

You don't have to send this exact letter but the information included in this letter must be shared with the student and family prior to their arrival.
If you email the information you must make a copy of the email for the students file



District _____

ROTARY YOUTH EXCHANGE PROGRAM

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

TO: All Inbound students

GREETINGS from our Rotary District in _____, USA. Enclosed are many forms that you and your parents (or legal guardians) must read and understand. Both of your parents (or legal guardians) **must sign** the PARENTAL CONSENT FORM and PARENTAL PERMISSION FORM and have **your medical doctor** complete the ___ Department of Health CERTIFICATE OF IMMUNIZATION. A student cannot be admitted to school in our district without immunizations. Return these 3 documents at once, VIA AIR MAIL, to the address above **no later than** _____. You must purchase our Rotary Youth Exchange **INSURANCE before you arrive in the USA.** Please complete the application online and notify me when you have submitted it (Email: _____).

TRAVEL PLANS:

IMPORTANT: BEFORE you buy your airline tickets, please send a copy of this letter to your Rotary District Youth Exchange Program (YEP) Chairman.

1. AIRLINE TICKETS: you must buy a pre-paid "Round Trip" ticket which permits you to arrive and depart from _____ as your final destination (the airport listed on the Guarantee Form). Purchase a ticket that will allow at least one change of return date with minimal penalty. We will NOT drive to any other airports when you arrive or leave. Make all flights to the USA with a connecting flight to _____. All students will return **directly** to their home country no later than June 30 unless permission to remain has been granted by the Host Rotary Club and District YEP prior to May 31st. Permission to remain will only be granted in situations where the student has a justifiable reason (such as, but not limited to, invitation to travel with host family or Rotary counselor) to stay past the June 30 deadline.
2. Travel **directly** to the USA and final destination. Do not plan additional travel between leaving home and arriving in your destination airport.
3. **All students should arrive August _____, if possible.** Tell us immediately of your flight arrangements. This should include:
 - a) Date and time of departure
 - d) Date and time of arrival

b) name of airline(s)

e) flight number(s)

c) intermediate airports/layovers

Always use local dates and local times. Be careful if you cross the International Date Line!

4. Your host Rotary Club and host families will be sent your travel information through the District YE Chair. You must contact them directly with a letter about yourself and flight information.
5. If there is a last minute change in your flight plans before leaving from your home, contact your club counselor immediately via telephone. In addition, my telephone numbers are shown above. You may also contact BOKOFF-KAPLAN TRAVEL (Monday through Friday, 8:00 AM - 5:00 PM) at **1-800-888-5275**. Start all messages with your name and country, and ask the message be forwarded to me.
6. If you are on the way and there is a change in the travel plans, contact me at once by telephone. Ask your airline to assist you in doing so. Should you be unable to reach me, call your HOST (USA) Rotary Club YEP Counselor or your Host Family. Bring the phone number of your host chairman and host family with you when traveling.
7. Your hosting Club Counselor will arrange for someone to meet you at _____

AIRPORT, _____, _____.

IMPORTANT: Do NOT leave the airport if you arrive early. Immediately walk to the airport baggage claim area upon arrival. Your Rotary representative will meet you at the baggage claim area (or outside of the Customs area for international flights). Listen to the loudspeakers of the public address system in case your name is called. If you miss the Rotary representative (or in case they are late getting to the airport), proceed as explained above under #6.

ENROLLING IN AN AMERICAN HIGH SCHOOL AND COURSE SCHEDULING:

1. Most American High Schools offer a great variety of courses from which a student can choose, including sports and other extra-curricular activities. You will be permitted to select classes to make your own schedule according to ability, need (to graduate) and interests. Participation in sports must be approved by the schools and is not guaranteed. High school graduation is not a part of this program and may not be permitted by your school.
2. The most difficult part of choosing the classes is to put you in the correct level for your ability. Your knowledge of English is most important in order to select your classes. For this reason, make sure an **OFFICIAL** (signed) **SCHOOL TRANSCRIPT** with the last 3 years of grades, was included with your application or you can mail one to your District Chair before you leave for the USA. In addition, you **MUST** provide the school with a **translated "written English language summary" of your complete academic course work and include an explanation of your present school's marking (grading) system.**
3. Please discuss your educational needs before leaving home with both your parents AND your present school's headmaster/principal. There might be courses you must take during your year in the USA, considering future university and other professional training you expect to take. Obtain this information in writing.

EXTRA MONEY REQUIREMENTS:

1. A monthly **allowance** from the host Rotary Club will be provided. However, you will need extra money for clothes, trips, gifts, entertainment, etc. You and your parents should agree on a budget before leaving home. This should also include \$_____ (US Dollars) for an **EMERGENCY FUND**, which is given to your host club when you arrive and refunded when all expenses have been covered through the end of your year. The emergency fund is only to be used for unexpected expenses such as inoculations or doctors' visits.
2. During the year, you will be invited to participate in many events that are educational, interesting or fun. These events will cost money - for hotel, food, transportation, etc. Unless your local hosting Rotary Club or District Youth Exchange committee inform you otherwise, you are expected to pay such costs. Make sure you have this

money before you sign up for trips or events.

3. You will find that Rotary Clubs and Host Families are very generous, friendly, loving and caring. However, **DO NOT EXPECT** them to pay for things that are your responsibility.
4. **CLOTHING:** the weather in is rather warm and at times very hot during the summer (34°C) and from November until March it can get very cold (down to - _____ °C) with a varying number of inches of snow on the ground. Bring proper clothing for our climate or bring money to purchase additional clothes. **IMPORTANT:** try to discuss this subject with someone who has visited this area, perhaps a recently returned exchange student.
5. Please **DO NOT** bring more than \$1000.00 (US) with you. Once here, you can always ask your parents to send more money, or have it available through a credit/debit/money card. We want you to live like an "average American student" and they usually do not have much money to spend on luxuries (it will be one of your surprises!) However, if you will need to buy clothes (winter coat, boots or shoes) the \$1000 may not be enough for the year. Please discuss this with your parents **BEFORE** you leave home. In many host families, it may be possible to borrow some things you do not use at home. Also, find out the easiest and least expensive ways for your parents to send money to you in **YOUR** name - debit card, credit card (VISA/MasterCard), or MAC bank card.

REMEMBER: You do not need a lot of money to have fun and to enjoy your stay with us. But, we want you to know ahead of time what expenses you may have during the year. Ours is **NOT** a travel for fun program. It is a learning program. You will find many learning opportunities. Make the best of it and it will affect your entire future.

GUARANTEE FORM:

Your guarantee form is currently being processed for signatures. Once completed, the guarantee form will be delivered to you through our ESSEX country contact.

SUMMARY:

Carefully review all of the information given. If you have questions or problems with this information.....

1. Discuss it at home with your Rotary Club and/or your Rotary YEP officials in your home Rotary District.
2. Discuss it with your appointed Host Club Counselor or Host Family upon your arrival here.
3. It's important that all your questions are answered as soon as you arrive and that you are properly introduced to your school, club, town, etc.
4. In our District, the Rotary Youth Exchange Committee arranges an **INBOUND ORIENTATION**. At this meeting, you will meet other Inbound Rotary students, review the rules, calendar of events for the year, and have your questions answered.
5. During your exchange year you will attend several meetings that you **MUST ATTEND**. The District YEP Calendar of Events will list them. Additional information about each event is mailed close to the event date.

IMPORTANT: Our Rotary Youth Exchange Program is administered and supervised by the District YEP Committee and **NOT** by individual Rotary Clubs. All your official paperwork must be sent to the District address shown above.

ALWAYS REMEMBER: Expect the unexpected and know how to deal with it!

Have a safe, enjoyable trip! We are looking forward to meeting you just as soon as possible.