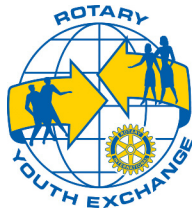


# YEO Expanded Checklist, District 5060

**ITEMS IN BURGUNDY ARE REQUIRED BY OUR DISTRICT**



## July 2011

**YEOs in the United States:**  
Please refer to new regulations pertaining to Youth Exchange Programs issued by the U.S. State Department.

- REBOUND CONCERNS/JULY 23-24, 2011, OMAK** Lots of change is happening with the students in your club's exchange program, so it's important to keep in touch. YEOs should verify that the Rebound presentation to your club has been prepared and the student is ready. **Rebound and family attendance is encouraged for the Rebound Debriefing in Omak.** If you can schedule a party for the Rebound and his/her family and include your YE committee members and club officers, it will benefit everyone involved. Debriefing Rebounds and their families is often a weakness in club YE programs.
- EXITING INBOUND CONCERNS** Check to make sure that returning Inbound arrived safely at his/her destination. It's appropriate to send a letter to Inbound's family and sending-club's YEO, giving a summary of the student's year. This can be given to the student before his return if you wish.
- PREPARATION FOR INCOMING INBOUND STUDENT** **Contact Inbounds, verify the arrival date, flight number and time.** Assure family that a Rotarian will be there when the student arrives.
- HOST FAMILY & INBOUND** If you compensate the host family for expenses, wrap up the previous Rotary year by getting any outstanding compensation paid. Take care of outstanding payments to Inbound prior to his/her departure.
- EXITING INBOUNDS** Talk to your Inbound and Counselor about any issues student may have had during the year with Host Family, school, or club. If there were concerns that can be avoided in the upcoming year, make the necessary changes.
- WESSEX ENTRIES (US ONLY)** **You and the Counselor must enter Host Family/Counselor WESSEX data for current Inbound student. You each will need a password from the District Coordinator.**

## August 2011

- PLAN OUTBOUND RECRUITMENT FOR NEXT YEAR** **Begin planning for recruiting your local Outbound students for the coming year. Get your committee actively involved, talk with local media about coverage. Set dates for informational meeting if your committee decides to have one. Prepare handouts and flyers with application information.**
- MARKETING OUTBOUND PROGRAM** **By the end of the month, begin media marketing for recruiting your local Outbound students for the coming year.** Set date for club Outbound Selection interviews. Invite and select your Outbound interview panel as soon as possible—include past Host Parent and at least one Rebound, if available.
- HOST FAMILY MEETING** Arrange a meeting of all Host Families, include Counselor and past Host Families, if available. Make sure everyone is on same page regarding things like curfews, use of the Internet, sleep overs, etc. Answer all questions from first-time host families. Explain the Abuse and Harassment Evaluation and ask all family members 18 or older to take the test.
- ARRIVAL OF INBOUND STUDENT** YEO, Counselor and first Host Family should meet the flight if possible. **Telephone parents on arrival. Within first four days (preferably the first day), check insurance documents, passport, form I-94, Visa for Canada or the United States, and return airline tickets. It is critical this be done as soon as possible, because if there is an insurance issue, there is a very short window of time to get the insurance in place after arrival. Copy documents for YEO, plus a copy of the insurance form for each of the host families. Ask for and deposit \$500 for the student reserve. Introduce student to Counselor. (Student can stay with either the YEO or Counselor during the first week of the exchange to build a rapport.** See "What to do when your new inbound student arrives" on Web site.
- ACCOMMODATING RELIGIOUS BELIEFS** Either the Counselor or the first Host Family should discuss with the student if he/she wishes to attend a place of worship. If so, find a congregation that best fits the student's needs and arrange transportation for the student. The Host Family may invite the student to attend their place of worship, but attendance should be the student's decision.
- SCHOOL REGISTRATION** **YEO or Counselor should register Inbound for classes as soon as registration is possible.** If the YEO, Counselor, or the Host Family is unable to help with registration, arrange for someone knowledgeable to take the student to the high school. Registering for classes can be daunting for adults as well as for the student.



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**OUTBOUND CONCERNS** Once your Outbound has left for exchange, commit to sending meaningful emails throughout the exchange year. It's especially important at the beginning and end of the exchange year.

**INBOUNDS** Talk to your Inbound about any issues he/she may have with the new Host Family or club. Verify that Counselor has talked with student. Next, contact current Host Family or make sure Counselor has made this contact and verified that no problems exist. Make sure all Host Family members 18+ in age have completed the Abuse and Harassment evaluation test.

**WESSEX ENTRIES (US ONLY)** **If your student has been in the United States most of August, enter your Host Family and Counselor WESSEX data for current Inbound student.**

## September 2011

**SCHOOL STARTS** If you've prepped your first home family well and the school registration is complete, the Host Family and student usually can overcome school-related issues. Have the Counselor monitor how the student is doing throughout the year.

**APPLICATIONS FOR OUTBOUND** **Distribute Information through schools and media for YE Outbound applications.** Most clubs have a shortened version of the full application to select students at the club level. This requires a bit of work to get the kind of applicants you want, so don't dismiss the importance of marketing the program to potential YE students. Select an interview committee and interview applicants, choosing two students for each Incoming student your club will sponsor for the same YE year.

**CLUB INVOLVEMENT/INBOUND** Get your Inbound student involved with club members and club activities immediately. It's easiest at the beginning of the year before they've made friends. If possible, have them attend weekly meetings. Get volunteers to provide transportation and pay for meals if the club doesn't budget for that expense. When fundraisers or other club work parties are scheduled, don't forget to include the Rebounds, Inbounds, and future Outbounds. We all should be working at building future Rotarians.

**EMAIL OR USE FACEBOOK/OUTBOUND [MONTHLY TASK]** Contact your Outbound. Tell him/her what your club is doing in the community and for world service. Ask him/her about experiences abroad and encourage the student to contribute to Rotex Roundup as well as to keeping a blog. If only email is available, ask if you can distribute the email to other Rotary members, then do it to build a network for the student.

**HOST FAMILY & INBOUND/CHANGE FAMILIES** **Go over family instructions if that has not been completed. New family members (18+) must complete the Abuse and Harassment evaluation test.**

**INBOUND ORIENTATION IN KELOWNA/SEPTEMBER 10-11** **Mandatory attendance for Inbound and at least one committee member, preferably the YEO.** Have student bring Rotary jacket and pins for trading as well as country dress/accessories for cultural night.

**INBOUNDS** Talk to your Inbound about any issues he/she may have with the Host Family or club. Contact Host Family or have Counselor make this contact and verify that no problems exist. If there are disciplinary or attitude issues, address them as soon as they become evident. Advise District Chairperson if adjustment of student behavior is needed.

**WESSEX ENTRIES (US ONLY)** **If your student has been in the United States most of September, enter your Host Family and Counselor WESSEX data for current Inbound student.**

## October 2011

**OUTBOUND CANDIDATE APPLICATION** **Once your club Candidates for Outbound have been selected, assign your YE Committee to help each student complete his/her long application form.** Make sure your committee understands what is required. These are time consuming and must be completed as quickly as possible. **Be sure to follow instructions, including the use of a blue pen for signatures on each of the documents. It's best to follow up with your committee to see that the students have been working on getting the forms completed. Keep one completed form without signatures for emergency purposes. Send two forms, each with original signatures, to the District Selection Committee no later than one week prior to District interviews.**



**Garry Hollingshead**  
District  
Governor



**Dave Stambaugh**  
District Liaison

**EMAIL OR USE FACEBOOK/OUTBOUND [MONTHLY TASK]** Contact your Outbound. Tell him/her what your club is doing and get updates on his/her year. Remind the student to contribute to Rotex Roundup.

**CLUB INVOLVEMENT INBOUND [MONTHLY TASK]** Keep your Inbound student involved with club members and club activities. Encourage members to invite the student for family activities. Several 5060 clubs pass around suggested activities and have members sign up to invite the Inbound as a guest.

**SCHEDULE INBOUND CLUB PROGRAM** Some clubs have Inbounds provide a program on their country or community. If your club does this, remember to contact your club's program committee chair for available dates. Contact your Inbound student and schedule a meeting date to give a program. These can take place anytime during the year. If the student has few language problems, scheduling it in the fall will help the club know the student and put the program behind him/her.

**INBOUNDS [MONTHLY TASK]** Talk to your Inbound about any issues he/she may have with school, Host Family, or club.

**WESSEX ENTRIES (US ONLY)** Enter your Host Family and Counselor WESSEX data for current Inbound student.

## November 2011

**DISTRICT OUTBOUND SELECTION/USA NOVEMBER 13 IN WENATCHEE, CANADA NORTH NOVEMBER 20-21 IN KAMLOOPS, CANADA SOUTH NOVEMBER 27-28 IN KELOWNA** See handbook.

**CLUB INVOLVEMENT/INBOUND & OUTBOUND [MONTHLY TASK]** Keep your Inbound and following-year Outbound students (when selected) involved with club members and club activities.

**HOST FAMILY [MONTHLY TASK]** New family members must complete the Abuse and Harassment evaluation test.

**INBOUNDS [MONTHLY TASK]** Talk to your Inbound about any issues he/she may have. If warranted, let District Chairperson know of problems prior to Vernon so that one-on-one time can be set aside.

**WESSEX ENTRIES (US ONLY)** Enter your Host Family and Counselor WESSEX data for current Inbound student.

## December 2011

**CLUB INVOLVEMENT/INBOUND & OUTBOUND [MONTHLY TASK]** Keep your Inbound and following-year Outbound students (when selected) involved with club members and club activities. This can be a time of homesickness, so address it directly with both the Inbound and Outbound students.

**SILVER STAR WEEKEND/INBOUNDS IN VERNON/DECEMBER 9-11** Verify transportation/student supplies for Silver Star Weekend. Make sure the school is aware of the student's absence.

**HOST FAMILY** Students generally change from the first to the second Host Family around the month of December. The student should know all of his/her host families by now, but if he/she does not, introduce the family before having the Inbound move. Make sure any new family members have completed the Abuse and Harassment evaluation test. Go over family and student obligations if this has not been covered.

**CHRISTMAS GIFTS** Some clubs budget for this. If your does not, you might consider passing the hat at a meeting. Generally host families also buy presents for the student, but a club gift helps the student's Christmas be more like home. Send a card to the Outbound signed by club members, but post it in early December.

**INBOUNDS [MONTHLY TASK]** By now, you know what to do. Enjoy the student.

**WESSEX ENTRIES (US ONLY)** Enter your Host Family and Counselor WESSEX data.

## January 2012

**WEEKEND IN THE MOUNTAINS/INBOUNDS & OUTBOUNDS IN REVELSTOKE/FEBRUARY 10-12** Verify transportation/student supplies for Weekend in the Mountains (which is usually scheduled for February). YEOs are encouraged to attend along with their students.

**CLUB INVOLVEMENT/INBOUND & OUTBOUND [MONTHLY TASK]** Keep your Inbound and following-year Outbound students involved with club members and club activities. Have them attend at least one meeting a month.

**SCHEDULE REBOUND CLUB PROGRAM** If your club allows the Rebound to give a program to the club, contact your club's program committee chair for available dates. Contact your current-year Outbound student and schedule a meeting date to give a Rebound program to the club. These are usually easiest to arrange for July or early August. (You can do this later if your club does not schedule its programs months ahead.)

**INBOUNDS [MONTHLY TASK]** Talk to your Inbound about any issues he/she may have.  
**WESSEX ENTRIES (US ONLY)** Enter your Host Family and Counselor WESSEX data.

## February 2012

**WEEKEND IN THE MOUNTAINS/INBOUNDS & OUTBOUNDS IN REVELSTOKE/ FEBRUARY 10-12** Follow instructions for current year's program. YEOs are encouraged to attend. Make sure the school is aware of the student's absence.

**CLUB INVOLVEMENT/INBOUND & OUTBOUND [MONTHLY TASK]** Keep your Inbound and following-year Outbound students involved with club members and club activities. Have them attend at least one meeting a month.

**EMAIL OR USE FACEBOOK/OUTBOUND & INCOMING INBOUND [MONTHLY TASK]** You or the Counselor could contact your Outbound and Incoming Inbound if known. Tell them what your club is doing in the community and for world service. Keep the dialogue open even as the Outbound's year comes to an end. Try to connect to the Incoming Inbound and his/her family. This month, line up at least one Host Family for the coming year and connect the student and the Host Family as soon as both are known.

**HOST FAMILY** When a move to a new Host Family is made, go over family instructions. New family members must complete the Abuse and Harassment evaluation test.

**PROCESS GUARANTEE FORMS AND PACKETS/NEXT YEAR'S INBOUND** Starting in February and running through May, YEOs will receive guarantee forms for their next year's Inbound. It's imperative that the GF and related documents be completed immediately, and both copies signed with blue ink. These are to be mailed to the District Inbound Coordinator, ASAP.

**INBOUNDS [MONTHLY TASK]** Talk to your Inbound about any issues he/she may have with school, Host Family, or club. Verify that Counselor has talked with student. Next, your or the Counselor contact current Host Family and verify that no problems exist.  
**WESSEX ENTRIES (US ONLY)** Enter your Host Family and Counselor WESSEX data. Immediately upon completion of the Guaranteed Form (see above), input the student and related information into WESSEX. (It can be changed later if necessary.)

## March 2012

**OUTBOUND ORIENTATION IN NARAMATA B.C./OUTBOUNDS & THEIR PARENTS, INBOUNDS & REBOUNDS/APRIL 14-15, 2012** Verify transportation/student supplies for Outbound Student Orientation (which is usually scheduled for April). YEOs are encouraged to attend along with their students. It is required for Next Year's Outbound and at least one parent.

**CLUB INVOLVEMENT/INBOUND & OUTBOUND [MONTHLY TASK]** Keep your Inbound and following-year Outbound students involved with club members and club activities. Have them attend at least one meeting a month and have them help if you have a hands-on work party.

**EMAIL OR USE FACEBOOK/OUTBOUND & INCOMING INBOUND [MONTHLY TASK]** Contact your Outbound and Next Year's Inbound if known. The Outbounds may need to talk about their reentry into life in America. Open up a dialogue to help prepare them and start pushing their attendance at the Rebound Debriefing in Omak. Line up next year's third Host Family this month and connect the student and the Host Family as soon as both are known. If you can't get volunteers from your club, consider asking non-club members, including the family of your next-year's Outbound.

**BUDGET FOR NEXT YEAR** Your club's President Elect is working on his/her budget and will need to put in a total for Youth Exchange. Now is the time for you to calculate how much the program is actually costing the club and the committee members. If the club is not supporting the program expenses adequately, detail the expenses and present them to the President Elect. A sample budget is available.

**SELECT COUNSELOR FOR NEXT YEAR** By now, you should know the sex of next year's Inbound. Find a Counselor to volunteer, give him or her instruction, and have the Counselor contact the student. Once the Counselor has been chosen, expect that person to handle the majority of the communication with the student for you.

**PROCESS GUARANTEE FORMS** See February entry for details if this has not been completed.

**INBOUNDS [MONTHLY TASK]** Talk to your Inbound about any issues he/she may have with school, Host Family, or club.

**WESSEX ENTRIES (US ONLY)** Enter your Host Family and Counselor WESSEX data for current Inbound student. Immediately upon completion of the Guaranteed Form (see above), input the student and related information into WESSEX.

## April 2012

**OUTBOUND ORIENTATION IN NARAMATA B.C./OUTBOUNDS & THEIR PARENTS, INBOUNDS & REBOUNDS/APRIL 14-15** Do a last minute check to insure that all remember their passports and adequate clothing for the weekend. Make sure all fees have been paid.

**CLUB INVOLVEMENT/INBOUND & OUTBOUND [MONTHLY TASK]** Keep your Inbound and following-year Outbound students involved with club members and club activities. If possible, have them attend at least one meeting a month and have them help if you have a hands-on work party.

**HOST FAMILY RECRUITMENT** This is a year-round effort, but if you have not lined up your host families for the following year, it's critical to do so by the end of May. Encourage each family to correspond with next year's Inbound so that a bond is made prior to arrival. Invite your club president to write a welcome letter to the student.

**EMAIL OR USE FACEBOOK/OUTBOUND & INCOMING INBOUND [MONTHLY TASK]** By now this should just come naturally, but don't think your work is done. The students are anxious about their year ending.

**COMPLETE ALL ARRANGEMENTS FOR DISTRICT CONFERENCE/BUS TRIP/JUNE 5-12, 2011** This includes transportation and fees. At the same time, you will need to make arrangements for the District Bus Trip. The student is responsible for all fees associated with the bus trip, although some clubs pick up the costs. Make sure the school is aware of the student's absence.

**PROCESS GUARANTEE FORMS [MONTHLY TASK]** See February entry for details if this has not been completed.

**WESSEX ENTRIES/INBOUNDS (US ONLY) [MONTHLY TASK]** Talk to your Inbound about any issues he/she may have with school, Host Family, or club. Verify that Counselor has talked with student. Next, contact current Host Family or make sure Counselor has made this contact and verified that no problems exist.

**WESSEX ENTRIES (US ONLY)** Enter your Host Family and Counselor WESSEX data for current Inbound student. If you received the Guarantee Form in April, immediately upon completion of the Guaranteed Form, input the student and related information into WESSEX.

## May 2012

**CLUB INVOLVEMENT/INBOUND & OUTBOUND [MONTHLY TASK]** Inbounds are usually overwhelmed with their own activities, but make sure you plan a time for the student to say goodbye to the club and your committee.

- EMAIL OR USE FACEBOOK/OUTBOUND & INCOMING INBOUND [MONTHLY TASK]** Verify that all travel arrangements are made for Rebounds, Inbounds, and next year's Inbounds.
- DISTRICT CONFERENCE/MAY 31-JUNE 3** Students should bring their Rotary jackets and native dress should they have something. They will also need everything for the bus trip if they are going.
- BUS TRIP/JUNE 3-10** Verify that all fees are paid.
- PROCESS GUARANTEE FORMS [MONTHLY TASK]** See February entry for details.
- INBOUNDS [MONTHLY TASK]** You or the Counselor must contact student and the current Host Family to verify that no problems exist.
- WESSEX ENTRIES (US ONLY)** Enter your Host Family and Counselor WESSEX data for current Inbound student. If you received the Guarantee Form in May, immediately upon completion of the Guaranteed Form, input the student and related information into WESSEX.

## June 2012

- DISTRICT CONFERENCE/BUS TRIP/JUNE 3-10** See May checklist.
- CLUB LEVEL YOUTH EXCHANGE COMMITTEE** By now you should have your next-year's committee selected. If you have not formally met, do so. An active committee can take on many of the YEO's duties, which both eases your workload and builds support for the program in your club. Learn committee members' strengths and delegate as many duties as possible. You may wish to assign one committee member to each Rebound, Inbound, Outbound, or the Following-Year Outbound student. This can facilitate communication between the students and your club. Ensure that the Abuse and Harassment evaluation test has been completed by all new committee members and club officers
- TRAINING** Ensure that next year's Host Families and Counselor have been trained in their responsibilities and have completed the Abuse and Harassment evaluation test.
- EXITING INBOUND CONCERNS** Ensure that airline tickets are in order and that arrangements are made. Contact Inbound's parents to verify travel information. Check with schools and host families to make sure there are no concerns or outstanding debts. Return the deposit made by the student. If the club goodbyes were not made in May, arrange them before the student leaves.
- OUTBOUND CONCERNS** Check status of Outbound's Visa and flight reservations. Although a District responsibility, the student may need you as his/her advocate. Invite Outbounds to a club meeting or YE committee function.
- HOST FAMILY & INBOUND** If you compensate the host family, wrap up the previous Rotary year by getting any outstanding compensation paid. Take care of outstanding payments to Inbound prior to his/her departure.
- REBOUND CONCERNS** Hopefully you've kept communications open with your Outbound student over the year. Verify with the student that he/she has tickets for the return and that arrangements have been made on both ends of the flight. Schedule a meeting after the return and remind the student of both the club program date and time and of the Rebound Debriefing. His/Her parents are encouraged to attend both meetings.
- INBOUNDS [MONTHLY TASK]** Talk to your Inbound about any issues he/she may have with school, Host Family, or club. Verify that Counselor has talked with student. Next, contact current Host Family or make sure Counselor has made this contact and verified that no problems exist.
- WESSEX ENTRIES (US ONLY)** Enter your Host Family and Counselor WESSEX data for current Inbound student.