



ESSEX HOST FAMILY FORMS

Document	Form	Date	Notes
ESSEX Host Family Index	HF99	02/15/09	
Host Family Forms			
Host Family Tracking Form	HF201	02/15/09	Club YEO to track host family visits, one per family
Host Family Application	HF205	08/12/09	One per family, to be completed at time of initial interview
Student Protection Policy Appendix A "Personal Information"	YE317	02/15/09	Each family members 18+ of age must complete
Student Abuse Waiver	YE321	02/15/09	Each family member 18+ of age must complete waiver for background check
Host Reference Form	HF209	08/12/09	Must check, at least, two references per background check
Host Family Interview Form	HF213	08/12/09	Club YEO to confirm Host Family in-home interview
Host Family Orientation	HF217	08/12/09	District or Club to confirm that the Host Family attended an Orientation
<ul style="list-style-type: none"> Section One: Topics to Discuss 			Click Here to view " <i>Host Family Training</i> " Power point presentation / you can adapt to your District or Club
<ul style="list-style-type: none"> Supply the family with resource book or booklet on Host Family Survival 			Suggestions are : <ul style="list-style-type: none"> RI "Primer for Host Families" download or purchase booklet from http://www.rotary.org/RIdocuments/en_pdf/749en.pdf Host Family Survival Kit Book; Intercultural Press: 617-523-3801
<ul style="list-style-type: none"> CISI-Bolduc Information Insurance coverage and claim procedures 			http://www.culturalinsurance.com/rotary/rotary_medical_forms.asp or CLICK HERE for procedures/form
<ul style="list-style-type: none"> ESSEX program brochure/ Contact Carl Hill for supply ESSEX Rules and Guidelines ESSEX Independent Travel Guidelines 			Click the document to view
<ul style="list-style-type: none"> First Night Questions 			Click the document to view - to translate questions in other languages go to www.rotary.org (search for 1 st night questions)
<ul style="list-style-type: none"> Culture Shock/Intercultural Communications/Cross Cultural Interactions 			Click the document to view
<ul style="list-style-type: none"> ESSEX Student Protection Policy ESSEX Student Protection Brochure 			Click the document to view
<ul style="list-style-type: none"> DOS Welcome Letter DOS Toll Free Number Flyer DOS Welcome Brochure 			Click the document to view
Training Roster	YE301	02/15/09	For use with group training sessions, ie Club, YEO, counselors
Unforeseen Host Family Change	HF221	02/15/09	To document unforeseen changes of host family
Post Host Family evaluation	HF225	02/15/09	One for each host family

MISC FORMS /VOLUNTEER			
Student Protection Policy Appendix A "Personal Information".	YE317	8/13/09	One per volunteer
Volunteer Reference Form	YE318	8/13/09	Two references per volunteer
Student Protection Waiver	YE321	8/15/09	Each volunteer 18+ of age must complete waiver for background check – If Rotarian once every 5 years, if not Rotarian every year.



Inbound Host Family Tracking

Student: _____

Host Family: _____

	<i>Date</i>	<i>Rotarian Initials</i>		
Application form completed	/ /			
In-home interview:	/ /			
Background checks completed:	/ /			
Two references verified:	/ /		<i>Host Initials</i>	
Abuse policy discussed:	/ /			
Orientation on program rules, etc	/ /			
Copy of State Dept 62.25	/ /			
Discuss crosscultural strategies	/ /			
Crosscultural Workshop	/ /			<i>In home?</i>
August Counselor meeting:	/ /			yes no
September Counselor meeting:	/ /			yes no
October Counselor meeting:	/ /			yes no
November Counselor meeting:	/ /			yes no
December Counselor meeting:	/ /			yes no
January Counselor meeting:	/ /			yes no
February Counselor meeting:	/ /			yes no
March Counselor meeting:	/ /			yes no
April Counselor meeting:	/ /			yes no
May Counselor meeting:	/ /			yes no
June Counselor meeting:	/ /			yes no
July Counselor meeting:	/ /			yes no
Post-exchange Evaluation	/ /			



HOST FAMILY INTERVIEW

Host Family: _____ Interview Location _____ Date _____

Please answer the following questions:

1. Why are you interested in hosting an exchange student?
2. Has the family hosted RYE students in the past? Yes___ No___
3. Has the family hosted non RYE students in the past? Yes___ No___
4. Will the student have their own bedroom? Yes___ No___
 - a) If not, who will be their roommate? _____ Age___ Sex___
 - b) Is there a desk or work space for the student? Yes___ No___
6. List any family pets? _____
7. Is the family able to transport the student to school (if no school bus)? Yes___ No___
8. Is the family able to transport the student to school events? Yes___ No___
9. Will you support the student in observing his/her religion while visiting? Yes___ No___

If NO, explain: _____

10. Are you onboard with enforcing the 4 D's? No drinking, No driving, No Dating, No Drugs.
Yes ___ No ___ If no, explain _____

11. Will there be family vacations or special trips during the student's stay? Will the student be a part of such trip? How will the costs be handled?

12. Describe typical weekends in your family: time together, time apart, activities, etc

13. How would you feel about attending an Orientation weekend for the exchange students or attending the exchange student's activities? Can you assist with transportation to these events? Yes___ No___ If NO, explain:

14. What concerns to you have about hosting a student in your home?

15. Do you have a child who is interested in possibly applying as an exchange student?

Yes___ No___

a) If yes, list the name and age and what year for interest.

16. Names of Rotarians in the family? _____ Club _____

HOST FAMILY INTERVIEW SUMMARY Family name: _____

1. Did you inspect every room in the house? Yes___ No___ If NO, explain: _____

2. Are the bathroom facilities adequate? Yes___ No___ If NO, explain: _____

3. Is the home safe? Yes___ No___ If NO, explain _____

4. Please list all family members who were present during the discussion?

I _____, representing the Rotary Club of _____,
(print club president/counselor/YEO) (print club name/State)

on the basis of an in-home interview certify that the _____ family
(print legibly)

_____ IS SUITABLE to act as a host family for the above named student, and that their home is conducive to hosting a Rotary Youth Exchange Student.

_____ IS NOT SUITABLE to act as a host family for the above named student or that their home is not conducive to hosting a Rotary Youth Exchange Student.

(date of in-home interview)

(name of Rotarian(s) conducting interviews)

Signature _____

A Host Family Orientation is required for all host families. This orientation is to take place at a different time from the host family interview.

_____ Host Family will attend a Club host family orientation

_____ Host Family will attend a District host family orientation

Instructions: This form is to be filled out by the Rotarian interviewer(s). After conducting the Host Family Orientation, retain one copy of this form in the district's files. Direct any questions to the student's RYE District Committee Contact.

(Please print in ink or type)



HOST FAMILY APPLICATION

Student Name: _____

First Adult - Full Name

Age Group Over 25 Over 35 Over 45 Over 55

Second Adult - Full Name

Age Group Over 25 Over 35 Over 45 Over 55

Address: _____

Tel # _____

Email: _____

List all children:			
Name	Sex	Age	Living at home?
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No

full name of all other persons living in your home	Relationship	Aged 18 or over?
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>
_____		<input type="checkbox"/>

Please list foreign language background, if any for family members and residents: _____

Name and address of the school which student will attend: _____

Do you have neighbors or friends with secondary school-aged children? _____

Please list the hobbies and special interests of the adults: _____

Please list the hobbies and special interests of the children: _____

Organizations and clubs to which your family belongs: _____

Have family members lived or traveled abroad? If so, which member(s) traveled abroad, the year, and where they went: _____

Please indicate if you have pets in you home: Cats Dogs Others _____

Please indicate if you are applying to host a student for: Short term (less than 3 months) Long term (3 or more months)

Please indicate the following: My family can receive a: Boy Girl Either

Would you prefer to host in the: Fall Winter Spring Summer

Please indicate your feelings about a student who smokes: Will receive Will not receive Prefer a non-smoker but will accept smoker

Will the student share a bedroom? Yes No If yes, with whom? _____

Indicate your main reasons for wishing to participate in this type of program: _____

Please describe other hosting experiences: _____

How did you learn about Rotary and hosting exchange students? _____

If you have additional comments you would like to include, please use the space provided below: _____

Do you know of other families that may wish to host students? If yes, please provide their contact information below: _____

If selected do you agree to treat the student as your own son or daughter and to provide appropriate parental supervision? Yes No

Please sign below: PRINT FAMILY NAME: _____	
First adult's signature: _____	Date ____ / ____ /200__
Second adult's signature: _____	Date ____ / ____ /200__



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



HOST FAMILY REFERENCE FORM

*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 _____

HOST FAMILY NAME _____

Your Name _____

Address _____ City _____ St. _____ Zip _____

Telephone (_____) _____ email: _____

1. How long have you known this family? (approximately) _____ Years

2. In what capacity do you know this family? _____

3. Have you visited this family in their home? _____ How often? _____

4. Is the home reasonably clean and well-kept? _____ Comments _____

5. Is this family able to incur the additional cost of hosting an exchange student? _____

Comments _____

6. Are you aware of any problems such as alcoholism, drug abuse, physical abuse, etc. that might affect this family's ability to host an inbound student? _____ If yes, please explain in confidentiality

7. In your judgment, is this a dependable, honest and stable family? _____

8. Why do you think this family wishes to have an exchange student living with them? _____

9. Do you think this family will be able to provide the student with a positive and rewarding experience while in the United States? _____ Comments _____

10. How would the children in this home adjust to having an international student living with them?

11. Would you be willing to entrust your own child to this family as an exchange student?

12. Would you recommend this family to host a Rotary Youth Exchange student? _____

OTHER COMMENTS:

Would you be interested in learning about becoming a Rotary Youth Exchange host family? _____

Are any of your children interested in becoming an exchange student? _____

Print Name of person completing this form: _____

Signature _____

Date ____/____/____

Please send this completed form to Rotarian: _____

Address: _____ City _____ State _____ Zip _____

Telephone# _____ Email: _____

Instructions: This form should be retained in the Rotary District files



HOST FAMILY ORIENTATION

I _____, representing the Rotary Club of
(club president/counselor/district committee member/YEO)

_____, Host Club of _____ from
(student name)

_____, certify that the _____ family has attended a
(home country) (Host Family name)

Host Family Orientation on _____ 20____.
(date given)

The orientation was given by:

_____ The Host Rotary Club _____ The District at a District Wide Orientation

I further Certify that the Host Family was handed a *Host Family Handbook*, and that the following topics were discussed with the Host Family:

- | | |
|--|---|
| <ul style="list-style-type: none"> - Role of Host Family - Role of Host Rotary Club - Role of Host Club Counselor - Role of District Committee Contact - Student participation in Host Family Activities - Student participation in Rotary Club Activities - Student participation in Rotary District Activities - Financial obligations of Host Family, Rotary Club and Rotary District | <ul style="list-style-type: none"> - Rotary Health Insurance & mandatory Liability insurance - School requirements - Rules of the Exchange - First Night Questions - Student Protection Policy - What to do when there is a problem - Travel Policy - RYE website - Adjusting to a new culture - Host Family Tracking Form - Inbound Student Tracking Form - DOS Welcome Letter |
|--|---|
-
- | | |
|--|---|
| <ul style="list-style-type: none"> - Communication with student before arrival - Chores -- family member --not guest - NO Alcohol or Smoking - Curfews - Phone & Internet use -- should not be excessive - Long Distance phone rates -- paying for phone calls - Rotary Weekend Attendance/Events - Boy friends/Girl friends - Problems? Need advice?
Use Contact Info Sheet - Grades -- They DO count!! - Passport, DS-2019, I-94, airline ticket security | <ul style="list-style-type: none"> - Your communication with student's family - Students should be active with family - Paying for recreational activities and toiletries - Travel-visiting relative-especially out of state!! <ul style="list-style-type: none"> - Talk to people yourself - Get addresses and phone numbers - Notify Youth Exchange Officers of all plans - ANY travel outside of state notify District Chair - Communicate with YE officers and next Host Parents - Tax deduction / \$50 month plus mileage & parking for non-profit organization - Power of Attorney(18yrs med records/banking) |
|--|---|



NOTE: Each family member attending the Host Family Orientation must sign stating the following:

- ** I/we have received a copy of the ESSEX Student Protection Policy which was explained to us.**
- ** I/we have received a copy of the State Department "The Exchange Visitor Program" brochure**
- ** I/we have received a copy of 22 CFR Part 62 information**
- ** I/we have participated in this Host Family Orientation.**
- ** _____ This is a temporary placement <first week(s)> only**
_____ This is a regular placement for _____

Print Name: _____ Signature: _____

Date: _____

Print Name: _____ Signature: _____

Date: _____

Print Name: _____ Signature: _____

Date: _____

Print Name: _____ Signature: _____

Date: _____

Print Name: _____ Signature: _____

Date: _____

Print Name: _____ Signature: _____

Date: _____

Signed: _____ (Club President or Counselor or District Committee Member or YEO) _____ (Date)

Instructions: After the Host Family Orientation, make one copy for Club YEO file, send completed and signed original copies of both pages to the District Youth Exchange Chair.



EXCHANGE PROGRAM TRAINING

DISTRICT _____ ATTENDANCE ROSTER Date: _____

TOPIC(S): _____

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: _____

TOPIC(S): _____

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)
27.	_____	_____	_____
	(print your name here)	(your Signature here)	(Club)



POST EXCHANGE – EVALUATION BY HOST FAMILY

Name: _____

Thank you for your support in hosting our exchange student. To enable the district and club committee to evaluate our program and make future exchanges more enjoyable and effective, we request that you evaluate your experience. In addition, we would like you to let us know your appraisal of how we prepared and advised your family so that we may better prepare other host families for this experience.

Name of student: _____ Date of hosting: _____

Did the Rotary club adequately explain the exchange program and discuss your responsibilities before your student arrived?

Yes No

Please explain: _____

Did you receive the student's application and further information on the student prior to arrival? Yes No

If yes, should anything else be included in the material provided? _____

How would you describe your contact with the hosting Rotary club while the exchange student stayed with you?

Often Occasional Rare None

Please explain: _____

Did you have contact with the exchangee's natural parents? Yes No

Please explain: _____

How would you categorize your relationship with the student?

Excellent Good Adequate Cause for concern

Please explain: _____

If problems occurred, did the student respond to discipline and assistance? Yes No

Please explain: _____

Did the student get involved in your family activities and chores? Yes No

Please explain: _____

Did the student respect the family and share with you where they were going, with whom, time of return? Yes No

Please explain: _____

Do you feel that the student shared their experiences, attitudes, with you (re: school, friends, social events, rules, etc.)?
 Yes No

Please Explain: _____

Did the student have enough money to support him/herself? Yes No

The length of stay was: Adequate Too short Too long

Please explain: _____

Was your experience what you expected? Yes No

Please explain: _____

Would you host an exchange student again? Yes Maybe No

Please Explain: _____

How did you feel when the student left? A sense of accomplishment Sad Relief

Other: _____

Do you have any comments on how we might improve the overall program? _____



Unforeseen Changes of Host Family Form

Exchange Student: _____ Host District _____

Unforeseen circumstances necessitated the change of host family placement. The above mentioned exchange student was moved to another host family for the following reasons:

Date of the change: _____

If necessary, an incident report is attached.

Name: _____ Title: _____

Signature: _____

>>>> Forward this information to the ESSEX Inbound Coordinator within ten days.



VOLUNTEER (Non-Host Family) REFERENCE FORM

*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:

