



“One of the Family”

Welcoming an Exchangee from Overseas



A NZ Young Farmers guide for Exchangee Host Families, Clubs and Regions

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CONTENTS

INTRODUCTION.....	3
WHY AN INTERNATIONAL EXCHANGE PROGRAMME?	3
HINTS FOR HOST FAMILIES.....	4
NATIONAL OFFICE ROLE.....	6
REGIONAL FIELD OFFICER ROLE	6
INFORMATION FOR REGIONS	7
INFORMATION FOR CLUBS.....	8
PUBLICITY.....	9
EXCHANGE PROGRAMME CONTACTS	10

INTRODUCTION

This booklet is for host families, Regions, Clubs and exchangees involved with the International Exchange Programme.

It has been written with the help of past exchangees, host families and members who have responded to our various NZYF evaluation sheets.

Experiences and suggestions have been compiled into sections but the whole booklet should be read for a complete picture.

WHY AN INTERNATIONAL EXCHANGE PROGRAMME?

International Exchange Programmes have been a valuable and exciting part of the New Zealand Federation of Young Farmers Clubs activities since 1951. The International Exchange Programme currently concentrates on NZYF sending and receiving an exchangee from the Scottish Association of Young Farmers Clubs'. We have many enquiries from other countries including England, the United states, Australia and Switzerland, which we hope to expand to include in the future when funding allows.

The programme aims to create better understanding between countries and people. These are people-to-people experiences as exchangees live with families of the host organisation, getting to know their thinking, understanding their attitudes and ideals.

It is also a learning and teaching experience – i.e.; techniques in farming, marketing, workings of other equivalent Young Farmer organisations, the way of life and culture of the countries the exchangee visits and comes from. The exchangees learn tolerance of the ideas of others and the ability to recognise value in those ideas.

An international exchange broadens the participants understanding and experiences, and often provides the impetus for them to take part more effectively in the affairs of their communities and Young Farmers organisations. Today, a number of past exchangees hold prominent positions in government and non-governmental fields in their own communities.

By welcoming an exchangee into your home, club and region you are contributing to this development and providing a very important role to the continuance of the international exchange programme. We are sure you will enjoy the visit and gain a great deal from it.

HINTS FOR HOST FAMILIES

So you're having an exchangee to stay! You have an interesting time ahead of you and we hope you will enjoy every minute of the visit. No doubt you are wondering just what is involved.

This visit organised each year with SAYFC has become one of NZYF most worthwhile activities. It is one that contributes in a small measure towards greater international understanding.

The exchangee wants to see how New Zealanders live, work and spend our leisure time. The ideal way of doing this is to become "One of the Family", and this is what your exchangee should be!

We would like to pass ideas on from other host families - a few ideas that may be of help to you. Please regard these as guides - NOT hard and fast rules.

Plans: These should be made in co-operation with your club, as ALL the members have a responsibility towards hosting the visitor. (Read the section regarding Clubs).

Sightseeing: Your visitor will enjoy seeing something of the scenery and tourist attractions of your area. You may find yourself visiting places you had not realised existed and were right on your back doorstep, so to speak. This is where other club members can also become involved and host the exchangee for a day. Remember he/she is also a guest of the Club.

Farm and Factory Visits: Again, these can involve other club members. Most exchangees are very interested in our country's agriculture and welcome the opportunity of seeing different methods of farming.

Late Nights: Do not arrange too many late nights in a row. Note: Make it clear what time you must leave for various functions.

Free Time: It is most important you allow adequate free time for emailing, writing reports and other personal needs. Try to set some time aside for these each day (e.g. one hour a day) and at least one day per week.

Work: Carry out normal everyday work and include the exchangee. This makes the exchangee feel like they are part of the family. This also gives the exchangee an insight into our New Zealand way of life, and the help given is a small return for your hospitality, as no wages are expected.

IMPORTANT: The visitor must not become a glorified housemaid or farmhand.

Publicity: This is important. See the section on the Publicity and help where you can.

Email before he/she arrives: If possible email the exchangee before arriving at your home - a friendly gesture to make him/her feel that you are not total strangers. Past exchangees felt really grateful to receive these.

Travel: It is the responsibility of the host family and Field Officers to organise the exchangees' travel to the next host family. If bus or train travel is required, the Field Officer or National Office can arrange this provided plenty of prior notice is given. National Office will reimburse any host families in the event that they have had to pay for an exchangees' travel. It is important that the host family communicates with those before them on the host contact sheet to arrange meeting the exchangee when they arrive. Also the host family needs to communicate with the next host family on the itinerary to confirm travel arrangements, date,

time etc. and involve the Field Officer if there are any issues. The previous host family should advise you of the exchangees' arrival details at least 48 hours prior.

If their arrival is not convenient with you then it is ideal to organise another member of the club to meet them as sometimes the time of arrival is the only one available/practical.

Bedroom: If possible, give your exchangee his/her own room. If you cannot do this, allocate two or three drawers and some wardrobe space to keep clothes fresh and to avoid the 'living out of suitcase' feeling. We wouldn't expect exchangees to share rooms with children or more than one other person. Fresh linen is expected, so if it's a spare room check the sheets, sheets that have been sitting on a bed for a length of time can feel damp and cold.

About the Home: Show your visitor how everything operates in the home and mention things like; restrictions on hot and cold water, how to use the washing machine, etc. Don't forget a towel.

Not a VIP: Be your natural selves to make your visitor feel "at home".
Don't treat him/her as VIPs. Exchangees feel uncomfortable if you put on a show.

Routine: Explain the usual routine for work, meals, arrangements for laundry, and so on.

Mail: Any mail received for the exchangee will be forwarded C/- of YOU at your address, from National Office. It is important to advise National Office IMMEDIATELY of any change of host. This is also necessary in case we have to contact the exchangee urgently, for any personal reasons.

Religion: Respect the exchangee's religious views. He/she may be interested in attending your local church or prefer to go to a church of his/her choice if convenient.

Emergency: In an emergency contact Duncan at National Office immediately on 027 212 4050. Your Regional Field Officer may also be able to help.

The Federation hopes you will enjoy your exchangee's visit and gain both lifetime friendship and knowledge from this association.

Thank you for your kind offer to act as a host. It is appreciated, as without your valuable assistance our international exchange programme would not be possible. Your views on the visit, together with any suggested Improvements, would gladly be received. We can learn only through the participation of our members.

Enjoy Your Visit: We hope you are sorry to see him/her leave.

*** Enclosed is an **Exchange Evaluation Form**. Please fill it out and send to duncan@youngfarmers.co.nz to ensure that any recommendations you have on improving the Exchange Programme are considered.*

NATIONAL OFFICE ROLE

Here is a brief summary of what is involved in organising an exchangee's International Exchange Programme in New Zealand. This will help to give a better picture of the work involved at National Office.

1. Notification is received from an overseas equivalent organisation that will be sending an exchangee, arriving on a certain date. A photograph and personal details are also enclosed.
2. An itinerary is worked out including any national NZYF activities, i.e.; Grand Final Week and Young Farmer of the Year Contest final.
3. Regional Field Officers and hosts are emailed a copy of the itinerary, host contact details, and exchangee personal details.
4. The exchangee visiting New Zealand receives a copy of their itinerary and these guidelines before they leave their country.
5. All exchangee mail, as it arrives at National Office is forwarded to the next on the list host family they are staying with.
6. All internal travel expenses are covered by NZYF National Office, last articles/letters are written and evaluation and survey forms are returned.

REGIONAL FIELD OFFICERS & HOST FAMILY ROLE

Duties include:

1. To liaise with hosts for exchangees while in their Regions. It is preferred that a host family hosts the exchangee for at least 4-5 days and day trips are planned with other members from there.
2. The field officer is to act as the Region's point of contact for exchangees within the Region, i.e.; briefing (if required), meetings, answering problems, assisting with travel arrangements from the previous host and to the next if necessary.
3. To keep NZYF National Office fully informed of host details and any changes to the itinerary.
4. To check on hosts if any problems arise with an exchangee or vice versa.
5. To provide background information on Region/Club/District to exchangee.
6. To advise exchangees to attend various District/Club and NZYF events where practical.
7. Help the exchangee organise travel to the next Region.

INFORMATION FOR REGIONS

Requests for Hosts: These are sent direct from National Office to region exec's as well as being publicised in Hot Wire.

Finding Hosts: The region hosting the exchangee should arrange for a host family if no direct offer is received at National Office.

Number of Hosts: An exchangee should only have ONE host family per Region. Host Families should be hosting between 4-6 days per exchangee. More than one host family makes it harder for the exchangee to get to know or be known by the family. With each new family, he/she has to go through the process of getting to know everyone and adjusting to life in that home. Also, it is very tiring to be continually packing and unpacking suitcases. Remember, other Club members can always assist by taking the exchangee around during the day.

Note: The CLUB is hosting the exchangee not just the host family! Day trips with other members should be arranged where practical, i.e.; visit with a vet around a farm, drive in a milk tanker, a day on another type of farm, etc, etc.

Other Clubs: All Clubs in the District/ should know of the exchangee's visit and any special plans that have been made. Encourage them to attend functions the host Club may be holding and invite the exchangee and host to any special activities they have arranged. A good idea is to have a Club activity such as a pot-luck-dinner at the beginning of the exchangee's stay so they can meet other members.

Publicity: Encourage the Club and host to arrange publicity through the local paper or radio station. (See section on Publicity). Remember your Regional Publicity Officer can help in this area.

Responsibilities: Read this section carefully and assist the Clubs and families wherever possible. Co-ordinate any activities you may be having. Make sure the host Club and family know of any District or Region activities.

Previous Hosts: To keep up good will, ask any previous local host families, (where practical) to any activities the exchangee attends. These hosts may enjoy further contact with the exchangee programme.

Reports: Ask the host or host Club to give a report on the visit at the next region meeting. It may encourage other members to host visitors to our organisation.

INFORMATION FOR CLUBS

Although one member of your Club offers hospitality to an overseas exchangee, it must be remembered other Club members have a part to play too. The exchangee is a guest of the CLUB. Don't think 'oh well, Charlie and Sara are hosting Jenny or Jim' and do nothing about it. All Club members should take part in hosting the exchangee, either by having him/her for a day or attending the functions arranged on the exchange's behalf. It will certainly not be a chore - you should enjoy having a visitor to your Club.

Draw up tentative plans at a Club meeting, making sure you include your host family in making these. Perhaps different Club members could have a turn in taking the exchangee out for the day, and others could offer a helping hand to the host family with baby sitting or milking.

The following points will be a guide to you, and you should also read the section 'Hints for Host Families'.

Sightseeing: The exchangee should be given an opportunity to see places of scenic and agricultural interest in your area, BUT YOU ARE NOT EXPECTED TO RUN DAILY SIGHTSEEING TRIPS. Sometimes a day out with the local stock agent, vet, district nurse or similar person gives a chance for the visitor see more of the district. Remember: The exchangee is NOT expected to work day and night.

Interests: Consider the exchangee's interests- does he/she share a Club member's interest in rifle-shooting, skiing, etc.

The Club: Arrange for him/her to see a Club 'in action' at a field day, farm visit, or such like. Perhaps another Club in the area is holding something of interest.

Monthly Meeting: Will your regular monthly meeting be held while he/she is with you? If not, can you change it to suit? Believe it or not, exchangees sometimes spend their whole time here and don't attend a monthly meeting. Instead of having the exchangees as the 'speaker' for the month, have a normal activity so he/she can see just what your Club does at a Club meeting. The exchangee will enjoy telling you of his/her home, so why not have a buffet dinner, potluck tea or something of the kind, where this can be done. This should be held on the second or third night of the visit, it would give members an opportunity to meet him/her early in the stay. Invite any past host families too, so they can continue their interest in the scheme if they wish.

Arrival: DON'T hold anything the first day or night your exchangee arrives (unless it is impossible to avoid), as he/she will probably need a day's rest to catch up on travel weariness.

Host's Plans: Make sure the host family's wishes are considered in all the plans made.

Allow time for the exchangee to feel like part of the host's family and take part in their day to day life and work. Remember this is not a tourist trip, but a programme to enable young people from another country to see us at work and play. **Remember:** This does not mean working them every day from sun-up to sun-down.

Speaking: So often we overlook asking other groups in the area if they would be interested in hearing our exchanges speak. Have you ever thought of asking your local school headmaster if he/she would be interested in having an overseas visitor speak to classes?

Use a little initiative - the exchangee will be delighted to tell folk something of his/her own country. Do you have a RWNZ, DWN, or Federated Farmers that could be interested? Local School TeenAg Clubs should be asked if they would like the exchangee to speak.

Relaxation: An exchangee's programme is fairly exhausting and carries a certain amount of strain and pressure; please see he/she has time for relaxation during the stay. The exchangee will appreciate this and it is also important so the exchangees don't get run down.

Publicity: This is a golden opportunity for you to gain publicity for your Club and NZYF (Read the section on this subject).

Flexible: Be flexible in your programme and check final plans when the exchangee arrives. Perhaps he/she has already seen 10 dairy factories and 15 herringbone cow sheds. Don't fully book the exchangee's time.

Travel between Clubs: People hosting for the first time get a little concerned as to when and how an exchangee is arriving (i.e.: time, place, bus/train). Make sure that you contact the prior-host family at least 48 hours prior to the exchangee arrival. Also please take responsibility in confirming with your field officer and next host family the date, time and method of travel for the exchangee's move to another region.

Hosting: Where suitable hosts maybe ex-members, still wishing to host. Such hosts should be encouraged for smaller clubs or regions.

REMEMBER THAT IS A COMBINED CLUB EFFORT. HOSTING BY OTHER MEMBERS FOR A DAY OR TWO TO AN EVENT OR ON-FARM - SHOULD BE ENCOURAGED.

PUBLICITY

Having an exchangee is an ideal opportunity to gain publicity for both the Club, and NZYF. You will find radio and press, in most cases, happy to interview your exchangee. The following suggestions should be of help to you.

The Press: Visit or ring the Editor of your local paper about two weeks before the exchanges arrives, taking with you his/her biographical details. Explain what the exchange scheme is about and the programme your Club has planned for its exchangee. Your paper may be happy to publish a paragraph saying the exchangee is expected and then do a more detailed Interview with a photograph after his/her arrival.

The Radio: Visit or ring your local radio station to see if they will interview your visitor. Try the agricultural and/or women's programmes and give details of the international exchange programme and the exchangee.

Arrangement for the above should be made in agreement with the host family. Your **Regional Publicity Officer** could make the initial contact with the press or radio, and final details completed by the Chairman or host family.

For more publicity information, contact Nadine Porter NZYF Communications Manager (021 214 0703)

EXCHANGE PROGRAMME

Field Officer Contacts

2017

Name	Address	Phone	Email
NZYF National Office Duncan Trotter	Innovation Park, 185 Kirk Road, Templeton, Christchurch 7678	W: 03 344 2473 C: 027 212 4050	duncan@youngfarmers.co.nz
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Waikato/BOP Casey Huffstutler	Te Awamutu	C: 027 213 0043	Casey.huffstutler@youngfarmers.co.nz
East Coast Isabelle Hobbs	Dannevirke	M:027 213 0029	Isabelle.hobbs@youngfarmers.co.nz
Taranaki/ Manawatu Megan Bates	Dannevirke	M: 021 646 671	Megan.bates@youngfarmers.co.nz
Tasman Grant Ross	Christchurch	M: 021 902 152	Grant.ross@youngfarmers.co.nz
Aorangi Bridget Huddleston	Staveley	M: 027 667 7259	Bridget.huddleston@youngfarmers.co.nz
Otago/Southland Leanne Oosthuizen	Milton	M: 021 949 061	Leanne.oosthuizen@youngfarmers.co.nz

*If the host family or exchangee has any problems, please contact your Regional Field Officer or NZYF National Office **IMMEDIATELY**.*



INTERNATIONAL EXCHANGE HOST EVALUATION FORM

To assist with the organisation of exchange visits for future years, we would be interested to hear how you enjoyed having your exchangee and if you had any suggestion to help improve the programme. This form is quite confidential and the names of individual host families will not be included in the use of the material.

Name of Exchangee: _____

1. Did you receive sufficient advance information about the arrival of the exchangee?

2. Did you have enough information about what is expected of you as a host family?

3. What activities did the Exchangee take part in, at home, on the farm and within your Club?

4. Were there any problems that the Exchangee or NZYF should be advised about?

5. Did you enjoy having him/her and do you feel the programme is worthwhile? Any suggestions?

Signature _____

Date _____

Address _____

Please return this form to: NZYF National Office, PO Box 23141, Templeton 8445 or email duncan@youngfarmers.co.nz