

# ROTARY DISTRICT 6460 TRAVEL POLICY GUIDELINES

## (Effective February 24, 2024)

**PURPOSE** – The purpose of this document is to ensure the safety of our inbound students when they undertake travel as a part of their exchange program or when they are away from their host home. Please reference the following definitions, guidelines, and travel grid to determine what permissions and forms are required for inbound student travel/overnights.

### DEFINITIONS OF TERMS USED IN GRID

- **Travel Location**
  - **Host Community** – Within 60 miles/96km of host home
  - **Local Community** - More than 60 miles/96km and up to 150 miles/242km away from host home. In addition, anything within the District 6460 boundaries is considered to be within the local community.
  - **Outside Local Community** - Anything beyond the local community definition (within the US)
- **Individual(s) Providing the Transportation – the following are considered vetted adults 21 years and older**
  - Host Family - the exchange student’s primary place of residence during the exchange
  - YEO - Youth Exchange Officer
  - YEC - Youth Exchange Counselor
  - District RYE Leadership Team Members
  - All other adults 21 years or older with a current background check on file

### TRAVEL REQUEST FORM

- The travel request form can be found here: <https://rotarydistrict6460.org/youth-exchange-travel-request-form/>
- The **YEO, YEC, or Host Family** may initiate the travel form. It should be completed with as much advance notice as possible (at least two 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. The person who initiates the travel form should receive a confirmation email of the travel form and should share it with the YEO, YEC, and Host Family so that all are informed of the upcoming student travel.
- The travel request form will be received and reviewed by either the Inbound Coordinator, District Chair, or District Vice Chair and send the initiator an email response.

### CONTACTS

- If a background check is needed, send an email with the situation and person’s name and email address to Wes Wagner (Compliance Officer) at [weswagner49@gmail.com](mailto:weswagner49@gmail.com). Please let the person know to expect a system email from Central States Rotary Youth Exchange.
- When in doubt about the travel guidelines, ask Eileen Tepatti (Inbound Coordinator) for guidance at [etepatti@comcast.net](mailto:etepatti@comcast.net)

**SPECIAL TRAVEL CATEGORY – FRIENDS OF INBOUND STUDENT UNDER THE AGE OF 21**

Travel Location	Length of Time	Individual(s) Providing the Transportation	Permission Required? <i>Natural parent permission/approval emails must be sent to Inbound Coordinator when Travel Form is submitted</i>			Travel Form Required?
			Host Family	YEO	Natural Parents	
Town or immediate area of the host family home	Day	Friends of student under the age of 21	Yes	No	No	No
	Overnight <i>Host family still at home*</i>		Yes	Yes	No	No

- Inbound student requests for daytime and/or overnight stays with school friends are to be expected. The Host Family or YEO should know the individuals or believe the situation is a good one. For overnights, a parent/guardian over the age of 21 must be present. The rule of thumb one should use is whether you would let your child visit during the day or stay overnight with these individuals. **\* Students must be able to reach their host family in the event of an emergency while spending the night within the host community but away from the host family. Tell the inbound student that if they feel uncomfortable for any reason to call the host family or YEO to remove them from the situation.**
- Teens driving teens is discouraged. Preferred drivers are 21 years and older and known to have a good driving record. The student may be driven by individuals under 21 **only within the immediate area of the host family home** as long as IL state laws are followed, the host family knows the individual, and the host family is comfortable with the driver and the situation. Host families should review and follow Illinois guidelines on teen drivers at [Illinois GDL Parent-Teen Driving Guide \(ilsos.gov\)](http://ilsos.gov)

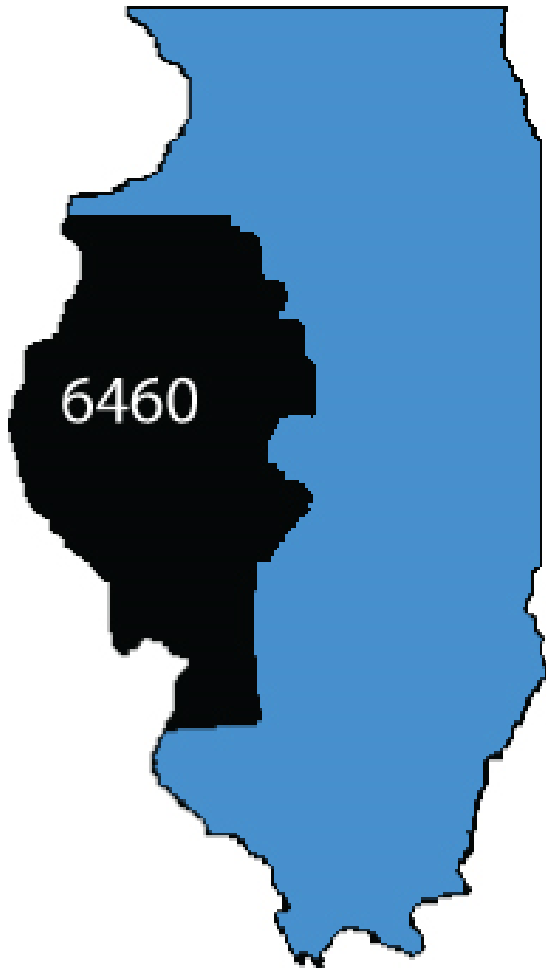
**ALL OTHER TRAVEL SCENARIOS**

Travel Location	Length of Time	Individual(s) Providing the Transportation	Permission Required? <i>Natural parent permission/approval emails must be sent to Inbound Coordinator when Travel Form is submitted</i>			Travel Form Required?
			Host Family	YEO	Natural Parents	
Host Community  <i>Definition – within 60 miles/96km of host home</i>	Day Trip (same calendar day)	Host Family Adults 21 years and older (known individuals) School	Yes	No	No	No
	Overnight (1 – 2 nights) <i>Host family still at home *</i>	Host family Vetted adults 21 years and older School	Yes	Yes	No	No
	More than 2 Overnights <i>Host family still at home *</i>	Same list for overnight (1- 2 nights)	Yes	Yes	Yes	Yes
Local Community  <i>Definition – More than 60 miles/96km and up to 150 miles/242km away from host home. In addition, anything within the District 6460 boundaries is considered to be within the local community.</i>	Day Trip (same calendar day)	Host Family Adults 21 years and older (known individuals) School	Yes	Yes	No	No
	Overnight (1 – 2 nights)	Host family Vetted adults 21 years and older School	Yes	Yes	No	Yes
	More than 2 Overnights	Same list for overnight (1- 2 nights)	Yes	Yes	Yes	Yes

Travel Location	Length of Time	Individual(s) Providing the Transportation	Permission Required? <i>Natural parent permission/approval emails must be sent to Inbound Coordinator when Travel Form is submitted</i>			Travel Form Required?
			Host Family	YEO	Natural Parents	
<b>Outside Local Community</b>  <i>Definition – Anything beyond the local community definition (within the US)</i>	Day Trip (same calendar day)	Host Family Vetted adults 21 years and older School	Yes	Yes	Yes	Yes
	Overnight (1 – 2 nights)					
	More than 2 Overnights					
<b>Travel to District 6460 and/or CSRYE events</b>	Day	Adults 21 years and older (known individuals)	No	Yes	No	No
	Overnight	Vetted adults 21 years and older				
<b>Temporary or Emergency Housing</b>	In a special situation when the host family is unavailable, the student may stay with one of the following hosts on a temporary basis. (No host family application necessary.)	Vetted host family YEO YEC YE leadership team member Vetted adult 21 years and older	N/A	Yes	Yes ** <i>**Prior to the move, notification as soon as possible is required; not approval</i>	Yes
<b>Natural Parent Visits</b>	Are limited to the last 2 months of the exchange year and must be approved by District Leadership.		Yes	Yes	Yes	Yes
<b>Travel Outside the US</b>	Generally, students should not travel outside of the US. Contact the District YE Chair for any such requests.					

#### ADDITIONAL GUIDELINES FOR INBOUND TRAVEL/OVERNIGHTS

1. Always keep the safety of the inbound student in mind.
2. Students must be able to reach their host family in the event of an emergency while spending the night within the host community but away from the host family.
3. The YEO must know where a student is at all times when leaving the host community or spending the night anywhere other than in the host home.
4. Be aware of the risk level of activities students may engage in while traveling. Remember that students should not be participating in extreme sports or activities such as hang gliding, parachuting, mountain and rock climbing, bungee jumping, skydiving, parasailing, scuba diving, ATV-ing, hot air ballooning, etc. In addition, students should never operate anything with a motor that rolls, flies, or dives such as automobiles, boats, snowmobiles, mopeds, jet skis, lawn tractors, e-bikes, motor bikes, dirt bikes, etc. When in doubt, ask the Inbound Coordinator.
5. If a student travels via air/train/bus alone (without an accompanying adult), the student MUST be accompanied by a vetted adult 21 or older on either end of the travel event.
6. School trips that require permissions and waivers 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.
7. If the YEO travels outside the local community overnight, notify the Host Family and YEC in advance of travel plans. Appoint the YEC or a Vetted RYE Volunteer as YEO back-up. Notify the Inbound Coordinator or District Chair in the case of extended overnight travel or travel outside the country.



***District 6460 Counties:*** Adams, Brown, Calhoun, Cass, Fulton, Green, Hancock, Henderson, Henry, Jersey, Knox, Macoupin, Madison, Mason, McDonough, Menard, Mercer, Morgan, Peoria, Pike, Sangamon, Schuyler, Scott, Tazwell, Warren