

D5130 General Calendar of Events

Time	Inbound	Outbound
Jan	<p>IBO: Receives applications for future IB student (FIBS) arriving in the fall and works with them on passport, English Proficiency insurance and immunizations.</p> <p>IBS- Makes airline reservations for optional Hawaii trip</p> <p>IBS – 2nd quarterly report. Complete prior to reveal weekend.</p> <p>IBS – Mandatory District orientation</p> <p>IBS – Make full payment for optional Hawaii trip</p> <p>IBS- Sign up for optional Western Safari trip</p> <p>IBC – Completes monthly counselor report</p> <p>Club – Identifies and vets 3rd HF, if needed.</p> <p>Works on 1st host family for fall.</p>	<p>DCC – collect any remaining partner district agreements in first week of Jan.</p> <p>OBO - Assign host countries to FOBS and conduct first district orientation during the ‘Reveal weekend’.</p> <p>FOBS – Mandatory - receive country assignments and first district orientation at ‘Reveal’ and begin language learning & research assignments</p> <p>OBS – begin coordinating return date</p> <p>YEO/STEP – Correct and finalize STEP full on-line application</p>
Feb	<p>IBO – Receives applications for FIBS and works with them on passport, English Proficiency insurance and immunizations.</p> <p>IBS – Make final payment for optional east coast trip and makes airline reservation</p> <p>IBS – Signs up for optional Western Safari trip</p> <p>IBS – Makes reservations for return flight home</p> <p>IBC - Completes monthly counselor report</p> <p>Club - Identifies and vets 3rd HF, if needed.</p> <p>Works on 1st host family for fall.</p>	<p>OBO – Conduct second district orientation (with FOBS and parents)</p> <p>FOBS – Mandatory - receive district student/parent orientation and create their IYWT student visa/flights portal</p> <p>OBC – ensure FOBS attends club to announce their future host country</p> <p>YEO/STEP – Vet STEP family. District STEP officer will identify exchange HF/sibling and share information once local HF vetted.</p>
Mar	<p>IBO – Receives applications for FIBS and works with them on passport, English Proficiency insurance and immunizations.</p> <p>IBO – Assigns students to clubs</p> <p>IBS – Hawaii Optional Trip (typically 3rd week)</p> <p>IBS – Signs up for optional Western Safari trip</p> <p>IBS – Makes reservations for return flight home</p> <p>IBS/IBC – Typical time when student moves to 3rd host family. Note in YEAH Portal</p> <p>IBC - Completes monthly counselor report</p> <p>Club – Identifies 1st host family for fall.</p>	<p>YEO – begin committee, board, & president discussions about participation and prepare RYE budget for future exchange year, ensure committee members are signed up for District Training Assembly</p> <p>YEO/STEP – Mandatory orientation for STEP students and at least one parent.</p> <p>OBC – meet with FOBS to support fundraising efforts, language studies. Check in with OBS about return date, schedule Rebound club presentation with club program chair.</p> <p>OBS – finalize return date via IYWT portal</p>

April	<p>IBO – Continues to work with FIB’s arriving in the fall and works with student on passport, English Proficiency and immunizations. IBO – Assigns students to clubs IBC – Contacts FIBS IBS – Optional East Coast Trip IBS – Sign up for optional Western Safari trip IBS – Makes reservations for return flight home IBS – Completes 3rd quarterly report prior to district conference YEO - Completes vetting for 1st host family for fall YEO – Mandatory 30 April - Completes 2 copies of guarantee form. Email and snail mail to District IB coordinator YEO – Registers IBS and FOBS for District Conference IBO – Submits guarantee form to DOS rep and requests DS-2019. When received overnights to sponsoring district IBC - Completes monthly counselor report</p>	<p>YEO – ensure committee attendance at District Training Assembly RYE sessions</p> <p>OBO – support FOBS visa application process in conjunction with IYWT</p> <p>OBC – sign into your IYWT account and ‘follow’ your FOBS, check your OBS return date to schedule airport greeting.</p> <p>YEO – (for springtime interviews) – host an info night and schedule interviews.</p> <p>YEO/STEP – March-May Arrange logistics for STEP. Notify club of details.</p>
May	<p>IBO – Continues to work with FIBS and IBC on insurance and immunizations. IBO – Submits guarantee form to DOS rep and requests DS-2019. When received overnights to sponsoring district IBS – Mandatory District Conference IBS – Deadline May 1 for payment to optional Western Safari IBC – Continues contact with FIBS IBC – Completes monthly counselor report</p>	<p>OBO – support FOBS visa application process in conjunction with IYWT</p> <p>OBC – schedule summer club meeting attendance with FOBS, NOMS, and REBS to ensure continued engagement</p> <p>FOBS – Mandatory District Conference</p>
June	<p>IBS – Optional Western Safari IBC – Assists student in preparation for IBS to depart. IBS – Completes final quarterly report IBS – First students will depart. IBO – Submit ‘End Exchange’ status in YEAH Hub IBS – D5130 RYLA (optional) IBC – Notes in YEAH Portal of student’s departure IBC – Completes monthly counselor report Club – Identifies 2nd host family and vets</p>	<p>OBO – support FOBS visa application process in conjunction with IYWT</p> <p>YEO – submit Club Participation Agreement to district for next exchange year</p> <p>OBC – welcome your new REBS ‘home’</p>
July	<p>IBC – Assists student in preparation for IBS to depart. IBS - Students depart</p>	<p>OBO – support FOBS visa application process in conjunction with IYWT</p>

	<p>IBC – Notes in YEAH Portal of student’s departure</p> <p>IBC – Completes monthly counselor report, if needed.</p> <p>Club – Identifies 2nd host family and vets</p> <p>YEO – Registers FIBS for IB orientation weekend</p>	<p>OBC – welcome your new Rebound ‘home’, say farewell to FOBS as they become your OBS</p>
Aug	<p>FIBS – now current IBS arrive</p> <p>IBC – Meets new inbound, provides initial orientation and registers them for school</p> <p>IBS – Starts school</p> <p>ALL – Inbound orientation weekend. Mandatory for IBS</p> <p>IBO – Ask for T-shirt size for IB students that will be handed out at reveal weekend.</p> <p>IBC – Completes monthly counselor report</p> <p>Club – Identifies 2nd host family and vets</p>	<p>OBO – support FOBS visa application process in conjunction with IYWT</p> <p>OBO – conduct REB Debriefing first weekend in August</p> <p>OBC - say farewell to FOBS as they become your OBS</p>
Sept	<p>IBS – Register for optional Hawaii and east coast trips</p> <p>IBC – Completes monthly counselor report</p> <p>Club – Identifies 2nd host family and vets</p> <p>YEO – Registers IB for Blues Busters weekend</p>	<p>OBO – open district application process September 1st.</p> <p>YEO/STEP – (for fall interviews) – host an info night and schedule interviews to occur by first week of Oct. Let candidates know about STEP</p> <p>NOMS – begin district application</p> <p>OBC – help NOMS with district app</p> <p>DCC – begin discussions with partner districts about next exchange year</p>
Oct	<p>IBS – Completes 1st quarterly report. Have results prior to Blues Busters</p> <p>IBS – Mandatory Blues Busters Trip</p> <p>IBS – Register for optional Hawaii, east coast trips and Western Safari</p> <p>IBC – Completes monthly counselor report</p> <p>Club – Identifies 3rd host family and vets</p> <p>YEO – Consider inviting IBS, FOBS, rebounds, ROTEX to Foundation Event</p>	<p>YEO/STEP – ensure that interviewed students chosen by your committee are nominated to the district <u>no later than October 10th</u>. Let candidates not selected know about STEP. For STEP, complete Pre-application and turn into club.</p> <p>NOMS – continue/finish district app.</p> <p>OBO – help NOMS with district app</p> <p>DCC – send sample district agreements to partner districts -1st week</p>
Nov	<p>IBS – Register for optional Hawaii, east coast and Western Safari trips</p> <p>IBS/IBC – Typical time when student moves to 2rd host family. Note in YEAH Portal</p> <p>IBC – Completes monthly counselor report</p> <p>Club – Identifies 3rd host family and vets</p>	<p>OBO – with help of district app screener, accept completed NOMS applications, follow up with OBC of non-completed</p> <p>OBC – help NOMS finish district app, send club care package to OBS.</p> <p>YEP/STEP – Conduct interviews and select STEP candidates</p> <p>NOMS – finish district app BY NOV 30th!</p>
Dec	<p>IBS – Register for optional Hawaii, east coast and Western Safari trips</p>	<p>OBO – notify DCC of total # FOBS</p>

<p>IBO – Receives 1st FIBS applications for fall of next year. IBC – Completes monthly counselor report Club – Identifies 3rd host family and vets IBS- Makes airline reservations for optional Hawaii trip YEO – Registers IBS and FOBS for mandatory reveal and district orientation weekend.</p>	<p>OBO – Requests T-shirt sizes for FOBS to be handed out at Reveal weekend. YEO/STEP – STEP applicants complete full on-line application by 31st. DCC – send and collect final partner district agreements</p>
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Acronym KEY:

IBS – Current Inbound student
FIBS – Future Inbound student
IBC – Club inbound counselor
IBO – District IB Officer AKA IB Coordinator
YEO – Club Youth Exchange Officer -
- *AKA Club Committee Chairperson*
Club – Rotary club (all members)

NOMS – nominee outbound student applying to district
FOBS – Future Outbound student
OBS – Current Outbound student
REBS – Rebound Student
OBC – Club outbound counselor
OBO – District OB Officer AKA OB Coordinator
DCC – District Country Coordinator

STEP – Short Term Exchange Program. If no identified club STEP coordinator, then YEO is responsible.