
STEP into the World.
FAMILY-TO-FAMILY EXCHANGE SEMINARS
STEP PREPARATION & MARKETING
STEP OUTBOUND CANDIDATES SELECTION/ ORIENTATION
STEP
SHORT TERM EXCHANGE PROGRAM
STEP FINAL TRAINING, DURING EXCHANGE, SURVEYS & REBOUNDS
STEP MATCHING
rotary youth exchange
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WELCOME to STEP into the World Seminars!!!

Offered by the NAYEN STEP Committee

2026-2027 Dates

- STEP Preparation and Marketing - Saturday, August 29th at 11:00am EST - COMPLETED
- **STEP Outbound Candidates Selection/Orientation - Saturday, October 3rd at 11:00am EST**
- STEP Matching - Saturday, February 6th at 11:00am EST
- STEP Final Training, During Exchange, Surveys & Rebounds - Saturday, May 15th at 11:00am EST

- Power Point outlines will be made available, but recordings of the seminars are not being made for distribution.

- Please use the Chat for questions





- Today's topic - <u>STEP Candidate Selection/Orientation</u>

Your facilitators:

John Koetz – D6690 – O-E Multi-District Past Chair and current NAYEN STEP Chair

Jill Allbright – D7950 – Essex Multi-District STEP Chair

Key areas we will review in this session:

Now that you have set up your program and have prospective STEP students:
- Assist, review and approve each student Application (AF)
- Evaluate the student for acceptability as an exchange student
  Doing Interviews and impartial grading
- Once Approved, Orient and Prepare the student for Exchange
  Sample Orientation

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- Helping your prospective students with their Application (AF)

- What is the right amount of support?
  - We don't want to complete it for them. (or let the parents)
- Do you deal with the student or the parents or both? (Always cc parents)
  - We are sending the student overseas alone. See how they handle the difficulties with the app.
  - Use the app as an opportunity to see how the students and parents interact.
  - Student should have own email address (not the parents)
- Where are the biggest roadblocks to completing the application?
  - Required forms? (Medical)
  - Letters?
  - Pictures?
  - Signatures? (Parents Consent – Divorce; Can sign digitally)
  - Emails – Have your own and make sure school email works in summer
  - Host family application?
  - Home visit – (Divorce- Both Host?; Ok to submit before the home visit?)
- Once complete, who submits and who evaluates? (YEAH or Manual)

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- Evaluation

What makes a great STEP Student?

- Good Grades?
- Knows a language?
- Outgoing personality?
- Active in extra curricular activities?
- Are they curious and adventurous?
- Have they traveled abroad before? (Unaccompanied Minor)
- Are they mature?
- Are they Flexible?
- Are the Parents “On Board?” or helicopter?
- Any health issues?

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- Evaluation Cont.

The STEP Interview (Preparation)

Who does the interview? – Club, District or MD

- Include a STEP Rotex or LT if no STEP
- A professional (psychologist)

Be consistent

- Review the process with all those who will do the interview
  Try to have more than one interviewer
- Set time limits
- Review all applicants with same criteria
- Do ZOOM based interviews?

Is there anything different between a STEP and Long Term Interview?

- Ability to get along with match
- Activities and commitments during Exchange

Examples of interview questions are on the website



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Templates for Student Interviews

Interview Questions - SAMPLE

1. You are being interviewed by an international company to represent them abroad for one year. Their goal is to facilitate peace through understanding. Why should they hire you? **Follow up questions:** How does understanding help create peace? What actions can you take to facilitate peace?
2. Have you ever been bullied? Tell me about that? **Follow up questions:** How did you handle it? If you had the opportunity to handle it all over again, what, if anything, would you do differently?
3. Tell me about what you think is your best achievement? **Follow up question:** What made this achievement the best one? How did it affect your life?
4. What is the toughest family event you have experienced? **Follow up questions:** How did that change you? How did you react to that event? Are you happy with how you reacted or would you do something different if you had the opportunity? What actions have you taken that show you have learned or grown?
5. What is one action you regret doing in your life? **Follow up questions:** What you regret about that action? Any idea why you did that? How can you keep something like that from happening again?
6. Tell me about volunteer work that you have done. **Follow up questions:** W you choose that type of service? What have you learned from that experi
7. Your parents just had a relatively loud fight. How do you react? Will you them for a while? Will you avoid the topic when you do see them? **Follo questions:** If you were going to advise one of your friends on how to d this situation, what would you suggest he or she do? Have you ever b situation before?
8. What is the most exhilarating event that you can recall, which affect **Follow up questions:** How did it affect your life? Did it affect anyo How did it affect his/her life in your opinion? Why do you think yo was different?

Rotary Youth Exchange District 5020 Interview Qu

December 2014

Student's Name_____ **Club**_____

Interviewer's Name_____ **Phone Number** _____

Total Interview Sc

Application: Please evaluate the quality of the application? Consider the neatness, res questions and overall presentation. Did this student clearly put time and effort into th

First Impression: Is the student appropriately dressed for the occasion? Do they demc social skills? Are they managing the stress of the interview well?

_____ 1. If your life turned out the way you would like to be 10 years from now, yourself doing?

_____ 2. What do you think your responsibilities are as an exchange student in a What can you do to prepare for your year as an exchange?

_____ 3. Describe a time when you had a big problem in your life, you came up a enormous challenge or had to work through a stressful situation that te skills. How did you manage the stress the situation created?

_____ 4. Have you been in a situation where the rules or the guidelines were unc feel about that? How did you manage in that situation?

_____ 5. Eating Habits:

A. Are you a picky eater, a slightly picky eater, somewhat adventures very adventuresome eater?

B. How would your parents describe you regarding trying new foods?

C. Are you a vegetarian or a vegan? (If student answers *yes* go on to

D. Are these strictly held beliefs and values or do you think you might some compromises about food while on your exchange?

Short Term Youth Exchange (STEP)
Student Evaluation Form

Name _____ Country 1 _____

Date _____ Interviewer _____ Country 2 _____

Item	Notes	Concern	Great
Overall Appearance			
How did you hear about the STEP program?			
EXPECTATIONS:			
What do expect to get out of the exchange?			
How does this fit in with your future plans and ambitions?			
Have you ever been homesick? How would you deal with it?			
Why did you choose your first country?			
What if you don't get your first or even second choice?			
RESPECT/ FLEXIBILITY:			
How do you make friends?			
What do you look for in new friends?			
What do you do for fun?			
Do you plan to learn the language? How?			
How do you feel about different religions?			
What issues in the US will cause you the most problems abroad?			



- How to conduct a terrific STEP Interview (Cont.)

- What the potential areas of concern when conducting an interview?

  - Does the student really want to go? (Pressure from parents or others)
  - Does the student have the maturity to be a good STEP Student?
  - Is the student giving up a lot of activities they would normally do in the Summer?
  - Do the parents help the student too much?
  - Do they have any physical / mental health issues?
  - Are they truly interested?
  - Do they have time available to do an exchange? (Scheduling conflicts)
  - Are their expectations too narrow? (Want to go to Paris, Japan, only….)

- Always ask students to be forthright with potential issues
- These issues do not always come out in a brief interview. Use regular District meetings as well.

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- What does the District do ?

- If you are in a Multi-District, see what the MD will do for STEP Interviews
  - Most Multi-Districts DO NOT do student vetting
  - That is left to the District or Club
  - District interviews are common
    The Club usually does the home visit
- Consider doing STEP Interviews at the same time as Long Term

- Acceptance
  - Who notifies the student? (Club YEO, District Chair)
  - Let students know individually
  - Explain the commitment, attend meetings

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• Orientations

- Once a student is accepted, begin working with them right away
- When should formal Orientations be held? Early/Later
- Should STEP orientations be mandatory? Consequences?
- Communication – Make sure student has their own Email and checks it often
- Many districts include STEP students in their Long-Term Training
  - There are obvious times when they should be separated (VISA's, etc.)
  - But most Long Term issues are also Short Term Issues
- Sample Orientations are on the website

Consider

- Treat like a Long Term, include in Long Term training
- If few students, have Individual or ZOOM Meetings

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• Differences in Orientations between STEP and Long Term



Both Long Term and STEP	Long Term Only	STEP Only
Safety	VISAs (Some STEP countries req)	Getting along with Match
Rotary 101/ Rotary Ambassador	Culture Shock	Abbreviated Culture Shock
Costs/Fees	School issues	Figuring out dates
4 D's and 6 B's	Sports/Clubs	Coordinating Activities w/match
Resiliency	Medications throughout year	Coordinating Travel
Language		Planning activities while hosting
Air travel		Audit school classes?
Working with host family	Hosting encouraged	Hosting required
Packing/What to bring/Gifts		
Internet and contact back home (Blackout period) Talk to parents		Limited Contact - Blackout can be encouraged, but contact back home happens

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Orientation Templates/Schedules

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STEP (Short Term Exchange program) Orientation

John Kaetz – O-E Multi District STEP Chair

1) Introductions

2) How are things Going? How are you feeling?

3) Safety

4) How communications & coordination work with your match, host family and Rotary
   Let us know how you're doing the first week

5) Being a Rotary Ambassador

6) Language, language, Language – Do your best to have a basic understanding.

7) Travel – Use of O-E Travel Agent – It's Your World Travel
   Logon: https://world.irwt.com/portal
   Do you hae your itineraries? Share with District

8) Insurance – you MUST purchase Rotary approved policy
   Logon to - https://secure.visit-aci.com/insurance/server/

9) Culture Shock

10) What to bring / Packing / Gifts

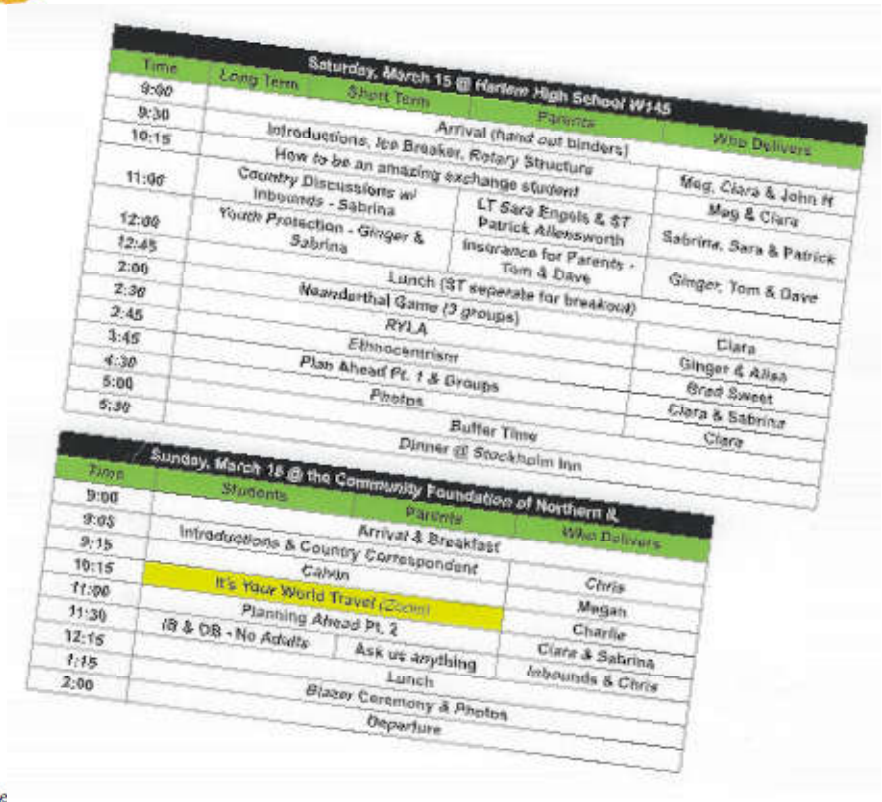
11) 4 D's (Expanded to 7 now)

12) 6 BE's

13) Internet – Blackout period - be in your new country not at home, put down the

14) First Night Questions – See separate sheet

15) Any Final questions/ Comments



Saturday, March 15 @ Harlem High School W145			
Time	Long Term / Short Term	Parents	Who Delivers
9:00	Arrival (hand out binders)		
9:30	Introductions, Ice Breaker, Rotary Structure		
10:15	How to be an amazing exchange student		Meg, Clara & John H
11:00	Country Discussions w/ Inbounds - Sabrina	LT Sara Engels & ST Patrick Allensworth	Meg & Clara
12:00	Youth Protection - Ginger & Sabrina	Insurance for Parents - Tom & Dave	Sabrina, Sara & Patrick
12:45	Lunch (ST separate for breakout)		Ginger, Tom & Dave
2:00	Neanderthal Game (3 groups)		
2:30	RYLA		Clara
2:45	Ethnocentrism		Ginger & Alisa
3:45	Plan Ahead Pt. 1 & Groups		Brad Sweet
4:30	Photos		Clara & Sabrina
5:00	Buffer Time		Clara
5:30	Dinner @ Stockholm Inn		

Sunday, March 16 @ the Community Foundation of Northern K			
Time	Students	Parents	Who Delivers
9:00	Arrival & Breakfast		
9:05	Introductions & Country Correspondent		
9:15	Calvin		Chris
10:15	It's Your World Travel (Zoom)		Megan
11:00	Planning Ahead Pt. 2		Charlie
11:30	IB & OB - No Adults	Ask us anything	Clara & Sabrina
12:15	Lunch		Inbounds & Chris
1:15	Blazer Ceremony & Photos		
2:00	Departure		

Other Items:

- Always Include Safety
- Bring in Travel Agent
- Bring in Insurance Rep
- Do a Contact List of Students
  WhatsApp List

These are on the NAYEN STEP Website.



- What should we be doing now for next year's STEP's?

  - In October-December
    - Help Prospective Students with their Applications
    - Set up and/or help with District Interviews
    - Begin touching base with Exchange Partners (More details in our next Seminar – Matching)



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- **<u>Break Out Session</u>**

  - Share one idea on how you select a student or an Orientation topic
  - Select a spokesperson to report back
  - We will take 10 minutes

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- **<u>Break Out Session - Ideas</u>**

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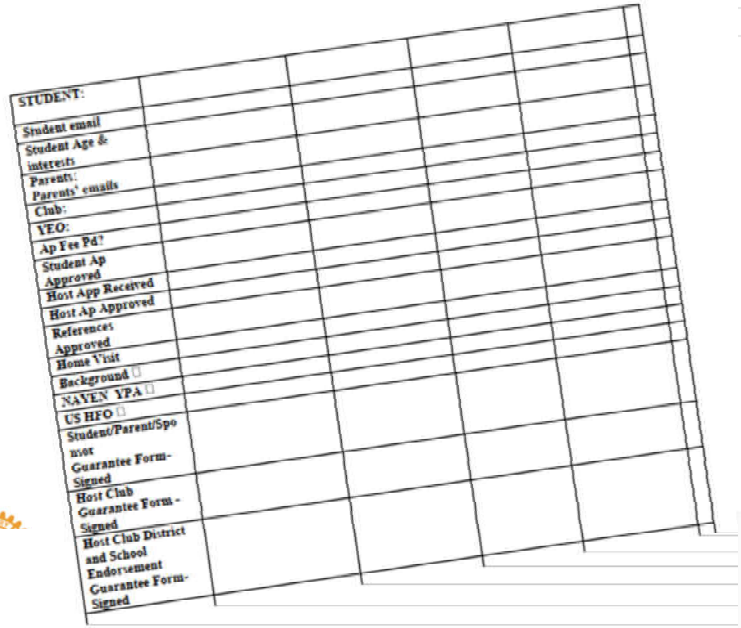
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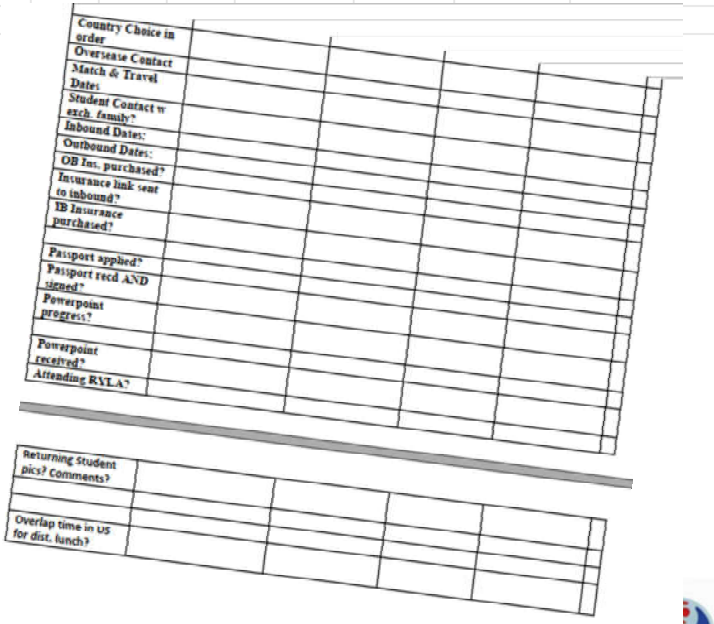
- **Track your STEP's.**

- Use YEAH and/or separate Spreadsheet



	A	B	C	D	E	F	G	I	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1																										
2	Last Name	First Name	Countr	CC	Send Distr	Sex	OB DOB		Host Distric	Inbound match	IB DOB	OB INS in	IB INS in	OB Travel	IB Travel	OB GF Received	OB GF Sent	IB GF Receiv	IB GF in YEH	Counties	Contacted	Assigned Approved	Matching Notes	Conf Both	IB App	IB in YEAH
3																										
4																										
5	**Incomplete Apps**																									
6																										
7	**Withdrew**																									
8																										













Questions



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- Thank you for attending!
- If you would like additional help:
  - nayenstep@gmail.com
- Sign up for the next session on February 6
  - We will explore STEP Matching
  - Including how to vet Exchange Partners
    - STEP Exchange Agreements
  - Matching Process through YEAH
    - Use of Spreadsheet data



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