OUTBOUND COUNSELOR
Responsibilities and Timeline

Each Outbound Student is supported by a number of Rotarians in the District: The District Youth Exchange Officer/Chair (YEO), the Country Coordinator, the Club Youth Exchange Officer and the Club Outbound Counselor.

The Club Outbound Counselor is the "front line" contact for the student being sponsored by a club. He/she serves as the liaison between the student's parents and the District and plays an important role in helping to ensure that communications are maintained. The District YEO/Chair and the Country Coordinator will support the Club Outbound Counselor.

The Responsibilities are as follows:

1. **Prior to December 15**: participate in Club recruitment of possible exchange students and Club interviews to select the student their Club wants to sponsor. It is possible to submit more than one application to the district interviews. Only one may be selected by the District unless the Club is willing to also host two inbounds students. The Club can find a second Club willing to sponsor that student if that Club was unable to recruit a student of their choice and is willing to host an inbound student.
2. **January**: Introduce yourself to your student and his/her parents so that they know you are available to provide local support.
3. **February:** The 1st Outbound Orientation will be held in February. If possible, plan to attend this meeting to learn more about the Youth Exchange Program and get acquainted with your student and his/her parents or guardian. This Orientation is REQUIRED for students and their parents.
4. Invite your student/family to attend your Rotary meetings at least once a month. Invite your student/family to participate in club service projects and events.
5. Offer to assist your student to prepare a 15-20-minute presentation about themselves and their host country to be given to your club prior to leaving on exchange. This will give you an idea of how the student is preparing for their exchange. Help schedule the presentation.
6. Attend one of the REQUIRED Counselor Training sessions in late winter/early spring.
7. **March:** The 2nd Orientation will be held in March and possibly will be a virtual meeting. Again, this Orientation is MANDATORY for the students and their parents. Again, you are encouraged to attend.
8. **April:** The 3nd Orientation will be held at the Show Me Rotary President Elect Leadership training in the spring. Again, this Orientation is MANDATORY for the students and their parents or guardians. Again, you are encouraged to attend
9. **May-July**: Throughout the months prior to the student's departure, you should keep in touch with him/her and his/her parents or guardian to make sure they don't have any questions or concerns. The District Youth Exchange Committee will handle most concerns and challenges. This is also a good time frame to have the student visit your Club to practice giving his/her presentation
10. **July-August**: Prior to your student's departure, try to meet again, face to face, to reinforce the fact that you are part of the Rotary support network. Maybe plan a special "send-off" event at your club meeting. We want the students and parents to know that your club is involved in the exchange.

11. **August-June**: Keep in touch with your student throughout the year. Also, make periodic contact with the student's parents or guardian to make sure they feel the support network that Rotary is providing for their child. Keep your club informed periodically about how their student is doing.
12. **June – August after returning from exchange:** Plan for the student and his/her parents to visit your club and make a presentation about the exchange year upon their return.

Remember, the District Youth Exchange Committee is always available to assist you.

District YEO: Kit Freudenberg at chair@rye6080.org

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