

Document	Form	Date	Notes
ESSEX Inbound Student Index	IB99	07/25/10	
	"A" audit	Document	
Student Forms			
Inbound Student Tracking	IB1- "A"	07/25/10	For District/Club YEO to track student contact throughout the year
Copy & Insert Inbound Documents	IB5- "A"	07/25/10	District - make copies of these documents for the student file
INB Dist Chair App Checklist	IB9	12/06/09	District - keep copy with the student file (comes with the application from the Country Contact)
INB Club Chair App Checklist	IB13	12/06/09	District - keep copy with the student file (comes with the application from the Country Contact)
INB Electronic Hosting	IB21	12/06/09	Club YEO should send copy to District Chair
School Letter Explanation	IB25A	12/06/09	School letter should accompany the Guarantee Form
School Admission Letter	IB25- "A"	12/06/09	
School Checklist	IB29- "A"	02/15/09	Confirmation that school received information
Inbound Info Letter	IB33- "A"	07/25/10	Student must receive prior to arrival; must document
Resource List	IB37- "A"	07/25/10	District should complete with at least the local resources and send to student prior to arrival (accompany Info ltr)
Inbound Rules	IB41- "A"	10/29/09	District should receive signed copies prior to arrival (accompany info ltr)
Independent Travel	YE325- "A"	10/23/09	District should receive signed copies prior to arrival (accompany info ltr)
Student Receipt	IB45- "A"	02/15/09	Signed copies returned prior to arrival
Student Orientation Record	YE329- "A"	07/12/09	Signed confirmation of student orientation
<ul style="list-style-type: none"> Section One: Topics to Discuss 			
<ul style="list-style-type: none"> CISI Bolduc Information To purchase insurance online 			https://webapps.aifs.com/RotaryOnline/Agreement.aspx?agree=N
<ul style="list-style-type: none"> CISI Bolduc Information Insurance coverage and claim procedures 			http://www.culturalinsurance.com/rotary/rotary_medical_forms.asp
<ul style="list-style-type: none"> Travel Arrangements, Permission and Requirements – Outbound Student Only 			
<ul style="list-style-type: none"> DOS Welcome Letter April 2010 - "A" DOS Toll Free Number Flyer- "A" 			
ID Card	YE333- "A"	07/25/10	Student receives ID card per host family (keep copy)
Training Roster	YE301- "A"	07/25/10	for use with training session, ie YEO, counselors, IB Student, OB students, OB parents, etc
Monthly Report	YE305- "A"	07/25/10	student must submit report for each month of their exchange

Incident-Complaint Report	YE309	02/15/09	for pertinent incidents or complaints that IB students report during their exchange year: send copies as noted on form
Post Eval - Student	YE313	02/15/09	student must complete at end of exchange, prior to departure
Post Evaluation - School	IB49	02/15/09	school representative to complete at the end of the school year

MISC FORMS /VOLUNTEER			
Student Protection Policy Appendex A "Personal Information"	YE317- "A"	07/25/10	One per volunteer
Volunteer Reference Form	YE318- "A"	07/25/10	Two references per volunteer
Student Protection Waiver	YE321- "A"	07/25/10	Each volunteer 18+ of age must complete waiver for background check – If Rotarian once every 5 years, if not Rotarian every year DO NOT SAVE A COPY – CONFIDENTIAL – ORIGINAL TO CBC to process