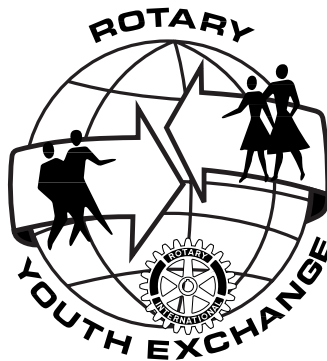




**CENTRAL STATES ROTARY
YOUTH EXCHANGE PROGRAM, INC.**

POLICY HANDBOOK



BOARD DECISIONS OF CONTINUING EFFECT

CURRENT THRU JULY 2006

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SECTION ONE – GENERAL RULES AND PROCEDURES

101

Central States application form changes will be made at the winter Board meeting only. Revised forms will be available at the summer meeting. The effective date of implementation [if application form changes are approved at the summer meeting] will be delayed until the following year.

[February 1982]

[Revised, July 2004]

102

Correspondents will make every effort to secure complete and proper R.I. approved applications from all overseas areas. When incomplete applications are received, the correspondent should forward them to the appropriate Central States District and take immediate steps to obtain the missing information.

[July 1981]

103

Correspondent communication with district program participants should be initiated through the District Chair or his or her designee [i.e. District Inbound or Outbound Coordinator]. In such instances wherein time is critical, the correspondent may have to communicate directly with the student. Should that be necessary, the correspondent should confirm his student contact with the District Chair or his or her designee as promptly as possible.

[February 1988]

[Revised, February 1998]

104

Central States Rotary Youth Exchange lists in the Council on Standards for International Educational Travel [CSIET] and will continue to list with that organization and pay the listing fee until otherwise directed by the Board of Directors.

[February 1988]

[Revised, April 1989]

105

ORGANIZATIONAL RELATIONSHIP

The District Chair is appointed by and responsible to the Governor and is directed by the District Youth Exchange established policy.

JOB SUMMARY

The Chair is responsible for the organization, administration, growth and supervision of the District's Youth Exchange Program and shall coordinate the efforts of other appointed officers to assure that policies and procedures are being followed in the District. As a member of the Board of Directors, The Chair shall work with officials of CSRYE to promote growth and efficient operation of the program within CSRYE and the countries with which exchanges are made.

MAJOR DUTIES AND RESPONSIBILITY FOR PERFORMANCE

Duties are of a continuous nature and performance can be delegated.

Responsibility, however, cannot be delegated. Duties include:

- ❑ Maintain and distribute a current listing of names and addresses of District Youth Exchange Committee members and all current IB students, OB students and OB candidates.
- ❑ Take action, as necessary, in response to concerns reported by students through reports submitted to IB or OB Coordinators. Make certain appropriate CSRYE correspondents are kept informed.
- ❑ Assure applications of IB students are processed in a timely manner and appropriate documents are returned to CSRYE IB Coordinator within required time frame.
- ❑ Assure that concerns of IB's, OB's, OB parents, host families, RYEC's, CSRYE correspondents are handled by the appropriate person and are resolved promptly within CSRYE policies and procedures.
- ❑ Serve on the CSRYE Board of Directors, attend all meetings and maintain a working relationship with CSRYE Officers and other Board members.
- ❑ Assure minimum standards for OB and IB orientations are met.
- ❑ Coordinate and supervise District participation in Central States activities such as summer conference and bus tour.
- ❑ Respond to requests for information from R.I., the Governor and CSRYE [Appendix, District Chair's Annual Report].
- ❑ Obtain firm IB/OB commitments prior to July Board meeting.

RECOMMENDED QUALIFICATIONS

Individuals serving as District Chairs should have served as a RYEC and as a member of the District Youth Executive Committee over a three year period. Involvement as a host parent is also beneficial. Individuals should be able to address groups of various sizes, organize and lead others and work within established CSRYE and District policies.

[Revised Jul 96]

106

Blanket acceptance of the Rotary Youth Exchange Program by the local school administration is recommended in order to clear the way for rapid acceptance each year.

107

Guarantee forms not returned within sixty days of receipt may cause a communication to be written from the Chair of Central States to the District Chair, the District Governor and the District Governor Elect. Further action as recommended by the Chair may be necessary. If the average number of days for a District's return of Guarantee forms completed with all information [including designation of first host family] for all of its Inbounds in a calendar year exceeds 90 days as measured under Board Decision 109, then that District will be on probation for two subsequent years, and if that average exceeds 90 days for three consecutive calendar years, then that District's membership in the Central States Rotary Youth Exchange Program, Inc. may be terminated under the procedure provided in Section 5 of Article I of the By-Laws.

[Revised, February 1996]

[Revised, February 1998]

[Revised, July 2004]

108

All District Chairs should be conscious of the Rotary administration in their Districts and do all possible to work with and keep the Governor informed in all matters. Further, the District Chairs will provide information as needed to their District Governor Elects and District Governor Nominees from the moment they are selected and seek their assistance and advice.

[February 1984]

[Revised, July 2005]

109

The District's minimum requirement to begin processing paperwork for placement of an Inbound Student is the basic R.I. application form. When received from the correspondent, processing by the District to the club to whom the IB student has been assigned should begin immediately. It is the correspondent's responsibility to provide all additional written materials required by the Central States Rotary Youth Exchange Program Inc. to the District as soon as possible. The measurement of the time period for return of completed Guarantee forms by the District to the Central States Responsible Officer under Board Decision 107 and for all other purposes will not begin until the Correspondent has mailed all the additional written materials [including sufficient school and medical records to enable the District to obtain schooling guarantees for an IB student] to the District.

[February 1985]

[Revised, February 1998] [Revised, July 2004]

110

Any correspondence from abroad regarding inbound paperwork information District Chairs might receive should be forwarded to the respective correspondent. An assumption the correspondent may have received the same information should not be made.

[July 1986]

111

Every reasonable effort should be made to save exchanges. Problems that develop and threaten the exchange should result in notification of, and consultation with the appropriate correspondent. It is strongly recommended that each club appoint a Councilor who will act as a **student advocate** as issues arise since the student, at times, simply feels as though he is presenting his case against an entire adult population. If, after all other avenues have been explored and exchange failure results, a full report summarizing the circumstances/reasons should be provided the appropriate correspondent.

[November 1979]

[Revised, February 1996]

112

Handbook distribution for each year will be made, upon request, to the districts in August on the following basis:

- Complete Youth Exchange Manuals--200% of its inbound commitments,
- Student Section of the Manual--one for each inbound and outbound student committed at the July Board meeting,
- Host Family Section of the Manual--three times the number of inbound students committed for the following year.

Adjustments are made as and if quotas increase upon request. Additional copies of the manual or sections thereof [after adjustments are requested and made] are available at cost.

[July 1984]

[Revised, February 1995]

113

Culturgrams, Survival Kits, forms and other printed material are available on request [See Appendix One, attached].

114

The Survival Kit for Overseas Learning orders may be ordered direct at a 25% discount from Intercultural Press, P.O. Box 700, Yardmouth, ME 04096

[July 1984]

[Revised, October 1994]

115

Districts should use their own letterheads for communication to parents and students to minimize the possibility of direct request by parents and students to officers, staff and correspondents of Central States.

116

Central States encourages all districts to undertake the organization of ROTEX which can be useful to disseminate information throughout the district.

117

The Central States Rotary Youth Exchange Program will not be used to recruit athletes and all persons connected with the program should be alert in order to prevent this type of abuse from happening.

[February 1984]

118

Central States will offer to be a clearinghouse for other Rotary exchange programs acting as a center wherein information on unfilled hostings and unplaced exchange students could be coordinated.

[July 1982]

119

No Visa Eligibility Form (DS 2019) will be issued for any students other than inbound students in the Central States Rotary Youth Exchange Program, Inc.

[February 1987]

[Revised, February 1998]

[Revised, July 2004]

120

The official function of Central States Rotary Youth Exchange Program, Inc. is to promote and implement full year exchanges. Central States does not object to participation in short term exchanges by districts within Central States, but these exchanges should be handled separately.

[October 1978]

121

DIRECT EXCHANGES are club-to-club or district-to-district exchanges in which a club or district asks Central States to include them for insurance, visa or activities. C.S.R.Y.E **will not participate** in such exchanges.

PRE-ASSIGNED EXCHANGES are exchanges in which a district Chair requests that a particular inbound student, whose **application has initially been forwarded to the Central States correspondent by the District Chair of the sponsoring district** and who has met all the screening and orientation requirements in his or her sponsoring district be placed in the requesting district Chair's district. An example of such an exchange would occur when a club wishes to host a relative of a previous inbound. Such exchanges are strongly discouraged by Central States as the mortality rate far exceeds the norm. However, limited exchanges of this type can be accommodated if:

1. Such exchanges are in addition to the regular quotas assigned.
2. Requests for such exchanges shall be in writing outlining the circumstances of the exchange and forwarded to the Vice Chair of Central States, who will work with the Chair and appropriate correspondent to determine the feasibility of the exchange. The correspondent must be able to provide evidence that the student has been properly screened, accepted and oriented by the sponsoring district. He must also have assurance from his contact abroad that such exchange will not jeopardize other exchanges with a particular district.
3. The request for a pre-assigned student must be made by the hosting district to the Vice Chair no later than October 1, for a January arrival, and May 1 for an August arrival.
4. The Chair, Vice Chair and appropriate Correspondent shall reserve the right to limit the number of these exchanges at any time to make certain they do not interfere with the main thrust of Central States efforts.
5. The Vice Chair will forward a copy of the explanation clearly outlining the circumstances of the request to the Responsible Officer who is required to file a notice of these exchanges with the National Federation of State High School Associations.

[February 1983]

[Revised, February 1995]

[Revised, February 1998]

[Revised, July 2006]

122

All staff of Central States [including Correspondents, Responsible Officer, Outbound Coordinators, Summer Conference Chair, Summer Conference Registrar, Insurance Coordinator and Tours Coordinator] shall be appointed by the Chair of Central States at the summer meeting annually. The term of office will commence on October 1 immediately following the summer meeting and end on September 30, the following year. The District Chairs shall provide the Chair of Central States with a written evaluation of each Staff member with their recommendation of termination or reappointment prior to the winter Board meeting. The Chair of Central States will share the evaluations with each staff member along with his recommendation as to whether or not the staff member will be considered for appointment. The Chair of Central States shall mail notice of his intended appointments of said staff to the Board of Directors at least three weeks in advance of the summer meeting. The Chairs of Central States may remove any of said staff at any time and may fill any vacancy by appointment until the next summer meeting of the Board of Directors. When any staff position becomes vacant or when any staff positions are to be added, the Chair of Central States will inform each district Chair of these circumstances so that district Chairs may submit names for consideration to the Chair of Central States.

[May 1986]

[Revised, February 1998]

[Revised, July 2004]

123

A nominating committee shall be appointed by the Central States Chair at the summer meeting of the Board of Directors each year to nominate candidates for the following offices to be elected by majority vote at the next winter Board meeting of the Board of Directors:

Chair

Vice-Chair

Secretary

Treasurer

Five at-large members of the Executive Committee

The nominating committee shall make its nominations known to the Chair of Central States sufficiently in advance of the winter meeting so that notice of those nominations may be mailed to the Board of Directors by the Chair at least three weeks in advance of the meeting. The vote of the Board of Directors shall be by secret ballot as to any office for which there is a contested election. The term of each at-large member of the Executive Committee shall be 3 years. If any member at-large ceases to be a District Chair or otherwise does not complete his or her 3-year term on the Executive Committee, a replacement shall be elected for the balance of that unexpired term at the next regular election of members-at-large.

[February 1985]

[Revised, February 1998]

[Revised, January 2002]

[Revised, July 2004]

124

The Tour Coordinator of Central States has the authority to operate all the summer tours consistent with the policies of the Central States Rotary Youth Exchange Program, Inc.

[February 1987]

[Revised, February 1998]

125

Bus tour selection and participation is not a right but a privilege. It should be understood it is not always possible that all exchange students who apply can be accommodated.

[February 1987]

126

All travel arrangements for Outbound Students including, but not limited to ticketing and visa arrangements will be accomplished through the appropriate authorized Central States travel agents.

Students insisting on making travel arrangements other than through the appropriate authorized Central States travel agents will be withdrawn from the program with no refund of administrative fees paid.

[February 1988]

[Revised July 1990]

127

Questions concerning variations in fares should be directed to the respective travel agencies in writing in a non-controversial manner for resolution.

[February 1984]

128

"Uniglobe Instant Travel" is instructed to coordinate travel arrangements for Central States Canadian students exclusively with "It's Your World Travel" of Seattle, Washington.

[February 1986]

[Revised July 1990]

[Revised January 2008]

129

If extraordinary travel expenditures should develop beyond the control of Central States or the travel agent, the Executive Committee is authorized to deal with these situations in a manner that is deemed appropriate.

[July 1981]

130

A fixed amount of \$1,750 will be budgeted per correspondent per year to be used for approved travel for exchange visits within their respective areas of responsibility. Each correspondent may use his or her budgeted amount up to a total of three years cap [\$5,250] or the maximum available if cap has not yet been reached. Correspondents must inform the Chair, in writing, of any request for travel before the date of either Executive Committee meeting. The request will then be brought before the Executive Committee for action at their next meeting.

The budgeted amounts per correspondent are for coverage of the area of assignment. The budget amounts are not personal to the correspondent, and thus in the event of a change of assignment, the new correspondent will receive the budget balance of the departing correspondent.

The budgeted amounts per correspondent are for foreign travel and will not be charged with approved travel to USA-Canada Conferences, or for travel to CSIET Conferences.

[See Appendix, Memo of Understanding Correspondent Travel. See also Policies 210, 216, 219, 229, 230, and 505].

[Revised, July 1996]

[Revised, July 2004]

[Revised, January 2007, Effective October 1, 2006]

131

Member districts are prohibited from accepting or sending any students on an exchange basis except those students who have been processed through Central States.

[July 1993]

132

Outbound students will not be sent to countries where a travel warning has been issued and any such students affected will be assigned to another country. It is also directed that when such warnings are issued, the travel agencies will immediately notify the Chair of Central States who will then inform the district Chairs asking them to personally contact and document this information to parents of outbound students who are currently hosted in the warning areas.

[February 1994]

133

A district that cannot place an inbound student assigned to that district is responsible for advising the Vice-Chair of that circumstance. The Vice-Chair will make every effort to re-assign the student to another district. The district responsible for the failed exchange will reimburse the district to which the inbound was re-assigned, for the CSRYE administrative and insurance fees, all fees that the district charges its clubs for hosting an inbound student and minimum monthly allowance required to be paid to a Central States inbound student.

[Revised, February 1995]

[Revised, February 1998]

134

Districts comprising Central States must prepare and provide in their orientations, a program dealing with physical and sexual abuse of students. The program must stress both protective behaviors and reporting procedures.

[July 1994]

135

There should be only one closed door meeting of the Board of Directors, the Correspondents and the Officers of Central States each year, and it should be held in conjunction with the annual winter meeting. No official action of any type shall be taken at said closed door meeting. It is intended to provide a very important opportunity for completely candid discussion of all concerns and problems of Staff and about Staff.

[February 1998]

136

The Correspondents of Central States shall do everything possible to standardize their forms and procedures for communication with the District Chairs and their designees [i.e. District Inbound and Outbound Coordinators].

[February 1998]

137

All paperwork for Inbounds shall be retained by the Central States Responsible Officer and by the respective Districts for five years after the end of an Inbounds exchange year.

[February 20, 1999]

138

Rotary International developed the 1993 Rotary Model Set of materials to assist youth exchange programs in the application process with the Council on Standards for International Education Travel (CSIET). As such the Central States Board hereby adopts this Model Set of materials as a guide for our program.

[January 20, 2002]

139

An individual appointed to a Central States staff position shall, at the time of appointment, be a member in good standing of a Rotary Club within the Central States boundaries. If after a period of three (3) years, the staff member no longer resides within the Central States boundaries and/or is a member of a Rotary Club outside of the Central States boundaries, the Board may elect to continue the staff appointment for the benefit of the Central States organization.

[July 13, 2006]

140

A Central States Rotary Youth Tour Advisory Committee consisting of five (5) District Chairs, appointed by the chairman, shall work in cooperation with the Central States tour coordinator. The Committee shall report to the Central States Board and Executive Committee. The actions of the Committee shall not commit the Central States Board financially or establish policy.

[July 13, 2006]

141

Any proposal to establish Central States policy shall be submitted to the chairman a minimum of six (6) weeks in advance of the next executive Committee meeting or Board meeting. The chairman shall distribute the proposed policy to the Executive Committee a minimum of thirty (30) days in advance of the Executive Committee meeting or Board meeting.

[July 13, 2006]

142

The J-Visa regulations prohibit an "organizational representative" of a youth exchange program from acting as a host family and as an area supervisor. Therefore, District Youth Exchange personnel shall not serve as a host parent. Central States officers and staff who do not hold any District Youth Exchange position (including District Youth Exchange Board member) will be permitted to host. The rationale being that each district within Central States Rotary Youth Exchange is responsible for their exchange students. Decisions to discipline a student, change host families, resolve school concerns, terminate an exchange, etc., is solely the decision of the host district and ultimately the decision of the district governor. Central States officers and staff are informed of such decisions but is not the final authority. Referred back to the Executive Committee as there was concern from many Districts on what is meant by "Board", "Committee" and "program representative"

[July 13, 2006]

SECTION TWO – FINANCIAL AND INSURANCE

201

The administrative fee for all outbound and inbound candidates, effective July 1, 2007 will be \$145.00

[February 1989]

[Revised, July 1994]

[Revised, July 2006]

202

The insurance fee for all outbound and inbound exchanges, effective January 1, 2009 will be \$315.00.

[February 1988]

[Revised July 1995]

[Revised January 2003]

[Revised January 2006]

[Revised, July 2006]

[Revised July 2007]

203

The administrative fee of \$145.00 and the insurance fee of \$300.00 will be combined into a single fee of \$445.00 which will be paid to the Central States Rotary Youth Exchange Program by the districts for each inbound and for each outbound applicant, effective July 1, 2007.

[February 1988]

[Revised, July 1994]

[Revised January 2003]

[Revised January 2006]

[Revised, July 2006]

204

Each District will establish its own policy with respect to the source of funds for paying the administrative fee. However, no effort is to be made to collect any part of the administrative fee from inbound students.

[February 1984]

205

Plastic name badges with up to three lines of engraving will be furnished without charge to the following:

- Officers, directors and staff
- District Youth Exchange committee members, excluding short-term personnel
- Spouses of the above if active participants in exchange functions
- Inbound and outbound students
- District Governors and spouses
- District Governor Elects and spouses

Official badges of Central States will be 1 3/4" by 3" and accommodate four lines. The cost per badge for others than those listed above will be paid by the district.

- [February 1983]
- [Revised, February 1986]
- [Revised, July 1992]
- [Revised, February 1998]

206

Order forms for badges will be sent to each district Chair. When ordering badges, two copies are sent to the supplier who will forward one copy to the Central States treasurer upon completion of the order. The supplier will include, with the shipment, a new order form for future use.

- [February 1983]
- [Rescinded, February 1998]

207

All out-of-pocket expenses of officers and staff will be charged. In the past, some expenses have been absorbed by those involved, but in the long run, we would like to find the true total cost of running Central States.

- [July 1977]

208

Secretarial service for Central States personnel is as follows;

Chair	1460 hours annually
Responsible Officer	700 annually
Insurance Coordinator	10 hours annually
Outbound Coordinator	400 hours annually
Secretary	150 hours annually
Treasurer	50 hours annually
Correspondents	100 hours annually

- [July 1977]
- [Revised, July 2004]

209

Expenses will be paid through the general fund for the following: Chair, Vice Chair, Secretary, Treasurer, Insurance Coordinator, Responsible Officer, Outbound Coordinator, Selection and Orientation Coordinator, Correspondents, Tour Coordinator, Conference Chair and the Executive Committee.

210

For officers and staff, the activity eligible for reimbursement from the general fund, the rates and the approving authority are as follows:

Overseas Air Travel	By approval of the Executive Committee
Domestic Air Travel	By approval of the Treasurer
Office Supplies	By approval of the Treasurer
Mileage and Tolls @ \$0.35	By approval of the Treasurer, effective July 1, 2005, but in no event in an amount greater than the "standard mileage rate" set by the Internal Revenue Service
Meals	By approval of the Treasurer
Lodging	By approval of the Treasurer
Secretarial Services	By approval of the Treasurer [Per procedure guideline].
Telephone/Fax	By approval of the Treasurer

NOTE: It is hoped that all fellow Rotarians, realizing the fact that we are a non-for-profit organization, will use prudence relative to meals and lodging while traveling for the benefit of Central States Rotary Youth Exchange.

[Revised October 24, 1998]

[Revised July 2005)

211

Central States Tour Committee meeting expenses relating to any or all tours will be based on guidelines under officers and staff with approval through the Tours Coordinator. The Tours Coordinator will pro-rate such expenses to each tour based upon participation. The Tours Coordinator's expenses to the winter and summer board meetings will be paid from the General Fund. The Board urges each tour to seek to be self-sufficient.

212

Ad Hoc Committees appointed by the Chair will receive the same reimbursement for covered expenses as is afforded staff and officers with the approval of the Chair. The Board urges Ad Hoc Committees to meet during Board meetings whenever possible.

213

The Summer Conference Chair's expenses will be paid for by the General Funds as outlined for officers and staff and will be charged to conference expenses.

NOTE: Whereas the Board recognizes the many dual roles that Rotarians play within Central States, it is felt that expenses incurred due to assignments dealing with other avenues of Central States wherein the individual would have been in attendance in the first place, be reimbursed through his own district.

214

Questions arise periodically with respect to students terminating their exchange early. It is the policy of Central States not to reimburse the administrative fee for such students. This is because the majority, if not all, of the expenses associated with administering a student's exchange has already been expended by the time the student begins his/her exchange year.

If the student terminates the exchange prior to departure, the insurance fee will be reimburse through a credit to the district on the October billing of the exchange year. No checks will be issued by Central States to districts or parents.

215

It is emphasized to all district Chairs that any costs relating to an early return, be they transportation or other items, are the responsibility of the student's parents and must be understood prior to departure. In the event that the student and or parents do not honor these expenses they become the responsibility of the club and or district, which has sponsored the student. Central States can only act as intermediary in seeing to it that such costs are paid.

[October 1977]

216

Gifts to be given to foreign district Chairs or other foreign district officials in which Central States funds will be used should be submitted in advance for approval by the Executive Committee.

[July 1981]

217

The treasurer will bill districts for their inbound commitments made to the Vice-Chair as of September 30 regardless of any extenuating circumstances.

The treasurer will bill for the above along with any adjustments from the prior billing period during the month of October. All billings are expected to be paid within thirty days of receipt.

The district Chairs should encourage hosting clubs to pay inbound fees and insurance to the district treasurer well in advance of the Central States billing date.

218

The treasurer will bill districts for their outbound commitments based on the Outbound Coordinator's list as of the close of the winter Board meeting along with any additional inbound commitments from the prior billing period. All billings are expected to be paid within thirty days of receipt.

The District Chairs should encourage outbound students/parents to pay outbound fees to the district treasurer well in advance of the Central States billing date.

219

Any funding by Central States for travel to foreign countries should be limited to only those countries in which exchanges currently take place. With permission of the Executive Committee, correspondents may travel to conferences physically outside their area of assignment, when such travel will allow them to more efficiently make contacts with their district and club assignments. As such conference travel may result in fewer contacts within, and less familiarity with, their area of assignment; travel to conferences outside their area of assignment should generally be infrequent.

[November 1979]

[Revised, July 2004]

220

Central States Rotary Youth Exchange Program, Inc. carries the following insurance:

- Business Liability
- Non-owned Automobile Liability
- Umbrella Liability
- Directors and Officers Errors and Omissions
- Blanket Bond
- Group Accident and Health for all Inbound/Outbound Students

[Revised, July 2004]

222

While the organization presently carries liability insurance, it is to be understood by each individual involved in C.S.R.Y.E. Program, Inc. [herein after referred to as participants] that this insurance may not be sufficient to cover all of the activities of the participants. Central States cannot advise of all liabilities that may arise from participants' involvement in this program nor can it as an organization insure against them. Accordingly, participants should review their individual situations with respect to liability coverage and, when deemed necessary, at their own expense, obtain the necessary liability insurance coverage.

223

The group health insurance carrier has a list of the names of the students covered. Therefore, all insurance claims should be sent directly to the Company on their insurance claim form [See Appendix Eight].

[Revised, February 1996]

224

The health insurance provided is a reimbursement type coverage. This means that a student or his family should pay any medical or hospital bills and then seek reimbursement from insurance carrier. They should also submit the bills to their own insurance carrier, as this would be primary coverage. The identification card carried by the student does not authorize direct billing to the insurance carrier. Students traveling to other countries will expedite payment of any claim if they make sure all bills submitted are in English. Depending on the language, it can take some time to get bills translated.

225

The student accident and health insurance coverage may not cover all incidents. It is suggested that participants and students familiarize themselves with this policy and what it does and does not cover [See Appendix Nine].

226

The Board of Directors of Central States Rotary Youth Exchange Program, Inc. recommends that participants who drive an automobile protect themselves by carrying a suitable amount of Bodily Injury and Property Damage Liability insurance. The board further recommends that insurance against Bodily Injury and Property Damage Liability from any other cause be carried by participants when deemed necessary.

227

Payment of premiums for any insurance policies purchased by any participants shall be the responsibility of the participants.

228

Central States will not assume liability for, nor will it reimburse any participants for any damage or loss sustained, in connection with Central States Youth Exchange activities.

229

The Chair, Vice Chair, Responsible Officer, Outbound Coordinator and all correspondents will receive a \$400.00 subsidy from Central States, effective date, July 1, 1997, for attending the International Youth Exchange Meeting which is usually held in conjunction with the International Rotary Conference. This subsidy shall be in addition to the budgeted per correspondent amount set forth in Policy 130.

[July 1997]

[Revised, July 2004]

230

At the Summer Conference all expenses, including registration, will be provided by Central States for the following:

1. Officers and spouses
2. Outbound Coordinator and spouse
3. Correspondents and spouses
4. Responsible Officer and spouse
5. Tour Coordinator and spouse
6. Insurance Coordinator and spouse
7. Conference Chair and Spouse
8. Guests specifically invited by the Chair of Central States

Expenses should not include meals during the time they are available at the conference, and already paid for by Central States, however meals during travel, and before and after the conference, are appropriate for reimbursement.

As the listed persons are expected and encouraged to attend and participate in the summer conference, all such expenses will be charged to the summer conference budget.

NOTE: Whereas the Board recognizes the many dual roles that Rotarians play within Central States, it is felt that expenses incurred due to assignments dealing with other avenues of Central States wherein the individual would have been in attendance in the first place, be reimbursed through his own district.

[For Expenses of the Summer Conference Chair see policy 213]
[July 2004]

231

For Winter Board meeting travel expenses see policy 505.
[July 2004]

232

For Correspondent travel expenses generally see Policies 130, 210, 216, 229, 230, 232, and 505.
[July 2004]

233

Central States gains when spouses accompany Correspondents and officers in their foreign travel, however our budget is not unlimited. To assist in the expenses attributable to the presence of spouses, Central States will reimburse for registration and meals of any spouse. Central States recognizes that difference between room charges for a single as against a double room is minimal and will therefore reimburse for a double room.

Travel expenses, other than minimal ones, such as shared taxi, etc, are the responsibility of the traveler, but they are encouraged to look for special rates for couples. If a special travel rate available for couples is used, Central States will reimburse at the single traveler rate.

Organized tours marketed as a package, will be reimbursed only for the Central States traveler.

[For other travel reimbursement policies see Policies 130, 210, 216, 219, 230 and 505]
[July 2004]

234

All requests for reimbursement must be delivered to the treasurer no later than 6 months after the close of the fiscal year in which they were incurred, i.e.,

March 31. Placing the request for reimbursement in the mail or in the hands of a delivery service will be considered as delivery
[July 2005]

235

Robert W. Shoemaker Jr. Youth Exchange Scholarship Operations Policy

At the winter 2005 meeting of the Board of Directors of the Central States Rotary Youth Exchange Program, Inc. (CSRYE), the board established the Robert W. Shoemaker Jr. Youth Exchange Scholarship fund within the financial framework of the CSRYE. The fund is administered, disbursed and, if necessary, terminated at the sole discretion of the board. No officer, member of the board or member of the corporation shall commit CSRYE to the future existence of, use or application of the assets in this fund.

- 1) The fund is a 5% unitrust with annual valuation and disbursement
 - a. Each year on September 30, the total value of the fund (without regard to the sources of net increase or decrease in value) will be established. On October 1 (or as soon thereafter as possible) 5% of the total value will be withdrawn from the fund and transferred to the general checking account of CSRYE. At the same time the staff and board of directors will be notified by E-mail of the dollar amount available for scholarship purposes.
 - b. The purposes of the unitrust are:
 - i. The conflict of income (i.e. interest & dividends) versus principal (i.e. capital gains) is eliminated and the fund can be invested for the best total return without the need for arbitrating between the two interests.
 - ii. As the fund grows or shrinks over each year, the amount taken out for scholarships adjusts also, thus eliminating the responsibility of the board to decide each year how much can safely be withdrawn without endangering the future of the fund. If the fund grows, more can be devoted to scholarships; if the fund declines, less is automatically devoted to scholarships, thus preserving the fund for future use.
 - iii. Administration is easier, as no board decision is necessary for the determination of the amount available annually. At the same time as the treasurer is closing the books for the entire CSRYE he can easily determine (and set aside) the required amount, with but one annual calculation. As CSRYE is tax exempt, there is no problem with the recognition of income, nor trust accounting.
- 2) The corpus is invested in low cost index mutual funds, using a variety of funds to spread the risk and assure a more even annual performance. The corpus will be rebalanced annually at the same time the 5% unitrust amount is removed (immediately after September 30, the fund would be valued as of

September 30 with 5% being devoted to cash and the remaining 95% split in the previously decided proportions). The following are the types of investment vehicles and percentages:

- a. Bond fund (intermediate term) - 25%
 - b. Domestic stock fund (U.S. - broad market) - 50%
 - c. Foreign stock fund - 25%
3. We are a tax exempt charity, but district organizations may not be so organized. Each year the district of the recipient of the scholarship for that fiscal year will submit to the treasurer; a financial report on how the dollars were disbursed (i.e. pay for plane ticket, pay for registration fee, how & when – check to the family and copy of ticket etc.). This report will be submitted by within 1 month of the close of the fiscal year.
 4. The treasurer will receive a report on the selection from Chairmen of the Selection committee (See Policy No. 236). To make sure we maintain our tax exempt status, the treasurer will retain this report and the district's report with the long term financial records of CSRYE.

236

Robert W. Shoemaker Jr. Scholarship selection and disbursement policy

Eligibility:

Applicant must be sponsored by a member district of the Central States Rotary Youth Exchange Program, Inc.

A recipient cannot be a Rotarian, honorary Rotarian, employee of Rotary nor a member of their family (spouse, lineal descendant or spouse of a lineal descendant), nor anyone who was a member of that group at any time during the 36 months preceding the awarding of the scholarship.

Applicant must demonstrate severe economic hardship.

Application:

Students who choose to apply for the "Robert W. Shoemaker Jr. Rotary Youth Exchange Scholarship" shall submit the following:

- Complete the scholarship application (a copy is included at the end of this section) and forward it to their District Chair.
- Personal essay describing- how they see their role as an ambassador for the Rotary Youth Exchange Program, what their exchange means to them personally, their personal and professional goals in life.
- Letter from parent describing their support for their son's/daughter's decision to be a Rotary Youth Exchange Student and the need for economic assistance. Any supporting data that can be provided that further defines economic need will be considered.
- Letter from sponsor Rotary Club President/YEO defining their support for the scholarship request.

Award:

Amount of award will vary depending on availability of funds (actual amount of total award to be determined by the Central States Treasurer), the Scholarship Committee shall have the latitude to determine the distribution of funds among the successful candidates. Award of scholarship and the amount of the scholarship shall be approved by a two-thirds vote of the Scholarship Committee.

Award Match:

It is required that the Sponsor Rotary District/Club will match the amount awarded by the Robert W. Shoemaker Jr. Rotary Youth Exchange Scholarship.

Number:

Number of awards will vary depending on availability of funds.

Special Provisions:

In the event the original purpose stated here is no longer appropriate, practical or possible, the funds in the scholarship will be transferred to the Central States Rotary Youth Exchange, Inc. treasury. The Board of Directors can change the provisions and procedures of the Scholarship by a two-thirds vote of the Board of Directors.

Application Deadline:

Scholarship applications and supporting information shall be received by the Chairman of Central States Rotary Youth Exchange Program, Inc. by 15 March of each year.

Selection and Disbursement:

Applications will be reviewed by a panel of five (5) judges. The judges will be composed of District Chairs, Central States Correspondents, and Central States Staff. Central States Officers will only be involved in the selection process in the event that a selection of five judges cannot be made from the preceding. The five judges will be selected so that they do not represent the applicants' Central States District or country they will be exchanging to. The sole basis of the judges' decision will be based on content of the materials presented. The decision of the judges will be final and not subject to appeal.

The selection Committee will be appointed by the Chairman of Central States and will deliberate their decision by use of e-mail. Copies of the correspondence shall be submitted to the Treasurer with the final report. If necessary, a teleconference will be held, if a teleconference is held minutes of the discussion will be kept and forwarded to the Treasurer.

The Treasurer will be responsible for issuing payment to the student through the appropriate District Chair.

Reporting Process:

The Chair of the Selection Committee shall notify the Chair of Central States and forward to the Central States Treasurer a brief report that will include a copy of the student's scholarship application, the amount of the award and an identification of how the funds will be utilized by the student.

Announcement of Award:

The announcement of the award to the District Chairs, Central States Officers and Staff shall be made by the Chair of Central States. The District Chairs of the applicants will be responsible for notifying the applicants of the determination of the Selection Committee.

[July 2005]

**Robert W. Shoemaker Jr.
Central States Rotary Youth Exchange Scholarship
Application**

Family Name- _____ First Name- _____

Street Address- _____

City, State/Province, Zip/Postal Code- -

Sponsor Rotary Club- _____

Sponsor District- _____

Host Country- _____

The Rotary Club of _____ supports the above student's application for the Robert W. Shoemaker Jr. Central States Rotary Youth Exchange Scholarship.

Date: _____

By: _____

Position: _____

Rotary District _____ supports the above student's application for the Robert W. Shoemaker Jr. Central States Rotary Youth Exchange Scholarship.

Date: _____

By: _____

Position: _____

Attachments:

- Front page of student's application
- Student's personal written essay
- Parent's letter of support and explanation
- Sponsor Rotary Club's letter of support
- Sponsor Rotary District's letter of support
- Optional additional supporting data

SECTION THREE – INBOUNDS

301

Applications for exchanges submitted by inbound students should be typed.
[November 1979]

302

Each District shall make its initial commitment for the number of Inbound students it will host in the next calendar year at the summer meeting of the Board of Directors. Said commitment should be based on the number of written commitments that the District Chairs have then received from the clubs in the Districts, and the District Chairs are also strongly encouraged to base those commitments on the number of clubs who have then paid a commitment fee for hosting an Inbound student in the next calendar year.

[Revised, February 1998]

303

No direct solicitation of districts for placement of inbound students shall be made by correspondents unless first approved by the Vice Chair of Central States.

[November 1987]

[February 1989]

304

Central States will accept some Japanese students in March and April subject to the host district approval. The total number of March/April and August Japanese inbounds will not exceed our total Japanese commitment.

[July 1986]

[Rescinded, February 1996]

305

The monthly allowance to which an Inbound is entitled by the local club will be \$75.00, effective with Summer 2006 arrivals.

[February 1991]

[Revised, July 2004]

It is understood this allowance is in addition to any cost for school expenses.

[February 1986]

306

District Chairs should inform district US host families of the availability of a \$50.00 per month tax deduction for providing room and board to an exchange student. Written documentation of their service should be provided by the district Chair to each host parent, who requests it. Each District Chair, as a member of the Board of Directors, is authorized to sign such documentation on behalf of Central States. A form suitable for use is on the staff portion of the Central States web site [Reference Section 170 [g] of the US Revenue Code, Internal Revenue Code; US Treasury Regulations 1.170A-2 and Internal Revenue Service Publications 526 – Charitable Contributions].

[July 1982]

[Revised, July 2004]

[Revised, January 2007]

307

Each inbound student must: (1) file a monthly report with information as directed by the District Chair; (2) give notice of any changes of host families, address and or school to the District Chair or Responsible Officer within five (5) days. If only the district is notified, the district will notify the Responsible Officer no later than seven (7) days after the change.

[July 1979]

[Revised, July 2004]

308

In the event an inbound student refuses to return home at the appropriate time, the District Chair should immediately inform the Chair of Central States.

[February 1987]

309

The Chair or his designee is responsible for the issuance of visa documents and MUST be notified by the district Chair of the departure schedules of ALL inbound students, both early and usual end-of-year departures.

310

It is the responsibility of the District Chairs to check all inbound students' visas, passports, I-94 cards and airline tickets as soon as possible after arrival so that in the case of error or omission, corrective action may be taken.

[July 1984]

[Revised, July 2004]

311

A dental examination of all exchange students is required. X-rays are not required.

[February 1980]

312

Districts should encourage inbound students to attend the summer conference.
[May 1987]

313

It is the responsibility of the district youth exchange officers to supervise exchange students within their respective districts.
[February 1981]

314

Inbound students who seriously misrepresent information on their application forms should be brought to the attention of their respective correspondents and may be sent home for such misrepresentation.
[July 1980]
[Revised, February 1996]
[Revised, July 2004]

315

Although inbound students can participate in simulator training or the classroom phase of driver education, they cannot, under any circumstances, operate any motorized vehicles.
[July 1984]

316

Permission to ride, not drive, [specifically snowmobiles but other recreational vehicles as well] is the responsibility of the district Chair. The district Chair should be certain the owner of any such vehicle is aware of liability incurred should the student be injured as a result of riding the vehicle.
[February 1979]

317

It is the District Chair's responsibility to notify the Tour Coordinator if there are any inbound students from his or her district who should be denied participation in a tour as a result of potential disciplinary problems, improper attitudes or other circumstances.

318

Student fees for bus tours should be adequate to cover all the expenses of the respective trips. Rotary clubs are encouraged to contribute to hosting of students along the trip route but Central States will not make any effort to solicit funds from Rotary Districts for bus tours.

319

Tours by Inbound students enroute to their exchanges in the US continue to provide concern to the Board. The correspondents of Central States are encouraged to discourage such trips.

[February 1981]

320

Visitations of inbound students by parents are not encouraged. Such visitations, when made should conform to the following guidelines:

1. Parental visits should be planned through the District Chair and the local club. The correspondent may want to be of assistance to the District Chair in planning the visit.
2. Parental visits should take place at a time which is convenient for the club and the host parents and should not impose on the host family.
3. Visits by boyfriends or girlfriends from home are strictly forbidden.
4. No brothers or sisters are allowed to visit unless accompanied by the student's parents.
5. Any parent visits must have the approval of the hosting district and hosting club in advance. Many districts either discourage or prohibit such visits.

[April 1991]

321

All inbound students placed in Central States districts shall be handled through normal Central States channels and will adhere to Central States standards. Any other students being hosted in Central States districts will not be eligible to participate in Central States programs and activities.

[February 1992]

322

The following are age requirements for all Inbound students assigned thru Central States.

EXCHANGE YEAR-

2006	WINTER ARRIVALS	
	must be born on or after	AUG. 1, 1987
OR	must be born on or before	JULY 1, 1990
	SUMMER ARRIVALS	
	must be born on or after	MAR. 1, 1988
OR	must be born on or before	FEB. 1, 1991
2007	WINTER ARRIVALS	
	must be born on or after	AUG. 1, 1988
OR	must be born on or before	JULY 1, 1991
	SUMMER ARRIVALS	
	must be born on or after	MAR. 1, 1989
OR	must be born on or before	FEB. 1, 1992
2008	WINTER ARRIVALS	
	must be born on or after	AUG. 1, 1989
OR	must be born on or before	JULY 1, 1992
	SUMMER ARRIVALS	
	must be born on or after	MAR. 1, 1990
OR	must be born on or before	FEB. 1, 1993
2009	WINTER ARRIVALS	
	must be born on or after	AUG. 1, 1990
OR	must be born on or before	JULY 1, 1993
	SUMMER ARRIVALS	
	must be born on or after	MAR. 1, 1991
OR	must be born on or before	FEB. 1, 1994
2010	WINTER ARRIVALS	
	must be born on or after	AUG. 1, 1991
OR	must be born on or before	JULY 1, 1994
	SUMMER ARRIVALS	
	must be born on or after	MAR. 1, 1992
OR	must be born on or before	FEB. 1, 1995

[Revised, July, 1994]

[Updated, February 1998]

[Updated, July 2001]

[Updated, July 2004]

323

If a District is notified that an Inbound student will not actually arrive in that District as an Inbound student, and the Central States Responsible Officer has received from the District all of the required paperwork for hosting that student, then the Correspondent who originally assigned that student shall replace him or her with another student, unless the District does not wish to receive a replacement. If that Correspondent cannot find a replacement and the District wishes to receive a replacement, the other Correspondents will be canvassed to replace that student. If no Correspondent can replace that Inbound student, or if the District does not wish to receive a replacement, the District shall be credited on the next semi-annual billing by the Central States Treasurer for any administrative and insurance fees it previously paid for that student.

[February 1995]

[Revised February 20, 1999]

[Revised January 27, 2001]

324

Requests for changes to District Inbound quotas based on commitments made at the Summer Conference/Board Meeting shall be made to the Central States Vice-Chair and will be honored, if possible, until November 1 of the same year for Winter arrivals [October 1 for pre-assigned] or June 1 of the following year for Summer arrivals [May 1 for pre-assigned].

[February 1995]

[Revised, February 1998]

325

Action regarding the Bus Tours budget and Student Fee structure will be taken at the Fall Executive Meeting. Security for students at motel stay-overs will be a part of the Student fee.

[February 1997]

326

"Central States strongly discourages temporary returns home for Inbound and Outbound students other than for reasons of a medical emergency for the student or the student's immediate family or the death in the immediate family. The final decision on such a return shall be made by the Central States sponsoring District and the foreign host District as to Outbounds."

[Note] same rule as #420

[Feb 20, 1999]

327

The application form for each Inbound shall disclose whether or not there is any history of anti-depressant medication taken by or prescribed for the Inbound. If there is any such history for an Inbound, then the hosting district, hosting club and host families shall be informed of such history. If the Inbound has taken or received prescriptions to take such medications within 6 months prior to the

host district's receipt of the Inbound's application, the hosting district can refuse to accept that application or require any additional documentation it wishes to have as a condition for accepting the Inbound. If the application states that the Inbound has such a history but has not taken or received prescriptions to take such medication for more than 6 months prior to the hosting districts receipt of the application, the application shall be accompanied by a physician's certification that includes in substance the following statements:

"The student has not taken or received a prescription to take anti-depressant medication for more than 6 months and it is my professional opinion that the student will not need to take such medication at any time from now until the completion of the student's exchange year. It is my understanding that the student, the student's parents and all participants in the Central States Rotary Youth Exchange Program, including the host families and Rotarians in the hosting country abroad, will be relying on my professional certification contained herein."

If such certification is not provided for the inbound, then the hosting district can refuse to accept that application or require any additional documents it wishes to have as a condition for accepting the Inbound.

[July, 1999]

328

The minimum length of stay for an exchange shall be eleven (11) months, students who come on a school exchange program shall be encouraged to remain through the Calvin College Summer Conference and any exceptions to this will be decided on a case-by case- basis.

[January, 2003]

SECTION FOUR – OUTBOUNDS

401

Central States requires that language proficiency letters, where needed, accompany outbound applications. However, letters of recommendation are not required by Central States. Local clubs and Districts, however, may require letters of recommendation to help the selection process.

[February 1982]

402

Only complete application packages as distributed by the Outbound Coordinator in July will be considered appropriate for exchange applicants.

403

Central States will arrange a limited number of outbound exchanges to Japan during March and April, subject to the approval of the Central States Outbound Coordinator. Other exchanges will occur during the established Summer or Winter dates.

[February 1982]

[Rescinded, February 1996]

404

A dental examination of all exchange students is required. X-rays are not required.

[February 1980]

405

An outbound applicant should have demonstrated above average academic achievement.

[July 1987]

406

Although there can be no guarantees, the district Chair will be allowed some influence in determining which of his qualified applicants be considered for specific countries available. This influence will be considered via letters of recommendation submitted to the Outbound Coordinator.

[May 1983]

407

Applications of any students who are not willing to accept an assignment to any country to which they may be assigned should not be considered.

[May 1983]

408

Outbound applications prepared one year or more before anticipated departure must be updated to reflect current circumstances.

[May 1983]

409

December 1 is the Fall deadline for applications to be submitted to the Outbound Coordinator. The OB Coordinator can determine there is a need for additional candidates after the Fall deadline and is free to accept additional candidates should that determination be made.

[Revised February 1996]

410

Outbounds from divorced families must have written approval from both parents to go abroad for a year. In the event this is not possible, it is the parents [guardians] responsibility to provide other legal documents which would allow the student to travel abroad.

411

Early applications for winter placement shall be processed as received by the Outbound Coordinator.

[July 1983]

412

District Chairs who have outbound candidates, who because of age, qualify for winter departure only, should notify the Outbound Coordinator by letter so that a determination regarding an exchange can be made by December 1.

[February 1983]

413

Visitations of outbound students by parents are not encouraged. Such visitations, when made, should conform to the following:

1. Such visitations must not take place prior to or at Christmas because:
 - a) Students are barely in command of the new language and are still struggling with a new culture,
 - b) Students are lonely for an American or Canadian style Christmas and are likely to feel very homesick and give up the new venture,
 - c) Students still feel like strangers or observers rather than true participants in the culture.
2. Parental visits should take place the latter half of the exchange year when most of the major problems of students have been conquered.
3. The visit should not impose on the host families: a few days with each family is sufficient. After that experience, the parents may want to travel in the country on their own.
4. Parents must resist the host families' request for an extended stay. They too, are busy people and will put out considerable expense during the visit.
5. The parental visit should not occur at the end of the students' year. Students at this point may feel their natural parents are taking away a last chance to be with host families and friends.
6. Visits by boyfriends or girlfriends from home are strictly forbidden.
7. No brothers or sisters are allowed to visit unless accompanied by the student's parents.
8. Any parental visits must have the approval of the hosting district and hosting club in advance. Many districts either discourage or prohibit such visits.

[Revised July 1990]

414

Outbound students are to return directly home after their exchange year as scheduled by the travel agencies.

415

Districts that have qualified outbound alternates should submit their applications to the Outbound Coordinator by December 1.

[February 1987]

416

When an outbound student withdraws [or is withdrawn] from the program, the Central States Outbound Coordinator is to be notified at once by the sponsoring District Chair or his or her designee. The Central States Outbound Coordinator will notify the appropriate Correspondent, the Central States treasurer, the Central States Insurance Coordinator and the appropriate travel agent.

[Revised, February 1998]

417

A waiver of age request form will be included with every outbound application when necessary.

[February 1987]

[Rescinded, July 1994]

418

The following are age requirements for all Outbound students assigned thru Central States.

EXCHANGE YEAR

2006	WINTER DEPARTURES must be born on or after	AUG. 1, 1987
	OR must be born on or before	JULY 1, 1990
	SUMMER DEPARTURES must be born on or after	AUG. 15, 1987
	OR must be born on or before	FEB. 1, 1991
2007	WINTER DEPARTURES must be born on or after	AUG. 1, 1988
	OR must be born on or before	JULY 1, 1992
	SUMMER DEPARTURES must be born on or after	AUG. 15, 1988
	OR must be born on or before	FEB. 1, 1992
2008	WINTER DEPARTURES must be born on or after	AUG. 1, 1989
	OR must be born on or before	JULY 1, 1993
	SUMMER DEPARTURES must be born on or after	AUG. 15, 1989
	OR must be born on or before	FEB. 1, 1993
2009	WINTER DEPARTURES must be born on or after	AUG. 1, 1990
	OR must be born on or before	JULY 1, 1994
	SUMMER DEPARTURES must be born on or after	AUG. 15, 1990
	OR must be born on or before	FEB. 1, 1994
2010	WINTER DEPARTURES must be born on or after	AUG. 1, 1991
	OR must be born on or before	JULY 1, 1995
	SUMMER DEPARTURES must be born on or after	AUG. 15, 1991
	OR must be born on or before	FEB. 1, 1995

[Revised July 1994]
[Updated February 1998]
[Revised January 2001]
[Updated July 2004]

419

Central States will allow Outbound students to use frequent flyer bonus or other reduced fare tickets for their trips with the following stipulations:

- a. Students will fly on the same flights other Central States students are using for the same destinations.
- b. Guaranteed return tickets are issued that do not have standby or other unacceptable restrictions.
- c. Ticket and handling of visa, etc., must be handled by the appropriate Central States authorized travel agent.

[July 1990]

420

"Central States strongly discourages temporary returns home for Inbound and Outbound students other than for reasons of a medical emergency for the student or the student's immediate family or the death in the immediate family. The final decision on such a return shall be made by the Central States sponsoring District and the foreign host District as to Outbounds."

[Note] Same rule as #326

[Feb 20, 1999]

SECTION FIVE – MEETINGS AND CONFERENCES

501

The secretary shall mail two weeks prior notice to all board members that proposed items for the Agenda should be submitted to the Chair five weeks in advance of each board meeting. Action items submitted to the Chair for the agenda should be accompanied by a draft of a proposed motion, which the Chair shall also mail to all the Directors with the agenda in advance of the meeting.

[Revised, February, 1998]

502

Committee Chairs should prepare written reports of committee recommendations before each board meeting and distribute the recommendations, through the Secretary, to all board members. Committee Chairs should be prepared to present written drafts of resolutions and/or recommendations that require board action.

503

Exchange students and/or other youth may not be present at any board meeting except as specifically invited by the Chair of Central States.

[July 1984]

504

Any adult who wishes to participate in discussion of matters before the Board must have the acknowledged approval of the Chair of Central States. This policy will be announced to all in attendance prior to each board meeting.

[July 1984]

505

At the winter board meeting expenses for the noon luncheon will be paid by Central States for the following individuals:

1. Selection and Orientation Coordinator and spouse
2. Officers and spouses
3. Responsible Officer and spouse
4. Insurance Coordinator and spouse
5. Outbound Coordinator and spouse
6. Correspondents and spouses
7. Tour Coordinator and spouse
8. Conference Chair and spouse
9. District Chairs and spouses
10. District Governors and spouses
11. District Governor Elects and spouses
12. Guests specifically invited by the Chair of Central States

All other interested individuals participating will be charged for meals. Only those people with advance registrations, or payment where appropriate, will be seated for meals. A letter of reminder will be distributed to the officers, district governors and district governor nominees in advance of the meeting.

NOTE: Whereas the Board recognizes the many dual roles that Rotarians play within Central States, it is felt that expenses incurred due to assignments dealing with other avenues of Central States wherein the individual would have been in attendance in the first place, be reimbursed through his own district.

[For Summer Conference meeting expenses see Policy 230]

[Revised, July 2004]

506

All officers and directors not part of the executive committee are welcome to attend any executive committee meeting at their own expense.

[February 1977]

507

District Chairs are urged to refuse registration for the summer conference from rebounds within their districts that did not complete a successful year abroad.

[May 1987]

508

Because of limited space rebounds who are not current, friends, relatives or others who do not have present or future potential to participate in the Rotary Exchange program cannot attend the summer conference.

509

ROTEX members are welcome at the summer conference but only on a limited and delegate basis. As participants, ROTEX members must abide by the same rules as do other participants.

510

Any adult representing a district at the summer conference must room on campus and assist with supervising the students.

[February 1984]

511

All summer conference registration and other fees will be collected by the district Chairs or their designee. Fees collected and due will be forwarded in a single check per district to the conference registrar. A second check may be issued with regard to late registrations.

[February 1985]

512

No material shall be distributed [free or otherwise] at any meeting organized by Central States unless prior approval has been granted by the Chair or such individuals as he or she may appoint.

[February 1985]

SECTION SIX – APPENDICES

APPENDIX ONE
SUPPLIES

[Revised, July 2004]

*The following may be ordered upon request at NO CHARGE [except as noted] from the **CHAIR**.*

Letterheads and Envelopes [Provided for correspondents and officers]

Central States Brochures [Used by Districts to help promote the program.]

*The following may be ordered upon request at NO CHARGE [except as noted] from the **TREASURER***

Embroidered Patches Contact Treasurer for cost

Central States Youth Exchange Youth Exchange Lapel Pins
Contact
Treasurer for cost

*The following may be ordered upon request at NO CHARGE [except as noted] from the **OUTBOUND COORDINATOR***

Rules for Inbound Students [Used by correspondents who send them abroad for signatures]

Posters [to promote outbound applications, also available at <http://csrye.org/downloads/download.php>]

Culturgrams, USA and Canada [To be sent overseas by correspondents to each incoming exchange student]

Student Applications

Guarantee Forms

Country Preference of Student [Changed annually].

Outbound Student Monthly Report Forms

Outbound Checklist

Rules for IB and OB Students [Signed by applicant and parents].

Information for Host Clubs and Families [Buff-colored and supplemental application form used by correspondents to send overseas for incoming students. One copy is required to accompany outbound applications to Outbound Coordinator].

Culturgrams [for outbound students to be distributed to District Chairs by Outbound Coordinator].

*The following may be ordered upon request at NO CHARGE [except as noted] from the **RESPONSIBLE OFFICER***

Student Identification Cards [Reverse side gives the group insurance policy number and claim information]

Student Information Sheet [can be downloaded at <http://csrye.org/downloads/download.php>]

*The following may be ordered upon request at NO CHARGE [except as noted] from the **INSURANCE COORDINATOR***

Insurance Policies and Claims Forms [can be downloaded at <http://csrye.org/downloads/download.php>]

*The following are obtained **AS INDICATED**:*

Host Club Application [Reproduce locally or have printed annually to order to change dates]

Outbound Student Evaluation Sheet [Reproduce locally]

Engraved Badges [Order forms available from the Treasurer and provided at NO cost to inbound and outbound students, District Chairs, members of District Committees and Central States Officers and Staff, others are charged.]

An Invitation to Host [Reproduce locally]

Host Home Application [Reproduce locally]

Notification Letter to Host Families [Reproduce locally]

Host Home Confirmation of Acceptance [Reproduce locally]

Host Agreement Form [Reproduce locally, explains tax deduction]

Tax Deduction Form [Reproduce locally]

Immunization Certificates [If needed, obtain from local County Health Department]

Inbound Departure Dates Form [Reproduce locally]

Survival Kit for Overseas Learning [May be ordered from Intercultural Press Inc., P.O. Box 768, Yardmouth, MA 04096. Phone 207-846-5168. If a combined quantity order is made through the Central States Secretary-Treasurer, there is a discount. The Central States order is placed annually in September].

Great Decisions [A Foreign Policy Association publication used for orientation of outbound students and for discussion sessions with inbound students. This order is placed annually in November/December through the COORDINATOR OF ORIENTATION for a districts' quantity discount].

APPENDIX TWO
PUBLICATIONS AVAILABLE THROUGH R.I. SECRETARIAT

Below is a list of Rotary publications and materials that may be helpful when organizing and promoting Youth Exchange in your community. These items may be ordered from Rotary International Publications Order Service, contact 847-866-4600, many can be downloaded at:

http://www.rotary.org/programs/youth_ex/resource.html

Youth Exchange Handbook

(pub #746; US\$2.50)

Comprehensive information for Rotarians organizing a district Youth Exchange program. Includes guidelines, sample application forms, checklists, and more. Available in English, French, Japanese, Korean, Portuguese, and Spanish. English version is available for [download](#) from this site as a PDF file.

New! Youth Exchange — Making a World of Difference

(pub #755; US 30¢)

Promotional brochure that describes the academic-year program to young people and prospective host families. Available in English, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish. English version is available for [download](#) from this site as a PDF file.

New! Discover Your World: Short-Term Youth Exchange

(pub #756; US 30¢)

Promotional brochure that describes the short-term program to students and prospective host families. Available in English, French, German, Italian, Japanese, Korean, Portuguese, Spanish and Swedish. English version is available for [download](#) from this site as a PDF file.

A Guide for an Exchange Student

(pub #752; US 80¢)

This booklet offers suggestions for exchange students and their parents. Available in English, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish. English version is available for [download](#) from this site as a PDF file.

A Primer for Host Families

(pub #749; US 80¢)

This booklet describes some of the joys and responsibilities that a family hosting a Youth Exchange student can anticipate. Available in English, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Swedish. English version is available for [download](#) from this site as a PDF file.

Application for a Rotary Long-Term Youth Exchange Program

(pub #761; in lots of 10, first three lots gratis; US\$5 thereafter)

For submission by students interested in participating in an academic-year Youth Exchange. Available in English, French, Japanese, Korean, Portuguese, and Spanish in lots of 10. English version available for [download](#) (also called "Long-Term" form) from this site as a PDF file.

Application for a Rotary Short-Term Youth Exchange Program

(pub #763; in lots of 25, first two lots gratis; US\$3 thereafter)

For submission by students interested in participating in a short-term Youth Exchange. Available in English, French, Japanese, Portuguese, and Spanish in lots of 25. English version is available for [download](#) from this site as a PDF file.

Youth Exchange Video: The Adventure of a Lifetime!

(pub #740; US\$10)

Short promotional video aimed at Youth Exchange students and parents in the USA and Canada. Available in English only. Approximate duration: five minutes.

Youth Exchange Video: The Experience of a Lifetime!

(pub #739; US\$10)

Short promotional video designed to stimulate student interest in the program in Europe. Available in English and French. Approximate duration: eight minutes.

New! Youth Exchange Video: The Experience of a Lifetime!

(pub #764; US\$10)

Short promotional video designed to stimulate student interest in the program in Mexico and Central and South America. Available in Portuguese and Spanish. Approximate duration: eight minutes.

Youth Exchange Poster

(pub #751; US\$1.50)

Multi-language poster that Youth Exchange officers can display in schools and community centers to attract Youth Exchange students and host families. A blank corner space allows imprinting of name of club and contact person.

List of Youth Exchange chairs and multidistrict officers

This list is distributed three times annually to district Youth Exchange chairs, multidistrict Youth Exchange persons, and multidistrict Youth Exchange officers. Extra copies may be obtained by contacting RI World Headquarters at telephone: 847-866-3421; fax: 847-866-6116.

Rotary International Emblem

<http://www.rotary.org/newsandinfo/downloadcenter/graphics/emblem/index.html>

Rotary Youth Exchange Emblem

<http://www.rotary.org/newsandinfo/downloadcenter/logos/programs/index.html>

APPENDIX THREE

**BY LAWS OF CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM,
INC.**

[Available in electronic format from District Chairs secure portion of the CSRYE website.]

APPENDIX FOUR

ARTICLES OF INCORPORATION, CSRYE PROGRAM, INC.

[Available in electronic format from District Chairs secure portion of the CSRYE website.]

APPENDIX FIVE
ROTARY INTERNATIONAL GUIDELINES FOR EMERGENCIES

[Revised, July 2004]

Reprinted from
http://www.rotary.org/newsandinfo/downloadcenter/pdfs/746ap_d.pdf

Guidelines for Youth Exchange Emergencies

Although they are rare, unfortunate emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. How the exchangee's family and the media perceive that the emergency was handled will have a direct impact on the program. The following guidelines outline how to prepare in advance for a possible emergency, the individuals to contact should an emergency occur, and the steps to follow during an emergency.

Each Rotary club hosting a Youth Exchange student should have a small committee to help share the work in the event of a tragedy. Suggested committee members are the host parents, the club Youth Exchange chair, the club counselor, and the club president.

Tips for emergency preparedness

- ❑ The club counselor should keep the student's passport and airline ticket readily available at all times. Store these items in a safe place so that they can be accessed 24 hours a day if necessary.
- ❑ The district chair should have copies of the airline ticket and passport should the student be traveling or in case the student's documents are not accessible through the club counselor.
- ❑ The district Youth Exchange officer should obtain consent from the student's parents or legal guardians to reissue a student's passport in the case it is lost, stolen, or inaccessible at time of departure.
- ❑ The district Youth Exchange chair should share with the sponsoring Youth Exchange Officer the student's itinerary and know who will meet the student at the airport upon arrival.
- ❑ The sponsoring club should outline who (e.g., club, district, student's parents, a combination of sources) will pay for the student to return to finish the exchange after being evacuated in the case of political or civil unrest.
- ❑ The Rotarian counselor and current host family should know details regarding all of the exchangee's travel plans and should ascertain that these travel plans have been approved by the natural parents/legal guardians of the exchangee, especially if the exchangee is traveling to another city or country during the exchange.
- ❑ *The exchangee's parents should issue a written authorization letter (or powers of attorney) naming the host Rotarian counselor, host families, and another Rotarian of the host/receiving club (preferably the host club*

president), any of whom is to act for the parent in the event of injury or death. This is very important because most government departments and local authorities require it. Some districts have the parents/legal guardians sign a number of parental consent forms separate from the application form to ensure that each host family and counselor has a copy of the form.

The letter mentioned above should also authorize the incurring of:

- ❑ Funeral expenses (cost of claiming body, embalming, casket, compliance with legal and government fees, and transportation of casket/body, cremation cost, etc.) to be reimbursed from the insurance policy;
- ❑ Expenses of authorized persons (Rotarian counselor and/or host parent) to act on behalf of parent (transportation and hotel charges for travel to place of accident, etc.), to be reimbursed from the insurance policy.

The handling of expenses is important as not every host club can afford to incur such immediate expenses. The ability of the club or district to handle immediate costs can prevent a tragic situation from becoming worse and increasing the agony and anguish of the student's parents. The host Rotarian is committed to treat the exchangee as though he/she is his or her own child and will do everything a natural parent would do. However, if a host Rotarian has to spend a substantial amount of money for immediate needs, other Rotarians may be discouraged from becoming host parents and counselors in the future.

It is therefore recommended that either the host Rotary club or the host Rotary district establish an emergency fund to cover immediate expenses in the event of a tragedy. The insurance money received will reimburse this fund. Many hosting districts require the students to have an emergency fund to assist in the event of an emergency.

When a tragic event occurs, things need to be done quickly. Tasks should be assigned to the various members of the club/district emergency committee. The following people need to be informed immediately:

- ❑ Parents/Legal guardians. (In case of death, obtain clear instruction concerning burial, cremation or return of body. Also ask about memorial service. Consideration must be given to the religion of the deceased.)
- ❑ Host family, club counselor, and district Youth Exchange chairs.
- ❑ Host district governor and the governor of the sponsoring district.
- ❑ Host Rotary club, for assistance and guidance.*
- ❑ Insurance company (and remember to follow up).
- ❑ Embassy Officer, to obtain his/her advice.

Procedures to follow when the death of an exchangee occurs:

- ❑ Ascertain that the deceased is the exchangee.
- ❑ Contact all of the above individuals.

- ❑ Check with local police for local regulations and obtain a copy of the police report. Reclaim the deceased's possessions, especially the passport.
- ❑ Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy. Obtain the death certificate.
- ❑ Contact a local undertaker and embalmer. Ensure that the embalmer possesses an internationally recognized practice license so that the embalmed body may cross national borders. (This is to prevent the spread of disease.) Obtain the embalmer's certificate. Order a suitable casket and arrange transportation to exchangee's home country, or arrange for burial or cremation, according to the parents' wishes.
- ❑ Obtain the "sealing certificate." For the casket to cross national borders, the inside must be metal-lined and sealed. Sealing must be officially witnessed, to prevent smuggling. In order for a sealed casket to leave the country, an export permit is required. For the sealed casket to enter the exchangee's home country, an import permit is required. An established undertaker should be able to deal with these matters. The embassy can assist in obtaining the two permits.
- ❑ Appoint a reputable air-transport agent to airlift the casket to the exchangee's home country. This is to ensure that all connecting flights are correctly scheduled without risk of the casket being accidentally off-loaded at an intermediate airport. The arrival flight details should be correctly passed to the deceased's parents so that they can make arrangements to receive the casket. Give copies of the death certificate, embalming certificate, casket sealing certificate, import and export permits, and passport to the transport company and must accompany the casket on the airplane.
- ❑ Hold a memorial service for the exchangee.

Remember to write a complete report to your district governor. Send copies to Rotary International and to the exchangee's home district and Rotary club.

- * **If accident occurs away from the host area, you may want to contact a local Rotary club for assistance and guidance.**

APPENDIX SIX

CSRYE PROGRAM BROCHURE, "YOU CAN SEE THE WORLD"

(Available in electronic format, at <http://csrye.org/downloads/download.php>)

APPENDIX SEVEN

R.I. YOUTH EXCHANGE APPLICATION FORM

(Can also be downloaded at <http://www.csrye.org/> , please transfer from existing handbook to new handbook.)

[Revised, July 2004]

APPENDIX EIGHT

INSURANCE CLAIM FORM

(Available in electronic format, at <http://csrye.org/downloads/download.php>)

[Revised, July 2004]

APPENDIX NINE

GROUP INSURANCE COVERAGE

(Available in electronic format, at <http://csrye.org/downloads/download.php>)

[Revised, July 2004]

APPENDIX TEN
**DISTRICT CHAIR'S ANNUAL REPORT TO
THE CHAIR OF CENTRAL STATES**

Due to the Chair by 30 June of the exchange year just ending.

This report covers the annual period from 01 July 20____ to 30 June 20____ .

1. Submitted by District _____

2. Number of Students:

Inbounds- August _____

Inbounds- January _____

Outbounds- August _____

Outbounds- January _____

3. Dates your District held orientation sessions:

Inbounds	Outbounds	Rebounds
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. If you held joint orientations session with another District(s), please identify which District (s)- _____, _____, _____ .

5. Number of students who returned early:

Inbounds _____ Reason(s) _____

Outbounds _____ Reason(s) _____

6. Did each participating club in the district have a YEO/Counselor?

Y/N ____

Did each club in the district have a YEO?

Y/N ____

Did you have orientations for your YEO's?

Y/N ____

Are YEO orientations mandatory? Y/N ____

7. Does your district have club commitments fro all Inbound and Outbound placements prior to the July Grand Rapids meeting? Y/N ____

8. Please use the space below to comment on how CS can better assist the District program. Please complete and submit this report to the Chair no latter than 30 June of the exchange year just ending.

APPENDIX ELEVEN
MEMORANDUM OF UNDERSTANDING, CORRESPONDENT TRAVEL

1. The first year of operation for budget purposes will be 1996-97 and \$1,250 will be budgeted per correspondent (currently \$10,000) for approved travel. The budgeted amount of \$1,250 may be carried over for a maximum of three years.
2. The cap or allowable maximum amount correspondents can use for travel is \$3,750 or that amount available if the cap has not been reached.
3. Should airfare not be complimentary, the cost of the airfare will be part of the computed \$3,750 cap or amount available if cap has not been reached.
4. The determination of whether the travel is relevant and is required to fulfill the objectives of Youth Exchange and the correspondents' mission resides with the Executive Committee.

**APPENDIX TWELVE
RECORD OF RESCINDED POLICIES**

[Added, July 2004]

304

Central States will accept some Japanese students in March and April subject to the host district approval. The total number of March/April and August Japanese inbounds will not exceed our total Japanese commitment.

[July 1986]

[Rescinded, February 1996]

403

Central States will arrange a limited number of outbound exchanges to Japan during March and April, subject to the approval of the Central States Outbound Coordinator. Other exchanges will occur during the established Summer or Winter dates.

[February 1982]

[Rescinded, February 1996]

417

A waiver of age request form will be included with every outbound application when necessary.

[February 1987]

[Rescinded, July 1994]