



SHORT TERM EXCHANGE APPLICATION PROCESS INSTRUCTIONS FOR STUDENT – FAMILY – SPONSOR ROTARY CLUB

Congratulations! You and your family have embarked on an exciting journey. Soon you will be matched with a student in a foreign country; you and your family will begin to communicate with that student and their family. Once our district has made your placement you will take over and make all the arrangements. Will you go spend the first segment there or will they spend the first segment here? How long will you stay away; what activities will you take your newfound host brother or sister on while they are here? That is all up to you and your family.

Students: Before we begin the process of matching you to your new brother or sister you must complete the Student part of this application.

Parents: Please complete the Host Family Application/Affidavit form that includes a summary of your responsibilities as a host family, a profile of your family, the names and contact information for three people who can act as a reference and a Volunteer Waiver/Consent Release. Save the application form on your computer, complete it, print it and sign it. Please also call your references so that they are not surprised to get a call from a Rotarian regarding references.

Criminal background checks will need to be completed on all of the adults over 18 who will be living in or visiting the home for more than 72 hours during the time of your exchange son or daughter's visit. An example would be grandparent or a college aged child who in home for just part of the summer.

In the U.S., Rotary will complete the criminal background check.

In Canada, adult host family members must apply themselves through the RCMP Criminal Background Check. There are three ways to apply:

- In person at your local RCMP office....
- Online....
- Expedited application

Use this link for more information: <http://www.rcmp-grc.gc.ca/en/steps-obtain-certified-criminal-record-or-vulnerable-sector-vs-check#s4....>

The adult applicant will receive the copy of the CBC and must bring it to the Rotarian working with them on their application

Rotary Club Representative: Students and their families should go through an initial interview process similar to the process to interviewing a Long Term Exchange Student applicant. If they have a successful interview, the student and their parents should complete the District Level STEP application forms. As soon as you receive the completed application forms, complete the reference checks; [download the form here](#). In the U.S., complete the criminal background checks (CBC) on all adults who will be living in the home during the time the exchange student will be there, each adult will need to complete a separate Waiver and Consent Form prior to the

Background Checks being run. You must send them a copy of the records check within 24 hours of its completion of the CBC. In Canada, these adults must initiate the CBC themselves.

A vetted Rotarian must do an in person home visit and interview. This can be the Rotarian who will be the exchange student's counselor, the YEO or another Rotarian on the YE Committee.

Once completed you will be required to mail the original student application along with the signed guarantee form plus copies only of the family application, reference checks, criminal background checks and home visit to the STEP coordinator. Your Rotary club will be responsible for maintaining the original records of the family application process; the STEP coordinator will only check that all requirements have been met; once that is confirmed he will destroy the copies in a secure manner.

Checklist for Completed Application Mailed to STEP Coordinator

These documents must be originals with signatures in blue ink:

- Student Application complete with all required signatures
- Guarantee Form with all required signatures

Copies only

- Host Family Applications complete with all signatures
- Background checks of all adults in home
- Completed Reference Checks
- Home visit/interview report

This complete set of documents along with the required fee must be mailed to

Ron Dyck
55 Jenkins Place
Parksville, B.C. Canada V9p 1G4

Note: Applications sent from the USA should be sent via courier (like Fed Ex or UPS) to save time and prevent loss.

Prior to the inbound STEP student arriving in District 5020 a vetted Rotarian must meet with the host family to conduct a Host Family Orientation. The signed form must be kept along with the other document pertaining to this host family.



rotary
youth
exchange

Host Family Application/Affidavit *Short Term Exchange*

Thank you for your interest in this program. The form that follows this introduction is interactive. Please save it on a computer, complete it there, print it and then sign it.

The Role of a Host Family for a Short Term Exchange

The Short Term Exchange Program

Various Rotary Districts throughout the world organize short Term Exchange visits for high school age students from different countries. Matched students from different countries exchange visits during school vacation, usually for three or four weeks each way. Students travel on tourist visas. However, students are under the care of sponsor and host Rotary Districts and must follow prescribed rules and regulations. Participating families of student participants must also follow the regulations of the program and must submit an application to host and must agree to the conduction of criminal background checks for all adult members of the family living in the host home during the exchange.

A Summary of Host Family Responsibilities

The host family is a critical element in any cultural exchange program for youth, providing a first-hand opportunity to experience a new culture and to help others to better understand the culture that they represent. The Rotary program is distinct from other exchange programs because it is operated completely by volunteers around the world. Each student participant and each host family is carefully selected and actively supported by Rotary volunteers within their own community. Host families are in close contact with volunteers from a local Rotary club and Rotary district who will guide and assist them throughout their experience.

Hosting a student can be an extremely rewarding experience for everyone in a family, but of course, there are responsibilities. Most are natural since they are what a family would expect to do for one of its own children. Following is a list of responsibilities a family would want to consider in accepting the role of a host family.

Before the student arrives:

- Participate in training and orientation sessions provided by program representatives.
- Establish communication with the student.
- Understand the program rules that the student must follow.
- Know how to contact program representatives and community services in case of an emergency.

During the exchange:

- Provide a safe, welcoming environment to encourage the development of trust and friendship between the student and host family.
- Help the student feel like a part of the family, with the same privileges and obligations.
- Gently help the student adjust to the ways of the family household and the new culture.
- Provide room and board for the student. All students must have their own bed. If they must share a bedroom, then it must be with a child of the same gender.
- Ensure the student knows how to contact family members, friends, and other support networks.
- In case of an emergency, know how to access and use the student's insurance policy.
- Voice any concerns and questions regarding the student to his/her Rotary counselor, including serious homesickness, difficulty adapting to family life, or illness.
- Maintain close contact with the host club, and address problems and concerns quickly.
- Exercise supervisory and parental responsibility to ensure the student's well being.
- Encourage involvement in community life by introducing the student to neighbors, friends, and local groups.
- Help the student understand the local culture, and take an interest in the culture of the student's home country.
- Advise the student about matters related to family, friends and community.

Remember to save this form on a computer, complete it there – and then print it and sign it. Thank you!

Host Family Profile

Host Family Name and Address

Host Family Name (Example – John and Mary SMITH)		Home Phone	Home E-mail	
Street	City	State	Zip	

Prior Residence (Only if less than five years at current address)

Street	City	State	Zip	Years at this address
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Household Occupants (other than host parents) – Please list all – Add separate sheet if necessary

Name (First, middle, last)	Relationship	Birth Date (e.g. 25/Jan/1981)	Gender	Full Time / Part Time
			<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
			M F	Full Time Part Time
			<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
			M F	Full Time Part Time

Relevant Experience for Hosting

Have you been a Host Family before? Yes No If yes, when and where?

What language(s) is spoken in the home?

If any family member speaks another language, please name the person and the language (e.g. John – Spanish, Sue – German)

If any family member has lived in another country, please name the person and the country(s), and indicate how long

Describe usual family activities (For example: Camping, traveling, shopping, sporting events, art, music, etc.)

What activities are planned while your matched student is visiting here?

Describe the special interest or hobby of greatest interest for each member of the family. (For example: Father – Golf, Mother – Bridge, John – Baseball, Mary – high school band, etc.)

Host Family Name (e.g. John and Mary SMITH)	Host Club	District	Page 3 of 4	
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Personal Family References: Please list three (3) that are familiar with your family. Do not use a relative or anyone from Rotary that is involved in the Youth Exchange Process

Reference #1

First Name: _____ Last Name: _____

Address: _____

Home Phone Number: _____ Cell Phone _____

Email Address: _____ Relative? Yes No

Reference #2

First Name: _____ Last Name: _____

Address: _____

Home Phone Number: _____ Cell Phone _____

Email Address: _____ Relative? Yes No

Reference #3

First Name: _____ Last Name: _____

Address: _____

Home Phone Number: _____ Cell Phone _____

Email Address: _____ Relative? Yes No

Host Family Name (e.g. John and Mary SMITH)	Host Club	District	Page 4 of 4
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Declarations (Required of all adult residents of host home.)

Rotary Youth Protection Policy

*Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, spouses, partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual and emotional abuse.
(Adopted by the Rotary International Board of Directors, November 2006)*

Volunteer Waiver/Consent/Release

I certify that all of the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information, which would affect this application unfavorably if disclosed. I understand that any omission of facts or misrepresentation could result in my elimination from consideration as a host family with the Rotary Youth Exchange program (hereinafter referred to as 'RYE') or its affiliates, or removal from the program if such omission or misrepresentation is revealed after I am accepted as a host family. I understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of RYE. I understand and agree that RYE or its affiliates may, in their sole discretion, decline to accept my application with or without cause.

I hereby give my permission for RYE to investigate, verify, and obtain information given in this application, including searches of law enforcement and published records (including driving records and criminal background checks). RYE agrees that it will use best efforts to maintain such information in a secure environment so as not to become available to the public at large. I also understand that as long as I remain a host with RYE, the criminal history records check may be repeated at any time and information subsequently revealed may result in my removal as a host. I understand that I will have an opportunity to review any criminal history or other record obtained and that there is a procedure available for clarification if I dispute the record as received.

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

I HAVE READ AND I UNDERSTAND THE ROTARY INTERNATIONAL STATEMENT OF CONDUCT FOR WORKING WITH YOUTH (BELOW). I AGREE TO CONFORM TO THE RULES, REGULATIONS, AND POLICIES OF THE ROTARY YOUTH EXCHANGE PROGRAM, ROTARY INTERNATIONAL, AND ITS AFFILIATES. THE HOST PARENTS SIGNING BELOW AGREE TO PROVIDE APPROPRIATE PARENTAL SUPERVISION, AND ALL PARTIES SIGNING BELOW AGREE TO TREAT THE STUDENT AS A FAMILY MEMBER. As used herein 'I', 'me', and 'my' shall include all signers below.

PRIVACY STATEMENT

RYE represents that information obtained will be used exclusively to determine my eligibility for a volunteer position with RYE and that the information obtained will not be shared with anyone not directly involved in the volunteer eligibility process. Any information obtained relevant to an individual who is not accepted as a volunteer, or about an individual who withdraws their application before becoming a part of the program, will be destroyed upon the request of the applicant.

ROTARY INTERNATIONAL STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International and the Rotary Youth Exchange program strive to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

I acknowledge that I have read and understand the above affidavit, waiver, consent and release, and that I sign this form voluntarily. The typing of my name in the signature block below is intended to be my electronic signature.

Name of Host Father	Signature or E-signature of Host Father	Date
Name of Host Mother	Signature or E-signature of Host Mother	Date
Name of Additional Adult Resident (18 and older)	Signature or E-signature of Additional Adult Resident	Date