

## **ROTARY DISTRICT 5010 YOUTH EXCHANGE PROGRAM**

### **Policy for Inbound Student Travel**

Rotary District 5010 Alaska US/Yukon Canada is a large and varied district encompassing over 849,500 square miles. 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 U.S. and Canadian borders.

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: in-district, out of district, and international. Procedures for each type are listed in the matrix.

**In District** – in Alaska or in the Yukon Territory. (Even though our District includes both any travel between the US and Canada is governed by international rules.)

**Out of District** – travel to any other state in the U.S. for students in Alaska, or travel to any other province/territory for students in Whitehorse.

**International** – travel outside the country where the student is hosted. 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 specific country.

*For students in Alaska:* If those requirements can be satisfied, the DS2019 also needs to be mailed to our Alternate Responsible Officer (currently Dora Gropp) for her signature and returned to the student to carry on the trip.

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.

*For students in Yukon: this section needs to be developed to meet Canadian law.*

Responsible adult vetting:

Travel out of district, international, or for more than 7 days requires that the YEO 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 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 – Permitted In-District ONLY

If the student is not accompanied by a host family member, Rotarian, other responsible adult or as part of an organized group, additional permissions are required.

The student must be invited by a Rotarian in the destination city who will take full responsibility for the student during the visit. The invitation needs to include the reason for the visit, where the student will be housed, and the proposed travel details. The student must be accompanied by their YEO/Counselor/Host Family to the departure airport and met by the inviting Rotarian at their destination. When returning, the student must be accompanied by the inviting Rotarian to the departure airport and met by their YEO/Counselor/Host Family.

Disallowed Travel:

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

Travel with Exchange Student's natural parents is highly discouraged. YEOs and Area Coordinators must first work with the student and their parents to help them understand the disruptive nature of such of a visit. If the parents persist in their desire to visit and travel with their child, the YEO and A/C must contact both the Inbound Coordinator and the District Chair. (Rotary International does not support parental visits, however the US Dept. of State does not allow us to prohibit them.)

Visits by Exchange Students' natural families are disruptive to the exchange. While on the exchange, D5010 is the Student's legal guardian and retains specific legal responsibilities under the VISA and exchange program rules regardless of the student's familial ties.

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

Failure to comply with this Inbound Student Travel Policy may be cause for termination of the student's exchange.

**In District (either Alaska OR Yukon)**

**examples: ski trip, sightseeing, sports tournament**

**Travel to/from Canada must be treated as international travel even if in District 5010**

Travel with:	Host Family	Rotarian	Other responsible adult	School / other group	Individual
<b>Length of travel:</b>	<b>7 days or less</b>	<b>7 days or less</b>	<b>7 days or less</b>	<b>7 days or less</b>	<b>7 days or less</b>
Permissions from:					
Host Family	x	x	x	x	x
Natural Parents					
YEO	x	x	x	x	x
Area Coordinator					x
Inbound Coordinator					Notify Only
District Chair					Notify Only
School (only if travel will cause an absence)	x	x	x	x	x
Vetting					<b>See NOTE</b>

**Note: for individual travel, student must be invited by a Rotarian who assumes responsibility for student while in their community.**

**YEO must document approval in database PRIOR to travel, except for individual travel. Individual travel requires A/C approval, as listed below.**

**Notify Only: A/C notifies Inbound Coordinator & District Chair of the travel and documents in database.**

Travel with:	Host Family	Rotarian	Other responsible adult	School / other group	Individual
<b>Length of travel:</b>	<b>8 or more days</b>	<b>8 or more days</b>	<b>8 or more days</b>	<b>8 or more days</b>	<b>8 or more days</b>
Permissions from:					<b>See NOTE</b>
Host Family	x	x	x	x	x
Natural Parents					
YEO	x	x	x	x	x
Area Coordinator	x	x	x	x	x
IB Coordinator					Notify only
District Chair					Notify only
School (only if travel will cause an absence)	x	x	x	x	x
Vetting	Host Family	Responsible adult	Responsible adult	Document the vetting the group uses	Responsible adult

**Note: for individual travel, student must be invited by a Rotarian who assumes responsibility for student while in their community.**

**Responsible adult vetting: YEO must document steps taken to assure person can provide adequate oversight for student safety. See policy.**

**Process for Area Coordinator Approval:**

YEO provides following information to A/C in advance of travel

Name(s) of responsible person(s)

Contact info for responsible person(s) (cell phone)

Dates of travel

Purpose of travel

Transportation details (itinerary)

Accommodation details (address, phone number)

**A/C reviews, approves & uploads all info to student record PRIOR to travel**

**For individual travel, A/C also notifies IB Coordinator & District Chair.**

**Out of District (in US for students in Alaska, in Canada for students in Whitehorse)**  
**examples: sightseeing, sports tournament, vacation**

<b>Travel with:</b>	<b>Host Family</b>	<b>Rotarian</b>	<b>Other Responsible Adult</b>	<b>School / Other Organization</b>
<b>Length of travel:</b>	<b>any</b>	<b>any</b>	<b>any</b>	<b>any</b>
Permissions from:				
Host Family	x	x	x	x
Natural Parents	x	x	x	x
YEO	x	x	x	x
Area Coordinator	x	x	x	x
IB Coordinator	x	x	x	x
District Chair	x	x	x	x
School (only if travel will cause an absence)	x	x	x	x
Vetting	Host Family	Responsible adult	Responsible adult	Document the vetting the organization uses

**Process:**

**Responsible adult vetting: YEO must document steps taken to assure person can provide adequate oversight for student safety. See policy.**

**YEO provides following information to A/C 3 weeks in advance of travel**

- Name(s) of responsible person(s)
- Contact info for responsible person(s) (cell phone)
- Dates of travel
- Purpose of travel
- Transportation details (itinerary)
- Accommodation details (address, phone number)

**A/C reviews, approves & forwards to Inbound Coordinator 2 weeks in advance of travel**

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

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

**A/C uploads approval to database PRIOR to travel**

**International**

**examples: sightseeing, vacation, sports tournaments**

<b>Travel with:</b>	<b>Host Family</b>	<b>Rotarian</b>	<b>Other Responsible Adult</b>	<b>School / Other Organization</b>
<b>Length of travel:</b>	<b>any</b>	<b>any</b>	<b>any</b>	<b>any</b>
Permissions from:				
Host Family	x	x	x	x
Natural Parents	x	x	x	x
YEO	x	x	x	x
Area Coordinator	x	x	x	x
IB Coordinator	x	x	x	x
District Chair	x	x	x	x
School (only if travel will cause an absence)	x	x	x	x
Vetting	Host Family	Responsible adult	Responsible adult	Document the vetting the organization uses

**Process:**

**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**

**Responsible adult vetting: YEO must document steps taken to assure person can provide adequate oversight for student safety. See policy.**

**YEO provides following information to A/C 3 weeks in advance of travel**

- Name(s) of responsible person(s)
- Contact info for responsible person(s) (cell phone)
- Dates of travel
- Purpose of travel
- Transportation details (itinerary)
- Accommodation details (address, phone number)
- Confirmation of multi-entry visa, ARO signature, home country compatibility

**A/C reviews, approves & forwards to Inbound Coordinator 2 weeks in advance of travel**

**IB Coordinator reviews, approves & forwards to District Chair**

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

**A/C uploads approval to database PRIOR to travel**

**Travel to/from Canada must be treated as international travel even if in District 5010**