

South Central Rotary Youth Exchange



NEWS

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SERVING 37 ROTARY YOUTH EXCHANGE DISTRICTS IN 18 STATES - FOUNDED SEPTEMBER 5, 1985

WELCOME TO THE INAUGURAL ISSUE OF THE SOUTH CENTRAL ROTARY YOUTH EXCHANGE NEWS! The purpose of this newsletter is to keep SCRYE members up-to-date on information pertaining to Rotary Youth Exchange, SCRYE news and other information that will help our member districts keep abreast of requirements, compliance issues and best practices. We want this to be a useful resource so we are open to suggestions and recommendations for improvement. At this time, the newsletter is being emailed to District YEOs, Inbound Coordinators, Outbound Coordinators, District Database Administrators and SCRYE leaders.

“HOUSTON MEANS I’M ONE DAY CLOSER TO YOU...” The SCRYE Summer Meeting is set for July 21-23 in Houston, Texas. Districts 5890 and 5910 are working together to host this year’s event, which will be held at the Holiday Inn Express Houston Northeast, 18555 Kenswick Drive, Humble, TX 77338, Phone: 281-540-3600. **The hotel will be able to take reservations for our conference starting May 15.** If you are flying, be sure to fly into **Bush International Airport**. There will be a shuttle from the hotel running every 30 minutes from the airport. Training Officer Christi Swearingen and her team are working on developing the agenda for the meeting. We will have the agenda and registration available in a couple of weeks. We hope that you will mark this on your calendar and make plans to attend and bring some of your district’s volunteers along. SCRYE members meet twice a year and this is an excellent opportunity to receive training for both new and experienced volunteers. There are plans for one-on-one database training, discussions of best practices, RYE 101 and 201, and more. Mark your calendar and plan to join us in Houston!

AS DISTRICTS ARE DOING THE PAPERWORK FOR 2017-18 INBOUND STUDENTS, DON’T FORGET ABOUT THE WELCOME PACKET CHECKLIST AND DOCUMENTS that SCRYE volunteers created last year. There are sample letters, documents and a checklist to make sure your packet meets the regulatory requirements. These documents can be found at scrye.org/members/files/downloads/pre-arrival-checklist/ Scroll to the bottom and you will have the option to open a variety of sample documents as Word docs or PDF docs. Rob Metcalf has been busy creating Welcome Packet function in the Data System



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SCRYE

Data System Tips & Tricks

V-1-We have a new V-1 Criminal Background Check for Volunteers in the SCRYE Data System. This is a 3-part process.

- 1) Each volunteer should fill out the information, including contact information, references, electronic signatures, etc. Make sure the street address for the references is included. It is now a mandatory field.
- 2) Then, upload any other additional documents, if any.
- 3) Then, click the send button to send the CBC request to your District Data Base Administrator (DBA) so he/she can conduct the background check on this volunteer.

The information will be sent to the file for sensitive information within the data system (**you won’t see the filled in document**). Canadians will continue to use the Canadian forms.

If you have action items that don’t go away even though it is thought the action was completed, go to this Knowledge Base article https://rye5520.org/RYE/RVEDS_HELP/contact-action-checklist-or-why-do-i-still-have-an-action-item-i-know-i-made-that-contact/ The article lists numerous things that could be preventing the action item from being marked as complete.

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where required documents are pre-loaded to an email function and then district-specific documents and student-specific documents can be added. The Welcome Packet can then be sent electronically directly from the Data System. When the Welcome Packet is sent from the Data System, the date it was sent will automatically be recorded.

THIS YEAR, ALL DS-2019 REQUESTS MUST BE SUBMITTED THROUGH THE SCRYE DATA SYSTEM. Assistant Responsible Officers (AROs) will not issue DS-2019s if the information is emailed to them or presented in hard-copy form. The SCRYE members several years ago voted to implement a compliance data system and this is simply a part of that system.

SCRYE EXECUTIVE SECRETARY KATHY MEURIN HAS A NEW EMAIL ADDRESS FOR SCRYE BUSINESS. IT IS EXECSEC@SCRYE.ORG. Ronna Morse, who is serving as the assistant executive secretary for SCRYE, also has a new email address for SCRYE business, which is: **asstexecsec@scrye.org**. Please make these changes in your contact list and begin sending SCRYE related business emails to these addresses. This will help keep SCRYE emails separate from district and club youth exchange emails and hopefully allow them to function more efficiently. In the future, when other individuals serve in these roles, the email addresses will transfer to them.

THE GRADES FOR THE DATA SYSTEM FOR APRIL HAVE BEEN SENT TO THE DISTRICT GOVERNORS. Kudos to the districts who have been keeping up with their data input and monthly contact reports! For those who have been struggling with the data system, we have volunteers who are ready and willing assist you. Remember, this is simply a gauge of how you are doing in the SCRYE Data System. If you need assistance, please contact Beth Dean, Ronna Morse, Kathy Meurin or Jack Campbell. Beginning May 1, actions for 2017-18 exchanges will begin to impact the grades so some districts may experience a drop in their grade because they have actions pending for several 17-18 exchanges. Since each SCRYE district depends upon the other SCRYE districts to be in compliance, it is important that we each do our part. In the eyes of the Department of State, there are no individual districts comprising the program. It only recognizes South Central Rotary Youth Exchange as the program sponsor. All for one and one for all!

THE ANNUAL RI CERTIFICATION IS UPON US. The documents were sent out on May 1. If you are a YEO and did not receive the information, be sure to check with your District Governor to see if he/she has received those documents. If so, have the DG sign, date and forward the certification document to the District YEO, who should complete the documents and make sure they are returned to RI by the deadline date. Don't forget to retain a copy for your records.

RETRIEVING THE RESULTS OF THE DEPARTMENT OF STATE CERTIFICATION TEST IS CRITICAL IN ORDER FOR THE SCRYE DATA SYSTEM TO RECORD THE RESULTS. Please remind your volunteers that when they have completed the test, they should return to the DOS Test under *training & certifications* and **click the Retrieve Results tab** (see photo at right) so that their test results are appropriately recorded. If the volunteer fails to do so, the results will not be recorded in the Data System. It is possible for the District Data Base Administrator or the District YEO to record the results on someone else's behalf, if need be, using the same steps. However, volunteers should be encouraged to complete that step at the conclusion of their test.

