



**ROTARY JUGENDDIENST  
DEUTSCHLAND E. V.**  
Multidistrict 1800 - 1900 & 1930 – 1950 - Germany  
German Youth Exchange Officer for North America



**MD-Koordinator**

**Address**

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..... 2010  
Begrüs10

Dear \_\_\_\_\_,

As the German Youth Exchange Officer for the North American countries I wish to extend '**Ein herzliches Willkommen**' to you.

Congratulations, you have been accepted by a German Rotary Club for the Long Term Exchange in school year 2009/10. Enclosed you find the **completed Guarantee Forms**.

The Rotary Youth Exchange is one of the most important goals of Rotary in view of improving understanding between the countries of this world. Use this chance; make use of this unique opportunity of visiting another continent and another country for a longer period of time. Study and learn to understand our people, our history, our habits and customs, as well as our problems. Your stay with us is meant to be a learning experience, which will possibly influence your future life. This exchange will be a great challenge, not just a long holiday period.

As a Rotary Exchange student it is your duty to serve your country as a good ambassador, meaning that you should help us to gain an inside view into your culture and your way of life, and on the other hand your hosts will help you to better understand our culture and our people.

You should have the will to integrate into new surroundings. Traditions, culture, customs, etc. differ from those in your home country. Adaptation is needed to live in a new environment. Avoid comparing, there is no 'better' or 'worse', things might only be different. Though there is a lot of support from your hosts, you as an exchange student have to be active. An exchange student is expected to take the initiative. Do not always expect others to approach you, go and approach them.

Your Host Parents and yourself will invest a lot of confidence in each other, use it wisely. Become a member of the family with all the rights and duties which all family members share.

The involved German Rotarians and your Host Families will try to help you to make this a most special year for you.

To help in your preparation for your exchange year in Germany we have established a web site. Please visit these pages to familiarize yourself with peculiarities as schooling, insurance, arrival dates, etc. The address of our Internet site is: „**www.rotary-jd.org**“. Then go to the 'English' tab.

### ***Some further helpful advice for your preparations:***

□□□ **Contact:** You should contact your Host Rotary Club and your Host Family immediately by introducing yourself and giving them additional information about yourself. When you know your date and time of arrival, let them at least one month before you arrive.

□□□ **Arrival:** German schools break only for six weeks in summer. You should arrive some days before schools starts back. Find the arrival dates at the bottom of this page. If you have to deviate from these dates, do **not** purchase an airplane ticket without approval by your hosting German District.

□□□ **Visa:** Citizens of Australia, Canada, European Union, Israel, New Zealand, Switzerland and the USA do not need a visa to enter Germany for the exchange year. Other nationalities coming to Germany for a planned stay of about one year need a valid visa, which must be obtained at the German Consulate in your country. After arrival in Germany **all** nationalities, including citizens of above mentioned countries, have to obtain a one year permit from the local alien police.

□□□ **Emergency Fund:** You are expected to bring **EUR 300 as emergency fund**. This money is only needed in special cases, which are at your responsibility and cannot be paid from your other allowances. In case the money is not needed you will get it back at the end of the year.

□□□ **Insurance:** According to a decision of the German District Governors all Rotary Exchange Students must buy a combined Health, Liability and Accident Insurance with the German Insurance Company HANSE-MERKUR-Versicherung. For details see **page 4**.

□□□ **Language:** It is very helpful and necessary for Inbounds to communicate in German. Of course, we know that our new students are not perfect in German, but you should indicate to your hosts that you have at least some basic knowledge and are willing to learn the language. This will ease your integration at school and in the families

What can you do before you arrive? Start to learn or improve your German after you know that you will spend your exchange year in Germany. German is not an easy language but all exchange students who have been in Germany have shown that the language can be mastered. Speak, speak, speak, and again speak German to a German speaker (exchange student or other) to overcome the language barrier.

Your German Host Club mostly will organize a language course, if necessary. According to the Rotary Rules the course is at your cost; **bring EUR 250 to pay for this course**.

□□□ **Rotary in Germany:** In Germany we have 14 Rotary Districts with more than 975 Rotary Clubs and 49.500 Rotarians. You will be the exchange student of one of the German Rotary Clubs. You will realize that all Rotary Clubs have their different, individual character, so you might experience differences from what you have learnt at home. Rotary is probably more formal in Germany, but nevertheless, true to the goals of our organization, very much alive.

Generally German Rotary Clubs do not have too many Non-Rotarians as guests. However you will be a welcome guest, your Host club will invite you to meetings. Your Club expects you to give a presentation about yourself, your family and city. Be also prepared to speak about a self-selected subject of your country (e.g. Political System, History, Trade). Also other Clubs might ask you to speak to them.

Your Host Club will assign your Counselor who will assist you to solve possible problems. Remember also, Rotary activities overrule your private plans.

□□□ **Host Family:** Your Host Family is looking forward to having you. Germans are said to be more formal in many ways. Our hospitality, however, is not less hearty; all Host Families will endeavor to make your stay as pleasant as possible and help you to become a family member. You should assist them by adjusting to their specific habits and family rules.

Family life still plays an important role in Germany. Meals are usually taken together and often the evenings are spent together too. You are expected to share the meals with your family.

Communication is a very important aspect from the beginning. You and your Host Family have to get to know each other. Let your Host Family be a part of your life and inform them about things

which are important to you, also speak about the small, but everyday matters. The 'First-Night-Questionnaire', which you will receive from your Sponsor District, is very helpful.

You should expect to stay in several Host Families, which is the decision of the Rotary Club. Please comply with this rule. In case of difficulties your Counselor will help you whenever possible.

☐☐☐ **Food:** Food and meals may be different from what you are used to. You will have to get accustomed. Germans don't always eat Sauerkraut and drink beer.

Germans normally have breakfast before they start working. Lunch is our main meal, families then serves warm dishes. In the evening there is a light supper. You should try all food being served in your host family and tell about the taste. Your host mother likes to have a reaction and probably will consider this, but don't expect your mother to change the menu for your sake only.

☐☐☐ **Clothing:** Our climate may differ from that in your country. Bring warm clothing and a rain coat. If you are unable to carry enough clothes because of air luggage restrictions, bring enough money to buy the necessary clothes here.

☐☐☐ **Rules:** In your application you have accepted the rules for the exchange year, which will also be discussed during your Outbound Orientation at home and the Inbound Orientation Briefing of your Host District. So they need not be repeated all at this place, but some major rules are included on **pages 5 and 6**.

☐☐☐ **Schooling:** The regular attendance of lessons, normally at a grammar school - the Gymnasium, is a constituent part of the exchange. You must attend **all** classes regularly during the whole exchange year; **otherwise the school can expel you which would mean an early termination of your exchange**. School is compulsory for all students even if they have finished school at home. The German school system is different from yours at home, so try to adjust to it fast. For details about the German school system visit our web page

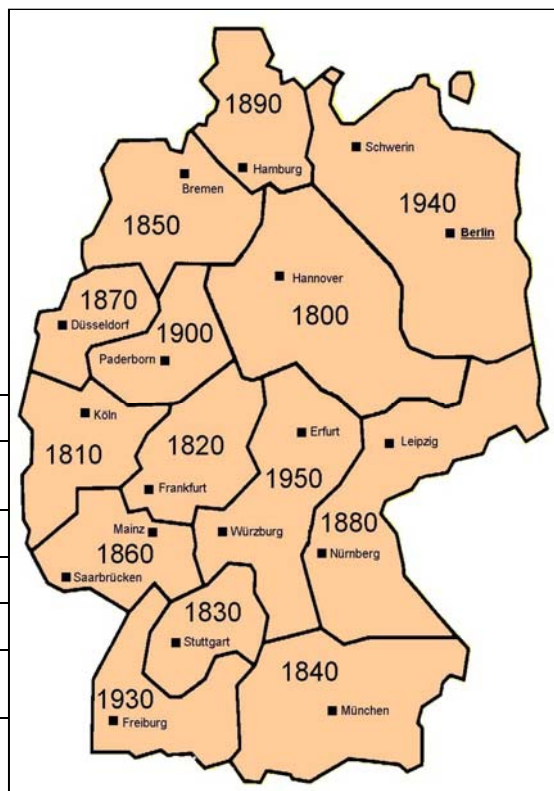
In short I have covered the most important points for the time being. During the coming school year you can expect an interesting year, your 'adventure Germany'. Use your time well, and treasure your experiences. All of us with whom you will share your time in Germany: Host Parents, Rotarians in Clubs and the District, and myself are glad to have you with us as a friend! We are looking forward to meeting you and learning from you about your family and your country. We do hope that you will have an interesting and enjoyable exchange year with us!

With the best wishes

*Fr. Nedelmann*

**If not stated different, we expect your arrival in Summer 2010 at the following dates. Do not book at different flight dates unless approved by your Host Club/Host Family:**

Date of arrival	if hosted by Rotary District
29 July to 3 August 2010	1800, 1850, 1880 (Saxony), 1950 (Thuringia)
9 to 13 August 2010	1820, 1860
14 to 17 August 2010	1890, 1940
24 to 27 August 2010	1810, 1870, 1900
07 to 10 September 2010	1830, 1840, 1880 (Bavaria), 1930, 1950 (Bavaria)



## Insurance for Inbound Students in Germany

In accordance with the Rotary exchange rules all students have to have a **Health and Liability Insurance**. The German Rotary District Governors have decided that all Inbound students coming to Germany have to be insured with the German Insurance Company Hanse-Merkur Versicherungs aG. The costs have to be covered by the Inbound student.

The insurance is prearranged before your arrival. Your Host Club has the necessary application forms ready. Your Counselor or Host Family will help you to fill out this application. Bring **Euro 360**. You have to complete the insurance application and transfer the money to the insurance company within two weeks after arrival.

**IMPORTANT:** Please do not transfer money from your home country and do not bring checks other than traveler checks to avoid additional Bank costs which you would have to pay later.

Before you buy Insurance in your home country please make sure if an additional insurance besides the German insurance is really necessary.

<b>Versicherungsschutz für Austauschschüler-Programme von ROTARY- International (Inbound - Outbound)</b>	<b>Insurance Cover for Rotary International Exchange Programs (Inbound – Outbound)</b>																
<p><b>A Krankenversicherung</b></p> <ul style="list-style-type: none"> <li>• ambulante Heilbehandlung inkl. Medikamente</li> <li>• stationäre Heilbehandlung (allgemeine Pflegeklasse)</li> <li>• medizinisch notwendiger Transport ins Krankenhaus</li> <li>• schmerzstillende Zahnbehandlung ( bis 500 € zu 100% von 501 € bis 1.250 € zu 75% je Aufenthalt )</li> <li>• medizinisch notwendiger Rücktransport ins Heimatland</li> <li>• Rückführung im Todesfall ( bis 10.000 €)</li> </ul>	<p><b>A Health Insurance</b></p> <ul style="list-style-type: none"> <li>• out-patient treatment by a doctor incl. medication</li> <li>• in-patient treatment at a hospital (general nursing class)</li> <li>• transportation costs to hospital for medical reasons</li> <li>• analgesic dental treatment – up to 500 Euro = 100 %, 501 to 1,250 Euro = 75% per stay</li> <li>• costs of repatriation for medical reasons</li> <li>• repatriation costs in event of the death of the insured person, up to € 10,000</li> </ul>																
<p><b>B Unfallversicherung</b></p> <ul style="list-style-type: none"> <li>• Invaliditätssumme: 40.000 €</li> <li>• Todesfallsumme: 10.000 €</li> </ul>	<p><b>B Accident Insurance</b></p> <ul style="list-style-type: none"> <li>• Disablement: 40,000 Euro</li> <li>• Death: 10,000 Euro</li> </ul>																
<p><b>C Haftpflichtversicherung</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">▪ Personenschäden:</td> <td style="text-align: right;">1.000.000 €</td> </tr> <tr> <td style="padding-left: 20px;">▪ Sachschäden:</td> <td style="text-align: right;">200.000 €</td> </tr> <tr> <td style="padding-left: 20px;">▪ Mietsachschäden</td> <td style="text-align: right;">25.000 €</td> </tr> <tr> <td style="padding-left: 20px;">▪ Abschiebekosten</td> <td style="text-align: right;">1.000 €</td> </tr> </table>	▪ Personenschäden:	1.000.000 €	▪ Sachschäden:	200.000 €	▪ Mietsachschäden	25.000 €	▪ Abschiebekosten	1.000 €	<p><b>C Liability insurance</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">• personal injury</td> <td style="text-align: right;">1 million Euro</td> </tr> <tr> <td style="padding-left: 20px;">• property damage</td> <td style="text-align: right;">200,000 Euro</td> </tr> <tr> <td style="padding-left: 20px;">• damage to rented property</td> <td style="text-align: right;">25,000 Euro</td> </tr> <tr> <td style="padding-left: 20px;">• deportation costs</td> <td style="text-align: right;">1,000 Euro</td> </tr> </table>	• personal injury	1 million Euro	• property damage	200,000 Euro	• damage to rented property	25,000 Euro	• deportation costs	1,000 Euro
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<p><b>D Assistance - Leistungen</b></p> <ul style="list-style-type: none"> <li>• Familienmitglied zum Krankenbett des Versicherten: Kostenübernahme bis 2.500 €</li> <li>• Rückreise ins Heimatland im Falle des Todes von Eltern oder Geschwistern : Kostenübernahme bis 1.000 €</li> </ul>	<p><b>D Assistance Benefit</b></p> <ul style="list-style-type: none"> <li>• Family member to sickbed of the insured up to 2,500 Euro</li> <li>• Return trip to home in case of death of parent or sibling up to 1,000 Euro</li> </ul>																
<p><b>Prämie</b></p> <p>Krankenversicherung 12 Mon. = 330 €            Krankenversicherung 11 Mon. = 315 €            Krankenversicherung 10 Mon. = 305 €            + verpflichtend            Haftpflicht-, Unfall-, Notfallvers. = 30 € p.a.</p>	<p><b>Premium</b></p> <p>Health Insurance 12 months = 330 Euro            Health Insurance 11 months = 315 Euro            Health Insurance 10 months = 305 Euro            + obligatory            Liability-, Accident-, Emergency Insurance = 30 Euro p.a.</p>																



## German Rotary Youth Exchange Program

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### Rules for the One Year Student Exchange Program

You have to read these rules carefully and to make sure that they are completely understood. You agree to follow these rules. If you are unwilling to comply with one or more of these rules you must indicate this immediately after receiving the Guarantee Forms. It then has to be decided if your further remaining in the exchange program will be accepted.

Any violation of rules by yourself may lead to your early return home.

1. You must obey the German laws. Any violation will be prosecuted as if you were German and lead to an early end of your exchange year.
2. Even if you have reached your full legal age before or during the exchange year you must follow the exchange program's rules plus those of your Host Club and Host Family.
3. You have to attend school regularly. The school will be selected by your hosting Rotary Club. You have to select subjects to allow your integration into the class and to allow a full participation of your grades' schedule. Absence from school is permitted for Rotary endorsed functions, however the school principal has to be notified in advance of such absences.
4. Travel is a privilege, not a right. Individual and uncontrollable travel of exchange students is not permitted, even not together with other exchange students or other same aged. You only may travel if organized by either Rotary, your host parents, or by your school. Both, the Rotary Club/District and the host parents, must be asked for permission. School always has priority so if you exceptionally get permission to travel, this must be done during school breaks. Your legal parents always have to give their written permission for all tours and trips.

Some students think that the exchange year in Germany will be their year to travel around in Europe. This is not the intention of Rotary and certainly not part of the exchange program; you should schedule this for a later time of your life. Please remember, that you will have your hosts, friends and responsibilities at the location of your assigned Rotary Club. Your Host Club and Host Parents probably will make plans to show you parts of our country and Europe. The Rotary Districts normally will organize tours for exchange students.

5. In Germany it is no problem for 16 or 17 year olds to buy and consume alcohol. Remember that you are not permitted to drink alcohol. When you will be found drunk your Rotary Club will send you home.
6. If you are in possession of other drugs or are together with groups who use drugs, your exchange will immediately be ended and you will be sent home with the next plane.
7. Even if you have a valid driver's license you are not allowed to drive any kind of motor driven vehicle. Young people in Germany use bicycles or public means of transportation.
8. You have to undertake all efforts to learn the German language. You are expected to communicate in German within three months.
9. You are the guest of the hosting Rotary Club. You should attend meetings and other events as often as possible. Rotary events have priority over your private schedule.
10. If problems arise during your stay, consult your Counselor or the President of your host club.
11. You shall be given the opportunity to report about your home country and to talk on your impressions and experiences of the exchange year at the end of your stay.

12. Generally our students will stay with several families. You are expected to regard yourself a member of your host family. This may mean a change of habits for some students. Naturally, the student has to adapt to his/her family and not otherwise. If serious problems arise they should be discussed openly. It is important to talk about the 'First Night Questionnaire' carefully at the first evening. Major conflicts frequently arise from small misunderstandings.
13. You have to buy a German insurance for health, accidents and liability, arranged through Rotary Germany. The payment of the premium (EUR 349 per year) is to be made when requested (within one week after arrival in Germany). Other insurances you might have, cannot be accepted.
14. Romantic involvement must be avoided.
15. Each student will receive a monthly allowance of EUR 50 to 75 from his hosting Rotary Club. All costs emerging from an early termination of the student's stay, regardless for what reason, as well as all other spending caused by the student is to be paid by his natural parents.
16. Students use public transportation (bus, train) or local possibilities of transportation (bicycle).
17. Your host parents are not obliged to transport you, for instance to school.
18. The hosting Rotary Club is at liberty to decide if any costs of transportation are granted by the Club.
19. You should not spend too much of your time with other exchange students - you should meet Germans to integrate and learn about us.
20. Excessive use of the Internet will not be tolerated. Please make sure, that your parents and friends at home do not send a daily email or to skype/telephone frequently. You want to live in Germany and not just be physically here.
21. Visits of your family are strongly discouraged during the first nine months of the exchange year. Before you arrange any visit of your parents and/or siblings ask you hosting Rotary Club for permission first.
22. In the past several students did foolish mistakes just during the last period of their stay. This spoils the good impression they gave to that point. Remember that you represent your Family, Sponsor Club and Country for the complete exchange year. Make sure that you will be able to look back on your exchange with pride and satisfaction.
23. At the end of your exchange year you must return immediately and on the direct way to your home country.

\* \* \* \* \*

**Please remember, that the following reasons will most likely lead to an early/immediate end of your exchange year:**

- breaking of German law
- being in possession/consuming drugs or be part of the drug scene
- excessive drinking of alcoholic beverages
- absence from school without convincing reasons
- travel without proper permission
- refusing to learn German or to integrate.

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**For more information  
visit our web-site  
[www.rotary-jd.org](http://www.rotary-jd.org)**

## STUDENT TRAVEL INFORMATION

Please complete all information requested below and send this form to your first host family or the counselor of your host Rotary Club **not later than 30 days to your departure.**

**Note:** It is your responsibility to schedule and pay for the transportation to the airport indicated on the Guarantee Form

*PRINT OR TYPE*

STUDENT'S NAME .....

HOME ADDRESS .....

.....

HOME PHONE .....

### STUDENT'S TRAVEL ITINARY

1. AIRLINE .....	FLIGHT NUMBER .....
FROM (CITY): .....	TO (CITY): .....
DEPARTURE DATE: .....	TIME: .....
ARRIVAL DATE: .....	TIME: .....
2. AIRLINE .....	FLIGHT NUMBER .....
FROM (CITY): .....	TO (CITY): .....
DEPARTURE DATE: .....	TIME: .....
ARRIVAL DATE: .....	TIME: .....
3. AIRLINE .....	FLIGHT NUMBER .....
FROM (CITY): .....	TO (CITY): .....
DEPARTURE DATE: .....	TIME: .....
ARRIVAL DATE: .....	TIME: .....

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**AGREEMENT**

We have read and understood the above rules of the Multidistrict Germany on pages 5 and 6 of this letter. We acknowledge them and will abide by them. We agree that within the limits of these rules, decisions of the hosting Rotary Club and the District Chairman are final.

NAME OF THE STUDENT: .....

HOSTING ROTARY CLUB IN GERMANY: .....

SPONSORING ROTARY CLUB AND DISTRICT: .....

CITY: .....

DATE: .....

SIGNED: ..... (Student)

SIGNED: ..... (Parents/Guardians)

**PERMISSION FOR TRAVEL DURING THE EXCHANGE YEAR**

.....(student from District .....) has permission to participate in any travel, that is approved by the Host Family, Host Rotary Club, and Host Rotary District. Travel includes Rotary sponsored family trips, school trips and other trips approved by the host Rotary Club and/or District. Costs for trips are only in part covered by the host Rotary Club/District, so it is necessary that the student has additional funds for travel (especially for the end of the year Euro-Tour resp. Germany-Tour).

Permission is granted to the chaperones of these tours to initiate medical care by a licened medical doctor, if required. (see Release on page 5 of the Application)

We agree to save and hold harmless the chaperones for any liability against the student, arising by injury, loss of money and loss or damage of property during the tours.

SIGNED: ..... (Student's Parents/Guardians)

SIGNED: .....(Student) DATE: .....

Parent's Adress: .....

.....Phone and Fax/Email: .....

SPONSORING ROTARY CLUB: .....

SIGNED: .....(Office held): .....

DATE: .....

Please return pages 7 and 8 by mail or fax immediately to:

**Friedrich Neddermeier  
Twiskenweg 38, 26129 Oldenburg, Germany  
Fax: +49-441-53974**