

# Rotary



Rotary  
Youth  
Exchange  
Victoria



# Guidelines for Outbound Rotary Youth Exchange Students

**Rotary Youth Exchange Victoria is:  
Rotary International Districts 9780, 9790, 9800, 9810 & 9820**

Rotary Youth Exchange Victoria is a Student Exchange Organisation approved and quality assured in Victoria by the Victorian Registration and Qualifications Authority (VRQA)  
Students can contact the VRQA at; [vrqa.student.exchange@edumail.vic.gov.au](mailto:vrqa.student.exchange@edumail.vic.gov.au)

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## FOREWORD

To have the opportunity to study abroad is a life-changing experience. Rotary youth exchange provides this opportunity. Those who have this opportunity come back from their exchange more independent, more confident and more eager and able to take on any future challenge, academic, professional or personal.

They:

- Gain in self-confidence
- Gain independence and maturity
- Gain a global network of friends
- Gain a better appreciation of other cultures as well as their own
- Gain an understanding of their own personal strengths and weaknesses

Why?

- They chose to be removed from their comfort zone to be in a foreign environment
- They chose to be exposed to new traditions and social customs
- They chose to have to learn to speak the language of the host country

Studying abroad is full of many amazing experiences, from learning a new culture and language to making new friends from diverse ethnic and national backgrounds. Students choose to participate in exchange programs for the learning opportunities they provide. They then learn to analyse the things around them in a constructive manner and learn how to solve problems on their own.

While adding to a student's education is very important, students who participate in exchange programs also benefit on a personal level by having the opportunity to discover themselves in a place that is unfamiliar to them, living outside of their comfort zone. They develop self-awareness and self-esteem in a manner that cannot be duplicated. These students learn the ability to confront social challenges outside of their comfort zones and deal with problems head-on. Also, exchange students must learn to live in their host families' households, and this increases the value they gain from a new culture.

Students who participate learn skills that will stay with them for the rest of their lives. Once they have finished their education to seek employment, there is no doubt that employers will look favourably upon those who have travelled with such a program. The social changes that take place in exchange students are remarkable; they are often more flexible in any 'foreign' situation, whether this means taking a new job, embarking on a new course of study or speaking publicly in front of their peers.

Rotary youth exchange is the best of the best of Rotary's youth development programs. It can only be as successful and as valued as it is because of the personal commitment of the students, their families and all of those in Rotary who are facilitators of the program through being counsellors, host families, club supporters and members of the district youth exchange committee. In Rotary we have so many who contribute in these ways. To maintain and grow the program we need more of these people. In the past have you worried about being outside of your own comfort zone hosting a student? Have you thought that your age or family structure was some limiting factor?

It could be you, your extended family, your friends and work colleagues who will help us provide more opportunities for everyone who wants to be involved.

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## ACKNOWLEDGEMENTS

This document is a combination of information from the guidebooks of other Rotary district youth exchange programmes. We appreciate the hard work that has gone into producing these documents.

As always we welcome suggestions, criticisms (constructive) or any other comment from Rotary clubs, student counsellors, host families, exchange students and those who use this handbook. Such assistance will ensure that the strength and well-being of the Rotary exchange programme is constantly being reviewed for the betterment of its participants and supporters.

ROTARY INTERNATIONAL



Rotary is a worldwide community service organization of professional and business people who contribute to building better communities. There are currently more than 1.2 million Rotarians, across more than 34,300 Clubs in more than 200 countries worldwide. The Rotary Club of Melbourne was the first Australian Rotary Club chartered in 1921.

Rotary Youth Exchange Victoria consists of 5 of 21 Rotary Districts in Australia and the Australia-wide membership exceeds 32,000 spread over more than 1,100 Clubs.

## SERVICE ABOVE SELF

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

The development of acquaintance as an opportunity for service.

- High ethical standards in business and professions, the recognition of the worthiness of all useful occupations and the dignifying by each Rotarian of his occupation as an opportunity to serve society.
- The application of the ideal of service by every Rotarian to his personal, business and community life.
- The advancement of international understanding, goodwill and peace through a world fellowship of business and professional men and women united in the ideal of service.

These are expressed as the Five Avenues of Service - Club, Vocational, Community, International and Youth. Youth Exchange is a program of the Fifth Avenue of Service – Youth.

## 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. Most Rotary Clubs meet weekly. Some have a breakfast meeting while others have a lunch or dinner meeting.

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. 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 organisations, Rotary Clubs are lead by officers who are elected by the membership for one year terms, beginning on July 1, which is 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 appoint the Student Counsellors. These Counsellors serve as the primary liaison between the Rotary Club, the Exchange Student and the Host families.

## THE FOUR WAY TEST – *It is always good to consider the things we think, say, or do:*

Is it the **TRUTH**?

Is it **FAIR** to all concerned?

Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?

Will it be **BENEFICIAL** to all concerned?

## WHAT IS YOUTH EXCHANGE?

Rotary Youth Exchange is a country-to-country Exchange of high-school age young people. Students must be aged between 15 years and 17 ½ years, at the time of arrival in Australia, for a cultural and educational experience for both the student and those serving as hosts. The duration of the Exchange is typically 11.5 months with the students arriving around July.

Both prior to the exchange, during and afterwards there are distinct periods where challenges of different types occur. Guidebooks are provided to all of the parties involved to assist in making the exchange as successful and enjoyable as possible. Please use these as they are intended to be helpful to you.

## OBJECTIVES OF THE YOUTH EXCHANGE PROGRAM

- To further international goodwill and understanding by enabling students to study first-hand some of the accomplishments and differences of people in other lands.
- To enable students to advance their education by studying for a year in an entirely different environment and take courses and subjects not normally available to them in their own country.
- To broaden the students' outlook by learning to live with and meet people of different cultures and by coping with day-to-day living.
- To act as ambassadors for their own country and Rotary, by addressing Rotary Clubs, schools, community organisations and youth groups in their Host Country and by imparting as much knowledge as they can of their own country and its culture to the people they meet during their time abroad.
- To study and observe life and culture in their Host Country so that they can pass on the understanding and knowledge they have gained to Rotary Clubs and the wider community in their home country, upon their return
- To further child safety as a key goal Rotary is committed to a policy of zero tolerance of child abuse or harassment.

## THE ROLE OF THE ROTARY DISTRICT AND YOUTH EXCHANGE COMMITTEE

- Rotary Youth Exchange is an exchange of students between one Rotary Club and another in different countries.
- Conduct and administration of the Exchange Program is the responsibility of each participating Rotary District under the authority of the respective District Governor.
- All Rotary Districts participating in the Youth Exchange Program agree to comply with Rotary International guidelines. This responsibility is delegated in Rotary Districts to the District Youth Exchange Committee.
- To assure a complete understanding of the District's rules, regulations, and guidelines, the District Youth Exchange Committee provides a comprehensive orientation to our Inbound Students shortly after their arrival.
- The Youth Exchange Committee establishes and maintains communications with the Inbound Students both before their arrival and during their year here, and also with the Outbound Students we are sending overseas.

The District Youth Exchange Committee is a valuable resource for you and its members are familiar with the conduct of the Exchange Program both here and in the country where you will have your exchange. Feel welcome to contact any member of the Committee anytime you have a question or help with a problem.

## THE ROLE OF YOUR SPONSOR CLUB COUNSELLOR – in Australia

Your sponsor club counsellor serves as liaison between yourself, your family, your sponsor Rotary club and the District Youth Exchange Committee. The role of your counsellor is pivotal to the thorough preparation of yourself and, ultimately, your future success as a Rotary Youth Exchange Student.

- In the state of Victoria, it is now law that all volunteers who work with children should hold a 'Working with Children Check' card, an obligation under the Working with Children Act 2005. This includes all District Youth Exchange Committee members, your sponsor counsellor and the host families of Inbound Students.

## After you have been accepted into the Program

- As soon as you have been advised of your selection into the District Youth Exchange Program your counsellor will arrange to take you to your Rotary club to enable you to formally introduce yourself to club members and to thank the club for sponsoring you on the amazing journey that is about to unfold.
- You will have been provided with this Student Handbook. Please spend some time going through this handbook with your counsellor and ensure that you and your parents/guardians have a full understanding of your responsibilities.
- Your counsellor will assist you with all facets of your preparation, including a country and personal PowerPoint presentation that can be used by you in your host country.
- If possible make your country and personal PowerPoint presentation at school and to other service clubs or appropriate community groups in your area. Not only is this a great opportunity for you to refine your presentation and gain confidence it is a fantastic way to promote the Rotary Youth Exchange Program across the district.
- Your counsellor will book you into your sponsor club's program prior to your departure to make your country and personal PowerPoint presentation. At this time your sponsor club president may present you with your Youth Exchange blazer. Your parents/guardians will be invited to attend this meeting as well.

## Before you go on Exchange

- As soon as information becomes available regarding your host country, Rotary club and host families, make contact with them.
- Ensure you add your sponsor club counsellor to your 'group email' list so that he/she receives all the news from your host destination. It is vital that you maintain and document regular contact with your sponsor club counsellor.
- Your sponsor club counsellor will ensure you have a supply of Rotary club banners to take with you on Exchange. You will be able to present these to your host club president and to other clubs you may visit whilst on Exchange.
- Please remember your obligation to Rotary. You must forward a detailed report by the end of each month to your sponsor counsellor, your sending YEP Chairman and your sending country coordinator as well as reports required by your host YE district. Make a 'large' note in your diary to attend to this each month.

## Whilst you are on Exchange

- Keep in regular contact with your sponsor club counsellor.
- Report any problems, which are causing you concern as soon as possible to your sponsor club counsellor. If you feel something needs addressing and you haven't been able to resolve it in your host country, don't wait until the end of the month when you do your monthly report to report your concerns.
- Your counsellor will keep in contact with your family while you are on Exchange.

## When you return home from Exchange

- Confirm your flight arrival time with your counsellor and advise him/her of any changes to flight details as he/she is most likely intending to be at the airport to welcome you home.
- Upon your return home, your counsellor will arrange for you to be the guest speaker at your sponsor club where you will have the opportunity to share your experiences of your year abroad. Your family will be invited to attend this meeting. You may present, to the club president, any Rotary banners that you have received while on Exchange.
- Your counsellor will assist you to settle back into your home environment.
- Adjusting back into your home can be as difficult as when you first went away.
- Make sure you know the date of the District Debriefing Day. We will notify you and your parents as soon as the date has been confirmed. This is a compulsory event and you are expected to attend.

## Your Role as an Exchange Student in your Host Country

Above all else, you will be expected to be involved: involved in your new family, involved in your new school, involved in the community in which you now live, and involved in Rotary. To do this successfully you must do two things:

1. Learn to communicate in the language of your new country
2. Learn to adapt

Your host club counsellor will ensure your participation and assist you in adapting. Remember, the new culture is likely quite different, and learning to 'fit in' and get comfortable in your new country can be a challenge – we understand this!

### Learning the language of your new country

You will possibly arrive with little understanding of the language of your host country, and considerable effort will be needed on your part to understand and be understood.

- You must practice by engaging in real conversation.
- Reading, and writing the language is necessary to develop true proficiency.
- Some host families will label objects around the house, which can be a fun activity – perhaps encourage them to do so if they have not already.
- You can help yourself by asking questions that require more than "yes" or "no" answers, having patience when communications are not clear, and consciously speaking slowly and clearly, with frequent checks for understanding.
- Have a dictionary close at hand at all times.
- Think of other words, other phrases, complete sentences and non-truncated words to use so you are better understood.
- Do not 'pretend' to understand because you believe you are 'expected' to understand. You may be agreeing to something that you don't understand the consequences of. Ask for an explanation or translation.

### Learning to Adapt

Learning to adapt means being willing to try new things, do things differently, recognise the cultural basis for the environment you are used to, and accepting that cultural differences are neither 'better' or 'worse', simply 'different'. Do not criticise your host country and culture, also do not criticise Australia and our culture. The key word is 'different', not 'better' or 'worse'.

## THE ROLE OF YOUR HOST CLUB COUNSELLOR - in Your Host Country

- The role of your host Counsellor is very important and cannot be overstated. Your counsellor will help you to settle in quickly, help you feel at home, encourage you to participate fully in the life of the club and will form a good relationship and friendship with you.
- You should feel comfortable discussing any matter with your counsellor particularly in times of need and stress. Your counsellor should be your support person, being very aware that you are a young person alone in a strange country with no family support – your counsellor is there to help fill the gap!
- It is important to establish a good rapport as quickly as possible. Your counsellor is effectively your guardian, friend and confidante.
- In most countries counsellors will host you for the first week in their home, before you go to your first host family. This helps form the bond that is really essential between your counsellor and yourself. This arrangement is not always the case though, and you may go directly to your first host family.

## **It is important that your counsellor be:**

- A person who has a rapport with young people and is committed to your well-being and happiness, but who is also a person able to see that you abide by the Rotary rules;
- Not a member of one of your host families or close to a family to the degree that he/she would be unable to be impartial if a situation arises between you and your host family, where possible.
- Prepared to greet you on arrival and organise your settling in at school and setting up your bank accounts;
- Able to give the time and commitment to talk with you at least every second week and sees that you are involved with the host Rotary club;
- Prepared to take whatever steps are necessary to ensure you are protected and treated kindly and fairly; and be
- Prepared to see you obey the rules and are fulfilling your obligations as a family member, school member, and you are involved in Rotary activities.

## **First contact**

### **Your counsellor should:**

- Make contact with you by e-mail prior to your departure from Australia and provide some details about him/herself and family, as well as the club, the city or town and the immediate surroundings. If you haven't had contact from your counsellor and already have his/her contact details, you should instigate the first contact. Your Country Coordinator can assist you with this if you wish;
- Give appropriate information to assist in your final preparations before departure; and
- Confirm that you will be staying with your counsellor for the first week after your arrival before moving to your first host family.

## **Welcome**

### **Your counsellor should:**

- Be at the airport for your arrival and make you feel as welcome as possible;
- Ensure you give a quick call to your parents to advise of your safe arrival; and
- Be aware that you may feel strange and a little homesick and help you with this.

## **Bank Account, Passport and Air tickets**

### **Your counsellor should:**

- Help you set up your emergency money account requiring two signatures – those of your counsellor and yourself. When this is used during the year your parents must always top it up.
- Organise safekeeping of your passport and return airline tickets in a place where they will be safe but accessible if/when needed.
- You may need your passport if you travel to another country, especially on the Euro Tour in Europe. Ensure your counsellor is not away or un-contactable when you require your passport to travel.

## **School**

- The decision as to which school you attend will be made jointly by your counsellor and your host parents – this decision will have been made well before your arrival in your host country.
- The Rotary club or host families will incur no school fees. You will not be put into a private school unless school fees have been waived or your parents in your home country are willing to pay the fees.

- School related expenses vary from country to country. In many countries school students do not wear school uniforms. If they do in your host country, then most schools will assist wherever they can with the supply of second hand uniforms and books.
- You will most likely be responsible to pay any public transport costs to and from school.
- To get definitive answers on these and other questions see – 'Questions to ask your host family on the first night' – in this manual.

## At Rotary

- Your counsellor should inform you about your host Rotary District, host club and its objectives, and also the projects and fundraising activities in which the club is involved.
- You should be made aware of the structure of the Rotary club and the names of the office bearers. If this doesn't happen, ensure you ask to be made aware of them.
- Please also be aware that not all Rotary clubs conduct their meetings in the same way as does your sponsor club in Australia, and that some do not have the same level of interaction.
- You should have a close relationship with your counsellor, and should be taken to all Rotary meetings. Where some clubs are holding breakfast/lunchtime meetings, these meetings may be difficult for you to attend all the times.
- At every meeting you attend you should give a report to the club as to your activities during your week.
- Your counsellor should assist you to build a rapport with all Rotarians in the club and encourage Rotarians to invite you to their home for a meal/outing/weekend.
- Your Counsellor should ensure that you are receiving your monthly allowance of around AU\$120 – paid in local currency.

**\*\* Remember \*\***

**Always speak the absolute truth to your counsellors,  
 both sponsor club and host club.  
 You will need their trust and their guidance  
 throughout your year on Exchange.**

## THE ROLE OF YOUR HOST FAMILIES

Most host Rotary clubs will have three or four families planned for your stay. There are 3 reasons for this:

1. To give you an opportunity to experience several different family lifestyles;
  2. To give more than one family the opportunity to know you; and
  3. To spread the cost of supporting you.
- If you have developed a good bond, it is sometimes difficult to change host families.
  - Every family is different and one may be more 'comfortable' for you than others.
  - Try not to make comparisons and take time to get to know your second, third and fourth families.
  - Be respectful when you speak about your families to others. Gossip travels quickly and it is easy to cause hurt feelings.
  - Try to appreciate whatever your host families do for you.

The operative word here is family, and they are asked to help you become a part of their family during the period that you live with them. This means treating you as they would their own son or daughter, not as a guest, and exercising all the parental responsibilities and authorities they would for their own child.

## Your host family will:

- Establish a clear understanding of expectations soon after you arrive in their home.
- Discuss the First Night Questions with you, set out in this manual.

- Be prepared to help you recover from homesickness. Your homesickness can take many forms, from simply general sadness to wishing to stay in your room alone. It is perfectly normal that you will have bad days and experience homesickness. If host parents are sensitive to this, they will be able to reassure you that your reactions are perfectly normal.
- Encourage you to get involved. Rotary, school extracurricular activities, sports, community activities, church groups, and family activities may be new and unfamiliar to you, and will likely be very 'different' from those activities you were involved in back in Australia.
- Understand 'culture shock' and help you learn about their culture. Sometimes it is difficult for you to understand your host parent's feelings and for your host parents to understand yours as a result of differences between cultures.
- Monitor your school attendance. You must attend school at all times and maintain satisfactory class results. Host parents will treat you as they would their own child regarding school activities and if host parents have any problems what-so-ever with you not attending school/school activities, they will speak with you and/or your counsellor about it immediately.
- Monitor your schoolwork. Host parents should discuss your schoolwork with you, your teachers, and school officials if any academic or social problems are becoming apparent. Host parents are encouraged to attend parent-teacher interview sessions at your school.

## Host Families come in all shapes and sizes

Host families will represent the diversity of the culture of your host country.

They will be of varied economic, religious and racial backgrounds and no doubt include:

- Working parents
- Multi generational families
- Couples without children
- Couples with many children
- Singles and single parents
- Melded families
- Adoptive parents
- Empty-nesters
- Retired couples

Some will live in mansions, some on vast properties, some in cramped city apartments and some will have family pets that share the home.

However – whoever or whatever your host families are, they will treat you as part of their family and expect that you fit in with their lifestyle. If you accept each family for who and what they are and embrace their style of living, you will enjoy the time spent with them. If you complain and compare, you will be very miserable.

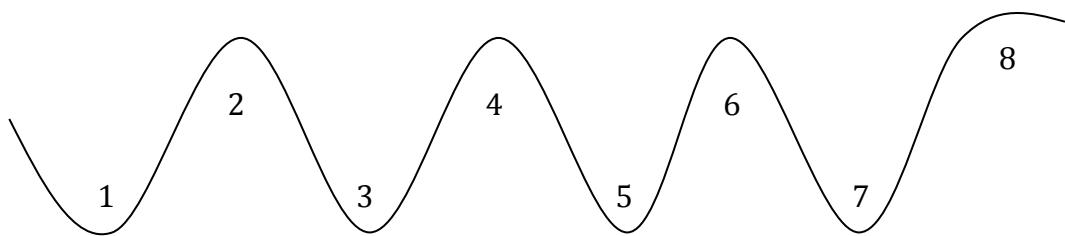
## If One of Your Host Parents Goes Away

If one host parent is going away from home for a period of time e.g. a weekend/business trip/holiday and you are of the opposite gender to the remaining host parent and there are no siblings living in the home at that time, you must request that your host parents (and/or your counsellor) arrange to accommodate you with another family for that duration.

## THE EXCHANGE CYCLE

All Exchange Students experience phases of elation, anxiety and depression. You may experience one or more of these phases. Various phases will then continue even after you return home. It is important that these be anticipated and calmly accepted and dealt with. The best method to resolve each occurrence is to keep your self-busy and remember that all Exchange Students before you, and who follow you, will experience similar circumstances.

Your Counsellor and your Host Families need to know when you experience these phases. They will be ready to help you work your way out of the down cycles. The time necessary to work through each phase is not predictable and will depend on the circumstances.



### **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  
Realise 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  
Reorientation*

## CULTURE SHOCK - Your lifestyle is about to change

What you experience on your Exchange in Australia will most likely be very different from life, back in your home country; it will also impact upon you when you return. In fact, for some, the experience may have a lasting impact.

Some of the differences you experience you will like, others you will find irritating, some may be unbearable, but all experiences challenge and prepare you to cope with 'life'. Always consider things to be different and don't be judgmental that something is better or worse than what you are used to – it is just different!

You may find differences in all or some of the following:

- School
- Language
- Sport
- Climate
- Food
- Lack of news of or about your home country
- Gender roles
- Dress and appearance
- Religion and religious observance
- I cannot make them understand me
- Social attitudes i.e. drugs, sex, nudity, contraception, smoking and alcohol.

# CULTURE SHOCK

## Honeymoon Stage

Think of the first stage of cultural shock as the honeymoon stage. This occurs in the first few days of you arriving in your host country.

### Symptoms of honeymoon stage:

- Excitement and euphoria
- General anticipation of everything that you are about to experience
- Everything and everyone you encounter is new and many times exciting
- You'll probably be eager to learn the language spoken in your host country

During the honeymoon stage you will be poised to take on the challenges of living abroad.

## Frustration Stage

After the honeymoon stage your initial excitement may wane. You also may start to feel frustration; this is the onset of the frustration stage. Frustration can occur for various reasons.

### Symptoms of the frustration stage:

- Some of your initial excitement dissipates
- Feelings of anxiety, anger and homesickness creep in
- Find somebody of trust to talk to about your frustration
- You might reject your new environment and begin to have a lack of interest in your new surroundings
- You'll become frustrated with trying to speak a foreign language

### How to handle the frustration stage

- Don't blame the host country or its people for your feelings. Your anxiety and frustration happens to millions of people who study, work or travel abroad.
- Remember, you're in a new environment and getting accustomed takes time. How you handle this frustration that determines how you to grow from your experience abroad.
- Don't be negative; you'll only prolong the feelings of frustration.
- Stay positive. Think about the experience you're having living abroad and learning about new people, food, and culture.
- Try keeping a journal chronicling your experiences.

## Understanding Stage

The understanding stage arrives when you develop a more balanced view of your experience abroad.

### Characteristics of the understanding stage

- You become more familiar with the culture, people, food and language of your host country
- You will have made friends
- You become less homesick
- You'll be more comfortable with speaking and listening to the language spoken in your host country
- You become more comfortable and relaxed in your new environment
- You better handle the situations you previously found frustrating

## Acclimation Stage

During the acclimation stage you will begin to feel like you really belong in your new environment.

### Characteristics of the acclimation stage

- You'll be able to compare the good and bad of your host country with the good and bad of your home country
- You feel less like a foreigner and more like your host country is your second home
- You laugh about things that frustrated you at earlier stages of cultural shock
- Once you reach the acclimation, you'll have the satisfaction of knowing that you can live successfully in two cultures; this is a huge milestone.

## COPING WITH HOMESICKNESS AND STRESS

Many of our Exchange Students may come from a small country town and will be hosted in a large city just as often as those from large centres of population will be hosted in smaller centres. No matter what the size of your host community, things will be different the moment you arrive.

It is strange to arrive in a foreign airport and not know what you are looking for upon arrival. But you can be assured that upon reaching your final destination there will be people to meet you who are genuinely very pleased you have arrived safely and are now amongst them.

Very few students avoid homesickness. It may appear as soon as one week after your arrival or several weeks after the settling in period has passed.

You may:

- Miss little things from home, which you had normally taken for granted;
- Be continuously hearing and seeing a strange language;
- Be frustrated by an inability to communicate;
- Be overpowered by the 'culture shock'.

No matter who you are, you will all experience homesickness at some stage during the Exchange but it will be different for all. Each individual will have his or her own way of coping with homesickness when it occurs. Don't 'bottle it up', to do so will lead to stress?

Some ideas about dealing with homesickness

- Recognise the symptoms:
- Feeling miserable,
- Irritability over little things that wouldn't normally annoy you,
- Always thinking, and saying, things were done better at home,
- Feeling insular: the security of familiar surrounds,
- Physical discomfort.
- Talk and share the problem with your host counsellor and host family;
- Keep active and busy;
- Stress and homesickness are related, for stress can occur as a result of not being able to cope with the feeling of homesickness that may overcome you. Stress can begin the moment you are selected to go on the Exchange. You may begin to feel it between now and your departure.

One of the aims of our orientation camps is to prepare you for the Exchange so that you will feel confident in handling your new environment in order that you get the most out of the Exchange free of worry and anxiety.

**Dealing with stress begins NOW.**

At the orientation camps:

- Introduce yourself to Rotarians and parents who are also attending the weekend;
- Sit with different people at meal times;
- Break away from your comfort zone.

These are some of the things you will have to do whilst on Exchange. You will have to be proactive in your new environment. Take the initiative to speak to people – don't sit back and wait for them to speak to you.

**Who else may feel stress and how can you help them deal with it?**

**Your Parents**

- Keep them informed;
- Solve small problems yourself – it may surprise them;
- Discuss bigger issues, which may arise;
- Know your 'code' word with your parents;
- Don't forget parents/family birthdays and special occasions at home;
- Occasionally send photo's home.

## **Host Parents**

- Become part of their family;
- Ask their advice and seek their guidance;
- Keep them informed;
- Discuss problems with them;
- Build a rapport with your family (including host brothers and sisters);
- Share the household chores;
- Respect family rules at all times;
- Take an interest in what they tell you.

## **Host Brothers and Sisters**

- Get to know their friends;
- Spend time with them;
- Involve them in your activities if possible;
- Remember their birthdays;
- Be interested in what they do.

## **Sponsor District and Club (in Australia)**

- Send reports regularly – official and unofficial;
- Stay in contact with your counsellor;
- Send your report (part a and part b) by the end of each month to your country coordinator.

## **Host Club**

- Attend meetings as often as possible;
- Make your presentation to the club as soon as possible;
- Involve yourself in their activities;
- Talk to your host counsellor;
- Introduce yourself to members –some clubs may be significantly larger than your sponsor Club.

We understand at times whilst you are on Exchange that you may feel sad, lonely, homesick or unhappy about a situation. Your host counsellor, host family, host Rotary club and host district will do everything they can to help you get through any difficult times you have.

Remember – when you have a problem - what everyone will notice is not so much what the problem is, but how you respond to it and how you deal with it.

## **Visitors from Home**

- Visitors from Australia should be discouraged. You will want to experience the host country without the added worry of entertaining family and friends from home.
- Not only may it be an inconvenience and an added expense for hosts, but also it can be very disruptive for you.
- Visits within the first 9 months are not allowed. If your parents insist on visiting, you must obtain permission from your host club and host district and the visit is to be at a time that suits your host family and club.
- They should not visit you during special holiday times such as Christmas or your birthday, and must not expect you or your host parents to act as tour guides nor should they expect to take you on holidays with them.

Remember – Your parents must not disrupt your school, Rotary or host family commitments.

## **GENERAL SUPPORT STRUCTURE**

### **WHEN AN ISSUE ARISES FROM SCHOOL**

#### **Host Parents**

- Should be made aware of the issue by the student or the school.
- They then should attempt to resolve the issue.
- If unable to resolve, then contact the Student's Counsellor.

#### **Counsellor**

- Should attempt to resolve the issue.
- If unable to resolve, then contact the Country Coordinator and Host Club President.

#### **Country Coordinator and Host Club President**

- If still unable to resolve the issue, contact District Youth Exchange Chairman.

#### **District Youth Exchange Chairman**

- Chairman works with the Club president and consults with District Governor if unable to resolve.

### **WHEN AN ISSUE ARISES WITHIN HOST FAMILY HOME**

#### **Host Family/Student**

- Need to openly and calmly discuss any issues, which may be upsetting the family unit.
- If unable to resolve quickly, speak with the Counsellor.
- Counsellor may suggest other Rotarians take student for a 'break'.

#### **Counsellor**

- If still not resolved deal with the problem immediately – do not let it go on.
- Country Coordinator and Host Club President are to be notified.

#### **Country Coordinator and Host Club President**

- If still unable to resolve, contact District Youth Exchange Chairman.

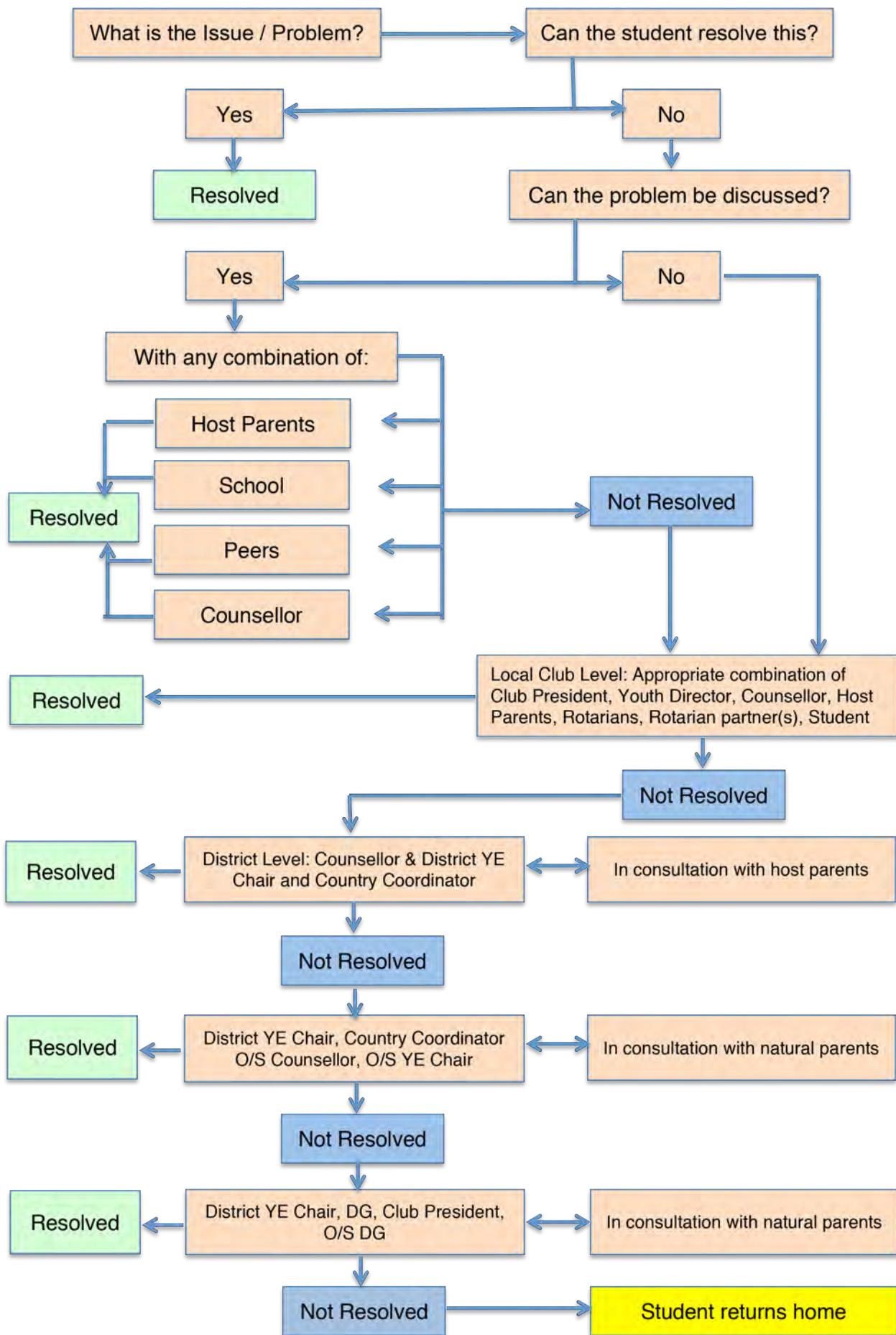
#### **District Youth Exchange Chairman**

- Chairman consults with District Governor if unable to resolve.

During the entire resolution process, counterparts in the student's home country are often informed of the situation. The District Youth Exchange Committee works very hard to ensure fair and proper resolution.

As a last resort, students may be sent home at the direction of the District Governor.

## ISSUES AND PROBLEM RESOLUTION PROCEDURES



## SOME VERY IMPORTANT CONSIDERATIONS - To Keep Everyone Happy

Wherever you are in the world of Rotary Youth Exchange these are always the same

- Don't spend until 3 or 4 in the morning talking to your family and mates back home on Skype or Facebook, and then get up in the morning tired and grumpy and take it out on your host family.
- If you're being asked to keep your room tidy, do it. Don't get on the wrong side of your host mum by having to be asked continuously to tidy your room or the bathroom.
- Get up with a smile in the mornings and say "good morning" to everyone - don't walk around with a face four miles long.
- Don't stay in bed until 1:00 pm every weekend or holidays - how do you expect to be taken on an outing or see anything if you've missed half the day already.
- If someone is talking to you, look interested not bored. If you make it a point of looking bored, people may think you're not interested and won't bother talking to you again.
- Always say please: if you need something or to go anywhere.
- Always say thank you: for everything whether it's something given to you or a service - like someone taking you somewhere to meet friends or even dropping you off at school, a polite thank you goes a long way.
- Don't tell people that the places you have been taken to, or school, etc. aren't as good as they are at home otherwise people may not bother to invite you to other places or events in the future, and you may miss out on some fantastic experiences.
- **REMEMBER WHERE YOU ARE, IS NOT BETTER OR WORSE BUT JUST DIFFERENT.**

## Creating Positive Perceptions - One of the major challenges of youth exchange

As an exchange student you will be "judged" on the perceptions that people have of you.

Judgments are not necessarily made on facts. Your behavior always needs to create POSITIVE PERCEPTIONS. If you put yourself into situations that are difficult to handle, people will dig deep into their store of perceptions and compile a list of your misgivings and behaviors that will be very hard to refute. Over the years, some students have not "done the right thing" by their host families or host clubs and then the following points have been used as additional reasons why a student should be sent home.

- Using very poor judgment with regard to time that they come home from parties etc.
- Poor school attendance record
- Not co-operating and helping around the house (including NOT keeping your room clean)
- Not being able to handle problems
- Mixing with the wrong people and then being "labeled"
- Not accepting discipline
- Did not respect the authority of Rotary, the school and host families.
- Not looking happy – no Rotary smile
- Not taking up invitations graciously
- Going out without permission
- Not prepared to eat the food prepared, having NOT listed any allergies or dislikes on your application
- Not participating in extra-curricular activities at school
- No intention to make sincere friends in the new culture
- Put the host families, the school, the club counselor and the Youth Exchange Committee off side.
- Not taking up traditional activities and not attending social functions
- No effort to enjoy the different way of life.
- Having a member of the opposite sex in the host parent's home without informing them or asking permission

You have known from day ONE that next year will be challenging. This information is provided to you to enable you to consider your behavior and to focus on what you wish to achieve from a year away on exchange. A key element is to establish TRUST. Most importantly, you will need to recognise that you must re-establish TRUST with each new host family.

## YOUR EDUCATION WHILST ON EXCHANGE

- It is a condition of participation in the Youth Exchange Program that you attend school for the year of your Exchange;
- It is not intended, nor is it permitted, for you to work or attend a post secondary school or institution;
- Your school enrolment should have been arranged by your host counsellor at a suitable nearby school;
- The selection of individual subjects is a joint matter between yourself, your host counsellor and the school at which you will be enrolled;
- Should any special educational needs be required, these should be made known to the host club well in advance of your arrival. Your parents will be required to meet any costs incurred in these special requests;
- Confirm with your host club any matters such as cost of textbooks and school excursions. Depending on the host country and host club, parents may have to contribute in part or in full to the costs incurred in these matters;
- Choose your subjects carefully as some may assist you on your return;
- Once you are settled into your new school you could be asked to give lessons on Australia and, perhaps, run some English classes. Be prepared;
- See 'A Short History of Australia' and other articles –in this manual that will help you increase your knowledge of Australia
- Be part of your new school as a whole. Join in and participate;
- If you encounter any sort of problem whilst away, talk to your host counsellor or a school staff member. Most, if not all, schools will have a staff member who will be your form/home or pastoral care tutor.

Remember – Youth Exchange is an educational as well as a cultural experience.

## YOUR SAFETY WHILST ON EXCHANGE

Risk is inherent in virtually all aspects of society and a Youth Exchange program may, by its nature, have more inherent risks than Youth Programs 'closer to home'. Rotary's goal of developing world citizens by exposing you to other cultures brings with it some risk. But ever since its earliest days, programs for youth have been a central focus of Rotary.

- You are of an age where you are vulnerable. Differences in culture, language, education and judicial systems and the fact you are so far from home, all contribute to your vulnerability. Our role as Rotarians is to protect and guide you and to safeguard your welfare to the best of our ability.
- As an Exchange Student, you need to recognise abuse when it occurs. Indeed, all involved in Youth Exchange have to be able to do that. Accordingly, your best protection, if you as Exchange Students need it, is your sponsor club and/or host club counsellor. They are there to look after your wellbeing during the period of the Exchange. They will be your mentor, friend and confidante – somebody to turn to for advice, guidance, help and counsel. While you are in your host country you must feel confident enough to talk through problems and issues with your host club counsellor or another member of your host club.
- Rotary takes the issue of duty of care very seriously. We will take all reasonable steps to ensure the risk of harm is removed and that you feel safe and confident when in our care. As Rotarians we rely on the cooperation of our fellow Rotarians in the countries we Exchange with, and trust they will also take all such reasonable steps. The RI Code of Conduct binds us all. Perfection and the total removal of all elements of harm are not, and cannot, be expected but all will be done within our power to reduce and eliminate the risks. As Rotarians we should be applying the highest of professional, ethical and moral standards in all our dealings.

Accordingly, we seek to achieve our policy through:

- Educating you about safety issues and measures through appropriate training sessions to assist with prevention and elimination of possible dangers;
- Advising you on how to deal with and disclose abuse;

- Educating Rotarians and other participants in Youth Exchange through appropriate training sessions to assist in the prevention and elimination of possible dangers;
- Encouraging a spirit of community and cooperation to promote awareness of the issue of harassment and abuse;
- Making clear to all Rotarians, potential Rotarians and other volunteers the standards and codes of behaviour which are required to uphold these standards;
- Publicising Rotary International's standing as an organisation with an attitude of zero tolerance towards harassment and abuse;
- Appropriate screening of all those involved in Youth Exchange activities;
- Fulfilling all requirements as laid down by government and other regulatory bodies including Rotary International;
- Implementation of appropriate reporting procedures upon disclosure of abuse;
- District has adopted a very extensive Student Protection Policy written at the Australian Rotary Youth Exchange Program Chairs' Conference in 2005. Likewise, Rotary International has adopted a set of guidelines as a part of their Rotary Code of Policies to be followed by all Clubs and Districts, worldwide, engaged in Youth Exchange.
- Rotary has a Zero Tolerance Policy to abuse and harassment, which means that we consider even one incident of abuse or harassment to be unacceptable, and we commit to treating every incident as a serious matter.

### **Remember – If it doesn't feel right, it isn't right.**

For further details see section in these guidelines on the Code of Conduct for Working with Youth and the Charter for Child Protection.

## **COMMUNICATING AND REPORTING - Keeping in Touch**

Once your year of Exchange has commenced there will be many people interested in knowing and hearing about your experiences whilst away and the progress of the Exchange – both the good and the bad! They include your family, your sponsor club, your counsellor, the members of the District Youth Exchange Committee and your friends back home.

Of course, in the ever-changing world of communication, it's now so easy through the Internet and e-mail. It's important to keep open the lines of communication with your home, community and especially your friends, as it will help you 'settle back in' when you return from your Exchange.

### **The importance of communication**

We cannot emphasize enough the importance of your monthly report. It is in this report that you will tell us of any concerns that you may have. Please also tell us about any concerns that you may have had but have been resolved and you are now comfortable and happy with the outcome.

### **Your Monthly Report**

During your Exchange, you will be required to complete a report, each and every month. The report is a Monthly Report Form sent to your Country Coordinator before the end of each month.

- The Monthly Report Form requires specific details to be included as well as your experiences, challenges and successes that you have encountered during the month and to inform us of anything that you feel is important for us to know.
- It is a mandatory requirement of your Exchange that this report be completed and forwarded to YEP Chairman and your Country Coordinator before the end of each month, commencing January in the year of Exchange. In addition you must also send a monthly report to your sponsor Rotary Club and sponsor club counsellor.
- If a serious issue arises that you need to tell us about, don't wait until the end of the month when you send your monthly report. If you have not been able to resolve the issue with your host club

counsellor, host family or Rotary club then you must make immediate contact with your country coordinator, your sponsor club counsellor or the YEP Chairman and we will respond and act immediately.

- Remember – Make diary entries now to ensure you don't forget each month

## Computer and Internet

The use of the computer at your host family's home or at school is a privilege during your Exchange year.

- Discuss with your host family and/or teacher what the guidelines are for using the computer and what the guidelines are for using the Internet.
- For some families and schools, they are charged for the time spent on the internet so be sure you understand any time limit.
- It is most important that you check your emails regularly as your country coordinators will use email communication to keep you informed.

## Email addresses

- Today many people have email addresses that are quirky and fun. These are fine to use amongst your friends and peers but when it comes to being an ambassador for Rotary, your country and your community then your email address should reflect an appropriate and professional image.
- With that in mind, if there is any doubt about the appropriateness of your present address i.e. [littlemissshugsgalore@bigpond.com](mailto:littlemissshugsgalore@bigpond.com) then we will be insisting that you set up a new address that is more suitable for a Rotary Exchange Student.
- When setting up an email account, it is most helpful to include your name in the address as it makes it easier for people to identify you immediately.

## A word of caution about blogging

Blogs are popular these days and they are a convenient way to communicate without leaving anyone out.

- You need to remember that the Internet is also a convenient way for perpetrators to find you. It is an international advertisement that can help anyone find out what your name is, what you look like and where you live.
- When/if you use a weblog, take precautions by using a reputable provider, use all available security features, and avoid posting personal details.
- Even with all of these precautions, you are never 100% secure from hackers.

## Facebook and MySpace

You should think very seriously about what you post on MySpace or Facebook, because the consequences could be dire.

- Anyone 'in the know' can view these social networking sites and see your profile and things you have posted.
- What seems an innocent form of 'having fun' and 'keeping in touch' with friends could become a tool used against you.
- Don't be afraid to join Facebook or MySpace, but don't put anything on the Web that you wouldn't want someone to find.
- Remember that you are an ambassador for Australia and for Rotary and it could be a Rotarian from your sponsor or host club, your counsellor or a host family member who finds those inappropriate photos or reads some of your posts about a reckless adventure.
- All we are trying to do is to convince you to be sensible about the use of these tools.

## Letters from Abroad

Halfway through your Exchange year we produce a publication called 'Letters from Abroad'

- This publication requires you to contribute an article of about 400 words on such things as your experiences, triumphs, new school and family life. Please send text in a Word document.
- Some good quality digital photographs (2-4) should accompany the article and be sent by e-mail - JPEG format. Please send the images as attachments and do not embed them in your word document. You should, of course, be clearly in the photograph and the photograph should be taken in your country of Exchange. i.e. if you are on Exchange in France, then what better than a photograph under the Eiffel Tower?
- 'Letters from Abroad' will be produced around the middle of your Exchange year.
- Please email your article to the nominated person by the middle of October of the year of your exchange.
- Please don't be the only student that the editor has to chase for your report. You will be holding up the production of this publication.
- 'Letters from Abroad' will be distributed far and wide – including being put onto the district web site and distributed to all clubs in the district as well as to your parents. It will also be used as a promotional tool for the Rotary Youth Exchange Program, so please ensure your article tells of your experiences in as many aspects of your Exchange as possible.

## GIFTS

The best gift you can take costs nothing and is easy to pack: a smile coupled with politeness, courtesy, manners and respect.

- Why take gifts?
- Who should you take gifts for?

That said, there are a number of considerations to be borne in mind when considering what gifts to take:

- Weight, cost and packaging;
- There is no way of telling how many gifts you will need;
- The choice available is vast;
- Consider excess luggage: forwarding early to your first host family or club counsellor;
- Consider having something small for an immediate gift on arrival for your first host family and host club president;
- If you are the first representative of your sponsor Rotary club to your host Rotary club you should have a club banner ready to present at the conclusion of your address to them.
- Take a few banners from your club and/or district.

## Sources of gifts

- Make your own e.g. laminate stamps, or gum leaves;
- Buy 'Australiana' ribbon from craft stores and make ribbon pins;
- Stick pins depicting Australia are a great collector's item;
- Purchase 'Australiana' gifts from souvenir shops;
- Cheaper alternatives include \$2 shops or markets (e.g. the Victoria Market in Melbourne – if you show your Youth Exchange card you may get a further discount);
- Download images of Australia from "Google image" or elsewhere and laminate.

## Australian Promotional Kits

Under a Federal Government program, certain organisations, including Rotary Youth Exchange Students, may obtain a kit that includes a series of books and pamphlets about Australia, Australian symbols, flags and parliament. The kit may also include an Australian National Flag. The kits are free of charge and can be obtained from a Senator or local Federal Member of Parliament. These make great gifts as well as being a source of information for your self.

## Rotary Youth Exchange Blazers

Today, many Rotary Exchange Students can be recognised by their Rotary Youth Exchange blazer.

- The colour of the blazer usually depends on which country or region the Exchange Student is from but they can vary from navy blue, pale blue, maroon or dark green. In District 9800 our blazers are dark green.
- A Rotary tradition is that students cover their blazers in pins and patches they have traded with other students or bought in places they have visited as evidence of their Exchange.
- It is popular for the students to take a collection of pins and trade them with other students.
- All Rotary Youth Exchange Students get a Rotary Blazer. It starts out without any pins but when you get back home after a year it will likely be full of pins and weigh many kilograms!
- During the preparation camp you will be measured for your blazer, which will then be available for you at the presentation function.
- Wear your blazer with pride, at departure, arrival and all formal Rotary occasions.

## Business Cards

You will be supplied with 250 personalised 'business' cards, which you will take with you on Exchange and share amongst other Exchange Students, Rotarians and colleagues.

- Head and shoulder shot photographs will be taken and contact information confirmed by the Youth Exchange Committee.
- Proofs will be sent to you for signing off prior to the final print run. It is important to thoroughly check all your details prior to printing.
- The cards will be available at the December presentation.

## WHAT DOES YOUR EXCHANGE COST?

Actual costs vary depending on the country of Exchange and your personal budget.

- A 'global fee' is payable by you/your parents to the District Committee which covers the formal parts of your Exchange including travel, insurance, your attendance at training days, blazer, business cards and assistance in obtaining visas.
- The 'global fee' and the payment time-line will be discussed with your parents at the July camp.
- You will receive a monthly allowance from your host Rotary club of approximately \$120, but your family should be prepared for additional day-to- day living expenses.
- You/your parents are also required to pay for Rotary organised tours in the host country (voluntary but most Exchange Students undertake them), and some schooling expenses (as determined by the host club) as well as language camps/classes in your host country.
- Your parents are also responsible for providing an emergency fund of approximately \$500 which is set by the host district but which is redeemable at the end of your Exchange.

## Managing Your Money

### Overseas Bank Accounts

- You should maintain a bank account in your host country. The type of account used depends on the advice received from your club counsellor;
- Upon arrival, your club counsellor will assist you in opening your account;
- The host club will provide you with a monthly allowance; many clubs will deposit this directly into your account;
- Verify with your counsellor when you will receive your allowance i.e. 1st meeting of month;
- If you do not receive your allowance speak to your counsellor;
- You are required to have an 'emergency account' opened in your host country for just that purpose;
- This should be kept at a level, as set by the host district, but generally around AU\$500, and should be kept at that level by your parents topping it up if the funds are accessed to meet any emergencies;
- It is not meant to be another source of funds for you to access on a day-to- day basis and to this end

- the ‘emergency account’ should have your host club counsellor as a co-signatory to operate the account;
- This account will be closed off and the money given back to you before you return home;
- Don’t forget to have enough money on arrival to set up your emergency fund.

Prior to departure you and your parents need to come to an agreement about money:

- Your parents may decide that you must live on the monthly allowance, or
- Your parents may agree to put in an extra amount per month, if required.
- Never borrow money – If you have financial problems, speak with your counsellor who will assist you to budget appropriately.

Remember – you and/or your parents are expected to pay for any extra tours i.e. Euro, Amazon – these are not compulsory but highly recommended.

## Transferring funds overseas

- In addition to the option of Internet banking, your parents may deposit money into your Australian bank account or make a payment into a Visa account. Funds can then be withdrawn in your host country by yourself using your debit or credit card;
- Please note that if you are under 16 years of age you cannot have access to a credit card.

## Rotary Allowance

- Allowances paid by host clubs will be around AU\$120 per month, paid in local currency;
- Don’t be afraid to politely ask your club counsellor for your pocket money or allowance;
- Find out from them how it is to be paid;
- Although it is a monthly allowance some host clubs may pay it fortnightly;
- In some clubs the payment may be made directly to you at a meeting, whilst in others it could be deposited into your bank account.
- When you go out with your host family, usually the host family pays as you are treated like any other member of their family.
- This is not always the case though and may even vary from one host family to the next;
- It is considered good manners for you to offer to pay, albeit occasionally;
- When going out with friends or on your own, you pay for yourself;
- Sometimes the host Rotary club or individual Rotarians will subsidise your expenses, but this is the exception, not the rule.

## Rotary Tours

- The Rotary tours are not compulsory, but highly recommended.
- The Rotary Tour is the second largest single payment requirement for your year away on Exchange;
- Although not compulsory, it is a great opportunity for you and other Exchange Students to get together on an organised tour. It may be a Euro, West Coast USA, Amazon, or other, depending on your country of Exchange.
- Yourself or your parents pay this for.

## Other money matters you should know about

- Parents should have the authority and access to operate on your everyday bank account;
- Photocopy your documents, including your bank details and insurance, and keep them in a safe place but where your parents and host family know about in case they have to access them in an emergency;
- Don’t buy things you don’t really need;
- The hidden cost of Exchange is POSTAGE, both ways. One student’s comment: “When postage costs were more than the cost of the contents, I realised how expensive it was”.
- Think about how you’re going to make and pay for telephone calls home. Reverse charge may be the best option as in some countries, such as Brazil, overseas phone call costs are horrendous. It is usually cheaper to ring from Australia, so you might want to make a very quick call home and then your parents and others can call you back using a Phone Card;
- Discuss money matters with your parents before you go to avoid awkward requests for extra funds;

- Stop buying clothes, CDs and going out too often NOW. You will be thankful for every cent you saved and curse every cent you spent.
- You should practice budgeting, looking after your own finances and living within your means – NEVER BORROW MONEY.

**\*\* Remember \*\***

To allow you to go on Exchange, your family has made a significant financial commitment.  
Do not pressure them for too much money whilst you are away. You can never have enough money.  
Live within your means – learn to budget and stick with it.

**Practice budgeting now!**

## **HEALTH AND MEDICAL ISSUES**

### **Air Travel and Your Health**

Due to the altered atmosphere in the aircraft cabin, you are more likely to suffer from dehydration. This increases the risk of you suffering from jet lag and Deep Vein Thrombosis.

Jet lag is a condition where a combination of factors will contribute to your feeling unwell after arrival at your destination.

- It is often worse after long periods of travel and crossing a number of time-zones;
- To reduce its impact, it is a good idea to change your watch to the time of your destination. Then try to time your meals and sleep to coincide with the new time-zone;
- Remember to avoid dehydration by drinking lots of water.
- Deep Vein Thrombosis, or DVT, is a condition where a blood clot forms in the deep veins, usually in the calves.
- It is characterised by a pain, usually in the back of the calf, leg swelling and redness. If a clot should break off it can travel to the lungs causing shortness of breath, cough or chest pain;
- This is a serious condition and potentially fatal, regardless of age;
- Should you experience any of these symptoms, even days after travel, seek medical attention immediately;
- This condition is more likely if you have poor blood flow in the deep veins.
- Blood flow is enhanced by adequate hydration and movement;
- Details of suggested exercises are provided in the in-flight magazines and by a video program to help improve blood flow and should be performed regularly;
- Getting out of your seat and moving around the cabin is useful too;
- When safety measures and instructions are being demonstrated on the aircraft – LISTEN!

Remember – It is important to be comfortable while travelling, so wear loose, comfortable clothing and pack a change of underwear and a toilet bag with toothbrush and face towel.

### **Disease Prevention**

- Certain countries have high risks associated with some diseases/illnesses e.g. Malaria. Check with your doctor for detailed specific advice on these matters.
- Most countries are free of rabies, but others are not:
- Be careful around dogs, cats and monkeys in those countries where rabies is still a problem;
- Do not allow animals to lick you and if bitten seek prompt medical attention.
- Eating uncooked meat and seafood can cause some illness and disease;
- Raw, pickled and spicy foods may cause discomfort;
- Before your departure, ensure all your immunisations are up to date including hepatitis and tetanus and that they are valid for one year;
- Do not hide any continuing or severe illness especially abdominal pain:
- Advise your host parents of any health problems or issues as they arise.

## Periods

Girls travelling overseas – you may experience a change in your menstrual cycle. Stress and weight change can alter the timing of your periods. This is a common occurrence and although it can be inconvenient, should not cause concern.

## Health Insurance

- At any moment from your departure until your return to Australia you are as likely to suffer illness or incur injury as if you were at home;
- It is a requirement to have comprehensive insurance, which is compliant with Rotary International and valid medical and hospital insurance for your host country;
- You are fully covered by insurance for health, medical and hospitalisation from your time of departure until your return;
- You do not need to take out any extra insurance.

## Pre-existing Conditions

- If you have a significant medical problem or condition before you depart, a letter from your doctor will be helpful – especially if medication is required;
- Take a supply of medications you may need: They should be sealed and accompanied by a copy of the prescription and a letter from your doctor indicating the need.
- Do not rely on your host country to have the exact same medication.
- If you wear glasses or contact lenses, it is a good idea to take a copy of the optical prescription with you in case they are lost or broken whilst on Exchange:
- You may even take an old pair of glasses to help whilst a new pair is made;
- Likewise if you wear contact lenses.

## INSURANCE

Rotary Youth Exchange Australia has arranged a comprehensive Travel and Medical Insurance Policy.

All students accepted into the Youth Exchange Program must be provided with the Rotary insurance package, which covers the risks of:

- Personal accident, injury and/or death
- Funeral expenses
- Return of body remains
- Travel
- Loss of personal belongings
- Personal liability
- Medical insurance
- Hospitalisation
- Terrorism
- The Rotary Youth Exchange Australia policy covers amounts in excess of past RI minimum levels and is among the most extensive Student Exchange policies available anywhere in the world;
- Rotary is the insured under a travel insurance policy that may be accessed by the nominated Youth Exchange Student (you). The travel insurance policy is underwritten by the insurer, CHUBB Insurance Limited (CHUBB) and arranged through Aon Risk Services Australia Ltd (Aon).
- The policy provides 12 months door-to-door coverage – it begins from the time you leave your home to the time you return to it at the end of the Exchange period.
- Access to your cover automatically ends from the time you no longer meet the insured person definition (eg. You are no longer nominated as a Rotary Youth Exchange Student or you return to Australia after completing the Exchange program)

## Policy exclusions

Like most insurance policies, there are several exclusions you should be aware of.

The policy does NOT cover the following – check your policy for complete list

- Training for or participating in professional sports or any kind
- Suicide or attempted suicide
- War, riot or civil commotion
- Is or results from infection with HIV or any variance including AIDS and AIDS related complex
- Racing a motor propelled vehicle
- Travelling in an aircraft or aerial device other than as a passenger in an aircraft licensed to carry passengers.

## Policy Excess

A policy excess of \$250 applies to the following claims:

- Baggage
- Electronic equipment
- Personal liability

## Insurance Wallet

- We will endeavour to have the insurance wallet available (electronic copy) at the December Presentation. Should this not be the case, it will be emailed to you as soon as we receive it from the insurance provider.
- Your parents will be provided with a copy of the contents of the wallet, which will include additional claim forms.

### The insurance wallet contains:

- The ‘Insurance Policy’ which includes your name;
- An explanation and instruction booklet;
- The Insurance Policy number
- A Claim Form – take several copies so you always have them if the need arises
- A CHUBB Assistance Card.

### Before you leave

- Familiarise yourself with the contents of the wallet;
- Have a complete medical and dental check-up – especially in relation to wisdom teeth;
- Check personal items you wish to take and remember Rotary only recommends inexpensive jewellery, watches, cameras, clothing etc;
- Ensure you have listed on the policy any additional items high in value i.e. musical instruments, lap tops, camera equipment – remember, the higher the value, the higher the risk;
- Ensure your parents have a copy of the insurance wallet.

### Whilst away

- Carry your CHUBB Assistance Card with you at all times;
- Ensure your host family and/or your host club counsellor is aware of the contents of the wallet and how to use the card.

### How to use your CHUBB Assistance Card For assistance:

- Contact the local telephone operator in your host country and ask for a reverse charge call to CHUBB Assistance on +61 2 8907 5995
- 24 hour telephone access 365 days of the year
- Say: “I am a Rotary Exchange Student”;
- State your name and contact details [your phone number]; and
- State the nature of the problem.

## When to use the card

In any emergency situation - Do not use the card for general inquiries.

- Whenever authorisation for payment is required e.g. for hospital or medical costs;
- For urgent legal advice;

Full details of the policy and how to use the card are contained in the insurance wallet, which will be distributed to you prior to your departure.

### \*\* Remember \*\*

To make a claim you must fill in and forward a claim form, with your receipts to your;

SPONSOR DISTRICT CHAIR

Who will send it to our Insurance Officer



## RETURNING HOME TO AUSTRALIA - You are tomorrow's leaders

Rotarians believe that the future of our world is in the hands of our young students.

- When you return, you will have a wealth of experiences and a new language and culture to share with Australia.
- Please talk about the positive things you have learned to your family, your friends at school, and your sponsor Rotary club.
- We believe that the more we send our young ambassadors abroad, the greater the opportunities we will have to foster understanding between our Australian culture and other people around the world.
- Your success will be our best advertisement.
- Through you and other Rotary Students, we seek to make peace around the globe and you have now become an important factor in helping us to achieve those goals.

## It May Be Hard To Come Back Home

- It is only a short year – make the most of it
- In many ways you will be on your own and very independent
- You will make so many new friends – it will be hard to leave them
- You will have strong ties to your host families
- Possibly you will be torn between leaving your new home and returning to your family
- Once you begin your return flight it feels a lot better
- Try not to show your natural family how you are missing your host families
- There will be a difficult re-adjustment period once you return home
- You could experience a feeling a loss; a 'let down', a homesickness in reverse, "nobody understands me, nobody loves me, I just want to go home"
- It is important to make a determined effort to return to study, and again get involved, to pick up the strands of your life

## Debriefing

Re-adjusting to your home culture after a year abroad will probably be just as difficult as it was to adjust to your host country when you first arrived overseas. To assist both yourself and your parents it is a mandatory requirement of Rotary to debrief you on all aspects of your exchange year after your return. During this you will have an opportunity to discuss either in a group or individually any concerns or the benefits that you have gained from the exchange. You will be provided with a survey and debriefing report to complete prior to this.

The reasons for this are two-fold:

1. Your home, family, friends and culture here in Australia have not stood still during your absence. Some things have changed while you have been away.
2. You will have grown up and changed your perspectives on many things. You have become 'multi-national' in your thinking and in some of your beliefs.
  - What you will experience in this situation is re-entry shock.
  - After an initial euphoria, both you and your family should anticipate a re-adjustment period in which you may feel uncomfortable with each other.
  - Your friends may appear indifferent to you and perhaps even jealous of your experiences. You might find that you no longer have the same things in common anymore. Things may not be the way you remembered them and your attitude towards some aspects of your Australian culture may now have changed.
  - It is important to recognise the symptoms of re-entry shock and how you can best cope.
  - You have a group of peers among the other returned Exchange Students in the District. Reconnect with them and build a support network for your self.

## ROTEX - Highly Recommended – Stay Involved - Help Future Exchange Students

- This is a group of Rebounders who work with the Committee and Outbound and Inbound Exchange Students. This is a way of giving back and you will be a wealth of knowledge to those new to Exchange.
- It also allows you to keep contact with others who have experienced Exchange.
- There will be ongoing opportunities for you to come along to the Youth Exchange Camps to share your experiences and knowledge of your host country, and to help the new outbound students select their country for Exchange. You may also be an understanding ear to an inbound student who is experiencing some of the culture shock and homesickness emotion that you experienced.
- Once you have turned 18 years of age you will need to apply for a 'Working With Children Check' card prior to being able to attend the camps. Forms are available from post offices; there is no cost required, as you will be working in a volunteer capacity.

## Rotary Conference

- One of the commitments after your return from exchange, maybe attendance at the District Conference. If your district requires this the date and location to be confirmed. It is typically held in the February – March period.
- Both the inbound students and the returned students will have an opportunity to mix and mingle with the Rotarians attending and that is always a highlight of the conference. It is a chance to promote the exchange program to all clubs and the opportunities their participation in YE give to students.
- Rotary Exchange Students are very much on show during the conference and your role as an ambassador continues to be vital. Your blazer is worn at all times during the conference, unless advised otherwise.
- At that time of the Rotary year, Rotary Clubs are often in the process of deciding whether or not they will join, remain or depart from the Youth Exchange Program for the coming Rotary year. How they see Exchange students behaving and presented could impact on their decision-making.

## HOST FAMILY – First night Questions

1. What do I call you? Mum, Dad or use your first names?
2. What else am I expected to do in and about the house each day other than:
  - Make my bed
  - Keep my room tidy
  - Clean the bathroom after use?

### Bedroom

- 3 Do I need to purchase any coat hangers or are there enough for my use?
- 4 Where do I clean my shoes?
- 5 Am I permitted to put up pictures, posters etc. in my bedroom? If so, how and are there any restrictions on what I may put up?
- 6 Where can I store my suitcases etc.? (make sure you ask permission for rearranging or changing anything)

### Bathroom

- 7 What is the most convenient time for me to use the shower/bath?
- 8 Where may I keep my personal bathroom toiletries?
- 9 May I use the family soap, shampoo, toothpaste etc. or where can I purchase my own?

### Meals/Kitchen

- 10 What are the meal times?
- 11 What can I do to assist at meal times?
  - Set the table
  - Clean away after the meal
  - Help with the washing up
  - Pack the dishwasher
  - Dry the dishes
  - Put away the dishes
  - Empty the garbage bin?
- 12 At other times, may I help myself to food and drink (non-alcoholic) at any time?
- 13 What are the arrangements for lunch at school? If I take my lunch, do I make it or do you?
- 14 If I buy lunch, who pays?
- 15 Are you aware of my special dietary requirements?
- 16 Are you aware I'm vegetarian?

### Laundry/washing

- 17 What do I do with my dirty clothes until washing?
- 18 Should I wash my own underwear?
- 19 Do I need to do my own ironing?
- 20 May I use the washing machine or iron at any time and do I need to ask first?

### Household rules/lifestyle

- 21 Are there any areas of the house strictly private e.g. office/study?
- 22 Is it permissible for me to use any household tools/equipment e.g. sewing machine, workshop tools?
- 23 What time do I need to be out of bed:
  - On school mornings,
  - On weekends,
  - During holidays?
- 24 What time is bedtime and "lights out"?
- 25 What are the rules for me going out:
  - At night,
  - During the week,
  - During the weekend?
- 26 What time should I be home at night? (special occasions by special arrangements)

- 27 How often may I go out during the week? Should I phone if I am going to be late home? If so, after how long - 10, 15, 20 minutes?
- 28 May I have friends visit during the day? To stay overnight? (Opposite sex should not visit if parents are not present).
- 29 May I use the TV and sound system at any time? How loud should the sound system be?

#### Internet/Telephone and Mail

- 30 What are the rules about the use of the internet/telephone/computer?
- 31 Must I ask first to use the computer or telephone?
- 32 How long am I allowed to use the computer for? (No more than one hour?)
- 33 Do you object to me using MySpace and/or FaceBook?
- 34 What are the rules regarding the making of local calls?
- 35 What are the rules for the making of overseas calls? Should I reverse charge calls or keep a log of the calls made? [A student must pay for all overseas calls made]
- 36 What is the procedure for mailing letters?
- 37 What address do I use for my incoming mail?

#### Schools and Transport

- 38 What is the method by which I get to and from school?
- 39 What forms of public transport are available to me?
- 40 Does Rotary pay for me to get to and from school or do I?
- 41 My understanding is that Rotary pays for my schoolbooks and uniform, is this correct?

I understand that my school uniforms and books may be second-hand but if I insist on new books and uniforms then my parents or myself have to pay for these items.

#### Likes and Dislikes

- 42 Do you, as Host Parents, have any dislikes e.g. chewing gum, inappropriate dress at meal times, music being played too loudly?
- 43 Is there anything you would like me NOT to do?
- 44 What likes and dislikes do my host brothers/sisters have?

#### Family

- 45 What dates are the birthdays of my Host Parents and my Host brothers and sisters?
- 46 What special days are celebrated? (Fathers Day/Mothers Day)
- 47 Do you attend church and am I expected to attend with you?
- 48 If we go out as a family, who pays for such things as entrance fees, tickets, meals etc.?
- 49 If applicable - Please tell me how to interact with the house staff?
- 50 If something is wrong, would you please make sure you speak to me about it and if I am feeling uncomfortable about something may I speak to you about it?
- 51 Do you know who my counsellor is?
- 52 Can you give me the contact details of my counsellor?
- 53 Will I be meeting regularly with my counsellor?
- 54 Is there anything else you would like me to know?

Remember to say, "Thank you for having me in your home".

#### Some words of wisdom

A year on exchange has its ups and downs – it's how you deal with them that make it worthwhile. If you bounce back quickly and easily and let go of your problems, you'll have a great year.

Keep a positive attitude. Developing successful relationships with host families, classmates and Rotarians, as a foreigner, requires effort but it is likely to result in life-long friendships. Adjusting your attitude to those around you can be summed up in a simple sentence. KEEP A POSITIVE ATTITUDE.

## TIPS TO STAY SAFE

- If you have a problem or are worried about something, always tell an adult you trust about it, such as your teacher, counsellor or current or recent host parents. NEVER suffer in silence!
- Pack your own suitcase and never carry items abroad for others. Take care that you do not unwittingly or wittingly act as a drug courier for someone else given that some countries impose death penalties for drug offences.
- Before you go on Exchange find out how to use a public phone in your new country. Carry the telephone numbers for the emergency services in that country and keep them handy.
- Ask your first host parents to send you their address written in that language and the script of their country. Organise this before you go on Exchange and take it with you.
- Explain to your host parents about your insurance cover.
- Follow the instructions of your leader, teacher and other supervisors, including those at the venue of the visit (unless those instructions constitute a crime or are contrary to Rotary regulations).
- Tell someone where you are going and what time you will be home – don't change your plans at the last minute as this can cause confusion.
- Look out for anything that might hurt or threaten you or anyone in your group and tell someone responsible.
- If you are out at night in the centre of town, stay in places with street lights – wherever you are, make sure that you don't get separated from your friends.
- If you need to use a public toilet, go with a friend.
- If you are going to or travelling through an impoverished country, do not carry handbags, cameras, or wear jewellery of any kind, even cheap earrings. Watches, necklaces and earrings may be grabbed and pulled away, causing injuries.
- If you do get lost or separated go to a shop or place where you will be seen by lots of people to ask for directions.
- If someone you don't know talks to you, just walk away.
- Have the details of your accommodation on you, whether it's your host family's address and telephone number or hotel or campsite details.
- Keep enough money to make a telephone call.
- Keep your money hidden in an inside pocket, bum bag, concealed money belt or something similar – choose whichever is comfortable for you.
- Arrange for someone to pick you up at night unless you can take public transport where you are amongst a sizeable group of people.
- Make sure you know the person who is coming to pick you up. Never get into a car unless it is with this arranged person.
- If you are on a bus and someone makes you feel unsafe, move to a seat near the driver.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.
- Always look and behave confidently.

## DUTY OF CARE

Risk is inherent in virtually all aspects of society and a Youth Exchange program may, by its nature, have more inherent risks than youth programs ‘closer to home’. Rotary’s goal of developing world citizens by exposing Exchange Students to other cultures brings with it some risks. But ever since its earliest days, programs for youth have been a central focus of Rotary.

In November 2002, the RI Board of Directors adopted a ‘Code of Conduct’ for Working with Youth. It states:

“Rotary International 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 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.”

Further, District Governors of Australia’s 23 Rotary districts adopted the following charter in November 2002:

### Charter for Child Protection

- All children have the right to live free from harassment, intimidation and abuse.
- Rotarians commit to a rejection of this type of behavior.
- Breaking the silence on this issue is a responsible approach to this matter.
- Allegations by children regarding breeches of this issue will be responded to promptly and sensitively.
- Relevant legislation will be adhered to by Rotary Clubs and District Committees when planning and carrying out activities involving children.
- Appropriate “Risk Assessment” and reporting procedures are to be established including appropriate training programs.
- Rotary’s Youth Programs should be conducted in a professional manner, sensitive to all relevant issues.
- A ‘child’ is a person under the age of eighteen years.
- This Charter shall apply to all relevant programs of Rotary where Rotarians are involved in a ‘person in authority’ role.
- This Charter should be applied to GSE, Rotaract and like programs.
- Rotary International also fully supports the aims and objectives of the United Nations Convention on the Rights of the Child, which guarantees a child’s right to protection and good and basic levels of care.
- The principles and philosophy of the Convention should be carried over into all activities with which Rotarians engage with young people and are bound to implement all necessary measures to ensure a safe and supportive environment for all children and youth. Australia is a signatory to this UN Convention.
- The District Youth Exchange Committee is fully committed to adopting and fulfilling the principles and practices as laid down in the RI Code of Conduct for Working with Youth, the RI Guidelines on the prevention of abuse and harassment of young people, the Charter for Child Protection and the UN Declaration of the Rights of the Child.
- All young persons involved in District 9800 Youth Exchange have the right to feel safe and comfortable whilst they are a part of that activity and the District, participating Clubs and Rotarians are committed to achieving and implementing this policy.
- A Youth Exchange program may find it difficult, if not impossible, to eliminate all threats of harm to students.
- Duty of care is an all embracing term. It has become more publicised in the community over the past few years with increased litigation involving sexual and child abuse cases. It is a subject from which Rotary, the District and sponsor and host Clubs cannot retreat. The truth is abuse occurs in many forms in society. Rotary is a microcosm of society and, as such, abuse can occur within Rotary without anybody knowing about it.
- Our Exchange Students, both inbound and outbound, are of an age where they are vulnerable. Differences in culture, language, education and judicial systems and the fact they are so far from home, all contribute to their vulnerability. Our role as Rotarians is to protect and guide those in our care and to safeguard their welfare to the best of our ability.

- As an Exchange Student, you need to recognise abuse when it occurs. Indeed, ALL involved in Youth Exchange have to be able to do that. Accordingly, your best protection, if you as Exchange Students need it, is your Club Counsellor. They are there to look after your well-being during the period of the Exchange. They will be your mentor, friend and confidante - somebody to turn to for advice, guidance, help and counsel. As a student you must feel confident enough to talk through problems and issues with your Counsellor or another member of your host Club. You should, officially or unofficially, have two Counsellors, one of each gender. In many cases, it may be a husband and wife team or it may be a member of each gender from the host Club.
- The introduction of Certification is another positive step taken by Rotary International to ensure the safety of Exchange Students.
- Rotary takes the issue of duty of care and dealing with youth very seriously. We will take all reasonable steps to ensure the risk of harm is removed and that youth feel safe and confident when in our care. As Rotarians we rely on the cooperation of our fellow Rotarians in the countries we Exchange with, and trust they will also take all such reasonable steps. We are all bound by the RI Code of Conduct. Perfection and the total removal of all elements of harm are not, and cannot, be expected but all will be done within our power to reduce and eliminate the risks. As Rotarians we should be applying the highest of professional, ethical and moral standards in all our dealings.
- Accordingly, we seek to achieve our policy through:
  - Education of students about safety issues and measures through appropriate training sessions to assist with prevention and elimination of possible dangers;
  - Advising students on how to deal with and disclose abuse;
  - Education of Rotarians and other participants in Youth Exchange through appropriate training sessions to assist in the prevention and elimination of possible dangers;
  - Encouraging a spirit of community and cooperation to promote awareness of the issue of harassment and abuse;
  - Making clear to all Rotarians, potential Rotarians and other volunteers the standards and codes of behaviour which are required to uphold these standards;
  - Publicising Rotary International's standing as an organisation with an attitude of zero tolerance towards harassment and abuse;
  - Appropriate screening of all those involved in Youth Exchange activities;
  - Fulfilling all requirements as laid down by government and other regulatory bodies including Rotary International;
  - Implementation of appropriate reporting procedures upon disclosure of abuse;
  - District has adopted a very extensive Student Protection Policy written at the Australian Rotary Youth Exchange Program Chairs' Conference in 2005. Likewise, Rotary International has adopted a set of guidelines as a part of their Rotary Code of Policies to be followed by all Clubs and Districts, worldwide, engaged in Youth Exchange.



**Remember - If it doesn't feel right, it isn't right.**

"You should regularly check the Australian Government Smart Traveller website at smarttraveller.gov.au for alerts and travel advice for your safety for the country in which you are being hosted. You should also subscribe to updates. If you are travelling to any other country during your exchange you must check for travel advice for that country as well as any other countries through which you will transit prior to departure and register your plans. Always be on alert for your safety".

## Australia-New Zealand Counter-Terrorism Committee

### Appendix C

#### Firearm attack - initial action advice for individuals

Attacks involving firearms do occur, so it is important to be prepared to react when an incident does occur. Having thought about your potential options and actions in advance will help you to make better informed decisions in a stressful and chaotic environment. The advice below may help with pre-planning your response options.

#### ESCAPE

**Your priority action should be to remove yourself and any others in your area from close proximity to the offender, or areas that they have or may be able to access. Your ability to safely do this and your available options may be determined by the following considerations:**

**Under immediate gunfire** – Take cover initially, but attempt to leave the area as soon as possible if safe to do so. Try to confirm that your **escape route is safe**.

- Leave most of your belongings behind (except for mobile phone).
- Do not congregate in open areas or wait at evacuation points.
- Provide guidance to people that might be unfamiliar with the area.

**Nearby gunfire** – Leave the area immediately and move quickly away from the area that the gunfire is coming from, if it is safe to do so.

In both situations you should try to maintain cover and concealment (see below).

#### Cover from gunfire

- Brickwork or concrete walls
- Vehicles (engine block area)
- Large trees & fixed objects

- Earth banks/hills/mounds

**Concealment from view** (in addition to above options)

- Building walls and partitions (internal and external)
- Vehicles
- Fences and other large structures
- Blinds/curtains

#### HIDE

If you don't believe you can safely evacuate, or this may not be the best option, then you may need to consider sheltering in place (providing there is a suitable option available).

- Avoid congregating in open areas, such as corridors and foyers.
- Consider locking/barricading yourself and others in a room or secure area.
- Secure your immediate environment and other vulnerable areas.
- Move away from the door, remain quiet and stay there until told otherwise by appropriate authorities, or you need to move for safety reasons.
- Silence mobile phones and other devices that may identify your presence.
- Try to contact police (000) or others to advise of your location/situation.
- Choose a location which may enable access to a more secure area.

## ACT

Constantly re-assess the situation and your options based on the best available information.

These situations are very dynamic and often involve a moving threat.

- Consider whether a safe escape route might now be possible if the circumstances have changed.
- Assess better options for sheltering in place either within your current location or at an alternative location.
- Consider (only as a last resort) options for arming yourself with improvised weapons to defend yourself in the event that you are located by the offender.

## SEE/TELL

The more information you can pass on to police the better, but NEVER risk your own safety or that of others to gain it.

**If it is safe to do so, think about obtaining the following information:**

- exact location of the incident
- description of the offender and whether moving in any particular direction description of the offender and whether moving in any particular direction
- details of any firearm/s being used
- number of people in the area and any that have been injured
- the motive or intent of the offender(if known or apparent)

Provide this information immediately to the police via 000 if this can be achieved safely. You may be asked to remain on the line and provide any other information or updates that the operator requests or if the situation changes. Consider providing information

and advice to others that may be in your area that may be unsure of the current location of the threat and what they should do. Whether you are able to safely do this, and the communication methods available to you, will be determined by the circumstances and your own assessment of the situation.

## Police response

**In an attack involving firearms a police officer's priority is to protect lives.** One of their priority actions to achieve this will be to locate the offender and effectively manage that threat as quickly as possible, which could mean initially moving past people who need help. As more police resources become involved they will attempt to quickly provide support and guidance to persons affected by the incident. At some stage they will generally conduct a 'clearance' search of the location to ensure that all persons involved or impacted by the incident are located, and to make the scene safe.

### Please remember:

- At first police officers may not be able to distinguish you from the gunman.
- Police officers may be armed and could point guns in your direction.
- Avoid quick movements or shouting and keep your hands in view.
- They may initially move past you in search of the gunman.
- Be aware that police may enter your location at some stage to secure the building and locate people that have hidden from the threat.
- Promptly follow any instructions given by emergency responders.

## TRAVEL

Rotary districts have appointed a qualified, licensed and accredited travel agent who will handle all your travel arrangements and look after much of the formal requirements such as visas.

### Passports

If you do not already have an Australian passport you should make immediate arrangements to obtain one, for which you will require the following:

- Passport Application Form – obtainable from post offices;
- Your full birth certificate – not an extract; and
- Two (2) passport-size photographs – one to be endorsed on the reverse as set out in the Application Form.

The appointed travel agent will provide assistance.

At least one parent must have a current passport with at least 18 months travel time available on it.

### Visa

- It is a requirement of the Exchange that student visas are required for all countries;
- The appointed travel agent for District 9800 will send you visa application forms and instructions;
- Please ensure all visa application forms are fully and properly completed and returned with your passport to the travel agent as soon as directed to do so;
- Mail all important documents using registered mail;
- You must meet all deadlines asked of you; and
- The travel agent will advise of all requirements necessary to apply for a Resident's Visa.

### Final Travel Arrangements

A representative of the travel agent will visit the Training Weekend and go through all travel arrangements with you and your parents. Following the completion of travel documentation your passports will be returned to you and other paperwork i.e. visas, tickets, travel guides, and a student pocket book of travel information and tips will be distributed.

### Ticketing

- 'E' tickets/ticket itinerary will be issued to you;
- These are valid for twelve months from the date of travel. As such, they are needed for your return journey.
- Keep a scanned copy of your tickets/itinerary (and your passport's main page) in a folder on your email account and with your parents. This can then be accessed at any time whilst you are away.
- Your host club counsellor may look after your passport for you, although you may need ready access to your passport;
- You will be advised by your country coordinator of your date of departure, which is usually mid-January.

### Baggage allowance

Students can take only 1 suitcase, 1 hand luggage, 1 laptop, 1 camera and 1 handbag on the plane. The weight limit for suitcases is 20 Kg - the sum of the dimensions (height, width, depth) must not exceed 153 cm. Hand luggage must weigh 7 Kg or less and maximum size is 55 cm x 45 cm x 25 cm. Your laptop does may affect your hand luggage allowance of 7 kg. However you should refer to your travel itinerary for updated details as the above details may have changed.

Your baggage allowance may help you determine whether you send, by surface mail, and several weeks before you depart, any 'bulky' items or clothing not immediately required upon arrival, e.g. summer clothes for a winter climate.

Remember – Excess baggage is very costly. Don't just hope it won't be noticed or presume that if you smile nicely they will let it through – they won't!

## Security – departure at airport

- Stick pins in jackets could be confiscated, but most seem to be able to get through;
- Ensure that your cabin baggage contains no sharp objects e.g. scissors in a personal amenities bag;
- Never leave your bags unattended;
- Never carry another person's baggage;
- If you are travelling on a domestic flight out of Melbourne to connect with your International flight, your family and friends will be able to farewell you from the departure lounge. Note that they will have to go through a security gate and be subject to a security check that includes metal detector and bag x-ray.
- Remind them not to have sharps or other restricted items in their pockets or bags.

## Security – when travelling

When you are travelling keep with you, at all times, your three most valuable items:

- Passport
- Airline Ticket/ticket itinerary
- Money (cash/credit card)

We highly recommend you purchase a money belt or small pouch to wear around your neck and under your clothes. This will keep your valuables, tickets and passport safe and readily available at all times.

Do not place your valuable items into your blazer pocket as you run the risk of those items falling out when you take off your blazer and stow it in the overhead luggage compartment.

## PUBLIC SPEAKING

"Words are, of course, the most powerful drug used by mankind." - Rudyard Kipling

You could be asked to speak at a variety of places to a variety of audiences. Each audience will be different and you may need to modify your standard presentation to suit the audience.

The most likely places you will be asked to speak include:

- Your host Rotary club
- A Rotary District Conference
- Your school and other schools
- Other service clubs
- Community gatherings
- Youth groups
- Church groups

The secret of success in public speaking is:

- PLANNING to meet the situation
- PREPARATION of material
- PRESENTATION
- EVALUATION of your performance.

Your planning and preparation begins now. This can be done by:

- Reading material distributed to you
- Deciding on content and topics
- Doing the research
- Practicing your technique
- Keeping a notebook to jot down useful ideas you see or hear
- Observing other presentations and critically appraising them
- Continually refining your presentation.

A good presentation is like a good meal.

- The I is the INTRODUCTION, the starter,
- The main course is the MIDDLE, the main content, and
- The dessert is the FINISH, the end and the conclusion.

Your best approach as you head towards making your first presentation is:

## Prepare

Think about and determine the content of your presentation,

- Keep refining and revising,
- Check content for accuracy and continually update the content,
- Check availability of visual support,
- Consider different audiences.

## Revise

- Check notes and content before you start.

## Practice

- Write your complete speech,
- Try it on family/friends before you leave,
- Present it to your sponsoring Rotary club before you go away,
- Try it on your host parents or host brothers or sisters.

## Presentation

- Allow about 15 minutes plus time for questions,
- Speak clearly and slowly and loudly enough to be heard – remember, you have an accent,
- Don't worry if you think your knowledge of the language of your host country is not good enough, your audience will be supportive and encouraging,
- Don't use slang,
- Don't 'ramble', ensure you have a structure in your speech;
- Use words that you are comfortable with and understand the meaning of,
- Learn to pause with effect,
- Your appearance is important – dress appropriately, wearing your blazer, and remember stance and gestures,
- Use humour with caution,
- Try to act like a super speaker (even if you don't feel like one) – hands by your side, shoulders back, chin up, eyes looking at your audience.
- It's alright to be nervous.

## Your Presentation

Your presentation should cover - you, your family, your Rotary District, your sponsor Rotary Club and Australia.

Include the following:

### Youself

- Age
- School you've come from
- Last school year and subjects taken
- Interests, hobbies, sports
- Pets
- Special friends (not too many pictures of friends)

### Your family – family members

- What your parents do
- Family interests
- Your home
- Holidays
- Unique aspects of your family and home

### District – its special features

- Population
- Geographic
- Businesses/industry
- Schooling
- Any unique issues and aspects of your community

Your sponsor Rotary club

- How old/when chartered
- Size and composition
- Special activities
- Involvement in the community

Australia – the nation

- Geography, size, population
- States and territories
- National flag, emblems and icons
- Brief history
- Major cities
- National capital
- Political system
- Economic base
- Current and key issues
- Our unique flora and fauna

## PowerPoint

Students compliment their talk with a 'PowerPoint' presentation through a laptop and data projector. Many Rotary clubs will have their own laptop and data projector; check the availability of these with your counsellor well in advance of doing your presentation.

PowerPoint is a wonderful user-friendly tool that will heighten the interest and impact of your presentation. There are guidelines, which should be followed in making a good presentation:

- If you don't have your own pictures from your country or region it's okay to download from the 'web' – try Google 'image'.
- Aim for a professional look.
- Keep it simple.
- Don't fill your slides with text. You're not writing a novel! If you do have simple description words on my slides, you don't need to read them out to the audience. They are there mainly as a prompt for yourself.
- Remember that if you feel your language is not very good, make your presentation very 'visual' – 'pictures speak louder than words'.
- Keep it consistent – Use the same background throughout your presentation. Changing backgrounds with every slide detracts from your content.
- Stick to the same font throughout. Using a variety of fonts will not enhance communication it may even be a distraction.
- To emphasize something, use an italics or bold font.
- Use high contrast between text colour and background.
- Proof read – Don't let spelling errors make people think less of your work.
- Proof read every slide more than once.
- Backup - Make backups of your work. Files get corrupted. So, always have a copy of your presentation on a backup disk or memory stick.
- Make sure you can show it – Arrange ahead of time for a computer and projection equipment to make the presentation. If you cannot show your presentation for lack of equipment, your work will be wasted.
- Arrive a few minutes early for your presentation so that you can boot up the computer and have the projector warmed up and running for when the time comes for you to present. Don't make your guests sit there waiting for you.

Although Kipling may have said that words are a powerful drug, public speaking is also communication and communication is more than words.

Communication is also about the way you project yourself to other people, that is, your body language. It's the way that you look (happy, sad, interested, bored) and the way you interact and react in the company of others (aloof, reserved, involved). Maintaining eye contact with people and shaking hands with a good firm grip are good examples of communicating with confidence.

### **\*\* Remember \*\***

You may not be the first or only Exchange Student hosted by your Rotary club and perhaps not the first from your home country or sponsor Rotary district, so build your presentation around yourself

## **PHOTOGRAPHY HINTS**

Many of the memories of your year of Exchange will be from experiences encountered, people met, opportunities seized. You may keep a diary of the year recording your year abroad, your school, your host families and their lifestyle, your experiences and your feelings and attitudes. Whatever way you choose to record the year, one lasting way is through photography. If you don't have a camera now and are considering buying one before you go, consider the following:

- Keep an eye on the advertised specials, which frequently appear and seek out the best price;
- You can only buy GST free once your airline ticket is issued and you have your passport [you can buy without your airline ticket, pay the full price and claim back later but there are restrictions on the size of the claim and there is paperwork to be kept and later produced];
- Remember, in choosing your camera, your Rotary insurance policy has an excess of \$250 on each claim for lost or stolen items. That means if you lose a \$300 item, your claim against your insurance will be \$50: (\$300 less the \$250 excess equals \$50).

Given these points, a good camera can be purchased for between \$80 and \$300. More expensive cameras can be included on a schedule attached to your insurance policy, as can items such as musical instruments. Seek advice about listing these. If you are unfamiliar with photography, try out your camera before you leave although if you buy 'duty free' you won't be able to unpack and use it before you depart.

When deciding to purchase your camera for your year away, ensure your purchase will (and most of them do):

- Focus automatically or be focus free;
- Have an inbuilt flash (automatic) and 'red eye' reduction function;
- Have a simple variable zoom lens;
- Be simple and light enough to fit unobtrusively into a jacket pocket or carry bag;
- Be in the recommended price range, namely, \$80 - \$300;
- Has an adequate Sim card.

## **In conclusion**

All you need is a good, simple to operate and compact camera. Most of your photos will be of people – friends, school, tours – and many of them will be indoor shots, requiring a flash. There will, of course, be the panoramic or scenery shots but most will be 'people' shots. If you are a keen photographer with an SLR (single lens reflex) camera with an extra zoom lens, you will need to consider the insurance implications if it is lost or damaged and the extra space it or the camera bag takes up.

## **KNOWING AUSTRALIA**

As an ambassador you should know about Australia and about its:

### **History:**

Other countries have a much greater sense of history than we have and a much longer history. Know something of:

- Discovery and founding of Australia
- The pioneer period – gold, wheat, wool
- The formation of the Commonwealth
- Even if short, we do have a heritage – suggested reference: The Timeless Land by Eleanor Dark and others

### **Legislation:**

- Age to vote, drive a car and legal drinking age.
- Equal Opportunity Legislation, Race/Sex Discrimination Legislation.

### **Politics:**

- The Constitution of Each of Our Three Tiers of Government: Federal, State and Local; their powers, how elected, source of revenue.
- Know about Party Government – the parties, their leaders, and their basic political viewpoints.
- Current issues in politics today.
- Unionism, wages, arbitration, strikes, long service leave, sick leave, etc.

### **Taxation:**

General knowledge on:

- Personal tax rates.
- Company tax.
- GST.
- Customs and Excise duties.

### **Geography:**

- Know comparison of size against your host country.
- Flying hours can be a useful comparison.
- Important points – tourist areas – interesting features
- Minerals, oil, coal, gold, diamonds.
- Primary and secondary industries

### **Flora and Fauna:**

- The flower and animal emblems for each state and territory
- Significance of our national coats of arms flora and fauna emblems
- Native animals and feral animals
- Conservation of our native species

### **Social Scene:**

- Multicultural composition of population.
- Foods we eat.

### **Art and Culture:**

- Know some of our artists, writers, poets, and singers – both classical and modern.

## **Education and Sport:**

- High Profile Australian Academics who have been world leaders in their respective fields
- High Profile Australian sportspersons and teams who have and still are world champions
- School leaving age across Australia and school commencement age

## **Aboriginal and Immigration Policy:**

- The evolution of our Australian Aboriginal Policy from extermination to assimilation to integration
- Our current immigration policies from business sponsored migrants to family reunion to "Boat People" and Detention Centres

## **Uniquely Australian**

### **Uluru – Ayers Rock**

The changing colour of Uluru, as the sun rises slowly above the horizon, is certainly a memorable experience. This Red Granite Monolith, the largest in the world, is about 8 km in circumference and rises abruptly out of the red desert to a height of 340 m. For those still working in miles and feet, this is 5 miles around and 1,100 feet high. To many it has an eerie splendor about it, and to the Aboriginal it is regarded as an object of worship.

### **The Flying Doctor Service of Australia**

Provides a mantle of safety for men and women who otherwise would have no means of prompt medical attention. Doctors who visit their patients by air ambulance after being contacted by radio provide these medical services, the first of their kind in the world. This service commenced in 1928 due mainly to the efforts of the Rev John Flynn, and today covers a large part of the continent. Nowhere in the world is radio such an essential part of everyday as in Australia's remote areas. Thousands of people depend on this for medical and social contact, but for children it brings the classroom into their homes.

### **The School of the Air**

This is the world's first two-way radio school, it began in Alice Springs and now operates in five states. This Program supplements that conducted by correspondence from state education departments.

### **Evolution of our Native Species**

We live in a country where time and change have not taken such a heavy toll, because there has been less time to destroy the native environment. Taking a look at the platypus and echidna we find creatures that lay eggs and suckle their young. These are found only in New Guinea and Australia, and it is thought this could be because of our isolation from the rest of the world, allowing primitive groups to survive. Australia is unique amongst continents for its strange assortment of animal life. We have over 120 species of marsupials native to Australia. These animals vary greatly and except for the fact they bare their young in a very immature state, have little in common. Baby kangaroos are 25-35mm when born and then have to find their way into the pouch where they stay for about 8 months and then weigh about 4.5 kg. The adult kangaroo moves at great speed on strong hind legs, moving as far as 8 metres in a single bound, and can clear obstacles almost 3 metres high. These animals vary in size, with the Great Grey Boomer standing 2 metres high with the tail adding another metre.

Wallabies are smaller and stouter, but otherwise their characteristics are the same. These creatures graze on native grasses or cultivated pastures if it is available.

After the kangaroo, the koala is the best known of our marsupials. They are a soft grey furry animal about 75 cm long from the tip of its nose to where the tail should be. The tail is replaced by a calloused pad, which enables it to sit for hours in the fork of a tree. Even though it eats gum leaves, only a few of the 500 varieties of eucalyptus are to its liking. Koala is an aboriginal word meaning "I don't drink water". The gum leaves they

eat supply all their moisture needs. Unlike the kangaroo, once the baby koala leaves the pouch it never returns, but rides either on the mother's back or clings to her chest.

Wombats are active burrowing creatures, living in large holes during the day, but going out at night to feed on grass, plants and roots. Wombats are no respecters of crops or fences and their burrowing causes much damage.

You don't expect the humble earthworm to cause a stir, but in South Gippsland, Victoria, the giant earthworm has changed that! These worms grow to 3.5 metres long and may be several centimetres thick. The average length is 1.8 m. They are capable of contracting themselves to the thickness of a man's wrist. Walking near a colony of these, one is aware of a gurgling sound as they move through their tunnels. When uncovered by farmers ploughing, the kookaburra is the only bird that does not turn up its beak. It swoops on a worm and takes it into a tree where it eats as much as it can. The remainder of the worm dangles from the kookaburra's beak until its digestive organs can allow it to swallow the next portion.

The marsupial mole is a primitive creature found only in Australia. These are found on the Nullarbor Plain, are 15 cm long, blind, deaf and dumb. Its fur is a soft creamy colour and it carries its young in a pouch. Ants' eggs and insects are its staple diet.

The emu takes precedence over other birds, as it appears on our Coat of Arms. The emu is among the few birds for which the female is liberated. She does the courting while her mate cares for the young.

The lyrebird – is a bird of a thousand voices and the master of mimics. The tail of the male bird is shaped like a lyre and is much bigger than the bird itself. The female is an unimpressive creature.

### [Other things unique to Australia](#)

Australia's first Surf Life Saving Club was founded in 1907 at Manly, NSW. Australia now has in excess of 250 clubs.

The Great Barrier Reef extends for about 1900 km and is the largest coral deposit in the world.

The Dingo Fence stretches thousands of kilometres along state boundaries from Queensland to South Australia.

Two Rabbit Proof Fences were built starting and ending in the sea at both ends of Western Australia.

### [Aboriginal Australia](#)

Aborigines believe they have lived in their land since the beginning of time or that their distant relatives came from over the sea. It is clear from scientific evidence that Australian aborigines have inhabited this continent for at least 60,000 years, perhaps 100,000 years. Given that a generation is defined as 25 years, aborigines have been on this continent for between 2400 and 4000 generations. White settlement of Australia is 8 generations.

It is impossible to know how many Aboriginal people inhabited Australia at the coming of the Europeans (1788). Scientific evidence varies between 250,000 and 750,000. Although that may seem small, consider the total number of Aboriginal people this continent has supported over tens of thousands of years of habitation.

Over the many millennia of aboriginal habitation there developed complex cultural relationships with the land, which became their religion or spirituality. The land was not merely something they passed over daily. It shaped every aspect of their lives.

Until recently Australians have tended to judge aboriginal Australia through western eyes. We have judged material successes of ancient civilisations by the great monuments people have left behind and not by the lives of the majority, that huge number of people who could not afford to build or live in such vast structures. We must also remember that the aborigines, by the standards of 1800, had a standard of living very

favourable with many European people. True, no aborigine was as well off as the wealthiest European but they were better off than the poor and the downtrodden of European society. Aborigines were able to cope with the ravages of drought. Europeans were on the verge of starvation and death when faced with the potato famines experienced by many countries in periods of the early nineteenth century.

If the main ingredients of a good standard of living were food, warmth and shelter then the average Aborigine was as well off as the average European of 1800. True the Australian Aborigine could not read or write and they have left no written historical records of their time. But neither could the average European of 1800 read or write.

We cannot ignore the period of Aboriginal history in the overall history of this continent. To fully understand it and looking at it through aboriginal eyes would help in the reconciliation process that has been underway in this country for the past decade or more.

## European Discovery and Settlement

Traditional teaching tells us of the exploits of European explorers such as Hartog, Tasman, Dampier, and Cook discovering and mapping parts of the Australian coastline between 1616 and 1770. That ignores the evidence being sort to support the theory the Portuguese were in contact with the east coast of Australia nearly 250 years before Cook, and 100 years before the Dutch on the west coast, and the almost certain contact with the north west coast by Indonesian fisherman and, possibly Chinese, over the hundreds of years before then. The inhospitable nature of the Australian environment and terrain seems to have claimed its first victim - decisions not to establish permanent settlement before British settlement in 1788.

The British settled Australia on 26 January 1788. Three quarters of the 1000 on the First Fleet of 11 ships were convicts and for its early years transported convicts made up the bulk of the population. After fifty years of white settlement the convict population of New South Wales was still in excess of twenty per cent whilst in Tasmania the proportion was even higher.

The total number of convicts sent to NSW and Tasmania was 122,620 males and 24,960 females. Compare the male numbers with the crowd at Stadium Australia at the Opening Ceremony of the Sydney Olympics or a Melbourne Cup crowd (about 108 000 for each of those events) and the female numbers with the Olympic crowd at the International Aquatic Centre for a race involving Ian Thorpe (about 24,000). Most convicts came after 1815. Half of them were sent for seven years, a quarter for life. The average age was 26 and 75% of them were single. Nearly eight out of ten were transported for some form of theft. Two thirds were repeat offenders. Consider the conditions in which those people found themselves both before being transported, during the voyage and upon arrival. Who was better off - the convicts or the aboriginal population?

Transportation was a brutal punishment. With most convicts repeat offenders and many convicted of serious crime, those subjected to the punishment were being removed from their environment and family and isolated half way around the world with other similar felons. This is hardly great stock on which to build a new nation. But here we are in the twenty- first century, the envy of many.

## Gold

Following the crossing of the Blue Mountains west of Sydney, the opportunity opened up for many other explorers to go where no white man had gone before. The first to explore the Port Phillip District (what Victoria was then called) were Hume and Hovell who followed a path from near Yass in New South Wales to Albury and then roughly where the Hume Freeway now runs from Albury to near Melbourne (they went to the western side of Port Phillip Bay, near Geelong). That was in 1824. Once the interior was opened up by exploring parties it was very difficult to control the spread of settlement and parties of squatters (illegal occupiers of land) followed in the path of the explorers and illegally squatted on the land. So began the creation of large squatting runs and the commencement of Australia's reliance of agriculture for its economic growth.

But in 1851 came a discovery that was to make a dramatic impact on the growth and development of Australia - gold. Melbourne was then only a small dusty town but by the end of the decade, by 1860:

- Victoria's population increased from 76,000 to 540,000 - a sevenfold increase
- 45% of Australia's population lived in Victoria
- 290,000 people emigrated from Britain in ten years –compare that with 187,000 convicts arriving in Australia over 60 years
- One third of the world's output of gold came from Victoria in the 1850's - 20 ounces
- "Marvellous Melbourne" was Australia's biggest city for the next forty years.

But gold digging was hard work. Many diggers found nothing. Others struck upon gold quickly or when they were about to give up. Four Irish ex-brewery workers sunk 29 pits without finding a trace. On the 30th they found nearly 1800 ounces of gold at nearly \$6 an ounce or nearly \$11000 - and with an average wage being \$2 a week before the rush began, they literally had 'struck gold.'

The 'Golden Decade' dramatically changed the face of Australia. The impact cannot be over emphasised. Australia, and in particular Victoria, began to develop the base from which it became the modern nation of the twentieth century. There was a vastly increased population. Factories began to develop, as there was a ready-made workforce and a sizeable population. Australia quickly became an urbanised nation - the population lived mainly in urban cities and the inland ones developed as the railways were built out to them.

The 'Golden Decade' was also the decade in which many of the democratic principles we live by were established and the Eureka Stockade, the rebellion by miners against the authority of the Victorian Governor, was in part a demand by miners for greater democratic rights and freedoms.

Australia was a very different place in 1861 to what it was just ten years before.

## Becoming a Nation

It took a long time for us to become the nation of Australia as distinct from the separate colonies, which had been developing since 1788. In fact, at this stage of our history [2006] Australia's history as a single, united nation is shorter than the separate historical development of the colonies from the late eighteenth century. Australia, though, existed as a single entity on maps and as national sporting teams but we did not exist as a nation until 1901. The first AUSTRALIAN test cricket team played England in 1877 but Australia didn't exist as a nation.

So, what were the forces at work for and against federation?

Some of the forces at work for federation:

1. Defence. Each colony was responsible for its own security both internally and externally. Each colony had its own small army and navy - the smaller colonies, they were almost non-existent - and there had been a number of scares involving foreign forces. It was felt a single defence force, with a single command structure, would be better than the duplication of defence units, which existed.
2. Common heritage. Australians at the end of the nineteenth century predominantly came from the one stock: British. They had common language, laws, institutions, religion, interests, (e.g. sport where they had already united). Why not unite politically?
3. Break down the barriers of disunity. The railway system was the most obvious symbol of disunity. Different gauges had been laid in several colonies and travelling from Sydney to Melbourne by train meant changing trains at Albury because of different gauges. And what of goods being sent from one colony to the other? Freight had to be trans-shipped. [It still took another 60 years after federation before Sydney and Melbourne passengers didn't have to change trains - 1962!] And, of course, each colony had its own customs service and passengers and freight passing from one colony to another was subject to customs controls and checks.

Did you know the three time zones of Australia were not introduced until 1895? Until then if a person sent a telegram from Melbourne at 11.00 a.m., it was:

- 11.32 a.m. in Grafton, NSW
  - 11.08 a.m. in Launceston
  - 10.50 a.m. in Warrnambool
  - 9.03 a.m. in Fremantle.
- 5 The need for joint responses to common problems. It seemed appropriate that the colonies should have a unified approach to matters relating to such matters as migration, communications, trade and foreign affairs.

Some of the forces at work against federation:

- 1 Different colonial economic policies. Victoria, with its population from the gold rushes had a manufacturing base and, as such, favoured an economic policy favouring protection - i.e. ensuring factories and jobs were maintained. NSW with its reliance upon primary production favoured a policy of free trade whereby goods were available, especially to the agricultural sector at the cheapest price. But these were more than economic policies - they were also political policies and the political

- parties of the time included the free Traders and the Protectionists. And they were passionate in their beliefs.
- 2 Coloured labour. Just as the argument went that there was a need for a common immigration policy, centred on maintaining a white Australia, Queensland argued the need for cheap, coloured labour if labour intensive industries like sugar were to run efficiently. In Victoria, workers had fought hard to win on matters of pay and hours of work.
  - 3 The imbalance in Australia's population. NSW and Victoria dominated Australia's population. The smaller states felt the big two in any union of the colonies would swamp them unless there were guarantees. In 1891 Australia's population was 3.174 million of which over 70% (2.263 million) lived in NSW and Victoria and over 1 million or nearly 1/3rd of the total Australian population lived in Sydney and Melbourne.
  - 4 Regional differences, suspicions, fear of losing local autonomy. With communications slow or limited, regions tended to have a much stronger pull or allegiance than today (the shrinking world). People from the regions were suspicious of people from other areas e.g. as the only colony not colonised by convicts, South Australia did not wish to mix with the descendants of the convict hordes from other colonies. And local politicians felt reluctant to give up some of their power, which they would undoubtedly have to.

Australia formally became a nation, in the political sense, on 1 January 1901. That is why we celebrated the Centenary of Federation in 2001. Federation was a remarkable political achievement. In the end, the people decided by vote at referendum to become one political entity. Most recognised that there would be winners and losers but the voters, on the whole, accepted that the benefits of federation outweighed the costs. Unlike many modern nations, which emerged in the late eighteenth and nineteenth centuries, ours did not come about as a result of war, rebellion or revolution.

Ours was a political event. Elected politicians led it from the colonies that met in major conventions in Sydney, Melbourne and Adelaide but they understood the wishes of the people who had given impetus to the federation movement in a number of 'peoples' conventions. In the end, it all came down to a vote at two referenda in 1898 and 1899 even though the people of Western Australia did not vote until 31 July 1900 - 26 days AFTER the British parliament had approved the creation of the Commonwealth of Australia.

## An Australian Journey through the Last Century

Several Australian colonial armed forces were at war at the time of federation - assisting the British fight the Boers in South Africa (Boer War, 1899-1902). They began their campaigns as armed forces of a colony and ended as soldiers of a new nation, Australia.

And to many, despite the emergence of a new nation on 1 July 1901, we had to wait until 25 April 1915, for our real emergence on the world stage. Like their mates in the Boer War, the new nations' sons had left for the Gallipoli peninsula as Victorians or New South Welshmen or Queenslanders but came off the peninsula nine months later as Australians - a young, brave, isolated and perhaps, naive, nation making a statement to the rest of the world. It was to be what the Sydney Morning Herald called our 'baptism by fire'.

The heroic actions of the members of the Australian force to Gallipoli were to be repeated later in the war on the Western Front, in France, a confirmation of the status we had won as brave soldiers from Australia. Australian forces penetrated the German line where no other force had done before. They annoyed British officers for their supposed ill discipline and lack of respect for authority.

But it was really the larrikin spirit of the Australian - a healthy but not abusive disrespect for British authority (based on class) for we respected our own officers and none more so than General Sir John Monash whose modern approach to war in 1918 helped break the stalemate. We were not British, we were not Americans and we had played a decisive role in the war. In The Victoria School in Villers Bretonneux in northern France are signs reminding the children of successive generations: "N'oublions Jamais L'Australie": "Never Forget Australia". The school was built in 1927 as a gift of the school children of Victoria after the original school had been destroyed in the fighting of 1918.

Perhaps during the next twenty years we lost our way. We came out of the First World War a young, brash, confident nation. But twenty years later we faced another crisis for which we were unprepared. In between we suffered from the Great Depression - unemployment exceeding 40 % and the British bondholders insisting our loans be repaid. Through it all we tried to hold up our chin. We sought relief in the successes of Phar Lap on the racetrack (and blamed the Americans for poisoning him after he had won his first race there) and Don Bradman on the cricket field (and blamed the English for nobbling him with their bodyline

tactics). Yet we still looked to the Mother Country as a more insecure world threatened. Our confidence from World War One seemed to be ebbing away.

With the menacing Japanese militarist threat to the north, our faith lay in the British base at Singapore. It was unthinkable that Singapore could fall. And should it fall our defences would begin to look very insecure. And fall it did - on 15 February 1942 (just two and a half months after Pearl Harbour) and within four days of the fall, bombs were falling on Darwin. Were we on our own? The British were preoccupied with Hitler in Europe and once Singapore fell, they looked towards saving the Indian empire from falling. The Australian Prime Minister, John Curtin, felt no guilt in unashamedly looking towards the United States for our defence and since then, the cornerstone of our defence has been the United States.

As New Guinea fell to the Japanese, the Imperial Army was on the doorstep but in tough conditions in the Owen Stanley Ranges, Australian troops prevented the Japanese from further advancing along the Kokoda Trail and later turned them back. Prisoners of War on the Thai-Burma Railway toiled under extraordinarily difficult circumstances and men like Edward 'Weary' Dunlop (from Benalla) became an inspiration for courage and humanity.

So much has happened in Australia in the 44 years between 1956 and 2000, the two years in which Australia has hosted the Olympic Games. In 1956 our population was about 8.5 million mostly of British, Irish and European background, mainly of the latter having arrived in the previous ten years. Now we number in excess of 20 million and we are a multicultural, diverse nation. Our large cities and population centres cling to the coastline and we have an extraordinary range of communications.

But when the Games of the 16th Olympiad were held in Melbourne in 1956 only about 5000 Melburnians could see them on black-and-white television sets in their homes whilst thousands of others watched on demonstration sets in the windows of electrical stores. Interstate broadcasts did not occur so the rest of Australia and the rest of the world had to wait for the Melbourne Olympics to arrive on film. The Melbourne Games were also held at the height of the Cold War and the Soviet Union had just invaded Hungary. The 'Friendly Games' as they were dubbed became not so friendly when the water polo match between Russia and Hungary took place and blood flowed in the water of the Melbourne Olympic pool.

Within a decade of the Melbourne Olympics we were also tied up in the Cold war, this time in Asia as we supported the United States in their war in Vietnam. It was a war in which our view of the world and our place in it was to change dramatically.

The Commonwealth of Nations exists as the largest international body outside the United Nations. The Queen is still, formally, Head of State though the Governor General has effectively been Head of State for many years. But we still look to the United States as our most powerful ally, an alliance known as the ANZUS [Australia, New Zealand, United States] alliance. For the past fifteen years or so, the New Zealand part of the alliance hasn't been as strong as a result of their stance on nuclear-powered ships visiting their ports. We, though, have grown closer to the United States.

The Sydney Olympics of 2000 showed the world all that was good about Australia. We were on show to the world as the games happened - unlike Melbourne in 1956 - and it showed that we love our sport and will support the very best performances with pride, passion and intensity.

- We are a young nation, small in population, but large in area - the world's sixth largest in area. But we can justifiably be seen as contributing much on the world stage and so much of it was commemorated in 2001, the Centenary of our Federation.
- We are just one of a handful of nations who have had a continuing democracy since 1901
- We are one of the few nations to compete at every Olympic Games of the modern era, i.e. since 1896
- Howard Florey assisted in the discovery of penicillin
- Our scientists developed the 'black-box' flight recorder now carried on every passenger aircraft in the world
- We developed the 'over-the-horizon' radar
- The world's first feature film, *The Story of the Kelly Gang*, was produced in Australia in 1906 - before Hollywood produced a feature film
- The Victa lawn mower is an Australian invention - more Victas are manufactured than any other lawn mower in the world
- Our research scientists developed the bionic ear and provided hearing to many who could not hear
- The world's first non-counterfeit, polymer notes were produced here (our \$5 note)

- The Royal Flying Doctor Service brings medical and dental help to the residents of the outback
- The Hills Hoist was invented by Lance Hills in Adelaide in 1945 - a feature of most of backyards in Australia for several decades.
- Dynamic Lifter, the garden fertiliser, was developed here in 1971
- The Ute, the 'work horse' of countless Australian tradesmen and farmers, was first produced in this country in 1933
- We invented the collapsible wine cask and, as such, revolutionised the consumption of wine in many countries
- The Surf Lifesaving reel was developed here

All of them achievements of which we can rightly be proud - and there are many others.

So who are our heroes, those Australians from the past and present who have left and continue to leave an indelible mark on the world? That's your choice!

## WHAT DO ROTEX STUDENTS SAY TO EXCHANGE STUDENTS?

### WHAT DOES IT MEAN TO BE AN EXCHANGE STUDENT?

- Fantastic!
- Meeting hundreds of wonderful people.
- Realising just how much your own family and country mean to you.
- Giving speeches, writing emails and reports.
- Getting fat and at times being poor.
- Seeing new country and experiencing new things.
- Being homesick and at times miserable.
- Attending Rotary Club meetings.
- Attending a different school.
- Getting tired.
- Being an ambassador.
- Personal growth

### WHAT MAKES A SUCCESSFUL YEAR OF EXCHANGE?

- Being flexible and adaptable.
- Being open to challenge and change.
- Being knowledgeable and well read.
- Being sensitive, loyal and trustworthy.
- Getting involved.
- Being introspective.
- Recognising 'different' from 'good', 'bad', 'wrong', etc.
- Communicating with family, Rotary, school, friends.
- Wanting to learn and have new experiences.

### WHEN DO HOSTS TIRE OF EXCHANGE STUDENTS?

- When they stay in their room and do not make an effort to be a part of the family.
- When they play loud music and block out everyone else in the family.
- When they over-use the Internet.
- When they do not show appreciation for the efforts of their Host Family - e.g. outings, special meals.
- When they constantly complain.
- When they don't get in
- Involved in school/community activities

## WHAT PAST INBOUND STUDENTS HAVE SAID

### *Madara Möhlmann (Germany)*

Due to the Exchange year I have understood how big the world is and experienced how small it can be once you know a handful of people...who know a handful of people...who know a handful of people...who know someone who you know from home.

The Exchange year showed me the importance of international communication, concerning the dialogue between different cultures that differ from each other. It also showed me that you don't have to be old and wise to act as an ambassador between those cultures. The age doesn't count as long as you have a strong personality and believe in yourself.

Rotary made me understand how useful it can be having a network of international relationships. And my Exchange showed me that I could also make friends out of these relationships who might accompany my whole life. Our global world offers us many opportunities to connect with each other and share our information to get help from other people and also help them.

### *Kirsten Høgholt (Denmark)*

What is the definition of Youth Exchange when looking back at my year as an Aussie? I don't think there is a definition. Being an Exchange Student is the beginning of a new lifestyle. The connections you create worldwide are gold when you later on travel around the world to catch up with friends. I will give this new lifestyle five out of five stars, but!!! There is a catch!!! You will get the travel bug! after Youth Exchange, you will have the personality and confidence to meet the entire world with a smile, and you will want to do so

So if you are keen on all boring things, lots of TV, sleeping all day long, having nothing to do, staying at home and not meeting new people, then this lifestyle is not for you. But if you want the year of your life, then get your but over the boarder and come to Aussieland!

### *Nayla Ventura (Brazil)*

Being an Exchange Student it is not just going to a different country:

- Being an Exchange Student is to believe in myself.
- It is to learn to appreciate what I have.
- It is to (try to) take care of myself.
- It is to think that the world is mine.
- It is to feel independent, because I don't have my parents around me.

And so the time flew and I changed a lot both physically and mentally. Today I can see how I grew up. I grew up 7 years in this 1 year of Exchange. Because:

- I learnt to make decisions.
- I learnt that I can benefit from my mistakes.
- I learnt that making mistakes is acceptable.
- I learnt that difficulties do not need to be seen as problems, but as challenges.
- I learnt to respect people who are different compared to me.
- I learnt that true friends are still friends even when separated by distance.
- I learnt to think before speaking.
- I learnt that words can hurt.
- I learnt to listen more and talk less.
- I learnt that the family it is the most precious thing in anyone's life.
- I learnt to find something good in every situation.
- I learnt to control my emotions.
- I learnt that crying can mean not only sadness but happiness as well.
- I learnt to plan less and do more.
- I learnt to complain less and thank more.
- I learnt that nobody is perfect.
- I learnt that every day is the best day of my life

## **SMILE**

A smile costs nothing but gives much.

It enriches those who receive,  
without making poorer those who give.

It takes but a moment,

but the memory of it sometimes lasts forever.

None is so rich or mighty that he can get along without it  
and none is so poor that he can be made rich by it

A smile creates happiness in the home,

fosters goodwill in business,

and is the countersign of friendship.

It brings rest to the weary,

cheer to the discouraged,

sunshine to the sad

and is nature's best antidote for trouble.

Yet it cannot be bought, begged, borrowed or stolen,

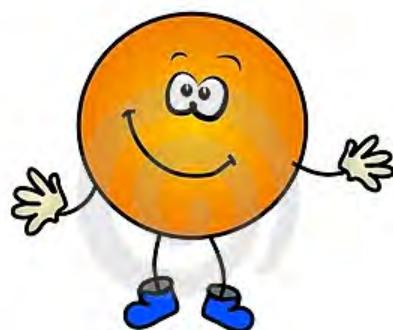
for it is something that is of no value

to anyone until it is given away.

Some people are too tired to give you a smile.

Give them one of yours, as none needs it more,

as much as he that has no more to give





## Program Rules and Conditions of Exchange

Following is a copy of the Rules and Conditions that all inbound students, together with your parents, must sign at the December orientation camp, prior to your departure from Australia.

### District 9810 Rules and Conditions of Exchange

In your application for the Rotary Youth Exchange Program, you signed an agreement to follow the rules and conditions, which were set out in the application form. These rules apply in every Rotary District all over the world. Rotary International recommends that Districts adapt the rules to suit local conditions. The agreement, which follows, contains the rules and conditions for Youth Exchange in District 9810, which has been established for your safety and wellbeing. Violation of any of these rules may result in dismissal from the program and your immediate return home, at your own expense. You and your parents are asked to sign this agreement to acknowledge your commitment for a full twelve months to the Youth Exchange Program to your sponsor Rotary Club and District 9810, to your host District, host Rotary Club and host families.

Please read these rules very carefully, and sign them only if you agree to follow them. If you are not prepared to sign this agreement, and abide by the rules, you should immediately withdraw your application from consideration by Rotary District 9810.

The fundamental purpose of the Youth Exchange Program is the promotion of international understanding, goodwill, peace and experiencing and absorbing different cultures and languages. It is thus expected that you will be an ambassador for your own family, Rotary and Australia. In order to do so you should be friendly, interested and adjust to and be involved in the way of life of your host country, and maintain high standards of dress, grooming, behavior and personal hygiene at all times. Rotary commitments take precedence over any of your personal plans.

## Agreement

I, \_\_\_\_\_  
*Student's name*

Agree that I shall abide by the following rules and conditions of my exchange.

1. Rotary District 9810 has established rules and conditions for my safety and wellbeing while I am a participant in the Youth Exchange Program. Violation of any of these rules may result in my dismissal from the program and my immediate return home, at my own expense.
2. Ambassador
 

I will serve as an Ambassador for my family, my Sponsoring Rotary Club, and Rotary International. I will be friendly, and show interest in the way of life of my host country, and adjust to and be involved in the activities of my Host Family, my Host Club, Host District, and my School. I will maintain a high standard of dress, grooming, behavior and personal hygiene at all times. I agree that Rotary commitments take precedence over other activities.
3. Laws of the Country – I will obey the laws of the country of my exchange.
4. Drugs – I will not use illicit drugs, I understand that use of any illegal drugs will result in my immediate return home
5. Drinking – I will not drink any alcohol. I understand that the consumption of any alcohol is forbidden whilst I am on exchange.
6. Driving – I will not operate any motorised vehicle including, but not limited to cars, motorbikes, trail bikes, tractors, boats, jet skis and other motorised watercraft.

7. Dating – I will not form a steady and serious romantic attachment. I understand that sexual activities will result in my immediate return home.
8. Body Piercing and Tattoos – I agree that I will not have any part of my body pierced or tattooed during my exchange year.
9. Debts – I will not borrow money or run up any debts whilst I am on exchange and I understand that I am required to pay bills promptly. This includes telephone and Internet charges.
10. Stealing/Theft – I understand that stealing is prohibited and illegal and that there are no exceptions.
11. Unauthorised Travel – I will not travel outside the area of my Rotary District unless I have had those travel plans approved by my Host Club Counselor. I agree to abide by the travel rules of my host District.
12. Insurance Cover –  
I will be fully covered by health, medical accident, and travel insurance acceptable to my host District and Rotary International.  
The arrangements for this will have been finalised before my departure.  
I understand that I am not allowed to participate in dangerous activities such as hang-gliding, parachute-jumping, skydiving, and bungee jumping and I will not travel in a motorised or non-motorised glider or ultra-light plane.
13. School Attendance –  
I agree to attend school every day of the school calendar and make an honest attempt to succeed.  
I understand that school is the basis of my exchange visa.  
I will take part in all normal school activities, including exams, as a full-time student at a school arranged by my Host Rotary Club.
14. Smoking – I understand that smoking is actively discouraged. However some host families may permit the smoking of tobacco products with their permission and restrictions.
15. Host family – I will respect the members of my host families, and the wishes of my host parents; Not act as a guest, but make genuine effort to become an integral part of the host family; and assume duties and responsibilities normal for a student of my age or for children in the family;  
Adapt to the family: I understand that the family is not expected to adapt to me; and  
Keep my room tidy.
16. Language – I understand that I must make every effort to learn the language of my host country.
17. Rotary Events –  
I will attend regular Rotary meetings, Rotary sponsored and host family events and show an interest in these activities.  
I will volunteer to be involved without waiting to be asked.  
I acknowledge that a lack of interest on my part is detrimental to my exchange and can have a negative impact on future exchanges.
18. Friends – I will choose my friends carefully and take the advice of host families, Counselors and school personnel in choosing these friends.
19. Telephone and Computer – I will pay any telephone and computer costs incurred by me and I understand that it is a privilege, not a right, for me to use a home computer.
20. Use of Mobile Phones – If I wish to have a mobile phone I understand that I am to purchase and pay for it myself and that it is not the responsibility of my host family or Rotary Club.
21. Trip/Event – If I am offered the opportunity to go on a trip or to an event, I understand that my financial contribution and responsibilities must be clearly understood before I accept the offer.
22. Financial Support –  
I acknowledge that I must have sufficient support to assure my wellbeing during my exchange.  
I will arrange the equivalent of A\$400 to be paid into a bank account as an "emergency" fund. If this fund is used, my parents or guardians will replenish it. I understand that any unused funds still remaining at the end of the exchange year will be returned to me. I will arrange for all fees required by my host District to be paid immediately I arrive in my host country.  
  
I understand that I will be paid a monthly allowance approximately equivalent to A\$120 by my host Rotary Club.

23. Work – I understand that I am not permitted to do any paid full-time, part-time or casual work while I am on exchange.
24. Early Return – I understand the exchange is for one year and I must complete the full year of exchange before returning home. Requests from students to return home earlier than the stipulated date will not be granted.
25. Students being Repatriated – If the District Governor or Chairman of my host district repatriates me home early, I understand that costs relative to my early return home are the sole responsibility of my natural parents/guardians.
26. Language, Extra Curricular, Tours - I understand that all costs relating to language courses, extra tuition and tours (i.e. Central Australia Tour) must be paid for by my parents.
27. Authority – I understand that  
I am under the care of my YEP host district's authority while I am an exchange student;  
My natural parents/guardians are not permitted to authorise any extra activities directly to me;  
My host Rotary Club and District Youth Exchange Officers must authorise such activities; and  
If I have relatives in my host country, they will have no authority over me while I am in the program.
28. Parental Visits –  
I acknowledge that visits by my parents and friends are not discouraged but require prior approval of my host club and district.  
I acknowledge that my parents or friends should not visit me in the first six months, the last month, during the school term, nor at Christmas or New Year and they should not expect to spend more than 10 days with me.  
I acknowledge that I must attend all compulsory District activities, regardless of whether my parents are visiting or not. I will not be permitted to travel with them and I will not be permitted to return home before my exchange is complete.  
I will not expect my host family to accommodate my family or friends.
29. Compulsory Events – I understand that I must attend the following compulsory events at the cost of my host club or host district:
  - Youth Exchange Orientations
  - The Rotary conference
30. Return – I will return home directly by a route mutually agreeable to District 9810 and my natural parents/guardians

**Please complete and sign where indicated.**

We, the exchange student and his/her parents or guardians, agree that we have read and understand the Program Rules and Conditions of Exchange as outlined above and agree to abide by these Rules and Conditions of Exchange whilst an exchange student in the Rotary District 9810, Australia Youth Exchange Program.

**Signed**      Student.....

**Signed**      Father or Guardian.....

**Signed**      Mother or Guardian.....

**Date**      ...../. .... /.....

## **IMPORTANT CONTACT TELEPHONE NUMBERS**

The following includes a list of contact names and/or Telephone numbers that you can contact during the exchange period. These represent a range of people and Community Support Services you are able to contact if you experience a serious problem, which you need to discuss and/or report.

The Non Rotary contacts are former Rotary exchange students who you can contact at any time about any matters of personal concern and to assist you to resolve these.

They are not in any order but provide a range of options and alternative contacts depending on the type of problem and those who may be involved. The contacts are not provided as alternatives for the resolution of routine and everyday issues and concerns that may arise.

Numbers provided and any details specific to your Host Club and School should be copied into the spaces provided in the following lists:

### **Community and Emergency Services Contacts:** Enter these into your phone

<b>Service/Role</b>	<b>Contact Number</b>
Emergency Response – <b>Police, Fire, Ambulance</b>	<b>000</b>
Sexual Assault Line	1800 806 292
Suicide Help Line (24 Hour Crisis Counseling)	1800 100 024
Lifeline	13 11 44
Depression – Beyond Blue	1300 224 636
DIRECT Line (Alcohol & Drugs)	1800 888 236
Youth Health Line	1300 131 719
Kids Help Line	1800 551 800
<b>Victorian Registration &amp; Qualifications Authority</b>	vrqa.student.exchange@vrqa.vic.gov.au

### **My School Contacts:** Enter these into your phone

<b>Name</b>	<b>School Position</b>	<b>Contact Number</b>
	Home Room Teacher	
	Student Counselor	
	School Office	

### **My Host Rotary Club Contacts:** Enter these into your phone

<b>Name</b>	<b>Club Position</b>	<b>Home Number</b>	<b>Mobile Number</b>
	Host Club Counselor		
	Host Club President		
	Host Club YEO		
	1st Host Family		
	2 <sup>nd</sup> Host Family		
	3 <sup>rd</sup> Host Family		
	4 <sup>th</sup> Host Family		

### **My Non Rotary Contacts:** Enter these into your phone

<b>Name</b>	<b>Mobile Number</b>	<b>Name</b>	<b>Mobile Number</b>
Nicole BOTTERILL	0432 714 846		
Matthew BODE	0435 526 273		

**Rotary**  
District 9810



Rotary  
Youth  
Exchange  
Victoria



# Rotary Exchange Student Monthly Report

*This is confidential. To be emailed ON the last day of the reporting month to your Country Coordinator and YEP Chairman.*

## Information required since your last Monthly Report

*This form is a fillable Word format – type directly into the text fields*

Name		Mobile		Month	
------	--	--------	--	-------	--

Host Club		Sponsor Club		Country	
-----------	--	--------------	--	---------	--

Counsellor Details			
Host Club Counsellor		Sponsor Club Counsellor	
Telephone		Telephone	
Email		Email	

Present Host Family		Next Host Family – date of change if known	
Name		Name	
Address		Address	
Telephone – Home		Telephone – Home	
– Mobile		– Mobile	
- Email		- Email	

School life, progress and activities:

Social activities and friends:

Travel – *Have you completed the travel approval form if required?*

Contact with family back home:

Highlights:

Language: - *How are you coping with your new language?*

Problems or Difficulties: *(please give details)*

**Rotary**  
District 9810



Rotary  
Youth  
Exchange  
Victoria



# OUTBOUND STUDENT TRAVEL ADVICE FORM

## OUTBOUND STUDENT TRAVEL FORM

To be sent to the Chairman, Secretary and country coordinator  
of your sponsor Youth Exchange Committee

Name of student:

Hosted by the Rotary Club of

In Rotary District

In  (*Host Country*)

And sponsored by the Rotary Club of  (*in Australia*)

I wish to travel to:

Include a full itinerary of travel

Date of departure:

Date of return to host country:

Who travelling with:

Method of Travel (bus, plane, train, car) and full details:

I will be staying with (name, relationship to you, their address and full mobile telephone and email contact details)

I have arranged for the Rotary Club of  to receive me at my destination

I have received the written permission for me to undertake this travel from the following people on the dates shown

Natural Parent/Guardian	<i>Date</i>	Host Parents	<i>Date</i>
Host District YE Chair/ Country Coordinator	<i>Date</i>	Host Club YE Representative/Counsellor	<i>Date</i>
		Receiving Club Representative	<i>Date</i>

Youth Exchange Student - *Signed:*

*Date*

Please Scan and email this form to your Sponsor District's Youth Exchange Chairman or Country Coordinator

**ROTARY AUSTRALIA NATIONAL INSURANCE SCHEME  
YOUTH EXCHANGE PROGRAMME  
GROUP ACCIDENT & TRAVEL INSURANCE**

Insurance Summary 01/01/2019 to 31/01/2020

**GROUP ACCIDENT & TRAVEL INSURANCE - YOUTH EXCHANGE STUDENTS**

**PERSONS INSURED**

All nominated outbound Australian Youth Exchange Students and nominated inbound overseas Youth Exchange Students.

**SCOPE OF COVER**

World wide on a 24 hours per day basis from when students leave their normal place of domicile until they return thereto. The policy period is 12 months, plus up to 14 days additional cover beyond the 12 month period in respect to private travel.

**COVERAGE**

**A. Capital Benefits**

1. Accidental Death	\$ 135,000
2. Permanent and incurable paralysis of all limbs	\$ 200,000
3. Loss of sight in one or both eyes or hearing in one or both ears	\$ 200,000
4. Loss of both feet or the whole of one foot or one hand	\$ 200,000
5. Student Tutorial Costs (maximum benefit period 26 weeks subject to a 7 Day Excess)	\$150 per week

**B. Travel**

Kidnap & Extortion	\$ 500,000
Hijack and Detention	\$200 per day (30 Days Maximum, Legal Costs \$10,000)
Overseas Medical & Additional Expenses	Unlimited
Funeral or Cremation Expenses	\$68,000
Cancellation/Curtailment Expenses	Unlimited
Missed Transport Connection	\$ 5,000
Political & Natural Disaster Evacuation	\$ 68,000
Resumption of Assignment	\$ 10,000
ACE Assistance	Unlimited
Loss of Deposits	Unlimited
Baggage/Personal Property/Travel Documents (Excess: \$250 each and every claim)	\$ 10,000 (\$3,000 limit - any one Item)
Electronic Equipment (Excess: \$250)	\$ 10,000
Deprivation of Baggage	\$ 1,000
Money/Travel Documents	\$ 2,000
Personal Liability (Excess: \$250 each and every claim)	\$ 10,000,000
Trauma Counselling Benefit (following witness of a criminal act)	\$ 5,000 per event

**MAJOR EXCLUSIONS (this is not an exhaustive list of all exclusions. for full policy terms, conditions and exclusions refer to your Rotary Representative:**

The Insurer shall not pay Benefits with respect to any loss, damage, liability, event, injury or sickness which:

- results from an Insured Person engaging in or taking part in:
  - flying in an aircraft or aerial device other than as a passenger in an aircraft licensed to carry passengers; or
  - training for or participating in Professional Sport of any kind.

- results from any intentional self-injury, suicide or any illegal or criminal act committed by You, a Spouse/Partner and/or Dependent Child(ren).
- results from war, civil war, invasion, act of foreign enemy, rebellion, revolution, insurrection or military or usurped power in Australia or an Insured Person's Country of Residence, or any of the following countries:
  - Afghanistan, Chad, Chechnya, Côte d'Ivoire (Ivory Coast), Democratic Republic of Congo, Iraq, Israel, Somalia or Sudan
- is or results from or is a complication of infection with Human Immunodeficiency Virus (HIV) or any variance including Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC).
- results from any expenses, the payment of which would constitute "health insurance business" as defined under the National Health Act, 1973 (Cth), The Private Health Insurance Act 2007 (Cth) or the National Health Act, 1953 (Cth).
- results from pregnancy, childbirth, miscarriage or the complications of these conditions.
- loss of baggage not reported to police or transport carrier.
- loss of baggage due to confiscation by customs or any other lawful authority.
- loss of electronic equipment where theft or attempted theft occurs whilst such equipment is unattended, unless securely locked inside a building or securely locked out of sight inside a motor vehicle (unless You and/or the Insured Person has no option other than to leave the equipment unattended due to an emergency medical, security or evacuation situation)
- loss of electronic equipment whilst carried in or on any aircraft, aerial device, bus, waterborne vessel or craft, unless they accompany the Insured as personal cabin baggage.

**Note**

1. The exclusion for pre-existing conditions on the policy has been waived. However, the following conditions still apply:
  - The Insured Person must obtain approval from their doctor advising they are fit to travel.
  - The Insured Person cannot travel solely for the intention of having treatment for an existing medical condition.
  - The policy will not cover expenses incurred for any medication for a condition which commenced prior to the commencement of the journey and which such medication the Insured Person has been advised to continue during travel.

**2. Trauma Cover**

Trauma Counselling Benefit means if during the Period of Insurance an Insured Person suffer psychological trauma as a result of them being a victim of, or eye witnessing a criminal act such as sexual assault, rape, murder, violent robbery or an act of terrorism, insurers will pay up to \$5,000 with respect to any one event for the cost of trauma counselling which is provided by a registered psychologist (who is not an Insured Person or their relative) provided the treatment is certified as necessary by a Doctor for the wellbeing of the Insured Person.

**INSURER**

Chubb Insurance Australia Limited

**POLICY No.**

04PP005604



Rotary  
District 9810  
Youth  
Exchange  
Victoria



# Rotary Youth Exchange Social Media Policy

## Background

Rotary and the Rotary Youth Exchange (RYE) program has its own rules about social media usage, in addition to Australian Laws and the laws of the student's host country if away on exchange.

Rotary respects the right of everyone including Rotary exchange students, as private citizens, to engage in public debate on political and/or social issues, whether on the radio, the Internet, in newspapers or on television. This extends to the use of social media sites.

At the same time, Rotary expects that everyone associated with the RYE program will fulfil their obligations and uphold the expected level of conduct when using social media.

Further, with respect to the use of social media Rotary will take disciplinary or other action in regards to inappropriate use of social media. For a Rotary exchange student this may include termination of the exchange.

Everyone must be mindful that content posted on such sites is as public as if published in a newspaper or discussed at a public forum and has the potential to be broadcast across the entire internet.

## Purpose

The purpose of this policy is to ensure that everyone associated with RYE understand their obligations when using social media (such as Facebook) and are informed of the importance of managing the risks associated with such use that may impact on the reputation of Rotary and/or the safety of themselves and others, and that may result in a breach of Rotary's Code of Conduct and policies, procedures or instructions.

This policy is for the mutual protection of Rotary and everyone else and is not intended to prevent, discourage or unduly limit expression of personal opinion or online activities.

## Scope

This policy covers, but is not limited to, the sites and services mentioned below, and is also intended to cover other social media services as they develop in the future:

- Social networking sites (e.g. but not limited to Facebook, Instagram, Snapchat, Twitter);
- Professional networking services (e.g. LinkedIn);
- Video and photo sharing websites (e.g. YouTube);
- Micro-blogging (e.g. Twitter);
- Forums and discussion boards (e.g. Google Groups);
- Online collaborations (e.g. Wikipedia);
- Blogs including corporate blogs and personal blogs;
- Blogs hosted by traditional media outlets;
- Podcasting.

## Definitions

### Social media

Social media includes the various internet-based applications that allow the creation and exchange of user-generated content. Social media enables individuals to communicate via the Internet sharing information and resources. Sites such as but not limited to Facebook, Instagram, Snapchat, Twitter are a social utility that connects people with family and friends.

### Content

Content is the information that is put onto social media sites, which includes text, audio, video, images, podcasts and other multimedia communications.

### Procedure For Use of Social Media Public Comment

Rotary exchange students and others as private citizens, can engage in public debate on political and/or social issues, whether on the radio, the internet, in newspapers, on the television or social media sites.

### In such circumstances, you should not:

Make comment, regardless of the connection with any event or person that amounts to criticism sufficiently strong or persistent to give rise to an adverse public perception of the event or person or that brings Rotary or the Youth Exchange Program or a particular district or person into disrepute.

## **Bullying and harassment**

Just as bullying and harassment will not be tolerated in public, nor will it be tolerated where it occurs on a social media site.

In this regard, individuals are not to post any adverse or critical content about any other individual on social media sites such as offensive, obscene, bullying, discriminatory, hateful, racist, sexist, abusive, harassing, threatening or defamatory content.

In such circumstances, not only is it likely that disciplinary action will be taken against the perpetrator (which for RYE could include termination of the exchange), but that such content may also amount to civil proceedings giving rise to the perpetrator being charged with a criminal offence.

Rotary reserves the right to request that certain posts and inappropriate comments be removed from an individual's social media site.

## **Confidentiality of information**

Individuals and especially host families are not to identify any other individual or publish personal details and/or images about them without their permission. This includes but is not limited to not publishing anything whatsoever about host family and their home that may identify them or their address or location or their house, nor the inside of the home or the outside of the home nor that the house may be unattended from time to time.

## **Use of Rotary logo**

Under no circumstances are individuals to use the Rotary logos without permission as part of their personal social media activities or post images of themselves or any other individual where this use could be considered adverse to the image of Rotary or RYE.

## **Security risks**

Social media sites can contain a significant amount of personal information.

Accordingly, it is in the best interests of everyone to ensure appropriate and effective security and/or privacy settings are established, where available, to allow restricted access to their social media sites.

Everyone, however, need to be mindful that regardless of the security/privacy settings, content may still be made public (e.g. anyone may cut and paste comments onto another site) or may be illegally accessed by cybercriminals.

Furthermore, unintended invitees may gain access to a social network site through a linked association (e.g. friend of a friend).

Some individuals and organisations, including criminal organisations, use social media to mask their true identity and obtain personal information.

It is recommended that everyone exercise caution with respect to the type of information that they post on such sites.

## **Reporting**

It is expected that everyone will comply with this policy. Failure to comply with this policy may be subject to counselling, directions to withdraw posted material, or disciplinary action, which may include termination of the exchange.

Everyone has an obligation to immediately report any breach of this policy. Rotary exchange students are to report any breach of this policy or seek advice from their Rotary club counsellor or district youth exchange chairman.

**I / we have read and understood the above and I agree to comply with the above Social Media Policy**

<b>Name:</b>	<i>Rotary Exchange Student</i>	<i>Signed / Date</i>
<b>Name:</b>	<i>Father / Guardian</i>	<i>Signed / Date</i>
<b>Name:</b>	<i>Mother / Guardian</i>	<i>Signed / Date</i>