

Club YEO Responsibilities

(from Mountains & Plains Rotary Youth Exchange site:

<http://mountainandplainsrye.com/officers-counselors/yeo-responsibilities>)

The Club YEO is the “Local Coordinator” of the Youth Exchange Program for purposes of the U.S. Department of State

- Must be a member of the host Rotary club, appointed to serve as the inbound student’s main contact with the Club.
- Must confirm who the host parents will be during a student’s stay and arrange the date and time of changing host families.
- Must orient the host parents & students as to their responsibilities.
- Must arrange for schooling and introduce student to the principal and teachers.
- Must look after the student emergency fund and other important papers.
- Must arrange to celebrate the student’s birthday, Christmas and other holidays.
- Must be respectful of the religious beliefs and practices of the student.
- Must introduce and integrate the student into the Host Rotary Club and ensure that student is invited as a guest to meetings and other activities.
- Must develop a club activity calendar that includes different members spending personal time with the student.
- Must be sure that student receives a monthly allowance from the host club on time.
- Must find out the dates of the District required meetings – and arrange for transportation. Students should be told of these events well in advance, to help avoid schedule conflicts.
- Must obtain appropriate funds from the Host Rotary Club to cover travel and food expenses for student attendance at required meetings.
- Must assist the student when there is a need to file insurance claims.
- Must deal appropriately with any unresolved difficulties between students and host families and school.
- Must sign a written permission form for travel outside Hawaii and other situations in which permission required, and must ensure that travel permission has been obtained from the Rotary District and (when needed) natural parents, host parents, and school.
- Must keep a log of visits to and with the student and the host families. The log should be sent to the Inbound Coordinator with each family change. It is now a mandatory requirement to visit “at least monthly” with the student and host family. Host family visits can occur by appointment, but at least one per school semester should be a drop-in visit and not pre-arranged.
- Must listen to student’s comments and concerns, and establish a rapport with the student.
- Must refer any problems or concerns to the Inbound Coordinator and District Chair when they occur. Don’t wait till the problem becomes so unruly that you are requesting to send the student home. We always make every effort to turn a negative situation into a positive one before a decision to terminate an exchange occurs.