Short Term Exchange Checklist

For District Youth Exchange Officer

# PLEASE COMPLETE AND RETURN with One Required Application and payment

# TO ESSEX STEP CHAIR Ed Skwirz

***YOU CAN TYPE ON THIS FORM FROM YOUR COMPUTER***

|  |  |
| --- | --- |
| Student Name |  |
| Country Choices 1 |  |
| 2 |  |
| 3 |  |

Contact Person after the exchange is arranged (District Chair or YEO)

|  |  |  |  |
| --- | --- | --- | --- |
| Host Rotary Club |  | ESSEX District Number |  |
| Position  |  |
| Address |  |
| City |  | State |  | Zip |  |
| E-mail |  |

**Place an (X) in block below when completed**

|  |  |
| --- | --- |
|  | **Yes, applicant and host family were interviewed in home by the Rotary Club** |
|  | **Yes, the district provided an orientation to the applicant** |
|  | **Yes, A completed insurance application and check made payable to CISI was sent for policy B (Check One)****\_\_\_\_\_ One month policy cost of $76.00****\_\_\_\_\_ Three month policy cost of $208** |
|  | **Yes, Host Family Application completed (Online at** [**http://bit.ly/ESXhfa**](http://bit.ly/ESXhfa) **). An email will be sent to the family with the background clearance process for anyone 18 and over living in the household during the time of the exchange. (Please be sure No information is placed in any of the Host Blocks on Page 7 this is to be completed by the Hosting District)**  |
|  | **Yes, Request travel arrangements through ESSEX travel agency****Leave blank for NO** |
|  | **Yes, student was invited to a Rotary Club meeting** |
|  | **Yes,** **All signatures are on the application** |
|  | **Yes, Check attached for $125 payable to ESSEX STEP application fee** |
|  | **Yes, Enclosed one completed application with a copy of this checklist and check** |

**Foreign Student Guarantee Form Instructions -** Host Family (family where foreign student is being hosted)

The host family should complete their Section and then give it to the Club YEO to complete their Section. The Club YEO then sends it to the District to complete their Section. The District then sends the completed Guarantee form to the ESSEX Short Term Exchange Contact that sent it to you.

The form must be completed, signed, and dated as directed in all sections - **This is REQUIRED**

**After travel arrangements are completed** the date of departure **MUST BE FORWARDED BY EMAIL:**

**CISI Bolduc**: Attention Ted Cenatiempo Email: Tcenatiempo@culturalinsurance.com

**AND**

 **ESSEX STEP** Edward M. Skwirz, Chairman Email: essexstepeds@Verizon.net