

ROTARY DISTRICT 5010 YOUTH EXCHANGE PROGRAM

Policy for Inbound Student Travel

Rotary District 5010 is a large and varied district. It is our hope that all students will have the opportunity to enjoy the beauty of our lands and rich culture during their exchange year. The following travel policy will help set the parameters of inbound student travel as it applies to local, in-district, out of district and out of the United States.

Travel considerations include student visa requirements, Rotary ambassadorial expectations, student safety and the need to control the difficulties of liability should an unexpected accident or happenstance occur.

Visa Requirements

Exchange students are visitors in a country other than their own. They have permission to stay in the host country for an extended period based on having an approved student visa. Therefore, exchange students must attend a local secondary school on a full-time basis and meet school requirements as responsible students in good standing. Any travel-related school absences must not jeopardize his/her good standing.

Rotary Youth Exchange Expectations

Exchange students are ambassadors of good will. Therefore, exchange students are expected to immerse themselves in the lives of their host families, their host schools and their host community. They are expected to act as ambassadors from their countries of origin to their host Rotary clubs and to participate and join in activities their host Rotary club and Rotary District. In addition, when they return to their countries of origin, they are expected to share what they have experienced and learned in a “reverse ambassadorial” role. Travel must not detract from their ambassadorial role.

Statement of Policy

Exchange students may have opportunities to travel with their host families, school, Rotary Club and/or Rotary District or other recognized groups or Rotarians. Such travel may be permitted if an exchange student does not miss mandatory Rotary events and if the student has timely permissions as listed on the Inbound Travel Matrix.

Types of travel - *Procedures for each type are listed in the matrix.*

In District – travel within Alaska.

Out of District – travel to any other state in the U.S.

International – travel outside the U.S. Planning for international travel must begin well in advance of the travel, to allow time to research/satisfy any requirements for students from a specific country to travel to another country, *For students in Alaska:* If those requirements can be satisfied, the DS2019 must be mailed to our ARO (Alternate Responsible Officer) for a signature and returned to the student to carry on the trip.

INBOUND TRAVEL POLICY
6/2019

For all types of travel, the responsible adult should carry a copy of the signed Rules & Conditions of Exchange from the student's application (documenting the parents having given Rotary custody of their child and providing permission for medical treatment) and the student's insurance card. For international travel, the responsible adult should also carry the student passport and their DS2019.

Responsible adult vetting

Travel out of district, international, or for more than 7 days requires that the YEO (Youth Exchange Office) take additional precautions to assure that the responsible adult will provide the necessary oversight to keep the student safe.

If the responsible adult is not vetted through Rotary as a host parent or Youth Exchange Volunteer, the YEO needs to talk with him/her about the trip, his/her experience, and if he/she has any additional training in working with youth. Two informal reference checks are recommended. This information needs to be included when forwarding a request for approval to the AC (Area Coordinator).

School or other group leaders may be vetted through their organizations; in which case the YEO can document that in lieu of informal reference checks.

Individual travel – In-District ONLY

Independent travel will only be allowed in exceptional situations. Students must obtain prior approval from their YEO, AC, and Inbound Coordinator, in that order.

Disallowed Travel

Except under the most exceptional circumstances (illness, death in the family, or other emergency situation) travel not described above is not permitted.

Visitation or travel with Exchange Student's natural parents, family or friends from their home country will result in the termination the students exchange.

Travel on Rotary District trips other than the trip sponsored by District 5010 is not permitted.

Failure to comply with this policy may be cause for termination of the student's exchange.

INBOUND TRAVEL POLICY

6/2019

In District – travel within Alaska, examples: ski trip, sightseeing, sports tournament, etc

Travel with:	Host Family	Rotarian	Another responsible adult
Length of travel:	7 days or less	7 days or less	7 days or less
Required permission from			
Host Family	X	X	X
Natural parents			
Youth Exchange Office	X	X	X
Area Coordinator			
Inbound Coordinator			
District Chair			
School (if absences will occur)	X	X	X
Vetting			

NOTE: Student must provide the name and phone number of Rotarian who has invited them and will assume responsibility for student while in their community.

YEO: must document approval in database PRIOR to travel.

AC: notifies Inbound Coordinator & District Chair of the travel and documents in database.

Travel with:	Host Family	Rotarian	Another responsible adult
Length of travel:	8 days or more	8 days or more	8 days or more
Required permission from			
Host Family	X	X	X
Natural parents			
Youth Exchange Office	X	X	X
Area Coordinator	X	X	X
Inbound Coordinator			
District Chair			
School (if absences will occur)	X	X	X
Vetting	Host Family	Responsible adult	Responsible adult

NOTE: Student must provide the name and phone number of Rotarian who has invited them and will assume responsibility for student while in their community.

YEO: Must document steps taken to assure responsible adult vetting has occurred and adult can provide adequate oversight for student safety. See policy.

Process for AC Approval: Complete on-line Travel Authorization Request: <https://form.jotform.com/83265166830156>, Inbound Coordinator receives and reviews request, reply's to requestor and includes AC notating any missing items. A folder is created and share on Google Docs for each student travel request.

AC: review, approve all info to student record PRIOR to travel. Ensure Dist. Admin or IB Coordinator has uploaded

Out of District – travel to another state in the U.S., examples: Vacation with host family, etc

PERMISSIONS REQUIRED 3 WEEKS PRIOR TO DEPARTURE

Travel with:	Host Family	Rotarian	Another responsible adult
Length of travel:	any	any	any
Required permission from			
Host Family	X	X	X
Natural parents	X	X	X
Youth Exchange Office	X	X	X
Area Coordinator	X	X	X
Inbound Coordinator	X	X	X
District Chair	X	X	X
School (if absences will occur)	X	X	X
Vetting	Host Family	Responsible adult	Responsible adult

YEO:

- Must document steps taken to assure responsible adult vetting has occurred and adult can provide adequate oversight for student safety. See policy.
- Complete on-line Travel Authorization Request: <https://form.jotform.com/83265166830156>, Inbound Coordinator receives and reviews request, reply’s to requestor and includes AC notating any missing items.

AC reviews, approves & forwards to Inbound Coordinator 2 weeks in advance of travel

IB Coordinator approves & forwards to District Chair notifies A/C, YEO

District Chair reviews, approves & notifies IB/C, A/C, YEO

International – travel outside the U.S., examples: Vacation with host family, etc

PERMISSIONS REQUIRED 3 WEEKS PRIOR TO DEPARTURE

Travel with:	Host Family	Rotarian	Another responsible adult
Length of travel:	any	any	any
Required permission from			
Host Family	X	X	X
Natural parents	X	X	X
Youth Exchange Office	X	X	X
Area Coordinator	X	X	X
Inbound Coordinator	X	X	X
District Chair	X	X	X
School (if absences will occur)	X	X	X
Vetting	Host Family	Responsible adult	Responsible adult

YEO MUST FIRST CONFIRM STUDENT MULTI-ENTRY VISA IS VALID & HAVE THE ALTERNATE RESPONSIBLE OFFICER (ARO) SIGN THE DS2019. YEO MUST ALSO CONFIRM STUDENT HOME COUNTRY COMPATIBILITY WITH PROPOSED DESTINATION COUNTRY FOR ENTRY/RE-ENTRY AND OBTAIN THE APPROPRIATE VISA

- Must document steps taken to assure responsible adult vetting has occurred and adult can provide adequate oversight for student safety. See policy.
- Complete on-line Travel Authorization Request: <https://form.jotform.com/83265166830156>, Inbound Coordinator receives and reviews request, reply’s to requestor and includes AC notating any missing items.

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District Chair reviews, approves & notifies IB/C, A/C, YEO