



# ESSEX INBOUND STUDENT FILE

## INBOUND STUDENT FORM INDEX

Audit #	Document	Form	Date	Notes
	<b>ESSEX Inbound Student Index</b>	<b>IB99</b>	<b>Jan 2011</b>	
	<b><i>Student Forms</i></b>			
1	Inbound Student Tracking	IB1	Jan 2011	For District/Club YEO to track student contact throughout the year. Of note, each visit needs explanation of visit and corrective action, if necessary.
2	Copy & Insert Inbound Documents	IB5	Jan 2011	District - make copies of these documents for the student file
3	INB Dist Chair App Checklist	IB9	Jan 2011	District - keep copy with the student file (comes with the application from the Country Contact)
4	INB Club Chair App Checklist	IB13	Jan 2011	District - keep copy with the student file (comes with the application from the Country Contact)
5	INB Electronic Hosting	IB21	Jan 2011	Club YEO should send copy to District Chair
6	School Admission Letter & Explanation	IB25	Jan 2011	School letter with explanation of letter should be processed with the Guarantee Form
7	School Checklist	IB29	Jan 2011	Confirmation that school received information
8	Inbound Welcome/Info Letter	IB33	Jan 2011	Student must receive prior to arrival; must document (copy of letter in student file) and the following forms should accompany the letter: IB41, YE325, DOS, SX725, SX715, IB37, IB45
9	Inbound Rules	IB41	Jan 2011	District should receive signed copies prior to arrival (accompany info ltr) and must be documented
10	Independent Travel	YE325	Jan 2011	District should receive signed copies prior to arrival (accompany info ltr) and must be documented
11	DOS Welcome Letter	DOS	April 2010	Each Inbound student must received DOS welcome letter and Visitor Program prior to arrival and must be documented
12	The Exchange Visitor Program	SX725	Jan 2011	
13	Essex Student Protection Brochure	SX715	Jan 2011	Student must received prior to arrival and must be documented
14	Resource List	IB37	Jan 2011	Fill in the appropriate information for your local area and send to the student prior to arrival, document receipt
15	Receipt of Documents	IB45	Jan 2011	Student and natural parents must sign and return for documentation
16	Student Orientation Record	YE329	Jan 2011	Signed confirmation of student orientation

## INBOUND STUDENT FORM INDEX

17	ID Card	YE333	Jan 2011	Every student must have ID card per host family, District must supply to student
18	Monthly Report	YE305	Jan 2011	Every student must complete monthly report, email reports are acceptable, document in student file with copy of email or report
19	Training Roster	YE301	Jan 2011	To be used for all training sessions to document attendance
20	Host Family change Form	IB50	Jan 2011	Club Chair and/or student should report to the District any host family change with 5 days of placement. <b>VERY IMPORTANT: District Chair MUST report to ESSEX IB Coordinator any change to host family with 5 days. This is a DOS requirement and they are monitoring this.</b>
21	Post Evaluation – Student	YE313	Jan 2011	Every student must complete prior to departure
22	Post Evaluation – School	IB49	Jan 2011	School official must complete at end of the school year or if the student is an early return immediately upon departure of the student.
23	Incident-Complaint Report	YE309	Jan 2011	A District Chair should use this form when there is a need to report a complaint or incident. The District Chair must send copies promptly to ESSEX Youth Protection Office, ESSEX Chair, RI Youth Exchange Dept and the DOS, if reporting on IB. Reporting should be done immediately upon knowledge of issue.

	<b>VOLUNTEER FORMS</b> Non- host family			
24	Volunteer Application	YE320	Jan 2011	One per volunteer, non host family Retain at the District
25	Volunteer Reference Form	YE318	Jan 2011	Two references per volunteer; References can not be a relative and one 1 Rotarian reference is allowed Retain at the District
26	Student Protection Waiver	YE321	Jan 2011	Every volunteer 18+ of age must complete waiver for background check <b>EVERY YEAR</b> – DO NOT SAVE A COPY – CONFIDENTIAL - ORIGINAL TO CBC to process  <b>Must document and file for audit your CBC email confirmation of clearance.</b>

**Student Name:**

**Host Club:**

Action completed	Date	Rotarian Initials
Guarantee Form Completed:	/ /	
School Letter of Acceptance :	/ /	
School Check List Completed (Form IB29)	/ /	
Insurance Purchased	/ /	

Items sent or given:	Date	Rotarian Initials
Summary of regulations, rules, procedures, insurance	/ /	
Sexual abuse documents	/ /	
Host family profile	/ /	
School/community profile	/ /	
Identification card	/ /	
Orientation Program date:	/ /	
Cultural Awareness Training:	/ /	
<b>Counselor August meeting:     Must be in person</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		

**\*\* All other contact (except August) may take place in-person, on the phone or via electronic mail and MUST be properly documented.**

<b>Counselor September meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		

<b>Counselor October meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		

<b>Counselor November meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		

Student Name:

<b>Counselor December meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		
<b>Counselor January meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		
<b>Counselor February meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		
<b>Counselor March meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		
<b>Counselor April meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		
<b>Counselor May meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		
<b>Counselor June meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		
<b>Counselor July meeting:</b>	/ /	
Describe Visit:		
Corrective action, if necessary:		
<b>Post Exchange Evaluation</b>	/ /	
<b>Report Return Flight to ESSEX</b>	/ /	

# **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**
- Airline itinerary**

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**\* Retrieve these forms by or at orientation**

- DS-2019**
- I-94 Card**
- Passport**
- Visa**
- Insurance coverage**
- Confirm student's return flight**



# 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 Page 1 & 2) 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 LETER 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 (Minimum allowance (\$75-\$125))

\_\_\_\_\_ 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**



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 toothed comb.

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.

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

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 \_\_\_\_\_, «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.

- ◆ For Public Schools: This student is being hosted by a family that resides in our school district, therefore there will be no cost for tuition.
  
- ◆ For Private Schools: 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 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: \_\_\_\_\_ (print legibly)

Date \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature of School Officer

**SCHOOL SEAL REQUIRED:**



## SCHOOL CHECKLIST FORM

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

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

School Start Date: \_\_\_\_\_ School End Date: \_\_\_\_\_

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.		
2. If the Exchange Student has completed secondary school prior to enrolling in a U. S. School, we have been notified by ESSEX.		
3. We have determined that the student has not completed secondary school prior to enrolling in a U. S. School.		
4. The student will be eligible for graduation.		
5. The student will be eligible for participation in interscholastic sports if academic and other conditions of eligibility are maintained.		
6. This school is accredited.		

	SCHOOL OFFICIAL	YOUTH EXCHANGE ROTARY COUNSELOR OR REPRESENTATIVE
NAME (Print)		
Signature		
Address		
Telephone Number		
Email address		
DATE		



This is a sample letter to be sent to your inbound student and family which meets US Department of State information requirements prior to the student's arrival. You may add information to this letter that fits your District needs. Be sure to retain essential information. A copy of this letter must be documented in the students file.

District \_\_\_\_\_ Rotary Youth Exchange Program



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

FROM: Inbound Chairperson \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ e-mail \_\_\_\_\_

TO: Student Name \_\_\_\_\_ Country \_\_\_\_\_ District \_\_\_\_\_

Greetings from our Rotary District in \_\_\_\_\_, USA,

In order to make this a safe and successful year for you as an exchange student in the USA, there are many things that you and your parents must understand and accept before coming to our country. This information is included in this letter, so that there will be no misunderstandings of what is expected of you and what is required of you to satisfy the many regulations that have been set for youth exchange programs

As part of the Rotary Long Term Application, which you have already completed, is a Parental Consent Form and a Parental Permission form that gives the host family and host District the authority to get medical care for you, if it becomes necessary, during your year in the United States. This form will satisfy the requirements of medical professionals to be sure that proper permission to treat you has been secured.

The State and School in which you will be placed have specific immunization requirements. These requirements vary by location. I will need the following information to complete your immunization requirements: \_\_\_\_\_

All exchange students must purchase the CISI/Bolduc Medical Insurance Plan B before you leave your home country. This insurance can be purchased on the following web site using a credit card: [www.culturalinsurance.com/rotary/cisibolduc.asp](http://www.culturalinsurance.com/rotary/cisibolduc.asp). When you purchase the insurance you will receive proof of insurance along with your insurance card via the internet. I will need a copy of this proof of insurance before you arrive or your visa status could be in jeopardy.

**Travel Plans:**

**Airline Tickets:** You MUST purchase a pre paid **“Round Trip Ticket”**. This ticket will have a final destination to \_\_\_\_\_, the airport shown on your guarantee form. You will arrive at this airport in the beginning of your year and depart from this airport when your year has been completed. Purchase a ticket which will allow you to change the departure date with a minimal additional charge. This will give you the flexibility to change your departure date if circumstances require a different departure date than planned at the beginning of the year. Plan a departure date at the end of your exchange year no later than June 30. Permission to stay beyond June 30 must be secured from your Host Rotary Club and District Youth Exchange Program. This permission will be consistent with dates stated on your US Visa and will only be permitted for students in good standing with the program.

1. Your travel arrangements must take you directly from your home to your final destination. Stops to visit friends or relatives on the way are not permitted.
2. You should plan to arrive on August\_\_\_\_\_, if possible. A copy of your itinerary must be sent to me, your host family and club counselor. Make sure it includes the following:
  - a. Date and time of departure
  - b. Date and time of arrival
  - c. Name of the airline(s)
  - d. Flight number(s)
  - e. List all intermediate airport stops or change of planes for your trip.
3. In the event that travel plans are changed for any reason, contact me at the phone numbers listed in this letter.
4. You MUST carry with you, in your carry on bags, the following: my contact information, your host family contact information and your Host Club Counselor contact information.  
\*\*\*Your DS2019 form MUST travel in your carry on bags so it is available at USA immigrations.
4. Do not leave the Airport if your flight arrives early. Proceed to the baggage claim area or wait at the International Arrivals Customs area to be received by your host family or club counselor. There will be phones in this area to assist you in finding them if necessary.

**Enrolling in an American High School and Course Scheduling:**

Most USA High Schools offer a variety of courses and activities from which a student can choose, including sports and other extra-curricular activities. You will be selecting courses based on your language and academic ability. Your school will work to the best of its ability to satisfy your needs. If you have not already provided a translated “written English summary” of your complete academic course work please send this immediately to me.

Please discuss your educational needs before leaving your home country with both your parents and your present school administration. We will attempt to satisfy your native country’s educational requirements however, we can not guarantee this.

Tuition for your year of High School in the United States will be arranged for and provided by the Rotary Youth Exchange Program. There will be no tuition expense to you.

**Extra Money Requirements:**

A monthly allowance will be provided by your host Rotary Club, as indicated on your guarantee form. However, you will need extra money for clothes, trips, gifts, entertainment, etc. You and your parents should discuss and agree on how much you will need through the course of your exchange year. You will also be required to supply \$\_\_\_\_\_ for an Emergency Fund, which will be collected by Rotary on

your arrival. This money will be refunded to you at the end of your exchange year, once it has been determined that you have satisfied all expenses that you have incurred throughout your exchange year.

During your exchange year you will have opportunities to participate in events that are educational, interesting and/or fun. You will need to bring approximately \$\_\_\_\_\_ to cover the cost of these events not paid for by your Hosting Club or District.

If you are unable to bring clothing with you that are suitable for our climate, it will be necessary for you to purchase suitable clothing on your arrival.

We recommend that you limit the amount of cash that you bring with you to \$ 1,000.00. Once you have arrived, we will help you open a bank account and make arrangements to enable your parents to wire you money or you can bring a debit card or credit card.

**Guarantee Form:**

Your guarantee form, which will enable you to apply for visa, is being processed. Once completed, the guarantee form will be delivered to your Sponsoring District Chair.

**Summary:**

Carefully review all of the information which has been provided to you. If you have questions or problems with this information do not hesitate to contact me or you can:

1. Discuss with your Rotary YEP officials in your home Rotary District.
2. 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, and receive the calendar of events for the year and have all your questions or concerns answered.
3. During your exchange year you will be required to attend several mandatory meetings. The District YEP calendar of events will list them. Additional information about each event is sent to you before the event date as a reminder.

**Important:**

Our Rotary Youth Exchange Program is administered and supervised by the District YEP Committee and Rotary Clubs who adhere to all rules and regulations set forth by Eastern States Student Exchange (ESSEX). All of these rules are set in place to satisfy the requirements of The United States Department of State and Rotary International for the safe operation of a Youth Exchange Program. All official paperwork must be sent to me.

**Attached:**

This letter is accompanied by several informational pages, which you and your parents must read and understand. After reviewing and understanding the attached forms you and your parents must sign the "Student Receipt of Information Form" confirming that you have received and understand this information. Please return to me the signed "Student Receipt of Information Form" as soon as possible.

1. ESSEX Inbound Student Rules and Conditions of Exchange
2. ESSEX Program Guidelines
3. Independent Travel Rules
4. United States Department of State Welcome Letter
5. The Exchange Student Visitor Program Welcome Brochure
6. ESSEX Student Protection Policy Brochure

7. Profile of 1<sup>st</sup> Host Family
8. Profile of school and community (cc of IB 37 - Resource List)
9. ID Card with the following information will be provided immediately upon arrival

Student Name:	
Host Family:	
Host Family Address:	
Home Tel#	
Mobile Tel#	
District:	Host by Rotary Club of
Current President:	
Tel #	Email:
Club Counselor:	
Tel#	Email:
District Chair:	
Tel#	Email:
ESSEX Protection Officer	Telephone# 1-866-683-0533
ESSEX Contact	<a href="mailto:essexyp@gmail.com">essexyp@gmail.com</a> or 1-866-768-2799
US Dept of State	1-866-283-9090
Insurance	CISI Bolduc/ACE American Ins. Co.
Policy#	Telephone # 1-800-303-8120
Dept of State Office of Designate:	Telephone # 1-202-632-9310

Have a safe and enjoyable trip. We are looking forward to meeting you on your arrival so that we can guide you through “The Experience of a Lifetime”. Please do not hesitate to contact me with any questions.

Sincerely,

(District Chair or Inbound Coordinator) name



## 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 or your visa could be in withdrawn.

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 listed below: You could be asked to confirm other immunizations based on your hosting high school requirements.
  - 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, bong, 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 will be taken: The Host Club Youth Exchange Officer will:**

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	



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.

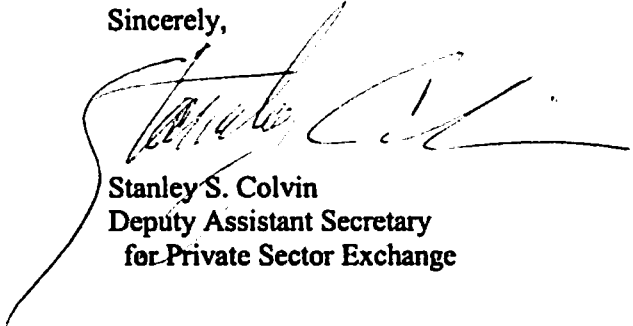
As a participant in a formal exchange program you will attend an accredited public or private secondary school, while living with an American host family who has opened their home and hearts to welcome you to the United States. We know that with a positive attitude and respect for others you will achieve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



Stanley S. Colvin  
Deputy Assistant Secretary  
for Private Sector Exchange

The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. This brochure is designed to help you understand the purpose and operation of the Exchange Visitor Program and to introduce you to some of the major requirements of the Exchange Visitor Program regulations that are most relevant to you.

## THE EXCHANGE VISITOR PROGRAM

THE U.S. DEPARTMENT OF STATE administers the Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

**Sponsors** - The U.S. Department of State designates sponsors to administer individual exchange visitor programs. Sponsors are U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations. They screen and select exchange visitors participating in their programs, provide them with pre-arrival information, an orientation, and monitor their activities.

Sponsors offer exchange visitors cross-cultural activities that will expose them to American society, culture, and institutions. Exchange visitors are encouraged to voluntarily participate in activities that provide them with an opportunity to share their language, culture, and history with Americans.

**Responsible Officers** - Sponsors appoint individuals as responsible officers and alternate responsible officers to advise and assist exchange visitors. These officers issue the Certificates of Eligibility (Form DS-2019, formerly IAP-66), and conduct official communications with the Department and the Immigration and Naturalization Service (INS) on your behalf. Should you have questions about the regulations or any aspect of your exchange program, your initial and primary contact is the responsible officer whose name you can find in Block 7, at the bottom right of the DS-2019 form.

**Exchange Visitors** - An exchange visitor is a foreign national selected by a sponsor to participate in an exchange program, and is issued a J-1 visa. An accompanying spouse and any unmarried children under 21 years of age, may apply for J-2 visas, with the permission of your sponsor.

## RULES — REGULATIONS

**IT IS IMPORTANT THAT YOU** understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your responsible officer will help you keep current of any changes which may affect your J status. Some requirements of the Federal regulations and where to find them are indicated below.

**Activities and Program Provisions** - You entered the United States in one program category, and are required to engage in that category and subject/field of activity listed on your form DS-2019 (formerly the IAP-66). You must comply with the specific program provisions of the regulations relating to your program category.

**Insurance** - You are required to have medical insurance in effect for yourself and any dependents in J-visa status for the duration of your program. Some sponsors provide the required insurance for their participants. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

- a. **Minimum Coverage** — Insurance shall cover: (1) medical benefits of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) expenses associated with medical evacuation in the amount of \$10,000.
- b. **Additional Terms** — A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.
- c. **Maintenance of Insurance** — Willful failure on your part to maintain the required insurance will result in the termination of your exchange program.

**Transfers** - Exchange visitors may transfer from one sponsor to another only if they are released by the first sponsor as required by the regulations. A transfer must be clearly consistent with the intent and purpose of the original program objective and category. A transfer does not extend the length of the maximum program duration of the category. Insurance may be obtained with the new sponsor.

**Extensions** - An exchange visitor's program may be extended at the sponsor's discretion to the extent permitted by the regulations. Sufficient funds must be available to support you and any dependents if a new Form DS-2019 (formerly IAP-66) is to be issued. Insurance is also required.

**Maintenance of Status** - You are required to have a valid and unexpired Form DS-2019 (formerly IAP-66). Sponsors may terminate an exchange visitor's program for violating U.S. Laws, Exchange Visitor Program regulations or the sponsor's rules governing their particular program.

**Notification** - You must inform your responsible officer if you change your address or telephone number, or complete or withdraw from your program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State.

**Current Regulations** - The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62 — formerly Part 514). The regulations are generally available for review at the offices of responsible officers, universities, law schools, or large public libraries. They are also available on the Internet at:

<http://www.exchanges.state.gov/education/jexchanges>

**For Further Information** - Additional requirements that may apply to you are set forth in the Exchange Visitor Program Regulations. Review a copy of the current regulations and consult with your responsible officer.

The address, telephone and fax numbers and web site address of the Exchange Visitor Program, Bureau of Educational and Cultural Affairs, United States Department of State is:

SA-44, Room 734  
301 Fourth Street, SW  
Washington, DC 20547

**TEL: 202-203-5096** **FAX 202-203-5087**

Internet address:  
<http://www.exchanges.state.gov/education/jexchanges>

**WAIVERS AND THE TWO-YEAR  
HOME-COUNTRY PHYSICAL  
PRESENCE REQUIREMENT  
[212(E)]**

**Two-Year Home-Country Physical Presence Requirement [212(e)]** - Some Exchange Visitor Program participants and family members who were admitted to the U.S. or who adjusted their visa status to J after admission must return home for a minimum of two years after completing their educational or cultural exchange program before they can change or adjust their status. This requirement applies to those whose:

1. Exchange program was financed to some extent by the U.S. Government or your home country government;
2. skill appears in the Exchange Visitor Skills List as identified by their home country government; or
3. purpose in coming to the United States was to receive graduate medical education or training. For details, see [(22 CFR 62.44 (e))] or contact your responsible officer.

**Waivers** - Contact information for the Waivers Review Branch is as follows:

Waiver Review Public Inquiry Number: (202) 663-1225

Waiver Review FAX number: (202) 663-8666

Microlog number for status check on waiver requests:  
(202) 663-1600

Visa Office Homepage: <http://travel.state.gov>

**Exchange Visitor  
Program**

Bureau of Educational  
and Cultural Affairs

United States  
Department of State

SA-44, Room 734  
301 4th Street, S.W.  
Washington, D.C. 20547

**TEL: (202) 203-5096**  
**FAX: (202) 203-5087**

**The  
Exchange  
Visitor  
Program**

Welcome Brochure

Bureau of Educational  
and Cultural Affairs

United States  
Department of State

## 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:**

1-800-383-9090



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 /female			
Outside Resource/male			
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			



# STUDENT RECEIPT OF INFORMATION

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

## We have received, read and understand the following documents:

- ESSEX Inbound Student Rules and Conditions of Exchange
- ESSEX Program Guidelines
- Independent Travel Rules
- US Dept. of State Welcome Letter
- The Exchange Student Visitor Program Welcome Brochure
- ESSEX Student Protection Policy Brochure

## We have received the following information:

- 1<sup>st</sup> Host Family Profile
- Resource List with community and school profile
- Copy of ID Card (original to be given upon arrival of the student)

_____	_____	_____	_____
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

**You must return this document prior to your arrival in the United States to the following address:**

District Chairman Name: Address:  
---



# EXCHANGE STUDENT ORIENTATION RECORD

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

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

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

**THE FOLLOWING TOPICS WERE DISCUSSED:**

- |                                       |   |
|---------------------------------------|---|
| The rules of the program              | Rebound   |
| Who to call with a problem            | Rotary blazer and proper attire                           |
| Cultural awareness and cultural shock | Power of attorney (medical release)                       |
| Improving my host country language    | Passport, student visa documents, and air ticket security |
| Travel do's and don'ts                | Speech preparation  |
| Relationship with my families         | Pins and business cards to exchange                       |
| Relationship with my Rotary Clubs     | Boredom and volunteering                                  |
| Relationship with my Rotary Districts | Telephone and internet use                                |
| Relationship with my schools          | Dating, drinking, drugs, driving                          |
| Relationship with my communities      | Travel  |
| How to be safe when not at home       | 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)    | ID cards                                |
| DOS Welcome Letter (IB only)                       | First night questions                   |
| ESSEX program brochure                             | What is Rotary                          |
| Student Protection Policy, brochure, and reporting | Monthly reports to Rotary Districts     |
| Safety guidelines for students                     | Post Exchange Evaluation                |
| Characteristics of a good ambassador               | Metric conversion                       |
| Attitudes of a successful exchange student         | Resource List for YE Students (IB only) |

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

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

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: \_\_\_\_\_



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](mailto:essexyp@gmail.com) Tel: 1-866-768-2799

US Department of State Contact Hotline: Tel: 1-866-283-9090

DOS Office of Designate: Tel: 1-202-632-9310

Insurance: CISI Bolduc/ACE American Ins. Co.

Policy # \_\_\_\_\_ Tel: 1-800-303-8120



## 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?

How is your new language proficiency progressing? \_\_\_\_\_

Do you feel that your exchange has been a success so far? **Yes/No**

Please explain: (are you homesick, dealing with culture shock, etc.) \_\_\_\_\_

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

---

---

---

Explain your school experience: Excellent, Good, Average, Poor. Please explain

---

---

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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Have there been any Press, radio or TV interviews that involve you. (Please send a copy of the press clippings)

Signature \_\_\_\_\_

Send this form to: **\*\*You can email the information in this report for convenience. If emailed no signature required. Student must send report monthly.**

Please remember to include a personal letter or email 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)



## 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.

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POST EXCHANGE STUDENT EVALUATION
This form to be retained in the District file

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? ? \_\_\_\_\_

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

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**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 participationP



## POST EVALUATION – SCHOOL

Thank you for accepting our Rotary Exchange Student into your high school for the past academic calendar year. The Dept of State requires our program to secure this form as part of the Dept of State Regulations.

**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	

1. Did the Rotary Exchange Counselor adequately explain the exchange program prior to the student's enrollment?  
 Yes  No
2. Did you receive the Rotary Exchange Student's forms necessary for enrollment in sufficient time prior to the first day of school?  
 Yes  No
3. 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
4. How would you describe your school's overall experience with the Rotary Exchange student?  
 Outstanding  Very Good  Satisfactory  Less Than Satisfactory
5. Would your school consider accepting future Rotary Exchange Students for enrollment?  
 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? \_\_\_\_\_

6. 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 as it will enable the Rotary District and club committees to evaluate and improve our program.*



# Incident Report

Send all pages to RI for all IB 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

--

## D. NEXT STEPS/PROPOSED SOLUTION

--

## E. UPDATE:

--

## 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: District YE Chair should 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) and 4) Hosting 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>	



# Volunteer Application

Every non-host family volunteer (Rotary counselor, YEO and Rotary members, general volunteer) 18+ of age must complete This form should be retained at the District.

**Position applying for:**

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

Counselor  Counselor for (student name) \_\_\_\_\_

I have received Counselor training. Initials \_\_\_\_\_

Youth Exchange Officer  Non-Host Family Volunteer

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

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

Telephone: \_\_\_\_\_ Cell # \_\_\_\_\_ Email: \_\_\_\_\_

I am a Member of \_\_\_\_\_ Rotary Club District \_\_\_\_\_

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

List previous positions and/or Organization involvement: \_\_\_\_\_

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

\*\*Must verify, at least 2 references.

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 REFERENCE FORM Non-Host Family

**\*\* Two references per volunteer / References cannot be a relative and not more than 1 form or current Rotarian.**

*Please fill out this form as honestly and completely as possible.  
All answers will be kept strictly confidential*

RETURN THIS FORM TO: \_\_\_\_\_

**This form is to be retained with the host district records**

Volunteer Name \_\_\_\_\_ Rotary Club \_\_\_\_\_

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

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

Telephone (\_\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

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?

\_\_\_\_\_



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

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



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

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

I am applying for a volunteer position with Rotary Youth Programs and I understand that ESSEX and its member districts (hereinafter "Rotary") may/will deny a volunteer position to anyone deemed, in the sole and absolute discretion of Rotary, to be unacceptable or unsuitable, either now or at any time in the future, and that Rotary may terminate my volunteer position at any time, with or without cause. I hereby certify that any information I have provided in connection with this application is truthful and that I have disclosed all pertinent information. I hereby agree to supplement this application, and report to Rotary, any events or changes which might affect this application as soon as possible after such events or changes occur.

I hereby give my permission for Rotary to investigate and verify all the information I have provided by whatever means Rotary deems suitable and/or appropriate including, but not limited to, searching public records, criminal background checks, contact with employers or references, etc., and I hereby indemnify and hold harmless Rotary, and all persons involved with, or working with or for Rotary, from any and all liability for any and all loss or consequences - of any type whatsoever - I may sustain as a result of such investigation and/or verification. Further, I hereby give my permission for any such investigation and/or verification to be repeated at any time, and as often as necessary, for so long as I may remain a volunteer, or at anytime in the future that I might reapply to be a volunteer.

I further agree to conform to the rules, regulations, and policies of Rotary International, ESSEX, and its District affiliates, at all times during my service as a volunteer.

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

**>>>Print or type all information clearly and legibly including your complete legal name and SSN. <<<**

_____	_____	_____	_____
<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Signature</b>
<b>Date of Birth</b> _____ / _____ / 19____	_____		<b>Today's Date</b> _____ / _____ / 20____
Month Day Year	<b>Other Name(s) Used</b>		Month Day Year
<b>Telephone Number</b> _____	<b>E-mail</b> _____		
<b>Address:</b> _____		<b>City</b> _____	<b>State</b> _____ <b>Zip</b> _____
<b>SSN</b> ____ -- ____	<b>Rotary Club</b> _____	<b>Rotary District</b> _____	

**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**

**CONFIDENTIAL**