

Owego Rotary Club Inbound Exchange Student Travel Policy

The amount of travel that exchange students undertake during the exchange varies immensely. Travel by exchange students during their exchange is a privilege, not a right. This policy

- Provides specific guidance for determining the appropriateness of travel,
- Specifies the process for requesting permission for travel,
- Defines the requirements and rules that must be adhered to during travel.

Appropriateness of Travel

Travel is normally not permitted while school is in session, except for school-sponsored trips, Rotary-sponsored trips, and host family trips. Other exceptions require the approvals of the school guidance counselor, the host family, the student's parents/guardians, the Club Youth Exchange Officer (YEO), and the District Area Administrator. An approved adult must accompany all travel by an exchange student. Students may not travel alone or accompanied only by other students.

Request Process

The club youth exchange officer must be notified at least two weeks before the travel is to begin. All travel with an overnight stay, must be formally requested with a travel form.

A travel request form must be submitted with the following information:

1. Where the student is going.
2. Time required for the trip, including dates and times of departure and return.
3. Means of transportation.
4. The student's traveling companions (e.g. Rotarian, host family, church group, club member, relative).
5. Contact information for the student's destination.
6. Signed authorization from parents/guardians if travel is abroad.
7. Signed authorization from current host family, the Club Youth Exchange Officer, and the District Area Administrator.
8. Name of responsible adult supervising the travel.

Requirements and Rules

No travel arrangements are to be made by the student without approval from the Club Youth Exchange Officer.

Students must obtain written approval from their parents or legal guardians authorizing domestic travel during the exchange year. However, students must obtain separate written approval from their parents or legal guardians for travel abroad (including Canada) for each instance of travel.

The District Youth Exchange Representative, Tom Overbaugh, must be contacted if the student is traveling to Canada so that the required paperwork can be obtained.

All Rotary Program Rules and Conditions of the exchange must be followed during the travel.

Any travel taken by the student that does not conform to this policy could result in immediate termination of the exchange for that student.