

ROTARY DISTRICT 7470 YOUTH EXCHANGE



CLUB CHAIRMAN And CLUB COUNSELOR HANDBOOK



ROTARY SERVING YOUTH WORLDWIDE

Revised 15 July 2006

CONTENTS

CLUB CHAIRMAN HANDBOOK

Letter to Club Chairman	
Object	5
Forward	5
Introduction to the Program	5
Sequence of Events	6
Selection of Outgoing Students	8
Interview Guidelines	10
Educational Notes	12
Guidelines for Receiving Inbound Students	13
Suggested Procedures for Clubs Receiving an Exchange Student	14
Hosting the Student	16
Program Rules for all Students	17
Host Rotary Club Responsibilities	
A. Selecting Host Families	20
B. The Rotary Counselor	21
C. The Host Club's Financial Obligations	22
D. How to Put ROTARY into your Youth Exchange Program	22
Student Rules form	25
Host Family Application	27
Short Form	31

TO ALL YOUTH EXCHANGE CHAIRMEN

This manual will only be of benefit provided it is in the possession of; and used by the current Youth Exchange Committee of each Club. Please turn it over to the newly elected or appointed Exchange Chairperson. The answers to almost any question or conceivable problem are contained herein. Suggestions or corrections for future updating will be gratefully received by the District Youth Exchange Committee.

Club Chairperson and/or Club Counselor are to complete the suggested localized forms included with this manual, to fit the local club names and circumstances. Copies should be provided to the personnel involved. All Counselors, Exchange Students and Host Families should have a Handbook that outlines their responsibilities. It will be your responsibility to make sure that they have their Handbook and understand their roles and the rules set before them.

It has been found that it is best to have a Youth Exchange Chairperson retain their position for more than one year and that they have at least two other people, PLUS their spouses on this Committee. This is one of the few Committees in Rotary that spouses are recognized as being very necessary to make the program work, so don't be shy about asking the spouses their opinions and getting their help. Who knows better how to handle kids than a MOM and DAD?

OBJECT

"To foster world peace, better international understanding and good will" by extending international communications at the personal level. This is done through the exchange of high school youth. It is our hope that these high school students will be able to study at first hand the problems and accomplishments, and to learn by living with and meeting peoples of different cultures, creeds and colors other than their own.

FORWARD

The program is a tremendous adventure in the fourth avenue of Rotary service and is an extremely rewarding experience for all who participate in it, whether student, club or host family. It is the desire of your District Committee to provide you with a strong foundation on which you may build your students' experience. Towards this aim, we have prepared this handbook. Read it carefully. We have included many years of experience in our guidelines. Should you have any questions or suggestions, please feel free to make them known to the District Chairman.

INTRODUCTION TO THE PROGRAM

It is our goal to enable students to advance their education and world understanding. This is done by allowing them the opportunity to attend a secondary school system in a different land. At the same time, the student will be living with a Host Family in their adopted land under the sponsorship of a Host Rotary Club.

In order for your Club to participate in the program, we strongly request that your Club agree to sponsor a student and become a "Host Club" for an Incoming Student. Details for this procedure are found under "Guidelines for Incoming Students" in the Handbook. When your Club has served as a "Host", you will then have the opportunity to select an Outgoing Student to complete the exchange. This student will represent your Club and District 7470 for one year of study abroad. Details for the procedures for the selection of an Outgoing Student will be found in the Handbook.

IMPORTANT NOTICE: THE DISTRICT YOUTH EXCHANGE PROGRAM COMMITTEE ARRANGES THE ACTUAL PLACEMENT OF OUTGOING EXCHANGE STUDENTS AND HAS THE AUTHORITY CONCERNING ALL ASPECTS OF THE ENTIRE PROGRAM, AS DELEGATED THE DISTRICT GOVERNOR.

District 7470 Youth Exchange Committee

Timetable of Events

July

Welcome returning outbound students	Outbound Club
Inbound students not on USA tour go home	Outbound Club
YEP <i>Inflight</i> Article about both inbound and outbound students	

August

• New Outbound Students depart	Outbound Club
• Welcome New Inbound Students	Hosting Club
• Register New Inbound Students in their High School	Hosting Club
• Inbound students go home after USA Tour	Outbound Club
• Re-entry orientation for returning student	

September

• Orientation of Inbound Students, Host Families, Club Youth Exchange Committee [Mandatory]	Hosting Clubs
• 2 nd Re-entry orientation for previous years outbound students	
• Rotex Meeting	
• Application for next years YEP delivered to local High Schools	All Clubs
• Contact Guidance Counselors and foreign Language departments about YEP program	All Clubs Club
• YEP article in <i>inflight</i> - New Students	

October

• Short Forms due to District YEP Chairman	Outbound Club
• Long Forms mailed to Candidates	
• YEP inflight article on hosting students for next year	
• Denville overnight [Mandatory]	
• President's ball - (optional for students)	Hosting Club

November

• Short Forms to District YEP Outbound Vice Chair	All Clubs
• Long Forms mailed to Candidates	
• Clubs receive Long Forms from Candidates	Outbound Club
• Clubs begin Interviews of Candidates [chose one or two best and alternate]	Outbound Club
• Review Short Applications	Hosting Club
• UN Day – Student attend RI UN Day at the UN [Mandatory]	
• Pocono Weekend (Multi District) [Mandatory]	Hosting Clubs
• First interviews of stort term students	

December

• Clubs Finish Interviews of Candidates [chose one or two best and alternate]	
• Long term Forms of best candidate(s) and alternate(s) to District YEP Chairman	
• Review candidate Long applications approved by the club	
• Make final decision countries and districts with which to exchange	
• Foundation Ball [Mandatory]	Hosting Clubs

January

- District Outbound student interviews [Mandatory]
 - First orientation with Parents (at district interview)
 - Obtain or confirm overseas commitments
 - Make decisions on placement of Outbound Student
 - Send letters of acceptance and rejection to outbound candidates
 - Clubs notify District YEP Chairman of their intent on hosting next year
 - Remaining students who arrived last January leave
 - YEP *Inflight* article on Pocono Weekend
- Hosting Club

February

- Follow-up on additional overseas commitments
 - Send Outbound Applications overseas for review
 - Begin placing next year's inbound Student with Clubs
 - YEP *Inflight* article Students selected for outbound
 - District Outbound student interviews conclude
- Hosting Club

March

- Presentation of Youth Exchange Program at P.E.T.S.
 - Hand out list and papers of each inbound student to each club President Elect
 - Continue placing next year's inbound Student with Clubs
- Hosting Clubs

April

- Madison Weekend [**Outbound Students and Parents - Mandatory**]
 - Madison Weekend [**Inbound Students - Mandatory**]
 - Send District welcome/acceptance letter to inbound students
 - Contact Schools for next school year inbound student
 - Finish placing next year's inbound Student with Clubs
 - YEP *Inflight* Article on next years Club YEP Chairman
- Hosting Clubs
Hosting Clubs
Hosting Clubs

May

- *Walk for the World* [**Inbound Students-Mandatory**]
 - District Conference - starts Thursday evening for students. [**Mandatory**]
 - Contact Schools for next school year inbound student
 - Follow up with overseas districts on outbound placement
 - Send club's welcome/acceptance letter to inbound students
 - District Assembly [**Mandatory**]
- Hosting Clubs
Hosting Clubs
Hosting Clubs
Hosting Clubs

June

- Final time to Contact Schools for next school year inbound student
 - Follow up with overseas districts on outbound placement
 - Inbound students begin going home
 - Tour of USA begins for those outbound students who chose
 - Second Outbound Training Session [**Mandatory for outbound students**]
- Hosting Clubs
Hosting Clubs

SELECTION OF OUTBOUND STUDENTS

OUTBOUND STUDENT DEFINED: A student selected by a local Rotary Club, screened and approved by the District YEP Committee, assigned as an exchange student to a Host Rotary Club and living with various Host Families during his/her year. In addition, he/she should meet the following qualifications:

- 1) Be at least 15 and not over 18 years 6 months of age at the time of exchange.
- 2) Be away during their sophomore, junior or senior year in High School. A student may go after graduation but must attend High School in the Exchange Country {going after High School is very limited due to new U. S. Policy.}
- 3) In the upper third of their class scholastically.

NOTE: Any student may apply including a child of a Rotarian..

In order to permit your Committee to select the best-qualified student, the following Guidelines must be followed:

- 1) Work with and through the High School to publicize the program. It is easier to request one specific person in the school to handle the applications and school screening. The program should be announced in the school paper, student assemblies, class meetings, Foreign language teachers, etc. (Foreign Language teachers are one of the best recruiters.)
- 2) Have the student fill out a short information form, to see if this person is qualified. Then send this form to the District YEP Outbound Vice Chair and they will forward the long form application to the student. This form can be completed on line at Web page: <http://www.YouthExchangeNJ.org> or at <http://www.njrotary.com> and go to Youth exchange site.
- 3) Secure four (4) copies of the completed long form application, including the medical and dental sections. Applications should be complete when forwarded to the District Chairperson. (With the new application the student can fill one copy out make copies and then **sign all applications in blue ink.**) or down load an Acrobat .pdf file from our Web Site in Acrobat reader and fill in the blanks. **This cannot be saved but can be printed out.** Print 5 copies one for their records and five to be forwarded. If the student is for the summer 3 week program have them fill out the Short term application which is also found on our Web Site.
- 4) Interview all qualified applicants at the Club level. Refer all whom you feel are qualified to the District YEP Committee for final interviews and selection. A detailed guideline for your Club interviews will be included to provide you with a format for your interview.
- S) Meet with the student's parents and explain their obligations. Parents will pay the cost of:
 - a) A \$120.00 application fee
 - b) Transportation, including passport and visa.
 - c) Student Exchange Insurance that is required.
 - 1) All outbound students will take a minimum of Bolduc A policy plus liability insurance. **and**
 - 2) Take Insurance from the country if required **or**
 - 3) Take the Bolduc B policy
 - d) \$300.00 to \$500.00 in Emergency funds as required by each country (Short term do not need this).
 - e) Language training where required.
 - f) Clothing for student's welfare and comfort
 - g) As circumstances dictate.

THE FIRST STEP IN THE SELECTION OF AN OUTBOUND STUDENT IS:

- 1) The formation of a Club Selection Committee
 - a) The Committee should be composed of Rotarians.
 - b) In addition one to three alert and youth oriented spouses should also participate.

THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED AS CLOSELY AS POSSIBLE:

- 1) Following the schedule, each club complete the selection of the students within a schedule for deadlines of the various steps,
- 2) Applications and program briefs should be made available at the Principal's office, Guidance and Foreign Language Departments. The short form is to be used until the student is prescreened so as to qualify for the program, then the long form is sent by the District Youth Exchange Outbound Vice Chair. (The short application is sent to the District Outbound Vice-chair, who will forward the long application to the student.)
- 3) If the student is doing the 3 week exchange their parents agree to host a student for three weeks either before or after their son goes. The Long application for a 3 week Short Term Exchange is not as complex as the Long Term and does not need Transcripts, Doctor or Dentist pages.
- 4) The deadline for accepting short applications in the school is per calendar above.
- 5) The Club Selection Committee should then interview all applicants and forward the satisfactory ones to the District Committee by December 15th.
- 6) District interviews are usually held during early January by the District Committee, and the final candidates and alternates are chosen. An application fee of \$120 is paid at this interview for year long students and \$100.00 for 3 week to 6 week students. This is a non refundable fee.
- 7) The successful applicants are informed by the District Committee in February. The unsuccessful candidates are requested to apply again next year. If not eligible they are thanked very graciously for their interest. There will also be alternates if necessary.
- 8) The Club is responsible for a fee \$100 to cover orientation and needs to supply the outbound students with 5 club banners.

INTERVIEW GUIDELINES

FOLLOWING IS THE MATERIAL THAT COULD BE COVERED BY THE INTERVIEWING COMMITTEE ON THE LOCAL CLUB LEVEL AND IS PRESENTED AS A GUIDE FOR YOUR USE:

At the interview, each student and parent should be given a copy of the rules and regulations. It is very important that the applicant, accompanied by at least one parent, attend a formal scheduled interview. During the early part of the interview, the program should be briefly outlined, including approximate cost and responsibilities of the students and parents. It is best if you have a knowledgeable Rotarian discuss the information on this matter with the student and parents before the interview actually occurs. Schedule all the interviews for the same evening and allow at least one-half hour per interview. The Committee of Interviewers should gather at least one-half hour early to discuss the manner in which the interview should be conducted.

It is important to emphasize that the evaluation is to begin the moment the student and his/her parents enter the room. Notice if the student makes a good first impression, and immediately begin an evaluation. Some clubs find it easy to use an evaluation sheet. A sample is enclosed for your study. It is of great value for the Chairperson to have the student's application in front of them, as this will provide a basis for development of questions to ask both the student and parents.

Questions by the Committee may cover all sorts of topics, i.e., school activities, knowledge of national and international affairs, moral concepts, parents' attitudes toward the program, etc. You will find listed further on, a list of characteristics governing the selection of students which should be carried in mind during the course of the interview. When each student interview is completed, you should dismiss the student and parents, then briefly summarize your combined scores and evaluations.

When all the interviews are completed, the Chairperson should analyze the Interviewing Committee's recommendations and prepare recommendations for the student choices to be forwarded to the District Committee for consideration. All students should be notified by letter of the Committee's action taken - whether or not they were selected, and if selected, contacted to double check on the student's background with special emphasis on delinquency, immoral conduct, general reputation and the like.

AS WAS MENTIONED ABOVE, THERE ARE GENERAL CHARACTERISTICS WHICH THE COMMITTEE SHOULD BEAR IN MIND DURING THE INTERVIEWS, SUCH AS:

- 1) Why does the student desire to take part in the program?
- 2) Is the student of above average ability scholastically?
- 3) What is the student's ability as a leader as shown by his or her participation in school, church and community activities?
- 4) Does the student have an attractive personality?
- 5) Is the student tolerant of others and able to adjust to a wide variety of people, possibly of different races habits and religious backgrounds?
- 6) Is the student able to make friends easily?
- 7) Is the student able to express himself in both spoken and written words?
- 8) What are the student's approaches to world affairs and problems?
- 9) What is the student's ability to debate without heated offense towards others?
- 10) Does the student have a spirit of helpfulness in the home?
- 11) Has the student ever been away from home?
- 12) What does the student know about Rotary?

The students should have good common sense, a warm personality, good manners, and an ability to mix easily. This will permit them to be good ambassadors for the United States, the program and for the country that they visit. It will also allow them to be a good ambassador for that country when they return. While we do not seek out the top students, it is important that they are able to cope with educational commitments while overseas. These commitments are often quite demanding. They should come from a happy home environment and be actively involved in student activities. They should know their own country and community and be informed of the local industries and customs in the area. They should be curious, a reader of current magazines and periodicals. Their year overseas will add a great deal to the student's maturity and will help them further their academic accomplishments.

SUMMARY

Should your committee have difficulty deciding which students to recommend, you may take into consideration some of the following items when deciding on the best qualified:

- 1) High School grade transcript. (This must be forwarded with the application).
- 2) Language ability.
- 3) School activities and personal interests.
- 4) Comments by school authorities.
- 5) Reason for interest in the program.

The outbound student should be oriented through attending club meetings, having a formal club farewell, as well as a presentation of banners and other gifts for giving to host families and clubs.

EDUCATIONAL NOTES

Most students usually return with full credit for their year abroad, but they are advised to discuss this with their school counselor before leaving. Graduation requirements are set by the State and by local boards of education. Exceptions are occasionally allowed if prior approval is requested.

REPORTS FROM STUDENTS

Club Chairmen, as well as the District Youth Exchange Chairman, should be receiving a monthly report on a standard form from their student who is away. This facilitates reporting to the club, family, and others on their experiences. This is required by the district to be by E-mail.

GUIDELINES FOR RECEIVING INBOUND STUDENTS

We place students for arrival in August and January for some Southern Hemisphere Countries. The District Committee will begin the placement of the new Inbound students arriving during the month of August at P.E.T.S., and continue until all students are placed. Placements for students arriving in January will take place during September, October and November. The Club President Elect should have appointed a Student Exchange Chairman, as early as possible and no later than April, which will become part of the District Handbook.

The first Host Family should be selected early, and all hosting families should be selected before the student arrives if possible.

Applications for host parents and the dates that each family will have the student should be forwarded to the District YEP Chairman two months before the student arrives if possible. Any host families not selected in this manner must have this information to the District Chair at least 1 month prior to the student being placed since a background check must be performed.

As soon as the application arrives and the "**Guarantee Form**" is completed including first host family, School and Club signatures, the Club Exchange Chairman must write or E-mail the student, welcoming him/her and giving some information about the first Host Family. If the first Host Family cannot be located early, then the student should be informed that the Club Chairman's name, address, phone number and E-mail address may be used for any purposes of correspondence in the meantime.

The District Chairman will have written an introductory letter to the student upon receipt of the "Guarantee Form" from the club which will give the student all the information needed including host family, Club Counselor, allowance and airport information. It will also list all requirements of the district in regards insurance etc.

Be friendly, cordial, and informative. Study the student's application, and describe some of the student's activities or interests which are available in your community or area, so that the student will want to come to your club.

You might consider having a welcoming party for the student when he or she arrives, but keep in mind how many hours the student has been traveling without sleep.

The Hosting Club will meet the student. The Club President, Club YE Chairman and the first Host Family should meet the student **AT THE MRPORT** to assure him/her that he/she is welcome. If language is not a problem, a visit to the Host Club is wise with introductions to the members, but without any comments by the student at this time. If language is a problem, the student should not be embarrassed by a club visit for a few weeks.

Most important, follow the material under "Guidelines for Host Clubs". This section will give detailed instructions for the integration of the student into your community and Host Families in the shortest possible time.

Three-Week Summer Exchange

This is a one to one exchange. Our student spends three (3) to four (4) weeks in the home of a student in another country. Then they come back with the student they stayed with. That student then spends three (3) to four (4) weeks with our student.

It becomes the responsibility of the family whose son or daughter is going on this 3 to 4 week exchange to host the inbound student.

The Club approves the outbound students Application. Invites the student to a meeting prior to their departure to give them a club banner for the host club in the foreign country. Pay \$100.00 for their outbound orientation. Invites the student and the exchange student from the other country to their meeting during the 3 weeks that the student from the other country is in this country.

SUGGESTED PROCEDURES FOR CLUBS RECEIVING AN EXCHANGE STUDENT

- 1) a. Form an active committee and study this Handbook. Review new handbook on Student Protection Policies. (NOTE: All members of the club YE Committee must have background checks.)
 - b. Notify District YEP Committee of your desire to receive a student.
 1. Know your responsibilities.
 2. Know your approved families. Visit their home, see where the student will be sleeping and contact references from the Host Family Application.
 3. Decide on your first Host Family. (Host clubs need to have a June 2006 revised host family application on file for all host families. This is a requirement of the federal government and RI. A copy should be forwarded to the District Youth Exchange Chairperson (less the last page) the original completed application including the last page goes to the district Risk Management Chairperson. Clubs should keep all but the last page for their records. (NOTE: Only one copy of the last page should exist to safeguard the SSN and date of birth. This one copy will be kept in a secure place to avoid identity theft.)
- 2) a. When you receive the application of a student:
 1. Study the application.
 2. The President or Club Youth Exchange Chair writes or E-mails the student immediately.
 3. First Host Family writes or E-mail's student immediately.
 - a) Send pictures of family.
 - b) Send pictures, maps and brochures of community.
 - c) Establish arrival time, place, airline and flight number.
 4. Make all arrangements at school.
 - a) Classes.
 - b) Activity books. (If necessary)
 - c) School arranges to welcome student.
 - d) Locate someone locally to act as an interpreter, if necessary.
- b. Confidence and good communications can be established prior to arrival. **THE MORE LETTERS (E-mails) - THE BETTER.**
- 3) a. When student arrives:
 1. Must be met by Host Family or at least club members.
 2. Have sign with student's name on it and "Welcome to City and State".
 3. Give warm and affectionate greeting.
 4. Pick up student's baggage.
- b. First and Second Day
 1. Host home and family become acquainted with student.
 2. Be certain student is completely rested.

c. Third and Fourth Day

1. Deposit money in bank. (If student brought the \$500.00 emergency money then a joint account needs to be set up this host family or counselor.)
2. Go over rules of your family.
3. Check on insurance coverage - send District Chairman insurance application and fee (student's obligation). This will be checked into when the student goes to orientation in September or February but needs **to be to the insurance company with in 30 days of their arrival in this country or it will require a physical.**
4. Arrange subjects and schedules with school advisor considering student's desires and abilities.
5. Arrange for personal escort at school for first few days.

d. **First Week**

1. Introduce student to Rotary Club.
2. Report to Club YEP Chairman.

e. **Host Family**

1. Communicate with student in a casual informal way to become acquainted during first few days.
2. Do NOT change meal planning or your way of living - Student must adjust to your family.
3. Student is a member of your family - **not a guest.**

f. **Transfer to next Host Family**

1. Have "get-together" at both homes - easy transition.
2. **Notify District Chairman of new Host Family information in writing.**

HOSTING THE STUDENT

This group has found that hosting in four (4) families, three (3) months each is the ideal, however, the alternative should be at least three (3) families, four (4) months each. In our experience, it is not a good idea for a student to remain with one family for the whole year. It is generous of a family to offer, but it does not give the student the experience of getting to know other people and families. The Host Families are given copies of the "*Host Family Handbook* " so that they understand their obligations to the student and what they should expect of the student.

The hosting home need not be that of a Rotarian, but it should be approved by the Club President, Club Exchange Chairman and the Youth Exchange Committee. This extends the program into the community. An application to host must be filled out by all host families. **(This is a requirement by the U.S. Federal Government and RI.)** The club committee must have a member visit the home and interview the host family their. **A copy of the Host Family Application must be sent to the District Youth Protection Officer so that the Criminal background check can be completed** and for the record in case of a federal or RI audit of paperwork. See District 7470 Youth Exchange Committee, Inc.'s [Exchange Student Protection Policy Handbook](#) which was received with the manual for more information.

A hosting schedule should be integrated into the family as quickly as possible, using informal names and outlining chores normal to the youth's age, and presenting household rules, so that misunderstandings are less liable to occur. The new student should always be responsible for making his/her bed and keeping their room neat.

The Club Exchange Chairman should contact individual Rotarians to develop commitments for the cultural and social activities of the student. Students usually have interesting conversations, pictures, slides or other objects that can make a very enjoyable family evening or weekend with any Rotarian or friend.

Students should attend Rotary meetings frequently, and give at least one program before the Rotary Club. Other programs should be arranged before civic, school, social and church groups.

Host Clubs give the exchange student between \$75 and \$150 on the first of each month. This is normal spending money for school lunches, postage, toiletries and personal pleasures. (Check the cost of school lunches in your school system.)

The club budget must include the above money plus expenses for the student at the District Conference, Foundation Event, Pocono Weekend, District Assemblies and Madison Weekend plus Christmas, birthday and farewell gifts. There are other optional activity to which you might take your students but they are not required, your total outlay will be between \$1500 and \$2200 a year total. (Two or three clubs may get together to cover these costs if one club doesn't have the money.)

It is wise for the Club Youth Exchange Chairman to occasionally remind Rotarians of their obligation to exchange students, so that all invitations do not come during the last few weeks when the student wishes to spend their leisure time with those who have befriended them during the year.

PROGRAM RULES FOR ALL STUDENTS

BE AWARE THAT EACH STUDENT HAS SIGNED A CONTRACT TO ABIDE BY THESE RULES BEFORE THEY CAME TO THE UNITED STATES

(See copy of rule attached Appendix)

A. Attend all District Meetings. The students are required to be at each of the following meetings, unless there is a serious health problem (Absence is approved only by the District Youth Exchange Chairman.). Since we do not excuse the students from attending ANY of these meetings, no matter what conflicts might arise, they should not be allowed to have any expectations to the contrary. The required meetings are listed below with the exact dates on the list of meeting supplied to you and the students:

1. September Orientation Meeting.
2. November RI UN Day
3. November Pocono Weekend.
4. Foundation Ball
5. District Assembly
6. "Walk for the World"
7. Madison Weekend
8. District 7470 Conferences
9. Others as per schedule

B. School Requirements:

1. Attend Classes regularly each school day.
2. Do all assigned work for each class.
3. Do as well as they can scholastically. We do not tolerate substandard school performance by ANY exchange student. **(All inbound students must attempt to learn the Spoken English Language.)**
4. Get into school activities, because that is where the action is. Get into whatever it is that they do best or would like to do. That includes sports, art, music and plays. **(If the High School has a Interact Club the Exchange Student must become a member.)**

C. District 7470 Commandments: The 4 "D's"(These will lead to being sent home after a district hearing.)

1. No Driving!! This means no autos, boats, airplanes, dune buggies, motorcycles, or a power lawnmower.
2. No Drinking of alcoholic beverages. No matter what life was like at home, Rotary International does not allow it. If the family has a "glass of wine" for dinner and wishes to include the student, it would be permissible, only if this was a home custom of the student. We would also request that the family makes sure that their student really knows the difference between a "little wine for dinner with the family and indiscriminate drinking when out in public or at a party.
3. No Drugs, other than prescription medicines from a doctor.
4. **No Single or Steady Dating. They may double date or may go out** with a group, but they should mix it up as much as possible. The success of the Youth Exchange Program depends upon the students sharing themselves with as many others as possible, not just linking up with one other person during the year. This means no romantic involvements.
4. Avoid love/sex relationships.
5. No travel alone without permission of the Youth Exchange Chairman of the District. They may travel with their host family, with Rotarians, church and school groups, and with others that their family approves of; but never out of their host county alone, without explicit permission of the Youth Exchange Inbound Chair or Chair. Independent travel outside the host community is prohibited, except when there is a valid reason for the travel and the approval of the Youth Exchange Chairman has been obtained. The reason for the first restriction is that this is a school exchange, not a travel exchange, and school takes priority. The reasons for requiring Youth Exchange Chairman approval is to make sure of the safety of the student, and to be certain that the student's parents and hosts all agree that the travel is something the student should be doing. New York City is off limits to all exchange students unless accompanied by the host family or an adult who is aware of the dangers of this big city. When ever the student leaves the state for any reason the Youth Exchange Chairman **MUST** be notified in writing. Reminder; Trips to the New Jersey shore after graduation or the prom are prohibited unless accompanied by a 21+ year old adult. (Fax or E-mail will do for most trips.)
7. Students must obey all laws. Being an exchange student does not exempt them from all the consequences of illegal acts. They CAN be arrested and they CAN go to jail.

D. Write or e-mail home at least once a week. Their family will be missing them, and hearing from them can keep the family's phone bill down to an acceptable level during their time here. **NOTE:** Moderation must be used on E-mails. Students are not here to spend every evening talking by E-mail to their friend back home. Studies and being part of the host family will suffer.

E. Submit the 'STUDENT ACTIVITY REPORT' to the District Youth Exchange Chairman of both their home and host District as required.

F. What if the Student's Family wants to visit?

1. If the natural family wishes to visit the student at some time during the exchange year, they will host family and Youth Exchange committee remained in charge. Natural families may not just come to this country and take their students where they want to travel. All travel outside the area still requires the approval Of the Inbound Vice Chair or District Youth Exchange chairperson. Therefore, the student's family will need to give prior notice of the intended visit to the host, plus to the District **Youth Exchange** Chairman, so that all will know of the family's plans. The host family is not responsible to house the student's parents, if they wish the may. The rules for these visits are that the student may NOT go off outside District 7470 with just their parents, except when all are traveling as the guests of the host family itself unless there is prior written **approval** of the **District 7470 Youth Exchange Chairperson**. In no event will the student be permitted to withdraw from school for an extended period to travel or even just visit with his/her family due to the school rules regarding attendance. An occasional day off from school might be arranged with the school and, if so, would be permitted.
2. The very best time of the year to have the parents visit is at the end when the students can be released to the family to go wherever they wish. Just be sure that the family respects the release date for their student, which is the last day printed on the student's Visa. We will not release the student to the parents' care until that date, except in writing.

G. Visiting relatives in the United States or Canada:

1. We would like to discourage this as much as possible, since in many cases it involves the student traveling on their own. The students and their parents don't realize the cost and the extent of procedures involved to get transportation to isolated areas. It would be great to see Aunt Nellie and Uncle Louie for the first time, but if they want to meet the student, they should plan to visit sometime during the student's year. They could stay at a local hotel and invite the student to join them. In these cases, it is not the responsibility of the host family to have to entertain relatives or put them up during their stay.
2. If a student wants to visit Canada either by himself, with the host family or club member the District Youth Exchange Chairperson must be contacted in writing at least 2 months prior to the trip, even a school trip. Remember Canada is a different country. The youth exchange chairperson needs to see if the students Visa to the US allows him to visit Canada & return to the U.S. In addition you will need to check if the student will require a Canadian Visa to enter Canada. Each country is different and they changes. Visas have to be applied for if the student is from certain countries and picked up in New York City. Some time U. S. Immigration will not permit people from certain countries to re-enter the United States. Check the following Web site to see if the student needs a Visa to enter Canada <http://www.dfait-maeci.gc.ca/dfait/missions/buffalo/index2.html>. If the student is going to leave the country for any reason the Districts Youth Exchange Chairman or other USAI Responsible Officer must sign the back of the pink copy of the DS-2019, which should be with their passport.

THE CLUB PRESIDENT, CLUB YEP CHAIRMAN AND THE ROTARY EXCHANGE COMMITTEE SHOULD DO EVERYTHING POSSIBLE TO MAKE THE YEAR AN ENJOYABLE AND REWARDING ONE FOR THE EXCHANGE STUDENT.

HOST ROTARY CLUB RESPONSIBILITIES

A. SELECTING HOST FAMILIES:

The first responsibility of a Rotary Club in hosting Youth Exchange students is to find suitable host families for them. An application needs to be filled out and it is important to hold a brief interview at their home and ask where the exchange student will sleep. It is not necessary for a student to have their own bedroom but they must have their own bed.

FOLLOW THE REQUIREMENTS IN **The Exchange Student Protection Policy HANDBOOK**

WHAT YOU SHOULD LOOK FOR:

1. Examine the family's motivation in hosting the student. Are they doing this because they want to share their life and experiences with a teenager from a foreign country, and because they want to be able to know that person as a loved son or daughter? These motivations are key to what you need as a host family. They do not want a family who thinks that they ought to be hosts merely out of a sense of obligation because the husband is a Rotarian, nor a family who thinks that hosting an exchange student can solve existing family problems. Let's face it, hosting an Exchange Student places strains upon a family, and the chance for a successful relationship might very well hinge upon the motivation the family has in becoming hosts in the first place.
2. Look for warmth and affection between family members, enough to be able to share with a foreign teenager, and still have lots left over.
3. Look for flexibility. The family needs to be secure and confident enough to be able to adapt to an exchange student. We talk about the student adapting to their families, but be assured that all families have to do some adapting themselves in order to accommodate their student.
4. Look for a sense of humor. When things are going wrong, a laugh can keep molehills from becoming mountains.
5. Look for a family that likes to communicate with one another. Since communications with an exchange student are almost totally verbal, it is important to have families that like to talk to one another and who enjoy sharing with each other all the time. A family with good communications can even bring the introverted and quiet students to life and allow them to enjoy the exchange experience for all it's worth.
6. Your potential host families should be on solid financial ground and able to expand to include the student without incurring excessive financial strain. If the family is on the borderline financially, the club should consider whether to reimburse the family for some of its expenses. If this is not within the capabilities of the club, it might be better to find another family instead, unless this particular family has such outstanding other qualities that you think it would be best to use them anyway.

If a family has all of these qualities, there is little else that you need to look for. Sure, there is the myth that all host families should have a Rotarian father, a non-working mother, a teenage child of the same age and sex, and should live within five blocks of the school. And that's just what this is -- a myth, and nothing more. Fathers need not be Rotarians, even though some Rotary families would be nice to have. Mothers can work. Let's face it, statistically, over half of all mothers do. If we are able to use these families, they are at least representative of the way we are. It would be better if the student was not left alone in the home from the end of school until evening, but even these conditions could be acceptable for many exchange students.

As to the same age, same sex sibling, the sex restriction should not be a hindrance as long as the brother or sister is on solid ground emotionally. Equality of age can turn out to be truly beneficial, or could have no effect at all, or could even be a problem, since there will be a sibling for all that means, for delights and fights, for joys and jealousies. It is WHO a person is, not WHAT, that makes the difference. Remember same grade and sex can many times end up with resentment on either side

Likewise, it is of little importance where a family lives, as long as they are a solid family. The family should realize, however, that if they live out in the country, miles from school or even civilization, they may be spending a lot of time in the car transporting their student to or from school, church or club events. And, they could easily have a problem with students who could not participate in these activities due to the distance and the unwillingness of the family to take them where they need to be.

B. THE ROTARY COUNSELOR

- a. The YEP Chairman is the first counselor.

All exchange students need at least one person with whom they can share their joys and troubles, and from whom they can receive help, guidance and advice in dealing with any problems. Beyond this, host families need someone who can answer questions about their student, about Rotary club policies, and who will act as arbiter in the event problems arise with the student. Finally, the host Rotary Club, who has the ultimate responsibility for the student, needs to have feedback on how the exchange experience is going and what they, as a club, might need to do to carry out their job as the Rotary hosts for the student. In the Rotary Youth Exchange Program, these are the functions of the student's Rotary Counselor.

In selecting the counselor, the host Rotary Club should look for a person who can become a friend to a teenager, who has time available to be a counselor and who is willing to use that time in helping the exchange student. Moreover, if the student is a girl, and the counselor is a man, he should have a female. It is nice to have the counselor of the same sex. There are other considerations as well. The Rotary counselor should not be a host simultaneously, because one of the major responsibilities of the counselor is to deal with any problems between the student and the host family. In addition, it is best to have a counselor for the entire year, rather than hope that a solid student/counselor relationship can be established and re-established several times while the student is being hosted.

- b. The second Counselor is assigned by the YEP District Chairman.

Rotary has prescribed certain duties for all counselors, regardless of where they are in the world. These responsibilities are as follows:

1. Build a friendly, confidential relationship with the exchange student.
2. See the student frequently, not less than once a month, and spend enough time with the student to know what the student is doing, what achievements the student has made, how the school performance is going, and what the student's plans for the near future are. The counselor should look for any problems which need to be addressed and should deal with those problems in a prompt and forthright manner. Call the student at least every other week.
3. See that the club issues an allowance check of the committed amount by the first day of each month that the student is present in the host situation, and transmit that check to the student directly. If nothing else, this obligation forces the counselor to see the student on the first of each month, every month.
4. Act as liaison between the student and the club, keeping the club informed on how the student is doing and what the student's financial and other needs are, and keeping the student informed about club action on any student request.
5. Remind the club of important events in the student's life, and see that the club remembers the student on these occasions.
6. Talk to the host family occasionally to see that everything is okay in the hosting situation there. Provide the host family with help or advice as needed.
7. Receive student grade reports from the student, review them with the student, and see that they are sent on to the District YEP Chairman promptly.

The importance of having a good and effective counselor cannot be overstated. Time after time, if the student's counselor is a counselor in name only, small irritations become big problems. More than one exchange student, who has had no real counselor, has

let problems in their hosting situation overcome them to where they have ended up going home early. This is either because they couldn't take the situation any longer, or because the host families couldn't take the student any longer. A good counselor often makes the difference between a successful exchange and one in which there are bad feelings left over which linger for years and jeopardize many future exchanges.

C. THE HOST CLUB'S FINANCIAL OBLIGATIONS

1. Monthly Allowance

The amount of the student's monthly allowance is set at the time that the student is accepted, and it is payable to the student on the first of each month that the student is present and being hosted. The allowance is for the student's personal expenses and may be spent at the student's discretion. The allowance may also be used for hot school lunches (remember this when setting this figure check the cost of school lunches at your high school). Other school expenses, depending on their nature would be the responsibility of the student. The allowance is to be paid on time, via the counselor each and every month.

2. District Orientation Fees

Rotary District 7470 runs the Youth Exchange Program on the basis that those who benefit the most from it, pay the most toward it. As a result, the District costs of hosting students at the training sessions and events during the student's year are passed on to the host Rotary Clubs. These fees are payable when billed by the committee. Attendance is mandatory for the students at these events.

3. Sickness and Accident Insurance

All medical bills and insurance's are the responsibility of the student.

D. HOW TO PUT ROTARY INTO YOUR YOUTH EXCHANGE PROGRAM

1. Most exchange program hosting organizations consider it enough to see that their students are placed with acceptable families, and are entered in acceptable schools for the exchange year. But Rotary gives you the chance to make a lot more of the exchange than these organizations do. All you have to do is accept the full role that Rotary has planned for you, that you make the exchange student the whole club's son or daughter in every respect. Don't just be check-writing guardians of your student, but bring the student into fellowship, to your meetings, into your homes and into your hearts. Let your spouses and families in on the big secret, that there is a wonderful young person from a foreign country in your community that will be yours to enjoy as soon as you really get acquainted. Will Rogers probably said it best, "Strangers are friends you haven't met yet." So make sure you don't miss out on having another friend.
2. There are several things your club can do to integrate your student into the fellowship of Rotary and Rotarians, and we recommend all of them to you.
 1. Bring your student to the Rotary Club meetings as often as possible, considering school performance requirements and the student's availability to come. If this means arranging the school schedule so as to have a course which can be missed once a week to Rotary, consider doing so. Many clubs demand much the same attendance performance of exchange students as of the Rotarians themselves. Have a special Rotary badge (saying Exchange Student) made for the student that they can take home with them at the end of their year. Exchange students must attend at least one meeting a month. Remember the exchange student is not a guest, but a member. They need not be introduced after the first few meetings. They should be involved in all your club projects and events. (Hopefully when they graduate from college they will join Rotary and you helped this.)
 2. When your exchange student comes to the club meetings, you should plan to have the student shared by different Rotarians each time the student attends. This could be done by having different host Rotarians assigned to the student at each meeting. This host would have the responsibility of greeting the student on arrival, if he does not pick the student up at school or at the host family's home, of introducing the student around the table and of seeing that the student is not ignored in the table conversation. There is no reason why the student shouldn't be the center of conversation during the meal so that all close by will have the chance to get to know your student better. Whatever means you choose to spread your exchange student around the club, try to see that

you get the maximum amount of exposure to the maximum number of Rotarians while you are the student's host.

3. Involve your student occasionally in the club meeting, whether this means telling about a school event in which the student participated, or telling a bit about what life is like at home, or what event of interest has happened recently, or whether this means passing the hat, or pot, as the case may be, in collecting fines. Just let the student participate in the events of the club meetings in whatever way is most appealing in your club.
4. Involve your student occasionally in the club meeting, whether this means telling about a school event in which the student participated, or telling a bit about what life is like at home, or what event of interest has happened recently, or whether this means passing the hat, or pot, as the case may be, in collecting fines. Just let the student participate in the events of the club meetings in whatever way is most appealing in your club.
5. Celebrate the special occasions in your student's life, be it a birthday, graduation, Christmas, or whatever. This is a nice way to let your exchange student know that the entire club cares and delights in the special events in his or her life. The gifts need not be fancy or expensive, just enough to show that you remembered. Many clubs use one of these occasions to present the student with a copy of a book on their specific area, a way to share a visual experience with the folks at home after the exchange is over, to say something about a lasting memory of the time here.
6. Involve as many Rotarians and their families as possible with the student outside of Rotary meetings. The Rotarians could have the student over to dinner, out for an evening, for a weekend at the shore, skiing, or a shopping trip.
7. The Club's leadership should be aware of how their student is doing by having the counselor or Youth Exchange Committee Chairman give a report at the monthly board meeting. The report should include at least the following:
 - a. Any achievements of note since the last Board meeting.
 - b. Status of student/host family relations.
 - c. School performance.
 - d. Rotarian involvement with the student in the past month.
 - e. The student's plans in the immediate future.
 - f. Any problems that should be dealt with by the Board.

There are a lot of rewards for the club who takes a strong interest in their student, and who includes the student in as many aspects of the club's life as possible. And these are not in just knowing this one student better. Your club will have a much better insight into the world at large and the peoples of other lands. You will be sharing Rotary and Rotary ideals with not just your student, but with many of those who come in contact with your student here and overseas. This is a major way in which your club can build bridges of friendship with other peoples that can last for generations and maybe, influence the course of history for the betterment of mankind. It doesn't take a lot of effort by anyone, just a lot of caring, and of sharing yourselves for one brief moment with a marvelous youngster from another land.

ROTARY INTERNATIONAL YOUTH EXCHANGE PROGRAM

Guidelines for INBOUND and OUTBOUND Students from District 7470

Welcome to the Youth Exchange Program. We hope that your year as a part of Rotary International Youth Exchange Program will be one of the greatest experiences of your life. To help you gain the maximum benefits and enjoyment from this program, the following guidelines have been established for all students while participating in the program.

PLEASE READ CAREFULLY

You and your parents must sign this form. Mail it to us prior to departure. If you have some questions or misunderstandings, you are requested to meet with your counselor to discuss them. Your counselor will contact you periodically during your stay in the foreign country.

RULES

1. **Airline Tickets** - You must use a round trip ticket, the return should be open, however, NO standby tickets are allowed.

2. **Insurance** - You are required to have medical insurance. A policy especially designed for this program is available. The 2002 cost for this policy starts at \$200.00. If you are an outbound you will need this plus what is required by your host country.

3. **Language** - You are in the program to learn about other countries, it's people, culture and history. For you to be a successful exchange student it is necessary for you to speak, write and read in a foreign language. If you are not fluent now, you should spend time improving your ability. You are required to try hard to learn the language of your host country.

4. **Personal Behavior** - You will become part of the host family and assume household duties that are normal for your age (even when things are not specifically requested). You must respect your host family's wishes and requests, especially at meal times, curfew hours, chores, etc. One family may be more informal or formal, and you will be expected to adjust to each family. Remember that you are an ambassador of your country, your family and Rotary. Accordingly you will be expected to maintain a high standard of behavior. You should bear in mind that the ways you conduct yourself will determine whether your Club, family or school will wish to host another student. You will be expected to always be dressed and groomed in an appropriate manner.

5.

Changing Families - You will move when requested by your host Club.

6. **School** - You must attend school regularly and maintain passing grades. This is a high school exchange program and not a holiday. Even if you have graduated from high school, you must attend high school each day and maintain a passing grade.

7. **Drugs** - You are not allowed to use any drugs unless prescribed by a doctor.

8. **Alcohol** - You are not allowed to use any alcohol.

9. **Dating** - You will not have any romantic relationships.

10. **Driving /Operation** - You will not be allowed to operate any motor vehicles including motorcycles, boats, planes, snowmobiles, trail bikes, riding mowers etc. In addition you are not allowed to operate any Power Tools unless supervised in school.

11. **Telephones** - We prefer that students not regularly call home. This can lead to homesickness. You will be expected to pay for any personal telephone use. Natural parents should not call on a regular basis. You will be expected to write or e-mail your family at least monthly.

12. **Smoking** - Students are expected to abide by your host family's policy. In the State of it is illegal for a person under 18 to buy cigarettes. If your application says non-smoker you must abide by that while on your exchange.

13. **Independent Travel** - You may travel with your host family, other approved Rotary families or properly approved trips arranged by schools, etc. It is not the responsibility of your Rotary Club or host family to pay for any trips. Travel alone, or with other young people is not allowed. This is a cultural exchange; the Y.E.P. Chairman must be notified in writing **in advance** for approval prior to any trip out of the state of New Jersey.

If your parents wish to visit you during your stay, please limit the visit to the later part of your year and any visit should be for a brief time. Some parents arrange to visit at the end of

your year. If you are meeting your parents **they** must notify the Y.E.P. Chairman in writing of your plans to travel alone.

14. **Emergency Funds** - You are asked to bring about \$500 dollars U.S. with you to be used as emergency money. The host country sets this amount. This money is to be kept in a bank account cosigned by your host family or counselor. Small day to day expenses will be covered by the allowance given to you by your Rotary Club. Your natural parents should replenish this emergency fund when the funds fall below \$350.00. If you are coming to the U.S. we will accept a bank cash card with \$500.00 available on it instead of the money.

15. **Meetings** - You are expected to attend Rotary functions when requested.

16. **Immunization** - You are required to have your record of immunization with the necessary immunization for the country you will be visiting. The US requires month, day and year of each immunization.

17. **Laws** - The student must obey the laws of the host country. If you violate any law, you can expect no assistance from either Rotary or the government

18. **Change** - Things will be different in the foreign country than from the United States and you are expected to adjust to the customs in that country. If you are not willing to adjust to the local customs you should not be an exchange student.

19. **Computers** - Students are expected to be part of the family. If you spend more than one hour per night on the computer it is too much. You are supposed to be making friends in you host country, not spending all your time e-mailing your friends at home.

All exchange students must follow the rules of the Youth Exchange Program. Students will be sent home for rule infractions.

THE UNDERSIGNED APPLICANT _____, and the undersigned **PARENTS** or **GUARDIANS** of the applicant hereby agree that the applicant be permitted to travel to another country and live in Rotary approved homes as a participant in a Rotary Youth Exchange program for one year.

IN CONSIDERATION of the acceptance and participation of the applicant in such program, the undersigned **APPLICANT** and his or her **PARENTS** or **GUARDIANS**, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all host parents and members of their families, and all members, officers, directors, committee members and employees of the host and sponsoring Rotary clubs and districts, and of Rotary International, of and from all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any such persons or entities, which may be suffered or claimed by such applicant, parent or guardian during, or as a result of, the participation by the applicant in such Youth Exchange Program, including travel to and from the host country.

WE GIVE PERMISSION for any operation, administrative of anesthetic or blood transfusion which a medical practitioner may deem necessary or advisable for the treatment of any illness or injury suffered by applicant.

WE AGREE that the president of the host Rotary Club or the director of any tour or trip operated by any Rotary Club, district or combination of clubs or districts may sign on behalf of the applicant and his or her parents or guardians any and all medical emergency release documents for such treatments. Having read and understood the above rules, we each agree to abide by these rules and understand that any violations may result in abrupt termination of the exchange, and we further agree that the host Rotary Club and host Rotary district shall have final authority in enforcing these rules and any other rules which may be imposed with due notice.

(Signature on all copies must be original.)

Signed* _____
(Applicant)

Signed* _____ Signed* _____
(Father/Guardian) (Mother/Guardian)

In the presence of Sponsor Rotary Club Representative* _____
(Signature)

Dated this _____ Day of _____, 20 _____

Name and address of school which student will attend (if applicable): _____

Do you have neighbors or friends with secondary school-aged children? _____

Please list your hobbies and special interests: _____

Please list the hobbies and special interests of your children: _____

Organizations and clubs to which family members belong: _____

Have family members lived or traveled abroad? If so, outline which member traveled abroad, the year and where they went.

Please indicate if you have pets in your home: Cats Dogs Other(s): _____

Please indicate if you are applying to host a student for:

short-term (2-6 weeks) academic year (3-4 months)

Please indicate the following: My family can receive a: Boy Girl Either

Would prefer to host a student in the: Fall Winter Spring Summer

Please indicate your feelings about a student who smokes:

Will receive smoker Prefer non-smoker, but will accept smoker Will not receive smoker

Will the student share a bedroom? Yes No If yes, with whom? _____

Indicate briefly your main reasons for wishing to participate in this type of program: _____

Please describe other hosting experiences you have had: _____

Please list three personal references (including their addresses and phone numbers):

1. Name _____ Relationship to you _____

Address _____

City, State _____ Postal Code _____

Residence telephone _____ Business telephone _____

2. Name _____ Relationship to you _____

Address _____

City, State _____ Postal Code _____

Residence telephone _____ Business telephone _____

3. Name _____ Relationship to you _____

Address _____

City, State/Province _____ Postal Code _____

How did you learn about Rotary and hosting exchange students? _____

If you have any additional comments you would like to include please use the space provided below:

Do you know of any other families that may wish to host students? If yes, please list their contact information below:

If selected as a host family, do you agree to treat the student as your own son or daughter and to provide appropriate parental supervision? Yes No

(Page 1-3 should be copied and kept by host club. Originals of all four pages and any sealed envelopes are to be forwarded to the District Youth Exchange Chair. For use by Youth Protection Officer and Risk Management Chair and permanent secure storage.)

Host Parent Declaration

I understand the nature of my role and responsibilities as a host parent for Rotary International District 7470 Youth Exchange program. I confirm that I have received a copy of the District 7470 Youth Exchange Student Protection Policy Mission Statement and the Guidelines for Safeguarding the Welfare of Youth Exchange Students and I have read and understood the content.

I accept my responsibility to care for the District 7470 Exchange Student.

I confirm that there is no reason whatsoever why I should not have access, unsupervised or otherwise, to children or young people while serving as host parent for Rotary International District 7470 Youth Exchange Program. I have declared all my previous criminal convictions to this organization. There are no criminal convictions, civil findings or injunctions relevant to this application. I grant permission to Rotary International District 7470 Youth Exchange Program, Inc. to investigate my suitability as a host parent by doing background checks.

Please attach a *sealed* envelop, with any criminal convictions enclosed, to this application (**To be reviewed by the District Risk Management Chairperson**) (**Not to be opened by anyone else**).

Husband Form of ID _____ Wife Form of ID _____

Please sign below:

Husband's Name Printed _____

Husband's signature: _____ Date: _____

Husband's Date of Birth _____

Husband's SSN# _____

Wife's Name Printed _____

Wife's signature: _____ Date: _____

Wife's Date of Birth _____

Wife's SSN _____

Children over 18 who live at home fill in below:(if you need more space fill in below)

Child's or other person's Name _____

Child's or other' Signature: _____ Date: _____

Child's or other person's Date of Birth: _____

Child's or other person's SSN _____

Also need above for any who lives in the home who is over 18.

ROTARY INTERNATIONAL
DISTRICT 7470 YOUTH EXCHANGE
DISTRICT APPLICATION FORM

This form may be completed on the Internet at - Web Page: <http://www.YouthExchangeNJ.org> (Full year or 3 week)

(Circle one)

Name of Applicant: _____ Sex: _____

Address _____ Phone #: _____

_____ Fax #: _____

_____ E-mail: _____

Birth Date: _____ Citizenship: _____

Name of School Attending: _____ Present Grade Level: _____

Language (s) Studied: _____ Proficiency: _____

Extracurricular Activities, Interests & Hobbies: _____

Reasons you wish to become an exchange student: _____

What do you hope to accomplish during and after your exchange? _____

Parents' Names: _____

Address: _____

Brothers and Sisters: Name _____ Age: _____

Name _____ Age: _____

Do your parents support you in your quest to become an exchange student? Yes Unsure No

As part of being an Exchange Student, your family is expected to be a host for an Exchange Student for three to four months
If you are unable to host, please list families who may be willing to host an Exchange Student.

Name: _____ Phone: _____

Address: _____

Date: _____ Applicant's Signature: _____

Return to: _____ Rotary Club, at _____

or Georga Brown, Outbound Coordinator – 30 Quabeck Ave., Irvington, NJ; 07111-2806
973-373-1356 (H) E-mail: outbound@youthexchangenj.org