will probably have their own e-mail address that they can access in this country.
- l. There are many, many other items which could be suggested, but the purpose of this list is to get you to think about how your family runs, so you can communicate to your student your own wants, rules, etc..

2. Getting the Student Acquainted with the House:

- a. The student will probably be extremely tired upon arrival, so show him/her the layout of the house, where their room is, and where the bathroom is. Show them how to flush the toilet (it's different in every country). Demonstrate the fixtures, so even if they can't speak English, they will understand.
- b. Show the student how to turn on the shower and faucets and which one is hot and cold. Also, demonstrate how to put the shower curtain inside the tub.

3. One the Second Day

The first Host Family (at least) gets the honor of holding yet another conference with the student. The mother/daughter or father/son conference may be necessary. The purpose of this conference is to be sure that the student is properly prepared to face life in the United States without trials and traumas. These conferences may be handled tactfully as a desire to make sure that the student is properly versed about life in the United States. Say that you are going to review things about the way life is in the United States to make sure there are no misunderstandings, even though life here may be exactly like it is at home.

4. The Father/Son Conference:

Some of the things that may need to be talked about in the father/son conference are:

- a. Frequency of bathing and use of deodorants.
- b. Frequency of shaving.
- c. Haircuts and hair care.

- d. Appropriate dress for various occasions. Include that at least some clothing is worn around the house, since this topic has come up surprisingly often with regard to exchange students here.
- e. The social equality of men and women, boys and girls. What this means in the way men treat women in this country and that being "Macho" in the manner of the Latin countries isn't the way we do it. Let them know that the women have as much authority to tell them what to do, in the way that they will be assigning chores or correcting them.
- f. Supporting the Rotary rules against love affairs and/or sexual relations.

5. The Mother/Daughter Conference:

In addition to the female version of the above in may be necessary to include:

- a. Proper use of cosmetics. Some of these students may not have used cosmetics before in their entire life.
- b. Feminine hygiene. Tell them the correct disposal of the products that they will be using.
- c. The dating system in the United States, how it works, and how to be successful in it, remembering that single dating is not allowed by Rotary.

At no time do you or your club make a decision to send your student home because of homesickness or other problems. **The District Youth Exchange Committee in conjunction with the District Governor can only make this decision.** If there is a problem that you cannot keep the student in your home, arrangements will be made by the Committee to pick up the student and take care of them until the problem can be resolved.

D. What You Will Have to Keep Safe:

1. Students arrive with certain valuables that need to be cared for during their time with you. Sometimes these valuables are cared for by one of the Rotary Club members, but more often, these are left to the Host Families.
 - a. The student should arrive with a shot record, which must get to the school or the student will not be allowed to attend. If this document is missing, the student will be required to go to the School Nurse and receive all necessary shots to remain in school.
 - b. All students are required to have a **round-trip airline ticket** before leaving home, so they have their return ticket on arrival. Since airline tickets are negotiable documents, as well as valuable ones, they need to be kept in a safe place, but accessible until time to go home. Often this place is the CURRENT family's safe deposit box. Just make sure that if you are the hosts, you have immediate access to all of the student's valuables in the event there is an emergency that requires the student to go home immediately.
 - c. The student's **Passport, Visa and DS-2019** is the next valuable. It is only needed if the student is going to leave the United States, so it should be tucked away in a safe place, with the airline ticket. The student should carry a copy when they leave New Jersey. If the student is leaving the U.S. and is coming back the RO or ARO must sign the DS-2019.
 - d. The student's revolving fund of cash or travelers checks should be put in a bank, preferably a savings account, rather than being carried on his/her person throughout the year and maybe getting lost. Since this fund is for emergency use or for major expenses, there is no need or desire to be able to have a checking account. Rather, the funds should be in an interest bearing account. You will probably need to have a second signature on the account in order to have the taxpayer's number required to open any such account. Also, many times the student is not accustomed to managing money or budgeting funds, so a dual signature account may be the best. We have had students who have spent all of their money in one big splurge on clothes, a stereo or what have you, and it has been difficult to explain to an irate parent how we could have been so neglectful as to let that happen.
 - e. While we hope you never need it, the **student's Accident and Sickness Insurance Policy** needs to be safeguarded also. The student should carry their insurance card with them. If you keep this document with the other papers of the student, at least you will know where it is when you need it. As host parents, you are authorized by a Parental Release in the student's application to act as the student's guardian in the event emergency medical treatment, or even an operation is required. If you wish a copy of the Release, you can obtain one from the student's Rotary Counselor or from the District Youth Exchange Chairman.

E. Eliminating Segregation - Exchange Student Style:

1. Yes, believe it or not, there is such a thing as exchange student segregation, even in their host families. The segregated student is the one who is treated like a guest, or just as bad, like a family servant. We need to find a way to achieve total integration, so what should we do?
 - a. First, it is often easy to treat your exchange student as if he/she was merely your guest. Think what being a guest means. Guests are pretty much put on a pedestal and have things done for them in a manner to make their life most pleasant while they are being hosted. You don't ask guests to take out the garbage, nor shovel out the horse stalls. An exchange student really wants to be included. If that means shoveling manure in the barn, caring for animals, or pulling weeds in the garden, so be it. Doing their fair share of the family chores is what they want, even though there may be some grumbling about the meaner tasks. The student who is not included in the family activities to the same degree that the other family members are, knows this and feels rejected.
 - b. Occasionally a student has the opposite problem, where he/she is used to do the jobs the family doesn't want to do by themselves. This could be something like being a perpetual baby-sitter, or even like being a modern Cinderella without the Fairy Godmother, the Prince and the glass slippers. As you can well imagine, the student in this situation also feels rejected by the family.
 - c. Probably the worst situation of all for an exchange student is to be "shunned". Shunning is the custom of treating a person as if he was both invisible and incapable of speech, and the shunned person is excluded from all forms of human communication. As hosts for an exchange student, it is surprisingly easy to "shun" a student who arrives with severe language difficulties by figuring that it is too much trouble to try to talk to the student more than saying "Good Morning" or "It's time for dinner".
 - d. After all these negative concepts, what does the family do to be totally integrated? Basically, the student should be made as much a part of the family, as if born into it. Some of the techniques should be obvious from the examples given:
 - 1) There should be equality of status within the family to a degree equal to that of all other family members. No more and no less.
 - 2) The student should share in the LOVE of the family just like all others in the family.
 - 3) The student should follow the same, or similar rules that other children in the family have to follow.
 - 4) The student should have the benefit of lots of communication with all of the other family members. If you should happen to have a student weak in English, or one who is basically shy or introverted, it is time to MAKE the conversation take place. Talk about the student's day in school. Talk about life in the student's home country and family. Talk about what the student likes and

dislikes, be it biology or brussel sprouts. Just talk and talk some more. Your student learns by talking and can be brought out by talking, so it is well worth the extra effort it may take to establish free and frequent communication with your new son or daughter.

- 5) The special events in the life of your student should be celebrated by the family as much as if he/she was always a part of it. These events include birthdays, Christmas, graduation, and even other National holidays, such the "Name Day" and Saint Lucia Day celebrated by the Scandinavians. Find out which days are important to your student. You will learn something about life in a foreign country and have a good time doing so.

F. The Family and School:

1. Before the School Bell Rings:

- a. The first family will need to do some preparations for school in advance of the arrival of the student. You should contact the school counselor for your student and arrange for a block of time when it would be possible to have the student there to review current academic standing and to plan an optional series of classes for the student. If you anticipate any language difficulties, you should also arrange to have someone who speaks the language there as an interpreter. If this is a Spanish or Portuguese speaking student, you might be able to use the Spanish teacher in the school. If another language, you might have to search the community for someone who is at least partially fluent in the language and ask if they can be of help to you.
- b. If at all possible, try to set the counseling session for a time when the counselor can spend an hour or so getting to know the student so the best possible courses can be set up. It has been our experience that most exchange students will come from academic situations ahead of the equivalent grade studies in the United States. It is often difficult to challenge these students enough to hold their interest. Nevertheless, it is necessary to do this or the student will become bored and will probably become a problem for the school and the host families. Classes that we encourage most students to take include English, United States History and Public Speaking. For most students, you might also include studies in mathematics and the sciences as well. To fill out a good program for the student, you should consider students' personal interest, such as art, music, typing, computers or sports and try to satisfy these interests as much as possible. Most schools overseas don't have all these programs and your student will find them to be fun and different from the way things are at home. Further, these auxiliary programs are most often the best way for your student to get acquainted with other students and a fast way to gain friends and remain active.
- c. Remember to take the Certificate of Immunization Status form to the school at this time and turn it in. Don't wait until you get a letter from the school that tells you your student will be tossed out of school next Friday unless the form is in and shows that all shots are current. If you take it with you in the beginning, you will know right away if there are deficiencies which will require additional shots, and you will be

able to get them out of the way before the "Doomsday Letter" comes.

- d. Our High School system is almost universally unlike anything the exchange students will have encountered in their school at home. We seem to be unique in having the teachers stay put and the students roam from class to class. Almost everywhere else, this is done the other way around.

To get your student prepared for this new and different procedure, we suggest that you have a walk through set up after class assignments with a host sister/brother or with a school Big Sister or Big Brother as the guide. This should start at the beginning of the day from the place the student will arrive on campus (bus stop or entrance gate) and go through all of the places the student will have to go. This tour should include going to and opening the locker, to each class in succession, to the restrooms and to the lunchroom or eating area. The guide might also include the location of the office and of the counseling rooms, so the student will know where to go in the event of an emergency, or where to go to discuss problems in a particular class or in class scheduling. The purpose of this walk through is to try to make the student as familiar as possible with the school and the way it is going to work before hand. We have heard many, many stories of first day confusions and problems that could have been avoided by a simple walk through and some explanations.

- e. Normally, the student will first enter school at the beginning of a school term. Students who arrive in the summer usually have anywhere from one to three weeks to get accustomed to life here and to be prepared for school. Some winter arriving students also have a week or two to get prepared for school. If your student arrives after classes have started, try to set up a schedule leading to the start of school that neither rushes the student into school nor delays too long before classes begin. The first days in the United States, the student will be getting over Jet Lag and often a long, long flight from home. Your student may very well have spent more than 40-50 hours without sleep and traveling before getting to you, and may very well be exhausted on arrival. Many will sleep through the next day, arising to see what they have gotten themselves into. If you allow a day or two to adjust to your family and this new life, your student will be better prepared to deal with school. This is the best time to have the counseling session set up, after a couple of days with the family. Once you are through the meeting with the counselor, and the student has had the walk through, it is time to start classes and get your student into the full life for which he/she came in the first place.
- f. The first day of school will be a major event in the life of your exchange student. All students find it exciting, but a good number of them are practically devastated by the discovery that their English, as they have learned it, is not going to get them through. Even students who think they know English well find themselves unable to keep up with their teachers and their classmates talking fast and using slang words they have never heard before. Many times, this day is a blur of language because once an exchange student falls behind the current words, due to translating back and forth, a mental freeze occurs and the mind goes blank. More than one student has come home from the first day in school and asked to call home to see if it would be

possible to get out of this horror.

- g. There are things that you, as host parents, can do to help. You can talk about the first day sympathetically and discuss the classes and what might be going on in each one. This will help you find out how much your student really picked up. If there is enough difficulty in language that your student doesn't even know what happened, look for other ways to help him/her get through. One approach is to have the student take a cassette recorder to class and record the session for later review at home. Another is to talk to the teacher and find out what the class is doing, so that you can go over the material at home. This home review is really good for you and the student, as it helps the student understand school, it helps you know where your student needs help, and it is a bond of communication established where the student knows that there is caring and help at home. Last, but not least, the practice in English will allow your student to make much greater progress in the language than would be possible just at school, where often things happen too swiftly to be understood.
- h. Unless your student is quite late in arriving, there is an event in the District program, which occurs just after the opening day jitters. Any problems they have, others have also, and they get the reinforcement from the others, that lets them know they can succeed as well as anyone. For the January arrivals, we have an Orientation meeting towards the last part of January or early February to accomplish the same purposes. The August/September arrivals have their orientation in September. At these meetings, the students have a chance to learn the rules and regulations of the program, and how to fit them into life while they are here. They will also meet students that have already been here for a few months that will give them advise on how they got through the first months.

3. Monitoring School Performance:

- a. Schools here place lesser demands for performance and achievement than at home, except where the language is a barrier to understanding. In addition, some of the students will have graduated from high school before coming here. Therefore, it can be easy for a student to become bored with school and then become a mental or even a physical dropout. If that happens, and if it becomes a habit before it is detected, you may expect to have problems with your student. They will probably wind up going home early. Your best bet is to see that your student follows the school requirements and programs by attending all classes faithfully, and achieving all that is possible scholastically. You do this by keeping in touch.
- b. Talk to your student's teachers shortly after school has begun to see how your student is doing in each class, and to learn whether there are any problems that need to be dealt with. Make sure each teacher is aware that there is an exchange student in the class, and that the teacher is willing to undertake the extra effort that may be required. If the teacher would rather ignore the fact that there is an exchange student in class, it might be better to have the student moved to another class where the teacher is more willing to expend the extra effort. Not that all students require more effort in all of their classes, but some students do in at least some of their classes. American History is one good example of a class where teacher cooperation is needed in order to achieve success, because exchange students

have neither the background expected of the United States students, nor the vocabulary necessary to really understand the texts. Having once made contact with the teachers, continue to follow up occasionally to make sure the student is doing well in class and that attendance is all you expect it to be.

- c. A school open house is another good time to see how things are going for your student. Visit with the teachers and the counselors and administrator and make sure you really know how things are going in school. If you have any doubts about any classes or a specific class, request a special grade report from the school. They will have the teachers issue interim grades and attendance information as of that time, and will send you their report. In a few instances where there has been some difficulty with school, the student's parents have had weekly reports from the school until the problems have been resolved. And, believe it or not, both you and the teachers involved will appreciate knowing that each other cares and is working on any problems.
- d. If you should be so unfortunate as to receive an attendance or scholastic deficiency notice from the school, don't hesitate, but act immediately. Talk to your student, to the student's Rotary Counselor and the District Chairman, if necessary, but get to the bottom of the problem and see that it is resolved. This can be a warning that the student is getting into additional problems as well, and only by prompt action may you be able to save this exchange, and probably the future of the Exchange program in your community for the next several years.

When you get grade reports, review them carefully, congratulate your student for the successes, and counsel with your student where improvement is needed. Take careful note of any stated absences and make sure they fit your own knowledge of attendance. Then, share the grade report with your student's counselor so that he may know how things are going, and **SUBMIT THE GRADE REPORT OR A COPY OF IT TO THE DISTRICT YOUTH EXCHANGE CHAIRMAN FOR THE OFFICIAL RECORDS.** This is a requirement of the program, and we will appreciate your cooperation in seeing that the grade reports come in on time.

4. Is School Really Important?

- a. Yes, it is. Because this is a school exchange, and because the student is expected to benefit to the maximum possible extent from the school experience, those things that interfere with school must be minimized. Nevertheless, there are three Rotary District functions which will or might interfere with various school functions and which **TAKE PRECEDENCE OVER SCHOOL EVENTS AT THOSE TIMES.** Also, the local Rotary Club is encouraged to bring the students to the Club meetings as often as possible. This get the students familiar with what Rotary is and what they, as Rotarians, are doing in and for the community. Since these are **ROTARY** Youth Exchange Students, we feel as much obligation to have the students informed about Rotary as about the other things taught in school.

- b. On the other hand, we do not wish to have the student off traveling, just for the sake of travel, during school time. Please defer those travel plans to the weekends and to the vacations that occur during the year, rather than pulling your student out of school to go to Disney World, as an example. Missing a day or two would not cause a crisis, but you should avoid trips that would require the student to miss a week or more of school, unless you have **the permission of the District Youth Exchange Chairman.**
- c. Basically, use your common sense about schooling achievement and school attendance. Usually, if you would be happy with a situation if this were your own child, you are dealing with it properly. If you have doubts or are definitely dissatisfied, it's time to consult your Rotary Counselor and/or the District Youth Exchange Chairman to see what action might be taken to make the situation better.

5. Monitoring Students Friends:

- a. The hosting family should meet the student's friends that they make at school and screen them from the beginning. If you have any doubts about the character of their friends, check with the Principal of the school. The Principal usually knows the "bad apples" and is in a position to direct the student to the right group. If there is an Interact club in the school, encourage your student to join them. This is also a Rotary program involving teenage High School students. Also, the school might have an exchange student that has just returned from a year abroad and would be willing to help get your student established in school.
- b. If you make your wishes known to the Principal before your student arrives, he can set the stage of friends.

V. DISTRICT 7470 RULES FOR EXCHANGE STUDENTS

BE AWARE THAT EACH STUDENT HAS SIGNED A CONTRACT TO ABIDE BY THESE RULES BEFORE THEY CAME TO THE UNITED STATES

(See copy of rule attached Appendix I)

A. Attend all District Meetings. The students are required to be at each of the following meetings, unless there is a serious health problem (Absence is approved only by the District Youth Exchange Chairman.). Since we do not excuse the students from attending ANY of these meetings, no matter what conflicts might arise, they should not be allowed to have any expectations to the contrary. The required meetings are listed below with the exact dates on the list of meeting supplied to you and the students:

1. September Orientation Meeting.
2. Pocono Weekend
3. Foundation Dinner.
4. District Assembly
5. Nutley Weekend
6. "Walk for the World"
7. Madison Weekend
8. District 7470 Conference
9. Denville Country Western overnight
10. UN Day

B. School Requirements:

1. Attend Classes regularly each school day.
2. Do all assigned work for each class.
3. Do as well as they can scholastically. We do not tolerate substandard school performance by ANY exchange student.
4. Get into school activities, because that is where the action is. Get into whatever it is that they do best or would like to do. That includes sports, art, music and plays.

C. District 7470 Commandments: The 4 "D's"(These will lead to being sent home after a district hearing.)

1. **No Driving!!** This means no autos, boats, airplanes, dune buggies, motorcycles, or a power lawnmower.
2. **No Drinking** of alcoholic beverages. No matter what life was like at home, Rotary International does not allow it. If the family has a "glass of wine" for dinner and wishes to include the student, it would be permissible, only if this was a home custom of the student. We would also request that the family makes sure that their student really knows the difference between a "little wine" for dinner with the family and indiscriminate drinking when out in public or at a party.
3. **No Drugs**, other than prescription medicines from a doctor.
4. **No Single or Steady Dating.** They may double date or may go out with a group, but they should mix it up as much as possible. The success of the Youth Exchange Program depends upon the students sharing themselves with as many others as possible, not just linking up with one other person during the year.
5. Avoid **love/sex relationships**.

6. No travel alone without permission of the Youth Exchange Chairman of the District. They may travel with their host family, with Rotarians, church and school groups, and with others that their family approves of; but never out of their host community alone, without explicit permission. Independent travel outside the host community is prohibited, except when there is a valid reason for the travel and the approval of the Youth Exchange Chairman has been obtained. The reason for the first restriction is that this is a school exchange, not a travel exchange, and school takes priority. The reasons for requiring Youth Exchange Chairman approval is to make sure of the safety of the student, and to be certain that the student's parents and hosts all agree that the travel is something the student should be doing. New York City is off limits to all exchange students unless accompanied by the host family or an adult who is aware of the dangers of this big city. Whenever the student leaves the state for any reason the Youth Exchange Chairman **MUST** be notified in writing. (Fax or E-mail will do for one-day trips.) Also the Jersey shore is off limits for exchange students (the same as New York) **Especially after the prom or graduation.**

7. Students must **obey all laws**. Being an exchange student does not exempt them from all the consequences of illegal acts. They **CAN** be arrested and they **CAN** go to jail.

D. Write or e-mail home at least once a week. Their family will be missing them, and hearing from them can keep the family's phone bill down to an acceptable level during their time here.

E. Submit the 'STUDENT ACTIVITY REPORT' to the District Youth Exchange Chairman of their home District as required.

F. What if the Student's Family wants to visit?

1. If the family wishes to visit the student at some time during the exchange year, they will be' in the position of swapping places with the host family, and they will be the guests while the host family will be the family. Therefore, the student's family will need to give prior notice of the intended visit to the host, plus to the **District Youth Exchange Chairman**, so that all will know of the family's plans. The host family is not responsible to house the student's parents, if they wish the may. The rules for these visits are that the student may NOT go outside District 7470 with just their parents, except when all are traveling as the guests of the host family itself unless there is **prior approval** of the **District Youth Exchange Chairman**. In no event will the student be permitted to withdraw from school for **an extended period to travel or even just visit with his/her family** due to the school rules regarding attendance. An occasional day off from school might be arranged with the school and, if so, would be permitted.
2. The very best time of the year to have the parents visit is at the end when the students can be released to the family to go wherever they wish. Just be sure that the family respects the release date for their student, which is the last day printed on the student's Visa. We will not release the student to the parents' care until that date, except in writing.

G. Visiting relatives in the United States or Canada:

1. We would like to discourage this as much as possible, since in many cases it involves the student traveling on their own. The students and their parents don't realize the cost and the extent of procedures involved to get transportation to isolated areas. It would be great to see Aunt Nellie and Uncle Louie for the first time, but if they want to meet the student, they should plan to visit sometime during the student's year. They could stay at a local hotel and invite the student to join them. In these cases, it is not the responsibility of the host family to have to entertain relatives or put them up during their stay.
2. A student wanting to visit Canada can causes a lot of problems for the whole District, as well as the hosting family. Visas have to be applied for if the student is from certain countries and picked up in New York City and in many cases, U. S. Immigration will not permit people from certain countries to re-enter the United States. Check the following Web site to see if the student needs a Visa to enter Canada <http://www.dfait-maeci.gc.ca/dfait/missions/buffalo/index2.html> . If the student is going to leave the country for any reason the US State Department Responsible Officer or Assistant Responsible Officer must sign the bottom of the of the DS-2019, which should be with their passport. For 2005-06 that is Ted Krisanda or Bill Caldwell.

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

-Rotary International Code of Conduct for Working with Youth –

EXCHANGE STUDENT PROTECTION POLICY

Each year, the Rotary International Youth Exchange Program sends some 3,000 young people all over the world for a year-long exchange, and many more for short-term exchanges. This program promotes peace and understanding by getting to know people from other countries and cultures, and at the same time helps the young people learn about the world and about themselves.

District 7470 has put together this policy in order to protect our Youth Exchange Students to the best of our abilities. This policy covers the duty of care with regards to abuse, in all aspects of the exchange program. In addition to protecting our students, it also protects Rotarians and Rotary Clubs from being negligent, and promotes the Rotary Youth Exchange Program as a caring and responsible program.

District 7470 Youth Exchange Program, Inc. has appointed an Exchange Student Protection Officer who is the point of contact for Youth Exchange officers, parents, host parents and exchange students, and for organizations such as Social Services, police or other local authorities concerning abuse. His/her principal task is to help a vulnerable young person get the support and protection he/she needs and deserves, and to act as a link to the professional caring agencies.

District 7470 Youth Exchange Committee requires that all committee members, program volunteers, host parents, and any other adults who work with the Youth Exchange students complete and sign the Youth Exchange Officers' Declaration or Host Parent Declaration. This form clearly states that there is no reason why the person signing should not be involved with young people, that the person has no criminal action against him/her, and that District 7470 has permission to investigate the person signing by means of background checks.

The Youth Exchange Committee will provide a copy of this policy, the District 7470 Youth Exchange Student Protection Policy Mission Statement, and the Guidelines for Safeguarding the Welfare of Youth Exchange Students to the schools, host families, and other interested parties.

To be included with each
distribution of policy package

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EXCHANGE STUDENT PROTECTION OFFICER

District 7470 will appoint an Exchange Student Protection Officer to act as a point of contact for Youth Exchange Officers, parents, host parents and exchange students, and for organizations such as Social Services, police and other local authorities concerning abuse.

The principal task of the Exchange Student Protection Officer is to help a vulnerable child get the support and protection he/she needs and deserves, and to act as a link to the professional caring agencies. The Protection Officer's name and contact information should be given to all Youth Exchange officers, including Host Club Chairpersons, Host Club Counselors, all exchange students, host families and school authorities.

If a complaint about abuse is made by an exchange student or an adult involved in the District 7470 Youth Exchange program, or any adult concerning a District 7470 Youth Exchange student, the Exchange Student Protection Officer will inform the appropriate authorities.

For 2006-07 year the District 7470 Youth Exchange Program, Inc. is appointing District 7470's Risk Management Chairperson as that person until such time as a suitable person is found to be the Exchange Student Protection Officer only. This position should be a person who is a mandatory reporter by New Jersey State regulations.

District 7470 Youth Exchange Program Exchange Student Protection Policy Information for the Host Family

District 7470 thanks you for hosting our Youth Exchange Student. We want you to have a rewarding experience, and wish to provide you with all the help we can give.

As explained in the first page, we have put in place a youth protection policy designed to help everyone involved in the program to assure the safety of the student. We are including here some information just for you, as host family.

The District 7470 Youth Exchange Student Protection Policy Mission Statement explains our commitment to the safety of the student.

We are providing a Flow Chart for District 7470 Support System, so that you and your exchange student know who to contact for help, and how to reach him/her.

The Guidelines for Safeguarding the Welfare of Youth Exchange Students provides information about different kinds of abuse, what to look for and what to do.

WHAT TO DO IF AN EXCHANGE STUDENT TELLS YOU ABOUT ABUSE

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the exchange student feels safe and knows that he/she is not to blame for inappropriate behavior by another person.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the student said and the date and time of your conversation.
- Contact the Host Rotary Club Counselor immediately.
- Don't worry that you may be making things worse by reporting your concerns. Few things are worse than allowing child abuse to continue.

With all of us working together, we can keep our exchange student safe and make this a meaningful and happy exchange experience for all of us.

Appendices to be Attached:
Exchange Student Protection Policy
District 7470 Youth Exchange Student Protection Mission Statement
Guidelines for Safeguarding the Welfare of Youth Exchange Students
Exchange Student Protection Code
Information for Inbound Exchange Student
Host Family Handbook

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YOUTH EXCHANGE STUDENT PROTECTION POLICY MISSION STATEMENT

Rotary International District 7470 Youth Exchange Program is committed to creating and maintaining the safest possible environment for all our Youth Exchange Students, both inbound and outbound.

We do this by:

Recognizing that all young people have the right to freedom from abuse.

Ensuring that all our staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.

Responding swiftly and appropriately to all suspicions or allegations of abuse, and by providing adults and young people with the opportunity to voice any concern they may have.

Rotary District 7470 Risk Management Chairperson will act as the Exchange Student Protection Officer for 2005-06. This person will act as the main point of contact for parents, children, host families and outside agencies

Ensuring that access to confidential information is restricted.

Reviewing the effectiveness of our Exchange Student Protection Policy and activities periodically.

Our Exchange Student Protection Officer and Risk Management Chairperson is:

Name Theodore J. Krisanda, PDG

Address 5 Hancock Drive, Morristown, NJ 07960

Telephone Numbers

Home 973-644-9884

FAX 973-898-6534

Cell 973-452-7305

GUIDELINES FOR SAFEGUARDING THE WELFARE OF YOUTH EXCHANGE STUDENTS

FORMS OF ABUSE

Sexual Abuse

Either boys or girls can be considered to be sexually abused if exposed to:

- sexual intercourse, masturbation, oral sex or fondling
- the viewing of pornographic books or videos
- taking part in the making of videos or pornographic photos.

What to look for:

- pain, itching, bruising or bleeding in genital area
 - stomach pains
 - discomfort when walking
 - unexplained sources of money
 - inappropriate drawings, language or behavior
 - aggressive or withdrawn behavior or fear of a particular person
 - reluctance to discuss changes in behavior or attitude
-

Physical abuse

Physical abuse may involve hitting, shaking, squeezing, biting or burning. In certain situations, abuse may occur when the nature and intensity of training exceeds the capacity of the young person's body.

What to look for:

- unexplained or untreated injuries
 - injuries on unlikely parts of the body
 - cigarette burns, bite or belt marks, scalds
 - fear of host parents being contacted, going home or receiving medical advice
 - flinching when touched
 - reluctance to discuss injuries
 - covering arms or legs
-

Neglect

Where adults

- fail to meet a young person's basic physical needs, e.g. food, warmth and clothing
- constantly leave a young person alone or unsupervised

- fail or refuse to give a young person love, appropriate affection or attention

Neglect may also occur during organized activities if young people are placed in an unsafe environment, are exposed to extreme weather conditions or are at risk of being injured.

What to look for:

- poor personal hygiene
 - constantly hungry
 - inappropriate clothing or dress
 - constantly tired
 - lonely, no friends
 - noticeable loss of weight
 - disheveled appearance
-

Emotional abuse

This form of abuse includes:

- persistent lack of love or affection
- frequent shouting
- taunting
- over-protection which can lead to poor social skills

Emotional abuse may include situations where host parents, coaches or organizers subject young people to criticism, bullying or unrealistic pressure to perform to high expectations.

What to look for:

- over-reaction to mistakes
 - sudden speech disorders
 - extremes of emotions
 - self-mutilation
 - sudden weight loss or gain
-

WHAT TO DO IF AN EXCHANGE STUDENT TELLS YOU ABOUT ABUSE

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the exchange student feels safe and knows that he/she is not to blame for inappropriate behavior by others.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the student said and the date and time of your conversation.
- Contact the District 7470 Exchange Student Protection Officer immediately.
- Don't worry that you may be making things worse by reporting your concerns. Few things are worse than allowing child abuse to continue.

EXCHANGE STUDENT PROTECTION CODE FOR YOUTH EXCHANGE OFFICERS AND OTHER VOLUNTEERS

Do:

- treat all young people with respect and be aware of their reactions to your tone of voice and manner
- remember that it is okay to touch young people in a way that is not intrusive or disturbing to him/her or to observers.
- make sure that any allegations are recorded and acted upon, according to District 7470 Youth Protection Policy.

Do Not:

- engage in rough physical games including horseplay
- use physical force in any way, especially as a form of punishment
- touch a young person in an intrusive or sexual manner
- make sexually suggestive comments to a young person, even as a joke

Try to Avoid:

- spending too much time alone with a youth exchange student. Such situations may lead to misunderstandings.

EXCHANGE STUDENT PROTECTION CODE

DO:

- treat all young people with respect and be aware of their reactions to your tone of voice and manner
- remember that it is okay to touch young people in a way that is not intrusive or disturbing to him/her or to observers.
- make sure that any allegations or suspicions are recorded and acted upon.

DO NOT:

- engage in rough physical games including horseplay
- use physical force in any way, especially as a form of punishment
- touch a child in an intrusive or sexual manner
- make sexually suggestive comments to a student, even as a joke
- spend too much time alone with an exchange student. Such situations may lead to misunderstanding.

District 7470 Youth Exchange Program Exchange Student Protection Policy Information for the Inbound Exchange Student

Your safety is the first priority of all of us involved in the District 7470 Youth Exchange Program. We hope the following information will help you keep yourself safe. Please read carefully the Guidelines for Safeguarding the Welfare of Youth Exchange Students. This will help you understand some of the dangers concerning abuse, and what you can do to avoid them.

The Important Information form has important contact information, and should be carried at all times. Your Host Club Chairperson will see that you have the information and contact numbers that you need before you leave your home country. Please fill in the rest of the blanks and BE SURE to bring the form with you when you travel.

The Exchange Student's Bill of Rights should reassure you about trusting your own feelings. You know what feels right and wrong to you, and your Bill of Rights supports your right to protect yourself.

Your Personal Safety Code will help you know how to conduct yourself safely under certain circumstances.

District 7470 makes the following commitment to our Youth Exchange Students:

- We are committed to ensuring the safety of every student.
- We will take any allegations or reports of abuse of any kind seriously.
- Students should continue reporting their concerns until someone listens seriously.
- Physical force of any kind is never an appropriate form of discipline
- No student will be sent home because of an allegation of abuse, unless they wish it or their safety is in question.

In addition, please learn the Three "R's" of Youth Protection

- a. **Recognize** that anyone could be a child molester and be aware of situations that could lead to abuse.
- b. **Resist** advances made by child molesters to avoid being abused.
- c. **Report** any situation where you feel uncomfortable to host parents or other trusted adults.

You will be given a District 7470 Support System Flow Chart. This will contain all the names and contact information of Youth Exchange officers from your Host Club Counselor to the District Chairperson. They are all ready to help you if you need them.

It is also important for you to have the name and contact information for your sponsoring Rotary District Counselor, and the sponsoring Rotary District Chairperson. Send monthly reports home to these contacts so that they can know how you are doing.

Before you leave home, set up a "secret message" with your parents to be used in an extreme emergency if you feel you cannot talk freely with them.

Appendices to be Attached:

Exchange Student Policy

District 7470 Youth Exchange Student Protection Policy Mission Statement

Guidelines for Safeguarding the Welfare of Youth Exchange Students

Important Information Form

Exchange Student's Bill of Rights

Personal Safety Code

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VI. OTHER THINGS WE TELL THE STUDENTS:

A. About Families:

1. They are often more restrictive than your family at home. You may not receive as much "freedom" as you are used to in your country. Sometimes your family may be more free in letting you do as you wish, but that is much less common among United States families.
2. Chores are usually required at home. You will have certain jobs to do around the house. Sometimes every day and sometimes at regular intervals, but life in the United States is built around "chores".
3. Housekeeping assignments you may expect:
 - a. Keeping your room neat and clean.
 - b. Sharing the load with the kitchen, such as setting the table or washing the dishes after meals.
 - c. Helping to keep the outside areas of your home neat.
 - d. If there are animals, helping to care for them, no matter if they are barnyard stock or family pets.
 - e. Picking up a room to make it look neat.
 - f. Helping with your laundry.
 - g. Being useful around the house without being asked constantly.
4. Families grant "Privileges" and have "Discipline". Learn what each of these terms means with respect to each of your host families as soon as you get to that family. Knowing can keep you out of a lot of unintended trouble.
5. No "long distance" phone calls without permission of your hosts. It is our opinion, well grounded in past experiences, that there is little to be gained when an exchange student calls home or receives a call from home, except in certain circumstances. As to calling home, about the only times when it makes sense are to say that the student arrived safely, or to deal with a significant situation at home which cannot be handled by letter, such as important medical or financial problems. We also discourage calls from home, again except for occasions of great importance. From the natural family's point of view this could be because the student hasn't written home for some time (which you should have dealt with long before) or because there is a situation at home that needs a conversation. Again Phone Calls are for mostly problems of a medical nature such as an injury or death in the family. The family at home might also like to call on the student's birthday, or upon some other special occasion in the student's life that means a lot at home.

6. Families may advise you about your friends or your prospective friends. Respect their advice since they know more about the people in your area than you do.

B. About Their Appearance:

1. Try to adapt to the style of the United States look. The way they dress and look will set the pace for the type of friends they attract.

2. Learn the United States style for hair, cosmetics and personal care. It is not necessarily the same as at home.

3. Be neat and clean at school and around town.

4. How to dress for Rotary events:

a. Neatness is the rule for Rotary Club meetings. *Unless told otherwise the student should wear their Youth Exchange Jacket.*

b. If you are invited to any special Club events, ask what you should wear.

c. At the District Conference and the Pocono Weekend, Youth Exchange Blazer's and ties are required for boys and party dresses are required for the girls at Key meal. Blazers for all students at meetings. Adults enjoy being in the company of young ladies and gentlemen.

d. Blazers will be needed for the Denville & Blirstown Weekend and the Midyear Assembly.

e. Students will be notified of any changes in dress for District 7470 events.

C. About Being a Teenager in New Jersey, USA

1. The United States usually has no special entertainment for teens. NO special discos, etc.. The wail that there is "nothing to do here" is heard from almost all US teenagers, and you are welcome to join their chorus, but that is the way it is. Accept it and find other means to keep occupied.

2. Activities are mainly through schools, churches and Rotary.

3. Making friends with American high school students is often hard to do. They are noted for their "cliques" and their unwillingness to take new students into their groups and friendships. This situation happens all the time to our own students when a family moves and the student enters a new school. It is important for the incoming exchange students to understand that this will usually exist for them also, and that there are accepted techniques to overcome the barriers and to make friends:

- a. One certain way for the exchange student to have no trouble making friends is to be the school hero. Usually this means that the student is athletically inclined and has a prominent position in one or more of the school's sports programs. While this is a great approach to making friends for one who has sports abilities, most of the exchange students need to find another way to make friends.
- b. The exchange student can make a good beginning towards having friends by using the circle of friends of a host brother or sister as a base. Not that these student will always be the ones the exchange student wishes to have for friends, but this base can many times be used for introductions to other students who can in turn become the exchange student's friends.
- c. In any event, the exchange student needs to be the prime mover in developing friendships and must be willing to go out to anyone wanted for a friend and make the effort to win them. This means finding one or more excuses to get acquainted, and then constantly being the one making the overtures of friendship until the goal is actually accomplished. Once a few such friendships are made, doors usually open up through the new friends existing relationships with other students at the school and in the community at large, and friendships are there to be made with much less effort than the original ones.

D. About Some Problems:

1. Homesickness is the most common problem of exchange student. If the student is not doing something physical or staying mentally active, homesickness can strike. Don't worry about it. Let them go to their room and cry or mope for awhile, if they must, then they need to overcome it by getting active and by getting physical. The best advice that came from South Africa is, "Cry in the Shower". Play racquet ball or tennis, do aerobics, just do SOMETHING and you will soon get over your homesickness.
2. Weight Gain is the second most common problem of exchange students. They are in a new country with a new diet, and some of it is even good. Most students go home heavier than they arrived. Tell them that the way they can control their diet is to control how much they eat, and that they need to exercise to get rid of excess calories and kilos. Also remind them that most of the US population is concerned with their weight. The biggest surprise is that one month after they return to their own country, all those extra pounds disappear without even noticing.
3. Language Difficulties:
 - a. There can be language difficulties for exchange students whether the native language is a version of English or not. Even the students from Australia and South Africa have their difficulties in at least two areas. First, they are teased for "sounding different" from their US associates. The kids at school enjoy the "foreign" sounds, and have a great time telling the exchange students how strange they are because they speak differently. The second source of astonishment and amazement for the "English speaking" exchange students is the different meanings words and phrases have here, as opposed to what they mean at home. These kids therefore have had some embarrassment over both their accents and their "misuse" of apparently common words. Still,

they can handle themselves well in English, other than for the differences we have noted here and in understanding our slang expressions, which they find to be "something else".

b. The rest of the students will have the same misunderstandings that the Australians and South Africans do, no matter how long they have studied English in school at home. And, for most of these students, these are their sole situations in our language. The rest have only a limited mastery of English when they arrive, and range from an almost total lack of English to where they can speak and understand fairly well, as long as the speed of the conversation remains at a relatively slow pace. It is the non-English to slow English speakers that we consider to have a real language problem.

c. The following are certain rules for the student weak in English, which will help in learning the language as rapidly as possible:

1) Say "Speak more slowly" or "I do not understand" if they are having trouble understanding. Tell them that if they want to be sure that they understand what is being said to them or asked they can repeat it back, "Do you mean

2) Use a bi-lingual dictionary when conversation is not working. they need to look up meanings of words heard in English and for translating into English the words or thought from their native language.

3) They should not be afraid of asking questions to ensure understanding. The more outgoing they are in demanding understanding, the more rapid will be the transition into good English in terms of thinking and dreaming as well as speaking. When translating goes by the boards, they are home free as far as language is concerned, and most students will have achieved this status within two to four months of their arrival here.

4) They should spend their time with the US students rather than the other exchange students, even if it is a lot more comfortable to be with the exchange students. It's okay for them to visit with other exchange students occasionally, but it is in spending their time with the US kids that the exchange will begin to accomplish its potential of building goodwill and understanding between our peoples.

5) If they really need more language help than can be obtained in school and at home, you need to look to enrolling them in an "English as a Second Language" class, which is available in many communities, or having a tutor, whether in or out of school, to give extra learning opportunities. The costs associated with these courses is the responsibility of the natural parents.

4. Conflict with the Host Family:

a. Into each life some rain must fall, goes the old saying. So don't feel too bad if there is something between a gentle drizzle and a hurricane that occurs when you and your exchange student either don't see eye-to-eye on issues of privileges and discipline, or when a personality conflict develops between your student and one or more family members.

- b. Usually these matters can be resolved within the family by explaining why things are as they are, and why you expect what you do from your student. If you are able to maintain your "cool" under these circumstances, you may very well be able to develop a better level of understanding with this new family member. If you are unable to solve a problem within your family, you have other resources to turn to for help. First, there is the Rotary Club Counselor who should be more than happy to help you out. That is their primary reason for existence, and since they are somewhat detached from the particular problem you are facing, they might as well be able to help. Especially if both you and your student are willing to listen and try to solve whatever it is that is giving you problems.
- c. If you do not succeed in solving your problem through the good offices of the Rotary Club Counselor, turn next to the student's District Counselor, the vicechair for Inbound Students or the District Youth Exchange Chairman in order. Explain the situation and give them the opportunity to be of help. Should the problem still exist after multi-levels of mediation, your student may have to be moved to another family or sent home, depending upon the nature of the problem and whether there is another family to host your student. No matter what might be required to fix any difficult situation, please do not just sit on a problem wishing it would go away. Such problems seldom do, and you could be faced with a far more serious problem than your original one. If you cannot solve a problem to your total satisfaction at home, look to Rotary for help. **DO NOT THREATEN THE STUDENT WITH BEING SENT HOME!** The Youth Exchange Committee and District Governor can only make this decision after hearing all the facts.

5. Religious Differences:

- a. It is quite likely that your exchange student and you will have significantly different religious backgrounds, so you will need to achieve an understanding of each other in order to avoid another outbreak of the crusades, modern day fashion. Surprisingly, this situation can hold even if you think that all of you have the same religion. For example, Catholicism varies with the language and the culture of the country. Even within a single country there may very well be differences in attendance, with some going to mass regularly and others only infrequently on special occasions. The same may hold for your exchange student, so to avoid a nasty surprise, you should talk about religion, both yours and your student's, in order to find out how you are going to get along in religious terms. Here are some things you might like to discuss:
 - 1) What your religious beliefs are.
 - 2) Whether or not you attend church, and how often you go.
 - 3) Whether or not your student would have a problem doing as you do, and going where you go. If so, try to find some way to satisfy both your desires and those of your student. If it means finding someone else to take the student to the church of his choice, fine. If it means leaving the student at home while you go to church, so be it. If the student is happy to do as you do, great!
- b. The big thing with religion is to **TRY NOT TO CHANGE ONE ANOTHER'S RELIGIOUS BELIEFS** or convert" your student into a Christian, if he happened to be a Buddhist or Moslem.

Try to use all the tolerance you should have for another's innermost beliefs and faith.

E. About Things They Should Do:

1. The student should keep a diary or journal of their daily life. Note what they do, what happens to them, what their thoughts are, what their life is like, how they are feeling about their experience, and anything else that occurs to them. When they get home, and after several years have passed, it will be a good reminder of their time here with us.

2. Get involved! Non-involvement is one of the primary triggers of homesickness. The student needs to get involved with your family, with their school mates, with friends. They need to get involved in the activities open to them in sports, in the arts, in fellowship. They don't need to be what we call a "loner" where they go to school, come home and disappear into their room until dinner, then stay by themselves as soon as dinner is over. They need to be open and outgoing, even if they have to be forced.

3. They need to make friends here, they have to try and keep on trying. If they do, they will get through the year in good shape with many friends, but they can't wait for others to come to them offering to become their friend. They need to find ways to meet them and keep those they want for friends. Keep meeting them until the student gets to know them. THE STUDENT has to be the one who makes friendships happen.

4. The student needs to really take advantage of your Rotary Club Counselor as a person with whom they can share their good times and bad times, and who can help them overcome any problems. Get to know them well, and the student's year will be easier for them. Also, remember that the student's counselor is the one who gives them their allowance, so make sure that they see them.

5. The student should write "thank you" notes to those who have done something nice for them, such as hosting the student for dinner or taking them someplace. If the student does, they will want to continue to do nice things for them, as well as for the next student who comes to your host community.

F. About Being a Rotary Exchange Student:

1. The student should meet and know the Rotarians of your host club to the degree they will let the student. The student should be attending Rotary meetings at least every month if not weekly. The student needs to talk with and get to know your host club so that when the student goes home, they will want to have another exchange student

2. The student needs to learn from their host club what Rotary is all about by asking questions, talking with the, and observing what they and their clubs do in the way of serving one another.

VII. GOING HOME

A. Making the Departure Arrangements:

1. The LAST host family is responsible for making the return travel arrangements, since they will have all of the important documents in their care (Passports, Visas, etc.). If they would like the Rotary Club Counselor to help in this matter, it is quite acceptable. Just make sure that the arrangements are made **NO LESS** than a month in advance but preferably three months as flights to some countries become fill during the peak season. The parents of your student will be anxious to know when they can expect their child and it will take time for the student to get the information through the mail to them.

B. Travel scheduling Requirements:

1. To insure that the exchange students in the Rotary program get to their hosts and back safely, Rotary requires that students travel **ONLY** on confirmed reservation status for all flights going to or from home. **STANDBY STATUS FOR ANY PART OF THE FLIGHT IS STRICTLY FORBIDDEN.** We are concerned that the students get to us and to home safely and are met at their final destination, so we insist on **CONFIRMED RESERVATIONS** for each flight along the way. This practice also protects the students in the event that there is an equipment failure or some other problem which would cause them to miss the next flight on the schedule. If that succeeding flight is booked on Standby, the airline has no obligation to see that the student is rescheduled on the next available flight and that those who will be meeting them are informed immediately about the change in arrival. In the standby situation, a student would be strictly on his own to find a way home, something that could be a disaster during the peak travel season and when the student is often virtually out of flinds.
2. **NO STUDENT IS ALLOWED TO GO TO THEIR DEPARTING MRPORT ALONE.** Unless you have a personal friend or some relation that you can count on to see that to the boarding area safely, please make sure that the travel arrangements follow this rule. Our program has had several students get into various forms of trouble trying to change airports, and the consequences in a couple of cases were quite serious. The student needs to leave from either Newark or J F Kennedy Airport. (Use the airport which their ticket lists.)

C. Notice of Departure:

1. The District 7470 Youth Exchange Chairman needs to be notified of the departure information by letter, fax, or E-mail at the time that travel is arranged and reservations made to go home, but not less than two weeks before departure, except in the event of an emergency. Specific travel itinerary for the student from the departure from the local community to the arrival at the airport in their home country is needed. In any event, **THE DISTRICT YOUTH EXCHANGE CHMRMAN IS TO BE INFORMED IN WRITING OF THE SPECIFIC TRAVEL PLANS PRIOR TO THE STUDENT'S DEPARTURE.** We do need the information for the files in the event we get questions about when or how travel was arranged to go home, and for insurance purposes. The insurance terminates when the student gets off the last airplane at home, or when the student is released from the program at the wishes of the parents, whichever

occurs first.

D. The Exchange Ends When

1. The exchange terminates normally at anytime after the release date for the student (January 1st or August 1st) and before the date that the student's Visa expires, which is usually either the 14th of January or August. Whether the student stays beyond the release date is a matter of agreement by all of the parties to the exchange; the student, the host family and the host Rotary Club. If any of these do not want to continue the exchange any further, the exchange ends. As long as all three wish to continue, there is no need for the student to depart before the final date of the Visa. However, **THE STUDENT MUST LEAVE THE UNITED STATES ON OR BEFORE THE VISA EXPIRATION DATE.**

E. Routing Requirements to Home

1. Rotary rules require that unless special permission is obtained, the student must travel from the host community to home by direct air flight without stopover. The exceptions to this rule are that the student may be released into the custody of the parents or other relatives at any location specified by the parent. This means that the parent can take charge of the student directly in the host community and either accompany the student or have the student sent to any spot on earth. It must be understood that the student's participation in the Rotary Youth Exchange Program ends at the moment the student is released to the parents, and all responsibility for the student by the hosts terminates, as does the student's Rotary insurance.
2. If it is the wish of the hosts to have their student make a stop-over on the way home to visit relatives or some city where there are friends, this may be arranged with the written approval of the student's natural parents and the Youth Exchange Chairman. Our concern is that the students are cared for throughout the trip home, and that they are not just dumped into places such as New York City where there is no one to see that all is going well. If this is approved the parent need to be made aware that we are no longer responsible and the Rotary insurance is terminated. The policy states that they are covered until they arrive home as long as they go straight home from the exchange. No matter what their Visa expires on the date listed.

VIII. THE DISTRICT YOUTH EXCHANGE COMMITTEE

We of the District 7470 Youth Exchange Committee, are here to help **YOU** have the best possible exchange experience with you student. You should feel free to consult your local Rotary Youth Exchange Counselor, or anyone on the Youth Exchange Committee when you have a problem that needs outside help; when you have an unusual situation that you are not sure how to deal with; or when you want or need advice and outside authority. Do not hesitate to call upon us and we will be at your service immediately. Our only reason for being is our belief in the Rotary Youth Exchange Program and its potential for eventual international understanding and Peace, so let us help you and your student in any way we can.

ROTARY INTERNATIONAL YOUTH EXCHANGE PROGRAM

Guidelines for INBOUND and OUTBOUND Students from District 7470

Welcome to the Youth Exchange Program. We hope that your year as a part of Rotary International Youth Exchange Program will be one of the greatest experiences of your life. To help you gain the maximum benefits and enjoyment from this program, the following guidelines have been established for all students while participating in the program.

PLEASE READ CAREFULLY

You and your parents must sign this form. Mail it to us prior to departure. If you have some questions or misunderstandings, you are requested to meet with your counselor to discuss them. Your counselor will contact you periodically during your stay in the foreign country.

RULES

1. **Airline Tickets** - You must use a round trip ticket, the return should be open, however, NO standby tickets are allowed.
2. **Insurance** - You are required to have medical insurance. A policy especially designed for this program is available. The 2002 cost for this policy starts at \$200.00. If you are an outbound you will need this plus what is required by your host country.
3. **Language** - You are in the program to learn about other countries, it's people, culture and history. For you to be a successful exchange student it is necessary for you to speak, write and read in a foreign language. If you are not fluent now, you should spend time improving your ability. You are required to try hard to learn the language of your host country.
4. **Personal Behavior** - You will become part of the host family and assume household duties that are normal for your age (even when things are not specifically requested). You must respect your host family's wishes and requests, especially at meal times, curfew hours, chores, etc. One family may be more informal or formal, and you will be expected to adjust to each family. Remember that you are an ambassador of your country, your family and Rotary. Accordingly you will be expected to maintain a high standard of behavior. You should bear in mind that the ways you conduct yourself will determine whether your Club, family or school will wish to host another student. You will be expected to always be dressed and groomed in an appropriate manner.
5. **Changing Families** - You will move when requested by your host Club.
6. **School** - You must attend school regularly and maintain passing grades. This is a high school exchange

program and not a holiday. Even if you have graduated from high school, you must attend high school each day and maintain a passing grade.

7. **Drugs** - You are not allowed to use any drugs unless prescribed by a doctor.
8. **Alcohol** - You are not allowed to use any alcohol.
9. **Dating** - You will not have any romantic relationships.
10. **Driving /Operation-** You will not be allowed to operate any motor vehicles including motorcycles, boats, planes, snowmobiles, trail bikes, riding mowers etc. In addition you are not allowed to operate any Power Tools unless supervised in school.
11. **Telephones** - We prefer that students not regularly call home. This can lead to homesickness. You will be expected to pay for any personal telephone use. Natural parents should not call on a regular basis. You will be expected to write or e-mail your family at least monthly.
12. **Smoking** - Students are expected to abide by your host family's policy. In the State of it is illegal for a person under 18 to buy cigarettes. If your application says non-smoker you must abide by that while on your exchange.
13. **Independent Travel** - You may travel with your host family, other approved Rotary families or properly approved trips arranged by schools, etc. It is not the responsibility of your Rotary Club or host family to pay for any trips. Travel alone, or with other young people is not allowed. This is a cultural exchange; the Y.E.P. Chairman must be notified in writing **in advance** for approval prior to any trip out of the state of New Jersey. If your parents wish to visit you during your stay, please limit the visit to the later part of your year and any visit should be for a brief time. Some parents arrange to visit at the end of your year. If you are meeting your parents **they** must notify the Y.E.P. Chairman in writing of your plans to travel alone.
14. **Emergency Funds** - You are asked to bring about \$500 dollars U.S. with you to be used as emergency money. The host country sets this amount. This money is to be kept in a bank account cosigned by your host family or counselor. Small day to day expenses will be covered by the allowance

given to you by your Rotary Club. Your natural parents should replenish this emergency fund when the funds fall below \$350.00. If you are coming to the U.S. we will accept a bank cash card with \$500.00 available on it instead of the money.

15. **Meetings** - You are expected to attend Rotary functions when requested.

16. **Immunization** - You are required to have your record of immunization with the necessary immunization for the country you will be visiting. The US requires month, day and year of each immunization.

17. **Laws** - The student must obey the laws of the host country. If you violate any law, you can expect no assistance from either Rotary or the government

18. **Change** - Things will be different in the foreign country than from the United States and you are expected to adjust to the customs in that country. If you are not willing to adjust to the local customs you should not be an exchange student.

19. **Computers** - Students are expected to be part of the family. If you spend more than one hour per night on the computer it is too much. You are supposed to be making friends in you host country, not spending all your time e-mailing your friends at home.

All exchange students must follow the rules of the Youth Exchange Program. Students will be sent home for rule infractions.

THE UNDERSIGNED APPLICANT _____, and the undersigned **PARENTS** or **GUARDIANS** of the applicant hereby agree that the applicant be permitted to travel to another country and live in Rotary approved homes as a participant in a Rotary Youth Exchange program for one year.

IN CONSIDERATION of the acceptance and participation of the applicant in such program, the undersigned **APPLICANT** and his or her **PARENTS** or **GUARDIANS**, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all host parents and members of their families, and all members, officers, directors, committee members and employees of the host and sponsoring Rotary clubs and districts, and of Rotary International, of and from all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any such persons or entities, which may be suffered or claimed by such applicant, parent or guardian during, or as a result of, the participation by the applicant in such Youth Exchange Program, including travel to and from the host country.

WE GIVE PERMISSION for any operation, administrative of anesthetic or blood transfusion which a medical practitioner may deem necessary or advisable for the treatment of any illness or injury suffered by applicant.

WE AGREE that the president of the host Rotary Club or the director of any tour or trip operated by any Rotary Club, district or combination of clubs or districts may sign on behalf of the applicant and his or her parents or guardians any and all medical emergency release documents for such treatments. Having read and understood the above rules, we each agree to abide by these rules and understand that any violations may result in abrupt termination of the exchange, and we further agree that the host Rotary Club and host Rotary district shall have final authority in enforcing these rules and any other rules which may be imposed with due notice.

(Signature on all copies must be original.)

Signed* _____
(Applicant)

Signed* _____ Signed* _____
(Father/Guardian) (Mother/Guardian)

In the presence of Sponsor Rotary Club Representative* _____
(Signature)

Dated this _____ Day of _____, 20 _____

Do you have neighbors or friends with secondary school-aged children? _____

Please list your hobbies and special interests: _____

Please list the hobbies and special interests of your children: _____

Organizations and clubs to which family members belong: _____

Have family members lived or traveled abroad? If so, outline which member traveled abroad, the year and where they went.

Please indicate if you have pets in your home: Cats Dogs Other(s): _____

Please indicate if you are applying to host a student for: short-term (2-6 weeks) academic year (3-4 months)

Please indicate the following: My family can receive a: Boy Girl Either

Would prefer to host a student in the: Fall Winter Spring Summer

Please indicate your feelings about a student who smokes:

Will receive smoker Prefer non-smoker, but will accept smoker Will not receive smoker

Will the student share a bedroom? Yes No If yes, with whom? _____

Indicate briefly your main reasons for wishing to participate in this type of program: _____

Please describe other hosting experiences you have had: _____

Please list three personal references (including their addresses and phone numbers):

1. Name _____ Relationship to you _____
 Address _____
 State _____ Postal Code _____
 Home telephone _____ Business telephone _____

2. Name _____ Relationship to you _____
 Address _____
 State _____ Postal Code _____
 Home telephone _____ Business telephone _____

3. Name _____ Relationship to you _____
 Address _____

How did you learn about Rotary and hosting exchange students? _____

If you have any additional comments you would like to include please use the space provided below:

Do you know of any other families that may wish to host students? If yes, please list their contact information below:

Please attach a sealed envelop, with any criminal convictions enclosed, to this application (To be reviewed by the District Risk Management Chairperson) (Not to be opened by anyone else).

If selected as a host family, do you agree to treat the student as your own son or daughter and to provide appropriate parental supervision? Yes No

(Page 1-3 should be copied and kept by host club and sent to The District Youth Exchange Chairperson. Originals of all four pages and any sealed envelopes are to be forwarded to the District Youth Exchange Chair. For use by Youth Protection Officer and Risk Management Chair and permanent secure storage.)

Host Parent Declaration

I (we) understand the nature of my (our) role and responsibilities as a host parent(s) for Rotary International District 7470 Youth Exchange program. I(We) confirm that I(we) have received a copy of the District 7470 Youth Exchange Student Protection Policy Mission Statement and the Guidelines for Safeguarding the Welfare of Youth Exchange Students and I(we) have read and understood the content.

I(We) accept my(our) responsibility to care for the District 7470 Exchange Student.

I(We) confirm that there is no reason whatsoever why I(we) should not have access, unsupervised or otherwise, to children or young people while serving as host parent for Rotary International District 7470 Youth Exchange Program, Inc. I(We) have declared all my(our) previous criminal convictions to this organization. There are no criminal convictions, civil findings or injunctions relevant to this application. I(We) grant permission to Rotary International District 7470 Youth Exchange Program, Inc. to investigate my(our) suitability as a host parent(s) by doing background checks.

Please attach a *sealed* envelop, with any criminal convictions enclosed, to this application (**To be reviewed by the District Risk Management Chairperson**) (**Not to be opened by anyone else**).

Address _____ City, State, Zip _____
Husband Form of ID _____ Wife Form of ID _____

Please sign below:

Husband's Full Name Printed _____

Husband's signature: _____ Date: _____

Husband's Date of Birth _____

Husband's SSN# _____

Wife's Full Name Printed _____

Wife's signature: _____ Date: _____

Wife's Date of Birth _____

Wife's SSN _____

Children over 18 who live at home fill in below:(if you need more space fill in below)

Child's or other person's full Name _____

Child's or other' Signature: _____ Date: _____

Child's or other person's Date of Birth: _____

Child's or other person's SSN _____

NOTE: Need above for any who lives in the home who is over 18. (Attach separate paper with same information)