

Clubs participating in the Youth Exchange Program are required to have both a Youth Exchange Officer (YEO) and a Counsellor. Both roles are unique and separate. In order for a club to maintain its exchange certification, it is required to send at least one YEO or Counsellor to at least eight (8) hours of in-person training per year. Training sessions occur twice a year: *Inbound Orientation* (September) and *Outbound Orientation* (April/May).

The District highly recommends at least one club representative is sent to **both** training sessions.

Key Topics Covered

Inbound Orientation (September)	Outbound Orientation (April/May)
<ul style="list-style-type: none"> - Youth Protection (insurance, health, travel, abuse, harassment, etc) - Student Recruitment - interviews & selection - Host Club obligations - Problem Solving - Policy Development (suggestions for creation or improvement) 	<ul style="list-style-type: none"> - Student Recruitment & Program Marketing - Host Families - recruitment, vetting, obligations - Youth Protection (abuse, harassment, travel) - Welcoming Students - Document & Form Management/Tools - Problem Solving - Policy Changes/Improvements

Clubs are responsible for the transport of their student(s). Students must travel with their YEO or Counsellor at least once in the year. This is a great opportunity to get to know each other and develop a healthy rapport. Students should not be getting rides from other clubs unless clubs are travelling together as a whole.

This is an opportunity for YEOs/Counsellors to:

- Check in with their student / get to know them better / hear how they have improved their language;
 - can be used to provide a student update to the club from a YEO perspective
- Learn about their experiences through the year so far;
- Learn what could be better about the program and their experience with the club;
- Discuss behaviour or attitude concerns (if any);
- Talk about Rotary and how students can be involved with spring club activities;
- Talk about their return home / confirm that they will be leaving on or before 7 July; and
 - what are their plans after school ends and before they go home
- Talk about graduation activities (if applicable).

This is an opportunity for students to:

- Get to know their YEOs and Counsellors / become confident talking with adults (in a foreign language);
- Share their concerns and fears;
- Talk about their host families and experiences / provide important feedback;
- Express gratitude;
- Ask for advice; and
- Ask about Rotary and how they can be more involved.