



Short Term Exchange Programs

By NAYEN STEP Committee



NAYEN created the Short Term RYE Committee at the Merida Conference in 2025. The committee's goals are to create Best Practices documents and data to better support Short Term Exchange Programs throughout the Rotary Youth Exchange world. We hope you can use some of these resources in your STEP Programs - Family to Family (F2F) and Camps.

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See what is coming up with the NAYEN STEP Program!

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If you have comments or suggestions for the committee, please contact us at NAYENSTEP@NAYEN.org or contact any member of our committee.
[NAYEN STEP COMMITTEE](#)

We welcome new members and volunteers for the Committee. Please email us if you would like to serve.



Short Term Exchange Programs

Best Practices Documents

[Guide for Short Term YEO's \(Not for Students\)](#) Beginning to end guide for Rotarians to run the F2F Program.

[Q&A for Rotarians, Students & Families](#) Commonly asked questions about F2F and Camps

STEP INTO THE WORLD SEMINARS

[Part 1 – Preparation and Marketing – Power Point Presentation from 8/29/2026](#)

[Part 2 – Candidates and Orientations – Power Point Presentation from 10/3//2026](#)

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Short Term Exchange Programs

Applications

[Family to Family Application](#) As updated by EEMA in 2024

[Camps Application](#) As updated by EEMA in 2024

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Camps

The goal is for the STEP CAMPS database is to include a self-maintained listing of STEP CAMPS around the world. These resources are intended to supplement resources which are already available, including STEP WhatsApp groups and STEP Volunteer lists managed by others.

[STEP Camps List](#) Listing of RYE STEP Camps including links to each camp's brochure
(This is a large file and takes extra time to load.)

[STEP Camps List Form](#) Submit requests to add or update camp information for the STEP Camps List

[STEP Camp List Spreadsheet](#) Listing of RYE Camp STEP Camps in spreadsheet format

[STEP Camp Map](#) Map showing locations of RYE STEP Camps

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Short Term Exchange Programs

STEP Forum - Beta Version

The STEP Forum is currently under development. *Help us test it out.*

The goal is for the STEP Forum to include a self-maintained listing of STEP volunteers and a bulletin board for discussion groups. These resources are intended to supplement resources which are already available, including STEP WhatsApp groups and STEP Volunteer lists managed by others.

[STEP Forum Volunteer List Form](#) - **Beta Version** - Add your name to the list of STEP volunteers, update your information, or request to have your information removed from the list by completing this Google Form.

[STEP Forum Volunteer Spreadsheet](#) - **Beta Version** - Spreadsheet listing STEP volunteers

[STEP Forum Volunteer World Map](#) - **Beta Version** - Information provided on the STEP Forum Volunteer List is used to generate a world map showing volunteer locations.

STEP Forum Bulletin Board - **In development**

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Short Term Exchange Programs

Meetings and Events

Links to ZOOM Meetings- Follow up from NAYEN Houston. The meetings offer an opportunity to learn about and discuss best practices for improving and implementing a STEP program. Questions welcome!

STEP Into the World Seminars



STEP Preparation and Marketing - Saturday, August 29th at 11:00am EST

STEP Outbound Candidates Selection/Orientation - Saturday, October 3rd at 11:00am EST

STEP Matching - Saturday, January 30th at 11:00am EST

STEP Final Training, During Exchange, Surveys & Rebounds - Saturday, May 15th at 11:00am EST

Aug 29, 2026: STEP Into the World - Preparation & Marketing: (COMPLETED)

Preparing and marketing a Short-Term Exchange Program (STEP) involves thoughtful planning, effective promotion, and attention to key logistics. Discover best practices for creating and growing a successful STEP program and learn how to market its greatest advantages for family-to-family summer exchanges. You will be given practical information you can use to start or improve your STEP program right away!

Oct 3, 2026: STEP Into the World – Candidates & Orientations:

What makes someone a good candidate for a Family-to-Family Short-Term Exchange Program (STEP)? Selecting the right students and preparing them and their families for the exchange are essential to creating a successful exchange experience. Learn how to interview and analyze applicants (and their parents.) Once students are accepted into the program, how do you provide the information necessary for a successful exchange? Do you integrate your STEP students with Long Term? Learn orientation best practices including ideas for ongoing training throughout the Exchange year.

When: Oct 3, 2026, 11:00 AM Eastern Time (US and Canada – 8:00am Pacific, 9:00am Mountain, 10:00am Central)

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/-1qffXIS8W8iwz55ii2rg>

After registering, you will receive a confirmation email containing information about joining the meeting.

Jan 30, 2027: STEP Into the World – Matching:

What goes into making the best match for each student on a Family-to-Family Exchange? How do you find and maintain good relationships with other countries to match with your students? Finding trading partners and making matches with them is one of the most important responsibilities of a district Youth Exchange committee. How does your district enter and track STEP students throughout the application, training and actual exchange? How do you deal with insurance and travel? Learn how other Districts use the YEAH database to upload documents and track their STEP students throughout their exchange.

When: Jan 30, 2027 11:00 AM Eastern Time (US and Canada – 8:00am Pacific, 9:00am Mountain, 10:00am Central)

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/hfa0p5rvS1K7vlt8tjzl0g>

After registering, you will receive a confirmation email containing information about joining the meeting.

May 15, 2027: STEP Into the World – Final Training, During Exchange, Surveys & Rebounds:

What does your district do make sure your STEP students are ready to “send off” and become Rotary Ambassadors? How do we support students during their Exchange and what should we do after they return home? Providing guidance during the exchange, as well as dealing with the rare early return are important to your exchange program. Learn about STEP surveys for students and parents and how the feedback can strengthen your STEP program. We'll also discuss how your district can continue to include "rebound" students after their STEP exchange, which can lead to a Long-Term Exchange student!

When: May 15, 2027 11:00 AM Eastern Time (US and Canada – 8:00am Pacific, 9:00am Mountain, 10:00am Central)

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/w1HToj2iRh6VsFR9D5NQsA>

After registering, you will receive a confirmation email containing information about joining the meeting.

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Short Term Exchange Programs

Marketing Materials

[Marketing Brochure](#) – Four page 8 ½ x 11 for STEP (F2F) from O-E Multi-district and D6690

[Marketing One page poster](#) - For STEP F2F from O-E Multi-district

[Northstar Brochure](#) - Three panel brochure for F2F and Camps

[D5080 STEP Brochure](#) – Three panel flyer for Short Term F2F

[ESSEX Flyer](#) – One page STEP flyer for F2F

STEP INTO THE WORLD SEMINARS – (See Best Practices Page for the Seminar PP presentation)

Seminar 1 - Materials

[Preparation and Marketing – Power Point Presentation Template for Prospective Students and Parents](#)

[Preparation and Marketing – Excel Spreadsheet to track Students applications and matching](#)

Seminar 2 – Materials

[Candidates and Orientations – Interview Questions SAMPLE 1](#)

[Candidates and Orientations – Interview Questions SAMPLE 2](#)

[Candidates and Orientations – Interview Questions SAMPLE 3](#)

[Candidates and Orientations – Orientation – SAMPLE 1](#)

[Candidates and Orientations – Orientation – SAMPLE 2](#)

[Candidates and Orientations – Spreadsheet – Applicant grid - SAMPLE](#)



Short Term Exchange Programs

NAYEN Website

nayen.org/yeo-resources/ - Select >Short-Term Exchange Resources
All documents in this form are also in YEO Resources.

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