

ROTARY DISTRICT 6000 YOUTH EXCHANGE

ACTION STEPS TO HOSTING AN INBOUND STUDENT

Note: Forms may be viewed at: <https://scrye.org/forms-and-downloads/>

All forms should be downloaded and saved to your computer before completion / submission.

A new Rotary District 6000 Youth Exchange website is now available, with information being added as quickly as possible. You may be directed to: <https://www.rye6000.org/> to find additional information in the future.

Contact the Inbound Coordinator with any questions by emailing: inbound@rye6000.org

CLUB & VOLUNTEER RESPONSIBILITIES

Your Club

- Establish your Youth Exchange Committee and designate your Youth Exchange Officer (YEO) and Local Coordinator/Counselor (LC). You should have one male and one female volunteer who are willing to take on the roles of either YEO or LC, depending on the gender of the student you will host.
- Complete the IB-1 form to certify Club Compliance – this is an annual requirement.
- Find it at: https://scrye.org/SCRYE_Forms/IB-1_Club_Compliance_Certification.pdf
- Your Club YEO *and* Club President will need to sign this form.
- Download the form, save local to your computer and rename as: IB1 Your Club Name.
 - o Complete electronically
 - o Email the form to inbound@rye6000.org

Your School

- Contact your local school administration to determine if they will accept a Rotary Youth Exchange student for the coming year. This may involve a simple request of the administration or approval by the school board.

Club Volunteer Certifications

- YEOs and LCs (and other RYE Volunteers who will have 1:1 contact with the student) must have an active V1 Form on file, which is valid for five years.
- Verify in the RYEDS database that your volunteers have a valid V1 on file and have them complete a new one if one is not on file or will be out of date.
 - o If a member of your committee will host, they must have a new V1.
 - o Hosts may not act as Local Coordinator/Counselor or Youth Exchange Officer for the student.
- Volunteers are responsible for entering their own V1s online in the database and a guide is available.
- If you do not yet have database access, submit a request for access on: www.rye6000.org.
- Upon completion of CBC and Reference checks, YEOs and LCs must also take the Department of State Local Coordinator Training test before the student will be allowed to apply for the visa. Check your certifications and renew if you are out of date / will be up soon.
 - o To gain access to the test, log in to the RYEDS database and:
 - Click Account > Your Credentials, Training & Certification
 - From here you can upload documentation, record attendance or take the online training
- The web address to log in to the RYEDS database is: <https://ryeds.org/>

HOST FAMILIES

Step 1: Secure Your First Host Family

- Recruit prospective host families from your community; ask your entire club to engage in this process.
- Provide prospective host families with our District hosting brochure and USA Exchange Visitor Program guide
 - o Find at: https://www.rye6000.org/files/ugd/9df88c_732d2e0ca9bf4683816926a14ea0f1ab.pdf
 - o Find at: https://scrye.org/SCRYE_Forms/HF-6_DOS_Regulations.pdf
- Determine if your club will have one, two or three host families for the student.
- Have the first host family complete the HF1 Host Family Application.
 - o Find it at: https://scrye.org/SCRYE_Forms/HF-1_Host_Family_Application.pdf
 - o Download the form, save local to your computer and rename as: HF1 Host Family Last Name
 - Complete electronically
 - Email the form to inbound@rye6000.org
- Host Parents and other adults 18+ in the host home (living there full time or visiting for extended periods of time during the time the student will be hosted) should also request access to the database so they may self-complete a V1 Volunteer Application securely online.
 - o Request access at:
- Determine if the host family has a preference for a male or female student and communicate this to the Inbound Coordinator at inbound@rye6000.org. RYE 6000 will make every effort to fulfill the gender request, however, it is not guaranteed and we will communicate with you if we are unable to secure a student of preferred gender.

Step 2: Schedule Your Home Interview & Inspection

- The Local Coordinator shall conduct a home inspection, interview the host family and take required photos.
- This may occur while the host family is undergoing the vetting process, however, the LC must have fully completed their own volunteer vetting (form, CBC and references complete) and taken the online DOS testing prior to completing the home inspection
- Use the HF2 Host Family In Home Interview Inspection as a guide for the visit.
 - o Find it at: https://scrye.org/SCRYE_Forms/HF-2_Host_Family_In-Home_Interview-Inspection.pdf
- When the HF2 visit is complete, log into the RYEDS database and upload the completed HF2 form or complete it electronically online AND add your required host family home photos as outlined in the HF2.
 - o To add the HF2 Form:
 - Navigate to Hosts > Add Family Forms > Select Family & PENDING or Student Name > Click New button next to HF2
 - o To add the HF2 Required Photos:
 - Navigate to Hosts > Add Family Photos > Select Family > Choose File to add photos as indicated in the database.
 - Photos must be added one at a time by selecting Choose File and then Submit. Up to 3 extra photos of laundry, additional family room or other relevant areas may be added and labeled.
- The HF2 Interview & Inspection must be completed before the HF4 Orientation and must be on a different day.

Step 3: Schedule Your Host Family Orientation

- The Local Coordinator shall conduct the host family orientation with all members of the host family present with assistance from the Youth Exchange Officer if desired.
- Use the HF4 Host Family Orientation form as a guide for the visit.
 - o Find it at: https://scrye.org/SCRYE_Forms/HF-4_Host_Family_Orientation.pdf
- The Inbound Coordinator will provide key required items to present to the host family.
- When the HF4 visit is complete, log into the RYEDS database and upload the completed HF4 form or complete it electronically online.
 - o To add the HF4 form:
 - Navigate to hosts > Add Family Forms > Select Family & PENDING or Student Name > Click New button next to HF4

GENERAL INFORMATION

- *Notify the Inbound Coordinator as each stage for Hosting Clubs and Host Families are completed.*
 - o Email inbound@rye6000.org
- YEOs and LCs must have access to a computer and be able to complete electronic documentation. These roles require the volunteer to log into a database, submit electronic reports, complete online reporting, upload and download forms and images and complete fillable PDFs. Due to mobile application limitations, it is not possible to fulfill the roles of these duties with only a smart phone or tablet.
- Inbound student applications are received by D6000, generally in February and through March.
- Inbound applications are reviewed by Inbound Coordinators and the District Chair to accept or decline.
- Students are assigned to Clubs by the Inbound Coordinators.
- Only vetted volunteers and host family may view the full student application packet.
- Inbound coordinators work with students to complete required documents upon acceptance to D6000 and students may only begin their visa application process once host family steps 1 and 2 are completed.

SUBMITTING FORMS

- IB1 forms and HF1 forms are the only forms that YEOs / LCs will submit to the Inbound Coordinator for entry. Both should be downloaded to a computer and saved, then completed as a fillable PDF as instructed above.
- All other forms will be self-completed by family members or the LC / YEO online, directly in the database.

TIMELINE

- Volunteer vetting and training should be completed no later than the end of February. This includes:
 - o V1 Volunteer form with CBC and Reference checks
 - o Followed by online DOS Local Coordinator training
- First host family initial vetting should be completed no later than the end of March. This includes:
 - o HF1 Host Family Application
 - o V1 Volunteer vetting for adults 18+ with CBC and Reference Checks
 - o HF2 Host Interview & Inspection
- Inbound students will be assigned to Clubs in April
 - o Volunteer and Host Family actions must be completed prior to student assignment
- HF4 Host Family Orientations should occur between April and July
- YEOs, LCs and first Host Family should hold the first Sunday after Labor Day open for a half day, in person training session. This generally occurs in Ankeny, Iowa between 10:00 am and 2:00 pm (plus travel time).
- YEOs, LCs and Host Family should hold the first Saturday and Sunday after January 1 for the student to attend a two day, overnight retreat. Host Families will transport the student to the event in Newton, Iowa on Saturday morning and the YEO and/or LC will pick the student up on Sunday morning. Plan to devote time from approximately 9:00 am to 12:00 pm for training (plus travel time) for Hosts on Saturday and YEO/LCs on Sunday.

If you have any questions, please contact us via email at inbound@rye6000.org or call:

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