

## ROTARY YOUTH EXCHANGE INBOUND STUDENT CALENDAR

| AUGUST    | ACTION NEEDED  | NOTES  |
|-----------|--|--|
|           | Arrival of the new inbound student; enter inbound student arrival date through YEAH portal and notify district inbound chair   | YEAH PORTAL: <a href="http://yehub.net/cgi-bin/OER_get.cgi?pgid=ye01">http://yehub.net/cgi-bin/OER_get.cgi?pgid=ye01</a>   |
|           | Check air ticket, DS2019 and multiple entry visa (make and keep a copy in safe place).   |  |
|           | Enroll current inbound student to school, make sure YEO is listed as one of the contacts   |  |
|           | Setup bank account, deposit emergency fund in a separate account and update any needed shots for the current inbound student.  |  |
|           | Monthly stipend to current inbound student.  |  |
|           | Counselor to complete monthly counselor report on YEAH portal.   |  |
|           | Current inbound student to attend the district RYE weekend. (Inbound Orientation)  | RYE Calendar: <a href="http://rye6690.com/events/">http://rye6690.com/events/</a>  |
|           | Monthly contact with current inbound student/host family/district inbound chair  | Monthly contact can be a simple "check-in" email/phone call.   |
| SEPTEMBER | ACTION NEEDED  | NOTES  |
|           | Monthly stipend to current inbound student.  |  |
|           | Counselor to complete monthly counselor report on YEAH portal.   |  |
|           | Monthly contact with current inbound student/host family/district inbound chair  |  |
|           | Second visit to host family # 1 (within 30 days after the move) and submit report in YEAH portal. <i>Make sure it's completed by someone other than the person whom completed the 1st visit.</i> |  |
|           | Begin searching for host family # 2 for the current inbound student and start host family online application process if it's not already completed.  | HOST FAMILY FORMS: <a href="http://rye6690.com/forms/host-family-forms/">http://rye6690.com/forms/host-family-forms/</a> Remember to only share the letters from the new inbound student and natural parents with the potential host family for the new student, not the full application. The potential host family needs to be vetted before they can review the full application. |
|           | Current inbound student to attend district RYE weekend.  |  |
| OCTOBER   | ACTION NEEDED  | NOTES  |
|           | Monthly stipend to current inbound student   |  |
|           | Receive confirmation from district that host family # 2 is vetted  | Approval email will come from Ohio Erie to the host family, club YEO and district chair  |
|           | Complete host family # 2 orientation and report first home visit on YEAH portal  |  |
|           | Monthly contact with current inbound student/host family/district inbound chair  |  |
|           | Counselor to complete monthly counselor report on YEAH portal  |  |
|           | Current inbound student to attend district RYE weekend   |  |
| NOVEMBER  | ACTION NEEDED  | NOTES  |
|           | Monthly stipend to current inbound student   |  |
|           | Current inbound student moves into host family # 2. Submit move through YEAH portal at the actual date the student move  | YEAH PORTAL: <a href="http://yehub.net/cgi-bin/OER_get.cgi?pgid=ye01">http://yehub.net/cgi-bin/OER_get.cgi?pgid=ye01</a>   |
|           | Counselor to complete monthly counselor report on YEAH portal  |  |
|           | Monthly contact with current inbound student/host family/district inbound chair  |  |
|           | Current inbound student to attend district RYE weekend   |  |
| DECEMBER  | ACTION NEEDED  | NOTES  |
|           | Monthly stipend to current inbound student   |  |
|           | Second visit to host family # 2 (within 30-60 day of the move) and submit report in YEAH portal. <i>Make sure it's completed by someone other than the person whom completed the 1st visit</i>   |  |
|           | Counselor to complete monthly counselor report on YEAH portal  |  |
|           | Monthly contact with current inbound student/host family/district inbound chair  |  |
|           | Current inbound student to attend district RYE weekend   |  |
|           | Current inbound student to attend Rotary Disney Adventure (optional)   |  |
| JANUARY   | ACTION NEEDED  | NOTES  |
|           | Monthly stipend to current inbound student   |  |
|           | Board meeting to decide hosting a future inbound student in the following school year  |  |
|           | Send the commitment form to district inbound chair   | Inbound chair will send commitment forms to the club president and YEC   |
|           | Begin searching for host family # 3 for the current inbound student and start host family online application process if it's not already completed   |  |
|           | Counselor to complete monthly counselor report on YEAH portal  |  |
|           | Monthly contact with current inbound student/host family/district inbound chair  |  |
|           | Current inbound student to attend district RYE weekend   |  |
| FEBRUARY  | ACTION NEEDED  | NOTES  |
|           | Monthly stipend to current inbound student   |  |
|           | Receive confirmation from district that host family # 3 is vetted  |  |
|           | Complete host family # 3 orientation and report first home visit on YEAH portal  |  |
|           | Monthly contact with current inbound student/host family/district inbound chair  |  |
|           | Counselor to complete monthly counselor report on YEAH portal  |  |
|           | Late in the month, be prepared to receive new inbound student applications for the following school year   |  |
|           | Current inbound student to attend district RYE weekend   |  |
| MARCH     | ACTION NEEDED  | NOTES  |
|           | Monthly stipend to current inbound student   |  |
|           | Current inbound student moves into host family # 3. Submit move through YEAH portal at the actual date the student move  |  |
|           | Counselor to complete monthly counselor report on YEAH portal  |  |

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|              | Be ready to receive new inbound student application from the district  |   |
|              | Review the new inbound student's application, complete and sign guarantee form, secure host family #1 for the new inbound student and make sure the host family application is submitted through YEAH, complete district and club profile form | Remember to only share the letters from the new inbound student and natural parents with the potential host family for the new student, not the full application. The potential host family needs to be vetted before they can review the full application.<br><br>Volunteer application: <a href="http://yehub.net/OER-volapp">http://yehub.net/OER-volapp</a> |
|              | Return guarantee form, get the host family vetted (receive OK from district) and complete district and club profile form within 3 weeks and send it to district inbound chair  |   |
|              | Identify a new counselor for the new inbound student, if needed. New counselor needs to complete application through YEAH and complete DOS test  |   |
|              | Check with school nurse advise if the new student of missing immunization and/or need for TB letter  |   |
|              | Monthly contact with current inbound student/host family/district inbound chair  |   |
|              | Current inbound student to attend district RYE weekend   |   |
|              | Current inbound student attends to Rotary Eastern Adventure (optional)   |   |
| <b>APRIL</b> | <b>ACTION NEEDED</b>   |   |
|              | Monthly stipend to current inbound student   |   |
|              | Counselor to complete monthly counselor report on YEAH portal  |   |
|              | Monthly contact with current inbound student/host family/district inbound chair  |   |
|              | Current inbound student to attend district RYE weekend   |   |
|              | Second visit to host family # 3 (within 30-60 day of the move) and submit report in YEAH portal. <i>Make sure it's completed by someone other than the person whom completed the 1st visit</i>   |   |
|              | Monthly contact with current inbound student/host family/district inbound chair  |   |
|              | Initial communication with the future inbound student - email/FB/phone call  |   |
| <b>MAY</b>   | <b>ACTION NEEDED</b>   | <b>NOTES</b>  |
|              | Monthly stipend to current inbound student   |   |
|              | Counselor to complete monthly counselor report on YEAH portal  |   |
|              | Monthly contact with current inbound student/host family/district inbound chair  |   |
|              | Current inbound student to attend district RYE weekend   |   |
| <b>JUNE</b>  | <b>ACTION NEEDED</b>   | <b>NOTES</b>  |
|              | Monthly stipend to current inbound student   |   |
|              | Counselor to complete monthly counselor report on YEAH portal  |   |
|              | Monthly contact with current inbound student/host family/district inbound chair  |   |
|              | Current inbound student attends to Rotary Western Adventure (optional)   |   |
| <b>JULY</b>  | <b>ACTION NEEDED</b>   | <b>NOTES</b>  |
|              | Monthly stipend to current inbound student   |   |
|              | Counselor to complete monthly counselor report on YEAH portal  |   |
|              | Current inbound student departs, typically after 4th of July - Enter departure within 24 hours in YEAH portal and notify district inbound chair  |   |
|              | Complete club compliance form and send it to the district inbound chair  |   |
|              | Complete host family #1 orientation for the new inbound student and submit 1st home interview report through YEAH portal   |   |