

D6460 Travel Policy

1. General Guidelines:

- a. Always keep the safety of the inbound student in mind.
- b. The YEO must always know when their student leaves the community OR spends the night outside the host family home.
- c. An inbound student may never stay overnight without a host parent/adult.

2. When student is driven by car:

- a. Always follow IL State driving laws regarding peers/minors.
- b. No student may leave their host community in a motor vehicle driven by a person under 21 years of age.
- c. It is recommended that students be driven by a person 21 or older whenever possible. However, within the community, as long as IL state laws are followed, and the host family knows the individual, and is comfortable with the driver and the situation, then the student may be driven by individuals under 21.
- d. To Rotary functions: students may ride with a Rotarian or RYE volunteer to any Rotary function. No Travel Request Form is required.
- e. Day Trips: When leaving the community for a non-Rotary function, the YEO must be notified in writing (email or text). The YEO should always know when their student is when leaving the community. No Travel Request Form is required.

3. Taking a School Field Trip/Team Sport Travel:

- a. School trips that are organized and sanctioned by the school require permissions and waivers that should be signed by the YEO. Normally the particulars of the trip are given to the host parents and should be sent to the YEO.
- b. Day Trips do not require a Travel Request Form.
- c. Overnight trips do require a Travel Request Form and extended overnight or out of state travel also requires written permission from the natural parent.

4. Student stays overnight outside the home:

- a. ***If the Host family must LEAVE TOWN overnight without the student:*** Requires YEO and written natural parent approval and the student must go to a temporary host family: either a "Vetted Host Family"* or the YEO, YEC or YE Committee Member for this time period.
- b. ***Staying overnight with a local friend/Rotarian:*** Requires Host Family and YEO approval. The Host Family or YEO should know the individuals or believe the situation is a good one (rule of thumb for HF, would they let their child stay overnight with these individuals?). Let your student know if they feel uncomfortable for any reason to call you or the host family to remove them from the situation (sleepovers, parties, etc.) No Travel Request Form is required.
- c. ***Day or Overnight travel (1-2 days) Outside the District:*** Permission must be obtained by YEO and either IB Coordinator or District Chair. A Travel Request Form is required. If travel is not with a "Vetted Host Family"

or someone who is a “Vetted RYE Volunteer”*, a background check is also required.

- d. ***Extended Overnight travel/Out of state travel:*** Written permission via email must be obtained by the student’s biological parents and YEO must send to the IB Coordinator and District Chair. A Travel Request Form is required. If travel is not with a “Vetted Host Family” or someone who is a “Vetted RYE Volunteer”, a background check is also required.
5. **Online Travel Request Form:** The YEO or Host Family should complete this form found on our District website (rotarydistrict6460.org – Service – Youth Exchange). It should be completed with as much advance notice as possible (at least 2 weeks for planned travel). Please include the nature/purpose of the trip in the box at the bottom of the page. Be sure to select "Submit" at the bottom when finished. Please alert the Inbound Coordinator via email when a Travel Request Form has been submitted. If the Host Family completes the Travel Form, then the YEO must be notified in writing.
6. **Request a Background Check:** email contact information to the Compliance Officer for all over 18 years of age.
7. **When in doubt, ask the Inbound Coordinator or Compliance Officer.**

***A “Vetted Host Family” or “Vetted RYE Volunteer”:** An approved Host Family or RYE volunteer in the YEAH system.