

2012  
Instructions for a Club Short Term Chair

01. Read the 2012 ESSEX short term handbook in its entirety.
02. Be sure each candidate receives a copy of this 2012 ESSEX short term handbook. You may print copies of them as you need them.
03. When you receive 4 sets of short term applications from the applicant:
  - a. Check for completeness. Make sure all are signed
  - b. Print out a YEO checklist. Complete what pertains to you. If the checklist is complete, the application package will be correct.
  - c. Note that you are **required** to hold an interview with the candidate in his/her home. The purpose of this interview is to make sure that both the candidate and the parents are in favor of this exchange. Also, it allows you to be sure that the home and family are worthy of the exchange. 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 1<sup>st</sup> 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 district chair should consist of 3 sets of completed applications, a check made out to ESSEX STEP in the amount of \$65.00, A completed CISI-Bolduc insurance application with a check made out to CISI-Bolduc in the amount of \$61.50 for a 3-4 week exchange or \$169.00 for a 6 week exchange. A Short Term policy B is MANDATORY, and a completed YEO check list.
  - d. As you interview the candidate, we ask that you get as much specific information on the country choice for us and write it on the checklist. We would like as many options as possible.
04. Keep 1 completed application for your file and send the remaining 3 complete applications to your District Chair.
05. Contact your District Chair 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.
06. Hosting family and anyone 18 years old or older living in their household must have a National Criminal Background Check. This will be done by ESSEX CBC at a cost of \$7.00 each. You could add this cost into your district fee.