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## Youth Exchange Officer (YEO) Annual Calendar

Dates and information are subject to change, please regularly visit [www.RYE5450.org](http://www.RYE5450.org) for the latest information.

### JULY:

1. Notify the RMRYE chair that you are the current YEO.
2. Visit [www.Rye5450.org](http://www.Rye5450.org) for information and guides.
3. Select your exchange committee for your club.
4. Assist outbound students with departure.
5. Correspond with inbound student who will arrive in August.
6. Schedule orientation for host families who will host during the year.
7. Complete and submit application forms of volunteers and host families for required background checks.
8. Determine method of monthly allowance payment to inbound student.

### AUGUST:

1. Meet inbound student at the airport with host family.
2. Help inbound student get settled and registered for school.
3. Check that student has required insurance.
4. Check passport and visa to ensure proper. Offer to hold for student in secure location (not required).
5. Establish account for emergency funds or verify student has access via credit card to emergency funds.
6. Arrange for student and host family to attend Rotex sponsored welcome party.

### SEPTEMBER

1. Recruit outbound applicants.
2. Select club interview committee.
3. Arrange for inbound student to attend mandatory orientation sponsored by RMRYE.
4. Arrange for inbound student to attend as many club meetings as possible.

### OCTOBER:

1. Interview outbound candidates.
2. Optional "Let's Do Denver" for inbound student sponsored by Rotex.
3. Correspond with outbound student.
4. Get club members involved with student.

### NOVEMBER:

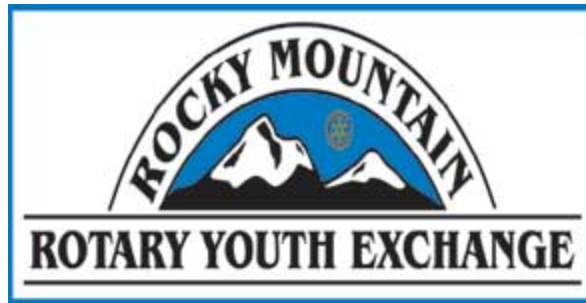
1. Submit outbound applications to RMRYE by November 15.
2. Confirm district interview dates with outbound applicants.
3. Keep in contact with inbound student, host family and the school, at least monthly.
4. Make plans for student to speak to club depending on English skills.

### DECEMBER:

1. Confirm mandatory District interviews for club's outbound applicant.
2. Continue to correspond with outbound student.

### JANUARY:

1. Receive acceptance and placement of outbound student from RMRYE.
2. Arrange for inbound student to attend ski weekend sponsored by Summit County Rotary.



**FEBRUARY:**

1. Arrange for inbound student to attend mandatory Winter Retreat.
2. Receive and complete placement paperwork from Country Contacts for 2008 inbound student..
3. Arrange for host families for 2008 inbound student.
4. Return required paperwork to Country Contact for 2008 inbound student.

**MARCH:**

1. Correspond with inbound student for the 2008-2009 year.
2. Discuss summer trip and cost with current inbound student.

**APRIL:**

1. Visit local high schools and arrange to give information on program.
2. Start recruiting activities for outbound students.
3. Arrange for inbound student to attend mandatory District Conference.

**MAY**

1. Confirm 2008-2009 outbound student will attend mandatory outbound orientation.
2. Continue recruitment for host families for 2008-2009.
3. Keep in contact with inbound student as exchange comes to a close.

**JUNE:**

1. Help inbound student as needed for summer trip plans.
2. Make plans for inbound student's last meeting and club involvement.
3. Arrange to have returned outbound student attend/speak at Rotary meeting.

**TIPS:**

- Have ongoing correspondence/contact with outbound and inbound students.
- Make sure that you have a working committee.
- Make sure that you have a good counselor for your student.
- Keep your country contact informed and ask for help when needed.
- Use our web site at [www.rye5450.org](http://www.rye5450.org) for a wealth of information.