

# YEO TRAINING

## For Youth Exchange Teams

### D1410

# RYE TERMINOLOGY

<b>Long Term (LT)</b>	Vuosivaihto   <b>Ettårsutbyte</b>
<b>Short Term Homestay (ST Homestay)</b>	Kesävaihto   <b>Sommarutbyte</b>
<b>Short Term Camps&amp;Tours (ST Camps)</b>	Kesäleirit   <b>Sommarlägren</b>
<b>Youth Exchange Officer (YEO)</b>	Nuorisovaihtovastaava (NVA)   <b>Ungdomsutbytesansvarig</b>
<b>Counselor</b>	Kummi   <b>Fadder</b>
<b>Inbound (IB)</b>	Ulkomaalainen vaihto-oppilas Suomessa   <b>Utländsk utbyteselev i Finland</b>
<b>Outbound (OB)</b>	Suomalainen vaihto-oppilas ulkomailla   <b>Finsk utbyteselev utomlands</b>
<b>Current</b>	Vaihdossa oleva oppilas   <b>Elev som är i utbyte just nu</b>
<b>Future</b>	Seuraavaksi lähdössä oleva oppilas   <b>Elev som ska åka till utbyte i framtiden</b>
<b>Past</b>	Aiemmin vaihdossa ollut oppilas   <b>Tidigare utbytesstudent</b>
<b>Outbound Applicant</b>	Lähtevä vaihto-oppilas, jonka hakemuksen täyttö ja käsittely on kesken   <b>Utresande utbytesstudent vars ansökan fortfarande fylls i och behandlas</b>
<b>Club Commitment Form</b>	Klubisitoumuslomake   <b>Klubbförbindelseformulär</b>

**CHANGES**

*compared  
to*

**autumn 2022**

IB student's monthly allowance has increased **from 60€ to 90€**

ALL OB applications  
(year, summer and camp)  
are made electronically in the YEAH  
student information system.



**WHAT'S NEW** in this?  
Applications for **CAMPS** are  
also submitted at YEAH,  
unlike a year ago



Important

# CLUB COMMITMENT REQUIRES

a team of 2 people (previously three)

1. Youth Exchange Officer (YEO)
2. Counselor

## COUNSELOR

A person who is in regular contact with the student and serves as a liaison between the student, club, host parents and student's legal guardians.

Requirements:

- Same sex as the student
- Not have an authority over the student's exchange

Not suitable to serve as a counselor:

- District or club Youth Exchange officer
  - Host family member
  - School principal
  - Etc.

# BACKGROUND

*check*

*LS*

**mandatory!**

# WHAT SHOULD I DO?

- Ask consent for a criminal background check from ALL ROTARY VOLUNTEERS of the club who work one-on-one with the exchange student
- Ask consent for a criminal background check **IN ADVANCE** from all MEMBERS OF THE HOST FAMILY aged 18 or more who live at the same address as the exchange student
- The consents are submitted to the chairperson of the district YE committee, who applies for criminal background checks from the legal authorities.

**HOW**  
to submit?

- NAME the file “Last name, First name, current year”
  - SAVE the file as PDF or JPG
  - SEND consents to ryed1410@gmail.com
- ATT! Each consent needs to be sent individually



Electronic consent forms  
can be found  
[rye.fi](http://rye.fi) > Ohjeet ja lomakkeet

## **VOLUNTEER COMMITMENT**

Yeah -> Volunteers -> Open volunteer's file -> Documents -> Upload file -> choose "Volunteer Commitment" from the list -> Upload

## **HOST FAMILY COMMITMENT**

Yeah -> Host Families -> Open family's file -> Documents -> Upload file -> choose "Host Family Commitment" from the list -> Upload

## **CLUB COMMITMENT**

Yeah -> Outbound applicants -> Open student's file -> Documents -> Upload file -> choose "Klubisitoumus..." from the list -> Upload

*ATT! Instead of uploading the club commitment form by yourself, you may ask the student to upload it*

**WHAT  
to do with the  
COMMITMENT  
forms?**



New  
OB  
students



# HOW TO FIND APPLICANTS?

## WORK TOGETHER WITH YOUR LOCAL SCHOOLS!

Promote in secondary schools in April / May (9th graders)  
Promote in upper secondary schools in August / September

## ASK SCHOOLS TO SPREAD YOUR AD IN WILMA app

Schools may also have their own billboards, info-tv etc. Ask if your ad can be added there

**SPEAK**  
**SPEAK**  
**SPEAK**  
**SPEAK**  
**SPEAK**

Promote in grocery stores, libraries or other public spaces  
Promote in social media – Facebook works at least for the parents  
Be loud about Rotary Youth Exchange  
Be creative



# WHAT TO TELL?

## SPEAK ABOUT THE OPPORTUNITIES

- Learning a new language
- Getting to know a new culture
- Growing as a person
- Creating everlasting friendships throughout the world
- Experiencing the best year of their lives

## REMEMBER TO ADVERTISE

- Safety of our Youth Exchange
- Local support network of rotarians, host families and school.

Rotary is a voluntary-based non-profit organization which makes Rotary Youth Exchange an **economic choice** for students and families.



**REBOUNDS ARE OUR BEST  
EMBASSADORS – LET  
THEM SPEAK TO THE  
STUDENTS!**

# SHORT TERM EXCHANGE

**REMEMBER! ROTARY YOUTH EXCHANGE  
IS MORE THAN A SCHOOL YEAR ABROAD**

SPEAK ABOUT SHORT TERM EXCHANGE AS WELL!

Even if you don't have resources to send a student abroad for a year, you can offer **SUMMER CAMPS** and **HOMESTAY** – they are **FREE** for your club

Learn more about short term exchange

[Homestay](#)  
[Summer Camps](#)



Applications to clubs (LT, ST/Homestay)  
Applications to clubs (ST/Camps)

30.9.2023  
31.10.2023

Clubs interview applicants, select candidates for exchange  
and interview the parents of the chosen candidates

October

Registration of candidates for the District interview latest at  
→ Register your student [here](#)

4.11.2023

**District interview of registered candidates and parents in Turku**

**11.11.2023**

Application Filling Training (Online)  
Long-Term Exchange  
Short-Term Exchange Homestay & Camps

16.11.2023  
21.11.2023

**Application with attachments & signatures completed in YEAH**

**15.12.2023**

District OB training for students and parents (LT and both ST) in Turku

9.3.2024

National OB training for students and parents (LT and ST Homestay) in Lahti

27.4.2024

# SCHEDULE

## WHAT HAPPENS AND WHEN?





# INTERVIEWS

## OCTOBER -> club interviews

- Club interviews its applicants
- Club makes a decision about the applicants they propose for the YE program
  - Note! Check the age limits and other requirements already at the club stage ([rye.fi](http://rye.fi) -> [Vaihtomuodot](#))
  - Inform your chosen students about the district interview date, which is 11.11.2023. **This is mandatory for the students as well as their parents / legal guardians.** Interview day also includes training and it is the first of three OB trainings of the program (OB1)
- Club registers their chosen applicants by clicking [HERE](#).
  - Registration must be done latest at 4.11.2023
  - District YE team will invite the students to the district interview and training (OB1) and provides them more information about it



# APPLICATION (1/2)

## NOVEMBER -> approval

### After OB1 district approves the students into the program

- District YE Team sends e-mail to all accepted students and their parents / legal guardians. Copy of the e-mail will be sent to club YEOs

### The e-mail will include

- **payment information** for district training fee, which include OB1, OB2 and Rebound briefing. Rebound briefing is held after the exchange year at September 14<sup>th</sup> 2024 (the payment does not include OB3, which is a national training, held by Multi district Finland-Estonia)
- **Link and instructions** on how to fill out the application (year, summer and camp exchange)
- **Link** to online application fill-in training
- Other **important info** for those accepted



# APPLICATION (2/2)



## **NOVEMBER -> application process**

**Student fills in the application at YEAH – YEO follows the progress and helps the student if needed**

### **Club completes the Club Commitment Form with the student**

- Student will receive the form template from YEAH when filling the application
- The form template can also be found at [rye.fi](http://rye.fi) → [Ohjeet ja lomakkeet](#)
- Student attaches a signed and scanned form to the application in YEAH

### **Student pays the arrangement fee**

- Payment instruction can be found in Club Commitment Form
- Student attaches the scanned internet bank receipt of the payment to the application in YEAH



[www.RYE.fi](http://www.RYE.fi)

what?

WHERE?

when?

# OB STUDENT AGE AND OTHER RESTRICTIONS, YE COSTS

The image shows a screenshot of the Rotary website (rye.fi) with several elements highlighted by red circles and arrows. The browser address bar shows 'rye.fi'. The main navigation bar includes 'Svenska | English' and 'Rotary.fi | Rotary.org | Rotaract'. The page title is 'Multidistrict 1385 - 1430 youth exchange Nuorisovaihto'. A search bar with the text 'Hae' is visible. The main navigation menu includes 'Etusivu', 'Rotary', 'Vaihtomuodot', 'Hakuohjeet vaihtoon', 'Isäntäperheet', 'Klubit', 'Ohjeet ja lomakkeet', 'Rotex', 'Alumnit', 'Kalenteri', 'Yhteys', 'Summer Camps', and 'Inbound Students'. The 'Vaihtomuodot' menu is open, showing options: 'Vuosivaihto', 'Kesävaihto', 'Kesäleirit', 'Oppilasturvallisuus', and 'Webinaarit'. A sub-menu for 'Vuosivaihto' is also open, listing: 'Vuosivaihto', 'Maakuvaukset', 'Kohdemaat', 'Mitä vaihtovuosi maksaa', 'Ennen vaihtoa', 'Vaihdon jälkeen', 'Vaihtokokemuksia', and 'Ohjeet ja lomakkeet'. Red arrows point from the 'rye.fi' address bar to the 'Vaihtomuodot' menu, and from the 'Vuosivaihto' sub-menu to the 'Vuosivaihto' option in the main menu. The background features a large group of students holding various national flags, with the text 'omaille Rotaryn kautta' overlaid.

rye.fi

Svenska | English Rotary.fi | Rotary.org | Rotaract

Rotary Finland - Estonia Multidistrict 1385 - 1430 youth exchange Nuorisovaihto

Hae

Etusivu Rotary Vaihtomuodot Hakuohjeet vaihtoon Isäntäperheet Klubit Ohjeet ja lomakkeet Rotex Alumnit Kalenteri Yhteys Summer Camps Inbound Students

YEAH login

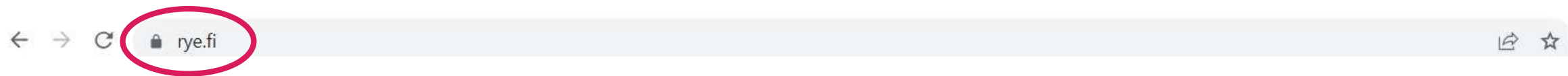
Vuosivaihto  
Kesävaihto  
Kesäleirit  
Oppilasturvallisuus  
Webinaarit

Vuosivaihto  
Maakuvaukset  
Kohdemaat  
Mitä vaihtovuosi maksaa  
Ennen vaihtoa  
Vaihdon jälkeen  
Vaihtokokemuksia  
Ohjeet ja lomakkeet

omaille Rotaryn kautta



# How to find YEAH INSTRUCTIONS 1/2



Svenska | English

Rotary.fi | Rotary.org | Rotaract

**Rotary**  
Finland - Estonia



Multidistrict  
1385 - 1430  
youth exchange

Nuorisovaihto

  
Hae

Etusivu Rotary ▾ Vaihtomuodot ▾ Hakuohjeet vaihtoon Isäntäperheet ▾ Klubit ▾ Ohjeet ja lomakkeet Rotex Alumnit Kalenteri ▾ Yhteys Summer Camps  
Inbound Students ▾ YEAH login



# How to find YEAH INSTRUCTIONS 2/2

Svenska Rotary.fi | Rotary.org | Rotaract

Rotary Finland - Estonia Multidistrict 1385 - 1430 youth exchange Nuorisovaihto

Etusivu Rotary ▾ Vaihtomuodot ▾ Hakuohjeet vaihtoon Isäntäperheet ▾ Klubit ▾ Ohjeet ja lomakkeet Rotex Alumnit Kalenteri ▾ Yhteys Inbound Students ▾ YEAH login

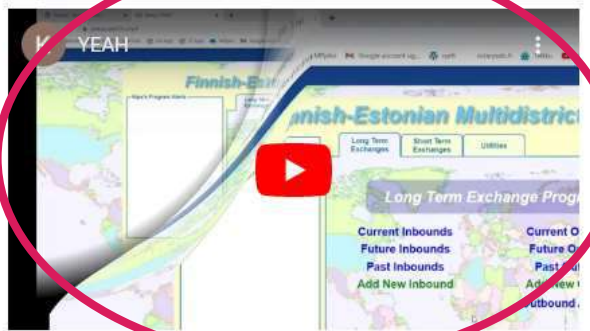

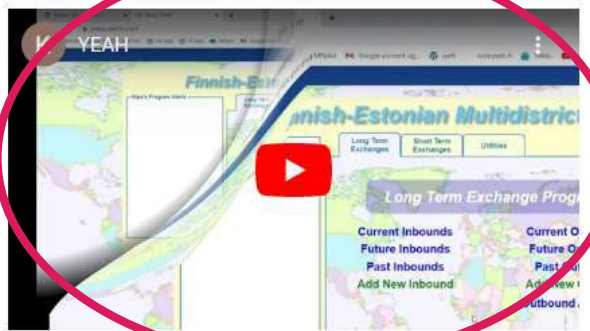
## Ohjeet ja lomakkeet

**Klubin ohjeet ja lomakkeet**

Eräissä linkeissä on täytettäviä, muokattavia ja tallennettavia pdf-lomakkeita. Tulenna pohja ensin koneellesi ja editoi sitä sen jälkeen. Käytä viimeisintä Adobe Reader-versiota Windows-ympäristössä.

**YEO guide** → **Oppilastietokanta (YEAH)**  
Nuorisovaihtoasiamiehen ohje  
YEAH login  
Nuorisovaihtoasiamiehen YEAH-ohje (video)

**YEO guide video** → **Klubisitoumuslomakkeet**  
Kesävaihto 2023  
Kesäleirit 2023  
Vuosivaihto 2023-2024  
SR nuorisovaihdon rekisteri- ja tietosuojaseloste (12.4.2021)



YEAH

YEAH

YEAH

YEAH

YEAH

YEAH

YEAH

YEAH

# YEAH = Youth Exchange Administration Hub

**YEAH** Nuorisovaihdon oppilashallintajärjestelmä / **Elevhanteringssystem för ungdomsutbyten**

**YEAH** Is developed by APPX Software Inc (USA)

**YEAH HUB** Hub takes care of the administration of students and host families

- *The main tool of the Youth Exchange Officer (NVA)*
- *Can be found at <https://yehub.net/FIN.php>*

**YEO Portal** Portal can be used to browse and explore student data, but you can't make changes to it

- *Portal is available as a free app for your phone from app stores (search by "Rotary YEO").*
- *OB applications do not appear in Portal*
- *<https://yehub.net/FIN-portal>*





## CLUB AND VOLUNTEERS

- Check and correct your own and the club president's contact information
- Maintain volunteer information

## OB STUDENTS

- Check that OB student's school information is set to YEAH. Add if needed (only long-term)
- Follow the application progress and help the student if needed
- Check the application when ready in YEAH

## IB STUDENTS

- Current Inbounds:
  - Maintain host family information during the exchange (only LT)
- Future Inbounds:
  - Generate student's Guarantee Form (GF) after the correspondent has stored the data of the student in YEAH
    - Add first host family information
    - Add counselor information
    - Add IB student's school information (only LT)

# SUMMARY OF

YEO'S

## DUTIES AT YEAH DURING THE EXCHANGE YEAR



**WHAT** *exactly*

*should*

**I do...**

*and* **when?**



# AT THE START OF THE NEW ROTARY YEAR ON 1.7.

## CLUB INFORMATION

- Request for YEAH access from district YE committee chairperson (new YEOs)
- Check and correct your data in YEAH
  - Name, e-mail, home address and mobile phone number are min. information  
*(Mobile phone numbers always in international format +358...)*
- Add President's Information to YEAH
  - Name, e-mail, home address and mobile phone number are min. information  
*(Mobile phone numbers always in international format +358...)*
- Link the President to the Club
  - YEAH does not know who the club president is until the link is made



**If these are not completed on time, the club's new OB student will NOT be able to make a correct application!!**

# HOW TO...

## CHECK AND CORRECT YOUR DATA

- From the YEAH front page, click on "Volunteers"
- From the list that opens, select your own information with the left mouse button and double-click
- On the "Volunteer Detail" tab, check that your email, home address and mobile phone number are correct. If necessary, press Edit, correct the data. Press Save and Exit.

The image shows a sequence of three screenshots from the YEAH website. The first screenshot is the main menu with 'Volunteers' circled in red. The second screenshot shows a list of volunteers with a red arrow pointing to a specific entry. The third screenshot shows the 'Volunteer Detail' page for 'Nipa Nuorisovaihtaja', with the 'Edit' and 'Save' buttons circled in red.

**Volunteer Detail: Nipa Nuorisovaihtaja**

Last Name	Nuorisovaihtaja	Suffix		
First Name	Nipa			
Middle Name				
Nickname	Nipa			
Date of Birth	00-MH-CCYY			
Street Address	Nipaatie 10			
Address, continued				
City/State/PostCode	Salo 24280	Country	Finland	
Home Phone				
Cell Phone	+35844722222			
Work Phone				
E-mail Address				
Title/Position	Club: YSO			
District	1410			
Club	Itäkeitä			
Club YEO?	<input type="checkbox"/>			
Active?	<input type="checkbox"/>	MR/DO/CCYY	Local ID Number (opt)	Key No.: 44
Exclude from Training?	<input type="checkbox"/>			Bus Used No.: 37
Include in Directory?	<input type="checkbox"/>	Check this box to include person's name, title, phone, and email in the YEO Periodic organizational directory.		
IR Member ID No.		NON-MEMBER?	<input type="checkbox"/>	

Buttons: Edit, Save

# HOW TO...

## ADD PRESIDENT'S INFORMATION

- From the YEAH front page, click on "Volunteers"
- From the top of the page Administrator Options -> Add New Volunteer
- In the window that opens, fill in the requested information and press Add. District and club information must be selected from the list that opens by clicking the red magnifying glass. **Note! Ignore the red STOP warning.**
- On "Volunteer Detail" tab, press Edit, add the president's home address and mobile phone number, then press Save and Exit.

The image shows a sequence of three screenshots from the YEAH system interface, illustrating the process of adding a new volunteer's information.

**Left Screenshot:** Shows the "volunteers" page with the "Administrator Options" menu. The "Add New Volunteer" button is circled in red, with an arrow pointing to the next screen.

**Middle Screenshot:** Shows the "Add New Volunteer" form. The form contains the following fields:

- First Name: Liisa
- Last Name: Pressa
- E-mail: pressa@pressa.fi
- District: 1410 (with a magnifying glass icon and the text "click to select")
- Club: Uskelin (with a magnifying glass icon and the text "click to select")
- Club YEO?:

The "Add" button at the bottom is circled in red. A red arrow points from this button to the "Volunteer Detail" screen.

**Right Screenshot:** Shows the "Volunteer Detail" screen for "Liisa Pressa". The form contains the following fields:

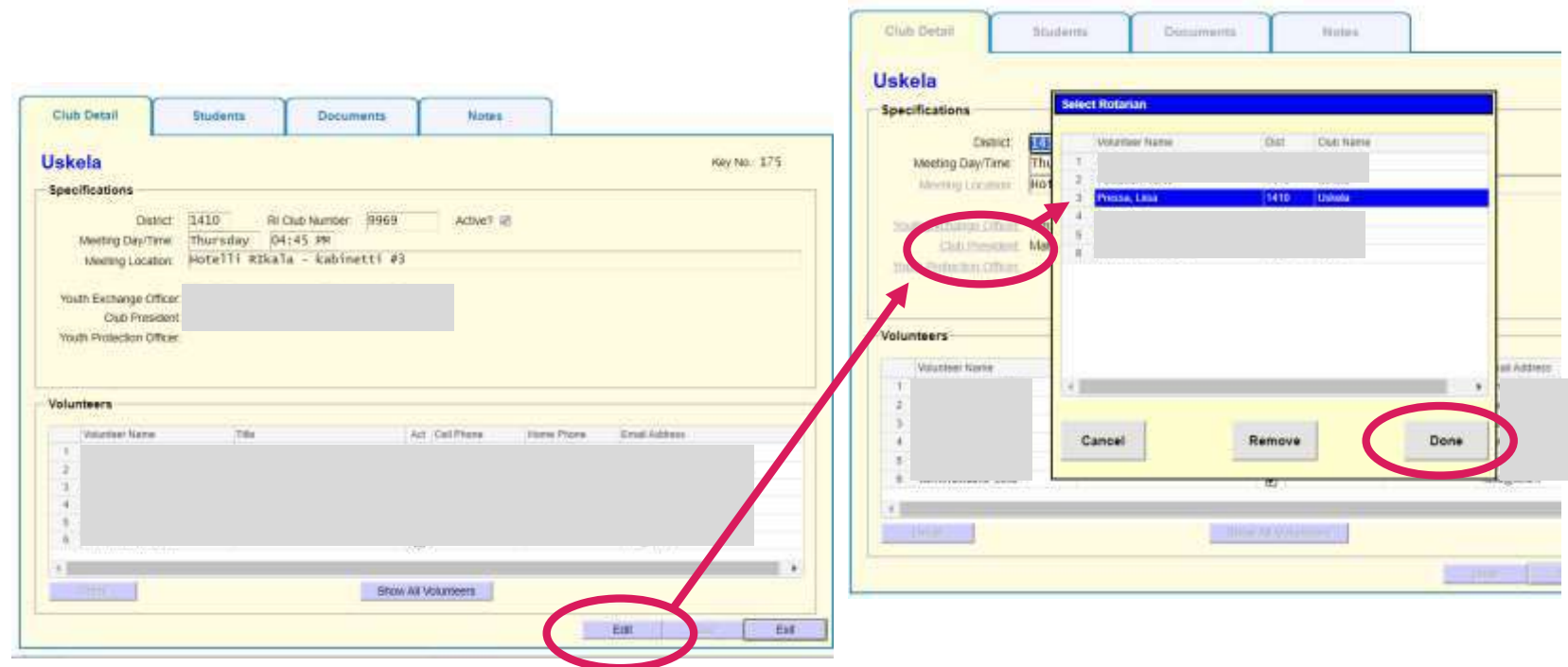
- Last Name: Pressa
- First Name: Liisa
- Middle Name:
- Nickname: Liisa
- Date of Birth: DD-Mth-CCYY
- Street Address:
- Address, continued:
- City/State/PostCode:
- Country:
- Home Phone:
- Cell Phone:
- Work Phone:
- E-mail Address: pressa@pressa.fi
- Title/Position:
- District: 1410
- Club: Uskelin
- Club YEO?:
- Active?:
- Exempt from Training?:
- Include in Directory?:
- RI Member ID No:
- Non-Rotarian?:
- Local ID Number (opt.):
- Key No: 821
- Div/Zone No:

The "Edit" and "Exit" buttons at the bottom right are circled in red.

# HOW TO...

## LINK THE PRESIDENT TO THE CLUB

- From the YEAH front page, click "Rotary Clubs"
- In the window that opens, select your club with the left mouse button and double-click.
- Press Edit, after which you can update the volunteers by double-clicking on the underlined task, select the volunteer from the list that opens, and press Done. Finally, the Exit button allows you to get out.
- At the same time, you can correct yourself as an YEO if, for some reason, you are not yet assigned to that position.



# WHEN THE STUDENT SUCCESSFULLY PASSED THE DISTRICT INTERVIEW

## OB STUDENT

- Check that OB student's school information is set to YEAH. Add if needed (only long-term)
- The Student will receive an e-mail from the district YE team with a link to start the application process
  - After receiving the copy of the e-mail, contact your student immediately to ask if they need any help and to provide the correct name of your Rotary club.
  - Set a date to complete the Club Commitment with the student
  - Follow the application progress and help the student on the way if needed. **Note! Application with attachments & signatures must be completed in YEAH by December 15<sup>th</sup>**



# HOW TO...

## ADD OB STUDENT'S SCHOOL INFORMATION TO YEAH

- From the YEAH front page, click "Schools"
- From the list that opens, select the student's school with the left mouse button and double-click to see the school information. To correct the information, press Edit and make the corrections. Finally, press Save and Exit.
- If student's school is missing from the list, add it by clicking in the upper-left corner of the school list: School Options -> Add New School. Add the school information in the window that opens and press Add. The new school should now appear in the school list.
- If necessary, the name of the school can be changed in School Options -> Change School Name. Other information can be updated by double-clicking on the school name and making changes in the window that opens.



	School Name	Dist	City	SI	IBs	OBs	School District Name
8	Laitilan Lukio	1410	Laitila		1	1	
9	Luostarsuuren Lukio	1410	Turku		1	1	
10	Mynämäki Upper Secondary School	1410	Mynämäki		2	1	
11	Naantalin Lukio	1410	Naantali		3	2	
12	Nousiainen Lukio	1410	Riipijärvi		2	2	
13	Paimion Lukio	1410	Paimio		1	0	
14	Pargas Svenska Gymnasium	1410	Pargas		2	2	
15	Parkano Upper Secondary School	1410	Parkano		2	2	
16	Pori Upper Secondary School	1410	Salo		9	0	
17	Pori High School	1410	Pori		1	2	
18	Poriin Lukio	1410	26130 Pori		4	1	
19	Poriin Suomalaisen Yhteiskoulun Lukio	1410	Pori		9	1	
20	Purolanmäki Upper Secondary School	1410	Turku		3	5	
21	Raisio Lukio	1410	Raisio		1	1	
22	Rauman Lyseon Lukio	1410	Rauma		2	3	
23	Salo Upper Secondary School	1410	Salo		2	2	
24	Somero Upper Secondary School	1410	Somero		1	1	
25	Tampereen Lyseon Lukio	1410	Tampere		9	1	
26	Turku Classical Upper Secondary School	1410	Turku		5	5	
27	Turun Suomalainen Yhteiskoulu Upper Secondary Sch	1410	Turku		3	5	



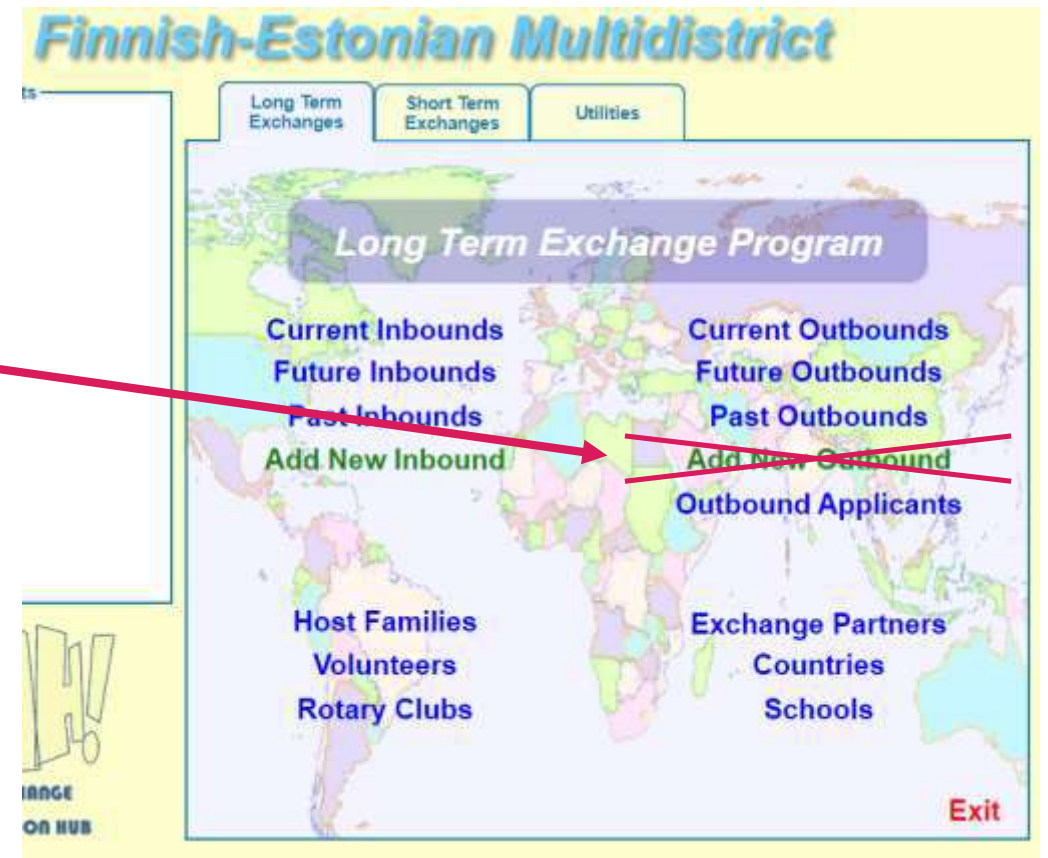
# HOW TO...

## ADD NEW OB STUDENT TO YEAH

- **New OB student adds him-/herself** to the system via a link **sent by district YE team**. YEO can NOT add student's information into the system

**WARNING!**

Never ever use YEAH's "Add New Outbound" feature to create a new OB student. It is NOT possible to apply this way.



# HOW TO...

## CHECK OB STUDENT'S FINAL APPLICATION

- When information and annexes of the application are ready in YEAH open student information in Outbound Applicants list
- In Student Detail tap go to Outbound Applicants Options in left upper corner
  - Step 1: Click Application Utilities -> Create and Save Application
  - Step 2: Click Application Utilities -> Build Application Package
- Step 2 creates student's final OB application (including personal information and annexes) in a single pdf file that can be found as OB Application Package in student's Documents tab.
- Note that in YEAH jargon OB Application Package is the Application/Hakemus/Ansökning that we normally refer in RYE Finland
- OB Application Package is the document that our correspondents need when they search the country-place for the student.
- Compare the OB Application Package to the relevant model application (Mallihakemus/Modellansökning) to see that everything is in place. Model applications can be found in rye.fi:
  - [Model application for Long-Term Exchange](#)
  - [Model application for Short-Term Homestay Exchange](#)
  - [Model application for Short-Term Camp Exchange](#)

The screenshot displays the YEAH system interface for a student's application. The 'Administrative Options' menu is open, showing the following options: 'Display Application as PDF', 'Create and Save Application', 'Build Application Package', 'Club Endorsement Form (GF)', and 'Guarantee Form (Pg 2)'. Two red arrows point to 'Create and Save Application' (labeled 'Step 1') and 'Build Application Package' (labeled 'Step 2'). The background shows a student profile for 'Vuosivaihtari, Ville' with various personal and contact details.

**Administrative Options**

- Display Application as PDF
- Create and Save Application (Step 1)
- Build Application Package (Step 2)
- Club Endorsement Form (GF)
- Guarantee Form (Pg 2)

**Student Profile: Vuosivaihtari, Ville**

District 1410 Applicant

Last Name: Vuosivaihtari  
First Name: Ville  
Middle Name: Matias  
Suffix:   
Call Name: Ville  
Sex: M

Date of Birth: 09-Jul-2007  
Departure Age: 16 yrs, 11 mos  
Sponsor District: 1410  
Sponsor Club: Uskela  
High School: Halikko Upper Secondary School  
Grade: 10  
City of Birth: Salo  
State:   
Country: Finland  
Citizenship: Finland

E-mail Address:   
Home Phone:   
Facebook Page:   
Twitter Acct:   
Skype Name:   
Cell Phone: +358401234567  
WhatsApp Number:   
Instagram:   
Upload

**Home Address**  
Vuosivaihtotie 1  
Salo 24280  
Finland

**Postal Address**  
Vuosivaihtotie 1  
Salo 24280  
Finland

586 Submitted Edit Save Exit



# BEFORE THE **NEW IB STUDENT ARRIVES** TO FINLAND (AND DURING THE STAY)

## **IB STUDENT**

- Add host families to YEAH before the student arrives in Finland (or as soon as you know them)
- Current IB Student:
  - Set school information
  - Maintain host family information in YEAH (e.g. when IB moves from a family to a next one)
- Future IB Student:
  - Generate student's Guarantee Form (GF) after the correspondent has stored the data of the IB student in YEAH
    - Add first host family information
    - Add counselor information
    - Add IB student's school information (only LT)



# HOW TO...

## SET SCHOOL AND LOCAL CELL PHONE INFORMATION TO IB STUDENT

- Click “Current Inbounds” button in the YEAH front page to open the student list. Double-click student’s name to open the student information.
- In the Detail tab click Edit and select the school from the pull-down menu. If the school is missing from the menu add it via Schools button of the front page as shown in an earlier slide (slide How to add school)
- Insert student’s local (Finnish) cell phone number once known.
- Click Save

The screenshot displays the 'Detail' tab of the YEAH system for a student named 'Inbound, John'. The interface includes a navigation bar with tabs: Detail, Host Families, Other Info, Contacts, Documents, Notes/Alerts, Travel Info, Processing, and Reporting. The student's profile shows personal information such as Last Name(s) 'Inbound', First Name 'John', Middle Name(s), E-mail Address 'john@inbound.com', and Sex 'M'. It also lists Host District '1410' (Tina Malkamo, YE Chair) and Host Club 'Uskela' (Timo Törrönen, Club YEO). Birth information includes Date of Birth '20 Jan-2007', Arrival Age '16 yrs, 6 mos', Country of Birth 'Kyrgyzstan', City of Birth 'Alma Ata', and Citizenship 'Kyrgyzstan'. Home Country is 'Kyrgyzstan' and Sponsor District is '1410'. An 'Insurance' section has fields for Provider, Policy No., and ID No. A 'Schools' dropdown menu is open, showing a list of schools: Halikko Upper Secondary School (selected), Björneborgs Svenska Samskola, Eurajoki Highschool, Kaarinan Lukio, Kankaanpään Yhteislyseo, Karkun Evankelinen Opisto, and Kerttuli Upper Secondary School. A red arrow points from the text in the instructions to the 'Local Cell Phone' field, and another red arrow points from the text to the 'Schools' dropdown menu.

# HOW TO...

## ADD NEW HOST FAMILY TO YEAH

- Select "Host Families" on the YEAH front page
- From the top of the page click Administrator Options -> Add New Host Family
- Fill in the family information in the window that opens and click Add.
- Press Edit, add the parents' mobile phone numbers / e-mail addresses to the Host Family Detail tab, and press Save.
- Upload the host family commitment to Host Family's Documents tab (check out the slide "What do so with the commitment forms")

The first screenshot shows the 'Host Families' page with the 'Administrator Options' menu and the 'Add New Host Family' link circled in red. A red arrow points from this link to the second screenshot, which is the 'Add New Host Family' form. The 'Add' button at the bottom of this form is circled in red. A second red arrow points from the 'Add' button to the third screenshot, which is the 'Host Family Detail' page for 'Iperhe, Lauri & Liisa'. The 'Host Family Detail' tab is circled in red, and the 'Edit' button at the bottom right of the page is also circled in red.

# HOW TO...

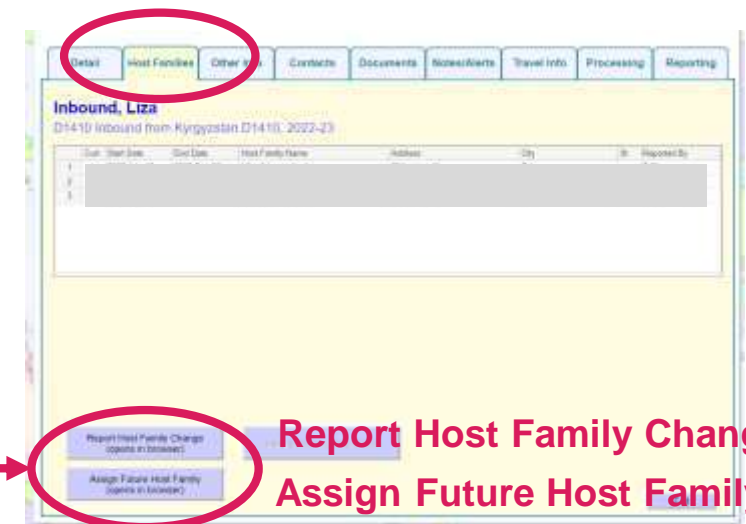
## MAINTAIN HOST FAMILY INFORMATION

- Open student information by double-clicking on the student's name in the list that opens by clicking the "Current Inbounds" button on the front page
- **Before the IB student arrives**, add their future host families in the "Host Families" window with the "Assign Future Host Family" function
  - **When the student has moved** to the next host family, report the move by clicking "Report Host Family Change" button.
  - This creates a new line in "Host Families" tab. A star in the Cur column is a sign of student's Current host family.
  - An old row created with the Assign command may remain in the window, but you don't have to worry about it.



A screenshot of the 'Inbound Students - Current' window. It features a table with columns for Student Name, Sex, Country, Spm, Year, Host, and Host Club. The first row is highlighted in blue and contains the following data: Inbound, Liza, F, Kyrgyzstan, 1410, 2022-23, 1410, Ulsela. A red arrow points from the 'Inbound, Liza' entry in the table to the 'Report Host Family Change' button in the adjacent window.

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1																										
2	Inbound, Liza	F	Kyrgyzstan	1410	2022-23	1410	Ulsela																			



Report Host Family Change  
Assign Future Host Family

# HOW TO...

## MAKE A GUARANTEE FORM (GF) TO FUTURE IB STUDENT 1/2

### GF is made at the request of the correspondent before student's arrival in Finland

- Click "Future Inbounds" button in the YEAH front page to open the student list. Double-click student's name to open the student information.
- Go to the student's Contacts tab and press the + sign on the left middle side of the window. In the new window that opens, select Contact Type = Host Club Counsellor. Click the "Select a Volunteer" button and select the volunteer name from the drop-down list. If the volunteer is missing from the list, add it via the Volunteers function as previously shown (on a slide How to add president's information).

The screenshot shows the YEAH system interface for a student named John. The 'Contacts' tab is selected, and a new window titled 'Inbound Student Contact' is open. The window contains a form for adding a contact. The 'Contact Type' dropdown is set to 'Host Club Counsellor'. The 'Select a Volunteer' button is highlighted, and a dropdown list of volunteer roles is open, with 'Host Club Counsellor' selected. The form includes fields for First Name, Last Name, Email Address, Home Phone, Cell Phone, and Work Phone. The 'Contacts' tab and the '+' sign on the left are also circled in red.



# HOW TO...

## MAKE A GUARANTEE FORM (GF) TO FUTURE IB STUDENT 2/2

- Set up student's first host family using the Assign function in the Host Families window, as shown earlier.
- Go to the Student Detail tab and set Student's school by clicking Edit and choosing the school from the pull-down menu. If the school is not in the system add it in Schools window, as shown earlier.
- In the Student Detail tab, from the upper left corner of the screen select Inbound Student Options > Create Forms > Guarantee Form. By clicking here, YEAH creates a pre-filled Guarantee Form, which can be found as a pdf file in the student's Documents tab (Doc Type: IB Guar Form Unsigned)
- Download GF to your computer, get the necessary signatures and sign dates: (i) NVA (your), (ii) your club president, and (iii) student's school
- Download the finished GF in the Documents tab by clicking "Upload New". Select Document Type = IB Guarantee Form.

The screenshot displays the YEAH software interface. At the top, the 'Inbound Student Options' menu is open, with 'Create Forms' selected, and 'Guarantee Form' highlighted. A red circle highlights this menu area, with a red arrow pointing to the text in the instructions. Below the menu, the 'Student Detail' form for 'Inbound, John' is visible. The form includes fields for personal information, contact details, and school information. A red circle highlights the 'School' field, which is set to 'Halikko Upper Secondary School', with the text 'Set School' written in red below it. The form also shows fields for 'Host District', 'Host Club', 'Date of Birth', 'Country of Birth', 'City of Birth', 'Citizenship', 'SEVIS ID No.', 'Insurance', and 'Exchange Partner'.

a **FEW**

*things*

*to*

**remember**

# TRAVELLING 1/2

Each year RYE Multidistrict Finland-Estonia organises voluntary trips for exchange students, which the students pay for themselves. Our Rotary District and Rotex also organize events for students. Students **are allowed** to participate in these trips.

Rules for participating in **trips not organized by Rotary** can be found here:  
[Travelling rules for IB students](#)

## **BELOW IS A SUMMARY OF THE RULES:**

**Students can only travel abroad** with Rotarians, the parents of the host family or the student's parents / legal guardians. It is also possible to participate in excursions organised by the school. However, permission from the host club, host family, the young person's own family, school (if during school hours) and the chairperson of the district youth exchange committee is always required to travel abroad

**In Finland**, students can travel to another city alone only if the place to stay is with a Rotarian or with another exchange student's host family. At least one parent will be present throughout the visit and this has been agreed in advance. Permission from the host family and club is required. It is possible to travel with the host family without permission, but it is advisable to inform the NVA of the host club. Overnight meetings organised by pupils are not permitted under any circumstances.

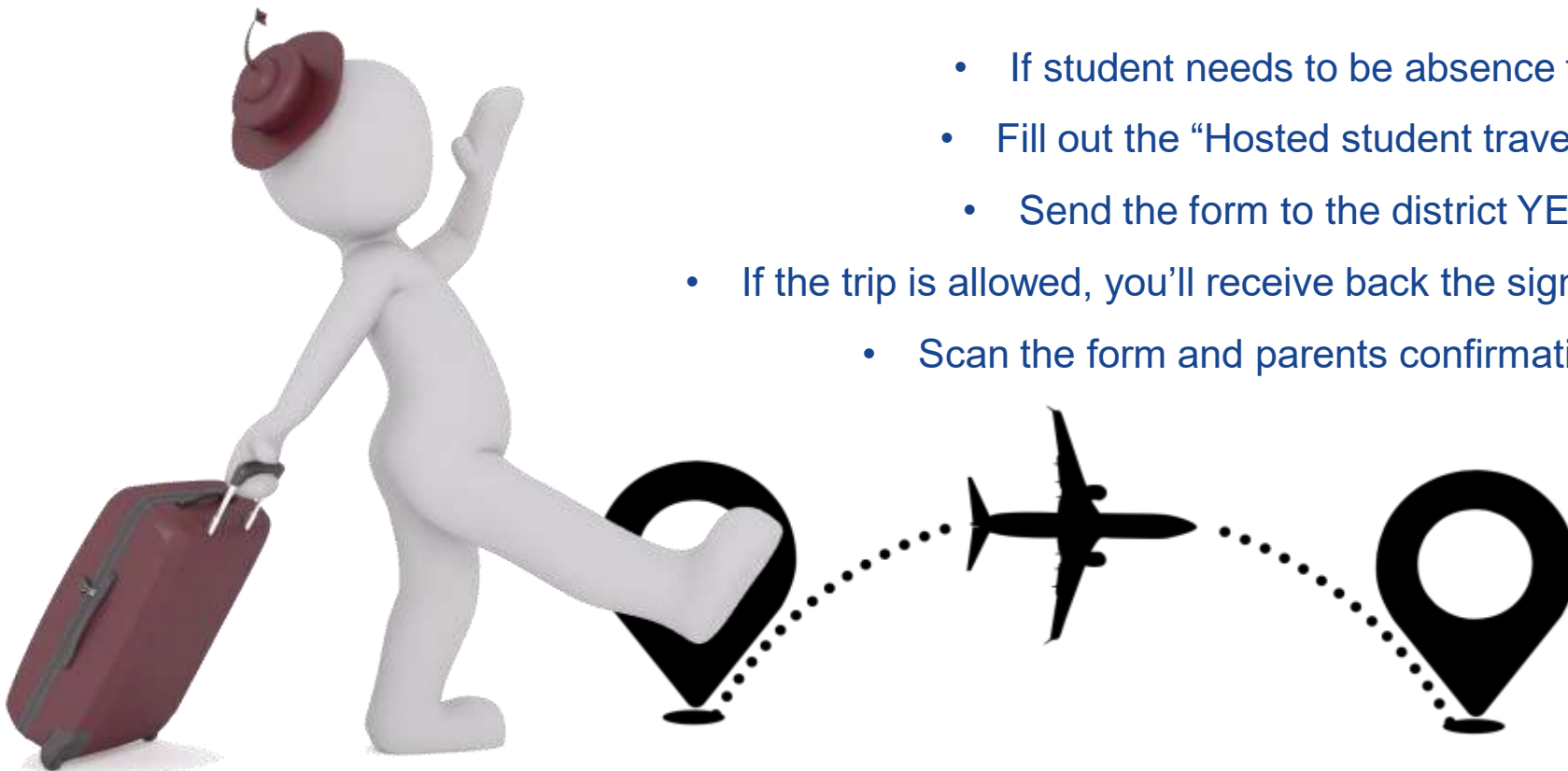




# TRAVELLING 2/2

## WHAT TO DO WHEN IB STUDENT WANTS TO TRAVEL ABROAD?

- Ask permission from the student's parents / legal guardians
  - E-mail confirmation is eligible
- If student needs to be absence from school, ask permission from school.
- Fill out the "Hosted student travel approval form" which you can find [here](#).
- Send the form to the district YE committee chair (ryed1410@gmail.com)
- If the trip is allowed, you'll receive back the signed form from district YE committee chair
  - Scan the form and parents confirmation to the student's documents on YEAH.



# UOSIVAIHDON SITOMUS UOSIVAIHTO 2024-2025

Rotarypiiri \_\_\_\_\_  
Rotaryklubi \_\_\_\_\_

Täytetään (kaikki kohdat) yhtenä kappaleena hyväksytyyn piirihaastatteluun jälkeen.  
Hakemus on täytettävä koonalla, käsintäytetty lomake ei kelvää.

## A KLUBIN SITOMUS

Rotaryklubi on valinnut aliamainitun oppilaan klubinsa vuosivaihto-oppilaaksi kaikkine seuraavine velvoitteineen.  
Rotaryklubi sitoutuu lähettämään oppilaan elokuussa ja ottamaan tämän tilalle Suomeen saapovan vaihto-oppilaan saman vuoden elokuussa tai seuraavassa tammikuussa. Samalla klubi sitoutuu kaikkien seuraavien velvoitteisiin:

- Järjestämään tulevalle oppilaalle etukäteen 2-4 isäntäperhettä.
- Valmentamaan kaikki isäntäperheet ennen oppilaan saapumista.
- Merkittämään isäntäperheet oppilastietokantaan (YEAH) oppilaan maahantulokauden alkuun mennessä ja myöhemmin pitämään tiedot ajan tasalla.
- Maksamaan tulevalle oppilaalle 90 € kuukausirahan jokaiselta alkavalta kuukaudelta ja vastaamaan oppilaan koulunkäynnin materiaali- ja matkakustannuksista.
- Valmentamaan sekä lähtevän että tulevan vaihto-oppilaan.
- Kustantamaan oppilaalle moniopinorganisaation järjestämän valmistusleirin sekä osallistumisen piirikonferenssiin ja piirin muihin nuorisovaihtotilaisuuksiin.
- Kouluttamaan vähintään yhden klubin jäsenen vuosittain piirin järjestämässä nv-koulutusilaisuudessa.

Mikäli oppilaan tulo perustuu tai olekelu Suomessa keskeytyy kuukauden kuluessa tulopölvästä, klubi sitoutuu ottamaan uuden oppilaan oppilaiden seuraavasta saapumislistasta. Klubi sitoutuu vastaanottamaan oppilaan silloinkin tapauksessa, että lähtevä oppilas peruu lähtönsä lähtövuoden tammikuun jälkeen. Tällöin klubi voi lähettää korvaavan oppilaan seuraavana vuonna ilman vastaanottovelvoitetta.

### ALLEKIRJOITUKSET (+ nimen selvennys)

Paikka ja päiväs \_\_\_\_\_

Presidentti \_\_\_\_\_

Nuorisovaihtovastaava tai sihteeri \_\_\_\_\_

## B ROTARYKLUBIN NUORISOVAIHTOTIIMI

Vähintään yhden klubin jäsenen on osallistuttava koulutukseen vaihtovuonna tai sitä edeltävänä vuonna

Nv-vastava \_\_\_\_\_ puh \_\_\_\_\_ Koulutettu (pvm) \_\_\_\_\_  
Postiosoite \_\_\_\_\_ Sähköposti \_\_\_\_\_  
Lähtevän oppilaan kummi \_\_\_\_\_ puh \_\_\_\_\_ Koulutettu (pvm) \_\_\_\_\_  
Sähköposti \_\_\_\_\_

## C LÄHTEVÄN VAIHTO-OPPILASEHDOKKAAN JA HÄNEN HUOLTAJIENSA SITOMUS

Oppilaan nimi \_\_\_\_\_ Oppilaan syntymäaika \_\_\_\_\_  
Postiosoite \_\_\_\_\_ Oppilaan sähköposti \_\_\_\_\_  
Oppilaan puh \_\_\_\_\_  
Huoltaja \_\_\_\_\_ puh \_\_\_\_\_ Sähköposti \_\_\_\_\_  
Huoltaja \_\_\_\_\_ puh \_\_\_\_\_ Sähköposti \_\_\_\_\_  
Allergiat ja ruokavaliot \_\_\_\_\_  
Erikoisharrastus \_\_\_\_\_

Oppilas valitsee luettelosta 4 kohdetta toivejärjestyksessään, joihin sitoutuu lähtemään vuorokauden vähintään kahden kohteen on oltava ei-englantia puhuvia maita. Englantia puhuvat maat on merkitty alleiviivauksin listaan. **Älä valitse ei-englantia puhuvia maita.**

Argentina, Australia ja Uusi-Seelanti, Belgia, Brasilia, Chile, Ecuador, ~~E-Afriikka~~, E-Korea, Espanja, Hollanti, Indonesia, Italia, Itävalta, Japani, Kanada, Kolumbia, Kroatia, Meksiko, Peru, Puola, Ranska, Saksa, Sveitsi, Taiwan, Tšekki, Unkari, USA, ~~Zimbabwe~~

Huom! Australia ja Uusi-Seelanti ovat yksi kohta.

Oppilas maksaa järjestelymaksun 750 € tilille Suomen Rotarypalvelu ry Nuorisovaihto FI96 2001 1800 1502 97. Viite 1504.

Oppilaana ja oppilaan huoltajina sitoudumme osallistumaan Rotarian järjestämiin klubitason, piiritason sekä valtakunnallisen tason koulutusilaisuuksiin edesauttaaksemme oppilaan vaihto-ohjelman onnistumista.

Oksemme tulustuneet Suomen Rotary ry:n nuorisovaihdon moniopiirin rekisteri- ja tietosuojaselosteeseen (12.4.2021) ja hyväksymme tietojemme käytön ja luovutuksen esitetyllä tavalla.

### ALLEKIRJOITUKSET (+ nimen selvennys)

Paikka ja päiväs \_\_\_\_\_

Oppilas \_\_\_\_\_

Huoltaja \_\_\_\_\_

Huoltaja \_\_\_\_\_

## D TULEVAN OPPILAAN ISÄNTÄPERHEET (ilmoitettava vähintään yksi perhe)

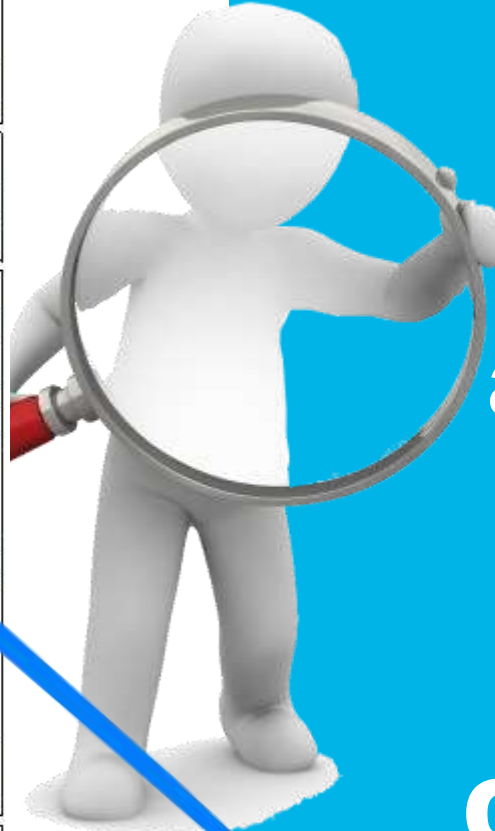
1 Nimi _____	Puhelin _____
Osoite _____	Sähköposti _____
2 Nimi _____	Puhelin _____
Osoite _____	Sähköposti _____
3 Nimi _____	Puhelin _____
Osoite _____	Sähköposti _____

Klubi huolehtii, että vaihto-oppilas tallentaa tämän sitomus-lomakkeen ja järjestelymaksukuitin hakomusta täyttössään YEAH-tietokantaan.

our CLUB  
SENDS  
and  
receives  
an exchange student

...

WHAT ARE WE  
COMMITTED TO?





any  
**QUESTIONS?**

**Chairperson of the YE Committee**

**Tiina Malkamo**

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