

***A Year in the Life of a YEO in District 5010***

<b>Month</b>	<b>Activity</b>
<b>July</b>	
Inbound	Monthly stipend for IB
Inbound	Enter IB departure date within 48 hours of actual departure in YEAH
Inbound	Make sure HF#1 is ready for student.
Outbound	Prepare for OB departure: Work on identified issues, language, culture questions
Outbound	Confirm receiving Club/District knows Outbound travel schedule & arrival time
<b>August</b>	
Inbound	Arrival new Inbound student: meet at airport
Inbound	Enter IB arrival date and port of entry in YEAH within 48 hours of arrival
Inbound	Enroll IB in classes at school, make sure YEO is listed as one of the parents
Inbound	Set up bank account, get state ID, update any needed shots for IB
Inbound	Monthly stipend to IB
Inbound	Photocopy return air ticket & enter data into YEAH
Inbound	Copy passport, DS2019. Make sure DS2019 says multiple entry
Inbound	Monthly contact with IB / HF and document in YEAH
Inbound	Verify insurance card
Inbound	Provide emergency contacts
Outbound	Go to airport & send them off!
Rebound	Meet at the airport when they return.
Rebound	Connect with RB - get a debrief on their exchange. Involve in RYE, Rotary. Talk about re-integration, invite to club meeting/activities before Fall Orientation
Rebound	Confirm Rebound's attendance at Fall Orientation
Club	Complete Club Commitment & Certification of Club Compliance for next exchange year (due August 15)
Club	Send payment for Club participation in YE (\$4500)
Club	Plan & begin recruitment / selection process for next year's Outbounds
<b>September</b>	
Inbound	Monthly stipend to IB
Inbound	Second visit to HF #1 (between 30 - 60 days of arrival)
Inbound	Begin search for HF #2 (if not already selected)
Inbound	Monthly contact with IB / HF and document in YEAH
Inbound	Attend Fall Orientation
Rebound	Attend Fall Orientation
Rebound	Involve rebounds in recruitment / selection
OB Yr 2	Monthly contact with OB / document in YEAH

<b>October</b>	
Inbound	Monthly stipend to IB
Inbound	Confirm HF #2, vet
Inbound	Monthly contact with IB / HF and document in YEAH
inbound	Attend Parent / Teacher Conferences for IB
OB Applicant	Initial Long Term Applications due Oct 15
OB Yr 2	Monthly contact with OB / document in YEAH
Rebound	Continue recruiting
Rebound	RB presentations at Info Night
Rebound	Interview / select Outbounds for next year
Rebound	Involve in service projects
<b>November</b>	
Inbound	Monthly stipend to IB
Inbound	IB moves to HF #2 (typically end of month)
Inbound	Document HF change & print updated ID card from YEAH
Inbound	If going on West Coast Tour deposit due November 30
Inbound	Quarterly report due to sending district
Inbound	Monthly contact with IB / HF and document in YEAH
OB Applicant	Newly selected OB names to OB Coordinator (Nov 1)
OB Applicant	Train OB & parents on application process. Go over RYE conditions of exchange, medical release, D5010 rules
OB Applicant	Student / parent essays entered mid November for AC feedback
OB Yr 2	Monthly contact with OB / document in YEAH
OB Yr 2	Quarterly report due to D5010
OB Yr 2	Mail Christmas gift to OB (overseas) (optional)
Rebound	Recommend for Winter O (if and only if meet criteria)
<b>December</b>	
Inbound	Monthly stipend to IB
Inbound	Christmas gift for Inbound / Club festivities
Inbound	Monthly contact with IB / HF and document in YEAH
OB Applicant	Assist students to complete their applications by Dec 1.
OB Applicant	Meet w/ student, family, yeo to sign documents. Collect first payment.
OB Applicant	Provide signed documents to AC to upload into YEAH hub by Dec 15
OB Applicant	Invite OB parents to Winter Orientation
OB Applicant	Provide OB t-shirt sizes to YE Admin
OB Yr 2	Monthly contact with OB / document in YEAH. This is typically a tough time for OBs.

<b>January</b>	
Inbound	Monthly stipend to IB
Inbound	Check with District re IB return dates (per country agreement) & discuss with IB. Confirm / update reservations. Encourage student to stay as long as possible.
Inbound	Second visit to HF#2 (between 30-60 days of move)
Inbound	Begin search for HF #3 (if not already selected)
Inbound	Monthly contact with IB / HF and document in YEAH
Inbound	Attend Winter Orientation (weekend before Martin Luther King day)
OB Applicant	AC reviews all completed apps in preparation for WO & country placement
OB Applicant	Confirm OB parents for Winter Orientation
OB Applicant	Meet w/ OB students before Winter O, practice interviews
OB Applicant	Attend Winter Orientation (weekend before Martin Luther King day)
OB Applicant	Country acceptance letter submitted
OB Yr 2	Monthly contact with OB / document in YEAH.
<b>February</b>	
Inbound	Monthly stipend to IB
Inbound	Confirm HF #3, vet
Inbound	IB presentation to club (varies)
Inbound	Attend parent / teacher conferences with IB
Inbound	Monthly contact with IB / HF and document in YEAH
Inbound	Quarterly Report due to sending district
Outbound	Monthly training for OB departure: Work on identified issues, language, culture questions
Rebound	Involve RB in training new OB students
OB Yr 2	Check with District re OB (overseas) return dates (per country agreement) & discuss with OB. Encourage student to stay as long as possible.
OB Yr 2	Monthly contact with OB / document in YEAH.
OB Yr 2	Quarterly Report due to D5010
<b>March</b>	
Inbound	Monthly stipend to IB
Inbound	IB moves to HF#3 (typically late in the month)
Inbound	Document HF change & print updated ID card from YEAH
Inbound	<b>Be ready to receive new IB application - make contact w/ student when received.</b>
Inbound	<b>Review, sign Guarantee forms, secure &amp; vet first HF and return paperwork by requested date.</b>
Inbound	<b>Check w/ school nurse and advise students of missing immunization and/or need for tb letter.</b>
Inbound	Monthly contact with IB / HF and document in YEAH
Outbound	Prepare for OB departure: Work on identified issues, language, culture questions
Outbound	Remind OB payment #2 is due on March 15
OB Yr 2	Monthly contact with OB / document in YEAH.

<b>April</b>	
Inbound	Monthly stipend to IB
Inbound	IB attends District Conference (varies)
Inbound	Monthly contact with IB / HF and document in YEAH
Outbound	Prepare for departure: Work on identified issues, language, culture questions
OB Yr 2	Monthly contact with OB / document in YEAH.
<b>May</b>	
Inbound	Monthly stipend to IB
Inbound	Second visit to HF #3 (between 30 - 60 days of arrival)
Inbound	Monthly contact with IB / HF and document in YEAH
Inbound	Quarterly report due to sending district
OB Yr 2	Prepare returning OB students & parents for re-entry
OB Yr 2	Confirm return date & plan to meet at airport
OB Yr 2	Monthly contact with OB / document in YEAH.
OB Yr 2	Quarterly report due to D5010
Outbound	Prepare for OB departure: Work on identified issues, language, culture questions
<b>June</b>	
Inbound	Monthly stipend to IB
Inbound	IB West Coast Tour (optional)
Inbound	Monthly contact with IB / HF and document in YEAH
Rebound	Meet Rebound at airport, assist with re-entry
Outbound	Attend Spring OB Orientation (OB students, parents optional)
Outbound	Feedback to YEOs from OB Coordinator - what needs more attn?
	Support OB students/ families in visa paperwork & communications with Travel Agency as needed.
Outbound	Remind OB final payment due (June 15)
Outbound	Prepare for OB departure: Work on identified issues, language, culture questions
Club	Vet incoming club president, any new YE committee members
Club	Ensure the new IB will have a vetted counselor the same gender as the student.