



North American Youth Exchange Network Annual Achievement and Dr. Abe Kuttothara Innovation Awards Instructions

Purpose

The **North American Youth Exchange Network (NAYEN) Annual Achievement Awards** recognizes individual Districts participating in a variety of activities which cumulatively help create stronger programs. The **Dr. Abe Kuttothara Innovation Award** recognizes the District whose program innovations are unique, truly exceptional, transformative and have a positive impact on the Youth Exchange program in their District.

Goal

NAYEN sees these Annual Awards as a means to nurture development of and cultivate participation in Rotary Youth Exchange (RYE) programs.

The criteria in this application is based on best practices and can serve as a guide in improving your district's program.

Evaluation Period

Information requested is based upon the full previous Rotary Program Year (July 1-June 30).

Achievement Awards

The Achievement Awards are awarded at the Gold, Silver, and Bronze level based upon your application.

Dr. Abe Kuttothara District Innovation Award

The Dr. Abe Kuttothara Innovation Award recognizes and celebrates an outstanding District who contributes to the success of the Youth Exchange program in their District by helping shape the future of the program and inspiring the next generation.

Eligibility

To be eligible for these Awards you must be current with your NAYEN dues.

Recognition Benefits

Receipt of an Achievement Award and/or the Dr. Abe Kuttothara Innovation Award is a special recognition of the great efforts by the members of the District Youth Exchange Committee and the Rotarians in the participating clubs. Such recognition provides an opportunity to share the great successes of your program and highlight the program within your District.

The benefits are:

- A personal Letter from the NAYEN President will be sent to the District Governor of each Achievement Award and the Dr. Abe Kuttothara Innovation Award recipient highlighting the recognition.
- The Achievement Award recipients and the Dr. Abe Kuttothara Innovation Award recipient will be listed on the NAYEN website, in the NAYEN newsletter, and an article submitted to the RI Youth Exchange office.
- An emblem depicting the applicable Achievement Award and the Dr. Abe Kuttothara Innovation Award will be provided to each recipient for display on their website, official correspondence, etc.

How to Apply

As you complete this form, please follow the Rotary 4-way test.

Please answer each of the questions below for the previous Rotary exchange year and enter the appropriate number of points for each category.

If you are interested in applying for the Dr. Abe Kuttothara Innovation Award, please complete the last section of the application in addition to the Achievement Award section.

Email the completed form to Becky Fontaine to the following address: beckyfon@gmail.com.

Forms must be received no later than **December 1, 2023**

Awards will be presented at the next annual NAYEN conference.

Handwritten applications will not be accepted.

THANK YOU FOR YOUR PARTICIPATION!



North American Youth Exchange Network
Achievement Awards Application
and
the Dr. Abe Kuttothara Innovation Award
Form

Year: _____

District Information

District # _____ # of Clubs in District _____ # of Clubs in RYE _____

YE Chair _____

YE Chair Email Address _____

Mailing Address _____

Phone Number _____

Geographical Area/State/Province _____

District Governor _____

DG Email Address _____

District Website Address: _____

District Youth Exchange Website Address: _____

Strengthening engagement with and knowledge about NAYEN

_____ Score 10 points if 2 or more representatives of your district YE committee attended the previous NAYEN Conference.

_____ Score 10 points if 1 or more representatives of your district YE committee attended the last annual RI Youth Exchange Preconvention or any other regional YE Conference such as ABIJ or EEMA in the previous program year. Which conference/s: _____

_____ Score 5 points if a member of your Governor's team (DG, DGE, DGN or DGND) attended the most recent NAYEN conference.

- _____ Score 10 points if 1 or more representatives of your district YE committee are providing active leadership to the upcoming annual NAYEN Conference in one or more of these roles: facilitating a session, a speaker, a conference committee chair or a conference committee member.
- _____ Score 5 points for each member of your YE committee that is directly involved with NAYEN (such as NAYEN board member, committee chair, committee member). Maximum 25 points.
- _____ Score 5 points if your district YE website includes a link to the NAYEN website.
- _____ Score 5 points if NAYEN information is routinely shared with your District Youth Exchange Committee and clubs in your district.
- _____ Score 5 points if 50% of your district YE committee is registered on NAYENtalk.
- _____ Score 10 points if your district implemented a change to your program that you learned about as a result of your engagement with NAYEN in the last two years. What was the change? (Limit 125 characters.)

Program Administration

- _____ Score 10 points if your district has documented position descriptions for the key district and club roles (such as Chair, Counselor, Coordinator, etc.).
- _____ Score 10 points if your district has a documented succession plan for the YE district chair and/or committee members.
- _____ Score 10 points if the position description and succession planning documents are regularly reviewed.
- _____ Score 10 points if your DGE or DGN serves on your YE committee and actively participates in the meetings and the training opportunities.
- _____ Score 10 points if your district has implemented a written strategic plan/vision that describes where you want your program to be in three years.
- _____ Score 5 points if you added a new exchange country in the prior Rotary year.

_____ Score 5 points for each funding sources you receive funding from for your district Youth Exchange program. Maximum is 30 points. Please mark each source with an X.

_____ Outbound student fees

_____ Your Rotary District or clubs in your district (This could include district designated funds, district general operating funds, hosting clubs or non-hosting clubs that want to make a financial contribution)

_____ Another service organization

_____ Local company or business

_____ Private or Family Foundation

_____ Other _____

_____ Score 10 points if your district uses signed agreements with your exchange partner districts.

_____ Score 10 points if your district has a scholarship fund for student/s.

_____ Score 5 points if your district YE committee reflects the visible diversity (ethnic diversity, racial, gender diversity, age, visible physical disability, etc.) of your district.

_____ Score 5 points if your district YE committee reflects the invisible diversity (income, deaf/hard of hearing, faith, gender orientation, neurodiversity, philosophy/thought, etc.) of your district.

_____ Score 10 points if your district provides training/support to your district YE committee and club YEOs about strategies supporting diversity and inclusion awareness, recruitment, engagement, and support. Share one strategy. (Limit is 125 characters.)

_____ Score 10 points if you have a ROTEX Club President or designee on your district YE committee.

_____ Score 5 points if your district responded to the annual RI youth exchange survey.

_____ Score 5 points for each 2-hour training session where you prepare your club youth exchange officers and club committee members so that they can implement a successful program. These may be done on-line or in person. Maximum 30 points.

_____ Score 5 points if your district outbound students (long or short term) reflect the visible diversity (ethnic diversity, racial, gender diversity, age, visible physical disability, etc.) of your district.

_____ Score 5 points if your district outbound students (long or short term) reflect the invisible diversity (income, deaf/hard of hearing, faith, gender orientation, neurodiversity, philosophy/thought, etc.) of our district.

_____ Score 10 points if your website includes diverse candidates and inclusive language to welcome all to participate in the RYE program

_____ Score 5 points if you offer a presentation on YE to all clubs within your district.

_____ Score 5 points if your program is growing in terms of the total number of inbound/outbound students over the prior year.

Long Term Program

_____ Score 10 points if 2 or more of the host families for all of your long-term inbound families are identified before the students arrive.

_____ Score 5 points if you sent the NAYEN post-exchange survey out to students.

_____ Score 5 points if you followed up with them to return them.

_____ Score 10 points if your district requires outbound students to use an on-line language program that can be monitored.

_____ Score 5 points if you monitor the student's progress and share it with them.

_____ Score 5 points if your district is engaged in the NAYEN-EEMA Initiative that supports students from African districts that are certified for outbound only. Maximum 10 points. Please list the country/ies your student/s are from:

- 1.
- 2.

_____ Score 5 points if you use Rebound/ROTEX students in a leadership role for your outbound orientation.

_____ Score 5 points for each 2-hour training per session where you help prepare your outbound long-term students for a successful year. These may be done on-line or in person. Maximum 30 points.

_____ Score 5 points if you use Rebound/ROTEX students in a leadership role in your inbound orientation.

_____ Score 5 points if you require your outbound students to Zoom/Teams/other method into their sponsor club's meeting at least once while out on exchange.

_____ Score 5 points if you require at least one parent to attend the outbound orientation

_____ Score 5 points if you are using an on-line program to track your long-term students.

_____ Score 5 points for each of the NAYEN Training programs you are using. Please mark each one with an X. Maximum 20 points.

_____ Youth Protection Awareness

_____ Culture Shock & Reverse Culture Shock

_____ Host Family Orientation

_____ Outbound Parent Overview

_____ Youth Exchange Volunteer

_____ Counselor Training

_____ Student Overview - The Basics

_____ Local Coordinator Training

STEP Program

- _____ Score 10 points if your district participates in the STEP program.
- _____ Score 5 points if you are using an on-line program to track your short-term students.
- _____ Score 5 points if you offer the family-to family program and use an online program to track the screening and approval of host families.
- _____ Score 5 points if you offer a camp. Please describe. (Limit of 200 characters.)
- _____ Score 5 points for each 2-hour training session where you prepare your short-term students for a successful experience. These may be done on-line or in person. Maximum 10 points

Early Returns

- _____ Score 10 points if you have a documented process that address how you handle students returning to your district early.
- _____ Score 10 points if this process includes at least two YE committee members who meet with the student one-on-one.
- _____ Score 10 points if a separate meeting is held with the parent/s.
- _____ Score 10 points if your early return rate is less than 3%.

Rebound Program (1st year back from exchange)

- _____ Score 10 points if your district holds a rebound session that returning outbound students attend.
- _____ Score 10 points if this program includes the parents.
- _____ Score 5 points if you have Rebound/ROTEX students in a leadership role to help with your rebound program.
- _____ Score 5 points if you provide your Rebound students information on Rotaract and/or New Generations Service Exchange or ROTEX in or outside of your district as a way to stay engaged in Rotary.
- _____ Score 5 points if your district provides support to the parents of long-term students before their child returns home.

ROTEX Program

- _____ Score 5 points if your district has a ROTEX program.

- _____ Score 5 points if your district ROTEX program is affiliated with Rotary Alumni Association.
- _____ Score 5 points if you have reached out to another district to help them start a ROTEX program.
- _____ Score 5 points if your YE committee works with your district Alumni chair on making sure ROTEX and their families stay engaged with Rotary.
- _____ Score 5 points if your district has a training program for ROTEX.
- _____ Score 5 points if you have ROTEX/Rebound students help with your outbound recruitment, selection, and orientation.
- _____ Score 5 points if your district promotes ROTEX interaction outside of regular RYE events.
- _____ Score 5 points if your district had at least one ROTEX attend the last Annual NAYEN Conference.

Promotion

- _____ Score 10 points if your district YE program has a link on your district's website.
- _____ Score 10 points if your YE website is updated at least once a month.
- _____ Score 10 points if your YE website includes diverse candidates and inclusive language to welcome all to participate in the RYE program.
- _____ Score 10 points if your YE program has received coverage in the local press or broadcast media that includes stories about both your inbound and outbound students. Please submit with your application.
- _____ Score 5 points if your website helps promote your program to the wider community.
- _____ Score 10 points if there is coordination/cooperation at the district level of your program and RYLA, Interact or other youth programs operated by your district. Please describe. (Limit of 200 characters.)
- _____ Score 5 points if your program is promoted in your district newsletter at least once per quarter.

Club Engagement

- _____ Calculate the percentage of clubs in your district that participate in either the long-term and/or the short-term program and score the number of points:
15 points if 75% or more of your clubs participate

- 10 points if 50-74% participate
- 5 points if 25-49% participate
- 0 points if less than 25% participate.

_____ Score 10 points if the majority or more of your clubs are returning to the program.

_____ Score 5 points for each parent of a short or long-term outbound student, a host parent, a rebound/ROTEX student who became a member of any Rotary or Rotaract club that you learned about this past Rotary year (regardless of when the joined). 15 points maximum.

Encouragement for programs of all sizes and shapes

_____ Score 5 points if all the long-term inbound students participated in either a club level service project or a district-wide service project.

_____ Score 5 points if your YE committee has shared best practices information or leadership Development with another district's program or serves as a role model to another district. Please share what you did. (Limit 200 characters.)

_____ Score 5 points if your district offers organized travel opportunities for your long-term inbound students.

_____ **Total number of points**

Please respond to the following questions. Please limit each response to 1000 characters.

1) Describe the efforts your district has used to keep former exchange students engaged in the work of youth exchange. Provide information regarding engagement efforts, number of students, percentage of those still engaged and how you track students 5-10 years after returning from exchange.

2) Describe how you have integrated technology into your exchange program?

3) Describe how you have supported diversity, equity and inclusion in your exchange program?

If you are applying for the Dr. Abe Kuttothara Innovation Award, please complete this part of the application. If not, you may skip this and go to the signature page.

The Dr. Abe Kuttothara Innovation Award

The Dr. Abe Kuttothara District Innovation Award is given to NAYEN Rotary Districts whose innovations are unique, truly exceptional, transformative and have a positive impact on the Youth Exchange program.

The Dr. Abe Kuttothara Innovation Award recognizes and celebrates an outstanding District that contributes to the success of the Youth Exchange program by helping shape the future of the program and inspiring the next generation.

If your district would like to be considered for the Dr. Abe Kuttothara District Innovation Award, please respond to the following questions.

Please limit each response to 2000 characters. You may attach supporting documents in a PDF format.

1. Describe in detail your unique, exceptional, and transformational innovation which your district implemented in the past year.

2. Please describe the impact this innovation has had on your district.

3. How will you share this innovation with other districts?

Both the District Governor and Youth Exchange Chair must sign this document. Your signature indicates that you have read the application and reviewed the documentation and agree to the accuracy of the information presented.

YE Chair Name

YE Chair Signature

Date

District Governor Name

District Governor Signature

Date