

# ROTARY YES/SCANEX

(Rotary Youth Exchange Service/  
So. Calif., Arizona, Nevada, EXchange)

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Rotary International Youth Exchange

## Outbound Program



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# Objectives Of The Program

- o **To further international goodwill and understanding** by enabling students to study first hand some of the problems and accomplishments of people in lands other than their own.
- o **To enable students to advance their education** by studying for a year in an environment entirely different from their own, and undertaking the study of courses and subjects not normally available to them in their own country.
- o **To give students opportunities to broaden their outlook** by learning to live with and meet people of different cultures, creeds, and colors and by having to cope with day-to-day problems in an environment completely different from the one they have experienced at home.
- o **To have students act as ambassadors** for their own country by addressing Rotary Clubs, community organizations and youth groups in their host country; by imparting as much knowledge as they can of their own country, its attributes and its problems to the people they meet during their year abroad.
- o **To provide sufficient time to study and observe another country's culture** so that upon returning home students can pass on the knowledge they have gained by addressing Rotary clubs and other organizations and assimilate the positive aspects into their everyday living.

## BEING AN EXCHANGE STUDENT

- is fantastic
- is meeting hundreds of wonderful people
- is giving speeches and writing letters
- is getting fat and at times being poor
- is seeing a new country and experiencing new things
- is being homesick and at times, miserable
- is getting tired
- is being an ambassador
- is personal growth

## THE SUCCESSFUL EXCHANGE STUDENT

- is flexible and adaptable
- wants to learn and have new experiences
- is knowledgeable and well read
- is open to challenge and change
- is sensitive, loyal and trustworthy
- is involved
- recognizes "Different" from good, bad, wrong, etc.
- communicates with family, Rotary, school, friends
- is introspective

# Guidelines And Information for Outbound Exchange Students

## *Preparing To Be an Exchange Student – What to Expect*

Your exchange year will be 10-12 months long, and could begin as early as July, and could end as late as the beginning of the following August. However, most exchange students depart for their host country in mid-to-late August, and return home the following June. Ask your Country Coordinator about the normal departure date for your country, discuss with him or her your plans for summer school, summer job, etc. and find out if your host country has a specific date you need to arrive by for language camp or orientation.

You are associated with two Rotary Districts and two Rotary Clubs: your **sponsoring** District (we are Rotary YES/SCANEX) and Rotary club in your hometown; and the **host** District and Rotary club in your Host Country. Although the youth exchange programs and rules for each district are similar, the host district and club guidelines take precedence over those of the sponsoring district. The host district, host club and host family are responsible for each student's cultural, spiritual and physical well-being and may set their own rules and guidelines, which may be more or less restrictive than those we apply to the students we host. You should become familiar with those rules and guidelines before, or immediately upon, your arrival in your host country.

## *Preparing Yourself*

### **Passport and Visa**

At least three months before departure, you should apply for a Passport, if you don't already have one. If you do have a valid passport, the expiration date must be no earlier than six months after you expect to return home from your year abroad. A "raised-seal" birth certificate is needed to apply for a passport; if you don't have an original birth certificate, you will need to contact the county clerk in the county and state where you were born. A passport can be applied for at any county clerk's office.

The requirements for a visa (permission granted by the entry country for a non-citizen to enter) varies by country, and our travel agency and Rotary contacts will be able to guide you through the process of securing a visa. Be sure to register on the Travel Agency's site and follow instructions promptly so your exchange will not be delayed.

### **Travel Reservations (Airlines)**

Once your departure date and arrival airport (in host country) are known, work with our travel agency to arrange the required **round-trip** airfare. **You must have "open-return" round-trip airfare as a requirement of the exchange program.** Although airline rules and regulations differ, most airlines will issue the return flight tickets for a specific return date (next summer), and allow one change with no- or a low-cost change fee. Inform both your Country Counselor and those in your host country (Host Club YEO, Host Family, etc.) of your departure/arrival dates and times as soon as the information is known. Safeguard your tickets both before and after departure, since they are just like money and will be very difficult to replace if lost. Some host clubs may ask to hold your tickets as a safeguard upon your arrival; if you keep your return tickets, make sure you know where they are.

### **Finances**

Your Host Rotary Club will provide you with a monthly spending allowance, generally **equivalent** to \$50-\$100 US, depending on the relative cost of living in that country. This may or may not include money to pay for school lunches or for transportation to and from school. Your Host Family will provide lodging and meals. You will need money for

personal expenses, travel, clothing, and entertainment. The amount of spending money you will need – and have available – will likely depend on your own circumstances as well as the community and families you stay with. Two general guidelines should always be kept in mind:

- Be willing and able to “pay your own way” for travel and entertainment with host family and friends; don’t expect to be treated as a guest at all times, and understand when it is appropriate to offer to pay for meals, entertainment tickets, etc. when offered such opportunities.
- Do not spend money freely or lavishly when those around you do not have the resources to do likewise. Don’t be labeled “the rich American” who throws money around.

You and your parents should check with your bank about setting up an internationally-accepted credit card or ATM debit card such as VISA, which will provide you with an easy and inexpensive way to deposit funds here and withdraw funds in your host country without incurring interest charges or high transfer fees. Having this card will mean you will not need to travel with a large amount of money. Take extra precautions to protect credit cards, ATM cards, and cash from theft, especially when traveling, and make sure you and your parents know what to do in the event you lose these items. Be aware of ATM fees, you’re usually better off taking out larger sums less frequently. Discuss banking suggestions with the host family before departure.

Become familiar with the monetary system of your host country before you depart, and understand the “exchange rate” for conversion to US currency. In many foreign countries, the “buying power” of the US dollar is greater than here, but the cost of some items may also be much greater than at home. Before you leave, you and your parents should establish a budget for spending money, and you should follow that budget carefully so that you don’t run out of money before you run out of exchange year.

School fees or tuition, if any, will be paid by the host Rotary club. However, if you take a university course or a community program, you may have to pay those costs yourself. School books may or may not be provided free. You will likely have to buy notebooks, pens, pencils etc. You may also have to wear a school uniform. Tutoring and language training/camps (if offered) is at your expense, and some Districts will require that you attend a Language Camp or program upon your arrival.

Parents and relatives should not send personal checks to students overseas. They are often difficult to cash, and foreign banks frequently will charge a high fee for accepting checks drawn on a US bank for deposit, while holding the deposit as unavailable while it clears through the international banking system. If it is necessary to send money to a student other than through use of a debit or credit card, consider using International Postal Money Orders, which have guaranteed delivery, have a nominal fee, and will provide the student with cash in the local currency.

Many Rotary Districts, including Rotary YES/SCANEX, require exchange students to arrive with an “emergency fund” of about \$500 US that is held by the Host Club for safekeeping, and can be used to cover emergency medical expenses, unpaid bills incurred by the student, etc. Your host district will provide you with instructions on this fund if applicable. Unused funds should be returned to you at the end of the exchange.

### **Making Contact With Host Club And Host Family**

As soon as you are notified of the name of the Rotary club that will be hosting you, you should write to the host club counselor and first host family, giving them information about you, including your interests. Include a photo of yourself, especially if you have changed your appearance at all from your application photo. You should use this letter as an opportunity to ask about school, school clothing/uniforms, climate, activities, etc. Every opportunity should be taken to exchange correspondence with the host family before departing, as this helps tremendously in the initial settling-in period in a new environment.

## **Banners, Business Cards, Badge, Blazer Patch**

Your Sponsor Rotary Club should give you several Club ‘Trading’ Banners. They can be presented to the host country Rotary clubs which host you for functions. You will usually receive one of their banners in return, to bring back to your sponsor club.

We will also provide you with a Rotary name badge, Rotary Blazer, Patch for your Rotary Blazer, SCANEX pin and Business Cards with your picture and USA address to provide to people you meet.

## **Picture Album & Slides**

We recommend that you create a ‘slideshow’ (i.e., PowerPoint) of 40-50 photos of your family, your home, your community, and places you have visited in the USA, for use in presentations to Rotary clubs, school classes, church groups, and others in your host country.

You should also put together a good quality digital or hard copy photo album to show host families and other people you visit, such as for dinner and weekend outings. Photo albums are good conversation starters, and your selections should be well thought out, keeping in mind what might be of interest to people in your host country.

Your slide presentation and photo ‘album’ should include pictures of:

- Your family, home, school, friends, etc.
- Special interests you have, such as school clubs, sports activities, etc.
- Special local sites in your community, including historic and scenic points of interest near your home.
- National points of interest, including a cross section of the West Coast. Make sure that you know what each of these slides show, and can describe the location, etc.

## **Gifts (See specific ideas in Appendix J)**

You should be thinking about gift items for host families and people who will be your host for weekends and other special visits. The gifts need not be expensive, but should be thoughtful and something distinctly American, preferably local to your community. Some gift suggestions are included in the appendix.

You should have a special present to give to each of your host families soon after you arrive. Also remember birthdays and holiday presents for all the members of your host family. You don’t necessarily need to take all such gifts with you when you leave home (and often will need time to learn what will make a great gift for members of your host family), and parents back home can help with this. These gifts need not be expensive, but instead selected and given with warm thoughtfulness.

## **Insurance**

All Rotary YES/SCANEX exchange students are covered by a medical/accident insurance policy that meets Rotary International standards. The premium is paid for out of your program fees. Certain Districts we exchange with require students they host to purchase domestic (host country) insurance. For students going to those countries, Rotary YES/SCANEX will often also purchase the domestic insurance policy, to insure that you have complete medical coverage.

There are certain limitations and deductibles with all insurance policies. Students are responsible for any medical fees not covered by the insurance. Insurance coverage provided through Rotary YES/SCANEX is effective from your date of departure to your date of return home. Instructions for filing a claim (for the Rotary YES/SCANEX CISI/Bolduc policy only) are included in this handbook (Page 30).

## **Learning Your Target Language**

With few exceptions, you will all be hosted in a country where the native language is not English. **YOU must make a conscientious, disciplined effort to learn your host country’s language as quickly as possible.** Speaking and

understanding the language is the key to acceptance in any country, even in countries where English is a commonly-learned “foreign language”.

There are several things you can do to learn the language: get language tapes and begin now; enroll in language classes; reading out loud. You learn a language one word at a time, so try not to become overwhelmed by the enormity of the challenge. Set small, achievable goals. PRACTICE speaking the host language with native speakers. This is by far the best way to acquire the language.

### **Prepare To Be An Ambassador**

During your exchange year, you will meet many people who only know America through the lens of a movie or TV camera, and who think anywhere in “Southern California” is Disneyland and Hollywood. As an exchange student, one of your roles is to help people change these misconceptions. To do that, you must understand our country, our culture, our government, and our politics.

Become as knowledgeable as you can on these topics before you begin your exchange year. Review “Tough Questions” in the appendix of this handbook for some thought-provoking questions that you are likely to be asked in your host country. Consider these as examples, and think about how you would answer these, and similar questions, about life in the USA.

Locate a good map of Southern California (roadmaps are good for this purpose) that you can take with you to show friends and host families where you live. You will also need a map of the United States, to show people where you live compared to well-known US cities. Understand travel distances -- in hours -- from your home to other places in the US, and relate that to distances between cities in your host country.

You also need to become familiar with your host country **before** you arrive there. Read -- and re-read -- the CultureGram you have been provided in your host country. Make a special note of cultural attributes described in the CultureGram, consider how they differ from your culture, and why. Use any other resources you have access to -- the internet, school and public libraries, magazines and newspapers, etc. -- to learn about current events, history, government and politics, etc. for your host country, and especially for the region you will be living in. Purchase two maps showing the cities and topography of your host country, preferably in detail -- one to take with you and the other to leave at home -- so your family can locate places you mention in your letters.

### **Other Preparation Tips**

**LUGGAGE**--Luggage selection and packing requires good planning, since most international airlines impose both weight and quantity restrictions for checked-in luggage as well as size restrictions for carry-on luggage. Find out from our travel agent the specific requirements that you must comply with. Also consider that you may be traveling during your exchange year, very possibly by train or bus, and smaller, lightweight luggage may be more appropriate for those shorter trips.

**WHAT TO PACK**--While the climate and other factors in your host country will determine what type of clothing you will need, plan from the beginning to limit the quantity of clothing that you take with you. Do not attempt to pack all the clothing that you own; you will soon find that a) they may not be “in style” in your new country; b) they don’t fit because you have gained/lost weight; or c) there is no place in your new room to store them all.

**YE BLAZER**--Your NAVY Blue Blazer will identify you as an Exchange Student and draw attention to you in a positive way, and is always suitable when the occasion calls for “dressing up”. But don’t pack your Blazer; wear it when you depart for your host country. Many students report that, by wearing their blazer and Youth Exchange Pins while traveling, their passage through customs and immigration is made easier, officials are happy to offer help, and you become instantly “recognizable” by your hosts on arrival. Contact District 5240 YEO Ronda Werner at [tshirts@roadrunner.net](mailto:tshirts@roadrunner.net) to order a Blazer. Cost is included in your Outbound Fee.



**MEDICAL RECORDS**--You should ask your physician for a new prescription for medications you must take that can be filled in your host country. If possible, see if you can take a year's supply with you since medications vary overseas. If you wear glasses, a copy of your lens prescription, or even a spare set of glasses, can help avoid a big problem in the event your glasses are lost or broken. ALWAYS carry your medication prescriptions with you when traveling, especially when going through airport customs.

## *Arrival And Settling In*

Arrival will be one of the high points of your trip, the fulfillment of all your planning. There will be an inevitable let down when the excitement subsides. We know your hosts will make every effort to welcome you into the family, but remember that you are the one who must adjust. This quality of flexibility was one of the criteria considered in selecting you and you must be prepared to exercise it to the fullest. Communication is critical to establishing an understanding of expectations. Look over the "First Night Questions" in the appendix now, and several times before you actually arrive; then make sure you have asked the questions or been provided with the answers as you become part of your first host family.

### **Facing the Challenges**

Know that things will be very different in your host country and you will be the "outsider" who will have to adjust. This means, for example, tolerating what may seem like silly questions about the USA, or doing things as part of the family that you might not do at home. You may find that people in your host country rely more on public transportation and less on automobiles to go places, and you should be prepared to not rely on your host parents to "get you around". You may also find it difficult to conform to discipline that is different and perhaps more restrictive than you are used to.

### **Your Rotary Counselor**

The host Rotary club will appoint a counselor to advise and help you. Your host counselor typically will:

- Help select suitable school subjects
- Help coordinate social and Rotary club activities to introduce you in the community
- Help arrange banking and other financial matters, and see that you receive a monthly allowance from your Host club.
- Help you resolve problems of any kind.

You should make a point of taking the initiative to be in contact with the host Rotary counselor weekly, especially during the early stages of your exchange. If, by chance, problems develop which the counselor is unable to resolve, you should contact the host club Rotary President or hosting District Youth Exchange Committee member (hosting Country Counselor or Committee Chair). If these channels are unsuccessful, you should contact your Rotary YES/SCANEX Country Coordinator or Youth Exchange Chair. You are strongly encouraged to contact us if contacts with the hosting club and District are not successful, but also understand that we will not provide a "second opinion" or attempt to reverse a decision made by the host District simply because you do not like their decision. However, we will help you work through difficulties and problems if you keep us informed. **We can't help you if we don't know there is a problem!**

As a minimum, we expect to receive from you a **monthly report** describing your activities and experiences. Report forms will be e-mailed to you by your Rotary YES/SCANEX YEO. Please complete it in a timely manner.

### **Host Families**

**The hosting arrangements are entirely the responsibility of the host Rotary club.** The usual arrangement is for you to be hosted by 2 to 4 different families, for three to four months each. If problems do arise on the host family level that you cannot resolve with the family, you should first consult with the host Rotary Club Counselor, then the host Country

Counselor, before elevating the problem to your Rotary YES/SCANEX YEO or Host Country YEO. Your local support network is in a better position to assist you than we are.

**Students: you must, at all times, remember that it is your responsibility to adjust to the host family environment.** The host family is under no obligation to adjust to you, or to treat you as a "special guest". You are expected to accept the normal discipline of the family and settle into their routine, not the routine you have been used to back home. It is essential that you go over the "First Night Questions" (Appendix E) **with each host family** to avoid misunderstandings.

You are expected to call your host family by their name or title, Mom and Dad for example, not Mr. and Mrs. Discuss this very soon after you first meet your host parents, and arrive at something that is comfortable for everyone. In most cases you will have a room to yourself.

Discuss the household rules and duties with your host family. Some families do not expect much from their children, while others divide household tasks, including kitchen help and house cleaning, among everyone. Accept willingly and cheerfully whatever is assigned to you. You will find that a clear understanding of responsibilities will go a long way in creating smooth sailing.

### Homesickness

Most students have at least one bout of homesickness. Early in your exchange there is the excitement of a new land, people, school, surroundings and being the center of attention. This will change as "normalcy" sets in. You'll miss the little things about home. You are being bombarded by a strange language throughout the day. Often unable to communicate, and learning new customs, you may begin to wonder if you will make it through the next 10 or 12 months. Know that this feeling will soon pass.

- **What are the symptoms to look for:**
  - ◆ Feeling lousy for no reason
  - ◆ Losing your "cool" over things you would normally shrug off
  - ◆ Staying in your room where you feel secure
  - ◆ Physical discomfort: headaches, upset stomach, uneven menstrual cycle
- **What to do:**
  - ◆ Talk. Share your problem with a sympathetic host parent, your counselor, or another student
  - ◆ Keep busy. Get involved at school, in your host family activities, in the community
- **What not to do:**
  - ◆ Mope around. Gloominess is highly contagious
  - ◆ Eat your way to "happiness". You will only gain weight and then feel worse
  - ◆ Decide to "go home". This is the last resort. You will never grow if, when life gets tough, you "cut and run". If you talk it out and keep busy, it will soon pass.
  - ◆ Call or e-mail home and "unload" on Mom or Dad. In all likelihood, your feelings will improve in a day or two, while you've put your parents on "red-alert". Don't do that to them!

### Participation

**You will gain the most from the exchange if you participate to the fullest. This means sharing family life, school life and community life.** If you play a musical instrument, you can get together with other musicians in the school or community. If you are good at a particular sport, play it if possible. Contribute whatever talents you have, whenever possible. Be willing to take the initiative for finding activities to do and in asking people about their jobs, interests, etc.. The best way to get people to be interested in you is to show interest in them. Always say "YES" if anyone asks you to go someplace or do something, even if it is something you dislike. If you say "NO", you may never be asked again. **Use the resourcefulness and creativity that are among the qualities we sought in choosing you as an Exchange Student.**

## Be Prepared To Adapt

Though most host families will do their best to make you feel at home, you must adapt to their ways, not the reverse. You will be in a different social and political climate and should be discreet in your social and political observations and statements. You should try to see their point of view even if you do not agree. **Above all, you are expected to be tactful and diplomatic when hosts express views contrary to your own.** Try to be particularly diplomatic when expressing opinions on religion, race, or politics. Things may be *different* but that does not make them *wrong*, or *better or worse*.

## Language

You will likely be hosted in a country where the native language is not English. You must make a conscientious, disciplined effort to learn your host country's language as quickly as possible by using that language to communicate. Speaking and understanding the language is the key to acceptance in any country, even in countries where English is a commonly-learned "foreign language". Without language ability, you will always be an outsider.

Everyone is hesitant about saying strange sounding words aloud. If you learn to laugh at your mistakes, you will learn the language more quickly. Everyone will appreciate and applaud your efforts and forgive your mistakes. It is a compliment to your new friends and host family when you speak their language.

Beware of the "English Trap". Much of the rest of the world learns English as their "foreign language", and you may find family and friends willing, and perhaps even eager, to converse with you in English. Do not let this crutch become a barrier to your developing fluency in the new language. And like everyone that has gone before you, the day will come when you suddenly realize that you understand this new language. Or, as an even truer measurement of your new skill, you will awake some morning and realize that you have been dreaming in your host country language!

## Letter Writing

Exchange Students write two types of letters. One is the newsy correspondence to family, friends, and your sponsoring Rotary Club. You should also write at least once during your exchange to your school here in Southern California to share your experiences and help with recruiting of future Exchange Students.

The other type of letter is the "Thank You" note for people who invite you to their homes or take you to places and events in your host country. **We cannot overemphasize the importance of a little "thank you" note.** Take with you a supply of "local" picture postcards and use these as Thank You notes. Postcards require limited writing, can be completed and sent quickly, and provide those who you thank something special from your home country.

## Telephone, E-mail, Video Call, Social Media

Recent developments in the international telephone market make it impractical to provide specific guidance on Phone Cards and Cell Phones. There are numerous long distance carriers anxious for your business, and many offer "calling card" features that will allow you to call home for essentially the same cost as a call initiated from your home to your host country.

However, we strongly discourage frequent contact with and from home, and recommend that phone calls/Skype be limited to a monthly frequency, and for special occasions like holidays and birthdays. Besides representing a significant expense (even at the best international rates), extensive overseas contact may impose a hardship on or be disruptive to your host family. Many cultures do not rely as heavily on social media, Skyping, texting, etc. as do Americans. Lastly, and critically, **experience has shown that students who communicate with home often, or are often contacted from home, frequently end up relying too much on "home" and do not "connect" with their host families and host country**, thus delaying or even preventing the kind of adaptation and immersion that a successful exchange requires.

To get the most from your exchange year, you must be a Participant, not simply a Reporter. Occasional, thoughtful letters home describing some of the more significant places and things you recently experienced will provide parents with

keepsakes they will cherish and be able to share with others, and show them that you are having the “experience of a lifetime.”

### **Visiting**

One of the “Program Rules and Conditions of Exchange” you agreed to as part of your application to the Exchange Program relates to visits during your exchange year: visits from family, other relatives, and your friends. While there are few absolutes, common sense and the experiences of the many exchange students who preceded you prove that visits by your family are best limited to the final two or three months of your exchange year. Siblings may only visit if accompanied by at least one of your parents/guardians.

Visits by friends from home are not allowed at any time during your exchange. Visits by your peers often create inconvenience and disruptions for the host family, and may re-create the adjustment problems you successfully solved in the beginning of your exchange year.

Visits while school is in session will disrupt your school attendance, and during holiday breaks will detract from your experiencing the holiday practices of your host family, especially during the Christmas-New Years and Easter holidays. By delaying your family visit to your host country until near the end of your exchange year, you will have acquired fluency in the language and knowledge of the country. At that time, you will be an excellent tour guide and translator, and will be able to introduce them to all of your host families and new friends. Remember that all visits must have the approval of your host club and host district.

### ***Returning Home***

While it may seem like a long way off now, eventually you will find yourself saying goodbye to your host country and returning home. Most exchange students say that this time arrives all too soon, and they aren’t ready to leave their new families and friends.

Returning exchange students also tell us that the adjustments they encounter returning to the USA are as challenging, if not more so, than the cultural adjustments they faced just a short year before.

This handbook includes, in the appendix section, several articles written by people that understand what you may go through upon returning home, including former exchange students. Keep these articles in mind as your year comes to an end, and read them as part of your return preparations.

It is often said that a one-year exchange program really lasts for three years: one to prepare for your exchange, one for the exchange year itself, and a third year to fully reflect on the first two, and become comfortable with the new bi-cultural you. The members of the Rotary YES/SCANEX Youth Exchange Committee recognize this, and will be here to help you with this return adjustment if needed.

### ***And Finally.....***

IF YOU NEED TO DISCUSS SOMETHING, please contact your Rotary YES/SCANEX Counselor or any member of our committee. Understand the Rotary Youth Exchange Support System available to you. This begins with your host family, your Rotary Host Club Counselor and Club President, and the Country Counselor in your host country. Remember that you must comply with the rules and regulations that they establish for the students they host. Your Rotary YES/SCANEX Youth Exchange contacts cannot change those rules or give you permission to disregard them, but we can help you with other matters and problems that may be impacting on your exchange. We will get in touch with our colleagues in your host country for further information and, if needed, help to solve your problem. **Please do not try to solve problems all by yourself.** Because this is an international program, there may be cultural and/or Rotary subtleties of which you are unaware. There may also be long-term implications affecting future exchanges. Please call or e-mail and give us the opportunity to demonstrate that we are truly concerned about you, and want your exchange year to be a great success.

# Homework Assignments

## **BEFORE SPRING ORIENTATION:**

### INTRODUCTION IN HOST LANGUAGE

Write a 1-2 paragraph introduction about yourself and translate into your host language. Practice the pronunciation, ideally with someone who is familiar with the host language. You will give your introduction at the Spring Orientation in your host language. This will be good practice for you to become accustomed to addressing audiences in another language.

### YOUTH EXCHANGE GOALS

You will present your youth exchange goals on the last day of the Spring Orientation. List your goals on page 59 in your handbook so you will have them with you to refer to at Orientation.

### REVIEW THE HANDBOOK

There is a lot of information about Rotary contained in your handbook. There is also a lot of good advice and suggestions for a successful exchange. You will be quizzed on the information during the Spring Orientation. (Yes, really!)

### PRACTICE, PRACTICE, PRACTICE

You should know your destination Country by the end of February. You can never over-prepare learning the host language. Don't wait until summer to start learning the host language. Use every opportunity to learn vocabulary, grammar and pronunciation. You will reap the benefits of your efforts many times over throughout your exchange. See pages 52-57 for language acquisition tips.

## **AFTER SPRING ORIENTATION**

### TRAVEL AGENCY

Register with Tzell Park Avenue Travel immediately after the orientation. Make sure you follow all of their instructions carefully and promptly to avoid delays with your visa. Contact info is on page 2.

### WELCOME PACKET

Follow instructions in the Welcome Packet that you will receive from your host country. Most students receive this packet by mid-June. The Host Guarantee Form in the packet will list your host club and host family information. Contact them right away to introduce yourself and begin a correspondence. If you do not have your packet by mid-June, contact your Country Coordinator (see Contact info on page 2).

### RESEARCH

Familiarize yourself with your host country's culture and politics so you will be well informed and impress your hosts with meaningful conversation. You should also be able to answer basic questions about local and national politics and your city back home. What is your city's population size? Level of unemployment compared with the national level? Key industries? Average household income? Minimum wage? Some of the people you meet are curious and will invariably ask you these types of questions.

# Appendix A – What is Rotary?

## *The History of Rotary*

Rotary was born on February 23, 1905 in Chicago, Illinois, the world's first and most international service club. The founder of Rotary was attorney Paul P. Harris (1868-1947), who gathered with three others to discuss his idea of a group of businessmen from different professions getting together periodically to become better acquainted. They decided to limit membership to one representative of each profession and to rotate the meeting site among each member's place of business, to acquaint each other with their various vocations and to promote business. The rotation of meeting places is the source of the name "Rotary".

Club membership grew rapidly. The second Rotary Club was founded in San Francisco in 1908. When clubs were formed in Canada and Great Britain, in 1912, Rotary became an international organization.

Since 1905, the ideas of Paul Harris and his friends have become ideals which have been accepted by people of practically all nationalities, and of many political and religious beliefs. Today there are Rotary Clubs in Austria and American Samoa, in Brazil and Brunei, in Italy and India, in Scotland and South Africa - in some 170 countries. The universal acceptance of Rotary principles has been so great that there are now more than 31,000 Rotary clubs, with a membership of over 1.2 million men and women.

## *Rotary Motto and Themes*

Rotary International has adopted as its motto, "*Service Above Self*". A second theme of Rotary is "*He profits most who serves best*". Additionally, each year, the Rotary International President coins a theme for that Rotary year.

Rotarians throughout the world quote the Four Way Test of the things we think, say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

## *Rotary YES/SCANEX*

Each of the more than 30,000 Rotary clubs in the world is a member of Rotary International. Rotary is divided into 521 Districts, each of which is headed by a District Governor. We are Rotary YES/SCANEX that consists of several hundred clubs in Southern California, So. Nevada, Arizona, Hawaii and Utah. These Districts currently include: 5000 (Hawaii); 5240, 5280, 5300 (includes So.Nevada), 5320, 5330, 5340 (So. Cal); 5420 (Utah) and 5490 (Arizona).

The District Governor, and all officers of Rotary on the international, district or club level, serve for a Rotary fiscal year that runs from July 1 to June 30.

A number of district-level committees are organized to provide sponsorship or support for Rotary functions and initiatives that involve Rotarians from across our Districts. Rotary YES/SCANEX, is an example of a Multi-District Committee.

## *The Rotary Foundation*

In 1917, the Rotary Foundation was born. The Rotary Foundation is a philanthropic trust promoting further understanding and friendly relations between peoples of different nations. The Foundation sponsors the largest scholarship program in the world and is supported purely by voluntary contributions from Rotary Clubs and Rotarians.

The Rotary Foundation has eight working programs and a budget of approximately \$45-\$50 million (US) each year. These programs include Ambassadorial Scholarships, Rotary Volunteers, The 3H program (for Health, Hunger and Humanity), Rotary Peace Conferences, World Community Service, Special Grants, and two others that you may encounter during your exchange: Group Study Exchange, and Polio-Plus/End Polio Now.

## ***Rotary at the Local Level -- The Rotary Club***

The “personality” of each Rotary club is a reflection of the community it serves and the membership of that club. Even within our own Districts, club size ranges from less than two dozen members to well over two hundred members. Rotary clubs meet weekly throughout the year; some for a breakfast meeting, others during lunch. Some Rotary club meetings are quiet and “serious”, staying to a tight schedule so the members can return to work on time, while other club meetings are less formal and structured.

Exchange students often find that the Rotary club **hosting** them will be very different from the Rotary club **sponsoring** them, and both will be very different from other Rotary clubs they may have the opportunity to visit during their exchange year. But Rotarians around the world all share the common philosophy for Service to others, and as an exchange student, they are there to help provide a successful exchange experience.

As with most organizations, Rotary clubs are led by officers who are elected by the membership for a one year term, beginning on July 1, the beginning of the Rotary Year. The officers include the Club President, Secretary, Treasurer, Vice-President and/or President-Elect, and Directors. Rotary clubs participating in the Youth Exchange Program generally appoint a Club Youth Exchange Officer, or YEO, to oversee that program, and that Rotarian, or another member of the host Rotary club, will be designated as the exchange student’s Club Counselor. This Rotarian serves as the primary liaison between the Rotary club, the exchange student and the host families.

# Appendix B – Program Rules and Conditions of Exchange

The following two pages contain the Program Rules and Conditions which all exchange students and their parents agreed to follow as part of the Application to the Exchange Program. These are the “universal” set of common sense rules that all Rotary District Youth Exchange Programs expect the student to comply with as a condition of the Exchange.

## Program Rules and Conditions of Exchange

As a Youth Exchange Student sponsored by a Rotary Club and/or District, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules on the reverse side if needed to account for local conditions.

### **Strict Rules and Conditions of Exchange — Violations will result in a student's immediate return home.**

- 1) Obey the Laws of the Host Country — If found guilty of violation of any law, students can expect no assistance from their sponsors or their native country. Students will be returned home as soon as he/she is released by authorities.
- 2) The student is not allowed to possess or use illegal drugs. Medicine prescribed by a physician is allowed.
- 3) The student is not authorized to operate a motorized vehicle of any kind or participate in driver education programs.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their home.
- 5) Stealing is prohibited. There are no exceptions.
- 6) Unauthorized travel is not allowed. Students must follow the travel rules of the Host District.
- 7) The student must be covered by a health and life insurance policy agreeable to the Hosting District.
- 8) The student must attend school regularly and make an honest attempt to succeed.
- 9) The student must abide by the rules and conditions of exchange of the Hosting District provided to you by the District Youth Exchange Committee.

### **Common Sense Rules and Conditions of Exchange — Violations will result in a district review and restrictions.**

#### **Severe/Consistent disregard for these rules will result in being returned home.**

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your year. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your Host Family's bedrooms.
- 2) Become an integral part of the Host Family, assuming duties and responsibilities normal for a student of your age and other children in the family. Respect your host's wishes.
- 3) Learn the language of your host country. The effort will be appreciated by teachers, host parents, Rotary club members and others you meet in the community. It will go a long way in your gaining acceptance in the community and those who will become lifelong friends.
- 4) Attend Rotary-sponsored events and host family events. Show an interest in host family and Rotary activities to which you are invited. Volunteer to get involved, do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 5) Get involved in your school and community activities. Plan your recreation and spare time activities around your school and community friends. Do not spend all your time with the other exchange students.
- 6) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors and school personnel in choosing friends.
- 7) Do not borrow money. Pay any bills you incur promptly. Ask permission to use the family telephone,



- keep track of long distance calls and reimburse your host family each month for the calls you make.
- 8) Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary Club or district with proper adult chaperones. Other travel must be approved by the host district contact, host club, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students.
  - 9) If you are offered an opportunity to go on a trip or to an event, make sure you understand any costs you must pay and your responsibilities before you go.
  - 10) You must show proof of proper immunization. See page 4, question 5 — Immunizations.
  - 11) Students should have sufficient financial support to assure their well-being during the exchange year. Your hosting district may require a contingency fund for emergency situations. It must be replenished by the student's parents/guardians as it is depleted. Unused funds at the end of the exchange will be returned to the student. These funds must be turned over to your Host Rotary Club upon your arrival and are not meant to cover day-to-day expenses.
  - 12) Any costs relative to a student's early return home or any other unusual costs (e.g., language tutoring, tours, etc.) shall be the responsibility of the student's own parents/guardians.
  - 13) Students must return home directly by a route mutually agreeable to the host district and student's parents/ guardians.
  - 14) You will be under the Hosting District's authority while you are an exchange student. Parents/guardians must avoid authorizing any extra activities directly to their son/daughter. The Host Club and District Youth Exchange Officers must authorize such activities. If the student has relatives in the host country or region, they will have no authority over the student while the student is in the program.
  - 15) Visits by your parents/guardians, siblings and/or friends while you are in the program are strongly discouraged. Such visits may only take place with the host club and host district's consent and only within the last quarter of the exchange or during school breaks. Visits are not allowed during major holidays, even if occurring during school breaks.
  - 16) Avoid serious romantic activity. Abstain from sexual activity and promiscuity.

# Appendix C – Travel Policy for Inbound Exchange Students

**This is a cultural and educational exchange, NOT a travel exchange.** Exchange students should have no expectations of being a tourist. The Host Rotary club and Host Families are under no obligation to provide or permit it. However, some travel through the generosity of, and with, the Host club, individual Rotarians and Host Families and Organized Rotary tours is encouraged. **Under no circumstances shall students make their own travel arrangements and then expect the Host club and Host Family to agree. Inbound Exchange students must comply with this policy, and Host Families are asked to enforce it. Violations of this policy may be grounds for terminating the Exchange, and returning the student to his or her home country immediately.**

**IN ALL CASES, THE STUDENT, MUST POSSESS WRITTEN APPROVAL FROM THEIR NATURAL PARENTS AUTHORIZING TRAVEL DURING THE EXCHANGE YEAR. INDEPENDENT TRAVELING UNACCOMPANIED BY A RESPONSIBLE ADULT IS RARELY ACCEPTABLE.**

The reason for these rules is simple. The Rotary YES/SCANEX Youth Exchange Committee, Host Rotary club and Host Parents are responsible for students while in this country. We must know where students can be reached in case of an emergency or a message from home.

Individual travel approvals will vary based upon many factors. Host Parents will ask themselves if the travel is something they would allow their own son or daughter to do. Further, common sense must be a guide. For example, students are not allowed to get together with other Exchange students every weekend, as this is a detriment to them and the program. You chose to be an exchange student to meet and learn about people from your host country. Further, the travel desires of an exchange student should not place a burden on the Host Family.

In summary, so there is no misunderstanding:

**THERE WILL BE NO TRAVEL ALLOWED THAT HAS NOT BEEN APPROVED BY YOUR HOST PARENTS, CLUB COUNSELOR, AND THE ROTARY YES/SCANEX YOUTH EXCHANGE COMMITTEE IN ACCORDANCE WITH THESE RULES.**

We are not trying to prevent you from traveling nor to reduce your fun. However, Rotary is responsible for your safety and therefore must know where you are at all times.

**TRAVEL APPROVAL REQUIREMENTS:**

Travel, other than as part of your Host Family travel, will only be permitted under the following general conditions:

- \* Student possesses a letter from natural parents authorizing travel
- \* School is not in session (exceptions: school sponsored trip or Rotary sponsored trip)
- \* Travel is to visit relatives, other exchange students, host family relatives/friends, or for a school-, church-, or community-sponsored function.
- \* The following information is provided in advance and verified by a Host Parent:
  1. Where you are going
  2. When you are leaving and returning
  3. Who you are traveling with
  4. Means of transportation
  5. Where you are staying (name, address and phone number)

FOR TRAVEL WITH: - HOST FAMILY - ROTARIAN - CHURCH/SCHOOL - OTHER ADULT	LESS THAN 24 HOURS DURATION  NEED:	GREATER THAN 24 HOURS DURATION  NEED:
<b>INSIDE ROTARY DISTRICT</b>	<b>HOST PARENT APPROVAL</b>	<b>HOST PARENT APPROVAL HOST CLUB NOTIFIED</b>
<b>OUTSIDE ROTARY DISTRICT</b>	<b>HOST PARENT APPROVAL HOST CLUB NOTIFIED</b>	<b>HOST PARENT APPROVAL HOST CLUB APPROVAL ROTARY YES/SCANEX YEO NOTIFIED</b>

**UNACCOMPANIED TRAVEL:**

**It is understood that the host parents will verify by personal conversation with whomever the student will be traveling or staying, all plans and itinerary for the trip.**

**There must be an adult at the destination who assumes full responsibility for the student, and who has been approved by the Host Parent, and if applicable, the Host Rotary club.**

**UNAUTHORIZED TRAVEL WILL RESULT IN THE STUDENT BEING  
RETURNED HOME**

# Appendix D – Exchange Student Jitters:

## *Stress – It’s Time to Board the Plane*

You have made the preparations, studied the culture and language, attended the orientations, packed your bags and the day of departure is upon you. Your emotions are peaking and the questions in the back of your mind are forcing themselves out and giving you that queasy feeling in the pit of your stomach. What is it? The experts call it “**travel stress**”.

You have landed in your host country, met your family, traveled to your “home”, unpacked in your “new” bedroom and you may not feel just right. You may feel some anxiety, you’re tired and may assume it’s jet lag. What is it? The experts call it “**travel stress**”.

If you recognize the symptoms, you can deal with them. Jet lag is real and can take a toll on you. Your biological clock has been upset. Day is night and night is day. Your body hormones may also be out of balance.

Emotionally, whether you realize it or not, (and you probably don’t) you are under a lot of stress. You have left your family, friends and familiar surroundings behind you. You may have been apprehensive about the flight, your personal safety, will you be met, will you be accepted, can you cope with the new culture, etc. Some of us are secure, some insecure, with most of us in the middle. You may be worried about being able to eat the food, learn the language, adjust to no car, make new friends, attend a new school, how will you get around with no car, adjust to different social and economic standards, accept more restrictive discipline, where is the mall.

Not knowing what to expect next may throw you off balance. All in all, you have a suitcase full of emotionally stressful issues.

Often the jet lag and stress results in physical ailments or discomfort. Indicators include feelings of anxiety, insecurity and fear. You may have trouble sleeping, or you may be extraordinarily tired and sleep for hours. Women often have irregular menstrual cycles. Upset stomach, light-headedness, bowel upsets, headache, crying jags or a combination of these is not uncommon. You may find yourself continually thinking of home and homesickness sets in. It’s all natural and to be expected. The question is how are you going to deal with this unwanted baggage that seems to have accompanied you. Sure, you remember those Rotarians telling you about travel stress, but you only half listened and thought they were exaggerating for effect. But now you’re thinking, maybe they were right. And so

now that you have it, that “Travel Stress” thing, let’s deal with it.

### **Dealing with it -**

First, recognize it for what it is and remind yourself that 10,000 other exchange students are probably in the same boat. Remember, it is temporary and can be overcome.

Start preparing a day or two before you leave and on the plane and in the car on the way to your host family’s home.

- Go to bed earlier if you will be traveling east and later if traveling west to begin your body’s internal clock adjustments.
- Avoid alcohol, sleeping pills, and tranquilizers prior to departure.
- Wear loose, comfortable clothing and shoes. To help prevent your feet from swelling, get up and walk around the plane occasionally. Massage your limbs, neck and shoulder muscles.
- Avoid stimulants such as tea, coffee and other caffeine products before and during the flight and do not smoke.
- Drink plenty of non-carbonated beverages such as water or juice on the flight to keep yourself well hydrated. This helps overcome the drying effect and the poor quality of the re-circulated air.
- Practice deep breathing exercises to get added oxygen. Breathe in through your nose to expand your diaphragm, hold it for 3 seconds, exhale through your mouth. Repeat 10-15 times every hour or so.

Once you’ve arrived, establish a regimen and daily schedule for your new environment. It’s helpful to exercise, whether you’ve done so at home or not. Walk, jog or run around your new neighborhood. Learning all the new things, especially language, is tiring. A nap after school and time to relax is often helpful. Take some time to read, write in your journal or home, listen to music or take some time to get to know your host family. Consciously establish a day and weekly routine to keep yourself busy, to give your days order and to help you relax.

The time it takes to adjust to your new surroundings will vary with every individual. The initial adjustment may take some people a few days while others will be up and ready to go in 24-48 hours. Realize that it takes time. Once the initial excitement wears off, you may experience a recurrence. But you can take control and get back on an even keel. Try not to dwell on your situation. Avoid worrying or putting unrealistic expectations on yourself such as "I will beat this feeling by tomorrow". This can cause things to get worse. Let nature take its course.

## Summary -

Travel stress is real and can be successfully dealt with. Travel stress includes jet lag, emotional and physical manifestations. Support is available, within yourself, your host family, Rotary Club members, sponsoring district Country Counselor.

### Stress reducing suggestions -

- Recognize the symptoms
  - Reduce the effects by preparing before and during the trip
  - Take time to let your body and mind adjust to your new environment
  - Seek out someone you feel comfortable with and talk. Let them know how you feel so that they can be supportive. Remember, you are new to them too.
  - Establish a regimen for yourself and keep busy.
  - Include time for exercise and relaxation in your daily schedule.
  - Work off frustrations, "take the dog for a walk". Cool off before you complain.
  - Don't blow things out of proportion nor make an issue of small events. Be gracious and good humored.
  - Get involved in family, help with dinner preparation and clean-up and household chores.
  - Volunteer to take out the garbage. Become a viable, involved member of your new family as quickly as possible.
- 
- Avoid competing with your host siblings. They were there first and may view you as an intruder and resent your presence in their space.
  - Quickly learn to say "please", "thank you", "I'm sorry", "I don't understand"

# Appendix E – “First Night Questions” with Host Family

To translate into another language, go to [http://yeoresources.org/First\\_Night\\_Questions.htm](http://yeoresources.org/First_Night_Questions.htm)

1. What do I call you? “Mom”, “Dad”, or given (first) name?
2. What am I expected to do daily other than:
  - a. Make my bed
  - b. Keep my room tidy
  - c. Clean the bathroom up after I use it?
3. What is the procedure for dirty clothes? Where do I keep them until wash day?
4. Should I wash my own underclothes?
5. What is the procedure if I need to iron my clothes?
6. May I use the iron, washing machine, sewing machine, etc.?
7. Where can I keep my bathroom accessories?
8. When is the most convenient time for me to use the bathroom on weekday mornings?
9. When is the best time for me to shower or bathe?
10. When are mealtimes?
11. Do I have a regular job at meal times? Set, clear, wash, dry the dishes; the garbage?
12. May I help myself to food and drinks (non-alcoholic) at any time or must I ask first?
13. What areas are strictly private e.g. your study, bedroom, pantry, etc.?
14. May I put posters and pictures in my room? On the wall? How do you want things hung?
15. What are your feelings about my drinking alcohol if offered by you?
16. Do you object to my having wine at the table with you or an occasional beer?
17. What time must I get up on weekday mornings?
18. What time should I get up on weekends and holidays?
19. What time must I go to bed on weekdays? Weekends?
20. What time must I be in on school nights if I go out? (Exceptions by special arrangement).
21. What time must I be in on weekends if I go out?

22. What dates are the birthdays of family members?
23. May I have friends stay overnight?
24. What is your rule on entertaining friends in my room with the door closed?
25. Can I invite friends over during the day? After school? When no one else is home?
26. What are the rules about phone calls? Local?, Long Distance?, Overseas? How and when may I pay for calls I make? How do you want me to keep track of my pay telephone calls?
27. What are the rules about access to the Internet and e-mail if there is a computer in the house? Are there time limits or time periods that use is permitted or prohibited?
28. May my friends call me? What times are not good?
29. What is the procedure about posting mail?
30. Do any of you have any pet dislikes? e.g.. chewing gum, music types, being late, wearing curlers or a hat at the table, being interrupted while reading, etc.
31. How do I get around? bus, bicycle, be driven, riding with friends, etc.
32. What about transportation to the mall or movies?
33. May I play the stereo or TV?
34. May I use kitchen appliances? Microwave? Dishwasher? Stove?
35. What are the rules about going to church?
36. May I smoke? Where? (Rotary discourages smoking in general and forbids smoking in bedrooms)
37. If I have something bugging me, how do you want me to handle it?
  - a. Write a note explaining it
  - b. Ask for a heart to heart discussion
  - c. Tell my counselor
  - d. Keep it to myself and live with it
38. How often can I go out each week?
39. Who pays for “event” expenses? me? you? Rotary? (movies, sports events, concerts/shows )
40. Can I use the shampoo and toothpaste or buy my own?
41. What do I do about school lunch? Buy- who pays- me, you, Rotary? Bring from home?
42. Are there any eating habits or foods I need to discuss? I don't like \_\_\_\_\_.
43. Rules about computer use, computer games, and wearing ear buds (headphones)?

**In general, ask about those things you feel are most important the first night, and then others over the next couple nights. Try to always keep an open and honest communication with your Host Family and Rotary.**



# Appendix F – Tough Questions

Many exchange students report being put "on the spot" by their peers, host parents, family members, and Rotarians during their year when they are asked questions about the United States' politics, environment, economy, society, etc.. They are often caught off guard and often feel that they disappoint their questionnaires and in turn show their lack of knowledge. We have listed here some tough questions that have been asked of prior students. We leave it to you to search out the answers before you leave. It is your responsibility as Rotary YES/SCANEX's Youth Exchange "ambassador to...." to be knowledgeable of what is "going on at home". Read your local newspapers, the NY Times, Newsweek, Time, US News & World Report etc. They are available at school and community libraries and on the Internet.

Your hosts and others you meet abroad have an honest interest in knowing and learning more about the USA. Few ask questions to criticize (although it may sound that way), and few ask questions to make you uncomfortable or to test you (although that also may be your impression, especially if you are not prepared). These questions are meant to start you thinking and learning about USA culture BEFORE you go. If you take the time you will:

- learn things about your culture and why you do some things that you never knew
- be better able to compare your new culture with your own and appreciate the similarities and difference
- find yourself able to converse easily with adults and peers you come in contact with abroad without having to worry about what you are saying or their drawing the conclusion that "here is another uninformed American".

## Typical Questions:

1. What is your family life like? Is it true that your mother rules the house and that you never eat together as a family? What are your family values?
2. Why do Americans put their old people in nursing homes rather than take care of them at home like we do? Isn't this another example of the poor value Americans put on families?
3. Are Americans really happy? All we see on TV and in your movies is divorce, husbands and wives cheating on each other, killing and crime, drugs, cults. Is it really not safe to walk downtown at night? Is that why you built all those shopping malls?
4. Why do the different races in America all distrust and hate one another? Why do the white people treat the blacks so badly? Why do you keep the Indians on reservations in such poverty?
5. We have a lot of American exchange students and most of them are not well informed. Some can't even tell us where they live in relation to cities that we have visited in the US. Why is that?
6. Your election is coming up. Tell us a little about each of the presidential candidates.
7. Did you read about our country before you came? Tell me some of the things you learned about our government and how we handle health care. What are some things you'd like to know more about?
8. We are going to take you to our capital next weekend. Can you tell me anything about it?

9. This summer, my wife and I are going to visit Southern California. What should we see and do? How far is it from where you live to San Francisco? Is it easy to get there? Can we go by train or should we drive? Will we be able to visit your legislature, see your governor? What is his name?
10. What's your school like? You've been here a few months now, compare your school with ours. Which one do you like better? We have been told that our schools are more difficult because we give our students more responsibility to learn. You have to attend but you don't have any national exam to get into university like we do. What do you think?
11. Is it true that many Americans cannot get medical care because they do not have insurance and cannot pay for the health care? Why don't you have a national program like we do? We read about your government having arguments about health care reform but it seems like they are arguing over political issues rather than about taking care of Americans. Can you help us understand that?
12. The USA is known as the richest nation in history. Why do you have such poverty in the midst of plenty? US scientists are among the best in the world and yet you have all these problems? Why?
13. You Americans seem to waste a lot of energy and we have to pay more for gas and oil because you waste it. You all drive big cars, have lots of appliances, live in your own homes, and you don't seem to care about the rest of us on a day to day basis. How would you change things to make Americans more energy conscious?
14. What is the Peace Corps? What do they do nowadays? Are they really just young people trained to be government agents and spies?
15. Many of my friends say that the human rights position you take with other countries is hypocritical. It seems that way when I look at how you discriminate against minorities. Do you think your country is being fair and just?
16. And, of course, anything and everything about Iraq, Afghanistan, the War on Terrorism, North Korea, the Middle East, etc., etc., etc.

### **Responding:**

There are many more questions that may be asked. In addition to being knowledgeable, you also need to consider how best to respond when asked. The following are a few recommendations to help you avoid confrontation and argument. Remember, no one ever really wins an argument. Avoid getting drawn into one.

Start out your response with "I'm not sure I understand your question but I think..."; ...yes, but I think...; "...you may be right, but another way to look at it is..... ; etc.

Avoid these discussions when you are in a hurry. You need time to think out your responses.

Use examples whenever you can as they help to illustrate a point and usually are more easily understood, especially when there is a language barrier

Remind them that what they see and hear on TV, radio and in the newspapers is a distortion of America just the same as what we see is a distortion of their country, and that both of you need to learn from each other what the truth is from your respective perceptions.

Give your questioner time to explain themselves and try to have an open discussion. Remember that each of your cultures and backgrounds are DIFFERENT and neither is right or wrong, black or white. Chances are you can reach a mutual understanding.

# Appendix G – How to Cope with Culture Shock

by Arthur Gordon

As the world grows smaller, as ever-increasing numbers of people travel, work or study abroad, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveler or the unwary expatriate. It's the loss of emotional equilibrium that a person suffers when he moves from a familiar environment where he has learned to function easily and successfully to one where he has not. The term used to describe this malady is "culture shock".

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hyper-sensitivity and loss of perspective are common symptoms. Often the victim doesn't know what's the matter with him. He just knows that something's wrong -- and he feels miserable.

Most experts in intercultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance. "Culture shock", says anthropologist Kalvero Oberg, "is brought on by the anxiety that results from losing all our familiar signs and symbols of social intercourse. these signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not."

According to Dr. Oberg, these cues, which may be words, gestures, facial expressions or customs, are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind on hundreds of these cues, even though we may not be consciously aware of them. "When an individual enters a strange culture," Dr. Oberg says, "all or most of these familiar cues are removed. He or she is like a fish out of water. No matter how broad-minded or full of goodwill he may

be, a series of props has been knocked out from under him."

Sometimes the transition to an alien culture has an immediate impact. A short term American visitor to certain Eastern European countries may find himself dismayed or depressed by living conditions that seem perfectly normal and acceptable to the people of that country - toilets with no seats, for example, or even more primitive bathroom facilities. It may come as a real shock to a teenager from Texas to find that hamburgers are non-existent, or that local hairdressers never heard of plastic curlers.

More insidious is what might be termed delayed culture shock. Often when a person takes up residence in a foreign country there's a period of excitement and exhilaration when everything seems new and challenging and fascinating. If one has friends with business connections one may be asked to dinner, taken sight-seeing, made much of -- at first. Also, in the beginning similarities between cultures are more apparent than differences. Almost everywhere people live in houses, go to work, relax on week-ends, do the shopping, eat three meals a day and so on. All this seems reassuring.

It's not until this honeymoon period ends that the newcomer begins to realize that there are endless subtle differences that leave him facing a host of perplexing problems. Many of these problems never bothered him at home, because they solved themselves almost automatically. Now, to his increased dismay, he finds that he has language troubles, housing troubles, money troubles, transportation troubles, food troubles, recreation troubles, perhaps even health troubles. All of these things drain away his reservoir of good-humor and equanimity. Having his laundry done may become a major struggle. Making a telephone call may be a small crisis. It may seem to him that people say yes when they mean no and promise to do things which they never do. Time may be regarded quite differently by the people among whom he finds himself. So much space, in some countries people like to stand very close together when they converse, in others this violates a deep-rooted sense of privacy.

Underlying all these difficulties is the uncomfortable feeling of not really belonging, of being an outsider. In changing cultures, the newcomer has inevitably changed his own status. At home he was "somebody", or at least his place in society was established and recognized, here he is relatively "nobody". As a foreigner, he is a member of a minority whose voice counts for little or nothing. He may find that his homeland, so important to him, is regarded with suspicion or dismissed as unimportant. In short, as one observer put it, he finds himself in "circumstances of beleaguered self-esteem".

A mature, confident person may be able to shrug off these circumstances. But if the newcomer is insecure or sensitive or shy, they may seem overwhelming. Furthermore, as troubles pile up and he begins to look around for help, he may conclude that the natives of the country in which he finds himself are either incapable of understanding his plight or are indifferent to it. This in turn triggers the emotion that is one of the surest signs of culture shock: hostility to the new environment. The victim says to himself, "These people don't seem to know or care what I'm going through. Therefore they must be selfish, insensitive people. Therefore I don't like them."

Inevitably this reaction tends to increase the isolation of the unhappy visitor because people sense his antagonism and begin to avoid him. When this happens, he may seek out other disgruntled souls, usually expatriates like himself, and find melancholy relief in criticizing all aspects of the host country. These discussions almost never lead to any honest evaluation of the situation or awareness that the difficulty may lie in the attitude of the critics themselves. They are simply gripe-sessions in which the virtues of the home country are exaggerated almost as much as the alleged failing of the country being visited. As Dr. Oberg says, "When Americans or other foreigners get together to grouse about the host country and its people, you can be sure they are suffering from culture shock."

Sometimes the victim of culture shock may go to the other extreme, surrendering his own identity and trying to imitate all the customs and attitudes of the alien culture. Or he may try to solve the problem by withdrawing into himself, refusing to learn the native language, making no effort to find friends among the

local people, taking no interest in their history, art, architecture, or any other aspect of their culture. While in this state of mind he may display a variety of unattractive symptoms. One is a tendency to overreact to minor frustrations or delays or inconveniences with irritation or anger out of all proportion to the cause. Another is to be unduly suspicious, to think that people are out to cheat or swindle him because he is a foreigner. Yet another is over-concern about cleanliness, an unwarranted conviction that water, food or dishes are unsanitary when in fact they are not. Often the person is unaware of the extent to which he is displaying these symptoms.

He does know, however, that he is miserable and that the casual remedies recommended to him --- patience, hard work, mastery of the language and so on -- don't seem to do much good. Sometimes he will develop a marked degree of over-dependence on people from his own country who have passed through their own period of culture shock and are residing successfully and happily in the host country. If they in turn can display wisdom, patience and understanding of his symptoms, they often are able to shorten the span of his misery.

One reason the unhappy expatriate gravitates toward his own countrymen is that in their company he can at least feel sure of being understood. Underlying much of his confusion is the fact that even if he speaks the language of the country there remain endless opportunities for misunderstanding. All experts in communication emphasize the fact that language and voice are by no means our only form of communication, they are supported by hundreds of gestures and facial expressions that are easily misinterpreted.

Yet another stumbling block that compounds the problems of culture shock is the tendency of many people to think of members of other cultures in terms of stereotypes. The excitable Arabs. The amorous French. The touchy Italians. The lazy Latinos. The volatile Hungarians. The materialistic Americans. Some psychologists think that anxiety-prone people cling to stereotypes because it lessens the threat of the unknown by making the world predictable ... and what the victim of culture shock needs desperately is a familiar, predictable world.

Almost always, fortunately, symptoms of culture shock subside with the passage of time. The first sign of recovery may well be the reappearance of the victim's sense of humor; he begins to smile or even laugh at some of the things that irritated him as much at first. As familiarity with local language and customs increases, his self-confidence and self-esteem begin to return. He comes out of his shell and makes tentative overtures to the people around him -- and as soon as he starts being friendly, they stop seeming hostile. Slowly he progresses from a grudging acceptance of his surroundings to a genuine fondness for them and becomes proud of his growing ability to function in them. In the end, he wonders what he was so unhappy about in the beginning.

Is it possible to shorten the duration of culture shock or minimize its impact? The experts think so. Here are three suggestions they offer to anyone planning a stay in a foreign land.

- First, be aware that such a thing as culture shock exists, that it will probably affect you one way or another, but that it doesn't last forever.
- Next, try to remember, if and when you become thoroughly disenchanted with your surroundings, that the problem probably isn't so much in them as it is in you.
- Third, accept the idea that while it may be somewhat painful, culture shock can be a very valuable experience, a mind-stretching process that will leave you with broader perspectives, deeper insight into yourself and wider tolerance for other people.

If it happens to you, don't think that you're strange or abnormal. If you had a happy life back home, why shouldn't you miss some aspects of it or feel a sense of loss? You'd be abnormal if you didn't.

If it happens to you, don't sit around being negative and critical, this will just prolong and deepen your gloom. Try to keep busy. Arrange something pleasant to look forward to. Set goals for yourself -- learning ten new foreign phrases each day, for example-- and stick to them.

If it happens to you, try not to be judgmental. Everyone has an ethnocentric tendency to think that his own culture is superior to all others. Actually, any culture is a good culture if it provides an environment that meets basic human needs.

If it happens to you, force yourself to look for the best, not the worst, in your situation. People who go around looking for trouble usually manage to find it. Train yourself to enjoy the diversity of people and cultures, not fear it or shy away from it.

Recently in Russia two members of an American tour-group at different times during the day bought a candy bar from a booth in a railroad station. Each was given his change in the form of chocolate wafers. One American, disturbed by this departure from the familiar, felt that he was being victimized and protested vehemently. The other, charmed by what seemed to him a quaint and delightful custom, regarded it as a novel and refreshing experience and even bragged about it to his fellow tourists. The first American, it seems reasonable to say, was far more a prisoner of his own culture, than the second.

**In sum, before he leaves home the visitor to a foreign land should make up his mind neither to resist the culture in which he finds himself nor surrender to it. What he needs to do is fight or grope or inch his way toward a new and flexible personality, a personality that retains its own cultural identity but recognizes the right of members of other cultures to retain theirs.**

If that new personality can help him toward a better understanding of himself and of others, if it can enable him to communicate easily and convey warmth and understanding and goodwill across the culture barriers, then the pain of culture shock will have served its purpose, and the recovered victim will truly have the best of two worlds.

*Abridged version reprinted by kind permission of Youth for Understanding*

## ***It's OK***

**I**

**t's okay to be afraid  
of things we don't understand**

**I**

**t's okay to feel anxious  
when things aren't working our way.**

**I**

**t's okay to feel lonely.....  
even when you're with other people**

**I**

**t's okay to feel unfulfilled  
because you know something is missing  
(even if you're not sure what it is)**

**I**

**t's okay to think and worry and cry.**

**I**

It's okay to do  
whatever you have to do, but

*Just remember too....*

**T**

That eventually you're going to  
adjust to the changes life brings your way.  
and you'll realize that,

**I**

It's okay to get to love again and laugh again,

**I**

It's okay to get to the point where  
the life you live is full and satisfying and good to you...

**A**

And it will be that way  
because you made it that way.



# Appendix H – Student Security Procedures

## 1) Know your area ...

- a) Ask yourself:
  - i) Are there Terrorist Groups where I am?
  - ii) Do they target Americans?
  - iii) Are they liable to be violent?

## 2) What should you NOT do ...

- a) Don't "hang out" with groups of other Americans
  - i) Bus stops, nightclubs, bars, etc.
- b) Don't be an obvious American
  - i) Do not wear US flag pins, t-shirts, caps, particularly in "touristy" areas.
  - ii) Keep expensive cameras out of site when not in use (pocket, purse, backpack)
- c) Don't get involved in demonstrations, peace marches or other political gatherings.
- d) Do not take sides
- e) If there is trouble, don't panic. You'll need your wits.

## 3) What should you do ...

- a) Be aware of your surroundings
- b) Avoid large public gatherings
- c) Try to blend in with your local surroundings. In other words, be a good exchange student.
  - i) Adapt and then assimilate into the culture.
  - ii) Wear clothes that are more of the local culture.
  - iii) Be careful not to spend a lot of money or carry around a lot of money.
  - iv) Understand that in some countries, blending in will be impossible.
- d) Be unpredictable
- e) Don't be the "ugly American". Accept that other ways may be just different.
- f) Remove yourself from confrontational situations.
- g) Upon arrival, contact the American embassy/consulate & tell them:
  - i) Who and where you are.
  - ii) That you are a Rotary Exchange Student.
  - iii) That you expect to be there for one year.
- h) In some countries, expect to have to register with the local police – DO IT!
- i) Maintain regular contact with Rotary Counselors in your host country & home.
- j) Know where your passport and return tickets are. DON'T CARRY THEM WITH YOU!
- k) Concentrate on learning the language and culture of your country before you depart.
- l) Follow the rules and laws of your host country, host family and Rotary.
- m) Expect that people you come in contact with may disagree with US actions.
- n) If threatened – tell your support contacts.

## 4) What to do if there is a crisis there or in the US ...

- a) Check in with your Host Rotary District YE Counselor or Chairman.
  - i) Let them know that you are OK.
  - ii) Ask them what the procedures will be during the crisis.
  - iii) Follow the procedures to the letter. If you are told not to go outside after dark, DON'T!
- b) Contact your Sponsor Rotary District YE Counselor or Chairman.
  - i) Let them know that you are OK.

- ii) Let them know what the procedures are for your District.
- c) Contact your parents and let them know that you are OK.

# Appendix I – How to File an Insurance Claim

Most of our Exchange Partners now require us to purchase Insurance Policies from a specific Insurer they work with in that Country. This will be explained in the Welcome Packet you will receive from your Host Country a couple months prior to your departure. This packet also includes the Visa Instructions. **The Rotary YES/SCANEX Office WILL purchase your insurance for you.** This cost is part of the Outbound fees you paid. If we feel the host country policy is not adequate, we may purchase an additional CISI/Bolduc policy as back-up. If it is acceptable to your host District for us to purchase U.S. Insurance, the carrier we use is listed below. We also use this Insurance for the Rotary YES/SCANEX Inbound students that come to the U.S. on exchange.

Link to Claim Form Instructions: [http://www.culturalinsurance.com/pdf/How\\_to\\_Submit\\_a\\_Claim.pdf](http://www.culturalinsurance.com/pdf/How_to_Submit_a_Claim.pdf)

**American International Companies  
Through Joseph C Bolduc & Assoc. (CISI Bolduc)  
POLICY NUMBER: GLB 0009024420**

**SEND ALL BOLDUC MEDICAL CLAIMS TO:**

**For questions about claim submissions  
please contact AIG at:  
Telephone (800) 551-0824  
Fax (302) 661-8940  
Email [ah.customer.service@aig.com](mailto:ah.customer.service@aig.com)  
Outside USA (302) 661-4176 call collect**

**Send all completed claim forms to:  
American International Companies  
Accident & Health Claims Division  
PO Box 15701  
Wilmington, DE 19850-5701  
Attn: Rotary Youth Exchange**

Fill out Section A completely. Be sure to give the name and address of the **current** host family. Sign and date in the lower part of Section A.

If the student is a minor (under age 18), a host parent should sign the claim form to insure that the claim is not delayed due to lack of Authorization acceptable to the insurance company.

Section B should be completed by the medical service provider unless you are attaching an itemized bill showing the services provided and amount paid. Itemized bills should clearly indicate the charge or payment. Attach any bills you have, whether you have already paid them or not.

Be aware that the policy has deductibles which you and your parents are responsible for paying.

If filing a claim from outside the USA, be sure to mail the claim "AIRMAIL". Otherwise it takes weeks to reach the USA and payment will be delayed. If the payment has not been received in about one month, call the claims department at the appropriate telephone number to determine what is holding up the payment. They may just need more information which you can give them over the phone.

Claim payments will be made by check in US dollars. Make sure you have a way to cash or deposit the claim check. Also consider where you will be living four to six weeks from the time you send the claim to the insurance company; you don't want it arriving at your host family after you have returned home.

If you have problems that the Insurance Company cannot resolve, contact your club counselor or the Rotary YES/SCANEX Youth Exchange Committee.

## **In addition, American International Assistance Services are available for Medical Assistance:**

- Worldwide, 24-hour medical care location service
- Medical case monitoring, arranging communication between patient, family, physicians, consulate, etc.
- Medical transportation arrangements. U.S.A. or Canada call toll free: 1-800-626-2427
- Emergency message service for medical situations outside the U.S.A. call collect: 0-713-267-2525

If the student has any problems, a direct contact to the AIG Claims Department is the best way to

get immediate results. In each case, the student must do all the things listed above in order to get the claim paid properly. If you have any problems that cannot be resolved with American International Company (AIG), contact CISI-BOLDUC so that we may assist.

## Appendix J – Gift Suggestions

### Items should be:

- Small and lightweight if possible
- No weapons or anything that could easily be used as a weapon
- Not overly fragile
- Significant to our culture

- Stamps, stamp pins
- Balloons, specialty types (not inflated!)
- T-shirts, all kinds
- Note Paper with American art scenes, etc.
- Picture postcards
- Craft show items
- Digital files of American music (make your own)
- American flags, buttons, pins
- Native American themed items
- Key rings representing Hollywood/Las Vegas/Disneyland/Yosemite/San Francisco, etc.
- Ask your YEO about purchasing additional Rotary YES/SCANEX pins for special gifts/trades
- Jacket patches – USA, regional, local
- Books or magazines
- Christmas stockings and ornaments
- Calendars with American scenes
- Commemorative spoons, plates, etc.
- Small children's toys
- Bumper stickers
- Posters
- Mexican American themed items
- Coins (perhaps with red, white, & blue ribbons) California State Quarters especially good
- Advertising and commercial freebies (from local industry, chamber of commerce)
- Calendar towels
- Items from locally focused industries
- Items from local tourist locations
- Sports logo items
- Playing cards with American scenes

### And especially ...

- Trading Banners from your sponsoring Rotary Club – Ask your Sponsor Club for at least one trading banner to present to your Host Club.

## Appendix K – It's Time To Go Home

Traci  
Syracuse



Fordham, M.A.  
University, Maxwell School of Citizenship and Public Affairs

### Context

You're sitting in "your" room. In any case, it's the room that you've come to know as your own. You have, after several months, adjusted to your host culture. You probably feel as if you have finally become a member of this new culture. You have made friends, gone to school, become a member of a family. Many people don't even believe that you are American.

Remember how you felt when you first arrived in this new place? You knew that you would experience "culture shock," but you had no idea just how intense those feelings would be. For the first part of your year you had moments where you wanted nothing but to go home. But you stuck it out. You don't know when it happened, but one day you realized that you had made it. You woke up from a dream in another language. You were mistaken for a "native" in a restaurant. You forgot certain things about the United States. You changed.

Now it's almost time to go home. Once again, you are on a roller coaster of emotions. You are excited to see your American family and friends again, but at the same time you are filled with feelings of anxiety and fear. You are starting to experience the initial phase of "re-entry shock."

### What to Expect

Because no two people are exactly alike, it's hard to predict exactly what you will go through when you return home. It's important, however, to anticipate and to prepare yourself for the possibilities. If you feel that you have adjusted well to your host culture, if you feel that, in many ways, you have "become" French, or Belgian, or German, or Mexican, etc., you will most likely have a more challenging time coming home. It is ironic that the more "successful" you have been as an exchange student, the more difficult it will be for you to adjust to being American again. Just as you survived and indeed excelled as an exchange student, so too will you re-adjust to being back home.

#### ***This isn't Home!***

You have probably constructed all kinds of mental pictures about what coming home will be like. You know that you have changed. Be prepared for home to have things at home to have as well. Your siblings have grown, your friends have moved on, your parents may have renovated the house. The home that you return to can never really measure up to the "home" that



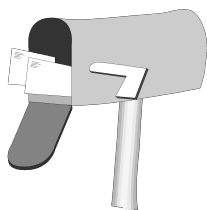
has existed in a dream-like quality in your head for all of these months.

A valuable aspect of living in another culture is that it provides you with another perspective of the United States. What you have learned about the U.S. while you have lived abroad may, in fact, be negative. You may find, especially for the first month or so back home, that nothing is as you remembered and nothing is as wonderful as it was in your host country. You may find that most Americans are too consumer-oriented, too fast-paced, too overly friendly, insincere, or too whatever. You may feel as if you just want to withdraw and daydream about your host country. Don't.

Know that, in time, you will readjust. Try not to constantly complain to your friends and family. Remind yourself how you felt the first month or so of your exchange. Reread your journal. It may help keep your perspective.

### **You're a Different Person**

Be prepared. You are not the same person you were before you left. You have changed. You have matured. You have adopted the fashions of your host culture. For the past few months, you probably didn't want to "look" like an American. And now you don't. You may want to send a current photo of yourself to your family. That way how you look when you come home won't be a tremendous shock for them!



parents may recognize you at the airport. You put on weight, your hairstyle, physically

You have changed inside as well. You are not the same person you were before you left. You have experienced many things. You have learned so much about others and about yourself. Your insights have been challenged and broadened. You will now see the world from another perspective, and

you won't even realize how much your insights and values have changed until you come home. It is important that you understand that those back home have not experienced what you have. Your friends and family will not necessarily appreciate being told that they have silly habits, or that what they eat is disgusting, or that you disapprove of how they do or see things. You must remember to be diplomatic and not negative.

It is true that sometimes you will feel isolated and misunderstood. Your friends and family will tire of hearing about your year abroad. They will become exasperated every time you bring up your host country. They may tune you out. Try not to wallow in self-pity. Don't withdraw. Keep the lines of communication open with your family and friends. They can't understand what you're feeling if you don't tell them. Keep in touch with your friends and family in your host country. Try to make contacts with other exchange students. They will be valuable resources and provide support for you.

### **Readjusting Socially**

When you first arrived in your host culture, you probably stood out. Everyone recognized you as American. You dressed funny, your accent was strange, or you could hardly speak the language at all. Sometimes you may have felt like a freak. It took some time, but you were finally accepted by your peers in your host culture.

Friends have you or have some have informed going on. There is no way that you could possibly know everything, and you will find that you



back home written to may even visited. To extent they kept you about what's back home.

are a bit behind on the social scene back home.

Styles will have changed, different music will be on the radio, slang expressions will be different, new people will be popular. Once again, you may find yourself feeling like an outsider. Some people will think that you're really cool, while others may make fun of you. In fact, you may find that you don't have a lot in common with the people who were your best friends before you left. Prepare yourself for this; readjusting to social life can be a difficult process for you. Realize that, in some ways, you can reinvent yourself. You have developed a different personality as a result of your year abroad. Embrace the new "you." You have gained valuable insight and maturity--others will surely come to appreciate this about you, especially if you appreciate it about yourself.

### *Is That English You're Speaking?*

If you have been immersed in a language other than English, you may have difficulty expressing yourself appropriately, at least for the first few weeks back home. You will have forgotten words, expressions, and slang. You may "go blank" when trying to communicate. It may be frustrating sometimes. Sometimes, though, it will be amusing to you and to your loved ones. Utilize the process of re-learning English as a way to re-establish relationships. This way, others will feel as if they are contributing to your successful readjustment.

If you have lived in a country where English is spoken, you have most likely developed an accent that is unique to that country. You have learned different terms, different slang, and new expressions. Some people back home may find your new way of speaking to be interesting and unique. Others may think that you're "faking it" or that you have a superior attitude. Don't be discouraged. Others will adjust to your new language mannerisms, and you will soon fall back into

an American accent. Remember, all of these adjustment processes require time and patience.

It's important to note that you have developed different non-verbal habits as well. How closely (or not) you stand to someone, the gestures that you use while speaking, how you move your eyes, whether-or-not you make eye contact and with whom, how frequently you touch others, all of these patterns of non-verbal communication may be different for you now. Americans generally maintain a greater spatial distance when interacting than do Western Europeans and South Americans, for instance. Females in Japan do not maintain eye contact with males in the same ways as American females do. You may find that your patterns of non-verbal communication send different "messages" back home. Be aware of this. You will soon re-adjust your movements to your surroundings.

### **What**

#### *Expect*

As soon realize home different

As soon realize home different as you that coming will be from what you had imagined, you will have made an important step. Most likely, by now, you are an expert on change. You have experienced many ups and downs and felt like you were on a roller coaster. You have adapted to many kinds of changes and you have succeeded. Realize that change is inevitable and can ultimately be beneficial to you and to your life. See change as a teacher, as yet another adventure for you to experience.

### **to Do**

#### *the Unexpected*

as you that coming will be from what



### *Your Health Matters*

For the first two weeks back home, you will be exhausted, both physically and emotionally. It may be tempting for you to jump into a busy schedule of parties,



get-togethers and reunions. Try to "take it slow" for a while to give yourself time to readjust. You may also feel depressed and anxious from time to time. These feelings are inevitable results of re-entry. They are also temporary.

In time you will feel more comfortable with and relaxed in your surroundings.

### **Be Open in Your Communication**

Some of the frustrations that you will feel as a result of your re-entry can be remedied with thoughtful and open communication. You will occasionally feel out-of-place and misunderstood by your friends and family. Discussing how you feel in a loving way will better ensure that you receive the support you need. Being constantly critical and negative will only serve to further alienate you from your loved ones.

### **Create a Balance**

You now have a dual identity, a bi-nationality. You are American, but in very real ways, you are also French, German, Austrian, Mexican, etc. Realize how wonderful that is. You will never be "just" American again.

You have been exposed to a whole new world of being and seeing.

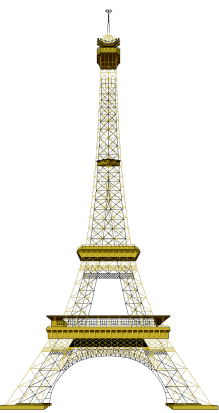


### **YOUR NEW WORLD**

Take a mental inventory of those things about being American that are important to you and

combine them with those things that you value about your "new" cultural identity. Be proud of who you are. The experiences that you have had will make you a more well-rounded person and a more sensitive member of our global community.

**Welcome home.**



# Appendix L – So You Think You’re Home Again

## *Some Thoughts for Exchange Students Returning “Home”*

By Dennis White, Ph.D.

### **Initial Culture Shock**

Remember what it was like those first few weeks and months going abroad? It was new, exciting, often confusing, and always changing. And while your whole year may have been exciting, it wasn’t always pleasant. You probably became irritated with, and even hostile to, your host culture when the deeper differences between your culture and their culture became apparent. As you began to develop real language skills, and you better understood fundamentally different cultural values, you began the slow process of adapting. Eventually, maybe only at the end of your stay, you began to realize how you could really fit in – adapting fairly well to your adopted culture, while maintaining your own native cultural identity. You became bicultural. And then, just when it was getting good, the year was over and you had to go “home”.

Most people who live abroad for an extended time go through similar successive stages of culture shock. These stages are generally recognized as being:

1. Initial Excitement or Euphoria
2. Irritability and Hostility
3. Slow and Gradual Adaptation
4. Eventual Adjustment to Biculturalism

If your experience was anything like this, you learned that culture shock is not just adjusting to jet lag and different food. It is an on-going process of developing increased cultural competence, by being “shocked” by differences, adjusting to them, learning new skills and eventually adapting. And when you prepared for going abroad, you had some expectation that you would experience culture shock. It is not possible (or even desirable) to avoid culture shock, but at least anticipating it made it somewhat easier -and kept you from thinking it was all your fault, or all the new culture’s fault.

### **Reverse Culture Shock**

As you return home, you are likely to experience some very similar, but possibly surprising reactions that are part of what is known as reverse culture shock, or re-entry shock. In the first few weeks back, many people felt the effects of jet lag, general exhaustion from lots of changes, fatigue from an overdose of “welcome home” parties and trying to do and see everything and everyone at once. This flurry of activity can cause a significant degree of disorientation, making it difficult to tell exactly what thoughts and feelings you are having.

But mixed in with all of this are two distinct and often conflicting reactions. One is the same excitement stage as in initial culture shock. It may be very exciting to be back, to see family and friends, to tell about your adventures and to do things you have missed for a year. If this reaction occurs, it fairly quickly wears off, and is replaced by the second stage of culture shock - irritability and hostility. This stage often comes much more quickly than in initial culture shock, and can be much more severe and disturbing. It also may be the first reaction you have to coming home, with no excitement stage at all.

There are several reasons that you may not feel excitement at all, or for very long. Remember, when you went abroad initially:

1. You wanted to go.
2. You expected and looked forward to learning about different things.
3. You were warned to expect culture shock.
4. Though you may have been sad to leave family and friends, you knew it would not be forever – you knew you were coming back.

Now that you are returning at the end of your exchange year:

1. You may not want to come home.
2. You may expect things to be just like they were when you left (or at least that things will be very familiar)
3. You may not have been sufficiently warned about reverse culture shock (or you didn't think it would happen to you).
4. You may be very sad to leave friends and "family" in your host culture because you know there is a possibility that you may never see them again.

If reverse culture shock is so unpleasant, why not try to avoid it? Because it is impossible if your exchange year was successful. In fact, the extent to which you immersed yourself in your host culture, and truly adapted, is probably the best indicator of how much reverse culture shock you will experience. People who don't have much trouble re-adapting to their native culture probably didn't get very involved in their host culture. They didn't change much, so they don't have to readjust much.

### **The Extent of Change**

If your exchange year was a success, you have changed in ways that you probably cannot describe, or completely understand yet. You have become a skilled world traveler. You are a skilled bicultural person. You can actually get along quite well, not just be a tourist, in another culture. You have learned to think of things differently by looking at the world from someone else's point of view long enough to really understand it. In a sense, you have become a citizen of the world, so it may be more than a little confusing to think of where "home" is.

Some of these things will probably happen to you. You will find yourself thinking or dreaming in your new language. You will try to explain something to someone back home and not be able to give a precise translation of what you are talking about. You will talk to your parents about one of your host parents, calling the host parent "mom" or "dad". You will think your hometown is very small, or that your friends think in "small" ways.

So don't be too surprised if your family and friends seem a bit uncomfortable with you. They probably are, because you aren't the same person who left them a year ago. Don't underestimate how much you have changed and how strange you may seem to those who knew you before. You may be very proud of your independence, self-confidence and internationalism. But they may see you as self-absorbed, critical of everything and not interested in fitting in.

Remember that those around you may have changed as well, if not in the same ways you have. If you are expecting things to be the same, you will have more of a shock than if you are looking for changes. Your friends have had a year of growing and maturing, and your family situation may have changed (deaths, divorces, moves, job changes). You missed some important events in their lives, just as they missed some important ones in yours. Even those things that haven't really changed may seem quite different, because you see them differently. Though you may love your native country more than ever, you are also much more likely to be critical of it, and question common cultural practices that you took for granted before you left.

### **Ways To Deal With Reverse Culture Shock**

The single best thing you can do is to anticipate and accept that you will experience some degree of reverse culture shock. The worst thing you can do is to deny it, or try to avoid it. People often try to deny it because they think there might be something wrong with them if they admit it. It is, in fact, very normal, and you will have more problems than necessary if you try to deny it.

More than anticipating and accepting reverse culture shock, you can actually view it as a positive, if sometimes painful, growth experience. It is, and can be, the completion of the circle of change in an intercultural experience. I like to think of it as the third year of your exchange. The first was the year preparing to go abroad. The second was the actual exchange. The third is the year when you can more completely appreciate the changes you have made, the readjustment to your native culture, and the fact that you will be bicultural for the rest of your life. In subsequent years you will have times when you re-experience reverse culture shock, and when you feel like you just got home again; but it will never be as shocking an experience as that first year back.

You can also help yourself by talking about your feelings as often as you can. You may wear out lots of initially sympathetic ears doing this. You may notice that you seem to have an almost incessant need to talk about your

experiences. Your friends, especially, may get impatient with you, so you may need to learn to be selective with whom you share your experiences. There is often a conflicting urge to keep it all to yourself, because you think people won't understand or don't care, or because you think that talking about it in the past tense confirms that it is over - and you don't want to accept that. (Many students don't completely unpack for months, for the same reason - they don't want to admit that it is over.) Of course, that's the issue - it's over and it isn't. The experience is over, but not the memories and the impact on your life.

Sometimes it's best to find other recently returned students, or even people who have been back for years. You can tell how this feeling lingers when exchange students, Peace Corps Volunteers or missionaries start talking about their experiences, even if many years ago. They get excited, they can't stop talking, and they get a glassy, far-off look on their faces. And don't underestimate your parents as listeners. Sometimes they are the only ones who will politely listen as you tell a story for the hundredth time. But however you do it, talk. It is in this way that you can help others understand you, and more importantly, learn to clarify your thoughts and feelings and better understand yourself.

You can also make things easier for yourself by trying not to make too many big decisions, unless you absolutely have to. Don't be impatient with yourself if you have trouble making decisions. Your goals in life may have changed. Because you have a new perspective, some of the plans you made a year or more ago may not seem as relevant now. Remind yourself, your family and friends that you are going through a period of adjustment; and it may take time for you to sort things out.

Finally, don't be too concerned if the course of your reverse culture shock doesn't seem to follow the pattern described here. Each of your experiences abroad was unique, and so will be your re-entry. While your year abroad was probably of great value to you, you may not have had the same emotional attachment to people that other students describe. So you may not have as much trouble letting go of those attachments and getting on in life with new and renewed friends. Going on to college or university is also quite different from returning to high school, and some of the issues are different for these two situations.

### **Feeling "At Home"**

Reverse culture shock subsides, though it never disappears. Eventually you will come to terms with yourself and your "new" native culture, incorporating the fact that you are now a member of another culture as well. You can learn to be at peace with true biculturalism. This is the ability to move from cultural practice to cultural practice, with skill, as the situation calls for it. And while you may somewhat sadly come to accept that you can never truly come "home" again, you can learn to feel "at home" in the world at large.

*Dr. Dennis White is a clinical psychologist, retired Peace Corps Volunteer, and Rotarian in District 6220, Sturgeon Bay, Wisconsin. He has worked in many exchange programs dealing with preparation for exchanges as well as returning home. He is a program consultant to the District 6220 Rotary Youth Exchange Program as well as to the Central States RYE Program. He has written several other articles on the exchange experience and produced a 45-minute videotape on the same topic. Dennis is frequently contacted to discuss re-entry problems by students, parents and Rotarians. He may be reached at:*

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Fax:920-746-9119  
E-mail: dkwhite@itol.com

# Appendix M – Rotary Support System Matrix

RESOURCE	WHEN NEEDED	CONTACT FREQUENCY	COMMENTS
Host Family	Every day	Daily	Your first point of contact with most simple needs. For problems you will need to use your Host Club YEO in conjunction with your host family.
Host Club YEO (and/or Host Club Counselor)	Problems, Successes, Social Occasions, Club Meetings	Bi-Weekly / Monthly	Establish rapport with your Host Counselor/YEO. This is your advocate if you get into trouble or need help. This is your main Rotary contact for your day-to-day problems and well-being. <b>Contact info is on your Guarantee Form.</b>
Host District Counselor	Most problems, travel permission, routine reporting	Monthly Minimum	If reports are required, make sure you complete them.
Host District Chairman	Serious Problems or Routine Reporting		Use this resource after exhausting local support system
Sponsor District YEO	Serious Problems and Routine Reporting	Monthly	<b>Monthly Reports are to be sent to this person.</b> This is not the first person who should learn of a problem you are having! Discuss problems with the local support system first.
ROTEX (Non-Rotarian Contact)	Emotional and YE Support	As often as needed but monthly at a minimum	Rotex will not be able to help you with technical YE problems. They are for your emotional support and mentoring only.
Sponsor Club YEO	Preparation and then report about your experience	Monthly	You should write to your Sponsor club regularly telling of your experiences.
SCANEX Country Coordinator	Works with your host country to coordinate your District placement	As Needed	Let this contact know if you are having issues. Country Coordinator is liaison between Sponsor YEO and your host country
Parents	Routine, non-YE problems, health emergencies	As Needed but not more than once a month if possible (but not by phone)	LIMIT E-MAIL, PHONE CALLS, and SOCIAL MEDIA CONTACT. WRITE LETTERS INSTEAD OF EMAILING AND PHONING! Give yourself a chance to adapt to your new culture.

# Appendix N - Rotary Youth Exchange Outbound Adaptation Calendar

MONTH	PHASE	WHAT YOU SHOULD BE DOING	REMINDERS
JULY-AUGUST	TRAVEL & HONEYMOON	Get busy. Remember that these first few weeks are your chance to make life-long friends. It is not the time to be shy. Take it all in and get to know your surroundings. Meet your Rotary Club members. Find your routine. Work on your language skills. Identify your cultural mentor.	Watch the phone calls and e-mail
SEPTEMBER	END OF HONEYMOON / START OF ADAPTATION	Start with good habits. Write in your journal every night. Mark on a calendar what you did every day. Answer the phone from time to time. Get to know your host parents. Learning the language is your priority. Watch for homesickness. Use your support system. Keep busy. Cook an "American meal" for your host family.	Write home
OCTOBER	ADAPTATION	Homesick? Don't call home! Talk to your Rotary or Rotex support people. Don't dump it on your parents. Get out of that funk. Break the routine a little every day to keep things fresh. Avoid spending long amounts of time by yourself. Having trouble with the language? Find someone to talk to; a host sibling, a "cultural mentor", or even your Rotary Counselor. Give and take. Make a trade; host language for English.	SEND 1 <sup>ST</sup> MONTHLY REPORT TO YOUR Y.E.O. & COUNSELOR IN THE U.S.
NOVEMBER	ADAPTATION	Have you made many friends yet? If not, get out there and mingle. Remember, you want to make as many people miss you as you can when you leave. There is nothing better to make you stop thinking about yourself than to help someone else. If you are feeling a little lost, find someone in need and give him/her a hand. You will get it back 10X. You might hit a language plateau here. Keep working on the language. Try something new. Speak at your Rotary Club. If you move host families, you might have another challenge. Make the best of it. Teach them about Thanksgiving.	Send Holiday presents home early. By November 15 <sup>th</sup> .
DECEMBER	ADAPTATION/ ASSIMILATION TRANSITION – HOLIDAY BLUES	Time to stay focused. You need to get through the period from the end of November until January 1 <sup>st</sup> , strong. Don't get hung up with missing the holidays at home. Keep Rotex in mind here. They will help. The more you contact "home" though, the worse it will be. Tell your host family how you celebrate the holidays.	Keep contact with "home" down.
JANUARY	ADAPTATION/ ASSIMILATION	Now for the good stuff. You should feel good speaking the language and you should have made some close friends. Make the most of it. From now on, you are on a roll. Hey! Where's my report!	Keep the monthly reports coming
FEBRUARY	ADAPTATION/ ASSIMILATION	You should be busy now. Friends, school (for most of you) and lots of activities. Don't forget host families (including the first one).	Call your host counselor and check in with him/her
MARCH	ASSIMILATION	Are you giving as well as taking? Don't just be doing your own thing. You speak the language and you know some people. You fit in. Use it to help other people. Speak to little kids in schools, volunteer in your community, teach someone English, help with your Rotary Club's projects. This is the part of the roller coaster ride when you get to let go of that safety bar, put your hands in the air and scream as loud as you can. This is "The Monster Hill" of your exchange.	<b><u>Make your flight reservations home.</u></b> Don't rush home, but don't stay too long. Do not come home less than 3 weeks before you leave for college!

APRIL	ASSIMILATION	Are your parents visiting? Plan it out for them. Remember, you are the one who is in charge of their having a good experience. Let them into “your world”. Introduce them to your host family, your host Rotary Club, your friends and your town. Let them see you as the mature tour guide, master of the language. They aren’t coming? No problem - you have a lot going on. Dig in and make the most of it because this time is fleeting! Hey, don’t you owe someone a report?!!	SEND 3 <sup>rd</sup> QUARTERLY REPORT TO YOUR COUNSELOR IN THE U.S.
MAY	ASSIMILATION & RE-ENTRY ANXIETY	This should be as good as it gets; you love your host country and you are starting to get that dreaded re-entry anxiety. It has to happen, you know that. Don’t waste one second wishing it won’t. Spend as much time as you can with friends, host families and the people you will miss most. You can spend time with Americans and other exchange students when you get home, so spend what little time you have with people who you won’t see for a while.	Make time for your host families!
JUNE	ASSIMILATION & RE-ENTRY ANXIETY	Get ready to leave. Make sure that you are not putting off spending time with people. If you want to buy things to take with you, start early. Don’t go rushing around the night before you leave. You will be cheating your friends and family out of your time. Leave gracefully. Don’t leave a mess. Pay your obligations. Return what you’ve borrowed. Say “thank you” as many times as you can.	Read “So You Think You’re Home Now”
JULY	RE-ENTRY & REVERSE CULTURE SHOCK	Pack early. Get rid of things that are just clutter. Make sure you have your passport, tickets and that your bank account is closed (if you had one). Exchange money. Don’t come home with a lot of foreign money you might not need for a while. Have some local currency with you in case you need it at the airport. Have some US\$ with you for when you land in the US. Enough to get a meal or two. Remember, the success of an exchange is measured in the number of tears when you leave; yours and theirs. Smile when you get back to the US. Thank your parents for your year. Spend some time with them before you go running around finding your friends. Spend at least two days home before connecting with your friends.	SEND FINAL QUARTERLY REPORT TO YOUR COUNSELOR IN THE U.S.  START WORKING ON YOUR ROTARY REBOUND SPEECH.
AUGUST	REVERSE CULTURE SHOCK	Get into your new life here. Listen to what you are saying. Are you being critical about “home”? Are you telling everyone you can find about your year or are you keeping it to yourself? Have you referred to your friends as “Those stupid kids?” or “Those stupid Americans” at all? Are you keeping busy or are you moping around the house missing “home”? Was it really easy for you to come back? Do you not miss your host country? Think about why that is so. Get ready for school to start. Make little steps each day to get back into this culture. Talk to Rotex and to your District and Club Counselors about what you did and what you are doing now. Remember that the deeper you were able to assimilate into your host culture, the longer it will take you to find that “bi-cultural balance” between your host country “self” and your American “self”. This is the start of your third year as an exchange student.	Contact your Sponsoring Club and offer to do a program on your exchange.  Let your District Counselor know what your plans are for the following year. Help us continue to build the program!

# CHECK LIST

- \_\_\_\_\_ 1. Do you have your passport and visa?
- \_\_\_\_\_ 2. Do you have your travel plans completed? Are your airline tickets for Round trip airfare, and do you have an “Open Return” or option to reschedule?
- \_\_\_\_\_ 3. Have you corresponded with your first host family and your host Rotary club? Have you provided them with your departure and arrival information? ***IMPORTANT NOTE: Please cc your host and sponsor District YEO on the e-mail informing your host parents of your itinerary so we know you will be met at the airport. Submit departure and return itineraries via provided links to YEAH database when requested.***
- \_\_\_\_\_ 4. What language preparations have you made? Do you have a dictionary and/or translation app for your new language? Have you prepared and practiced your 1-2 paragraph introduction about yourself in your host language? Can you ask for directions, pronounce your host family’s name, and ask “Can you help me” or “Where is the bathroom?”
- \_\_\_\_\_ 5. Do you have 20-30 good pictures of you, your family, your home, your school, your town, and interesting places you have visited? Have you rehearsed a ‘slideshow’ presentation?
- \_\_\_\_\_ 6. Have you made arrangements with your parents for transferring money to you, and have you established a budget? Have you become familiar with the monetary system and US \$ exchange rate for your country?
- \_\_\_\_\_ 7. Have you thought about how you will handle the inevitable homesickness and loneliness that you will experience?
- \_\_\_\_\_ 8. Have you selected appropriate gifts for your host families? Do you have some small tokens of appreciation to give those who invite you to their homes or to other events? Do you have thank you notes or postcards to say “Thank You?”
- \_\_\_\_\_ 9. Do you have your Rotary Business Cards, Badge, Polo Shirt and your Rotary Blazer and Blazer Patch? Do you remember that you are supposed to wear your Blazer when you get off the plane so you’ll get through customs easier and be recognized by whoever is picking you up at the airport?
- \_\_\_\_\_ 10. Do you have several Club ‘Trading’ Banners (and pins if available) from your Sponsor Rotary club to present to the Rotary clubs you visit?
- \_\_\_\_\_ 11. Have you done your “homework” on your host country and city, and have you become familiar with its culture, history, politics, geography, and where it is located?
- \_\_\_\_\_ 12. Have you prepared yourself to ask the most important questions of your new host family upon your arrival? If not, review the “First Night Questions” in this handbook.

*If your answers to these questions are “yes” ----  
you are ready to go!*



# The Exchange Cycle



## **1. Application Anxiety**

## **2. Selection/Arrival Fascination**

*Elation  
Expectation*

## **3. Initial Culture Shock: 1-6 Months**

*Novelty wears off*

*Characteristics:*

*Sleeping Habits*

*Disorientation*

*Language difficulties*

*Fatigue (Mental/Physical)*

*Eating*

## **4. Surface Adjustments**

*After initial "down"*

*Settle in:*

*Language improves*

*Navigate culture*

*Friends*

*Social Life*

## **5. Mental Isolation**

*Frustration increases*

*New sense of isolation*

*Boredom*

*Lack of motivation*

*Unresolved problems*

*Language problems*

## **6. Integration/Acceptance**

*Begin to examine society*

*Accept surroundings/self*

## **7. Return Anxiety**

*Preparation for departure*

*Realize changes*

*Desire to stay*

*Results:*

*Confusion/Pain*

*Breaking of bonds*

*No promise of renewal in future*

## **8. Shock/Reintegration**

*Contrast of old and new*

*Family/friends*

*Difficulty to accept change*

*Not the center of attention*

*Others not interested in experience details*

*Reorientation*

All exchange students experience phases of elation, anxiety, and depression. One or more of these phases will be experienced near the time of application processing. Various phases will then continue even after the student returns home. It is important that this be anticipated, and calmly accepted and dealt with.

The best method to resolve each occurrence is to keep busy and remember that all the exchange students before you, with you, and who follow you, will experience similar circumstances.

Parents and host families need to know that exchange students will experience these phases and should not be alarmed. They should be ready to help the student work their way out of the down cycles.

The time necessary to work through each phase is not predictable and will depend on the student and the circumstances.

Ref. Helmut Muscheid, Rotary Youth Exchange Officer, Germany

## RESOURCES & PUBLICATIONS FOR OUTBOUND EXCHANGE STUDENTS

Check out [interculturalpress.com](http://interculturalpress.com) to find additional books specific to where you will be spending your exchange year. There are books that will help in better understanding the cultures of Eastern Europe, Asia, Western Europe, South America, etc.

### WEBSITES:

“Web Ring” site containing blogs for exchange students around the world  
[www.webring.org/cgi-bin/webring?ring=exchanges:list](http://www.webring.org/cgi-bin/webring?ring=exchanges:list)

Websites for Rotary Youth Exchange Programs around the World:  
[http://www.rotary.org/programs/youth\\_ex/websites/index.html](http://www.rotary.org/programs/youth_ex/websites/index.html)

Website for Rotary Exchange Student Tours around the world: [www.ryetours.org](http://www.ryetours.org) (Site is being revised, check periodically)

On-Line Text Translator: <http://babelfish.yahoo.com/>

Currency Conversions: <http://www.oanda.com/convert/classic> or <http://finance.yahoo.com/currency?u>

Weather Around the World: <http://www.wunderground.com/> or <http://weather.yahoo.com/>

### BOOKS & PUBLICATIONS:

THE NEW GLOBAL STUDENT - <http://www.mayafrost.com/new-global-student-book.htm> by Maya Frost, \$14.95 Includes Exchange Student interviews from Rotary and other Programs. Great for students and parents considering the benefits of a year abroad.

SURVIVAL KIT FOR OVERSEAS LIVING – L. Robert Kohls

THE ART OF CROSSING CULTURES – Craig Storti

CROSS-CULTURAL DIALOGUES – Craig Storti

DEVELOPING INTERCULTURAL AWARENESS – A Cross-Cultural Training Handbook – L. Robert Kohls & John M. Knight

FIGURING FOREIGNERS OUT – A PRACTICAL GUIDE – Craig Storti

MULTICULTURAL EDUCATION – A Cross-Cultural Training Approach – Margaret Pusch

INTERCULTURAL SOURCEBOOK: Cross-Cultural Training Methods – Sandra M. Fowler  
GESTURES – The DO’s and TABOOS of Body Language Around the World – Roger E. Axtell

EXPERIENTIAL ACTIVITIES FOR INTERCULTURAL LEARNING – H. Ned Seelye

## **GUIDELINES & OBLIGATIONS LONG TERM EXCHANGE PROGRAM**

### **FOR THE OUTBOUND LTEP STUDENT:**

**OBLIGATIONS:** these points should be discussed with your parents, but you personally must agree to items 1-4 below. The other items are suggestions to help you have a successful exchange.

1. **Obey the laws of the host country at all times & accept the household rules of the host parents.**
2. **Behave in a manner that will reflect well on your family, your community, your country and Rotary – you are an ambassador for your family and Rotary**
3. **Adhere to the spirit of the “FOUR D’S” – Driving, Dating, Drugs and Drinking**
  - a. **Do not drive or attempt to operate ANY motorized vehicle or conveyance while on the Rotary Youth Exchange Program. This includes but is not limited to: cars, motorcycles, snowmobiles, airplanes, motorboats, recreational vehicles, etc. This rule applies even if you have a valid International Driver’s License.**
  - b. **Dating, preferably in groups, is tolerated but romantic involvement is strongly discouraged. Breaking this rule may result in immediate termination of your exchange.**
  - c. **Only take medication for which you have a valid prescription or you will be sent home immediately. Do not consume alcoholic beverages other than with the permission and supervision of your host parents. Abuse of alcohol is not allowed.**
4. **Travel: Never travel alone. Your agreement is to return home directly at the end of your exchange. Do not take off by yourself, your host family must always know where you are and whom you are with at all times.**
5. Go over the most pertinent “*First Night Questions*” as soon as you arrive. These Questions will help ‘break the ice’ and will help avoid misunderstandings later
6. Take a camera or decent quality smartphone to record your visit. Most digital cameras and cell phones will take short videos. Upload or save photos regularly in case you lose your cell phone, camera or card.
7. Pocket money: HOST Rotary Club will provide you the equivalent of \$75-\$100 per month stipend. Amount will vary significantly depending on the cost of living in your host country. Host family is only required to provide you with room and board. Suggest taking a credit card for periodic purchases. Family back home needs to provide you some financial support – discuss your budget in advance.
8. Travel/Emergency Money: Take at least \$75-\$100 in cash and an ATM card with you in case of emergency. Need to take \$400-\$500 emergency money to be deposited in the host country and replenished as used. Most Countries require this. Exact amount and who it goes to will be mentioned in the visa packet from the host District. Unused funds should be returned to you at the end of your exchange.
9. Carry your Rotary Business Cards with you to hand out to people you meet.
10. Luggage: Check baggage requirements with your airline. Excess/overweight baggage charges can be expensive.

11. Photos: Take a small photo album to share with your hosts. Family photos, your home, your city, school, local tourist spots, etc.
12. Thank you notes: Write Thank You notes to people that host you or take you places. This is good manners AND may result in more invitations to go places.

ROTARY YES/SCANEX - DISTRICTS 5000, 5240, 5280, 5300, 5320, 5330, 5340, 5420 & 5495

## OUTBOUND STUDENT'S AGREEMENT

You must remember at all times that you are an Ambassador of your Country and Rotary. You must behave with intelligence, common sense and dignity consistent with the privilege of being a Rotary International Youth Exchange Student.

Student's Name: \_\_\_\_\_ Sponsor District: \_\_\_\_\_ Sponsor Club: \_\_\_\_\_

### YOU MUST AGREE TO THE FOLLOWING:

1. To become familiar with and understand clearly the aims and objects of Rotary International, its organization, structure, purpose, ideals, and service record;
2. To travel directly to the destination in the host country without breaking the journey en route, and, whenever possible, to travel with other students with destinations in the same host country;
3. To accept and follow the advice, guidance, and directions of the Host District Chair, Host Rotary Club, and Host Parents;
4. To attend all meetings & functions arranged by the Host District & Club & to accept speaking engagements as requested;
5. To attend school regularly, as arranged by the Host Club, and to maintain decent grades, missing school only for illness or the express purpose of participating in Rotary engagements and only with knowledge and approval of the Counselor;
6. To abide by the "four D" rules regarding Drugs, Drinking, Dating, and Driving. Also, absolutely no Downloading of inappropriate or pornographic materials and no NEW body Decorations (piercings or tattoos);
7. To refrain from traveling outside the District, except with the consent and approval of the Host District Chairman, the Host Club, and your natural parents/guardians; Do not accept rides from strangers or 'hitch-hiking'. No independent travel without a responsible adult. Parents cannot visit before Spring and must get approval from host District **in advance**;
9. To keep and maintain yourself in a clean, neat, and tidy condition at all times, and to share normal household duties with other members of the Host Family, always remembering that you are a part of the Host Family and not a guest;
10. To refrain from any anti-social activity or substandard behavior that will reflect adversely on you and Rotary;
11. To refrain from seeking or obtaining permanent or full-time employment while involved in the program;
12. Attempt to learn the essentials of the language before your departure. The success of your exchange will depend on your learning the host country language as quickly as possible;
13. To return home upon completion of the stay in your Host Country, and under no circumstances attempt to extend the stay in the Host Country beyond 12-months. Your exchange ends when school is out unless going on a Rotary organized YE tour;
14. To obey all the rules and respect all the guidelines in keeping with the spirit of the program;
15. To be sent home early if, in the opinion of the Host Rotary Club and the District Governor in the Host Country, continuation of the exchange period will be detrimental to the Program, the District, the Host Club, or you;
16. In cases where the foregoing is overruled by the Host Country, to abide by the decision of the Host Rotary Club & District.

The above rules may be supplemented by additional requirements from time to time, but constitute a minimum standard for all Exchange Students. Violation of the terms of this contract may result in the student being sent home early, at the discretion of the Hosting Rotary Club. Students are NOT to attempt to get their Host Club to relax or waive any of the rules, (particularly those regarding attendance at school & travel), and any attempt to do so may be cause for the Host District Chair or SCANEX to request the student be sent home early.

The undersigned student and parent (s) understand the above information and rules of the Rotary International Youth Exchange Program and agree to abide by them.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian(s) Signature \_\_\_\_\_, \_\_\_\_\_

## Youth Exchange Glossary

**Outbound** – A student sent overseas by the local sponsor district.

**Inbound** – A foreign student hosted in the local area. When you travel to your destination country, your hosts there will consider you an “inbound” student.

**Rebound** – A former outbound student who has completed his/her year overseas. Rebound students are often collectively known as “Rotex”.

**Rotex** – An unofficial organization of former outbound exchange students. In some districts, Rotex organizes activities for inbound students, provides mentoring services, assists with interviews, orientations, and more.

**Sponsor** – Term applied to the district or Rotary club that endorses the application of an outbound candidate.

**Host** – Term applied to the district, Rotary club, or family that accepts an inbound student.

**Club** – The local Rotary entity, made up of business and community leaders, that meet each week and get involved in community and international service projects. There are more than 32,000 Rotary Clubs in the world, and over 400 in Southern California and Southern Nevada.

**District** – A geographic collection of Rotary clubs. The number of clubs in a district will generally range from 40 to 75. The district is headed by a District Governor, who will appoint many committees, including a Youth Exchange Committee. It is this committee that manages the Youth Exchange program in their area, interviewing candidates and offering outbound opportunities for local students, identifying Rotary clubs and host families to welcome inbound students, arranging activities for both, etc.

**Multi-District** – In many parts of the world, groups of districts have combined their Youth Exchange efforts into multi-district organizations. Rotary YES/SCANEX is one such entity, managing all long-term exchanges for its member districts.

**Youth Exchange Officer (YEO)** – A Rotarian designated by a club to manage the club’s Youth Exchange program. This term is also sometimes used for the district Youth Exchange Chairperson as well.

**Country Coordinator (CC)** – Once Outbounds Country is assigned, works with host Districts/Multi-Districts overseas to coordinate exchange. Assists Host and Sponsor Districts to resolve any exchange issues.

**Counselor** – A Rotarian designated by a club (or district) to act as the liaison for an exchange student. At the club level, the Counselor is sometimes also the Club YEO. A Counselor may not simultaneously be a host parent; if the Counselor decides to host a student, an alternate Counselor must be appointed.

**District Governor** – A Rotarian elected by all the clubs in the district to serve a one-year term as the district’s leader. The term coincides with the Rotary year of July 1 through June 30.

**District Conference** – An annual event which brings together Rotarians across the district to celebrate Rotary

**Rotary International Convention** – An annual event organized by Rotary International, at which tens of thousands of Rotarians gather at locations that change year to year.

**Passport** – A document issued by the government of the country of which you are a citizen, identifying you as a citizen of that country and allowing you to travel to other countries.

**Visa** – A document or an endorsement in a passport issued by the government of a country you wish to visit, authorizing you to enter and remain there for a specified purpose and for a specified period of time.

**Guarantee Form** – A document signed and endorsed by a Rotary exchange student, his/her parents, the host Rotary Club and a school official. Includes Names and Contact information for Rotary Counselor, the first host family, and the school the student will attend. This document is submitted with your visa application to demonstrate to the destination country that you are properly authorized to obtain a student visa.



## THE 6 “Be’s”

### **Be First - *I am a person of action!***

- When you receive your Guarantee Form
  - o Google your host club, community, and district
  - o Read through any accompanying materials
  - o Email the host club counselor, president, secretary / club YEO, district YEO, and first host family.
  - o Email all of the above again when you have a confirmed flight, be sure to include arrival date and airport, airline, flight numbers, origin city of the last segment, and estimated arrival time.
- Go over the first night questions
- Reach out to your Rotary counselor (if not at airport to greet you)
- Introduce yourself, give your card out
- Volunteer
  - o Around the house and yard
  - o At the Interact and/or the Rotary club
  - o At school and the community
- Caution: Do consider your safety and the safety of others.

### **Be Curious - *I seek to understand!***

- Pre-departure
  - o Learn about the culture and the language
    - Culture gram
    - How to Cope with Culture Shock – Appendix G
    - Rosetta Stone, community college
  - o Anticipate the tough questions (Appendix F) and have you answers thought out  
Have non-threatening questions ready to go in return  
Check out the timing, availability and cost of any Rotary approved tour
  - o Determine how you are going to receive money from home when needed
- During the exchange
  - o Ask questions and LISTEN! Continually compare your new culture on
  - o Use some of Dennis White's scales and keep a journal of your discoveries/ revelations.
    - Formality versus Informality
    - Comfortable versus uncomfortable
    - Past versus Future
    - Directness versus Indirectness
    - Change versus Permanence
    - Individualism versus Group Orientation
  - o If you are into music/guitars, then learn about their music and make comparisons
  - o Same for food, sports, art, other musical instruments, etc.

### **Be on Purpose - *I am certain of my outcome and move steadily toward it!***

- Set goals and strategies to follow to enhance the possibilities the goals will be obtained.
- What do I want to learn from this exchange? (this may be a very individualized goal)
- Why is it in my best interest to observe the Big Don'ts?
  - o Drinking (and if it is acceptable/legal in your host country, then only with host family and in moderation).
  - o Driving or independent travel
  - o Drugs (including marijuana)
  - o Dating (sexual relations)
  - o Delinquency/ truancy
  - o Downloading (of questionable material)
  - o Disfigurement

### **Be Grateful - *I focus on things I can be thankful for!***

- Thank you cards, club banners, pins
- Suggestions for gifts from Southern California
- Write your monthly reflection (formerly the monthly report) with one or two photos to your sponsoring president, counselor, club, parents, YEO, and Country Coordinator.
  - o Tell us how things are going with your host family, club, school and community.
  - o What specifically are you going to do next month to improve your exchange or solve any challenges you are having?

### **Be of Service - *I give of myself.***

- This is bigger than just volunteering to help at an event. This is taking a leadership role and giving back locally or even on a bigger scale.
- Shelter Box, Heifer Project, Habitat for Humanity, End Polio Now, etc.
- Be a part of something special
- Start something that will become your legacy

### **Be Here Now - *I live in the moment!***

- Not closed in your room
- Not Skyping, FaceBooking, Tweeting, or on your computer surfing
- Not daydreaming in class
- If you get homesick, get up and out and do something to get your mind off home
- List things you can do to get in the moment

# Learning a Foreign Language

## Why bother?

What the heck! You don't need to start to learn your "target language" right now. After all, you are about to enter one of the greatest language courses in the world: The Rotary Youth Exchange Program and Language Immersion Institute! While this is very true, keep in mind that you will "lose" (miss, be in the dark for...) 3 - 6 months because of adaptation alone. For most, language is one of the key elements of adapting to a culture. If you are at least familiar with the basics of the language, you will make the turn toward cultural adaptation sooner and you can begin to assimilate into your culture sooner. And for those of you who have taken three, four or even five years of a language, don't think that you can just step into the culture and begin speaking fluently. The students who can do that with ease are really rare. Even the best high school language students need time to adapt. You have the chance to step into your "target culture" much sooner if you do extra preparation in your target language than if you go in "cold" (or at least "cool"). So what does all this "adaptation" and "assimilation" mean? Your hosts can know who you really are only if you speak their language. As one of our former outbound students said, "I wish my friends here could know me in English." Well, you all have the chance to achieve that reality sooner by doing some work before you leave for your countries. And remember, the highest compliment you can pay to someone is to speak their language.

## Your Assignment

Of course applying your language to a real life activity is what makes learning a new language worth the time. Because we don't want you to feel like you have all the time in the world to prepare, we have an assignment for you to **complete for the next orientation session.**

You are going to be meeting a lot of people during your exchange. The situations where these introductions will occur will vary from casual introductions with classmates and host families to introducing yourself to your Rotary Club, the Rotary District Governor and maybe even the President of your host country (it has happened in the past). **Your assignment is to prepare a thorough introduction for yourself in your target language.** You may get help from anywhere you like but you need to know what you are saying and you need to be able to adapt the introduction to fit the situation. Try not to just give your name and your sponsor / host Rotary Club. Add something that will set you apart from the other exchange students these people have met. Remember, you only have one chance to make a first impression. Ask them for their opinion and some help but don't be so lame as to ask them to do the assignment for you. You will not learn anything unless you do this yourself. At the next orientation, we will ask you to stand and give your introduction. It should be smooth.

## The System

### Tools

#### ***Basic Textbook***

Find a basic book (textbook, workbook) that gives you a good grounding in the grammar of the language. It may seem a little one dimensional but you will still be able to get what you need out of it. The excitement of reading and conversation will come from other sources. This book is just for foundation. University bookstores and some of the larger stores like Barnes and Noble have good selections of these kinds of books.

#### ***Phrase Book***

There must be hundreds of phrase books, especially phrase books for travelers. These books lack grammar and some other basic elements of language but they are stuffed full of useful words and phrases, listing the English

followed by the foreign language and then a transliteration. The words you will find popping into your vocabulary and these phrases not only have a practical use by themselves, but they will also serve as a model for sentence structure.

### ***Dictionary***

Make sure the dictionary you buy for your language is two-way. For example, most dictionaries for French are English-French/French-English in one book. However, there are dictionaries that are in two books, one English-French and the other French-English. Make sure you are buying the two-way dictionary (in single book type).

(Note: Japanese and other character languages tend to only be one way with English to Romaji and Kanji being the most useful for your purposes.) Make a list of some complicated words in the newspaper and use them to test the adequacy of the dictionary. When you go into the store to buy the dictionary, look up the words on your list. Past that, check to see if the form the dictionary is in suits your situation. I have always preferred the plastic covered dictionaries, especially those by Langenscheidt, to be most suitable for stuffing into a book bag, suitcase or even a pocket. Remember, the dictionary is going to need to last more than a year of intense usage.

### ***Newspapers/Magazines***

Find a newspaper or magazine in your language. Most big cities have newsstands where you can buy publications in a wide variety of languages. Otherwise call the nearest consulate or embassy of the country whose language you are learning. Usually they're proud to help. If you have the choice, go for a publication from that country itself, rather than one published by immigrants from that country in America. There are also services in the US where you can buy newspapers and magazines from other countries. You can also get in touch with the current out-bound to your country and ask them to get you a newspaper or magazine.

### ***Student Reader***

Sometimes you can locate a schoolbook or some reading material from the country at about the sixth-grade level. Such books are obviously excellent bridges from the basics of language study to the real world.

### ***Audio Courses***

There are many different courses you can buy to learn your target language. It may seem that there is only one difference, cost. However, the more expensive courses are usually the ones that use "multiple rep" methods where the words are repeated several times. The FSI (Foreign Service Institute) courses are very good. The one many have found to be the best is the SyberVision courses because they use the Pimsleur method of teaching. This method requires you to participate in the lesson and also requires you to remember back to previous lessons for words and phrases. This is the method we (as well as many other language experts) recommend, where you can use only the CDs (or program on an electronic device) and gain a high level of proficiency in the language. The FSI and the SyberVision courses are expensive but they are about the same price per level as one semester at a community college language course. It may not be possible to buy these courses either because of the selection of languages they offered or because of the cost. That shouldn't deter you. You can get a sufficient course for under \$50.

**Rosetta Stone and Pimsleur audio courses are also excellent, and may be purchased at a discount through our Rotary Youth Exchange program. Currently cost \$81.80 PER COURSE for Pimsleur (minimum 2 courses recommended) or \$100.67 Rosetta Stone for the full course.**

### ***Audio Recorder***

Audio recorders and blank cassette tapes allow you to work on your pronunciation after you have gotten used to the sound patterns for the language. You can use these to compare your pronunciation with that of the native speakers on the audio course.

### ***Flash Cards***

These are available in most major languages. Usually they have words printed in the target language on one side and English on the other. When you are learning your target language, you should grab a handful of them in the morning before leaving for school or wherever you are going. When you have a moment, you can learn three or four words easily.

### ***Blank Flash Cards***

Some language professionals may have a philosophical difference in opinion about making your own audio tapes, but no one will have a problem with you making your own flash cards. All you need for this is a stack of index cards. When you run into a word that you don't know, you can jot the word down on one of your blank flash cards and then look it up when you have a minute. Gradually you will build a library of flash cards. The real secret isn't in making the flash cards but using them as a learning tool and learning from the cards.

### ***Highlighter***

Make sure the highlighter doesn't obscure the word you are marking but other than that, color is up to the user.

### ***On-line Courses***

Obviously, some of you are much into technology. You have iPads, cell-phones, and portable computers so you can keep in touch with your world. So, why not use a computer course to learn a language? When it comes to language learning, there are some positives to using a computer course but there are also several drawbacks to the computer

courses. First, you have to have your computer with you in order to use it. This isn't always possible. The bottom line is that you shouldn't use a computer course because you think it is better than the audio courses. If the computer course fits your situation and you have access to a computer most of the time, go ahead and use a computer course. But, we would recommend that you use the computer course in addition to these other tools and not in place of one.

### ***Videos***

There is something about seeing your target language in action. It makes more sense to see the use of the language in real life. Most of the video language courses available allow you to follow characters using the language and are more three dimensional than audio courses. For the most part, you need to choose a video language course like you would the audio courses as there are some that are better than others. Also, if you are learning Spanish, Italian, Japanese, French, or German, you have a good chance of finding a good video course. However, if you are trying to learn another language, very few are offered in video form simply because of the economics of producing a language video for such a small market. If your target language is available in a good video, don't make that your main or only tool. For one, video equipment is not completely portable. You basically have to be home to make use of these courses. In this program, you will need to use every free moment to work on your target language. So, using the videos as a supplement is best. You will also gain a better "ear" for the language by using an audio course primarily. The videos will help fill in the "blanks" you may have with the language. Just like any other tool, you need to make sure the video course will allow you to progress. It should not be too far over your head but should be tiers so that you can continue to gain from the course as your ability in the language improves. Be sure you are getting a video of the language and not just a travel video about the country or a movie in the language. Video language courses can cost anywhere from \$30 to more than \$500. Cost is not necessarily an indication of the quality of the course so research the video before you take out your wallet.

### ***Internet Radio***

One of the tools that can serve as a supplement to my language training is internet radio, through which you can listen to radio stations from around the world. Using internet radio is a good tool normally for someone familiar with a language and is good to sharpen your "ear" for the language.

### ***Internet Education***

There are many websites dedicated to helping those who are learning a new language. You can find something basic like [travlang.com](http://travlang.com), or interactive online communities like [LiveMocha.com](http://LiveMocha.com). You're sure to find something that you'll like and that will benefit you.

## **The Multiple Track Attack**

Just like a balanced diet requires you to eat more than one kind of food, when you learn a language you need to use more than one approach to most effectively learn your target language. This goes directly against the absurd notion that you only use a grammar book or an audio course or a phrase book. Go to the language department of any bookstore and you'll see language books, grammars, hard-cover and paperback workbooks, readers, dictionaries, flash cards and handsomely bound courses on CD. As you work with each of these elements, you will feel how the "rub-off" effect works. Words or phrases that you learn from your flashcards will appear in the newspaper you are using. A grammatical structure will move from the audio course you are using to the reader you bought. Each time you see a word repeated, it becomes more a part of your vocabulary. You don't have to buy everything you find. You can still use the multiple track attack by using three or four approaches. The real secret is to consistently study your target language every day.

### ***How to start***

Begin by picking up a grammar book. Start at the beginning. Try to make it through the first lesson. Do you understand the first paragraph? If you do, then proceed to the second paragraph. If you do get stuck, take the paragraph apart to find out what is preventing you from comprehending. Use a pencil to identify the words that are

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getting in your way. Don't let these stay in your way. Try to keep moving forward. Don't even think about moving to another set of materials until you get through at least five lessons in your grammar book. This will give you the jump on the language so that when you use another material, you will have at least a basis to continue your learning and build your knowledge of the language.

### ***Jump into the real world***

Take your newspaper that you bought. Go to the front page in the upper left corner. Using your highlighter, begin with the first article and highlight all the words you don't know in the first paragraph. You may have to highlight every word, but you have only had a few lessons in the grammar so the language is still new to you. For those of you who have taken classes in the language, you will not be highlighting every word but you will probably be surprised at how much you do need to highlight. Once you have gone through the first paragraph, take out your index cards. Take the index cards and turn them vertically. At the top of the card, write the first word. Then take your dictionary and look up the word. One of three things will happen at this point. You might find the word exactly as it is written in the article. In this case you flip the card from bottom to top and write the English translation at the top of this side. The second way you might find a word is that it starts out just as it is in the article but the word changes at the end. In this case, you might be able to judge the meaning by the base word you found in the dictionary. Or, you can create a question card where you put words that you are not sure of the meaning. The third thing that might happen is that you don't find a trace of the word in the dictionary (even though you checked the dictionary before you bought it to make sure it was sophisticated enough). In this case too, you will put the word on your question card. These words on the question cards will be reduced gradually as you learn the language. Once you finish with this exercise, you will have begun to acquire words and develop your own set of flash cards. Take these cards with you and study them when you have a free moment. Don't mix the question cards into the others. Use the English side with which to study. Start with the English word and try to

remember what the word is in your target language. Don't let yourself off so easily. With practice, you will remember these words.

### ***Progress***

In most cases, traditional language teachers will not endorse throwing a student directly into the newspaper of a language with only five grammar lessons behind them. For many of you taking high school language class, this "honor" is only reserved for fourth or fifth year students. By using the newspaper consistently, you will notice that your highlighting becomes less and less. The tough part is to charge forward and not let the slow pace deter you. Soon you will find that your comprehension has made some amazing leaps in only a short time. The point is that to make progress toward speaking and comprehending a language in the real world, you have to keep pressing forward and to work consistently with your tools.

### ***Repeat after me...***

So you found this really great phrase book with all these interesting ways of saying things. And make no mistake, knowing how to ask where the bathroom is could be critical information for even an exchange student. Start by reading the introduction carefully. Most people tend to skip over this as information for "others". But this introduction can give you the rules of transliteration, that is, the guide to pronouncing the foreign words using the English alphabet. Once you get the hang of the language, you won't need the transliteration guide much but in the beginning, it is going to keep you from saying "you smell like a bear" instead of "I like your hair" in your target language. Most phrase books don't spend a lot of time if any on transliteration or on grammar. What it will do for you is to teach you to say, "Hello", "How are you", "Please", "Thank you" and "It is nice to meet you", as well as "Can you please tell me where the restroom is?". Because these are chunks of real-life conversations, you can use these phrases as a basis for conversations with people you may meet who speak your target language. You can get off the plane in August (or July, or September) and say to your hosts, "Hello, my name is \_\_\_\_\_. I am glad to meet you. I am sorry that I don't speak your language well. If you speak slowly, I can understand better." (This last one may be quick to come off your lips during your first weeks or months on exchange). If you are only going to be using a phrase book, it may be true that this is just parroting a few phrases. But by using this method with the flashcards, newspaper, reader, grammar book and audio course, you will have a well-rounded diet in your target language. The phrase book will help you smoothly say key phrases. You will be piecing phrases together instead of just searching for words from your vocabulary. These phrases will allow you to see the patterns of the language. You can apply these same structures to other situations by inserting different words. You will see this more and more as you continue with your multiple track attack.

### ***Add Audio***

Finding the right audio course is not an easy task. There are so many from which to choose, you may find the decision to be difficult. However, if you have purchased an audio language course, unless you have the wrong language, most any course will help you. The difference is the depth in which they take you into the language and the accuracy of the pronunciation of the speakers. If the speaker is a native speaker and you are getting a reasonable amount of information in the course, you will gain from your use of it. It never hurts to ask others what their experience has been. I have found that the Living Language audio courses are good value for the money. Others have also found that the money spent on the SyberVision program was also an outstanding value.

Start with the first lesson. Even if you have had the language in school, start with the first lesson. You will progress quickly if you have had the language before and you will end up at the place in the course that best suits your abilities at that point. Most courses have a guide book with them. Start by using the visual assistance of the guide book while you listen to the audio but after a while, you will not need this help. You will also find that once you look at the words, when you repeat the audio, the words are not needed as much. You will still get stuck from time to time and have to go back to the written guide but this will be less and less as you progress.

Make a game of using the courses. As you get going, see how many words or phrases you know by heart. If there is a conversation, see if you know all of the words and phrases of one of the speakers. And then both of the speakers. See how many words you know in a row. Don't be so quick to back up the lesson and begin again. Take bigger "bites" from the course so you have a better idea of what you know and what you don't know. The key is to know the words and phrases so well that you don't need time to think.

### **Hidden Moments**

In learning another language, it isn't how fast you move through the materials that will help you master the language. It is the relentless pursuit of the language through constantly studying the language that will get you there. Study halls? Take out your grammar book. A long bus ride? Use the audio course. Time to kill after school? Do another paragraph in your newspaper. No matter where you are, these hidden moments in your life present outstanding opportunities to make progress in your language. And this isn't a "once in a while" thing. You have these opportunities to study all the time. This is the power of the multiple track attack, you have all these tools to use so you can use the tool that is most appropriate for your situation at that particular time. You wouldn't be able to read your grammar book if you were driving but you would be able to listen to your audio course. You can't really use a portable tape recorder in the study hall but you have other visual tools to use like your flashcards. No matter where you are, you have a tool that would work for you. Look for these opportunities and make them work for you.

#### **Mnemonics - Harry Lorayne's Magic Memory Aid**

"I was convinced that this method of memorizing was one of the dumbest I had ever heard. However, I use it every day now. I use it especially with flashcards but it will work with anything."

Now, most of you are going to attack words with pure rote memorization. You say the word and the translation ten or twenty times and you have committed it to memory...more or less. Harry Lorayne is one of these amazing people you may have seen on TV or you may have read his book. He is a person who can memorize all sorts of information quickly. His method is to make up a story that has key elements that trigger your thoughts to pull the word out of your memory. This method is called mnemonics. In the orientation, you got some examples to prove the point. However, let's just take one example. Let's take the word *pollo* (pronounced polo), which is Italian for chicken. You would use the following story to remember that *pollo* is chicken in Italian: You are looking for something interesting to see while you are in Italy. You hear from a friend that they have an interesting way of playing the game of polo in Italy. Instead of using horses, they have these little Italian guys riding chickens when they play polo. So, in Italy, they use chickens to play polo. Therefore, chicken in Italian is polo or *pollo*. Don't worry about how stupid the story sounds. You can even get as crude as you like. In languages with nouns that have a "gender", use the main person in the story to determine gender. So, if the bandage in German is Binde, use the story about a poor woman who was hurt in an accident and they bind her wounded arm with a bandage. So, Binde is feminine and it means bandage. You may feel stupid to start, but you will fly through vocabulary by using this method. Here are just a few examples:

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- 1) Viejo (old - Spanish - vee-AE-ho) - V.A. is old and you can knock it down with a hoe - V.A. - hoe = old
- 2) Colère (angry - French - cool-AIR) - When someone is angry, they walk into the room and the air is cool - cool air = angry.
- 3) Dom (house - Russian- DOME) - You are amazed that when you go to Moscow, all the houses have these domed roofs. house = dome (Dom)
- 4) Pollo (chicken - Italian - PO-lo) - In Italy they play a lot of polo. But they play differently. They ride chickens instead of horses when they play polo. chicken = polo (Pollo).
- 5) Medaber (to speak - Hebrew - MED-ah-bare) - You were walking in the woods when you "med" a bear who could speak. Medaber = speak.



- 6) Moglie (wife - Italian - mole-YEY) - wife, pet, cute fuzzy. She's a babe and you are happy that her pet is only a mole so you yell, "Yey". Mole + Yey = wife.
- 7) Lajar (movie screen - Indonesian- Li-ar) - You went to the movies and you saw a movie on the screen where the man in it was such a liar that you could stand it. The movie screen there was such a liar - movie screen = liar.
- 8) Stafilya (grape - Greek - sta-FIL-ya) - Eating grapes and they are just so tasty. No don't eat me. OK, I wasn't going to each you little grape. Would it be OK if I ju'stafilya? Grape = Just a feel ya (stafilya)
- 9) Loshad (horse - Russian - LAW shod) - Bringing the horse into Russia and you find there is a law that all horses must be shod. Law + shod = horse.
- 10) Kartoffel (potato - German - kar-TOF-el) - You are out shopping and you see a woman with a cart full of potatoes. You buy some and take them home only to find that they are awful. The potatoes you bought from the cart are awful - cart + awful = potato (feminine because you bought them from a woman).

### **Say something**

The biggest problem we Americans have is the fear of looking stupid. That is one of the most important barriers to overcome when you are learning a language. When you have the opportunity to speak with a person who is a native speaker or even someone who has learned the language, you need to use opportunities to speak with them in your target language. In fact, you will really learn a lot through speaking with people. You don't have to rely on chance meetings. You can actively look for someone to talk with to make this happen.

You have teachers at school and other resources available to you that you could use during the time before you leave. Exchange students are also good sources for this kind of practice since they are/were in the same position as you. There are also various ethnic restaurants in our communities where you can find people who speak your target language, or can refer you to people that do. The main point is to get practice by speaking. No matter how bad you feel you speak, you need this kind of practice to round out your learning and sharpen your language skills.

### **Write!!**

To your host families. To your teacher. To the current inbound. To yourself. Learn to put your thoughts on paper.

### **Know!!**

It is one thing to be able to come up with the words but to come up with them quickly and smoothly is another thing altogether. That is why all of you should be able to do yourself good by working at your target languages. Just because you are in your country doesn't mean you can't continue learning your host language. In fact, since you will be totally immersed in the language and you will be applying words to your daily living, you can make amazing progress while you are there. Remember you will never waste your time learning a language. But you can waste your year by not learning a language.

# NOTES



# Sample District Youth Exchange Abuse & Harassment Prevention Policy

*Your actual District Policy may vary slightly and should include a list of local Rotary and Emergency contacts. Your District's YEO will send you an electronic copy of their policy.*

## 1. Statement of Conduct for Working with Youth

District is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

## 2. Definitions

**Volunteer.** Any adult involved with Rotary Youth Exchange activities who has direct interactions, either supervised or unsupervised, with students. Volunteers include, among others: club and district Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who host students for activities or outings or who might drive students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

**Student.** Any individual who is participating in a Rotary Youth Exchange, regardless of whether he or she is of legal age of majority.

**Sexual abuse.** Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite

sex. This includes non-touching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

## APPENDIX A

### Abuse and Harassment Prevention Training Manual

**Sexual harassment.** Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom

their victims. Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

## 3. Incorporation of District Youth Exchange Program and Liability Insurance

Each district Youth Exchange program is required to incorporate or establish itself as a similar formal legal entity (Ltd., etc.). Consider including this information in your abuse and harassment prevention policy. For example: Rotary District Youth Exchange program is incorporated as Rotary District Youth Exchange Program, Incorporated, under the laws of the state/province/country of. In addition, each district program must carry adequate general liability insurance with coverage and limits appropriate for its geographic location.

## 4. Volunteer Selection and Screening

District will maintain in perpetuity all records of criminal background checks, waivers, and screening for adults working with minors.

*All volunteers* interested in participating in the District Youth Exchange program must meet the following requirements:

- Complete the Youth Volunteer Affidavit form and authorize the district to conduct a criminal background check (subject to local laws and practices).
- Undergo personal interviews.
- Provide a list of references for the district to check.
- Meet RI and district eligibility requirements for working with students. RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

- Understand and comply with RI and district guidelines for the Youth Exchange program.

*Host families* must meet the following selection and screening requirements, in addition to those listed above:

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
  - Commitment to the safety and security of students
  - Motivation for hosting a student consistent with Rotary ideals of international understanding and cultural exchange
  - Financial ability to provide adequate accommodations (room and board) for the student
  - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Host families must complete a written application.
- Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.

*Rotarian counselors* must meet the criteria for all volunteers, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.

*Additional recommendations:* Although not required, districts may wish to avoid selecting counselors who are close friends or relatives of other volunteers involved with a particular student (e.g., school principal who is also a club member, host family).

## 5. Student Selection and Screening

*All students* interested in participating in the District Youth Exchange program must meet these requirements

- Complete a written application and be interviewed to determine suitability for participation in the program.
- Attend and participate in all district orientation and training sessions.

*All parents or legal guardians of students* interested in participating in the District Youth Exchange program must be interviewed to determine the student's suitability for participation in the program.

## 6. Training

District will provide abuse and harassment prevention training to all Youth Exchange program participants.

District will conduct the training sessions.

Specifically, District will

- Adapt the *Abuse and Harassment Prevention Training Manual and Leader's Guide* to incorporate specific district guidelines, information on local customs and cultural issues, and legal requirements

- Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used
- Conduct specialized training sessions for the following Youth Exchange

program participants:

- District Governor
- District Youth Exchange committee members
- Club Youth Exchange committee members
- Rotarian counselors
- Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
- Host families
- Students (outbound and inbound)
- Parents and legal guardians of students
- Establish guidelines to ensure that all participants have received the requisite training
- Maintain records of participation to ensure compliance

*Additional recommendations:* Although not required, districts may wish to consider these recommendations:

- Have the district youth protection officer (if appointed) assume training responsibilities.
- Partner districts should share their training content with each other.

## 7. Allegation Reporting Guidelines

District is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Sexual Abuse and Harassment Allegation Reporting Guidelines.

## 8. Follow-through and Review Guidelines

District takes all allegations of abuse or harassment seriously and will ensure that each allegation is investigated thoroughly. The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

## 9. Other District Responsibilities

- Establish procedures for reporting, investigating, and handling noncriminal offenses or historical cases that law enforcement chooses not to investigate.
- Recommend that all inbound Youth Exchange students maintain insurance at the following levels:
  - Provide each student with a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
  - Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.
  - Provide a 24-hour emergency contact phone number to Youth Exchange students.
  - Follow RI guidelines for Youth Exchange Web sites.
  - Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.
  - Report all criminal allegations to RI within 72 hours.
  - Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.
  - Evaluate and review this policy and accompanying procedures regularly.

*Additional recommendations:* Although not required, districts may wish to do the following:

- Appoint a district review committee to evaluate and review files, policies, and allegations annually.
- Appoint a district youth protection officer.
- Require a monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist students as needed.
- Consider designating a mobile phone as a permanent district hotline. Assign a Rotarian in the district to be on-call for a given period and carry the phone 24 hours a day.

## 10. Club Compliance

District will monitor all participating clubs within the district and ensure that they comply with RI guidelines for abuse and harassment prevention.

All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- All materials produced in the club to promote and support the Youth Exchange program, including promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Club abuse and harassment prevention training program materials

Participating clubs must agree to carry out the following:

- Complete and return a signed compliance statement that the club is operating its program in accordance with District and RI policies.
- If not coordinated by the district, conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to, adult residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth. All volunteers must complete and sign the Youth Volunteer Affidavit.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District Youth Exchange program structure (so-called backdoor exchanges).
- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of at least three people — both males and females who are not related to each other and do not have close ties to the host families or club counselor — who can help the students with any issues or problems.
- Follow RI guidelines for Youth Exchange Web sites.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth Exchange students to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.