

2012

### Instructions for a District Short Term Chair

01. Read the 2012 ESSEX short term handbook in its entirety.
02. Distribute the 2012 ESSEX short term handbook to all clubs STEP Chair's. You may make copies of them as you need them.
03. When you receive a set of short term applications (3 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 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 Short Term Chairman must consist of 2 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 checklist..
  - d. Keep one set of the 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. The 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. The cost for the Background checks could be added into the district fee.