



Rotary International

Youth Exchange Programme

RYE

**Host Family Information Pack
2015/16**

ROTARY INTERNATIONAL NZ DISTRICTS YOUTH EXCHANGE COMMITTEE GUIDELINES FOR HOST PARENTS

The Committee wishes to thank you for volunteering to host a Rotary Exchange Student. Welcome to Host Parents who have done this before and a special welcome for all new Host Parents.

The following guidelines are designed to help both Host Family and student enjoy the exchange to the fullest. If you need any assistance please do not hesitate to contact your student's Counsellor or any member of the RYE Committee.

Hosting an exchange student can be an extremely rewarding and enjoyable experience that you will remember for years to come. We are sure you will have fun and a very positive and memorable experience. Central to hosting is acceptance of the responsibility for another Mum and Dad's child. Their care and well-being should be uppermost in our minds and actions at all times.

Remember you are not alone and the Students Counsellor is always available to give advice, to help out with hosting arrangements if you have family commitments etc, and also if you encounter any difficulties along the way. In addition to that there should be support from the Students Rotary club and this will be coordinated by the Counsellor. The RYE committee is also there for advice and support as needed so do not hesitate to contact us as needed. It is often the small things that grow in to big issues so always contact your counsellor to discuss matters and do not hesitate to also contact the District RYE Chair.

The goal is to ensure the hosting is a win: win experience that your family enjoys as much as the student

This briefing session should provide most of the information you will need and if it doesn't you will know where to go for input and assistance. Even if you have hosted before the briefing session is a chance to meet the other host families and share your experiences and tips with them. We want you to enjoy the experience.

The document that helps set the guidelines for both you and your student is the **First Night Questionnaire**. This simple document should be discussed fully with your student on the first night of each stay with each Host Family. If some guidelines become hazy during the visit the Host Parents should go through the First Night Questionnaire with the student again. It is a great ice breaker and you can have a lot of fun with it, but it also addresses many of the small day to day issues right up front.

HOST FAMILY ACTIONS - CHECKLIST					
#	ACTION	FORM	TO BE COMPLETED BY	SEND COMPLETED FORM TO:	DATE ACTIONED
1	Host Family Police Vetting Forms	CVOL-001	Each Host Parent plus any person 18 yrs or over residing in the home	RYE Chair	
2	Host Family Youth Volunteer Application	CVOL-003	One each for Host Mother & Host Father	RYE Liaison	
3	Host Family Application Form	CIHF-004	One per host family	RYE Liaison	
4	Attend a RYE Briefing Meeting with Counsellor & Host Parents	N/A	Counsellor	Facilitated by RYE Liaison or RYE Chair	
5	Enter Students Compulsory dates in your diary	From YE Website	Host Family	N/A	
6	Complete First Night Questionnaire with Student	CSFJ-013	Student & Host Family	N/A	
7	Raise Travel approval form as required	CSFI-012	Student	Counsellor & District Chair as required	
8	Complete Student Change of address on moving to next host family	CSFI-014	Student	RYE Liaison or RYE Chair	
9	Travel Rules	CTRV-001	For Info		

Exchange students are a unique selected group of young people, the standards that are expected by our District far exceeds the expectations of average teenagers. Please remember however, they are still teenagers and can do silly things at times, but it is interesting to note that when high expectations are set, high standards are achieved. The students are Ambassadors of their home countries and of Rotary.

Host Families should include the student as an integral part of their family, taking into account cultural differences, age and expectations. Students may find there are simple differences in ways of doing things and different approaches to day to day life between each of their Host Families and they must adapt.

If differences are experienced in communication do not let situations become critical, Host Families and the student should talk to the student's counsellor. The RYE Committee is available to help if necessary.

I also suggest you check out our website <http://www.rotary9970.org.nz/rye.htm>
The Useful links page, especially, includes a lot of information that you and the student will be able to use during the course of their exchange.

Household Rules and “Fitting in”

The document that helps set the guidelines for both you and your student is the **First Night Questionnaire**. This simple document should be discussed fully with your student on the first night of each stay with each Host Family. If some guidelines become hazy during the visit the Host Parents should go through the First Night Questionnaire with the student again. It is a great ice breaker and you can have a lot of fun with it, but it also addresses many of the small day to day issues right up front.

The majority of “niggles” from an exchange come from internet and smartphone use. We suggest that this matter is addressed on the first night when you welcome the student and explain that you want them to be part of the family and that this will not happen if there is too much time spent on social media (SKYPE, Facebook etc.) not if students text excessively when spending time with the family. This then lays the ground for this to be raised at a later date if necessary. If this becomes an issue then it should also be raised with the students counsellor.

Other things to consider:

- *Bathroom*- how to take a shower or bath. Please explain the appropriate length of time for showers or baths.
- *Bedroom*-how to make their bed / which covers to sleep under (sheets not comforter) / how often sheets are to be washed and by whom.
- *Laundry*-who does the laundry and how often/ make laundry detergent available.
- *Kitchen*-how to use the microwave, stove, and refrigerator.
- *Safety & Security Issues*-locking the door, turning lights off when they leave, and the security system.
- *Schedules*-when to take a shower or bath, and what time dinner is.
- *Finding their way* - Bus Routes, How to get to school, how to get to the shops. Buy them a local street map-
- *Support Folder* - Each student receives a support folder. Make sure it has Non Rotarian Support contacts as well as contact numbers for Doctor and other support organisations. Also look at the D9970 Youth Exchange website and the support agencies listed.

Arrival in New Zealand

Students will often be more reserved and shy than normal when they first arrive which is an understandable response to their new environment and when for most English is their second language. They will generally be very tired during the first few weeks due to the effects of air travel and the concentration required on language and just the normal day to day things we take for granted.

Travel & Leisure Activities:

Host Parents are under no obligation to take the student on holidays or provide tours. Where the host family is going away and cannot take the student, they should advise the Counsellor well in advance of the event and the Counsellor should make alternative accommodation arrangements for the student covering the host family's absence.

However, most students do manage to see a lot of New Zealand due to the generosity of their host parents, their rotary club and individual Rotarians. Where this occurs, it is an added advantage to the exchange.

Each student will have a written Risk Activity Form which records the agreement between the student and their natural parents as to which (risk) activities they may and may not participate in – be familiar with this agreement as it may influence activities you organize for the student.

Under no circumstances may a student make travel arrangements of their own and then expect the host parents, club or District to go along with those arrangements.

Rotary District 9970 conducts student tours - the North Island Trip and the South Island Trip and from time to time other short trips. The costs of these tours are borne by the student. You should be aware what is covered on these tours so as to not 'double-up'

District Travel Rules (refer to separate Travel Policy):

Any arrangements for the Student to travel outside District 9970 Travel Area must be approved by the host family and Counsellor, prior to obtaining approval from the District Chairman. Where travel is permitted by the host club and District, the student must abide by the rules and regulations laid down as a condition for such travel. **Out of District Travel Request Procedure is provided by District (Included in the Students resource folder and on the youth exchange website), and it is essential that the student completes this form or emails, or txt's details to the District Chairman for granting (or otherwise) of travel permission.** The students are advised that they will not necessarily be granted permission to travel even after completion of the form.

Host parents should ensure that contact telephone numbers and addresses are obtained in case of emergency or need to contact for any reason. Unaccompanied travel (even with another exchange student) needs to be discussed with the host family. Where the student (by approved arrangement) is visiting elsewhere, the parents must get the names of the people with whom they will be traveling, details of where they will be going and how, and/or who they will be staying with.

Day trips (or extended trips) with the host family are at the discretion of the Host Parents

Student Forward Rotary Commitments:

An exchange student's life can become very busy and there are numerous important Rotary commitments that they **must** attend and support. Please regularly familiarize yourself with their commitments to ensure they are managing their time well and also to ensure the host family does not arrange any conflicting activities or commitments. **A schedule of these dates will be given to you at the briefing session with your counsellor. They are also listed on the D9970 youth exchange website and in the students RYE folder.**

Please ensure you have their compulsory Rotary activities in your diary so they are kept free.

Shelter Box:

There is a promotion for students to raise funds for shelter box. Please assist in this.

Counsellor

The host Rotary club will appoint a Counsellor to look after the student's interests for the entire period of the exchange. The Counsellor should NOT be a host parent. The Counsellor is an approved Volunteer. They are vetted and trained by the RYE Committee. They report to their Rotary Club but also directly to the RYE Committee. The Counsellor is virtually the student's guardian and the student should be encouraged to consult with the Counsellor on any problem that may arise. The Counsellor is also available to assist host parents with any problems they encounter. If matters cannot be resolved with the Counsellor, or the Counsellor is not available, then Host Parents or Students can contact the RYE Committee. The Counsellor should meet weekly with the student during their first month or two and there after probably at least once a month. If this is not happening then please let the club of RYE Committee know.

Host Family Role

Exchange students are required to live by the normal day to day rules of their host family. You should treat the student as your own and make decisions on the basis of what you would like a host family to do for your child. Rotary through the students counsellor and the district committee is here to help so don't hesitate to contact us at any time. A Host Parent should NOT be a counsellor.

Family, not a Guest:

It is most important that the host family does not treat the student as a guest. The value of the programme centres on the student being "one of the family" and not receiving any special treatment or favours. The student should contribute to the family life by undertaking normal chores related to everyday living.

The student should not address the host parents as Mr and Mrs, but by names agreed upon, when going through the "**Questionnaire for the First Night with the Host Family**".

Household Chores:

The student should assist with the chores - making beds, keeping their bedroom tidy, setting and clearing away the meal table, assisting with the dishes, mowing lawns etc. are all part of the exchange. But they are not unpaid home help or live-in baby sitters and a correct balance should be established.

Discipline:

The student is expected to adapt to the supervision and discipline of the parents. Any sign of reluctance or unwillingness on the student's part to accept this requirement should be brought to the attention of the Counsellor, who should then review the situation and explain to the student, their responsibilities in regard to such matters. It is preferable that such a ruling comes from a third party (i.e. the counsellor) rather than from the host parents. Problems can arise unless the student clearly understands that they are expected to conform to host country conditions.

At the same time host families should be aware of the problems of adapting and be understanding of the student. If the problem can't be resolved at this level, the District Youth Exchange Committee Inbound Co-ordinator or Chair should be consulted. As a last resort, arrangements to terminate an unsatisfactory exchange can, and will, be made.

Dealing with Serious Misconduct or a Serious Incident:

(Note: Serious misconduct may be an accumulation of a number of lesser incidents which when considered in their entirety represent serious misconduct).

Any suspected breach of the exchange rules, non-attendance of school, or serious misconduct or event that might be grounds for early termination should be fairly and fully investigated by the District RYE Chairperson

Clubs (including Counsellor, host family etc.) must immediately report occasions of serious misconduct or any serious incident to the RYE Committee Chairperson

Please note that corporal punishment or verbal abuse is not acceptable in any situation.

Religion:

Religion seldom poses serious problems. Most students are very flexible with attitudes and usually accompany the host parents to their church even where religions differ, but the issue **should not be forced**.

If the student wishes to follow their own religion, the host family should respect the student's wishes and be supportive in this respect. If the student does not wish to participate regularly in the host family's religious activities, their wishes should also be respected.

School Attendance:

School attendance is mandatory and failure to attend school can lead to early termination of an exchange. New Zealand style schooling is usually very different from the student's home country and when added to this there is the need to make new friends and perhaps also develop their English language skills, it can often be a difficult adjustment for the student. Host families should talk with the student about their school experience and assist with advice and support. More serious matters or extended difficulties in settling in can be raised with the school or the student's counsellor

Exchange Rules - The 7 D's

The exchange students hosted by the District are governed by the D's

1. No **D**rugs (except for valid medical reasons)
2. No **D**riving of motor vehicles of any kind
3. No Serious **D**ating - no Sex
4. No **D**rinking of alcohol
5. No **D**ownloading of prohibited material, i.e. pornography
6. No Body **D**ecoration.
7. No **D**isrespect of people or property

1. No Drugs (except for valid medical reasons)

The drug rule is not negotiable and covers all drugs both hard and soft and temptations should not be given into. The possession or consumption of illicit drugs is a breach of the laws of New Zealand and as such is strictly prohibited under the programme. Any student breaking this law will be immediately expelled from the programme and repatriated. If host parents suspect that a student in their care is taking drugs, they should immediately report their suspicions to the Counsellor who in turn should contact the District Chairman and the host club President.

2. No Driving of motor vehicles of any kind

The driving rule is not negotiable due to insurance regulations. Many students come from countries which drive on the right hand side of the road. Due to our left hand driving rule students who want to use cycles should discuss the rule and make sure they understand. Controlled driving on adventure activities or farm visits is acceptable as long as it is entirely within the premises and not on public roads, and there is adequate supervision by professional or licensed drivers and it is not in breach of the risk activities agreed between the student and their natural parents (as recorded on the Risk Activities Form).

3. No Serious Dating

The dating rule is designed so that students feel free to mix with and make friends with a wide range of New Zealanders. Steady dating between a student and another individual is not accepted for a variety of reasons eg spending too much time with one person at the exclusion of the broad aspects of the Youth Exchange Programme, forming attachments which are broken off at the end of the exchange, etc. It is a difficult matter but if host parents consider that such a relationship is developing, they should discuss the matter with the student and the counsellor. If matters continue to be of concern the Youth Exchange Committee should be contacted.

4. No Drinking of alcohol

The definition of the no drinking rule in this District gives the students permission to partake of alcohol in controlled situations such as with a host family. Drunkenness and inebriation is unacceptable.

Students under the age of 18 years are not permitted by New Zealand law to consume alcohol in public places. Any student caught breaking the law in this regard may be repatriated.

The consumption of alcohol in the home can present a potential problem and should be discussed with the first night questionnaire.

For example:

(a) A student who has been accustomed to consuming liquor at home may be placed with an alcohol free family. In such a case, the student must respect the wishes of the family and should abstain from consuming liquor in the home whilst being hosted there.

(b) A student from an alcohol free home may be hosted by a family where alcoholic drinks are regularly consumed. The host parents should respect the beliefs/practice of the student and make no attempt to induce him or her to partake of alcoholic drinks.

5. No Downloading of prohibited or inappropriate material, i.e. pornography, copyrighted material

The downloading rule applies to deliberate downloading of explicit or inappropriate material, or copyrighted material; the student is expected to respect the host family's computer. The amount of time a student should spend on the computer per day should be discussed on the first night obviously common sense needs to be exercised in the use of any access to the Internet.

6. No Body decoration.

The no body decoration rule applies to tattooing and piercing of the nose, tongue, belly button etc excluding ear piercing. We would warn students that there is a possibility of hepatitis and other diseases being transmitted through tattooing or body piercing.

7. No Disrespect of People or Property

The no Disrespect rule allows us to discipline and if necessary repatriate the student when there are issues in NZ that may be more behaviour related than physical damage. Like treating the home as a hotel, or not making their movements known to the host(s).

Health and hygiene issues:

Due to the climatic conditions in New Zealand it is recommended students shower daily and are made aware of the ultra violet effects of the sun even in the winter time. Special emphasis should be put on wearing sun screen / hats etc during outdoor activities.

Smoking:

Please note as New Zealand is now virtually smoke free and **smoking by students is not allowed**. The Committee will not accept a student who smokes and if found out, the student will be repatriated.

Telephone, Internet & E-Mail:

Abuse of electronic communication systems by the student can lead to conflict with the family. Upon the student moving into the host home, the parents should discuss telephone requirements with the student and establish operating rules and access times to the internet, etc. Internet usage should be discussed in detail.

If the student incurs phone or internet charges they are responsible to pay for them. Payment should be made by the student as each account comes in and at the end of the stay. A limit on length of local, national and international calls is essential, however with the availability of alternative internet communications the costs should be minimal. This should be discussed with the first night questionnaire.

Abuse and Harassment Prevention

Rotary is committed to providing as safe as possible an environment for students. As part of these we have a formal abuse and harassment prevention policy and a set of procedures to follow if any incident should arise. We will tell you about that policy today. Harassment, and especially sexual harassment is a very delicate subject and the reporting and awareness of this criminal activity is growing. Rotarians and RYE Volunteers (Counsellors & Host Parents) must be aware of this issue and understand that it can and does happen. Rotary is held in high regard in the community and no-one would like to see this image tarnished; however if there is ever a problem or even a hint of a developing problem, steps must be taken immediately to remove the student to a "safe place" and to report the matter firstly to the police, then to the Chairman of the District Committee and/or the District Governor, so the appropriate procedures can be followed. Students will be briefed on this subject and process by the District Youth Exchange Committee at orientations.

Protecting Our Students

Rotary Districts in New Zealand are signatories to the Pastoral Care Code of Practice for International Students as implemented by the Ministry of Education. One important requirement of the code of practice is to ensure a safe environment for all students. Under the Code of Practice Rotary must facilitate a police check on defined Volunteers who participate in the RYE programme. This will include all District Committee members, Club Counsellors and Host Families (every person aged 18 years and over who resides in the host family home).

Every member of an intended host family, over 18 years of age will be asked to complete a consent for release of information from the NZ police. At the person's request they may view the information provided. The information will only be supplied to the RYE Committee Chair.

In addition to this intended host families will also complete host family training with the RI Youth Exchange Committee. All these steps are common sense based and are designed

to meet everyone's duty of care to the programme. Let the RYE committee chair know immediately if as a host family you have not yet completed these steps.

Finances:

The host family is not under any obligation to provide the student with pocket money or to finance clothing, school uniforms or expenses, travel, telephone or other electronic communication costs. Pocket money will be provided each month by the host club while the other costs are borne by the student's own funds or provided by the student's natural parents.

Some students are poor at budgeting and need guidance in this respect if they are to live within their means. Students **MUST NOT** borrow money and must not make purchases on the host parents' credit accounts. If any financial issues or problems arise (or you suspect the student has financial issues) then you should raise this matter with the students' counsellor or the RYE Committee.

The programme requires the student to bring \$300.00 to be placed in the Rotary District Bank Account. The fund is not for day to day, minor items, but is for major emergencies such as serious accidents or illnesses, and sleeping bag cleaning etc. Withdrawals from the fund require the agreement of the District Chair thus preventing impulse buying. The fund must be replenished without delay by the student's natural parents, if it is used.

However it is to be noted that the District RYE Committee appreciates the many different types of assistance that many host families give to students in their care.

Student Insurance:

It is mandatory for all students to have suitable and adequate insurance cover for the entire year covering the following risks:

- personal accident injury and/or death
- funeral expenses
- travel
- loss of personal belongings
- personal liability
- medical expenses
- hospitalisation

The District Youth Exchange Committee will ensure that the student has adequate insurance prior to or upon their arrival.

Medical Expenses:

Students qualify for ACC. However please ensure that the service provider knows and accepts this **BEFORE** providing the service. They are to be treated like NZ students.

Sleeping Bag:

The District provides the student with a sleeping bag for the year. This is to be returned at the end of the exchange and any damage paid for (from the emergency funds).

Travel & Leisure Activities:

Host Parents are under no obligation to take the student on holidays or provide tours. Where the host family is going away and cannot take the student, they should advise the counsellor well in advance of the event and the counsellor should make alternative accommodation arrangements for the student covering the host family's absence.

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Training Session Material

Please find attached a copy of the training material

RI Support Material

Rotary International publishes a guide to being a host family. It can be accessed and downloaded from the youth exchange website.

This information is intended to ensure that all host families are well prepared for their hosting experience and any eventuality that may arise. The most important objective and outcome is for you to enjoy the exchange experience with your student. They are wonderful young people that bring a different perspective of the world to your house and open many new and long lasting friendships that will last a lifetime

Youth exchange When the world comes to your place!

A very big Thank You from the Youth Exchange Committee