

Policies of Rotary Youth Exchange Florida, Inc.

The following policies have been adopted by Rotary Youth Exchange Florida, Inc. (RYE-Florida), in accordance with the By-Laws of the organization.

Policy 1 – Programs Offered

Adopted August 18, 2007

RYE-Florida will operate only a long-term (year) high school exchange program. Districts wishing to also offer short-term exchanges may do so, under their own direction.

Policy 2 – Geographical Limitations

Adopted August 18, 2007

In that foreign exchange partners will expect to be sending their students to Florida, it is the intention of RYE-Florida to place all inbound students within the borders of the state, and not in the Grand Bahama Island portion of District 6990, unless specifically agreed upon in advance by the exchange partner. Outbound candidates from Grand Bahama Island are welcome to participate in the program, but they (or their district) are responsible for any additional expenses incurred in their attending the mandatory orientations.

Policy 3 – Inbound Student Program Guidelines

Adopted August 18, 2007

Amended December 3, 2008

RYE-Florida will administer the inbound student program as follows:

1. By September 1 of each year, each district must submit to RYE-Florida the number of students it will host in the following Rotary year. For the initial period, this commitment will be due by September 1, 2007, for the students to be hosted in the 2008-09 year.
2. Each district must commit to a minimum of four inbound students per year.
3. All long-term exchanges students hosted by any member district must be assigned and accepted by the multi-district – individual district (or club) exchanges are forbidden.
4. Under no circumstances, barring natural disasters, will a district be permitted to withdraw or reduce its commitment, as the exchanges are arranged and confirmed with foreign partners many months in advance.
5. RYE-Florida will assign inbound students to each district, according to the number of host slots offered. It is an advantage of membership in a multi-district that small programs can enjoy a variety of countries represented by its inbound students, and the intent is to provide that through RYE-Florida.
6. All inbound students will be required to purchase medical and liability insurance as directed by RYE-Florida. There will be no cost to RYE-Florida or the member districts for this insurance coverage.

7. All inbound students will arrive at airports designated by their host-districts, during the first part of August, one to two weeks prior to the start of school. A mandatory statewide inbound weekend orientation will be held during the last part of August.
8. All inbound students will bring with them an Emergency Fund of \$300 (amount subject to change), which will be collected by the hosting districts, to maintain through the year, and return if unused at the conclusion of the exchange.
9. All inbound students will be invited to attend two special events, at no expense to the students. Transportation to and from these events is the responsibility of the host district. Chaperones will be welcome, and their expenses will be paid by RYE-Florida, according to a chaperone-student ratio.
 - a. Disney World Weekend, typically the first or second weekend in December. Arrival Thursday morning, departure Sunday afternoon.
 - b. Seacamp (Florida Keys), typically the last weekend in January. Arrival Thursday evening, departure Sunday afternoon.
10. RYE-Florida will offer to our inbound students a year-end tour, and perhaps other tours during the year, to be managed by a professional tourism company and chaperoned by Rotarians or Rotary-selected individuals. The tour(s) will initially be open only to RYE-Florida students, although, if space permits, other Rotary students and/or host siblings may be welcomed. At the discretion of the host district, RYE-Florida inbounds may or may not be permitted to go on any other Rotary-affiliated tour. All costs for tours are completely the responsibility of the student.

Policy 4 – Outbound Student Program Guidelines

Adopted August 18, 2007

Amended June 21, 2008

RYE-Florida will administer the outbound student program as follows:

1. All outbound students will be charged a consistent fixed fee, regardless of their destination country. The fee will include the costs of airfare, insurance, visas, orientations, training materials, student supplies (blazers, pins, name badges, business cards), and more. The only additional expenses for students will be for a language camp in those countries that require one, a passport, and for any further spending money desired while abroad.
2. For 2008-09, the outbound student program fee is \$3900. A payment schedule will be available for the students.
3. RYE-Florida will assist the districts in planning recruiting activities, information sessions, and interview procedures for outbound candidates.
4. All students will be charged a \$50 non-refundable application fee, which will remain with the sponsoring district. This fee is used to cover the costs of recruiting and interviewing the students, and also ensures that the candidates are serious about their intents.
5. As part of the application, each student will select five countries, from the list provided by RYE-Florida, as his/her preferred destinations. Students may also refuse other countries on that list, and no student will be assigned to a country marked as refused. Districts may add their own recommended destinations for any student they are sponsoring.
6. Districts will select those students they consider acceptable, and forward the applications of those candidates to RYE-Florida no later than December 1.
7. Each district may send as many outbound candidates as the number of inbounds they have agreed to host. Additional outbound candidates may be sponsored, but the district must designate those additional candidates as “alternates”. Every effort will be made to place those students, but their placement cannot be initially guaranteed.

8. RYE-Florida will notify all district-endorsed students that they have been selected as Rotary Exchange Student candidates, and will advise them of the destination country to which they have been assigned, and that final acceptance of each student depends on successful completion of the orientation program.
9. RYE-Florida will organize an initial weekend orientation in January for all district-endorsed candidates. RYE-Florida will invite the students to that orientation, at which their attendance is mandatory. Students will be required to confirm their acceptance of their assigned destinations and their intent to attend the orientation with an initial non-refundable payment of \$300, which will be applied toward their program fees.
10. RYE-Florida will assist the districts in continuing the training process for outbound students in the months leading up to departure.
11. RYE-Florida will organize a second mandatory weekend orientation in June for all outbound students, at which their attendance is mandatory, to prepare them as best as possible for their exchange years.
12. Any student who fails to attend either RYE-Florida orientation is subject to immediate dismissal from the program and forfeiture of all moneys paid.
13. All District YE Chairs (Directors) are expected to attend and participate in all RYE-Florida orientations, and other YE volunteers in each district are encouraged to do so as well.

Policy 5 – Assessments and Fees

Adopted August 18, 2007

Amended June 27, 2009

Amended June 25, 2011

In accordance with Article VI of the By-laws, the following assessments and fees shall apply:

1. Annual District Assessment – Each member district shall be assessed an annual fee of \$2000.00, billed by the RYE-Florida treasurer to each member district in July for the fiscal year beginning that July.
2. Inbound Student Activity Fee – Each member district shall be assessed an annual fee of \$600.00 per inbound student hosted, billed by the RYE-Florida treasurer to each member district in July for students hosted in the fiscal year beginning that July.
3. Outbound Student Program Fee – Each outbound student shall be charged a program fee of \$4500.00, the first portion of which shall be due with the student's confirmation of participation prior to the first outbound orientation, and the balance due prior to the final orientation, according to a payment schedule offered by RYE-Florida.
4. Outbound Student Application Fee – Each member district shall have the option of establishing the application fee to be collected from each outbound candidate, such funds to remain with the member district's Youth Exchange program.
5. New Member District Initiation Fee – A new member district shall be assessed a one-time initiation fee of \$1500.00, in addition to the Annual District Assessment and Inbound Student Activity Fee specified above.

Policy 6 – Youth Volunteer and Host Family Application Submission Requirements

Adopted June 27, 2009

All RYE-Florida officers, member district Youth Exchange chairs, member district Youth Exchange committee officers and members, participating Rotary Club Youth Exchange Officers and counselors, and

any others involved regularly and directly with RYE-Florida exchange students must complete and submit a Youth Volunteer Application (YVA). An updated YVA must be re-submitted every five years of continuous service.

All host families must complete and submit a Host Family Application (HFA) prior to hosting an inbound exchange student in their homes. The HFA must be endorsed by the host Rotary Club or District, to confirm that the family was interviewed in the home, and that references were properly checked. Any family hosting in consecutive years may submit a Host Family Renewal form, instead of a full HFA, to authorize RYE-Florida to conduct annual background checks.

Policy 7 – Country Coordinators

Adopted June 26, 2010

Five Country Coordinator positions are established, with the following composition:

1. Asia Region, for management of exchanges with India, Indonesia, Japan, Kyrgyzstan, Taiwan, and Thailand.
2. Latin America Region, for management of exchanges with Argentina, Brazil, Ecuador, Paraguay, and Peru.
3. Western Europe Region, for management of exchanges with Belgium, France, Italy, and Spain.
4. Northern Europe Region, for management of exchanges with Denmark, Estonia, Finland, Iceland, Netherlands, Norway, Poland, and Sweden.
5. Central/Eastern Europe Region, for management of exchanges with Austria, Croatia, Czech Republic, Germany, Hungary, Russia, Slovakia, Switzerland, and Turkey.

The Outbound Coordinator will be responsible for the assignment of outbound students to destination countries. Where there are multiple exchange partners in a country, the Country Coordinator shall select the specific destination for each student, but shall not change the designated country of assignment for outbound students without the concurrence of the Outbound Coordinator.

The Inbound Coordinator will be responsible for assigning to each RYE-Florida district the countries of the inbound students that the district will host. The Country Coordinator shall determine which student goes to which district, but shall not change the distribution of countries among RYE-Florida host districts without the concurrence of the Inbound Coordinator.

Country Coordinators are encouraged to become familiar with their assigned countries, and with the partners that manage the exchange programs there, in addition to familiarity with general Youth Exchange procedures. Accordingly, Coordinators are urged to attend one or more national or international Youth Exchange meetings/conferences each year, and RYE-Florida will reimburse each Coordinator for such travel up to \$1500 in each fiscal year.