



Survival Handbook

For

Outbound Students

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**DISTRICT 9700 Inc
2011-12 Youth Exchange Program**

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Reference Material to be issued

- District 9700 Youth Exchange Rules
- Monthly reports - Induction Handout AD-04
- Health & Fitness - Induction Handout HE-05
- Sexual Harassment and Abuse -Induction Handout HE-02
- Conduct and Expectations -Induction Handout EX-11
- Support System - Induction Handout EX-06
- Insurance and Financial Management -Induction Handout FI-01 and FI-02

First night Questionnaire in dual languages available at:

<http://www.rotary.org/EN/STUDENTSANDYOUTH/YOUTHPROGRAMS/ROTARYYOUTHEXC HANGE/Pages/FirstNightQuestions.aspx>

Welcome to Rotary District 9700 Youth Exchange Program. Your Sponsor and Host Rotary Clubs and Host Families will be seeking to make this year a year that will last a lifetime.

You will encounter opportunities and challenges during this year. You are beginning an adventure that will broaden your life, as it has done for the thousands of Rotary exchange students before you.

This Survival Booklet is designed as a source of information which will help you maximise the opportunities and overcome the challenges so that you have a successful exchange.

Training will be conducted several times prior to your year away and additional resources provided in the sessions will provide further information.

A vital part of your exchange is understanding the organisation sponsoring you. So, what is Rotary?

Rotary clubs are service organisations for local business and professional leaders, which strive to improve the quality of life in their communities, promote high ethical standards in business, and foster international understanding and goodwill throughout the world. Clubs carry out a variety of service activities, one of which is Youth Exchange.

For administrative purposes, clubs are grouped into geographical areas called **Rotary districts**. A Rotary Youth Exchange program is administered entirely at the club and district levels.

Rotary International (RI) is the association of Rotary clubs throughout the world. While RI encourages clubs and districts to undertake Youth Exchange activities and offers support through publications and suggested guidelines, Rotary clubs and districts run their Youth Exchange programs independently of RI.

OBJECT OF ROTARY

- The Object of Rotary is to encourage & foster the ideal of service as the basis of worthy enterprise and, in particular, to encourage and foster:
- The development of acquaintance as an opportunity for service.
- High ethical standards in business & professions; the recognition of the worthiness of all useful occupations; & the dignifying of each Rotarian's occupation as an opportunity to serve society.
- The application of the ideal of service in each Rotarian's personal, business & community life.
- The advancement of International understanding, goodwill & peace through a world fellowship of business & professional persons united in the ideal of service.

OBJECTIVES OF THE YOUTH EXCHANGE PROGRAM

- To further International goodwill and understanding by enabling students to study at first hand some of the culture and accomplishments of people in lands other than their own.
- To enable students to advance their education by studying in an environment entirely different to their own and by undertaking study of courses and subjects not normally available to them in secondary schools of their own country.
- To broaden the student's own outlook by learning to live with and meet people of cultures, creeds and colours different to their own, and by having to cope with day to day problems in an environment completely different to the one they have experienced at home.
- To act as ambassadors for their own country by addressing Rotary Clubs, community organisations and youth groups in their host country and by imparting as much knowledge as they can, of their own country and its culture, to the people they meet during their year abroad.
- To study and observe all facets of life and culture in the country where they are hosted so that on return to their home country they can pass on the knowledge they have gained by addressing Rotary Clubs, youth groups and community organisations.

The more knowledge you have about the details of your exchange, including the responsibilities of the sponsor and host Rotary clubs and districts, the more you will be able to handle all possible situations. Some anxiety is natural and expected when considering going on an exchange, but you must be sure you are comfortable with the program before going to a different country to live with another family.

If you have serious reservations about any aspect of the exchange, feel that you cannot meet your obligations, or do not have adequate answers to your questions, you should not participate in the program.

Youth Exchange is a great opportunity, but you must be comfortable and prepared to undertake the challenge, fully aware of your rights and responsibilities.

RULES AND MORE RULES

Few young people enjoy being told they must follow rules but when you applied to undertake a Rotary Youth exchange you agreed to be bound by the rules established by Rotary International and the Host Rotary District.

When you applied for the Host Country Visa and enter that country you were admitted on the basis you are subject to Laws which apply in the part of the world you are at any time.

When you enrol at school you become subject to the rules that that particular school has in place.

When you enter a Host Home and discuss the “First Night Questions” you are submitting to the rules of that household.

We have acknowledged that you have a right to be safe but like the rest of society this entails acceptance of these other restrictions. The alternative is a tendency of individuals to prefer anarchy.



The “D’s”
No Drinking
No Driving
No Dating
No Drugs
No Disfigurement

You must remember that the rules are based on experience and are a balance between having a good time and keeping you and others safe.

Failure to follow the rules in the past has seen students imprisoned, injured, ill, pregnant and in some cases dead. It is no light matter for the Rotarians who are called on to deal with these rare but real problems. We ask for your responsible co-operation in complying with the rules. Read the District Rules and discuss them with your Host Family, Host Counsellor or Host District Committee Country Co-ordinator. Where you are unsure what is applicable or where a rule is creating some problem for you, talk it through. Don’t ignore the issue.

Where a student is charged under a civil law the legal process will apply and Rotary will not be able to influence this.

Where serious breaches of Rotary rules arise, the student will be repatriated at their expense.

Where less serious breaches occur and the student does not respond to counselling and coaching to redress these issues, repatriation will also result.

**Rotary will do everything within its power to make your Exchange a success – the biggest influence on our ability to achieve this
*is you, the student.***

CULTURE & CUSTOMS

Learn something about the culture of your host country every week.

Your pre-departure phase is a good time to study your host country; learning more about where you are going will help you build confidence. Libraries, bookstores, the Internet, and consulates are good sources of reference materials that can supplement the outbound orientation program your sending club or district may arrange for you. You should also know something of the history, literature and arts, and principal struggles of your host country. You are by no means expected to become an expert, but you will benefit from acquiring a foundation on which to build your firsthand experience of the host country. You may also wish to speak to former Youth Exchange students who spent their year abroad in that country.

Learn about your country's history and heritage. Understanding your own country's values and customs will enable you to better understand those of your host country. As a student ambassador for your country, you will also inevitably be asked questions about your country's customs, culture, history, geography, and government. Being able to answer these questions thoroughly and objectively will allow you to feel more comfortable speaking about your own country and sharing your culture with people in your host country. You may find it difficult to accept some of the local customs at first but as you persevere with the local way of doing things you will gradually come to appreciate the difference and learn that

IT IS NOT WORSE, NOT BETTER, JUST DIFFERENT.

Don't compare your life in Australia with life in your host country. It will be different and that is what you are there to experience.

You should prepare to speak to the host club early in your exchange and again towards the end of your exchange. The first presentation should focus on who you are and where you are from. Your last presentation should focus on what changes you have experienced and what lessons you have learned and what your future plans may be.



**BE PREPARED TO GIVE YOUR TALK
IN YOUR HOST'S LANGUAGE—EVEN
IF IT IS A LITTLE BROKEN**

You may have a host sibling who comes home from their Exchange, half way through your stay. Be prepared for a change in the family. You must understand that it is hard for them to come home to a stranger in their house, with their family. Remember that being an exchange student is a unique experience, never to be repeated. While you are a "member" in someone else's home the returning student will be treated as someone special. Give them some space but be there for them when they need to talk. You may be the only one interested in hearing about or really understand what their Exchange experience was like. Just

imagine how you would feel to come home after 12 months away to find a stranger in your house, with your family. Treat them as you would hope to be treated.

GIFTS

Students should carry, or arrange to have sent at a later date, a gift for each of the host families and Counsellors. The gifts do not have to be expensive, but preferably typical of your home country.



In addition, smaller tokens of appreciation should be brought for others who may assist during the year.

Your Sponsor Rotary Club should have provided club banners to be presented to your Host Club and other clubs at which you may be the guest speaker. Banners received in exchange should be presented to your Sponsor Club upon return home.

Remember that it is the thought that counts – a hand written note on the back of your business card may be as appreciated as a box of chocolates. Use “Please” and “Thank You” and people’s names as often as you can. A card at Christmas and an inexpensive egg at Easter for host family children is a nice touch.

Don’t hand out all the presents that you have brought in the first couple of months. You may have three or four families to stay with. Hand the presents out slowly - take four or five good presents and apportion them out.

SOUVENIR COLLECTIONS

A student is bound to collect a surprisingly large amount of booklets, souvenirs and pictures during the year away. It is recommended these be periodically sorted, with parcels being made and sent home by mail. Don’t wait until the end of the exchange, otherwise excess baggage will be exorbitant. Ignore this at your peril – we have had students incur in excess of \$1,000 excess luggage and their parents were not amused!

Student Safety and Wellbeing

When moving about in public or shopping, you need to exercise a level of care no less than you would in Australia. Tourist areas are a popular target for scams and robbery. Often you will be integrated into the community to the degree you present as a local, thereby reducing your risks. Other times you will be visiting sites targeted by “Tourist Criminals”. Keep your valuable items, camera, passport, credit cards and cash all out of sight and access them with care. Try and travel in a group and walk purposefully. At night or in poor or targeted areas take extra care. Take care at ATM’s and guard your PIN. Have your mates watch out for suspicious characters while you focus on the transaction. Keep your bag/purse close. If grabbed, release it but try and upend contents – this limits risk of injury but minimises your losses. Always keep a means of telephoning for help and have your contacts and addresses written down, especially when you are travelling and staying in unfamiliar accommodation.

Student Safety and Wellbeing

Rotary International and the District 97000 Youth Exchange Committee and the Committee in your host country considers harassment of any of our students to be a serious offence. Under our laws these behaviours, particularly sexual harassment or abuse are criminal matters.

Any allegation of such matter and we will take Australia. It is our policy feel safe, comfortable and sexual harassment, but comments or gestures background, home country, appearance or other



behaviour will be treated as a serious steps to ensure your safety while in that you have a right to **ALWAYS** unthreatened. Harassment includes can take the form of repeated about a student's social language, culture, personal characteristics.

Harassment is any unwanted physical or verbal conduct that offends or humiliates you.

Both males and females can be abused in ways including:

- **Being encouraged to engage in full sexual intercourse, masturbation, oral sex and fondling;**
- **Being offered pornographic books and videos;**
- **Being asked to take part in making videos or taking pornographic photographs.**

If you are placed in any of the above situations or think the situation is “uncomfortable”, **then contact an adult you trust immediately.**

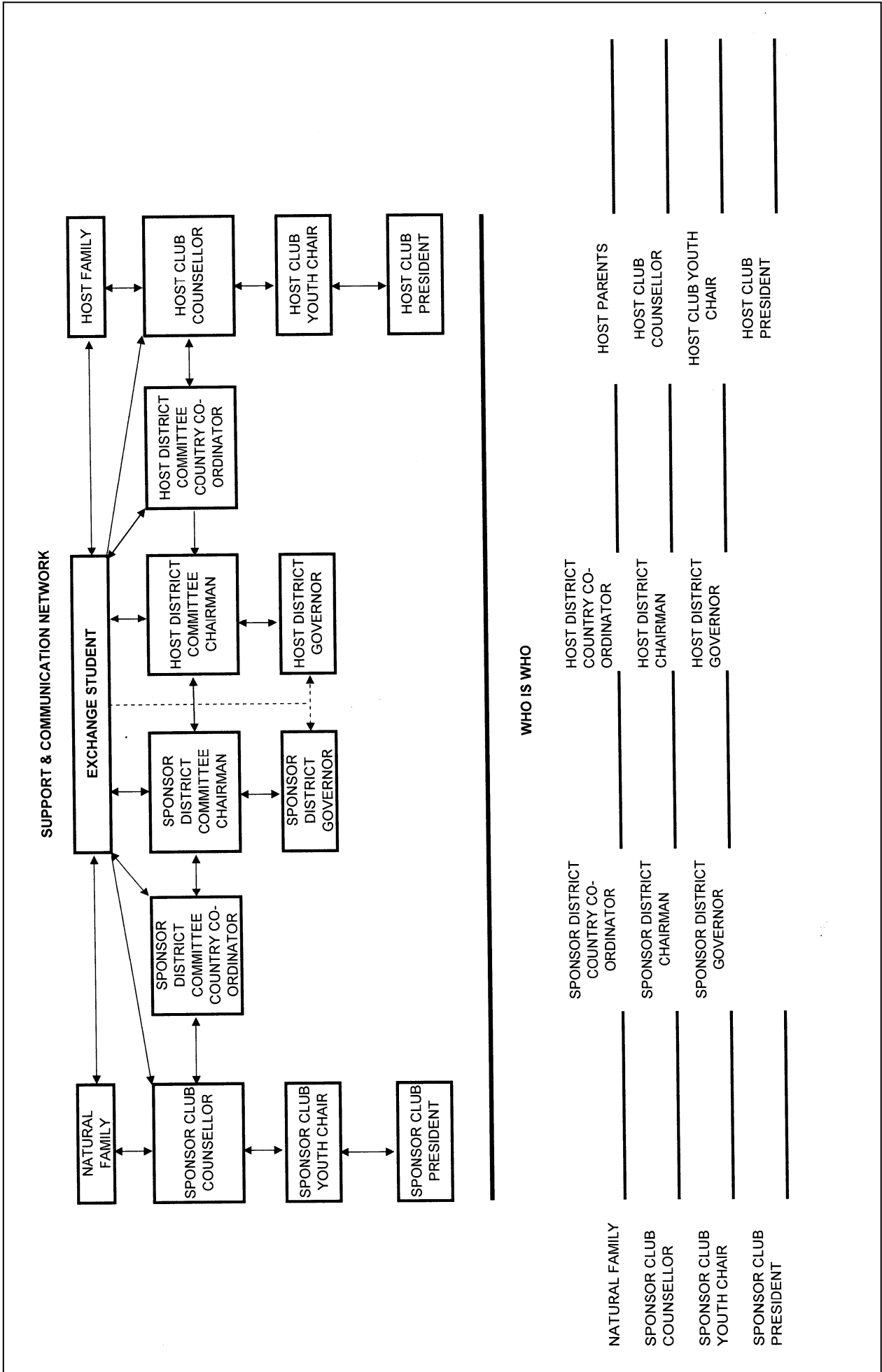
DO NOT try to handle the situation on your own — there are Rotary members there to help you and ensure that your exchange is safe and enjoyable.

Sometime during your exchange you may encounter difficulties that may not be able to be resolved easily. The problem solving flow chart and the Support & Communication Network Diagram are guides on how and who will be able to help you if you do have any problems.

You may have difficulties with school, your club, host siblings, travel, other students etc. *There is always a way that the problem can be resolved.*

If you have any concerns and are uncomfortable speaking with your host family or Host Counsellor then contact your District Country Co-ordinator.

Please remember that your District Country Coordinator is always available to help you, whatever the problem.



STUDENT INSURANCE

When you were accepted into the Programme you became responsible for mandatory insurance.

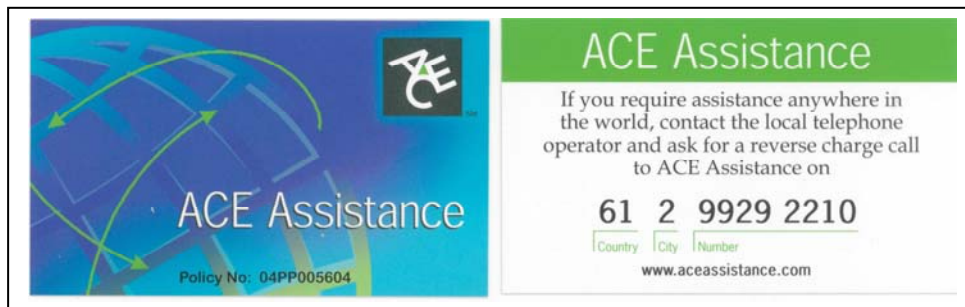
You will have a Travel and General Insurance Policy issued as part of your exchange package-

The Travel and General Insurance will cover the risks of:

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

You need to keep the card issued by your Travel and General Insurer safe and if you have any insurance problems you contact the Insurance Company as per their instructions.

You should provide each host family with a copy of the card so they can support you if you have health issues and are not able to act for yourself.



Claim forms can be obtained from

<http://www.aceinsurance.com.au/aceCDA/v/index.jsp?vnextoid=ebb65f18c29ba110VgnVCM10000806418acRCRD>

Download the document accessed just above the General requirements heading.

Youth Exchange Policy Claims must be submitted to:

- Aon Risk Services
GPO Box 65 Brisbane Qld 4001
- Under no circumstances send it anywhere else.
- *If you wish to be paid, please remember the documentation must go to the above address.*

Monthly Allowance.

Your Host Club will provide you with a monthly allowance, usually around \$A120 each month. Usually the monthly allowance will not be sufficient to meet all the daily needs of a student so you will need to carefully match your expenditure to your available funds. You should establish a bank account with a debit card access and request your Host Club automatic transfer of your allowance into that account. Your Counsellor will be able to advise on how and where and what type of account is best for you. In the event that you do not receive an allowance, you should tactfully raise the matter with the Host Counsellor.



Travel.

While overseas you should always have some negotiable money with you to cover the event of an emergency. When invited by host family, Rotarians or others to accompany them in some form of travel it is wise to enquire how much expenses you need to provide for. This will ensure you have sufficient funds and also avoid any unpleasant surprises if an excursion costs you more than you were anticipating.

Emergency Fund.

You are usually required to have available \$A400 to establish an Emergency Fund. This will be available for any unforeseen emergencies or other unmet obligations you may have. The funds will be receipted by the District Youth Exchange Committee or club as directed and released only when approved by Chairman and Treasurer. If funds are utilised during the year, you will be required to arrange new funds to return the Emergency Fund to the required balance. At the end of your exchange any residual funds will be returned to you. If you have cash to pay for tours which is arranged by the District, it is recommended that the money for this event also be placed in the Emergency Fund until required.



Budgeting

You will need to manage your personal expenditure and also maintain security of your cash, cards and Personal Identification Number (PIN). If you have concerns or any problems discuss them with your Counsellor without delay.

REPORTS

Students are required to submit regular reports to the sponsor District Youth Exchange Committee. The frequency of these reports is monthly not later than the last day of the month. If you are travelling or will be away from email access you should send it early rather than late. The report is to be sent to your Country co-ordinator as a MSWord or PDF attachment on email, with a copy to the District Chairman at d9700yx@gmail.com. You will commence these reports from 30 September to ensure you are fully effective before you depart.

You are provided with a MSWord document template. You should make appropriate comments under each heading. If there a positive experiences and/or unpleasant experiences you should share them in this report. Generally we would not discuss these comments with others without speaking with you first.

If you are unfamiliar with the processing of emails with attachments or cc facility on email speak with your Counsellor.

In addition to the District requirements, it is a good idea to continue to correspond with your Sponsor Rotary Club, keeping the members up to date with your activities and experiences.

ROTARY INTERNATIONAL DISTRICT 9700 INC YOUTH EXCHANGE MONTHLY STUDENT REPORT <i>INBOUND / OUTBOUND</i>			
<p>This form is to be completed and emailed as an attachment Send original to your Australian Country Co-ordinator Send copy (cc) to District Chair d9700yx@gmail.com Report is to be received by the 1st of each month. If you will not be able to sent report near the end of the month then send it earlier - not later. Type only in the yellow field. Use Tab Key or mouse to move about the form. Use MS Word 2003 or earlier. If Word is not available contact your Australian co-ordinator.</p>			
REPORT MONTH			
STUDENT FAMILY NAME		STUDENT GIVEN NAME	
STUDENT MOBILE (IF OWNED)		STUDENT EMAIL	
SPONSOR CLUB NAME		SPONSOR COUNSELLOR NAME	
HOST CLUB NAME		HOST COUNSELLOR NAME	
PRESENT HOST FAMILY			
FAMILY NAME		GIVEN NAMES	
POSTAL ADDRESS			
HOME ADDRESS			
PHONE		MOBILE	
EMAIL			
NEXT HOST FAMILY			
FAMILY NAME		GIVEN NAMES	
POSTAL ADDRESS			
HOME ADDRESS			
PHONE		MOBILE	
EMAIL			
DATE OF ANTICIPATED TRANSFER TO NEXT HOST FAMILY			
HOST CLUB COUNSELLOR			
POSTAL ADDRESS			
HOME ADDRESS			
PHONE		MOBILE	
FRANK II			

TRAVELLING TO & FROM EXCHANGE

Arranging travel for your exchange will require you to obtain and complete several necessary travel documents, including a passport, visas, and vaccinations or inoculation certificates. In addition, the governments of the sponsor or host countries may require other documentation. While your



sponsor Rotary Youth Exchange officers and Terra Australis staff can help arrange the details, it is primarily your responsibility to ensure that everything is in order.

Here are some of the general arrangements you must make:

- You should apply for a passport as soon as you are informed by the club that you will be recommended to the district program.
- After you have been successful at the District interviews and accepted into the Rotary Youth Exchange program, a guarantee form within the application forms will be completed and the visa process will begin. Working with your host district, and the Terra Australis travel agency you should start as early as possible in arranging for both of these documents to ensure sufficient time for processing or the need for further supporting documentation.
- Your airline ticket will be arranged from Sydney to the airport designated by your host District. This is part of your exchange package and is arranged by Terra Australis. It is your responsibility to arrange travel to Sydney in sufficient time to make your flight boarding and security deadlines.
- It is mandatory that all students carry approved travel and health insurance for the duration of their exchange. This is arranged by District as part of the exchange package.
- Most likely you will be required to have immunisation documentation. Check with your local health department and Terra Australis to determine required or recommended immunisations for the countries to which you are travelling.
- You may also need to have a thorough pre-exchange medical examination. With this examination, you may wish to obtain an identification card including your name, blood type, and medications you take or to which you are allergic. You should carry this card at all times while on the exchange.
- Your Rotary club counsellor or host family may wish to examine your passport, visa, and airline tickets to confirm that your documents are in order. These may be retained by your Rotarian counsellor or Youth Exchange officer to ensure their safety.

TRAVELLING WHILE ON EXCHANGE

The Program is a cultural exchange, not a glorified holiday and a student should not enter the Program with the expectation of travelling extensively in the host country.

Neither the Host District, Host Club nor the Host Parents are under any obligation to provide or permit travel. However, most students do manage to see a lot of their host country due to the generosity of Rotary Clubs and individual Rotarians. Where this occurs, it is an added advantage to the exchange, **NOT** an entitlement. Prior to any arrangements being made you must abide by the rules and regulations stipulated as a Condition of such permission and seek authorisation by the Host Club and when necessary by the District Committee.

Approval must be obtained using the process directed by the Host District Youth Exchange Committee. This process is a specific requirement of Rotary International and Districts which do not comply will have RI Certification withdrawn. The process is designed to minimise risk to the Student and to the reputation of Rotary.

Details of the travel itinerary should be lodged with the Host Family and Host Counsellor. When outside the District, the District Committee Chairman must have details of the itinerary showing the name, address and telephone number of the responsible Rotarian (or approved contact) at each stopover.

Unaccompanied travel or travel with other students without a Rotarian or host family outside the community area is not encouraged and is strictly forbidden by most Districts.

Under **NO** circumstance may a student make individual travel arrangements and then expect the host Club or District to go along with the arrangements.

Most Rotary Districts organise or approve student exchange tours, the cost of which is usually the student's responsibility.



Remember - if you want to go travelling, you must have the permission of your Club & District. They are responsible for you and you should check that nothing has been organised by the District Committee, by your Club or your Host Family for the time that you said you wish to travel..

If you are going to visit friends or relatives, contact the family. Make sure that you have received a written invitation to visit or you may find that you are not expected and the family has gone away on holiday.

WHAT WILL I NEED ?

You will need to prepare carefully to ensure you have everything organised well before you travel.

Students travelling from Australia will often experience a wide extreme in climate. Destinations range from Scandinavia where temperatures descend below zero to equatorial destinations. Students should consult host families before departure and make decisions based on their advice.

- Pack less than you think you will need. You must be able to carry your luggage without assistance. Negotiating airports can involve walking long distances.

- Place your name, home address, destination address, and telephone numbers on both the inside and outside of every piece of luggage.

- Checked luggage –

Make sure you have contained your luggage within the weight limit. It is no fun unpacking your bags at the airline check-in counter deciding what needs to stay behind. Sometimes the airline will allow no excess at any cost. Luggage should be light, sturdy, durable, easy to handle, and easy to close. Wheeled luggage is desirable.

- Carry on luggage.

You may see others with outrageous carry on luggage, but you can not risk losing vital items because they enforce limits. Watch size, weight and ease of handling. Pack only essential items, including any medications; for longer flights, basic toiletries should be added. If medication is carried, ensure that you have original prescriptions to present to customs officials.

- Personal wear

Plan to “wear” the critical items, passport, ticket details, contact details, cash and credit cards, camera, telephone, pen. These are the items you see as “must have”. To protect from pickpockets or accidental loss, wear a “safe pouch” inside your clothes that contains your passport, money, tickets, host family's and chair's telephone numbers, and other important papers.

For clothing, dress smart but comfortable. Short tight clothing is not travel friendly. Your Rotary Blazer is essential – wear it – it helps others identify you and will aid you when dealing with authorities. Comply with security – comply with liquids limits, be ready to process all electronic items, coats and bulky items through x-ray and aim to have no metallic items on your clothing as you pass through the security zone.



Often clothing manufactured for Australian conditions are not suited to conditions abroad. Consider purchasing and or borrowing clothing designed for local standards while away. This is a sound move which addresses issues of suitability while aiding the challenge of keeping luggage within the airline weight limits.

- Clothing remains the responsibility of the student's natural parents. The Host Rotary Club or family is under no obligation to provide clothing;
- Pack coordinating clothes. Only pack what you know you *will* wear, not what you think you *might* wear;
- Pack your most comfortable pants or jeans. Your weight may fluctuate due to your new culture's food;
- Do not pack multiple pairs of dress shoes that you will probably not wear. If you need shoes, buy them in your host country and be right in style;
- If you wear glasses, have an extra pair or at least a copy of your prescription;
- If you wear contact lenses, pack extra cleaning solution, as your brand may not be available or may be very expensive. Have a copy of your prescription in case you need to replenish your supply of lenses or replace those lost or damaged;
- Make sure you bring a journal or notebook to record daily events and activities, meals eaten, places visited, friends made, thoughts, or anything else you want to remember about your exchange for years to come;
- You are discouraged from taking expensive items including computers or electronic games with you on your exchange. They can be easily lost or damaged and may not be compatibly with power and media systems;
- You may need power adapters for any items requiring electrical current as most countries differ from Australia in voltage and plug design. You should check with your host Rotarians before selecting adapters from your home country.
- You do not need to carry your entire home library, music collection, jewellery or other such items, no matter how precious. On the other hand, photos to introduce your family, home, school, etc can be taken on a thumb drive and will be greatly appreciated by your host families and new friends.



Health & Fitness

Personal Fitness



On arrival you will experience a period where you are quite tired particularly where you have moved through time zones of more than 4 hours and less the 22 hours. Your body clock will be wanting to sleep during the day and be active at night. This will adjust over several days but you should take care not to be too busy during this period and to try and stay awake during the day. This will help your body to adjust more quickly.

Your personal routine and diet will change dramatically so you should endeavour to achieve a balance of exercise, rest and social engagement. Some exchange students may put on weight in the first six months of their stay. If this happens to you, don't panic, it's a big change that is going on in your life that will normalise. When you get back home, you will most likely go back to what you were before you left.

Experience the culture but watch out for cultural delicacies - Don't eat your way through the country, well, perhaps, not all the way.

Becoming active in sports or other fitness type activities are a good way of extending your social contacts and also keeping your health, both physical and emotional, in a healthy balance. Don't become fanatical, just do it for enjoyment and some fitness

Home Sickness

Very few students avoid homesickness, particularly after the excitement and experience of settling in and meeting new people has passed. One misses the little things at home previously taken for granted.

The continuous "bombardment" of a strange language leaves one mentally exhausted. Frustration may set in due to the inability to communicate adequately. All this leads the student to wondering (despairing) how one is going to cope for the next nine or ten months.

Symptoms of homesickness are:

- for no good reason, feeling miserable and unhappy,
- losing one's temper over small things which normally would have been shrugged off,
- comparing habits and customs unfavourably with how it was done at home,
- staying within the security of one's room and not wanting to go outside,
- physical discomfort, headaches, upset stomach, uneven menstrual cycle, etc;

Each student will have his/her own way of coping with homesickness when it occurs, but recommended remedies include:

- recognise the classic symptoms,
- talk and share the problem, especially with the host parents, Counsellors,
- keep busy, either with studies, sport, club involvement, or letter writing (but keep these cheerful and positive).

The following definitely are not remedies for homesickness:

- moping around and feeling sorry for one's self,
- eating the "blues" away,
- asking to go home, especially in the early stage of the Exchange.

While you may think phoning or e-mailing people in your home country will alleviate homesickness, try to limit these forms of contact. Telephone and data lines are often very expensive and it is impolite to abuse the generosity of your host family. In addition, constant contact with family and friends could hinder your ability to fully assimilate into your host country's culture.

You should, however, correspond regularly with both your sponsor Rotary club and your parents. Let them know of any concerns and indicate whether they are serious or otherwise, because parents easily become anxious when their children are far from home. Tell them about your exchange, including any travel plans you have with your family or Rotary group. Also share your exciting experiences, as they will be happy to hear how much you are enjoying your exchange.

Homesickness can attack at any time throughout the year and is not limited only to the early stages of the exchange.

Don't try to cope with it on your own—SEEK *HELP*



Health & Fitness

Health

Your destination will present health considerations different from Australia. In South America you may find tap water is not pure and bottled water is used for cleaning teeth. In Scandinavia the issues becomes dealing with the climate – catching a bus at 2am in minus 20⁰ becomes a life and death issue if clothing and alertness are not appropriate. Explore the issues before and after you arrive so you can make sound judgements about maintaining your health.

During your year you will almost certainly experience being unwell at some time. This will impact on your exchange opportunities, on your morale and possibly long term health. Don't try to manage health issues by yourself. Act early and share the challenge of maintaining your health.

Talk with your host family and/or your counsellor when you are feeling unwell. They will be able to arrange for you to see appropriate Medical Doctors or Dentists. You may hear much about health systems being in crisis in the media but you can be confident that the health professionals they recommend are well trained and will be able to provide suitable care. You can usually purchase all the health and hygiene items you need locally but be aware similar names may have very different contents. Having mum or dad post items from home could be expensive.



Sexually transmitted diseases (STD) including Human Immunodeficiency Virus (HIV) are present among males and females. HIV can develop into AIDS which is debilitating or fatal. These are reasons why maintaining a high standard of personal behaviour is very important for you.



Maintaining your personal hygiene is most important, talk to your host family about when and how much with both personal bathing and the arrangements for washing clothes.

PERSONAL DETAILS

BLOOD GROUP

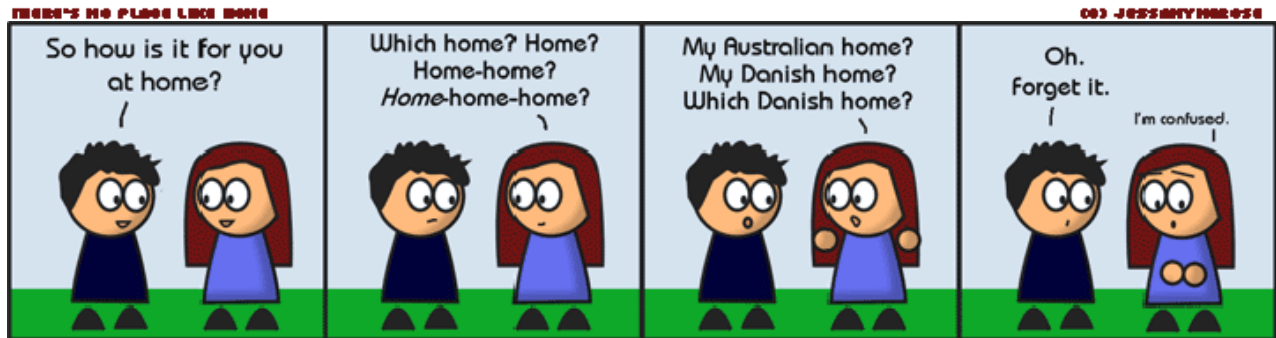
ALLERGIES

MEDICATION

CONDUCT

YOUR ROLE AS AN AMBASSADOR

Whilst overseas, you are an ambassador for your country and for Rotary. This is one of the main purposes of the exchange. Rotary expects a high standard of behaviour from you, morally and ethically, so that people will form a good impression of you, your homeland and of the Rotary Youth Exchange Program.



1. **Public Speaking.**

You are expected to address Rotary and other service clubs whilst overseas. In addition, talks and visits may be arranged at schools, youth/community groups and other organisations.

To assist with these talks, we suggest that you have 20 to 30 good colour pictures on a thumb drive, as well as printed and placed in a display wallet.

These should be pictures of parents, family, pets, home, local community area as well as a cross section of your homeland (scenes, flora, fauna) that can support your presentations,

2. **Be a joiner.**

To gain the maximum benefit from your year, take an active part in the host community. Take every opportunity to join and be actively involved in school clubs, youth, church or sporting groups, especially Interact or Rotoract if they are available in the area. The wider the involvement the greater the number of friends you will make. Don't confine friendships mainly to other Exchange Students, remember that your friendships and experiences will last a lifetime.

3. **Have an open mind.**

There is usually more than one view on most issues, so keep an open mind, especially on controversial matters (race, religion, politics, etc.). Do not take sides and avoid expressing strong contrary views - be diplomatic and tactful.

4. Interviews.

When interviewed by press, radio or television at home or abroad, a student should always have his/her Counsellor or parents present. Never be critical of your own or your Host Country. Careless remarks when publicly reported may cause serious embarrassment.

You have a very special opportunity to be a member of another community and culture for your year, a year that will last your lifetime. This means that you have to adjust to the new community not them adjust to you. You also need to show that you appreciate that these people are sacrificing privacy, time, space and value for you who begins as a total stranger and becomes a member of this new family, school and community.

Say "Please" when you ask for something and "Thank you" for their response whether you get what you wanted or not.

HOST FAMILIES

Hosting arrangements are entirely the responsibility of the Host Club. If problems arise at host family level, you should contact the Host Club Counsellor who may be able to assist, but remember, the onus is always on **you** to adapt to the host family environment. The host family is under no obligation to adjust to your needs nor to treat you as a "special guest". You are expected to accept the normal discipline and supervision of the family and to settle into their routine which may not necessarily be similar to that of your own home.

Your hosts are excited about your arrival and will make every effort to welcome you into the family — but please remember that it is up to you to accept their invitation. Your open-mindedness and flexibility were some of the personal qualities the selection committee at home considered in accepting you into the program, and you should be prepared to exercise them to the fullest.

Be prepared to discuss the household rules with your host family. Some families do not expect much from exchange students, while others expect everyone to share in the tasks of bed-making, kitchen cleanup, and house cleaning. Your acceptance of whatever may be assigned to you will make the exchange experience enjoyable for everyone involved, even if you are not used to doing certain chores at home. Consider these household chores as the opportunity to learn more about the day-to-day activities of the culture and try not to simply do the bare minimum. A guide to the agenda of this discussion is set out in the "Questionnaire For First Night With New Host Family". This is truly useful and you have the web address where it can be generated in English and most host languages to ensure the misunderstandings are minimised. In most instances, you will have a separate room, but you should be prepared to share a room with a host brother or sister who may have sacrificed their own room (and privacy) in order to host. Be aware of this fact and show proper appreciation to those affected

Some host families have involved the student too much when some "peace and quiet" and privacy would have been appreciated. A tactful word with the host parents usually solves this problem but you should spend most of your time with the family, not in your room or on the internet.

You will have three to four host families, but this may be varied at the discretion of the Host Club. You will be informed of the specific requirements of your host club's program and should be prepared to make this adjustment. Changing families offers you the opportunity to gain a profound view of your host country's culture, while expanding your friendships and experiences. To ease the transition, your counsellor may discuss with you any concerns about the adjustment. Make sure you remain flexible as you adjust to your new host family. Many of the same questions or concerns about household rules that arose during the beginning of your first host family experience will need to be discussed with each of your new host families.

Remember – *they owe you nothing but you owe them everything.*

HOST COUNSELLOR

The Host Rotary Club will appoint a Counsellor, who is your gender and is not a member of a host family for the duration of the Exchange whom you should regard as your confidant. If any problem arises at school, with the host family, with finances, or of a personal nature, consult the Counsellor who is there to help you and will probably welcome the opportunity to assist or act as mediator.

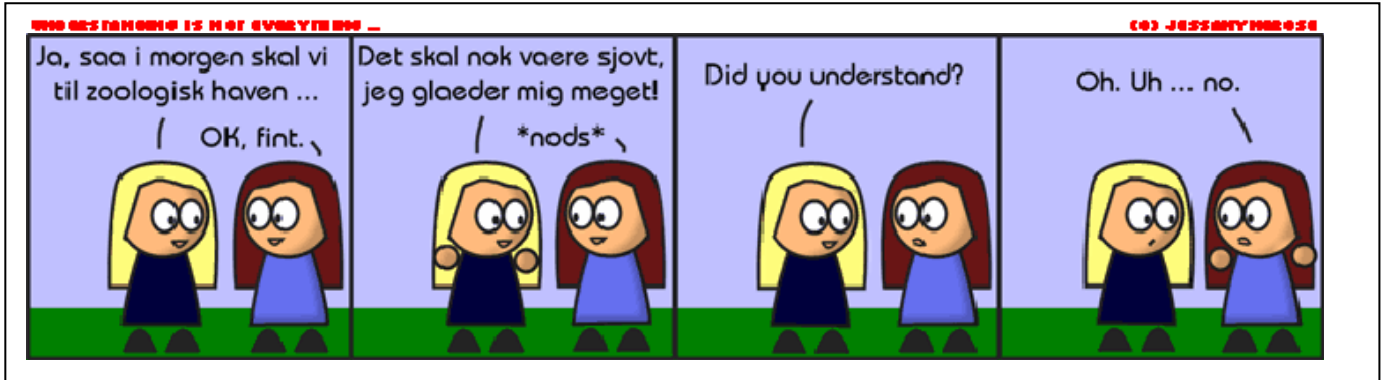
If the Club has not told you who they have appointed as Counsellor you should tactfully ask the Club President who this is. Similarly, if the Counsellor does not make contact with you, you should contact them. If this situation does occur, you should inform your Host District Country Co-ordinator and they will assist you to resolve the problem.

School counsellors can help you with academic concerns and any other school adjustment problems you might have. They may also be able to direct you to other resources to help you during your exchange.

Remember, your local Rotary club and school counsellors are there to help you. However, you should always be sure to discuss anything that worries or confuses you with an adult you trust.

Rotary International has adopted a Statement of Conduct for Working with Youth (displayed at the end of this document) to convey that Rotarians do not tolerate any kind of neglect or physical or sexual abuse and have an obligation to ensure your safety. If you encounter any behaviour that makes you uncomfortable, inform an adult you trust immediately.

LANGUAGE



Some Rotary clubs and districts require students to take language courses before departure if an unfamiliar language is spoken in the host country. Knowledge of the host country's language is key to the success of your exchange year. In addition to making your transition easier, it is sometimes needed to obtain visas. Become as proficient as you can before leaving for your exchange. You may wish to contact host country nationals in your area who can help you practice new language skills and provide a deeper understanding of your destination's culture.

Regardless of your language preparation before the exchange, you will still need to adjust to speaking the language throughout every day. Be prepared for misunderstandings and frustrations that may accompany communication with your host family. Speak clearly and slowly and be patient. Be sure you understand what your host family, Rotarians, or school officials are saying to you.

English is a universal language. You will find others will be keen to practise their English with you. Resist this as the more you persevere, the sooner you will become competent with your new language in your new environment.

Remember it is considered rude to speak your native language when others around you do not

Don't be afraid to ask someone to repeat or explain what they said. It is better that you understand them rather than just nodding your head. Do not hesitate to ask for clarification and be prepared to go over some issues several times. Sometimes it may be necessary to seek help from someone fluent in your native language — a teacher, interpreter, or visitor from your home country. Carry a good dictionary.

Be aware that some expressions may have multiple meanings in other countries and be embarrassing or offensive.



When you use an incorrect word or your sentence structure is incorrect, many adults will not comment out of politeness. Your biggest coach will be young children, and reading children's books is a good start. You will need to encourage your hosts to explain any mistakes you make – remember this is a great opportunity to become proficient with your Host Language. Take care with unfamiliar words students at school encourage you to use – these may be rude or offensive – a Host Mum will be understanding if you quietly ask the meaning of a suspicious word but may not appreciate you using it in conversation at the dinner table.

Make the effort to learn or improve your language skills; it will be well worth it six months down the track and will be useful all your life.

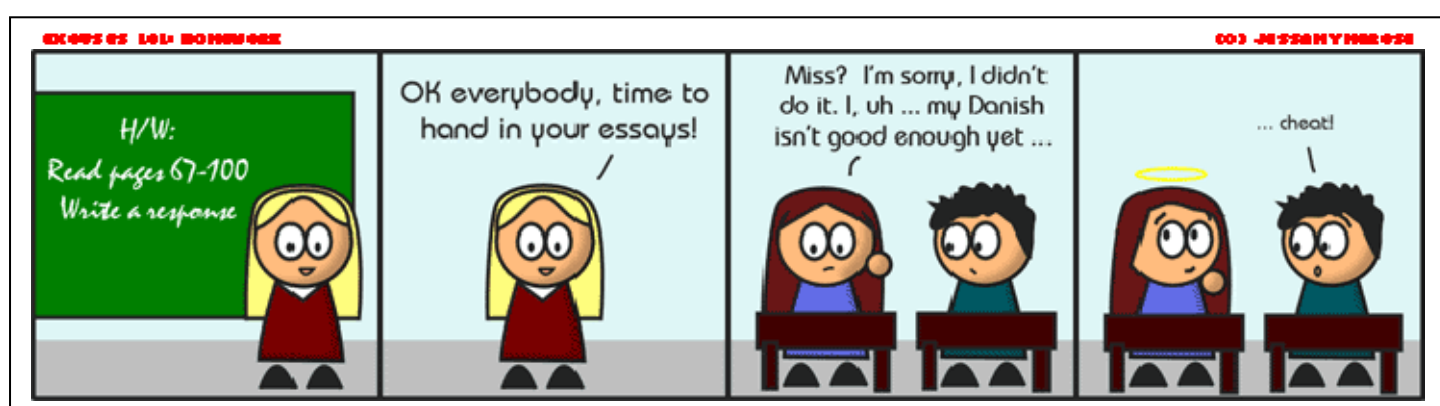
Start learning language now – put name labels on items around you, list survival words, please, thank you, toilet, hungry, tired, don't understand, then recite and memorise them.

What new word did you learn today?

SCHOOL

Your Host Counsellor or Host Family will assist you with enrolment process.

Overseas you may find your choice of subjects is much more restricted than at home. Take the chance to try different and enjoyable subjects. Take your school attendance seriously. It is a condition of your visa and is integral to your exchange. Your fellow student will be working towards important examinations – the students and their teachers will not appreciate an exchange student who is a distraction or who is disruptive or who doesn't do homework, assignments or exams.



Remember, absences from school require a note of explanation from Host Family or Host Counsellor and excessive absences are a breach of your visa conditions.

When starting school be super outgoing - make the effort because the other students may be too embarrassed or intimidated to approach you. Or you might be the hundredth foreign student and they've had enough.

Be aware that discipline may be quite different from Australia and you will need to be careful how you adapt. An absence of uniforms, the presence of smoking and in class use of mobile phones may be encountered in Scandinavian cultures and in some European countries the structure may be quite strict with rigid policies and practices.

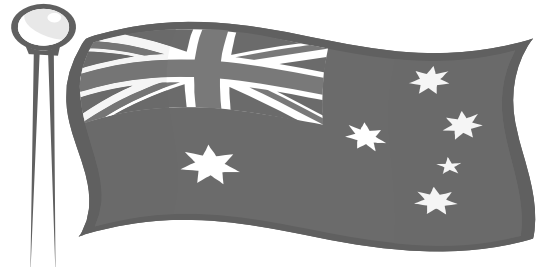
School Fees & Clothing

Unless waived by the school, the Host Club will usually provide for all compulsory education expenses. The cost of uniform and optional school activities are the responsibility of your natural parents.

Rotary Club participation

Rotary obligations take precedence over other extracurricular activities. These obligations usually include attendance at Rotary functions such as club and/or district meetings and may involve giving a speech. Sharing your exchange experience with the host club or district is an important feature of the exchange and contributes to your role as a student ambassador.

Participation in your host club is an important way to extend your opportunities for new experiences. The members have already been very generous to you in agreeing to host you and to provide you with an allowance. You need to respond to this generosity.



- Learn members' names and something about them. Ask for a copy of the District Directory so you can seek member details. Each meeting engage at least two different members in conversation. Tell them the good things you have done and how much you appreciate them.
- Volunteer to assist with club activities and fundraising.
- Learn Rotary Grace and the National Anthem and join in enthusiastically.
- Learn the Four Way Test and the Objects of Rotary and learn about various Rotary projects. Share your knowledge with members.
- Always express interest and give high priority to invitations by members to join them in activities, always subject to Host Family/Counsellor approval.

These actions will ensure the members respect you and be more willing to offer opportunities to you and to future exchange students.

THE FOUR WAY TEST of the things we think, say or do.

**Is it the TRUTH?
Is it FAIR to all concerned?
Will it build GOODWILL and BETTER FRIENDSHIPS?
Will it be BENEFICIAL to all concerned?**

RETURNING HOME EARLY

There may be times when unsolvable problems arise, a student becomes too distressed for the exchange to continue, or a student breaks the agreed-upon rules. In these cases, the host Rotary District may decide that it is best for the student to return home early. While this is a difficult decision for Rotary to reach and students will naturally be anxious about the reactions of family and friends at home, it is usually in their best interest.

In these instances, it is vital that students and Rotarians cooperate and keep the lines of communication open. The host and sponsor clubs/districts, Rotarian counsellor, host family, and student's family back home should all be kept fully informed of the circumstances surrounding an early return. The host Rotary club and the student's family should establish a mutually agreed-upon route for the student's return home, before his or her departure.

AFTER THE EXCHANGE

For most students, the Youth Exchange experience does not end the moment they return home. Your year may be over but it will remain with you for the rest of your life - the good, the bad, the boring and the exciting – and you will be a different person forever. Although you will be busy readjusting to family life for weeks or months, continued correspondence with your host families and new friends abroad will keep your new world view alive. Maintaining these important contacts will also help to ease your re-entry orientation during this last phase of your exchange.

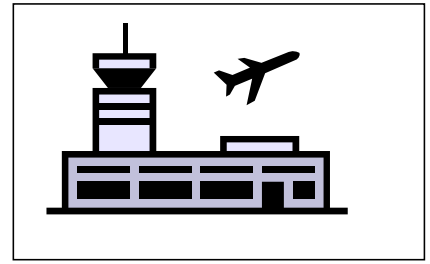
You will need to check your flights about 5 months prior to leaving. i.e. August. When you find out you should let your parents, host parents and Counsellors know. Start checking your baggage will fit into the luggage allowance. But remember to take adequate money with you to the airport, as you may have to pay for excess baggage.

Don't forget to bring photographs home with you and lots of wonderful memories of a fabulous year. If using film it is wise to sent the negatives home prior and you carry the prints. If digital, see if you can leave a set on a hard drive with your host family so that if your drive or CD's are lost in transit you can seek replacements from overseas. It is illegal for a student to remain in the Host Country after conclusion of the exchange period defined by the sponsor Youth Exchange Committee. Students will travel direct to home with no unauthorised stopovers allowed.

However your natural parents may authorise otherwise provided they accept full responsibility for your safety and entirely absolve Rotary. This would need to be discussed well before your departure as the Sponsor and Host District Committees must consult and there are insurance issues to be addressed.

Readjusting Difficulties

Upon returning home, you may experience adjustment problems. This should be anticipated and the District Youth Exchange Committee will have alerted your parents to this possibility. Usually adjustment problems pass with time, but should difficulties persist, it is wise to seek assistance from



your Sponsor Counsellor or the District Youth Exchange Committee. Shortly after returning home, you and your parents shall be expected to attend a meeting conducted by the District Youth Exchange Committee for the purpose of debriefing the recently returned students

You should also visit your Sponsor Club and present your report along the lines of your final presentation at your Host Club.

Your readjustment upon returning home is a crucial aspect of the exchange process. Just as you will have faced the challenge of adapting to the new culture, you may need help dealing with the feelings that accompany your return home. You will probably view your native culture, friends, and school life in a different light, and this is normal. Dealing with the difficulties of returning home is the culmination of your exchange. Here are a few ways to mitigate them:

- Recognise the thoughts you are feeling. They are normal and it is okay to find it difficult to slip back into your "old" life exactly as it used to be. You have changed and, therefore, your life at home will be different, too.
- Try to talk about your experiences during your exchange. Give a presentation to your host Rotary club, groups of interested students, or your classmates. You may also want to find other former exchange students who will relate to your experiences.
- Don't be critical of your family if you have less freedom than you had when you were abroad.
- Be patient with yourself. Just as you took time to adjust to your new life in your host country, you will need time to readjust to your life at home.

YOU WILL RETURN HOME!

A terrible thought, but yes it will eventually happen.

**Don't have your going away party the night before you leave –
A VERY BAD IDEA!!!!**

Key Transit Information

Passport No

Issued at on / /

Nearest Australian Embassy

Address

.....

Phone

Fax

Telephone to Australia +61 plus (Area Code less the zero) plus Number
For mobile phones treat the first two digits as for the Area Code.

Rotary Youth Exchange Travel Agent

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19 High St
(PO Box 600)
Toronto NSW 2283
Tim Geerarts
Susan Rynberk

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Fax 02 49596955
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tim@terraaustralistours.com.au
sd@terraaustralistours.com.au

Airline Ticket

Details AirlineFlight Code

 Check in timeDeparture

Host Family email

Host Family TelephoneHome

.....Mobile

Counsellor email

Counsellor Telephone Mobile

Lost Stolen Credit Card Report

District 9700 YEP Committee Contact Details

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Website: www.rotarnet.com.au/users/9/9700dist/yep.asp

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Email: tookeian@yahoo.com mobile 0409 590 547

Committee:

Treasurer: (Gp5) Phillip & Deidre TOME

Phone: 612 6926 3570 (h) mobile 0402 463 102

Email: daplt@yahoo.com

Finance & Insurance

Committee: (Gp1) Cliff & Sonia WORKMAN

Phone: 612 63853691 (h)

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