

| 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 |

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| 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 |

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| 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 |