



# Rotary International

## Distrito 4410 (Espírito Santo, Brasil)

### Youth Exchange Program



## Guidelines & Conditions for Inbound Students

### Welcome to your exchange year in the District 4410

#### General Information

**Exchange Year** - This is a school year program generally starting in July/August

**Returning Home** - Unless you are involved in a Rotary-related trip, travel in Brazil with your family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Chair) after school ends for the middle of the year, you will be expected to return home within fifteen days of the last day of school. Activities extending beyond this deadline will require advance approval by your host District Rotary Youth Exchange Chair, your host Rotary Club, and your host family.

**Graduation** - You must not expect to receive a diploma or to graduate from high school in the Brazil. A transcript (courses taken and grades achieved) is provided by most high schools. These policies are established by each individual school district.

**Visits** - If your natural parents or other relatives plan to visit you during your stay here, inform them to make this visit only during your last two months here, and only with the advance approval of your host District Rotary Youth Exchange Chair, your host Rotary Club, and your host family.

#### **Do now - before you depart to Brazil:**

**Guidelines & Conditions** - These *Guidelines & Conditions* must be signed and returned immediately.

**Additional Rules** - The *Additional Program Rules And Conditions Of Exchange* must be signed and returned immediately.

**VISA** - You must apply to a Brazilian Visa before leaving your country. To do so you must take to the Brazilian Consulate your personal documents (passport), the *Guarantee Form*, the school declaration, the document entitled as "*Formulário de Pedido de visto*" which must be signed by your parents and the documents of your host Rotary Club.

**School Records** - In order to comply with the Brazilian laws, before your departure to Brazil, you must provide your host Rotary District with a complete record of your high school years (courses taken and grades achieved) .

**Insurance** - A complete copy of your insurance policy required under the Additional Rules & Conditions must be received by your host District Rotary Youth Exchange Chair two weeks before your arrival in Brazil. **This insurance is mandatory. You must know its conditions and how to use it.**

#### **Travel arrangements**

(1) If you don't receive an express information about the arrival date in Brazil, please discuss and agree upon a mutually convenient arrival date with your first host family. Please try to arrive on the weekends. If your host Rotary District has an orientation program

before the start of school, you must arrive in time to participate in that program.

(2) Make your travel plans directly to the airport of your final destination (in your host Rotary District).

(3) You may not stop to visit friends or relatives on your way to your host Rotary District.

(4) Your parents may not accompany you to Brazil.

(5) Let your host District Rotary Youth Exchange Chair and your host family know the date, time, airline, and flight number of your arrival. This information must be received at least two weeks before you leave your country, or there may not be anyone to meet you at the airport when you arrive.

#### Upon arrival

**Foreigner identification:** After arriving in Brazil you have 30 days to get a foreigner identification card, with the Federal Police. You will need a copy of your passport, a photo and will be asked to pay a tax around US\$ 40.00.

**Documentation** - Bring a copy of your passport with a valid Brazilian Visa and the return air-fare ticket, to your first meeting with your host District Rotary Youth Exchange Chair for examination and safekeeping.

**Rotary obligations** - There are certain Rotary Club and Rotary District mandatory functions during the year which you will be expected to attend.

**Role as an Ambassador** - You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary. You must do your best to adjust to your host family and friends.

**We have read and understand the above Guidelines & Conditions For Inbound Exchange Students, and will abide by them.**

Student Signature

\_\_\_\_\_

Date \_\_\_\_\_ (day/month/year)

Parents Signatures

\_\_\_\_\_

Date \_\_\_\_\_ (day/month/year)

\_\_\_\_\_

Date \_\_\_\_\_ (day/month/year)



# Rotary International

## Distrito 4410 (Espírito Santo, Brasil)

### Youth Exchange Program



## Additional Program Rules and Conditions of Exchange for Inbound Students

The District 4410 welcomes you to your stay as a Rotary Youth Exchange Student for one year in the state of Espírito Santo, Brazil. **These rules supplement the Rotary International Program Rules and Conditions of Exchange. You and your parents must agree to these additional rules and conditions of exchange. Sign below and return one copy of these rules to your host District Rotary Youth Exchange Chair.** Please keep the other copy for your records.

Throughout these Additional Rules, “you” refers to the Rotary Youth Exchange Student inbound to District 4410.

### **Strict Rules and Conditions of Exchange**

#### **Violations will result in the student’s immediate return home.**

(1) **Guidelines & Conditions** - All rules and conditions of the Rotary International Program Rules And Conditions Of Exchange must be fully complied with. All host Rotary District Rotary Youth Exchange Guidelines & Conditions relating to Insurance, Documentation, and Rotary Obligations must be fully complied with.

(2) **Drug paraphernalia** - You are not allowed to possess or use any drug or drug-related paraphernalia, including, but not limited to, pipes, bongs, clips, papers, or any other item of drug paraphernalia described in applicable state or federal law. Medicine prescribed by a physician is allowed.

(3) **Driving** - Driving recreational or any other motorized vehicles is prohibited.

(4) **Alcohol** - Purchase, possession, use, or being under the influence of alcohol is prohibited. Meanwhile if the host family offers a student an alcoholic drink, it is permissible to accept it under their supervision in their homes.

(6) **Travel** - This is a cultural exchange, **NOT** a travel exchange. You **MUST** follow these travel rules printed below when traveling outside your host Rotary District. Under **NO** circumstances may you make your own travel arrangements and expect your host family, your host Rotary Club, or your host Rotary District to agree.

APPROVED TRAVEL: Travel with host parents.

Travel with host Rotary Club or host Rotary District.

Travel with recognized school classes or school groups.

Travel with recognized church or youth groups.

Travel with Rotarians.

Travel with friends of host family age 25 and over.

Participation in host Rotary District approved trips.

Other travel must be approved by the host District inbound coordinator, host Club, host family and student’s own parents/

legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students.

You and your host family **MUST** always advise your host District Rotary Youth Exchange Chair of any travel outside of the District.

NOTE: Signed permission forms will be required in advance for all District trips. (These forms will be provided to you in Brazil well in advance of each trip.)

(7) **Insurance** - All inbound exchange students to District 4410 are required to arrive in Brazil carrying an insurance policy according to Rotary International Guidelines. The coverage must consider the RI Guidelines as a minimum. Besides this the inbound students must know well about the policy and how to use it in case of need. A full policy copy must be provided to your host District Rotary Youth Exchange Chair.

(8) **Piercings & Tattoos** - The piercing or tattooing of any part or your body during your exchange year is prohibited.

(9) **Tobacco** - The purchase of tobacco products by anyone under age 18 is **ILLEGAL** and prohibited.

(10) **Pornography** - No pornography is permitted.

(11) Obey the laws of the host country-if found guilty of violation of any law, student can expect no assistance from their sponsors of their native country. Students will be returned home as soon as authorities release them.

(12) **School** - The student must attend school regularly and make an honest attempt to succeed.

(13) **Dating** - Avoid serious romantic activity. Abstain from sexual activity and promiscuity.

### **Common Sense Rules and Conditions of Exchange**

#### **Violations will result in a district review and restrictions. Severe/Consistent disregard for these rules will result in being returned home.**

1) If at any time during your exchange year your portuguese language skills or absence to school result in your exclusion from school, this will result in the automatic termination of your Visa



# Rotary International

## Distrito 4410 (Espírito Santo, Brasil)

### Youth Exchange Program



## Additional Program Rules and Conditions of Exchange for Inbound Students

Cont.

and your early return home. Any necessary tutoring is at the expense of your parents or guardians. Make an effort to learn the language. The teachers, host parents, Rotarians and other you meet in the community and those who will become life long friends will appreciate the effort.

2) Use of the telephone/computer/internet are at the discretion of your host family, within overall guidelines established by your host Rotary District. You are responsible for all charges you generate by such use. Reimburse your host family each month for the calls you make. Telephone, e-mail, and chat room communication should not become excessive, or interfere in any way with your developing friends of your own here in Brazil.

3) Smoking is discouraged . If you state in your application that you do not smoke, you will be held that position throughout your year. Your acceptance and your host family placement is based on your signed statement. Under no circumstance are you to smoke in your host family's bedrooms.

4) Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age and other children in the family. Respect your host's wishes.

5) Attend Rotary sponsored events and host family events. Show an interest in host family and Rotary activities to which you are invited. Volunteer to get involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.

6) Get involved in your school and community activities. Plan your recreation and activities around your school and community friends. Do not spend all your time with the other exchange students.

7) Choose friends in the community carefully. Ask for and heed the advice of host families, counsellors and school personnel in choosing friends.

8) Do not borrow money. Pay any bills you incur promptly. If you are offered an opportunity to go on a trip or to an event, make sure you understand any costs you must pay and your responsibilities before you go.

9) Any cost relative to a student's early returned home or any other unusual costs (e.g., language tutoring, tours, and so on) shall be the responsibility of the students own parents/guardians.

10) Students must return home directly by a route mutually agreeable to the host District and student's parents/guardians being the best the same route of arrival.

11) You will be under hosting District's authority while you are an exchange student. Parents/guardians must avoid authorizing any extra activities directly to their son/daughter. The host Club and District Youth Exchange Officers must authorize such activities. If the student has relatives in the host country or region,

they will have no authority over the student while the student is in the program.

12) The student must certify that they have no dietary or physical restrictions other than shown on the application. If something occurred after the signature of the application and the students need the special attentions, the Host District Chair must receive a very detailed report within immediately. If the applicant suffers from mental or medical conditions the District 4410 YEP can not authorize the arrival of the applicant.

**Guidelines & Conditions** - All other host Rotary District Rotary Youth Exchange Guidelines & Conditions not listed in the Rotary International rules or these additional rules, must also be fully complied with.

### Declaration:

In consideration of the acceptance and participation of the applicant in this program, the undersigned applicant and his or her parents or legal guardians, to the full extent permitted by law, hereby release and agree to save, hold harm-less and indemnify, all host parents and members of sponsoring and host Districts, and of Rotary International from any and all liability for any loss, property damage, personal injury or death, including such liability which may arise out of the negligence of any such persons or entities, which may be suffered or claimed by the applicant's parents or legal guardians during or as a result of, the participation by the applicant in Youth Exchange Program, including Travel to and from the host country.

We give permission for any and all medical cares as identified in the "Permission for Medical Care and Release of Medical Records and Liability" which we have signed and which may deemed necessary or Advisable for the treatment of any illness or injury suffered by the applicant. Having read and understood the "Program Rules and Condition of Exchange", we each agree to abide by these rules and conditions and understand that any violation may result in abrupt termination of the exchange and we further agree that the hosting Rotary Club and the hosting Rotary District shall have final authority in enforcing these rules and conditions and any rules and conditions which may be imposed with due notice.

Dated this: \_\_\_\_\_ (day/month/year)

Student name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parents Signatures

\_\_\_\_\_  
\_\_\_\_\_