

South Central Rotary Youth Exchange



NEWS

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

BY JUNE 30, ALL DISTRICT YEOs SHOULD CHECK TO MAKE SURE THAT THEIR CONTACT INFORMATION IS UP-TO-DATE IN THE SCRYE DATA SYSTEM AS WELL AS THAT OF THEIR DISTRICT COMMITTEE MEMBERS. The YEOs should also make sure that the roles of their volunteers are current as well. As of July 1, the contact information in the SCRYE data system will be used for all SCRYE correspondence, notifications, newsletters, etc. Even if a volunteer's contact information is in the data system, if the volunteer hasn't been assigned the correct roles in the system, they will not receive the proper correspondence. The newsletter is being sent to: YEOs, Inbound Coordinators, Outbound Coordinators, Management Committee and Appointed Administrators. If YEOs want others in their district to receive the newsletter, they should feel free to forward the newsletter to those people they think should receive it.

REGISTRATION FOR THE 2017 SCRYE SUMMER MEETING IS NOW OPEN. If you have attended a SCRYE Summer Meeting in the past, you should have received an invitation via email. If you are new to the Summer Conference, you can go to www.scrye.org, click on the *Conference Info*, tab then click on *Upcoming Conferences* in the dropdown menu. Scroll down and you can click on the link to register for the Summer Conference and it will take you to the C-vent site for online registration or you can click on the link to see a tentative agenda. **The conference is set for July 21-22 in Houston, Texas. It will be held at the Holiday Inn Houston NE, 18555 Kenswick Drive, Humble, TX 77338, Phone: 281-540-3600.** When making your hotel reservations, call the hotel number. They will transfer you to the reservations specialist, who will know at which hotel you are booking your room without having to go through an entire list of questions. **There is a block of rooms reserved for the weekend. Use the code SCR when booking your room. The block expires July 12.** If you are flying, be sure to fly into **Bush International Airport (IAH)**. There will be a shuttle from the hotel running every 30 minutes from the airport. The Summer Conference 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. Plan to join us in Houston!

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SCRYE Data System Tips & Tricks

UPDATING CONTACT INFO & ROLES—If you have an exchange volunteer whom you want to add to your district committee follow this path: DATA > PEOPLE > EXCHANGE PERSONNEL > click the radio button for DISTRICT COMMITTEE > check the box for SHOW EVERYONE > select the name of the person > check the box for ACTIVE (located right under "ENTER DATA") > scroll down to list of district committee roles and check those that apply. You can, at this time, review and update the volunteer's contact information. If you want to make someone a local coordinator, you would select DATA > PEOPLE > LOCAL COORDINATOR > check the box for SHOW EVERYONE > select the name of the person > check the box for ACTIVE (located right under ENTER DATA) Remember: Eventually Local Coordinators are connected to host families and Club Counselors are connected to students.

PROXIES FOR BOARD MEETING

District YEOs who will not be attending the SCRYE Board of Director's Meeting on Friday, July 21 at 3 p.m. (CDT) can assign someone else to carry their proxy. The proxy must be in writing on the SCRYE Proxy Form and submitted to Recording Secretary Michael Pugh no later than 1 p.m. (CDT) on July 21. You can find the proxy form on scrye.org under the Conference Info tab > Upcoming Conferences > 2017 SCRYE Summer Conference: Houston, TX - July 21-22, 2017 > Click Here for a SCRYE Proxy Form.

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IF YOU'VE BEEN IN THE SCRYE DATA SYSTEM RECENTLY, YOU WILL NOTICE THAT ACTION ITEMS ARE NOW COLOR CODED to help make it easier to distinguish which are which. Kudos to Rob Metcalf for getting that done for us, which was based upon a suggestion from a data system user.

WE WILL TAKE A BREAK FROM SENDING GRADES FOR DATA SYSTEM REQUIREMENTS FOR THE NEXT TWO MONTHS. We know that as we add our 2017-18 student information and we still have 2016-17 students still active in the system that the overlap of classes causes the grades to decline. Therefore, the decision has been made to take a break from sending the grade reports during this time. However, districts are encouraged to continue to enter critical data and reports for the 2016-17 class and to begin uploading the various information and files for the 2017-18 class. We strongly suggest finding multiple volunteers to enter data into the system so it does not become overwhelming for one person. An easy way to do this is to train local coordinators and club counselors to enter the data and documents for their club.

NOW IS A GOOD TIME TO MAKE SURE THAT ALL OF YOUR DISTRICT COMMITTEE MEMBERS HAVE UPDATED CRIMINAL BACKGROUND CHECKS AND THAT THEIR DOS CERTIFICATION IS STILL VALID. Remind them to *not* take the test via the link in the reminder email. The Department of State test should be taken through the SCRYE data system so the score is properly recorded. You want your committee members to be ready and able to perform their duties at the start of the new Rotary year, which is July 1.

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. Several years ago the SCRYE members voted to implement a compliance data system and this is simply a part of that system. There is a Pre-Arrival Checklist in the members area of scrye.org to assist in making sure districts are meeting all the documentation requirements for students before they arrive. There is also a feature in the data system to send a Welcome Packet to the inbound student via email.

IF YOU HAVE CONCERNS THAT THE VISA FOR AN INBOUND STUDENT MIGHT BE SLOW IN COMING, Responsible Officer (RO) Erin Garcia has a sample letter that asks embassy or consulate officials to expedite the processing of the paperwork. Erin says the letter works 50%-60% of the time. The sample letter can be found at scrye.org in the members area under *Files/Downloads*. Then click on *Pre-Arrival Checklist* on the dropdown menu. Scroll down to the *Checklist Files (Word documents)* and find the file called *Rush Visa Sample Letter*. This version can be modified in Microsoft Word. If you cannot open a Word document, a copy of the sample letter also appears in the *Checklists (pdf format)* folder.

ROTARY INTERNATIONAL CERTIFICATION DOCUMENTS SHOULD HAVE BEEN COMPLETED, SIGNED AND SUBMITTED BY JUNE 1. If you are the YEO and that has not yet been done, please do so ASAP. Certification is mandatory.

IF YOU HAVE AN INBOUND STUDENT(S) YET TO PLACE FOR ONE REASON OR ANOTHER, CONTACT SCRYE EXCHANGE FACILITATOR Ronna Morse at asstexcsec@scrye.org. Be sure to include a brief description of the student including: gender, country, interests, health issues, etc. **DO NOT** send the student's application. Then, make sure you include the name and contact information for the person in your district to notify if someone is interested in hosting the student. If your district has an opening for hosting a student, you can also contact the Exchange Facilitator for assistance in getting the word out to other SCRYE districts.

SCRYE Data System Tips & Tricks

DEPARTING STUDENTS—As your 2016-17 inbound students depart for home, be sure to go into the data system and enter their departure date. The path is: **DATA>PEOPLE>STUDENT>select the class name>select the student name>scroll down to RETURN DATE** and enter the date the student returned home. Note: Once the return date that is entered has passed, the system will prevent any more reports from being submitted for that student, so make sure those are completed in time. This will stop action items from appearing for those students and will help improve your district's grade.