



# ESSEX INBOUND STUDENT FILE



## Exchange Student Monthly Report

Students Name \_\_\_\_\_ Date \_\_\_\_\_

Sponsored by Rotary Club of \_\_\_\_\_

Hosted by Rotary Club of \_\_\_\_\_

Present Host Family \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Counselor Name \_\_\_\_\_ Phone \_\_\_\_\_

Did you receive a monthly allowance this month? **Yes No** How much did you receive? \_\_\_\_\_

Do you attend Rotary meetings? **Yes No** If so - How often? **weekly semi-monthly monthly**

What other Rotary function/events have you attended this month? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Public speaking engagements (i.e. Rotary gatherings, church, etc.) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Have you been the guest of any Rotary members other than your host families?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what have you done with them (eg. gone to their house for dinner, gone on a trip)?

\_\_\_\_\_  
 \_\_\_\_\_

When did you last meet with your counselor? Date \_\_\_\_\_

What did you do with your counselor? Where did you meet or go?

\_\_\_\_\_

Have you experienced any illness or difficulties or problems with host family, school, etc?

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Press, radio or TV interviews that involve you. (Please attach press clippings)

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Please tell us how you feel about your relationship with each of the following:

	Excellent	Good	Average	Poor
Host Club				
Club Counselor				
Current Host family				
School friends				
Natural parents				

Please explain any unsatisfactory relationships and list ways in which you think that they can be improved. \_\_\_\_

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Do you have any additional concerns, questions, or problems that we can help you with or you would like to make us aware of? \_\_\_\_\_

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Signature \_\_\_\_\_

Send this form to: **\*\*You can email the information in this report for convenience. Student must send report monthly.**

Please remember to include a personal letter to your Youth Exchange officer. They want to hear how you are doing! Comment on how you feel about being an exchange student in a different culture. What are your challenges? Success stories?



### EXCHANGE PROGRAM TRAINING

DISTRICT \_\_\_\_\_ ATTENDANCE ROSTER Date: \_\_\_\_\_

\_\_\_\_\_ Club Counselors/YEO \_\_\_\_\_ Outbound Parents \_\_\_\_\_ Outbound Student  
\_\_\_\_\_ Host Families \_\_\_\_\_ Inbound Students

\*\*agenda of training must be attached

Please print and sign your name below and list which Rotary Club you participate with to document your attendance at this Training Session. Thank you.

1.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
2.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
3.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
4.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
5.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
6.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
7.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
8.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
9.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
10.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
11.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
12.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)
13.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)



### EXCHANGE PROGRAM TRAINING

DISTRICT \_\_\_\_\_

ATTENDANCE ROSTER

Date: \_\_\_\_\_

\_\_\_\_\_ Club Counselors/YEO

\_\_\_\_\_ Outbound Parents

\_\_\_\_\_ Outbound Student

\_\_\_\_\_ Host Families

\_\_\_\_\_ Inbound Students

\*\*agenda of training must be attached

Please print and sign your name below and list which Rotary Club you participate with to document your attendance at this Training Session. Thank you.

14. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

15. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

16. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

17. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

18. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

19. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

20. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

21. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

22. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

23. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

24. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

25. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)

26. \_\_\_\_\_  
(print your name here) (your Signature here) (Club)



# POST EXCHANGE STUDENT EVALUATION

**Student's Name:** \_\_\_\_\_

To help us continue to improve our program, please answer these questions as honestly and with as much detail as possible. Please feel free to attach additional sheets if necessary.

\_\_\_\_\_  
Name Host country

\_\_\_\_\_  
Sponsoring Rotary club Sponsoring Rotary district

\_\_\_\_\_  
Hosting Rotary club Hosting Rotary district

### Orientation

How would you rate the orientation/training you received prior to departing on your exchange?

- Excellent
- Good
- Adequate
- Poor

Please Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you suggest to improve the pre-departure orientation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the most helpful or what did you like best about the orientation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were you well prepared for the challenges of spending a year abroad?  Yes  No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you understand Rotary and the purpose of the exchange well enough before you left?  Yes  No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you receive orientation when you arrived in your host country?  Yes  No

If yes, how would you rate the orientation/training you received in your host country?

Excellent  Good  Adequate  Poor

Please Explain: \_\_\_\_\_  
\_\_\_\_\_

### The Year Abroad

How often were you invited to attend Rotary Meetings?

Weekly  Bi-monthly  Monthly  Never  Other

Please Explain: \_\_\_\_\_  
\_\_\_\_\_

How often did you interact with the Rotary club members (outside of meetings, host parents who were Rotarians)?

Frequently  Occasionally  Rarely  Never

Please Explain: \_\_\_\_\_  
\_\_\_\_\_

Did your hosting Rotary club meet your expectations? Why or why not? : \_\_\_\_\_  
\_\_\_\_\_

Did you have a Rotary counselor?  Yes  No Portion of the year: \_\_\_\_\_  
\_\_\_\_\_

If yes, how often did you meet with your counselor?  Weekly  Bi-monthly  Monthly  Never  Other Please Explain: \_\_\_\_\_  
\_\_\_\_\_

Was your counselor available when you had a problem or concern that you wished to discuss?  Yes  No

If no, whom did you talk to? \_\_\_\_\_

Did you receive your monthly allowance each month?  Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

If yes, how much allowance did you receive? \_\_\_\_\_  
(Provide figures in both their currency and your currency.)

Was it enough?  Yes  No What did you use the money for? \_\_\_\_\_  
\_\_\_\_\_

How many host families did you stay with during your exchange? \_\_\_\_\_

How would you describe your relationship with your host families

1st host family     Excellent     Good     Adequate     Cause for concern

2nd host family     Excellent     Good     Adequate     Cause for concern

3rd host family     Excellent     Good     Adequate     Cause for concern

What do you feel is the best way to communicate, considering your host country's telecommunications?

Fax     Mail     Telephone     E-mail     Other ? \_\_\_\_\_

How would you rate your travel arrangements?

Excellent     Good     Adequate     Poor ?

How would you rate your insurance provider?

Excellent     Good     Adequate     Poor ?

Did your sponsoring Rotary club/district and Youth Exchange chairperson maintain adequate communication with you while you were abroad?

Yes     No

If no, what could be done differently? ? \_\_\_\_\_

What was the most important thing you learned or gained by being an exchange student? ? \_\_\_\_\_

What were the most significant experiences during your year? ? \_\_\_\_\_

**Your Return Home**

Would you like to remain involved with Rotary? Yes No

Would you be interested in keeping in contact with other former Youth Exchange students? Yes No

In general, how are you feeling about being home/going home?

Excited Happy Unsure Sad Other ? \_\_\_\_\_

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Are you currently experiencing any problems or concerns? Yes No

If yes, please explain: ? \_\_\_\_\_

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Was the whole experience what you expected? Yes No

Please explain: ? \_\_\_\_\_

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Please comment on ways we can improve the exchange program overall: \_\_\_\_\_

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Additional comments: ? \_\_\_\_\_

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Thank you for your participation

>>> To be retained in the District files



# POST EVALUATION – SCHOOL

Thank you for accepting our Rotary Exchange Student into your high school for the past academic calendar year. To enable the district and club committee to evaluate and improve our program please answer the questions below.

**PLEASE MAIL THIS COMPLETED FORM TO THE ROTARY CLUB COUNSELOR AFTER THE ROTARY EXCHANGE STUDENT HAS COMPLETED SCHOOL**

INBOUND EXCHANGE STUDENT NAME: First \_\_\_\_\_ Last \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

	SCHOOL OFFICIAL
NAME (Print) & TITLE	
SIGNATURE	
DATE	

- Did the Rotary Exchange Counselor adequately explain the exchange program prior to the student's enrollment?  
Yes  No
- Did you receive the Rotary Exchange Student's forms necessary for enrollment in sufficient time prior to the first day of school?  
Yes  No
- How frequent was your contact with the hosting Rotary Club while the Rotary Exchange student was enrolled in your school?  
At least once a month  Occasional  Rare
- How would you describe your schools' overall experience with the Rotary Exchange student?  
Outstanding  Very Good  Satisfactory  Less Than Satisfactory
- Would your school consider accepting future Rotary Exchange Students for enrollment in your high school?  
Yes  No

If Yes, what is the best time of year to present a Rotary Exchange Student to your board for approval for the upcoming year? \_\_\_\_\_

- How does the Rotary Student Exchange Program compare to other exchange programs?  
Better  Same  Not as Good

8. What improvements can the Rotary Student Exchange Program make that would be of help to your school?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Thank you in advance for completing this form.*



## Host Family Change Form

All inbound students are required to submit the information below when they change host families. This report must be filed within 5 days of the student's move, in order to allow US government authorities to be properly notified. Failure to do so could put the student at risk for deportation.

Student name:

Student e-mail address:

Student cell phone number:

Please provide the following information in reference to your new host family:

Date of move to new family:

Full name of new host father:

Full name of new host mother:

Street address:

City:

Zip code:

Home phone number:

Host father's cell phone number:

Host mother's cell phone number:

Host father's e-mail address:

Host mother's e-mail address:

Student: Complete this form and return to your District Chair or Inbound Coordinator as soon as you change your host family.

District: Host Family Changes MUST be reported to ESSEX INBOUND COORDINATOR within 5 days of change.



# Incident Report

Send all pages to RI for all in or outbound students  
For inbounds, send this page only to **US Department of State** [jvisas@state.gov](mailto:jvisas@state.gov)

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Program No. \_\_\_\_\_

## A. PARTICIPANT INFORMATION

Last Name:		First Name:	
SEVIS Number:		Country:	
DOB:		Program Dates:	
Overseas Partner:		Regional Manager:	
Host Family Name & Address:		Regional Director:	
Host Family Phone:		Community Rep:	
Other Parties Involved: (contact information)			

## B. SUMMARY

Nature of Incident			
Date of Occurrence		Date of 1 <sup>st</sup> Report to Sponsor	

## C. ACTION TAKEN

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## D. NEXT STEPS/PROPOSED SOLUTION

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## E. UPDATE:

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## ROTARY INTERNATIONAL INCIDENT REPORT

**Include the first page of this report with the remainder of this document to report to RI any incident or allegation involving the actual or alleged sexual exploitation or abuse of an exchange student.**

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Instructions: Complete the following questions as thoroughly as possible. If a question does not apply to this situation, please enter "NA". Incident reports should be submitted immediately to the following:

- 1) ESSEX Student Protection Officer, 2) ESSEX Chairperson, 3) RI at [youthexchange@rotary.org](mailto:youthexchange@rotary.org), to the attention of [Niki Zohrab](#), and 4) Hosting District Chair/District Governor
- 2) Please continue to update as further information develops.

<b>1) Time of incident</b>	
<b>2) Name, Title, and Contact Information of incident reporter</b>	
<b>3) Districts: Sending &amp; Hosting</b>	
<b>4) Clubs: Sending &amp; Hosting</b>	
<b>5) High School name and address</b>	
<b>6) Is the youth in a safe place? Where is the youth now?</b>	
<b>7) Alleged offender: Name Relationship to the youth who has reported the incident; Role in the program; If Rotarian, club name</b>	
<b>8) Location of alleged incident (including event, city, state/province, country)</b>	
<b>9) Has the alleged offender been removed from the youth program?</b>	
<b>10) Has the sending district been informed of the incident? When? By whom?</b>	
<b>11) Have the legal guardians been informed of the incident? When? By whom?</b>	

<p><b>12) What support services have been offered to the youth? What services is he/she receiving and who is providing them?</b></p>	
<p><b>13) Was anyone present at the time of the incident other than the youth and alleged offender?</b></p>	
<p><b>14) Who reported alleged incident to the district/club?</b></p>	
<p><b>15) Who in the district/club has been informed of incident?</b></p>	
<p><b>16) Have the district program chair, district governor and district protection officer been informed of the incident?</b></p>	
<p><b>17) Has the alleged incident been reported to local and/or State law enforcement and/or child protective services?</b></p>	
<p><b>18) Is the incident being investigated by police/protective services?</b></p>	
<p><b>19) Have any official charges been filed? If so, what are the charges?</b></p>	
<p><b>20) What assistance, if any, is being requested?</b></p>	
<p><b>Further comments:</b></p>	



## STUDENT PROCEDURES

If you are sexually or physically assaulted, abused, or are accused of sexually or physically assaulting or abusing another person, you should follow this procedure:

### 1. Report the situation immediately where you feel most comfortable:

- ▶ Local host Club Rotary Youth Exchange Counselor, District Student Protection Officer, ESSEX Student Protection Officer, the chair or any member of the District Youth Exchange Committee, District Governor or ESSEX Hotline 1-866-683-0533
- ▶ If you are not comfortable talking to a local person, contact a trusted Rotarian at home.
- ▶ Your call will be received in a sensitive and confidential manner. Each of the above individuals has been trained to deal with this type of situation.

2. If appropriate action is not taken when you report the situation, report it again and continue until someone takes it seriously. Make sure that it is understood that you are serious.

3. Intuition is not psychic nonsense. Trust your instincts. It is better to be embarrassed than to be a victim.

*Rotary International is committed to protecting the safety and well being of Youth Exchange students and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the guidelines provided herein. The safety and well being of students is always first priority.*

## DEFINITIONS

**Sexual Abuse:** Engaging in implicit or explicit sexual acts with a student or forcing or encouraging a student to engage in implicit or explicit sexual acts alone or with another person of any age, of the same sex or opposite sex. This includes but is not limited to:

- ▶ Non-touching offenses
- ▶ Indecent exposure
- ▶ Exposing a child to sexual or pornographic material

**Sexual Harassment:** Refers to sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse. It is a technique used by sexual predators to desensitize or groom their victims. Examples include, but are not limited to:

- ▶ Sexual advances; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about one's sexual activity, deficiencies or prowess
- ▶ Verbal abuse of a sexual nature
- ▶ Displaying sexually suggestive objects, pictures or drawings
- ▶ Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures and suggestive or insulting comments

Prepared by the  
Eastern States Student Exchange, Inc.  
07-06



# Student Protection Policy

## DISTRICT POLICY AND PROCEDURES

### Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

*Adopted by the Rotary International Board of Directors, 11/02*

## **ALLEGATION REPORTING GUIDELINES**

*For adults to whom a student reports an incident of abuse or harassment*

### **1. Report from student:**

- ▶ **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. Listen and be encouraging. Do not express shock, horror or disbelief.
- ▶ **Protect the student.** Ensure the safety and well being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Reassure the student that this is for his/her own safety and is not a punishment
- ▶ **Get the facts, but don't interrogate.** Ask the student questions that establish what was done and who did it. Reassure the student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the student's story to the proper authorities.
- ▶ **Be non-judgmental and reassure the student.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the student. Assure the student that the situation was not his/her fault and that it was brave and mature to come to you.
- ▶ **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- ▶ **Record.** Keep a written record of the conversation with the student as soon after the report as you can, including the date and time of the conversation. Use the student's words, and record only what has been told to you.

2. **Report this information** as soon as possible to the hosting Club Youth Exchange Counselor, District Student Protection Officer, or ESSEX Student Protection Officer, providing none are the accused individual. This person will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.
3. **Avoid gossip and blame.** Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.
4. **Do not challenge the alleged offender.** The adult to whom the student reports must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. *In cases of non-criminal harassment, the District Student Protection Officer and District Governor are responsible for investigating, and will be in contact with the alleged offender after the student has been moved to a safe environment.*
5. **Follow-up.** After appropriately reporting the allegations, follow up to make sure steps have been taken to address the situation.

### **POST REPORT PROCEDURES**

*YE Counselors, YE Student Protection Officers, YE District Chairs, and Rotary District Governors*

1. **Immediately confirm** that the student has been removed from the situation and all contact with the alleged abuser or harasser.
2. **In cases of abuse, contact appropriate law enforcement** immediately. Cooperate with the police or law investigation. *If the law enforcement agency will not investigate,*

*the District Student Protection Officer, with the Club YE Officer/counselor, should coordinate the investigation into the allegations .*

3. **Ensure the student receives immediate support services.**
4. **Arrange for a Rape Counseling Service** or another appropriate non-Rotarian professional to counsel the student.
5. **Contact the student's parents.** Give the student the option of either staying in the host country or returning home. No student will be sent home unless it is his/her personal desire to return.
6. **Remove the alleged abuser or harasser** from all contact with youth involved in Rotary programs while investigations are conducted.
7. **The ESSEX Student Protection Officer, Rotary International and Dept of State must be informed** of the allegations by either the District YE Chair or the District Governor within 24 hours, and provided follow up reports of steps taken, outcome of all investigations and resulting actions.

**District Student Protection Officer:**

\_\_\_\_\_ Tel \_\_\_\_\_

**District Youth Exchange Chair:**

\_\_\_\_\_ Tel \_\_\_\_\_

**District Governor:**

\_\_\_\_\_ Tel \_\_\_\_\_

**ESSEX Student Protection Officer:**

1-866-683-0533

**Department of State:**

[JVISAS@STATE.GOV](mailto:JVISAS@STATE.GOV)

1-202-401-9810

Each family member 18+ of age must complete. \*\*References can be the same for each family member  
Rotary Volunteer form should be send to the District for process.



**PERSONAL INFORMATION**

Name of Rotary Club \_\_\_\_\_ District \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Previous position \_\_\_\_\_

**VOLUNTEER HISTORY WITH YOUTH (5 years – please attach additional sheets, if necessary)**

Volunteer Name: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_

Additional Organization: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_

**FAMILY REFERENCES (not relatives and not more than one former or current Rotarian)**

1. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ email \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ email \_\_\_\_\_ Relationship: \_\_\_\_\_

**CRIMINAL HISTORY (Attach a separate sheet if needed)**

1. Have you ever been convicted of or plead guilty to any crime(s)?    yes            no

2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order?    yes            no

If yes, describe in full. Indicate dates(s) of crime(s) and in which city and state each took place.

**TO BE RETAINED BY THE DISTRICT**



# VOLUNTEER (Non-Host Family) REFERENCE FORM

\*\* Two references per volunteer

*Please fill out this form as honestly and completely as possible.  
All answers will be kept strictly confidential  
RETURN THIS FORM TO THE HOST ROTARY CLUB  
This form is to be retained with the host district records*

HOST ROTARY CLUB \_\_\_\_\_

VOLUNTEER NAME \_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

- 1. How long have you known this individual? (approximately) \_\_\_\_\_ Years
- 2. In what capacity do you know this individual? \_\_\_\_\_

3. Are you aware of any problems such as alcoholism, drug abuse, physical abuse, etc. that might affect this individual to work with exchange student program? \_\_\_\_\_ If yes, please explain in confidentiality

\_\_\_\_\_

\_\_\_\_\_

4. In your judgment, is this person a dependable, honest and stable individual? \_\_\_\_\_

\_\_\_\_\_

5. Would you recommend this individual to work with Rotary Youth Exchange students?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_



**\*\*Send original to CBC**

**DO NOT KEEP A COPY OF THIS FORM - CONFIDENTIAL**



**DISTRICT WAIVER/CONSENT/RELEASE - YOUTH EXCHANGE ONLY**

*Each Volunteer or host family member 18+ of age must complete waiver for the background check*

I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with Rotary youth programs in ESSEX or its affiliated districts. I further certify that I understand that the intent of the Rotary Youth Exchange programs is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for ESSEX and its member districts to investigate, verify and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with former employers and personal reference interviews. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the Rotary youth programs. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received. I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved in the Rotary youth programs, and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation in the Rotary youth programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, officers, directors, committee members and employees of ESSEX, the participating Rotary Clubs and Districts, and of Rotary International ("Indemnitees"), from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnitees, which may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, ESSEX, and its district affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either ESSEX and its district affiliates, or at my option. I understand and agree that ESSEX or its district affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.**

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_  
Signature of Applicant **Clearly print your Legal Name** Today's Date

Telephone Number \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/19\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SSN \_\_\_\_ -- \_\_\_\_ Rotary Club \_\_\_\_\_ Rotary District \_\_\_\_\_  
**Print Legibly**

Check if a repeat background check:  host family:  counselor:  club YEO:  other Rotarian:

**SEND THIS WAIVER TO YOUR DISTRICT CHAIR OR STUDENT PROTECTION OFFICER**

**The fee per Youth Exchange background check is \$7.00**

Document	Form	Date	Notes
ESSEX Inbound Student Index	IB99	07/25/10	
	"A" audit	Document	
<b>Student Forms</b>			
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 Admission Letter	IB25- "A"	12/06/09	School letter should accompany the Guarantee Form
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
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
Resource List	IB37- "A"	07/25/10	District should complete with the local resources and send to student prior to arrival (accompany Info ltr)
Dept of State Letter to Student 4/2010	DOS -"A"	4/2010	Each Inbound student must received DOS welcome letter
Student Orientation Record	YE329- "A"	07/12/09	Signed confirmation of student orientation
<ul style="list-style-type: none"> <li>Section One: Topics to Discuss</li> <li>CISI Bolduc Information To purchase insurance online</li> </ul>			<a href="https://webapps.aifs.com/RotaryOnline/Agreement.aspx?agree=N">https://webapps.aifs.com/RotaryOnline/Agreement.aspx?agree=N</a>
<ul style="list-style-type: none"> <li>CISI Bolduc Information Insurance coverage and claim procedures</li> </ul>			<a href="http://www.culturalinsurance.com/rotary/rotary_medical_forms.asp">http://www.culturalinsurance.com/rotary/rotary_medical_forms.asp</a>
<ul style="list-style-type: none"> <li>Travel Arrangements, Permission and Requirements – Outbound Student Only</li> <li>DOS Welcome Letter April 2010 - "A"</li> <li>DOS Toll Free Number for Students</li> </ul>			<b>1-866-383-9090</b>
ID Card	YE333- "A"	07/25/10	Student receives ID card per host family (keep copy)
Monthly Report	YE305- "A"	07/25/10	student must submit report for each month of their exchange

Training Roster	YE301- "A"	07/25/10	for use with training session, ie YEO, counselors, IB Student, OB students, OB parents, etc
Post Evaluation - 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
Host Family Change Form	IB50	12/9/09	Host Family Changes MUST be reported to ESSEX INBOUND COORDINATOR with 5 days of change
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
Allegations Reporting Guidelines ESSEX Student Protection Policy Brochure	SX716 SX715 – "A"	2/15/09 2/15/09	For Resources to the Club and District Each Student should receive copy of this Policy

<b>MISC FORMS /VOLUNTEER</b>			
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

**Student Name:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Host Club:** \_\_\_\_\_ **Counselor:** \_\_\_\_\_

Action completed	Date	Rotarian Initials	Action	Date	Rotarian Initials
Guarantee Form Completed:	/ /		School Transcript:	/ /	
School Letter of Acceptance :	/ /		School References:	/ /	
School notified if a graduate:	/ /		Insurance purchased	/ /	

Items sent or given:	Date	Rotarian Initials	Student Initials	Date
Summary of regulations, rules, procedures, insurance	/ /			/ /
Sexual abuse documents	/ /			/ /
Host family profile	/ /			/ /
School/community profile	/ /			/ /
Identification card	/ /			/ /

Orientation Program date:	/ /			/ /	
Cultural Awareness Training:	/ /			/ /	In home?
Counselor August meeting:	/ /			/ /	yes no
Counselor September meeting:	/ /			/ /	yes no
Counselor October meeting:	/ /			/ /	yes no
Counselor November meeting:	/ /			/ /	yes no
Counselor December meeting:	/ /			/ /	yes no
Counselor January meeting:	/ /			/ /	yes no
Counselor February meeting:	/ /			/ /	yes no
Counselor March meeting:	/ /			/ /	yes no
Counselor April meeting:	/ /			/ /	yes no
Counselor May meeting:	/ /			/ /	yes no
Counselor June meeting:	/ /			/ /	yes no
Counselor July meeting:	/ /			/ /	yes no
Post Exchange Evaluation	/ /		Return flight to ESSEX	/ /	



# INSERT ONE COMPLETE COPY OF EACH OF THE FOLLOWING:

\*Should have these forms prior to student arrival

- Guarantee form**
  - Application with all signatures  
and attachments**
- 

\* Retrieve these forms by or at orientation

- DS-2019**
- I-94 Card**
- Passport**
- Visa**
- Airline ticket**
- Insurance coverage**

\*Must document Club Counselor training with form YE301 – Attendance Roster

# DISTRICT CHAIRPERSON INBOUND APPLICATION CHECKLIST

«Date\_to\_D»

Students Name (First M. Last)

«First» «Middle» «Last» «Sex»

From District «Dist» - «Country»

To District «To\_D»

**«Expect»** Is the date I expect to receive (2) guarantee forms, school letter and (1) hosting information form.  
(You can expect a call from me if I do not receive this information.)

Please return the forms to: **ESSEX Country Contact Name**  
**Address**  
**City, State Zip**

*Date Completed*                      *District Chairperson application placement process checklist*

\_\_\_\_\_ Mailed (1) application, (3) guarantee forms, Club Inbound Application Checklist (IB13), School Admission Letter & explanation (IB25 & IB25A) and Worksheet IB Hosting to:

\_\_\_\_\_ Rotary Club

\_\_\_\_\_ Club contact or YEO

\_\_\_\_\_ FOLLOW-UP CALL to Club on progress.

\_\_\_\_\_ Received Guarantee forms (Review forms to be sure they are complete)

\_\_\_\_\_ School letter

\_\_\_\_\_ Electronic hosting form from club

\_\_\_\_\_ Fax or email IB21“INBOUND ELECTRONIC HOSTING INFORMATION” and GUARANTEE FORM to Inbound Coordinator

\_\_\_\_\_ Mailed (2) completed ORIGINAL GUARANTEE FORMS, IB25 SCHOOL LETTER and IB21 ELECTRONIC INBOUND HOSTING INFORMATION form to ESSEX Contact.

*Congratulations you have completed the inbound process. Please write to the student as soon as possible.*

**IMPORTANT INFORMATION**  
Please understand that the student cannot apply for a VISA unless they have the guarantee forms and hosting information. It can take up to 90 days for the VISA process. Please keep in contact with your club to monitor their progress.  
Review the GUARANTEE FORMS to be sure that all information is complete. All information in section D, E, F and G of RI forms should be completed. Please photo copy for your records.

***Keep this form for your records***

## CLUB CHAIRPERSON INBOUND APPLICATION CHECKLIST

Today's Date \_\_\_\_\_

To Rotary Club of \_\_\_\_\_

Students Name (First M. Last)

«**First**» «**Middle**» «**Last**» «**Sex**»

From District «**Dist**» - «**Country**»

*To be completed by the District Chair*

\_\_\_\_\_ Is the date I expect to receive (2) guarantee forms, IB25 school letter and (1) IB21 hosting information form. *(You can expect a call from me if I do not receive this information.)*

Please return the forms to:

*Date Completed*

*Club Chairperson application placement process checklist*

\_\_\_\_\_ Completed Electronic Inbound Hosting form IB21 at [www.exchangestudent.org](http://www.exchangestudent.org)

\_\_\_\_\_ Completed School Admission Letter IB25.

Completed Section F of Guarantee form: **(Be sure all spaces are complete and all signatures are in blue ink)**

**IMPORTANT** We request that you go to [www.exchangestudent.org](http://www.exchangestudent.org) under ESSEX Forms- GF Section F and complete as much information as possible and print that page before acquiring signatures.

\_\_\_\_\_ Section D (Recommended allowance \$65)

\_\_\_\_\_ Section E Host Counselor information

\_\_\_\_\_ Section F with the High School Seal or Stamp applied to each form.

\_\_\_\_\_ Section G host family information **(The Host Family cannot be the Host Club Counselor)**

\_\_\_\_\_ Mailed (2) guarantee forms, school letter IB25 and Electronic Inbound Hosting form (IB21) to District Chair

*Congratulations you have completed the inbound process. Please write to the student as soon as possible.*

**IMPORTANT INFORMATION**

Please understand that the student cannot apply for a VISA unless they have the guarantee forms and hosting information. It can take up to 90 days for the VISA process. Please do not let precious time elapse to monitor their progress.

Review the GUARANTEE FORMS to be sure that all information is complete. All information in section D, E, F and G of RI forms should be completed. Please photo copy for your records.

***Keep this form for your records***



## INBOUND HOSTING INFORMATION

**CLUB CHAIR - PLEASE COMPLETE AND RETURN TO DISTRICT CHAIR TODAY**  
*YOU CAN TYPE ON THIS FORM FROM YOUR COMPUTER*

<b>Student Name</b>			
<b>Country From</b>		<b>District From</b>	
Host Rotary Club		ESSEX District Number	
Club Counselor (Cannot be the host family)			
Address			
City	State	Zip	
Telephone Home	Telephone Work		
E-mail	Telephone Fax		

First Host Family Proper First and Last Name			
Address			
City	State	Zip	
Telephone Home	Telephone Work		
E-mail	Telephone Fax		

**MUST HAVE ALL INFORMATION BELOW**

Name of High School			
School Address			
City	State	Zip	
Principal's Full Name			
School start date			

Name of Airport to arrive at			
The student should arrive between		and no later than	

**CLUB CHAIR RETURN TO DISTRICT CHAIR or INBOUND CHAIR**

## INSTRUCTIONS for HOSTING FORM IB21

### **CLUB CHAIR:**

Complete form IB21 on your computer and return to your District Chair or Inbound Chair as soon as possible

### **DISTRICT CHAIR ONLY**

**PLEASE DO THE FOLLOWING:**

Fax or Scan the completed Guarantee Form and send it along with form IB21 to:

**ESSEX Inbound Coordinator CARL HILL**

**814-359-3006 Fax      carlhill7350@verizon.net**

**Then:**

**Print and MAIL form IB21 along with (2) COMPLETED ORIGINAL GUARANTEE FORMS (both pages) and SCHOOL LETTER IB25 to the ESSEX**

**Contact on where your student has been assigned.**

**See your ESSEX Directory or visit [www.exchangestudent.org](http://www.exchangestudent.org)**



An Organization of International Rotary Districts in Bermuda, Canada and the U.S.A.

Dear Club Youth Exchange Officer:

Consulate divisions in many, if not most of the countries we exchange with, are going to be reviewing every DS-2019 and Rotary Guarantee form with a fine toothcomb.

We have great success getting EVERY student through the process by providing the embassy with one additional piece of documentation that sealed the validity of the student's participation.

Please contact the accepting high school and have the school create the following letter on the school's OFFICIAL STATIONARY and have it signed either by the superintendent, high school principal, or their designate.

It must be notarized, as a notary public is a valid guarantee against forgeries. The school will have access to a qualified person.

Items in bold and underlined are for your attention.

*In the letter the school creates, everything needs to be in plain text with nothing bolded and no underlining.*

The sample letter needs to look just like this.

Thank you,

Chairperson  
Eastern States Student Exchange

ON THE SCHOOL'S OFFICIAL STATIONARY

U.S.A. Consulate General  
Visa Processing Division

Dear Visa Processing Officer.

Please allow me to introduce myself. I am NAME, the TITLE at SCHOOL NAME High School in CITY, STATE, COUNTRY.

This letter is to confirm for you the acceptance for the academic year 2010-011, «First» «Last» as a Rotary Exchange student visitor in our High School. All school signatures and seals of the school on the Rotary Guarantee forms and all other documents pertaining to this student are true and accurate.

- ◆ This student is being hosted by a family that resides in our School District, therefore, there will be no cost for tuition.
- ◆ For Private School: Tuition is being waived for this Rotary Exchange Student.

We are holding a space in our class for «First» «Last» and I request that you expedite for «First» «Last» the appropriate visa to enter our country.

The Rotary Youth Exchange Program is a strong asset to our community. It has brought to us many fine student visitors over the years and we look forward to receiving «First» «Last» for this coming year through this fine organization.

We appreciate all and any courtesies you are able to offer «First» «Last» in the visa process.

Sincerely yours

NAME OF SCHOOL OFFICER  
TITLE

\_\_\_\_\_  
Signature

State or Commonwealth  
County of COUNTY NAME

NAME OF SCHOOL OFFICER personally appeared and subscribed and sworn before me, this,  
the \_\_\_\_\_ of \_\_\_\_\_ 2010

\_\_\_\_\_  
Notary Public

SEAL OF THE NOTARY

My Commission expires on \_\_\_\_\_



## SCHOOL CHECKLIST FORM

EXCHANGE STUDENT NAME: First \_\_\_\_\_ Last \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

ROTARY DISTRICT \_\_\_\_\_ ROTARY CLUB NAME: \_\_\_\_\_

Statement	Yes	No
1. We have been provided with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school.		
a. If the Exchange Student has completed secondary school prior to enrolling in a U. S. School, we have been notified by ESSEX.		
b. We have determined that the student has not completed secondary school prior to enrolling in a U. S. School.		
3. The student will be eligible for graduation.		
4. The student will be eligible for participation in interscholastic sports if academic and other conditions of eligibility are maintained.		

	SCHOOL OFFICIAL	YOUTH EXCHANGE ROTARY COUNSELOR OR REPRESENTATIVE
NAME (Print)		
SIGNATURE		
DATE		

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.



## ESSEX Inbound Student Rules and Conditions of Exchange

### Addendum to LongTerm Application - Section F: Rules and Conditions of Exchange

*As a Youth Exchange student sponsored by a Rotary club and/or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.*

1. You may not reside with any relative during your exchange.
2. You may not be employed on either a full-time or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.
3. School Credit - You must not expect to receive a diploma, placement in a certain grade level, or to graduate from high school in your host country. Credits for course work taken in another country cannot be assured. Transferring course credits will depend on the policies of your home high school and the foreign high school you will be attending.
4. You may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is authorized by the local school district in which you are enrolled and authorized by the State authority responsible for determining athletic eligibility. However, athletic eligibility or participation is not guaranteed.
5. You must enroll and participate in a full course of study in your school.
  - a. Before your departure you must provide your host Rotary District with a complete record of your high school years (courses taken and grades achieved).
  - b. You must provide an English language summary of your academic course work.
  - c. You must inform your host district if you will have graduated before the program begins.
  - d. You must certify that you have not previously been an academic year or semester exchange student in your host country.
6. You **MUST** purchase CISI Bolduc Health Insurance – Plan B and Personal Liability coverage **PRIOR** to your arrival.  
For detail information visit: [http://www.culturalinsurance.com/pdf/rotary\\_brochure\\_english.pdf](http://www.culturalinsurance.com/pdf/rotary_brochure_english.pdf)
7. You must show proof of proper immunization as required by your school district and State. The usual requirements are:
  - Hepatitis B (HEP-B NOT HIB) -- 3 properly spaced doses.
  - Diphtheria -- 4 or more properly spaced doses.
  - Tetanus -- 4 or more properly spaced doses. (Diphtheria and Tetanus are usually in a combined vaccine with Pertussis. The last immunization must be after age 4.)
  - Poliomyelitis -- 3 or more properly spaced doses.
  - Measles (rubeola) -- 2 properly spaced doses, the first at 12 months or older.
  - German measles (rubella) -- 1 dose at 12 months or older.
  - Mumps -- 1 dose at 12 months or older.
8. **MEDICAL:** If any medical issues occurs that would change any answer on the medical or dental form of the Long-Term Application, this change **MUST** be reported to your Hosting District Chair within 10 days of the occurrence.
9. You are not allowed to possess or use any drug or drug-related paraphernalia, including, but not limited to, pipes, bongs, clips, papers, or any other item of drug paraphernalia described in applicable state or federal law.
10. The purchase of tobacco products by anyone under age 18 is illegal and prohibited.

## ESSEX Program Guidelines

***Violations will result in a district review and restrictions. Severe/consistent disregard for these rules will result in being returned home.***

1. Telephone, e-mail, and chat room communication should not become excessive, or interfere in any way with your developing friends of your own here in the U.S. You are responsible for all charges you generate by such use.
2. **Travel arrangements --**
  - a. Discuss and agree upon a mutually convenient arrival date with your first host family. If your host Rotary District has an orientation program before the start of school, you must arrive in time to participate in that program.
  - b. You **MUST** purchase and arrive with a ROUND TRIP transportation ticket. If you don't arrive with a roundtrip ticket your exchange could be terminated within 10 days unless a roundtrip ticket is confirmed.
  - c. Make your travel plans directly to the airport of your final destination (in your host Rotary District).
  - d. You may not stop to visit friends or relatives in the USA or anywhere else in the world.
  - e. Your parents may not accompany you to the USA.
  - f. Let your host District Rotary Youth Exchange Chair and your host family know the date, time, airline, and flight number of your arrival. This information must be received at least two weeks before you leave your country, or there may not be anyone to meet you at the airport when you arrive.
3. Travel is permitted with host parents or for Rotary club or district functions authorized by the hosting Rotary club or district with proper adult chaperones. Other travel must be approved by the host district chair, host club, host family and student's own parents/legal guardians in writing exempting Rotary of responsibility and liability. Students may not travel alone or accompanied only by other students. This is a cultural exchange, not a travel exchange. You must follow these travel rules when traveling outside your host Rotary District. Under no circumstances may you make your own travel arrangements and expect your host family, your host Rotary Club, or your host Rotary District to agree.

APPROVED TRAVEL:   Travel with host parents  
                          Travel with host Rotary Club  
                          Travel with Rotarians  
                          Participation in host Rotary District, Multi-District, and ESSEX trips.  
                          Travel with recognized school classes or school groups  
                          Travel with recognized church or youth groups  
                          Travel with friends of host family age 25 and over.
4. You and your host family must always advise your host District Rotary Youth Exchange Chair of any travel outside of the District . **NOTE:**
  - a. *Signed permission forms will be required in advance for all District, Multi-District, and ESSEX trips. (These forms will be provided to you in the U.S. well in advance of any trip.)*
  - b. *For approved international travel (e.g. Canada), you must take along with you: (1) passport, (2) J-1 Visa (inside passport – it must list "multiple" NOT "single" entry), (3) I-94 Form (stapled inside passport), and (4) DS-2019 form re-endorsed within thirty days by a responsible officer of ESSEX. A Visa may also be required by the country you are visiting.*
5. You are expected to do your best to maintain a positive attitude throughout the exchange year, and act appropriately as an ambassador for Rotary and your country.
6. This is a school year program (generally late August to mid June). Unless you are involved in a Rotary-related trip, travel in the U.S. with your family, or other legitimate activity (as determined by your host District Rotary Youth Exchange Chair) after school ends for the year, you will be expected to return home within fifteen days of the last day of school. Activities extending beyond this deadline will require

advance approval by your host District Rotary Youth Exchange Chair, your host Rotary Club, and your host family.

7. An emergency fund of U.S. \$\_\_\_\_\_ is required by your host Rotary District under the control of the host Rotary District or host Rotary Club. Funds used during the year must be promptly replenished. This fund will be used for any insurance deductibles and co-pays for medical care, emergencies, and unpaid charges and expenses. Before your departure for home at the end of the year, you will need to pay any expenses, charges, and obligations that you have incurred to your host family or others. The balance will be returned to you.

*We have read and understand the above Rotary and Eastern States Student Exchange (ESSEX) Program Rules and Conditions of Exchange and Program Guidelines and will abide by these Rules & Conditions.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents Signatures \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



## INDEPENDENT TRAVEL RULES

ESSEX has recently had to deal with students who wanted to terminate their experience and travel on their own. In our opinion, this represents a significant risk to Rotary and to the students.

1. The students and parents have signed agreements to come to their host family/district directly and return by a direct route at the end of their experience.
2. The RI guidelines require that when in a host District's care, a student not travel alone nor be accompanied only by other students. District **MUST** approve all travel outside the boundaries of the District.
3. The Insurance coverage obtained for the young people is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that they be Rotary Exchange Students and under the guidance and supervision of Rotary.
5. The Rotary Youth Exchange Program is not a travel program. Any opportunity to travel is at the discretion of the Rotary District with the permission of the natural parents.
6. You may, with the approval of your Host District/Club and with the approval of your natural parents, enroll in Rotary approved tours that are available to students. Travel on commercial airlines is acceptable for these tours with approved/responsible adults meeting the student at each end.

**Therefore, all travel that does not follow these guidelines is not approved for ESSEX students. There may be an occasion when a student elects to leave the host district without the approval of Rotary. In this event, the following steps should be taken:**

1. Advise the ESSEX country contact who will communicate with the sponsoring district chair.
2. Advise the student and parents that the student has undertaken travel or left the district without the approval of Rotary. Due to this, **the student has elected to end his/her relationship and terminate Rotary's responsibility for the individual.** Due to this decision and action of the student (and parents, where applicable), the following steps are taken:
  - A. The appropriate branch of the host country **government is notified** that the student's visa is no longer sponsored by Rotary and the individual is no longer a student in the school system
  - B. The Insurance carrier is notified that the student is no longer with the Rotary Youth Exchange program and **coverage should be cancelled** immediately.
  - C. The student should **receive no assistance** from the host or sponsoring Rotary clubs or districts since this may imply a continuing relationship that the student has terminated.
  - D. The student should **not be permitted** to leave items **with host families** nor be permitted to return there.
  - E. The student's **return travel** to the home country is **the sole responsibility of the student** and his/her family.

These procedures have been developed to protect the students and to protect Rotary and the host families from liability and potential litigation. In the event that this situation should arise, please refer to this document. Your cooperation in this matter will be greatly appreciated and is necessary for continued successful exchanges of our young people.

Print Student Name	Signature	Date
Parent Signature	Parent Signature	



# STUDENT RECEIPT OF INFORMATION

**Both my parents and I have read and understand the Exchange Visitor Program brochure and the Student Protection Policy brochure.**

**Both my parents and I have read and understand the ESSEX Inbound Student Rules and Conditions of Exchange.**

**Both my parents and I have read and understand the ESSEX program Guidelines.**

**Both my parents and I have read and understand the Independent Travel Rules from ESSEX.**

_____	_____	_____	_____
Parent Signature	Date	Parent Signature	Date
_____	_____		
Student Signature	Date		

**I have sent my travel Itinerary to my District Chairman, Host family and Counselor.**

_____	_____
Student Signature	Date

**I have purchased the required insurance coverage.**

_____	_____
Student Signature	Date

**I have received profiles of the school that I will be attending and of the community where I will be living.**

_____	_____
Student Signature	Date

**I have received Information about my host family.**

_____	_____
Student Signature	Date

**You must return this paper to your host District Chairman prior to your arrival in the United States at the following address:**



United States Department of State  
*Bureau of Educational and Cultural Affairs*  
Washington, DC 20522  
*www.state.gov*

April 30, 2010

Dear Student:

On behalf of the U.S. Department of State, welcome to the Secondary School Student exchange program. This program is a great opportunity for you to experience first-hand the culture and diversity that the United States has to offer. As a valued participant in this program, you are among thousands of high school students from around the world serving as your country's citizen ambassador in the United States. We want your experience to be both positive and rewarding.

As a participant in a formal exchange program you will attend an accredited public or private secondary school, while living with an American host family who has opened their home and hearts to welcome you to the United States. We know that with a positive attitude and respect for others you will achieve a close and successful relationship with your host family.

We understand that you may have concerns about leaving your family and friends at home to come to the United States and those are very normal concerns to have. I want you to know that your decision to come to the United States is important to us and that your health, safety and well-being are our highest priority. It is extremely important that you notify your sponsoring organization with any concerns or problems you might have, especially if you find yourself in a circumstance that threatens your personal health, safety or well-being or a situation that makes you uncomfortable. If your sponsor organization is not responsive to your concerns, you should not hesitate to contact the Department of State directly through the phone number or email address provided below. A Department staff person will be available to hear your concerns and assist you.

Your sponsoring organization will provide you with an identification card, which lists your host family placement address and telephone numbers, a telephone number which affords immediate contact with the program sponsor, the program sponsor's organizational representative, and the Department of State's toll free number (1-866-283-9090) and email address ([jvisas@state.gov](mailto:jvisas@state.gov)). You should keep this card with you at all times and contact us if you have any concerns about your health, safety or well-being.

Best wishes for a rewarding and fun experience. Welcome to the United States!

Sincerely,

A handwritten signature in black ink, appearing to read "Stanley S. Colvin".

Stanley S. Colvin  
Deputy Assistant Secretary  
for Private Sector Exchange



Resource List for Youth Exchange Student \_\_\_\_\_

Rotary District \_\_\_\_\_

Rotary Club of \_\_\_\_\_

	Name	Phone	Email or Web Address
District Governor			
District Chairman			
District Inbound Chairman			
District Student Protection Officer			
<b>ESSEX Student Protection Officer</b>	<b>Ron Smith</b>	<b>1-866-683-0533</b>	<b>rsmith@materialsresources.com</b>
Host Family 1 Include address			<input type="checkbox"/> Temporary or arrival host family only
Host Family 2 – when identified Include address			
Host Family 3 – when identified Include address			
Club YEO			
Club Counselor			
Club President			
Outside Resource			
Outside Resource			
Doctor			
Dentist			
Psychologist/Psychiatrist			
Police			
Hospital			
Suicide Prevention Hotline			
Rape Crisis Hotline			
Child Protection Agency			
School Profile - web address			
Community Profile - web address			
Host Family Profile - Application			
Sexual Abuse Brochure			
<b>Dept of State – TOLL FREE NUMBER FOR STUDENTS</b>			<b>1-866-283-9090</b>
State Department Brochure			



## EXCHANGE STUDENT ORIENTATION RECORD

Student Name: \_\_\_\_\_

District: \_\_\_\_\_

Rotary Club: \_\_\_\_\_

**THE FOLLOWING TOPICS WERE DISCUSSED:**

The rules of the program  
 Who to call with a problem  
 Cultural awareness and cultural shock  
 Improving my host country language  
 Travel do's and don'ts  
 Relationship with my families  
 Relationship with my Rotary Clubs  
 Relationship with my Rotary Districts  
 Relationship with my schools  
 Relationship with my communities  
 How to be safe when not at home

Rebound  
 Rotary blazer and proper attire  
 Power of attorney (medical release)  
 Passport, student visa documents, and air ticket security  
 Speech preparation  
 Pins and business cards to exchange  
 Boredom and volunteering  
 Telephone and internet use  
 Dating, drinking, drugs, driving  
 Travel  
 What's needed (incl prescription drugs)

**CISI-BOLDUC INFORMATION REGARDING INSURANCE COVERAGE AND CLAIM PROCEDURE**

**BOKOFF KAPLAN TRAVEL ARRANGEMENTS, PERMISSION, AND REQUIREMENTS (For Outbound Student Only)**

**THE FOLLOWING MATERIALS WERE DISCUSSED AND DISTRIBUTED:**

DOS Exchange Visitor Program brochure (IB Only)  
 DOS Welcome Letter (IB only)  
 ESSEX program brochure  
 Student Protection Policy, brochure, and reporting  
 Safety guidelines for students  
 Characteristics of a good ambassador  
 Attitudes of a successful exchange student

ID cards  
 First night questions  
 What is Rotary  
 Monthly reports to Rotary Districts  
 Post Exchange Evaluation  
 Metric conversion  
 Resource List for YE Students

I certify that I attended an EXCHANGE STUDENT ORIENTATION and that all of the above information and materials was discussed, reviewed, and/or distributed.

Student Name: \_\_\_\_\_  
 (Print first and last names legibly)

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

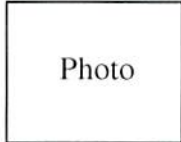
**\*\* FOR OUTBOUND PARENTS ONLY**

Father's Name: \_\_\_\_\_  
 (Print first and last names)

Mother's name: \_\_\_\_\_  
 (Print first and last names)

Father's Signature: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_



Inbound student must receive ID card per host family. Copy of completed ID card should be in the students file for audit.

Name .....
Host .....
Street .....
Town ..... State ..... Zip .....
Tel ..... E-mail .....
Host Rotary Club ..... District .....

Counselor ..... Tel .....
Club President ..... Tel .....
District Chair ..... Tel .....
ESSEX Student Protection Officer: Tel 1-866-683-0533
ESSEX: essexyp@gmail.com Tel 1-866-768-2799
US Department of State Contact Tel 1-866-283-9090
Insurance: CISI Bolduc/ACE American Ins. Co.
Policy # \_\_\_\_\_ Tel # 800-303-8120