

## Summer Tasks for Hosting Inbound Students

July 4, 2018

Hi Everyone!

Thank you for completing the “First 10 steps” regarding the paperwork for accepting your inbound youth exchange student this fall. Thank you, and congrats! Only two more Clubs to go, and we hope to get these out in the next week.

Now it is time for the next phase – just as important – and all is required by the Department of State so it must be done. This is the only email I will send with these instructions, so save this email. A copy of this will be on the “Resources” Tab on the D6110 Youth Exchange Website, found at <http://www.6110studyabroad.com/>

**Required by the Department of State and logged into the Database:**

1. **Send a letter to the school** with your contact information and the name/contact of the ARO and RO (see attached sample). Also:
  - Send the school a copy of the student’s transcript and application. Attached is a copy of a letter you can use, just update the parts that relate to you and your student.
  - Upload these two steps to the database and note on the student’s page that it is done.

You can also find a link to the letters that you can customize on the database. Go to “Help & Documents” → Documents procedures & links.

2. **Conduct host family & counselor (and club volunteers) Orientation.** See attached updated powerpoint. Be sure to have everyone sign the proper orientation form:

For host parents: HF-4, Host Family Orientation;

For volunteers and counselors: V-2, Volunteer Orientation Attendance Report –

**Add this proof of orientation to the person’s file in the database.**

*The orientation must be done PRIOR to the student arriving in the U.S.*

Find the forms on the database in the same place as noted in # 1

**To upload the host family orientation form,** go to: Data → input → family forms. Choose the host family, choose the student, scroll down to Host Family orientation and upload the form.

**To upload the counselor/volunteer orientation form:** Data →, input →certify & vet individuals. Choose the person's name, scroll to the bottom where it says V-2 and follow along for uploading the volunteer orientation form.

3. **Assign your counselor to your student in the database.** As soon as you upload the V-2 form, go and choose your counselor for your student. This is how:

Data →People →Student- →choose this year's class, choose your student. Scroll down to where it says "Primary Counselor". Click on the arrow and the counselors name should appear for you to click.

*The orientation must be done PRIOR to the student arriving in the U.S.*

**Orientation Best Practice:** Get all three of your host families fully vetted by the time you hold orientation and do it all at once. Gather at someone's home or office, click through the power point (or the NAYEN on-line training) and talk about how everyone will work together. It is important for the counselor to know what the expectations are for the host family, the club, the student, and vice- versa.

**Alternative:** You can also use the NAYEN (North American Youth Exchange Network) Resource for training host families. If you go to the database and click on "home" → account → your training and certifications . Scroll to the section that looks like this:

- North American Youth Exchange (NAYEN) Training
- These training modules can be used to complete parts of other training requirements. It is up to your district to decide if these modules are used and/or required.
- Youth Protection
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4. **Find out from your student when they are arriving** and insert the arrival date/travel info into the database. Most of the students are still waiting to

get their Visa appointments with a U.S. Embassy, so they might not yet have their travel info to give you. Just be sure to get it before they arrive so you can check the arrival airport.

5. **Sent your student a welcome letter**, including what airport you want them arrive (including the airport code) and what dates are best to arrive (usually about 3-5 days before school starts). Do this ASAP.
  
6. **Choose additional “non – Rotary” personnel and upload them to the Database.** Find a male and female in the community who are non-Rotarians. Have them fill out the Volunteer Form and 2 references, upload them into the database as volunteers (remember this will trigger a CBC). Once they are vetted, go to: Data → Student → choose your student, and scroll down to where it looks like this:

- Contacts
- **Non Rotarian Contact**  
(list populated from RYE Volunteers)
  
- **Local Doctor Contact**  
(list populated from Medical Contacts)
  
- **Local Dental Contact**  
(list populated from Medical Contacts)

The Local Doctor and Dentist do not have to have the volunteer form and reference done. Just go to: Data → People → Medical Contacts. Upload their name and contact info here. Choose a doctor and dentist who have agreed to give your club advice this year for any student medical issues that may come up. This is not who the student has to go see, they are merely resource people (usually Rotarians) who have agreed to help.

Then, you can go on to #6, below!

6. **Download the student’s I.D. Card from the database and email it to your student.** If you have everything uploaded this is an easy process. The form will populate. If it does not, you’ve got some information to still get into the database. **You must send this I.D. Card to your student *prior* to their arrival. It is one of the audit sections from the DOS.**

Go to:

**Reports-** student contacts/card →choose your student, scroll down and click the button “create”. Check the info on the card. “Save As” and email it to your student PRIOR to their arrival. It is best to send with #7, below, with a friendly email. Remember, it is not enough to do it, you must then document that you’ve done #6 and #7 in the database.

7. **Email to your student the “profile of the community” and the “host family profile”**. Just scan these pages from the host family app – don’t send the student the whole application. Then, upload them under the Data-student- “Other Files” ...you will have a date that you did it. By the way, #6 and #7 must be done before each move to a new host family!

**IMPORTANT RESOURCE:**

**FOR the most accurate HELP IN DOING ALL THESE THINGS:**

- Go to the database
- Click on the Help tab
- Click on Checklists and Tasks
- Read through the list...what is done and what is not done?

So, use this checklist for your “things to do”!

Hope this helps to keep everyone on track!

Once your student arrives, there will more tasks to document:

- Each month, the Counselor and Local Coordinator must make a monthly contact report in the database. Don’t worry- it is easy
- Someone from the Club must make “second visit” to the host family sometime in the first 60 days...someone other than the Local Coordinator. This has to be logged in the database too.

Thank you for hosting! The paperwork may be seem burdensome, but it does serve a purpose...the students in our care are underage...think of it this way... if your child were going on exchange, would you be glad that this much care and documentation was taking place?

Let me, Marissa or Vicki know if you need help!

*Trisha Kerkstra*

Inbound Coordinator

Rotary Youth Exchange

918-691-1912

[kerkstra@tulsacoxmail.com](mailto:kerkstra@tulsacoxmail.com)



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