**District Short Term Chair Instructions**

01. Read the ESSEX short term handbook in its entirety.

02. Distribute the ESSEX short term handbook to all clubs STEP Chair’s. You may make copies of them as you need them.

03. When you receive the two sets of short term applications (2 copies):

a. Check for completeness. Make sure all are signed

b. Make sure that the club chair and district chair information has been completed and is legible! (Do not expect the country contacts to keep you informed if we don’t have or can’t read the names and addresses.) Please include the email addresses if they have one. **(PLEASE TYPE!)**

c. Complete every portion of the YEO checklist that pertains to you. Please pay particular attention to the country choice section on the checklist for YEO. We need to know at least 3 choices in case the 1st choice does not work out. **When the checklist is completed the application package will be correct and complete. The application package that is sent to the Short Term Chairman must consist of one completed application, a check made out to ESSEX STEP in the amount of $125.00, A completed CISI-Bolduc insurance application with a check made out to CISI-Bolduc in the amount of $76.00 for a 3-4 week exchange or if the exchange is in a southern hemisphere country the cost is $208.00 for a 6 week exchange. A Short Term policy B is MANDATORY in either event, and a completed YEO checklist. See the ESSEX STEP Application Procedure on our website.**

d. Keep one completed short term application for your records.

04. Contact the ESSEX Chairman (ED Skwirz) if you have any questions. The short term program is very flexible. If you have any special requests or different situations, please feel free to ask. The rules for this program are not as rigid as the long term program.

05. Plan a district orientation for the short term exchange students and their families.

06. **Short Term Changes Effective as of Wednesday, October 8, 2014**

 Short term families and counselors must register through the Portals just like the long term. The application process fee is $125. All background checks will now be covered by ESSEX. The link to use for the Host Family Application is: <http://bit.ly/ESXhfa>

 They only need two references and will need their email addresses only. Remember they cannot be related or a Rotarian.

 **Students will process their application package the same as always.**