THE OBJECT OF ROTARY

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

1. The development of acquaintance as an opportunity for service;

2. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of their occupation as an opportunity to serve society;

3. The application of the ideal of service by every Rotarian to their personal, business and community life;

4. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional people united in the ideal of service.

THE FOUR WAY TEST FOR ROTARY

Of the things we think, say or do – Rotarians ask:

- Is it the truth?
- Is it fair to all concerned?
- Will it build goodwill and better friendships?
- Will it be beneficial to all concerned?
Kia Ora

Congratulations on your nomination into the Rotary International Student Exchange Programme of District 9910. You are privileged to be part of the programme and, you are entrusted to become a worthy ambassador for Rotary International and for New Zealand.

The following information is to prepare you for your exchange and to give you guidance as to the requirements and expectations of Rotary District 9910 while you are overseas. All requirements must be complied with at all times. The information should be read and interpreted as including and where necessary being additional to the Programme Rules and Conditions of Exchange as set out within the Rotary Youth Exchange Programme Application form.

Please read this document carefully, with your parents. The book will indicate what is expected of you while on exchange. Early repatriation (they do happen) mostly comes to those who do not heed the advice and wisdom gained from many years of experience which is recorded in this publication.

Have a great year on your exchange, and enjoy what students consistently tell us is “the best year of my life”.

Peter C Smith, RIYE Chair, D9910 New Zealand

Please take this booklet with you on your journey – it is an important reference guide during your year as a Rotary International Youth Exchange student.
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Rotary Club of Whangarei City
# The National Song of New Zealand

**God Defend New Zealand**

<table>
<thead>
<tr>
<th>English</th>
<th>Maori</th>
</tr>
</thead>
<tbody>
<tr>
<td>God of Nations at thy feet</td>
<td>E Ihoa Atua</td>
</tr>
<tr>
<td>In the bonds of love we meet</td>
<td>O nga Iwi Matoura</td>
</tr>
<tr>
<td>Hear our voices we entreat</td>
<td>Ata whaka rongona</td>
</tr>
<tr>
<td>God defend our free land</td>
<td>Me aroha noa</td>
</tr>
<tr>
<td>Guard Pacific’s Triple Star</td>
<td></td>
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<tr>
<td>From the shafts of strife and war</td>
<td></td>
</tr>
<tr>
<td>Make her praises heard afar</td>
<td>Kua hua ko te pai</td>
</tr>
<tr>
<td>God defend New Zealand</td>
<td>Kia tau to atawhai</td>
</tr>
<tr>
<td></td>
<td>Mana akitia mai</td>
</tr>
<tr>
<td></td>
<td>Aotearoa.</td>
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PART A

Facts, Rules, Obligations
Important Facts, Rules & Obligations

1. YOUR ROLE AS AN AMBASSADOR

Whilst you are being hosted overseas please remember that you are an ambassador for your family, New Zealand and for Rotary. Often people will tend (perhaps unfairly) to judge New Zealand by your behaviour. We expect that at all times you will maintain high standards of behaviour, morally and ethically so that the people you meet will form a good impression of New Zealand; otherwise one of the main purposes of the Youth Exchange Programme (the ambassadorial role) will not be fulfilled.

During your stay overseas you will be expected to speak to Rotary and other service clubs, youth groups, school groups etc. When you return home you will be expected to give similar talks about your experiences overseas.

Be a Joiner

*Be interested and you will be interesting.*

“Seek first to understand, then to be understood”!!

To gain the maximum benefit of your year overseas you should take an active part in the community where you are hosted. Take every opportunity to join school clubs and youth groups - and be an active member of these groups. Membership in these clubs will enhance your Rotary Youth Exchange experience.

Be Flexible

*Keep an open mind.* Avoid being judgemental about different customs. When something is different from what you are accustomed to, it is not necessarily better
or worse, rather think of it as simply different. Often the difference is for a good reason. There are usually two points of view on most issues so keep an open mind on controversial issues (e.g. race, religion, etc).

Try to see the other point of view even if you do not necessarily agree, and above all, be tactful and diplomatic when your hosts express views opposed to your own.

Learn the Language
Students assigned to countries where a language other than English is spoken must make provision to learn the essentials of the language prior to departure. Learning the basics of your host country’s language will make your induction to their culture easier, as well as reduce the time it will take you to be comfortable with your new friends and host family. Your hosts will expect you to make a real effort to learn and to do so will demonstrate respect to them. Hosting districts may repatriate students who do not demonstrate language proficiency after the first three-month of the exchange.
2. RULES FOR STUDENTS

Term of Exchange
1. All Students must stay for a full exchange term, i.e. a minimum of 11 months but not exceeding your Student permit. An exception is only considered where there is a personal tragedy in a family or for other emergency reasons.

Insurance
2. You are required to carry your own extended Medical and Travel Insurance and you must take evidence of a Health Insurance policy that covers you for health, accident, hospitalisation and accidental death. The policy must be enforceable prior to departure and until return to New Zealand.

This insurance cover must be the approved policy for District 9910 and is arranged by the district committee or their nominated provider. (This will be discussed at Orientation Weekend)

Education
3. You will be enrolled at the High School selected by your Host Club. You must attend classes and seriously attempt to achieve good grades and participate in all suitable school activities during your stay. You are required to attend High School irrespective of previous NZ grades/qualifications and must study the language of your Host Country. SCHOOL ATTENDANCE IS MANDATORY.

Bank Account
4. You are required to maintain a bank account with about NZ$500 (host district rules apply) provided by your parents to be used in case of emergency. This account will have two signatories, the student and the
Counsellor. Another account should be opened for your personal spending. A small monthly allowance will be paid into this by your Host Club through your Counsellor to cover some incidentals such as toiletries, stationery, stamps etc.

Prohibitions
5. At all times you must abide by the “Four D” Rules:
   • Absolutely NO DRUGS WILL BE USED except for valid medical reasons as prescribed by a Physician.
   • You are forbidden to DRIVE any motor vehicle including car, boat, motorcycle, plane, glider, snowmobile, seadog, trail bike etc.
   • Serious DATING will not be permitted in the interests of all concerned. Host Parents, Counsellor and District Committee will discourage any ‘romantic attachment’.
   • DRINKING of alcoholic beverages is not approved unless:
      - your legal and host parents approve in moderation; AND
      - you are with your host parents or a Rotarian who has responsibility for you at the time; AND
      - the circumstances for drinking alcohol are completely legal.
      - If the above circumstances are met, the drinking of alcohol must be done in extreme moderation.

Rotary Obligations
6. The Rotary uniform of District 9910 must be worn to all official Rotary functions whilst in your Host Country. Chaperones may designate other times the uniform is to be worn. It must also be worn on arrival at any airport to or from your sponsor country.

The official uniform is:

FEMALE Official Blazer, specified skirt / slacks, White Blouse
   Socks or pantyhose and Black Shoes – dress shoes

MALE Official Blazer, White Dress Shirt and Tie
   specified Trousers
   Dark Socks and Black Shoes – dress shoes
7. It is usually mandatory for students to attend and participate in the District Conference and Orientations. Expenses may be borne by your Host Club. **These functions take precedence over any other activity.** Before leaving for your exchange year the following events in New Zealand will be compulsory.
   - **Orientation Weekend**
   - **Marae Weekend**
   - **A student / parent day in December** in Auckland

8. A **written report** in March, June & September is mandatory when overseas. Please e-mail it to:

   The Outbound Co-ordinator for District 9910
   Rotary International Youth Exchange Committee
   (e-mail address will be on forms)

9. You must abide by your host clubs requirements for attendance at **Rotary meetings**. You may be expected to address your host club, other Rotary Clubs and other organisations in your host town.

10. On return to New Zealand the Student **must attend the debrief weekend** late January/early February and if required, the Rotary District 9910 Conference.

**Travel**

11. You must leave District 9910 with a round-trip ticket fully paid. No standby tickets are allowed. The cost of your ticket, passport and visa are at your natural parents/guardians expense.

12. The flight and visa are arranged by Rotary or the nominated agent. All travel to and from the host destination must be as approved by the District Chairman. No stopovers are permitted en-route other than those officially arranged.
13. All students will travel together where possible

14. Students must wear uniform whilst travelling to and from Host Districts. Behaviour must be fitting for your position as a New Zealand Rotary Student on all public transport and at airports.

15. In all cases Rotary Youth Exchange Rules will apply.

16. Immediately upon arrival Passports and Travel Documents should be surrendered to your Club Counsellor for safekeeping. These will be returned prior to departure at the completion of the exchange.

17. All students must travel home to New Zealand on the flights booked. No changes or different routing is permissible

Responsibilities to your Host District

18. You are expected to become an integral part of your Host Family assuming duties and responsibilities normal for a person of your age in New Zealand. Families may have different rules. Ascertain the ‘Family rules’ soon after changing hosts. You will change host families according to the timetable set by your Host Club.

19. Your Host Families and Club are responsible for you socially and physically. They are responsible for providing you with room, board and also supervision and parental responsibility. Respect their wishes and requests. Each society has different customs and ways of doing things. Some guidance will avoid embarrassment and restrictions are to be expected.

20. You have certified in your Application Form that you have no dietary or physical restriction other than those shown. If you have identified
special dietary requirements you may be expected to assist in the preparation of your own food

21. **You must obey the laws of your Host Country.** If you violate any law you will not be able to rely on any help from Rotary or the Government of New Zealand. You must also accept the discipline of the college, host parents and foremost the host Rotary Club.

22. **Smoking is totally discouraged.** Leave your cigarettes at home. If you signed your youth exchange application as a non-smoker it is a requirement that you do not smoke during your exchange year.

23. If Students have relatives in your Host Country, those relatives will have no authority over the Student whilst under the supervision of this programme.

24. You are not permitted to write to Rotary Clubs seeking hosting in order to take a holiday trip. Your Rotary Club may choose to seek hosting on your behalf.

25. The Student must refrain from seeking or obtaining permanent or full-time employment while under the programme

**Contact with Your Own Family or Friends**

26. Parents or other family of exchange Students may visit but not take the Student from School. Parents must advise the Host District Chairperson well in advance of any proposed visit and **any out of District travel must be authorised by that District Chairperson.** Parents or other family must not expect the Student’s Host families to host them during such a visit. It is recommended that visits should be in the latter part of the exchange year and should not be too long as this can unsettle the Student. **District 9910 discourages family visits, as it disrupts the Students’ exchange year experience.**
27. Any costs relative to early return home (for whatever reason) are the responsibility of the Student’s parents.

28. Telephone calls from boyfriends/girlfriends in New Zealand are disallowed.

29. It is recommended that Students not make or receive excessive phone calls to or from home during the first two months. Early phone calls contribute to homesickness. The use of the fax or Email brings instant notification of the Student’s well-being. Moderation is essential. Emergency calls are an exception. 

You must pay for telephone calls each time you do call.

FAILURE TO ABIDE BY THESE RULES CAN RESULT IN TERMINATION OF THE EXCHANGE AFTER PROPER NOTIFICATION IS GIVEN TO THE PARENTS AND SPONSORING ROTARY DISTRICT.

Items mentioned in these rules might be different from those provided by your Host Country. Remember you are a guest of your host club / District and you must be prepared to abide by their rules and decisions. These may not necessarily meet your expectations or the expectations of your parents, but you have accepted the challenges of living in another community / another culture. This is the experience that the exchange offers. If you expect things to be like they are at home or if some of our rules do not suit and you do not intend to abide by them, you should not be an Exchange Student. These rules are for your safety and well-being and to ensure that you have a successful year as a Rotary Exchange Student.
Hosting arrangements are entirely the responsibility of and under the control of the Host Rotary Club.

If problems do arise with your host family remember that the onus is always on you to adjust to the host family environment unless it is potentially harmful to you.

For assistance to solve problems, particularly if you feel your health or safety may be threatened, consult your host Counsellor (or your Club President). If this is totally impractical, consult your host District Committee Chairman, or phone / e-mail your Sponsor District Chairman.

**REMEMBER – DO NOT LET LITTLE PROBLEMS GROW INTO BIG PROBLEMS!**

The host family is under no obligation whatever to adjust to you or to treat you as a “special guest.”

You are expected to become an integral member of the host family and to accept the normal discipline of the family and settle into its routine.

**REMEMBER** you are not a tourist on vacation. You are a Student who is studying in a foreign country – and experiencing living in another culture.

**A MUST DO – Work through the First Night Questionnaire …on the first night with each of your Host Families**
The Rotary Club which hosts you should have appointed a Counsellor, whom you should regard as your friend and mentor for the twelve months of your stay overseas. You may be fortunate and have a good Counsellor who fills that role. If you do not have Counsellor, be sure to find someone who can be that friend to you - it could be a school counsellor or one of your Host Parents.

Apart from being a friend and mentor the Counsellor should assist in the following ways:

- Introduce you to your school principal on your first day at school.
- Take possession and secure your passport, air tickets, and insurance policy (passport & airline tickets are often stored in a central location by the District Committee).
- Open a savings account in your name for your emergency fund with both your signatures required for a withdrawal.
- Help you open a current bank account for your available funds and allowances that are paid to you.
- Give you the monthly allowance paid by the Rotary Club.
- Provide regular liaison for you and the host families and you and the Club; e.g. for Club visits, talks, trips with Club members.

If you find that your Host Club has not appointed a Counsellor for you, make a deliberate, but diplomatic approach to your Club President, and ask for one to be appointed. Your Counsellor should not be the President or one of the Host Parents, although this sometimes happens in a club that has few members. Your Counsellor must be a member of your host Club (or the
spouse of a member, so long as the spouse keeps right up to date with what is going on at the club).

If you should find that your host Counsellor is very restrictive (over-protective?), after you have been there for a few months, consider asking if you could have a talk - just the two of you, and gently explain your feelings, point out that you have an unblemished track record so far and assure your Counsellor that you have no intention of jeopardising your good relationship with your host family, the Club and Youth Exchange by misbehaving in any way.

‘IF IT IS TO BE
IT’S UP TO ME!!’

PLEASE REMEMBER AT ALL TIMES THE ROTARY DISTRICT 9910 YOUTH EXCHANGE COMMITTEE, IS CONCERNED FOR YOUR WELFARE!

BE SURE TO KEEP YOUR ROTARY DISTRICT 9910 YOUTH EXCHANGE COMMITTEE AND YOUR SPONSOR CLUB WELL INFORMED OF YOUR ACTIVITIES.

(Even if we do not reply to each & every e-mail be aware we are interested in and concerned for your well being)

YOUR COUNSELLOR CAN TAP INTO A WEALTH OF EXPERIENCE WITH THIS PROGRAMME AND IS ALWAYS READY TO HELP WITH ADVICE IF AND WHEN YOU REQUIRE.
Why is there a problem to get involved?

Rotarians are very busy business or professional people who, ten minutes after a Rotary meeting, may have forgotten everything to do with Rotary and are thinking only of their business or family. You have to make a big enough impression to overcome this.

Rotarians mean well and make many promises, but may forget very easily, and you may think they have lost interest. It is okay to jog their memories.

Some Rotarians have had bad experiences with exchange Students and may now have negative views towards the programme. You must change their perception by becoming involved and proving yourself to be trustworthy and reliable.

Rotarians may leave some things to others, especially to your Counsellor and host families. All Rotarians should become your friend and enjoy your company.

Rotarians may invite you two or three times to do something and perhaps each time you may be already engaged. If you show appreciation for the invitations you may be asked the fourth time -if not they will quickly lose interest.

If Rotarians lose respect for you for whatever reason, you will not be included in activities.
Wise saying

• Rotarians are like wheelbarrows: they don’t move unless picked up and pushed or pulled.

Practical tips to get to know them and to become more involved

• Offer to do registration at the door at meetings.
• Offer to assist to collect the fines at the sergeant’s session.
• Offer to write articles in the club bulletin every week, or at least once a month. The bulletin editor will be only too happy to help.
• Consult with your Counsellor and suggest you write articles and send photos to your District Rotary magazine (District Governor’s Newsletter).
• Suggest to your President that on some occasions you would like to act as a host to visitors to your club. Avoid being a visitor yourself!
• If club members tell dirty jokes or swear, ignore it. Don’t pretend to be shocked, but don’t pretend to enjoy it: (i.e. moderation).
• Dress appropriately
• Assist with fundraising or community events.
6. YOUR SCHOOL

The host Rotary club is expected to arrange your schooling.

Students must attend Secondary High School, not University or any other tertiary educational establishment.

Students must participate in extra mural activities, projects and homework.

School authorities will decide whether a Student should write exams and tests, but Students are encouraged to do so. Use the School Integration Questionnaire to establish mutually agreed parameters to avoid misunderstandings and unhappiness.

All school rules and traditions must be obeyed and upheld.

A SUGGESTION – Work through the SCHOOL INTEGRATION QUESTIONNAIRE on the first day at school.
7. TRAVELLING AROUND

GENERAL RULES

• Travelling is a privilege - not a right
• Unauthorised travel is not permitted
• Hitch hiking is strictly forbidden
• Students cannot travel accompanied only by other students
• Travel cannot generally take place during school time – accept for school trips
• Travel with host families or for authorised school, Rotary Club or District functions, is permitted, subject to the procedures below. Prior advice of all travel must be given to your host Rotary club Counsellor and your youth exchange chairman.
• You must not make travel arrangements of your own and expect your host Club or District Committee to approve or allow these arrangements.
• All requests for travel approval must follow the requirements as set out below and approval gained before the proposed travel is undertaken.
• If you are travelling with your host family for an extended period, you should advise both your counsellor and District Committee member with the details, as set out in the procedure below.

TRAVEL WITHIN HOST DISTRICT (Host District rules apply)
This must have prior approval of both your host family and your counsellor. If you are to be away from your host family residence for more than 3 nights you must given written advice to your counsellor at least 24 hours prior to departure. It must indicate the purpose of the visit, all relevant dates and times, final destination, who you are travelling with, who you are staying with, address and contact information of the accommodation and the date
and time of your return. All unaccompanied travel must be on scheduled public transport.

**TRAVEL OUTSIDE HOST DISTRICT** *(Host District rules apply)*

Travel outside the District must have the prior confirmed approval of the District Chairman as well as the host family and the Counsellor. The written advice must reach the Chairman well in advance and travel must not occur until after authorisation is received. Dates, contacts, destinations etc must be supplied as above.

**GENERAL TRAVEL TIPS**

The host District will advise students of Rotary organised tours available during the exchange year.

The aim of your year overseas is to live in another country in the style of that country, and not to be a tourist.

Hosts tire very quickly of Students who continuously go on trips instead of becoming involved in the local community.

Do not compare your situation with that of other Students hosted by other Clubs or Districts.

Where you are placed will determine travel opportunities.

Remember all travel costs money and this will generally be at your expense.
PART B

Your Health and Well-Being
Information and Hints for Your Health and Well-Being

1. TRAVEL INFORMATION

1.1 Introduction

*Your Travel Agent – Mr Roger Miller of Travelcom in Tauranga - has produced a booklet for Students travelling on the Rotary International Youth Exchange Programme.*

The information that follows contains summary points only, taken from the booklet “Travel Care” that Roger Miller will give to you. His full booklet should be read and taken with you for your year abroad and referred to as and when needed. International travel is exciting and can be very enjoyable, but it can be a rather daunting experience if it is your first time.

1.2 Clothing

- Make sure your clothing is appropriate to the climate you are travelling to.
- Easy care, crush resistant clothes that can coordinate in many combinations are ideal. For in flight comfort, loose warm clothing is suggested.
- You should travel from New Zealand to your destination in your Rotary Student Uniform, however on board the aircraft you are able to change to more comfortable attire.
- Before you arrive at your destination, change back to your uniform. In public airports Rotary Uniform is to be worn.
1.3 Electrical Appliances

Different Countries have different voltage and use different electrical fixtures. Adaptors are available for purchase at shops selling travel goods, Duty Free Stores and airport shops.

1.4 Baggage

Packing:

- Suitcases with soft sides but a strong frame will protect your belongings while offering you that last bit of expansion room. Suitcases with hard sides are the most reliable in protecting the contents. Completely soft luggage offers no protection for the contents.
- Tag each piece of luggage with your destination address, rather than your home address. Put a sticker inside each suitcase with your destination address in case the outside one is torn off en-route.
- Always lock your luggage. Make sure all zips and locked with a padlock. Use combination locks as it easier than hunting for a key. (Travelling thru LA may require luggage to be left unlocked for US customs inspect – check for current rules)
- Make a list of items that you pack in your suitcase as you pack them and noting the estimated value. This list will help you should your luggage be lost en-route and especially if an insurance claim is to be made.
- Make a note to remember what your bag looks like; even take a photo, as it helps again if lost. Place a sticker or tie a bow on the handle.
- When packing, do a trial pack a few days before departure. Perhaps take out 50%, which may not really be required. Do you really want 4 woollen jerseys? Perhaps the heavy wool items could be shrink-packed, taking out the air and reducing the size.
- Note the advice on banned dangerous goods.
- The following cannot be taken in your hand baggage
  - Pocket knives or scissors
  - Nail files
- Other sharp metallic objects
- Hair spray / Aerosols

Baggage Allowances
- Airlines are restricted to allow Free Baggage in accordance with the International Airline Agreements and are normally very strict in their application. You should weigh your bags before you leave home for the airport and ensure your luggage complies with the restrictions.
- Allowances are -
  - Chile, Argentina, & Brazil - 2 Bags as checked luggage, each bag not to weigh over 23kgs = Total 46kgs.
  - USA, Canada, Europe (Via USA), – 2 Bags as checked luggage, each bag not to weigh over 23kgs = Total 46kgs.

Cabin Bags
- In your cabin baggage it is a good idea to have a change of underclothes, something wearable for the flight, toilet requisites, reading material and items that you may need on the flight. All carry on baggage must be able to be stowed overhead in the locker or under your seat. Regulations apply and generally these are:
  One (1) Bag - 55 x 40 x 20 cm and not over 7.0kgs - must not contain, sharp items such as nail files, pocket knives, cork screws etc. Add in Any liquids, aerosols and gels must be in containers 100ml or smaller and all these must be carried in ONE transparent plastic bag no larger than one litre (about 20cm by 20cm by 25cm).

Excess Baggage
- If you have a larger amount of baggage than your free baggage allowance, then the airline will carry this excess at a cost. Normally this is charged at a Rate of 1% of the First class airfare per kg. For example between Auckland and Los Angeles, 10kgs at $60 = $600.00.
- If you do not wish to pay this rate then you can elect to send your baggage at the Unaccompanied Rate, which is a special cargo rate.
Lost Bags

- If on arrival at your destination your bags are not on the claim belt, you need to report loss and complete an Airline “Property Irregularity Report” (PIR). Do this in the baggage claim area. Report to the Lost Baggage Service Counter, show your tickets, your bag tag receipts and give descriptions of your bags. Normally your bags will be traced and delivered to you within 36 hours by computer tracking.

1.5 Through the Airport

- On the day of departure, allow plenty of time to get to the airport, allow for possible traffic delays. Check that you have all your documents before leaving home. Normal check in at the airport is (at least) 120 minutes before your flight, however some airports have different requirements and local security requirements will differ. Check your ticketing details.
- For students departing Auckland to Los Angeles and for students departing for Santiago, there may be a special check-in arranged as a group. This facility may vary according to existing security requirements. See ticketing instructions. Reporting time is very important so please note instructions given.
- From Auckland and at other airports Departure Taxes are collected in advance and shown on your ticket by way of a tax sticker. Due to Government Regulations and Airport Authorities all International Taxes for each country and airport may be collected as part of your airline ticket.
- Do not carry items of baggage etc for strangers at airports, through security, customs, on to aircraft at any time. You are responsible for your own personal effects only and will be asked the question “did you pack your own bags”.

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• Keep an eye on your baggage at all times. Some criminals will try to distract your attention away from your baggage – it only takes seconds to steal a bag or slip something into your side pocket.
• Don’t leave your baggage unattended at any time. Airport staff may remove and destroy an unattended bag.

• When going through aviation security checks you will have to put all your baggage on the x-ray conveyor belt. Keep an eye out for all your baggage coming out. Don’t make jokes about being a bomb in your bag; *security staff do not have a sense of humour.*

1.6 On The Plane

**Food**

• Eat lightly and don’t hesitate to skip a meal if you aren’t hungry. It won’t be easy - most airlines ply you with tempting food every few hours - but you will feel more comfortable if you don’t overeat.

**Drink**

• Aircraft air-conditioning systems are low in humidity and tend to dry out the system, so have plenty to drink during the flight, but not alcohol.

**Exercise**

• Sitting for long periods slows down your circulation and you may find your back gets stiff and legs feel a bit numb. To counteract this, wander around the cabin from time to time and flex your feet and ankles every hour or two. At any stops wander around the transit lounge.

**Sleep**

• At night loosen clothing, but keep your safety belt fastened over your blanket.

**Clothing & Footwear**
• Your feet may swell during the flight, so don’t wear tight shoes. Slippers are a good idea. Loose clothes are generally more comfortable, and it’s wise to carry a warm jersey for stopovers.

1.7 Arrival Procedures
• After completing your flight you go to the Customs and Immigration Officer checkpoint. Simple matter, answer their questions, hand over your passport and arrival papers. After this collect Baggage and go to the arrivals hall to meet your friends. Remember take only your baggage and do not carry any other person’s baggage or parcels. Make sure nothing has been slipped in to your bag during the flight.
• You may be asked to declare food and drink, furs, skins, wood and plants. These will be inspected and may not be returned to you if not permitted in the Country. In general do not carry any of these items. Many Countries have “red” and “green” customs areas. Generally you would go to the “green” unless you had goods, plants etc to declare.
• If you are requested to have a personal search, go with the flow and don’t take it personally. Random searches are common.
• Don’t give passport details to strangers unless they are airport officials.
• It is good to have some local currency when arriving in another country for phone calls, drinks and little things that you may need on arrival. US dollars or Euro notes are great in emergencies.
• Carry with you, full name and address details of who is to collect you. Do not follow strangers without identification.

L.A Stopover
All New Zealand students travelling to USA, Canada and Europe will have a 3-day stopover at Los Angeles, hosted by the Westchester Rotary Club.
• Arrangements consist of:
  □ Coach arrival transfer to Hotel
  □ Accommodation for 3 nights
Breakfasts each morning
Full Day Pass for Disneyland
Full day tour of Los Angeles, Beverly Hills, Hollywood and Universal Studios
- The Westchester Rotary Club in L.A. will host you while there and they will advise of the cost per student to cover the above arrangements.

Santiago Stopover
All New Zealand students travelling to South America will have a 3-day stopover at Santiago, hosted by Rotary D4340, Chile Youth Exchange Committee.
- Arrangements consist of:
  - Coach arrival transfer to Hotel
  - Accommodation for 3 nights
  - Breakfasts each morning
  - Activities arranged by the D4340 Committee.
- The D4340 Committee will advise of the cost per student to cover the above arrangements.

Security of Documents
- You should make sure your ticket and Passport are secure during the year. Check with your Counsellor as to the procedure for your District and obtain a receipt & make a note where the documents are kept.

Return Home
- All your return flights will be booked to come home in 12 months. Travelcom will advise you of your return flight details by September next year. You may need then to reconfirm your flight with the local airline office.
- You should check your tickets and call the airline concerned a few days before homeward flight dates just to re check departure times in case of late changes to schedules.
Complete your check List included in Part D before leaving home
2. FINANCES AND BUDGETING

Budgeting
The costs of sending a student may seem high but of course one needs to relate it to the cost of keeping a student at home. It is up to your own family to set the parameters of your expenditure, and to help you with a budget for the year. Your accommodation costs with host families and schooling are generally provided for – it is in the area of discretionary spending where the costs can mount up.

You or your parents / guardians are required to pay for your travel, and provide all your clothing and sufficient money for all your personal expenses, tours and other expenses over the duration of the exchange. There is an increasing trend for host Districts to require you to attend a 1 to 2 week language course at the start of your exchange and this can also be a cost on the student (approx. NZ$300 – NZD1,000.00).

Generally your host Rotary Club will provide pocket money (approx equiv to the buying value of NZ$100 per month) and this should cover incidentals such as toiletries, stationary, stamps and hopefully films.

Often the overall cost to parents / guardians depends on the individuals choices – and particularly the amount of travel and tours that students undertake.

Travelling Funds
As a guideline you will need to take with you enough local cash to cover refreshments at airports, food, souvenirs etc. You should have enough money to cover an overnight hotel, food and transport should you be delayed en route.
Where there is a three-day stopover at LA and Santiago, you will be required to be able to pay a specified amount for accommodation and to the local Rotary Club that will organise your events while there.

Currency for the country that you are to visit en route is purchased in New Zealand before departure.

**Emergency Fund and Tour Funds**
You should also have sufficient money to have as an emergency fund equivalent to about NZ$500-750 at all times. Your Counsellor will assist you in opening a bank account or lodging money in a safe place on arrival. You will also have to have access to funds (NZ$2500 -NZ$4500) for a Rotary organised Tour if you choose to accept an invitation to go on one.

**Warning** - it may not be possible to open a bank account for a month or so after arrival in your host Country.

*The following information is provided from Roger Miller’s Travel Information booklet on behalf of Travelcom in Tauranga.*

**Travellers Cheques**
Thomas Cook Travellers Cheques are a safe way to carry money, easily cashed, secure and can be held in a safe place during the year. These are available to be purchased in US Dollars, Canadian Dollars, Japanese Yen, Swiss, German, Dutch, English and others. Travellers Cheques can be cashed at various times during the year and may be required for special trips. They are safe and secure and can be replaced if reported lost.

**VTM Card (Visa Travel Money)**
VISA Travel Money is a prepaid, PIN-protected card, which allows you to withdraw cash in local currency around the World-24 hours a day. You use your card to
withdraw cash from 400,000 Visa ATM’s worldwide. All you need is your personal PIN Number and choose the amount of currency you want. This card is particularly recommended for students who do not have the full use of a CREDIT CARD. This card can be reloaded from New Zealand during your time overseas.

**Credit Cards**
You may wish to arrange a Credit Card as an extension of your Parents Account. This is a very safe way to gain access to money and make payments; It is also a simple way of transferring credit for your use. Access from Automated Teller Machines in most Countries is freely available although in some Countries are a little more restrictive than here in New Zealand. Generally MasterCard and Visa are the most recommended.

**Fund Transfers**
Once you have a bank account then it is simple to transfer money, although several days should be allowed from time of processing in New Zealand. Advise your parents of your Bank Account number and Branch Details.

**Moneygram.**
This is more expensive transfer system, however funds can be sent within minutes in an emergency to anywhere in the World.

Further details of these services are available from Thomas Cook / Travelex Offices in Tauranga or elsewhere.
3. MEDICAL AND HEALTH ISSUES

Your Travel Insurance Policy arranged for you by District 9910 before your departure from New Zealand assures you of full cover for medical and related expenses.

Expect that you will **INITIALLY HAVE VAGUE SYMPTOMS** due to travelling and the emotional stress of settling in a strange country. Confide in your Counsellor or Host Parent - they will decide if medical attention or TLC (Tender Loving Care) is necessary.

If you have a significant medical problem before you depart, a letter from your local doctor is advisable.

Ensure that all inoculations are valid for the time you are away.

In the first few days of your new “home” eat carefully. Let yourself become accustomed to the new diet gradually. The local water may initially cause a mild stomach upset - don’t be frightened - inform your host mum - your system should adjust within a couple of days.

It is possible to keep your weight within reasonable limits if you do not greatly increase your food intake. Do not crash diet - it is extremely unwise and is sure to increase susceptibility to infection. Be aware that unrestrained eating can lead to weight gains of 10 kg or more.

Take a supply of the essential medications you may need. Do not rely on your host country to have them.

**DO NOT** hide continuing or severe illness, especially abdominal pain.
Constipation can be a problem with a change of diet. Do not use laxatives. Instead make time to exercise and eat as much fruit as possible, plus bran or other unrefined foods.

Menstruation can cease for perhaps 4 months because of stress. Do not worry – this is not abnormal.

Regular exercise is mandatory. You must enjoy it, however. “Those who have no time for exercise will sooner or later have to find time for illness!” (Derby 1863).

Good quality sleep. Remember, coffee and other caffeine containing foods will interfere with your sleep pattern.

Maintain some “intellectual interests”, e.g.: hobbies, music, etc.

**Sexually Transmitted Disease**
Abstain and you will be protected!

**Anxiety And Depression**
Remember, stress is normal. It’s when it is not handled correctly that anxiety and depression results. You can be anxious without being depressed and vice versa.

Medication is very seldom necessary - just talk it out! Anxiety is when you feel apprehensive or scared. Depression is more complex and deceptive. It can be present in a number of ways. Early warnings of depression are ongoing fatigue, early morning waking, and losing interest in things that normally interest you.

Become involved in activities. Talk it out with an adult.
Jetlag
This is worst when time zones are crossed, particularly from West to East. Travelling North and South is much easier. Try to “cat nap” and eat small meals more frequently. Symptoms can take several days to appear – particularly if you have crossed several time zones.

When you arrive at your destination you will be fatigued, but get into the routine of your destination immediately. For example, adjust your watch, and if you should you arrive during the day, try not to sleep until night time.

Possibly your welcoming group at the airport may not completely appreciate how you are feeling on arrival. They will want to all talk to you about a range of things and will be keen to immediately show you some of their country. You may have a long drive home from the airport. It is important to respond positively but also to be honest and tell them that you are struggling to keep awake after a long flight and ask if they would please excuse you if you do get drowsy.

Health, Wellbeing & Peace of Mind

Your health, well being and peace of mind are of the utmost importance to Rotary. Should you experience any situation that you are not comfortable with make sure you immediately inform someone in Rotary that you can talk to and trust. This should be your counsellor but can be anyone in your host rotary club (eg President) or the RIYE committee or the NZ RIYE committee. If you want to talk to someone outside of Rotary you should approach someone such as a school counsellor or teacher. This applies for any matter that you feel impinges on your health and wellbeing including but not limited to sexual harassment or abuse. Remember you are the best judge of any situation and if you are uncomfortable then you are probably right and you should keep raising the matter until you are listened too.
Please read this – it will explain a lot about how you will feel, and why, during your year away.

As the world grows smaller, as ever-increasing numbers of people travel, work or study overseas, more attention is being focused on a kind of silent sickness that often afflicts the inexperienced traveller. It is the loss of emotional equilibrium where one moves from a familiar environment where one has learned to function easily and successfully to one where one has not. The term used to describe this malady is “culture shock”.

The effects of culture shock may range from mild uneasiness or temporary homesickness to acute unhappiness or even, in extreme cases, psychological panic, irritability, hypersensitivity and loss of perspective. Often the victim doesn’t know ‘what is the matter’. It’s just that something is wrong and it makes you feel miserable.

Most experts in inter-cultural communication agree that the basic cause of culture shock is the abrupt loss of the familiar, which in turn causes a sense of isolation and diminished self-importance.

Experts identify four distinct phases through which any one living abroad passes – with each phase generally lasting longer than the last. These phases are:

1. **Enthralment** – the initial period of time when everything is new and there are seemingly few problems since everyone is being extremely accommodating – and you are the centre of attention.
2. **Relationships** – following this initial euphoria comes the stage in which the need to structure a new social support
system to replace the one left behind becomes paramount. This is where there may be a tendency to gravitate to your fellow exchange students for friendship – at the risk of taking refuge in the familiar and of offending your hosts.

3 **Insecurity** – after familiarity has come with your new surroundings and you are coming to grips with people and expectations of your hosts; a stage of depression begins. At this point the problems and difficulties seem to outweigh any possible sense of achievement. The local people seem to be set in their ways; the physical environment less pleasant; and the expectations placed on you being impossible to fulfil. You may feel hostility towards the host country and those who are “caring” for you. This can cause a second phase of homesickness. This is a danger point where you may want to come home – or perhaps your hosts start feeling that you are not coping and should consider going home.

4 **Fulfilment** – fortunately, although the previous phase can be very difficult for you, it usually does come to an end as the cultural comfort level increases. The exchange will start to then become both rewarding and fulfilling. At this stage you have been able to accept that if the experience is to be satisfying, it is the individual who must adapt to the new environment by learning to operate within its confines. There will be a realisation that conflicts can be worked out and that the potential for success and happiness during your year is only as great as you are prepared to let it be.

**Reverse Culture Shock** is also a phenomenon that you cannot ignore when you return home. You will change in the year - perhaps to a much greater extent than your friends and family. You will soon realise that you are no longer “that special person”. Your family and friends will have also done things while you were away which are just as important to them as your own experiences. They will never be able to fully relate to or understand the concepts and experiences that you have enjoyed.
You will have become more independent. You will have a different perspective on your own surroundings. You will have become used to making your own decisions. Home and your past relationships will not quite be the same again. So be prepared for this to happen, and do not be too dismayed when it does. Set new goals for yourself and move forward.

5 HOMESICKNESS

If you have read the above on “Culture Shock” you will realise that you will be very lucky to escape at least one bout of homesickness so be prepared when it sneaks up on you.

What are the symptoms to look for?

• You get the blues, feel lousy, for no good reason.
• You lose your cool over small things you would normally shrug off.
• You compare habits and customs unfavourably with how it was done at home.
• You stay in your room where you feel secure from the alien outside world.
• You may suffer some physical discomfort, headaches, upset stomach, uneven menstrual cycle.

What do you do?

• Recognise it as a classic case of homesickness.
• Talk. Share your problem with a sympathetic Host Parent, another exchange Student, your Counsellor.
• Get some exercise.
• Keep busy. Take an active part in youth activities, e.g. Rotaract, give talks, write letters home (but keep them cheerful).
What not to do?

• DON’T mope around feeling sorry for yourself. Gloominess is highly contagious. DON’T lock yourself in your room – join in with others.

• DON’T try to eat your way back to happiness! Giving yourself a treat with Big Macs, French fries, sweets and sodas to compensate for an attack of the blues might give you a temporary lift, but a permanent increase in the waistline! Your clothes becoming too tight will give you more reason to feel down in the dumps.

• DON’T ask to go home at the first sign of homesickness. Returning home may be the best solution for severe cases, but in most instances after talking through the problem, the Students who have decided to give it another go have been most thankful that they did so.
What do we mean by a loss and a grief reaction?

Loss can be anything from loss of money, passport or something of sentimental value through to homesickness, illness, or death of someone you love or care for. To any of these there will be a grief reaction.

Below are some pointers to help you manage your grief appropriately.

- Recognise the loss and acknowledge your feelings as being OK and normal.
  - IT’S OK TO CRY - it’s an acceptable form of release
  - IT’S OK TO BE DOWNHEARTED
  - IT’S OK TO FEEL ANGRY ABOUT IT.
- You are NOT ALONE.
- You WILL SURVIVE.
- Grieving is a HEALING process and it has its progressions and recessions.
- Don’t go short on sleep.
- Stick to your routine as much as possible.
- Keep major decision making to a minimum.
- It’s OK to need a person to comfort you - a little pampering goes a long way.
- Look for support from others, particularly a listening ear, e.g. Host Family, Counsellor, and local clergy
- Reaffirm your belief system – prayer
- Write your feelings down in your diary.

REMEMBER - the grief process is normal - it is a healing process. HEAL at your own pace and allow others to help you.
7. FITTING IN

7.1 FOUR MAGIC PHRASES – *(Please use these as often as you can!)*

*Please  *Thank You
*I’m Sorry  *Excuse Me

7.2 TEN TIPS FOR SUCCESS

• **Be flexible** – expect little to be right and remember that as cultural norms are different, so are the ways that experiences or behaviours are viewed

• Expect to miss some of the **comforts of home** – this will be a cause of homesickness - stick it out – look for other positives

• **Show respect** for and accept the local lifestyle - it will be different to what you are use to but enjoy the experience and **LEARN THE LANGUAGE**.

• Do not let your **expectations and assumptions** that you take with you cloud your perception or influence your reactions or behaviours

• Make as many **friends** as possible – particularly in the local community. They may become your prop at times and “friends for life” should be a major outcome from the exchange.

• **Observe** the things around you – how people live and act – but do not rush into making value judgements

• **Be patient** – do not expect it all to happen in the first week – at the beginning spend quality time with those that are important (host families, counsellors) to your exchange.

• **Avoid arrogance** – do not openly compare everything with home – particularly where it puts the host district/country in a negative light.

• Be prepared to **explain cultural differences** – again not putting down the host territory.
• **Expect the unexpected!** – And **ENJOY** it

7.3 **SMILE**

A smile costs nothing but gives much.  
It enriches those who receive,  
without making poorer those who give.

It takes but a moment  
but the memory of it sometimes lasts forever  
None is so rich or mighty that he can get along without it and none is so poor but that he can be made rich by it.

A smile creates happiness in the home,  
fosters goodwill in business  
and is countersign of friendship.

It brings rest to the weary  
Cheer to the discouraged  
Sunshine to the sad,  
and is nature’s best antidote for trouble.

Yet it cannot be bought,  
begged, borrowed or stolen  
for it is something that is of no value to anyone until it is given away.

Some people are too tired to give you a smile  
give them one of yours as none need a smile so much as he who has no more to give.
8. RELATIONSHIPS

*Relationships with other people can make or break your exchange year. The following notes came from Rotex Students after experiencing a year away.*

8.1 WITH YOUR OWN FAMILY

You will learn how important your own family is while you are on exchange.

Keep your own family on your side - they love you; want to share your experience; they have a vested interest. Keep them informed; consult them. Tell them not only what you do, but how you feel. Facts without feelings are sterile.

You will miss them but they will be missing you too.

Try to e-mail or write to your parents at least once a fortnight (even if it is a short note). Send them photographs of yourself with your host family. Answer every question which they ask in their letters and acknowledge receipt of each letter you receive, so that they will know if one, possibly containing important news, has gone astray in the post.

However:
Phone home as seldom as possible. Not only is it very expensive, but also it can be very unsettling for you, your own family and your host family. Phoning on birthdays or other special occasions is okay, but regular phone calls generally result in a less valuable year.
E-mailing is a great substitute – but again do not spend hours at the computer – **this can be perceived to be anti-social and excessive use can cause tension in the host family.** Be aware of the poor security of e-mails – do not leave personal material on the computer that someone else in the home may inadvertently read.

Also do not rush off e-mails when you are feeling down or use ambiguous language – you may cause unnecessary panic at home.

Be sensible about letters, tapes, gifts - parcels are very costly to send and can make quite a dent in your finances.

**8.2 WITH YOUR HOSTS**

On average you will have one super family, two mediocre families and one busy family. These may or may not be Rotarians. Your frame of mind, adaptability and effort (not theirs) will determine how mediocre or lousy your stay will be.

If you end up with a strict Host Family after a very lax and liberal one, adapt mentally to the change very quickly and do not long to go back to the old one. Happiness is all in the mind. It is one of the many challenges of the Exchange programme to adapt to your Host Family’s way of life.

Remember key dates such as birthdays & Christmas. Leave small gifts when changing host families and small tokens for other people who entertain you – this can just be a written thank you card. These actions will result in improved relationships and even more opportunities to be entertained.

People expect you to:
(a) Ask questions
(b) Show interest in the scenery and whatever else possible
(c) Stimulate conversation
(d) At the end of your journey, thank the driver for taking or fetching you.

Get involved with the family’s interests as much as possible. Fit in homework and writing letters with their schedules

Don’t get involved in or give your opinions on local politics. Listen and ask questions but don’t express your opinion.

**Be PUNCTUAL.** Learn never to keep others waiting. If it does happen, apologise.

Be even tempered. Don’t change from mood to mood, or people will distance themselves from you.

Handle upsets and disappointments with courage. If your camera gets stolen don’t go into a decline, accept the inevitable.

Don’t give Host Parents reason to worry. Come home early (always before the agreed or expected time) and don’t go out alone with people they don’t like.

Don’t ask permission to do things that will make them worry. They may say yes, but hate you for asking.

Be honest with everyone you come into contact with. Be honest with yourself and respect other people’s property.

Moderation is the key to success. Spending all your time with other exchange student is very undesirable.
Lack of discipline is the biggest single cause of problems in the programme. It upsets host families, schools, Rotary Clubs, the District Committee, the local population and endangers the programme. This is the year you earn “adult” status.

You will begin to feel like a local, but to them you will always be a New Zealander, so keep up your PR image at all times. Be proud of being a New Zealander. Speak up for New Zealand and be positive. Like your host country and be loyal to it too.

**RETURNED ROTARY EXCHANGE STUDENTS RECOMMEND:**
**DON’T SMOKE!!!**
You surely can’t have become addicted at this early stage. Most host families will not tolerate it in the house. It is generally anti-social. Your club members may resent you burning the money they give you each month, which they had to raise, or alternatively providing funds for other activities whilst you use your funds on smoking. Alcohol could also produce similar problems for you. Smoking at Rotary events is **not permitted**!

**8.3 SERIOUS RELATIONSHIPS**
In retrospect, a **serious romantic relationship** is the most unfortunate thing that can happen because you waste precious time focusing on a romance that has no future. Some things are best left alone until after you return home.

**8.4 LANGUAGE PROBLEMS**
You can even have problems in English-speaking countries. Because of your New Zealand accent you may have some initial difficulty in being understood (particularly on the telephone). If you speak fast naturally, the problem can become acute. Train yourself to speak slowly and distinctly. There are also some words and phrases which are in common usage in New Zealand but which may be offensive (or have double meanings) in other countries. Explain this to your host family and ask them to correct you if they notice you using such phrases. This can save you a lot of embarrassment by preventing your using them in public.
Selection as an Exchange Student opens up the prospect of a wonderful year's academic experience in another country. At the same time you should continue to plan for your pattern of education, either completion of Secondary, or commencement of Tertiary, upon return to New Zealand.

Here are some steps we recommend you take before the end of this current year.

Arrangements in New Zealand.
• Ask for an interview with your school Principal or Dean and request leave for the coming year. In this way your name stays on the school roll and there is less chance of your being overlooked in any deliberations during the school year.
• After leaving New Zealand, be sure that you make an effort to keep in touch with your school by writing to inform your Dean or Principal of your subjects and school conditions. Your school will enjoy and appreciate this.
• For those missing their Year 13 in New Zealand.
  If you intend to go to University in the year after your return, you should request an appointment, before you leave New Zealand, with the University Liaison Officer to discuss courses and enrolment. Conditions vary at each University, and according to the course, so contacting your University direct is a necessity.
• For those missing their Year 12 in New Zealand.
  Check with your Dean or Principal regarding requirements for your being considered for Year 13 classes on your return.
If specializing in science or commercial areas, it would be a good idea to take a copy of the syllabus to be covered in Year 12. Take school reports with you and discuss courses available with the Dean or Principal of your overseas school.

**While overseas**

- Try to undertake studies in some of the subjects you will need on your return.
- Aim to study at a year ahead of your present one.
- Bring back all school reports and Rotary Certificates as evidence of class standards and your own level of achievement.
- Remember that this is a Student Exchange and a great deal of the success of the programme will depend on your positive involvement in study and on your regular school attendance.
PART C

For Parents or Guardians
Information For Legal Parents / Guardians

1. DUTIES AND RESPONSIBILITIES OF LEGAL PARENTS / GUARDIANS

1.1 TO YOUR SON/DAUGHTER

Financial:
• Refer to Part B, Section 2 in this booklet (Finances and Budgeting).
• Travel to destination and return; tours
• Insurance – Most overseas districts accept the insurance we require you to use. The few exceptions will be covered individually.
• Spending money (in addition to allowance from host Club)
• Emergency Fund – about $500 revolving - must be topped up if used.
• Clothing – find out from Rotex and Inbound students
• Gifts.
• Uniform (often paid for by sponsor club)

Preparation:
• Orientation and Marae Weekends (compulsory attendance)
• Follow up on advice received.
• Liaise with Rotarian Counsellor.
• Regarding serious family problems or bereavement, discuss with student before leaving what you will do if this situation occurred.

Communicate.
• Write regularly – send snippets of community news.
• Resist temptation to visit – your son/daughter is loaned to Rotary for a year.
• Discuss this before student leaves for overseas.
Adjustment
• Attend outbound parents meetings in April and October.
• Attend debriefing seminar held in February.
• 2-3 months after return is the most difficult stage in adjustment
• Patience and understanding is required.

1.2 TO ROTARY

• Remember you have entrusted your students care to Rotary and you need to ensure that you meet the rules and obligations that this requires.
• Pay District Administration Fee
• Inform Counsellor and District Chairman of any problems that arise during the year - don’t try to cope alone. What seems an insurmountable problem to you has probably been faced and solved before.

1.3 TO HOST PARENTS OF STUDENT

• You have empowered Rotary to find host families for your son or daughter and those families have in turn been empowered to provide care for them, but on their terms – provided of course that these terms are reasonable and are protective of the student’s health and well-being.
• Write to them and/or reply when they write to you.
Your Co-operation is essential to the success of your son/daughter’s Exchange Year. Your Student should understand that it is not always easy to be an Exchange Student. We say to YOU that it is not always easy to be the PARENTS of an Exchange Student. We have confidence in the Student’s judgement and maturity to make decisions that must be made to live successfully for a year in a strange and totally different environment. We think you should have equal confidence in your son/daughter.

THESE ARE SOME OF THE THINGS YOU SHOULD KEEP IN MIND:

Your son/daughter will have to make his/her own DECISIONS. You will not be there to make them for him/her. The situation is not greatly different than when he/she moves away from home, although it may be a year or two sooner than you expected. Remember there are Host Parents who recognize their responsibility to your child and who may be even more solicitous than you would be.

Your son/daughter will need your support and encouragement. WRITE FREQUENTLY – newsy, cheerful letters. Students can have problems with homesickness. Letters bearing sad or bad news can be upsetting. Make contact with the Host Parents or the Counsellor also so they can assist your son/daughter. It is a good idea to write to them and establish contact prior to the commencement of the exchange.

Don’t panic if you receive a message saying, “I'm lonely”, or “I don’t like the food”, or “I can’t communicate with my Host Mum”, or “I don’t know what they are talking about”, etc. It is perfectly normal for the Exchange Student to have bad days. Remember, by the time the message reaches you and you can reply, your teenager will probably wonder what on earth you’re so upset about.
**Telephone calls.** Frequent calls are not recommended. Some Students (and parents) don’t need many phone calls at all. Others do. The best advice we can give you is to sit down and discuss the criteria for telephone calls before the student leaves New Zealand. It does not take long for a large phone account to accumulate. Find out time differences and special rate times too. To get a phone call in the middle of the night can cause extreme upset. Fax & e-mail are usually available and are a great way to get instant information across. As fast as a telephone call and you are left with something in writing!

**Credit Cards.** Set a limit, and don’t allow overspending. Mail copies of the expenditure statement to your son/daughter to assist them in controlling their budget.

**E-mail.** Using e-mail can save communication costs, and delays in information exchange. If you aren't on the net consider setting up an e-mail address to communicate. Do be careful about sending personal matters – others can read your e-mail on the recipient’s computer.

**Education Overseas.** You should realize that the education system is different from that at home. While it is important that Students attend school regularly, the real educational benefit for an Exchange Student is learning to live in a new and different environment. Consequently if your son/daughter writes complaining that the courses are too hard or too easy or boring, please recognize that the Student may be confronting several burdens: e.g. a strange language, making new friends, being socially accepted by classmates, and having to make many choices and decisions.

**Encourage them to learn the language early on.**
PART D

Support Information
Before you leave NZ you will need to consider packing gifts and tokens for showing appreciation or exchanging with other students. The following is a guide only; there are many other ideas. Use your imagination.

**Badges**
You will need lots to give away, 100 – 150? The Kiwi pin is especially popular.

**Printed Material**
Beware of heavy books
- New Zealand (good coloured photos) Include one good book to present to the school.
- New Zealand posters (check Travel Agents) and pictures
- New Zealand calendars.
- New Zealand recipe books.
- New Zealand wrapping paper.
- ‘Footrot Flats’
- New Zealand notepaper, envelopes and gift cards.

**Note:** those going to Belgium, France, Germany and some other countries, you can get New Zealand pictorial books written in that language.

**Audio Visual**
- Videos (try out at home first) e.g. Coast to Coast, local area, general tourism. (adapted for North America or buy the special tapes)
• Cd’s/DVD’s, e.g. Maori music, Kiri Te Kanawa.

General
• New Zealand T shirts (not rude!!), sun visors, caps, hats.
• Tea Towels with Maori names, NZ map, sheep etc.
• Place mats, coasters, table cloths.
• ‘Clip on’ sheep, kiwis.
• New Zealand ear rings, brooches, other jewelry.
• Pens (eg with All Blacks, floating canoes etc), Rubbers (erasers in N America!!)
• Any souvenir with inlaid Paua, NZ timbers, e.g. rulers, trinket boxes etc.
• Kiwifruit chocolates, other typical foodstuffs (not in glass)
• Small stuffed mascots, eg kiwi, sheep, Dog.
• New Zealand coins.
• New Zealand stamp sets.
• Playing Cards.

Do it Yourself
You can make/collect/mount many items.
• Pressed flower gift cards
• Book mark of New Zealand stamps
• Paua and other New Zealand shells
2.1 Summary of Key Ideas
Being able to make a good speech is very important. It is not difficult providing;
• you have something interesting to say
• you practice the basic skills
• you have confidence in yourself.

The basic skills are summarized in this mnemonic; **SIVULE**

**Stance:** Consider-
- **Where** you stand
  - to see, be seen, be heard
- **How** you stand
  - evenly balanced
  - avoid unnecessary body movements and distractions.

**Information:**
- You have to make people want to listen.
  - thus you need interesting content
  - and the content should be well organized.
- • prepare thoroughly
- • use notes/headings (but don’t read a speech)
- • have key facts (but not too many)
- • be logical but enthusiastic

**Voice:**
- Learn to project your voice. Practice at home.
- Check your audience.
- To be clearly heard you need;
  - volume (speak to the deaf person at the back)
• correct pace – keep it slow. Use pauses.
• clarity – don’t mumble.

**Ums**
Nothing is more distracting than a speech full of ums and ahs
You can avoid them;
• be aware
• take your time
• think ahead – have notes
• be confident

**Level of Language**
Know your audience. What are they interested in?
Pitch what to say to the right level and
• use humour (but don’t be smart)
• don’t be childish, ponderous, etc
• be enthusiastic – look as though you are enjoying yourself

**Eye Contact**
Look at the people to whom you are speaking
• they want to be involved.
• show them you are interested in them.
• you can assess their reactions.
• a lot of communication is through the eyes.

**2.2 Your First Speech To Your Host Club**

**Attention**
• thanks (for accepting, for this opportunity to help, etc)
• introduce self and family

**Interest**
• why you wanted to be an Exchange Student
• your reasons for choosing - New Zealand, Canada, Japan etc
• some detail on your own Country, Area, Town, School.
Desire

• preferably visual – slides, video PowerPoint etc BUT
• not too long 10 – 15 minutes (and no more than 25 slides)
• carefully chosen and good quality

Action

• again, thank the Club for accepting you
• perhaps say what you want to achieve as an Exchange Student
• ask for questions
• and then a final thanks, again!

The first speech to your Host Club and School is very important.

• First impressions tend to persist.
• You need to come across enthusiastic, intelligent and appreciative.

You can do it! Your Host Club will be very sympathetic and on your side.

Be positive. Visualise Success Go get ‘em

3 Check List / Questionnaires

The following pages contain important questionnaires for your attention during your exchange and a checklist for when you are preparing to depart.

Reference is made in the preceding pages to these. They will be explained to you at Orientation Weekends.
**FINAL CHECK LIST**

*Are you ready for leaving home on your adventure? Have you got the following:*

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Name Badge</td>
</tr>
<tr>
<td>Blazer</td>
</tr>
<tr>
<td>Passport</td>
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<tr>
<td>Visa</td>
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<tr>
<td>Inoculation Certificate (if needed)</td>
</tr>
<tr>
<td>Insurance Policy and Claim Forms</td>
</tr>
<tr>
<td>Flight Tickets</td>
</tr>
<tr>
<td>Travellers Cheques</td>
</tr>
<tr>
<td>Emergency Fund</td>
</tr>
<tr>
<td>Cash for journey (and stopover)</td>
</tr>
<tr>
<td>Student Report Forms</td>
</tr>
<tr>
<td>Parent Consent Forms</td>
</tr>
<tr>
<td>Diary or Journal</td>
</tr>
<tr>
<td>Gifts for Host Families, Counsellors etc</td>
</tr>
<tr>
<td>Sponsor Club Banners</td>
</tr>
<tr>
<td>Souvenir Pins etc</td>
</tr>
<tr>
<td>Visiting Cards</td>
</tr>
<tr>
<td>Colour Slides, Video etc</td>
</tr>
<tr>
<td>I.D. Tags on suitcases AND INSIDE</td>
</tr>
<tr>
<td>With host families address.</td>
</tr>
</tbody>
</table>

60
Questionnaire For First Night With New Host Family

1. What do I call you? Mum, Dad or first names?
2. What are the names of family members? What do I call them?
3. Daily, I will:
   (a) Make my bed
   (b) Keep my room tidy at all times
   (c) Clean the bathroom spotlessly every time I use it.

   What else would you expect me to do daily?
4. What is the procedure about dirty clothes? Where do I keep them till washday?
5. Shall I wash my own underclothes?
6. What is the procedure about washing and ironing clothes and when may I use the washing machine and iron?
7. Where can I keep my bathroom toilet accessories?
8. When is the most convenient time for me to use the bathroom on weekday mornings?
9. When is the best time for me to shower or bath? Morning or Evening?
10. What are the meal times?
11. Offer to have a permanent job at meal times. E.g.
    - Lay or clear the table
    - Loading or unloading the dishwasher or washing or drying
    - Put everything away after a meal
    - Empty the rubbish bin etc.

12. May I help myself to food and drink (non-alcoholic) at any time or must I ask first? (Promise to do this in moderation if acceptable).
13. What areas are strictly private, e.g. bar, study, sewing room, pantry etc?
14. If you need coat hangers, ask now!

15. May I put up pictures and posters etc in my bedroom?

16. May I move the furniture in my room, i.e. may I personalise it? (Not recommended, when you leave, leave it exactly as you found it).

17. What are your feelings about my drinking alcohol and or smoking?

18. Where can I store my suitcases?

19. What time must I get up weekday mornings?

20. What time must I go to bed weekdays?

21. What time must I get up on weekends and holidays?

22. What time must I be in at night if I go out? (Are exceptions by special arrangements possible).

23. May I have friends to stay the night?

24. May I invite friends around during the day? (Not opposite sex if parents are not there. This is very important. You could be sent home).

25. What are the rules about local phone-calls? Must I ask first?

26. What are the rules about national long distance chargeable calls?

27. What are the rules about international calls and Email?
   Advice: always ask and then:
   - Reverse Charges (known as “collect” elsewhere) or
   - Get the party to call you back immediately
   - Pay for your own call (Keep them to a minimum)
28. What is the procedure about posting letters? (NB you must pay for your own stamps).

29. Does Host Mum or Host Dad have any pet dislikes or hates? e.g. chewing gum, modern music, unpunctual people, being interrupted when reading the newspaper, untidy bedroom, wet towels on floor. Find out and remember if nothing is offered, dig. Discuss this question again two weeks later!

30. Host brothers’ and sisters’ likes and dislikes?

31. What are Host Parents feelings or rules about transporting me around the place?

32. When may I play the Hi-Fi / CD / TV / VCR / use the computer, including the internet?

33. May my friends phone me? When are the best times?

34. What are your feelings / rules about me going out socially during the week (evenings) and do you expect me to phone if I am going to be 10, 20, 30 minutes late from school or other outing?

35. If we go out as a family, would you like me to pay for my entrance fee, cool drink etc?

36. What should I do about school lunches?

37. If there is a bus fare to school, who pays it?

38. May I have a key to the house so that I have access?
SCHOOL INTEGRATION QUESTIONNAIRE

Use this when you start school. It will establish the ground rules and minimise the likelihood of differing expectations resulting in conflict and unhappiness from both sides.

1. How do I address the Principal and other staff members?

2. What is the daily / weekly / annual timetable?

3. What is my curriculum and are there any options?

4. Would I be bound to the curriculum or could I, for example, study and complete a project on the local geography, people, etc?

5. My Rotary commitments will occasionally clash with the school timetable. Could we please discuss this and establish a system for dealing with it to avoid misunderstandings on either side?

6. What are the names of my subject teachers?

7. Is there anyone else whose name I should know?

8. Do I have a teacher who is in charge of me and my programme?

9. What is this person’s role?

10. May I go to this person if I have any problem at school?

11. There are probably some school rules and / or etiquette with which the other Students, having grown up in this school system, are familiar, but which may be strange to me. So that I do not unwittingly step out of line, could we please discuss these, e.g?

Teacher / pupil relationship
Prefect / pupil relationship
Dress code
Swearing
Smoking and alcohol drinking on and off school premises
Authorisation for non-attendance due, e.g. to Rotary meetings / tours etc?

12. Regarding assignments, tests and examinations, could we please discuss the School’s, Rotary’s and my expectations in this regard and come to consensus?

13. Am I permitted to play sport / represent the school at sport

14. Are there other extra-curricular activities in which I can participate?

15. Does being in the senior year at school usually entitle pupils to any privileges or exemptions that other pupils do not have? If so, would any of these apply to me, or not? (This is just to establish a ground-rule - not a demand for unearned privileges!)

16. Are any parts of the school out of bounds for me at any time?

17. If one wishes to make use of, for example, school sports equipment, school audiovisual and computer equipment, or borrow library resources, what is the procedure?

18. As I shall be part of the school for a year, would it be appropriate for me to be introduced to the Students and to be able to say a few words to them to introduce myself?

19. I am most appreciative of being allowed to attend the school for this year and hope to be able to contribute to the school in some way. In what way could I best do this?
Youth Exchange
Sexual Abuse and Harassment Allegation
Reporting Guidelines

Introduction
The most powerful force in the promotion of international understanding and peace is exposure to
different cultures. Youth Exchange provides thousands of young people with the opportunity to meet
people from other lands and to experience their cultures.

A Youth Exchange student will spend a year, or perhaps just an extended period of time, living with a
host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are
expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional
abuse or harassment of every student with whom they come into contact.

Rotary International is committed to protecting the safety and well being of Youth Exchange students and
will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously
and must be handled within the following guidelines. The safety and well-being of students should
always be the first priority.

Definitions
Sexual abuse: Sexual abuse refers to engaging in implicit or explicit sexual acts with a student or forcing
or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any
age, of the same sex or the opposite sex.

Additional examples of sexual abuse could include, but are not limited to:
- non-touching offenses
- indecent exposure
- exposing a child to sexual or pornographic material.

Sexual harassment: Sexual harassment refers to sexual advances, requests for sexual favors or verbal or
physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse, and is a
technique used by sexual predators to desensitize or groom their victims.

Examples of sexual harassment could include, but are not limited to:
- Sexual advances;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life,
  and comment about an individual’s sexual activity, deficiencies, or prowess;
- Verbal abuse of a sexual nature;
- Displaying sexually suggestive objects, pictures or drawings; and
- Sexual leering or whistling; any inappropriate physical contact such as brushing or touching,
  obscene language or gestures and suggestive or insulting comments.

Is it abuse or is it harassment?
Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the
adult to whom allegations are made. After ensuring the safety of the student, all allegations should be
immediately reported to appropriate law enforcement authorities. In some countries, this reporting is
required by law.
Allegation Reporting Guidelines
For use by all adults to whom a student reports an incident of abuse or harassment

Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these Allegation Reporting Guidelines.

1. **Report from Student**
   a. **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
   b. **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn’t happen to other students.
   c. **Get the facts, but don’t interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking ‘why’ questions. Remember your responsibility is to present the student’s story to the proper authorities.
   d. **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not their fault and that they were brave and mature to come to you.
   e. **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student’s words, and record only what has been told to you.

2. **Protect the Student**
   Ensure the safety and well-being of the student. Remove the student from the situation immediately and all contact with alleged abuser or harasser. Reassure the student that this is for their own safety and is not a punishment.

3. **Report to Appropriate Law Enforcement Authorities**
   Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities first and then to the club and district leadership for investigation. In most situations, the first Rotary contact is the Rotarian counselor who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian counselor, the district Youth Exchange chair should be contacted.

4. **Avoid gossip and blame.** Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.

5. **Do not challenge the alleged offender.** The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the district youth exchange chair and district governor are responsible for investigating, and will be in contact with the alleged offender after the student has been moved to a safe environment.

6. **Follow-up**
   After reporting allegations to the Rotarian counselor or district Youth Exchange Chair, follow up to make sure steps are being taken to address the situation.
Post Report Procedures
For Use by Rotarian Counselors and District Youth Exchange Chairs

The student’s Rotarian counselor and the district Youth Exchange chair are responsible for ensuring that the following steps are taken following an abuse allegation report. Unless otherwise specified, these steps must be taken immediately following the report.

1. The adult to whom the student reports the abuse should follow the Allegation Reporting Guidelines.

2. Confirm that the student has been removed from the situation immediately and all contact with alleged abuser or harasser.

3. Contact appropriate law enforcement agency immediately (if not already done). If law enforcement agency will not investigate, club or district Youth Exchange chair should coordinate the investigation into the allegations.

4. Ensure the student receives immediate support services.

5. Offer the student an independent, non-Rotarian counselor to represent the interests of the student. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the Youth Exchange program.

6. Contact student’s parents. If away from home, provide student with the option of either staying in country or returning home.

7. Remove alleged abuser or harasser from all contact with specific student and other youth while investigations are conducted.

8. Cooperate with police or legal investigation.

9. The student’s Rotarian Counselor should inform the district Youth Exchange chair and district governor of the allegation. Either the district governor or the district Youth Exchange chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.
Post Allegation Report Guidelines

Responding to the needs of the student:
There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, students may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting Rotary club depending on the circumstances. In some cases, a student may wish to remain in country, but change to a different host club.

It may be difficult for club members and host families to understand how the student is feeling, but it would be helpful for the student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the student of their support at all times.

Appropriate response for addressing issues within the Rotary club for allegations made against Rotarians or non-Rotarian volunteers
When addressing an allegation of abuse or harassment, the most important concern is the safety of children and young people. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians’ spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adopted by the RI Board of Directors, November 2002
Is it abuse or is it harassment?
Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities. In some countries, this reporting is required by law.

NOTES:
# Travel Contacts

*It is important that you record here all of your important contacts you may need, either in transit, in Los Angeles or when you arrive at your final destination.*

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 9910 Chairman</td>
<td>Peter C Smith</td>
<td>Res: (09) 435 1391&lt;br&gt;Res Overseas: 064 09 435 1391&lt;br&gt;Mob: 021 430 316&lt;br&gt;Mob Overseas: 064 21 430 316&lt;br&gt;Email: <a href="mailto:pcsmith.rotary@gmail.com">pcsmith.rotary@gmail.com</a></td>
</tr>
<tr>
<td>YPA Youth Protection Officer</td>
<td>Neil &amp; Jan Murray</td>
<td>Mob: 021 723 857&lt;br&gt;Mob Overseas: 064 21 723 857&lt;br&gt;Email: <a href="mailto:neil@armstrongmurray.co.nz">neil@armstrongmurray.co.nz</a></td>
</tr>
<tr>
<td>Outbound Co-ordinator</td>
<td>Monica Webb</td>
<td>Res: (09) 9473330&lt;br&gt;Res Overseas: 064 09 947 3330&lt;br&gt;Mob: 0274401453&lt;br&gt;Mob Overseas: 064 27 440 1453&lt;br&gt;Email: <a href="mailto:monicawebb66@gmail.com">monicawebb66@gmail.com</a></td>
</tr>
<tr>
<td>Travel Escort</td>
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<tr>
<td>Host Counsellor</td>
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<tr>
<td>Host family # 1</td>
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