

District 6460 Youth Exchange Expense Policy

The purpose of this policy is to provide a consistent framework for budget stakeholders and the Youth Exchange Committee and the District Treasurer. The policy is segmented by the primary activities that require payment to vendors or Rotarians submitting expenses for reimbursement.

General Statements:

- The expenses for Youth Exchange should not exceed Youth Exchange revenue. The majority of Youth Exchange revenue is variable, dependent on the number of inbound and outbound students, and expenditures should reflect monies available from revenue. Additional fixed revenue is provided through the use of Youth Exchange reserves or funds provided by District 6460.
- Travel expenses, including mileage at the IRS-rate, air or train fare and lodging, will be covered for those traveling on Youth Exchange Committee business as approved in advance by the Youth Exchange Committee Chair. Meals will not be covered. Additionally, the District does not reimburse the cost of alcohol.
- Expense reports must be submitted within 60 days of the expenditure during the fiscal year and within 30 days at the end of the fiscal year to be eligible for reimbursement.

Central States Rotary Youth Exchange

District 6460 is a member of Central States Rotary Youth Exchange and receives services including exchange student matching, the youth exchange conference known as “Grand Rapids” and general support and guidance. Fees paid include, but are not limited to, membership fee, inbound and outbound student fees and the expense for 6460 exchange students and Rotary representatives to attend Grand Rapids. In addition to the inbound and outbound students, the attendees at Grand Rapids with registration and mileage expenses paid by Youth Exchange include the Chair and Vice Chair of the Committee, the Inbound and Outbound Coordinators and up to five additional adults which may include Rotex (former, but recent, exchange students).

Administration and Marketing Expenses

The Youth Exchange Committee incurs administration and marketing expenses to operate the Committee and promote Youth Exchange. Expenses include printing, postage, student T-shirts and RYE and PolioPlus pins.

Annual CSRYE Schaumburg Meeting

Annually in January or February, the CSRYE Winter Board meeting is held in Schaumburg, and the Youth Exchange Committee is represented by the Committee Chair, Vice Chair and Inbound and Outbound Coordinators. Rotarian travel expenses for the event will be handled in accordance with the General Statement. The District Governor nominee also attends the meeting and the DG expenses are covered by District 6460.

Background Checks

Background checks of individuals associated with Youth Exchange are conducted in accordance with Rotary International best practices and specified by Central States Rotary Youth Exchange.

Fun Weekends

Throughout the Rotary year, the Youth Exchange Committee hosts, in coordination with local clubs, Fun Weekends for the District exchange students to spend time together. Expenses covered by the Committee for the Chicago Fun Weekend, include transportation of students, meals, snacks and entertainment. Expenses for other Fun Weekends are covered by the host club(s) exclusive of student travel which is donated by Rotarians providing transport. The Youth Exchange Committee will reimburse clubs an amount per student for Fun Weekend expenditures at a level determined by the Committee annually.

Inbound Expenses

Expenses for inbound students include administration fees of CSRYE. Inbound students will attend RYLA, District Conference and Grand Rapids. The expenses associated with those events are classified under each event.

Outbound Expenses

Outbound student expenses include administration fees of CSRYE, language lesson materials (\$200 limit) and business cards. Outbound students will attend RYLA and Grand Rapids twice, once as an outbound and once as a rebound. The expenses associated with those events are classified under each event.

NAYEN

The North American Youth Exchange Network annual meeting is an opportunity to educate the Youth Exchange Committee leaders. Expenses to be covered include travel, hotel and meals during the meeting and one networking meal.

Training and Orientation

Annually, the Committee conducts training for people associated with youth exchange and provides an orientation for outbound students and parents. Expenses for the training and orientation include materials, rental of room and food or snacks for participants.

Committee Chair Expenses

To promote Youth Exchange, the Chair will make presentations at District clubs. Mileage expense to and from those club meetings will be covered.