



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

Program Year: 2024-25

**District Information**

District \_\_\_\_\_ # of Clubs in District \_\_\_\_\_ # of Clubs in RYE \_\_\_\_\_

Youth Exchange ("YE") Chair \_\_\_\_\_

YE Chair Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Geographical Area/State/Province \_\_\_\_\_

Current District Governor ("DG") \_\_\_\_\_

DG Email Address \_\_\_\_\_

District Website Address: \_\_\_\_\_

District Youth Exchange Website Address: \_\_\_\_\_

**Strengthening engagement with and knowledge about NAYEN**

\_\_\_\_\_ Score 5 points for up to four representatives of your district or club YE committee who attended the previous NAYEN Conference. Maximum 20 points.

\_\_\_\_\_ 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 10 points if a member of your Governor's team (Immediate Past DG, DG, DG Elect, DG Nominee or DG Nominee Designate) 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, a conference committee member or other volunteer role.
- \_\_\_\_\_ Score 5 points for each member of your YE committee 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 your YE website has a link to the RI statement on DEI or has posted the statement on the 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 this year that you learned about as a result of your engagement with NAYEN. Describe the change and its impact. **(Limit your answer to 125 words).**

## **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 5 points each if your DG, DG Elect or DG Nominee serves on your YE committee and actively participates in the meetings and the training opportunities. Total of 15 points maximum.



\_\_\_\_\_ 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. Describe your strategies or vision for the future. **(Limit your answer to 125 words.)**

\_\_\_\_\_ Score 5 points for each funding source you receive funding from for your district Youth Exchange program. The maximum is 20 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/multidistrict uses signed agreements with your exchange partner districts.

\_\_\_\_\_ Score 10 points if your district/multidistrict has a scholarship fund for student/s.

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

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

\_\_\_\_\_ Score 10 points if your district provides training/support to your district YE committee and club Youth Exchange Officers about strategies supporting diversity and inclusion awareness, recruitment, engagement, and support. Share one strategy. **(Limit is 25 words)**



- \_\_\_\_\_ Score 5 points if your district responded to the annual RI youth exchange survey.
- \_\_\_\_\_ Score 5 points for each 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 visible diversity (ethnic diversity, racial, gender diversity, age, visible physical disability, etc.).
- \_\_\_\_\_ Score 5 points if your district outbound students (long or short term) reflect invisible diversity (income, deaf/hard of hearing, faith, gender orientation, neurodiversity, etc.).
- \_\_\_\_\_ 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 at your District Conference or club leadership training.
- \_\_\_\_\_ 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 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 5 points if your district requires outbound students to study the language of their host district.
- \_\_\_\_\_ Score 5 points if you monitor the student's language learning progress.
- \_\_\_\_\_ of \_\_\_\_\_ Score 5 points for each Power of One student that your district/multi-district is hosting (Power of One is 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 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
- \_\_\_\_\_ 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 district offers organized travel opportunities for your long-term inbound students.

### **Short Term Exchange Program ("STEP")**

- \_\_\_\_\_ 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 25 words)**
  
- \_\_\_\_\_ 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 that return home early to your district.
- \_\_\_\_\_ Score 10 points if this process includes at least two YE committee members who meet with the student in person.
- \_\_\_\_\_ Score 10 points if a meeting is held with the parent/s, either with or without the student.

### **Rebound Program (1<sup>st</sup> 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 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 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 - Maximum of 15 points.**

- \_\_\_\_\_ Score 5 points if your district has a ROTEX program.
- \_\_\_\_\_ Score 5 points if your district reached out to another district to help them start a ROTEX program.
- \_\_\_\_\_ Score 5 points if you use Rebound/ROTEX students in a leadership role in your inbound orientation.
- \_\_\_\_\_ Score 5 points if there is 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.

\_\_\_\_\_ Score 5 points if you have a ROTEX Club President or designee/s on your district YE committee.

### **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 images of diverse participants and inclusive language.

\_\_\_\_\_ 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 here.  
**(Limit your answer to 125 words).**

\_\_\_\_\_ 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 (family-to-family or camp) 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.

**Total number of points** on application: \_\_\_\_\_

**Calculated Total:**

(Some browsers do not calculate)



**Share something about your Youth Exchange Program that is unique.**

Please limit your response to 250 words. The evaluators of this application will take into consideration your response when deciding Gold, Silver and Bronze Awards.

Your signature indicates that you are applying for a Gold, Silver or Bronze Award. An electronic signature is acceptable.

\_\_\_\_\_  
YE Chair Name

\_\_\_\_\_  
YE Chair Signature

\_\_\_\_\_  
Date

If you are applying for the Dr. Abe Kuttothara Innovation Award, please complete this part of the application in addition to the Achievement Award Section.

## **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 500 words. You may attach supporting documents in PDF format.

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

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

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

Your signature indicates that you are applying for the Dr. Abe Kuttothara District Innovation Award. An electronic signature is acceptable.

\_\_\_\_\_  
YE Chair Name

\_\_\_\_\_  
YE Chair Signature

\_\_\_\_\_  
Date