

Rotary District__5450_____

Applicant's Name_____

Long-Term Exchange Program Application Checklist

Use this checklist to ensure that you have all of the necessary parts for your application. All copies must have original signatures signed in BLUE ink; all photographs must be originals or good-quality color photocopies, unless otherwise instructed.

	Set 1	Set 2	Set 3	Set 4
1. <i>Personal Information</i> pages completed with photo attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <i>Letters</i> completed and inserted, and <i>Photos</i> (4) attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <i>Rules and conditions of the exchange</i> must be signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <i>Supplemental Medical form</i> must be complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of school transcript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact your local Rotary club to arrange an interview. If you still need to find your local club contact information, please email us at Kimberly@rye5450.org. Once you have been interviewed and accepted for sponsorship by your local club, your application will be sent to the District Committee.

Instructions for Rotary Youth Exchange Program Application

Read all directions on each page carefully before completing the application. Use the checklist on the inside back cover to ensure that you have completed all sections and obtained all necessary signatures.

Components of your application

Your application consists of

- All forms in this application
- Copies of your school transcript

Filling Out Your Application

Your application *must* be legible. Typed or computer-generated applications are strongly preferred. Answer all questions completely and as asked (*do not* write “same”, “see above”, or “see page ___”). Enter your information directly onto the application unless directed otherwise. Make sure to use correct grammar and spelling

Whenever the application asks for your full legal name, enter your name exactly as it appears on your passport or birth certificate.

Printing Your Application and Signing the Forms

You will need to submit four complete sets (your original plus three photocopies) of this application. (You may also wish to make an additional set for your own records.) Sets 2-4 can be good-quality photocopies. **All signatures on all sets must be ORIGINAL and with BLUE ink.** To accomplish this:

1. Complete the application form. Do not sign it.
2. Print four sets of the completed application (if using a typewriter, make three good-quality photocopies of your original).
3. Sign all four sets yourself, then have your parents/legal guardians sign all sets.

The photo of yourself that you attach to Section A, page 1, must be an original photograph, not a color photocopy, on all four sets. The photos that you submit for Section B, page 2, must include at least one set of originals. The other three sets may be good-quality photocopies.

Questions:

If you have any questions about completing this application, check with your school counselor or your local Rotary Club's Youth Exchange officer. Once you've completed your application, return it to your local Rotary club.

District ___5450_____:

Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, Rotarians' spouses, partners and other volunteers must safeguard the children and young people they come in contact with and protect them from physical, sexual and emotional abuse.

Adopted by Rotary International Board of Directors November 2006



Rotary District _____
Long-Term Exchange Program

Section A: Personal Information

Before you begin your application, please read all instructions on the prior pages.

Smile!

Attach a recent, good-quality color photo of yourself (head and shoulders). Original photos must accompany all four sets of the application.

Attach photo with glue or double-sided tape; do not staple.

Size: 2 x 2½ in. (5 x 6.5 cm)

1. Applicant Information

Full Legal Name as on passport or birth certificate (<i>use uppercase for your FAMILY name; e.g., John David SMITH</i>)		Name You Wish to be Called		<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address – Street	City	State/Province	Postal Code	Country
Postal Address (<i>if different</i>) - Street	City	State/Province	Postal Code	Country
E-mail Address	Home Phone Number		Mobile Phone Number	
Place of Birth (<i>City, State/Province, Country</i>)	Citizen of (<i>Country</i>)		Date of Birth (<i>e.g., 01/Jan/1999</i>)	

2. Parent/Legal Guardian Information

Full Name of Father/Legal Guardian		Rotarian? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of Rotary Club		
Address – Street	City	State/Province	Postal Code	Country	
E-mail Address	Home Phone Number		Mobile Phone Number		
Occupation	Business Phone Number		Fax Phone Number		
Full Name of Mother/Legal Guardian		Rotarian? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of Rotary Club		
Address – Street	City	State/Province	Postal Code	Country	
E-mail Address	Home Phone Number		Mobile Phone Number		
Occupation	Business Phone Number		Fax Phone Number		
Parent/legal guardian to contact first in the event of an emergency (<i>specify "Father", "Mother", etc.</i>):					
<input type="checkbox"/> Check here if your parents are divorced or separated. <i>Authorizations must be obtained from all parents/legal guardians and others who have legal rights to decisions affecting the student's participation. Explanation is required if signatures of two parents or legal guardians are not provided.</i>					

3. Siblings (add pages as necessary)

Name	Gender	Age	Occupation or School Grade/Level	Living at Home?
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Name

4. Personal Background

Religion	Dietary Restrictions (<i>Enter "None", or explain with details – e.g., vegetarian, vegan, allergic to...</i>)
Do you smoke or use tobacco products? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
Do you drink alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
Have you ever used illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
Do you have a steady boy/girlfriend? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how long have you been together, and how often do you go out?

Answering yes to these questions will not automatically eliminate you as a candidate; however, it may require special consideration of host family or country assignments.

5. Secondary School Information

Name of Secondary School You Currently Attend		School Phone Number	School Fax Number		
Address – Street		City	State/Province	Postal Code	Country
Number of grades/levels at your school	Your current grade level (<i>e.g., 10th, 11th</i>)	Year you will finish secondary school	No. of years you've attended this school		
List the courses you are currently taking					
<i>Consult with a school official or guidance counselor to find out the following information:</i>					
Total number of students at your school		Number of students in your grade level	Your approx. class ranking (<i>e.g., top 10%, 12th of 56</i>)		
Name and title of school official or counselor that you consulted			E-mail address of school official or counselor		

Attach a transcript, in English, of all secondary school courses completed with grades you received. Also attach your most recent grade report from the current year.

6. Languages

Your Native Language		Proficiency in Non-Native Language(s) <i>(indicate Poor, Fair, Good, or Fluent)</i>		
Non-Native Language(s)	Years Studied	Speaking	Reading	Writing

7. Sponsor District and Club Contacts

Sponsor District Number		Name of Sponsor District Youth Exchange Chair		E-mail Address	
Address – Street		City	State/Province	Postal Code	Country
Home Phone Number	Business Phone Number	Mobile Phone Number		Fax Number	
Sponsor Rotary Club		Name of Sponsor Club Youth Exchange Officer		E-mail Address	
Address – Street		City	State/Province	Postal Code	Country
Home Phone Number	Business Phone Number	Mobile Phone Number		Fax Number	



Rotary District _____

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Long-Term Exchange Program

Section B: Letters and Photos

Student's Letter

Write a letter introducing yourself to your future host club and host families. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions in your letter, providing as much detail as possible (if you need help generating details, also consider the italicized questions in parentheses).

Specifications: Type your letter on a separate sheet (or sheets) of paper, and include your name on each. Attach your letter to this page. Maximum length: 3 pages.

1. What do you do when you have free time?
2. What you do at your school? (*How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake-up and discuss only one typical day's schedule.*) Are you able to choose courses at your school? If so, which courses did you choose, and why?
3. What are your school interests and activities? What leadership positions have you held?
4. How would you describe your home? (*Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus, or walk to school?*)
5. What are the occupations of your mother and father? (*What product or service does each make or perform? What is her/his position or title?*)
6. How would you describe your community? (*Is it in or near a major city? What is the population? industry? economy?*)
7. What are your interests and accomplishments? (*Are you interested in art, literature, music, sports, other activities? How did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?*)
8. What trips have you taken outside your country? Why did you take these trips, with whom, for how long?
9. What things do you dislike? (*Do you dislike certain foods, animals, treatment by other people, etc.?*)
10. What do you feel are your strong, and weak, characteristics?
11. What are your plans and ambitions for your education and career? Why?
12. What do you specifically hope to accomplish as an exchange student, both during your exchange and when you return?

Parent's Letter

Write a letter to your child's host club and families, incorporating your answers to the following questions in your letter.

Specifications: Type your letter on a separate sheet (or sheets) of paper, and include your child's name on each. Attach your letter to this page. Maximum length: 2 pages.

1. How would you describe your child's relationship with you and your family? with his/her friends?
2. How does your child react to disagreement, discipline, and frustration?
3. How does your child handle challenging or difficult situations?
4. What amount of independence do you give to your child? What is your child's level of maturity?
5. What makes you proud of your child?
6. Why do you want your child to be an exchange student?
7. Are there any other comments you would like to share with the host families?

Applicant Name

Student's Photos

Select a color photograph for each topic below, and attach each photo to this page with glue or double-sided tape (do not staple). Include brief captions, if necessary. At least one application set must have original photographs; color photocopies or computer prints may be used on the other three sets.

MY FAMILY	MY SPECIAL INTEREST
<p data-bbox="370 669 578 789"><i>Photo that includes members of your immediate family</i></p>	<p data-bbox="1008 669 1292 789"><i>Photo of you participating in your favorite hobby or activity</i></p>
SOMETHING IMPORTANT TO ME	MY HOME
<p data-bbox="334 1465 613 1539"><i>Photo of your friends, pet, musical instrument, etc.</i></p>	<p data-bbox="1040 1444 1260 1564"><i>Photo of your house or building where you live</i></p>

Medical Questionnaire

Name _____ DOB _____

1. Have you ever been hospitalized for any reason?
 - a. Describe:

2. Have you ever had an allergic reaction to any foods, Medication, insects, animals Etc?

3. Are you now or have you ever seen a mental health professional, such as Social worker, Psychiatrist, counselor or therapist?
 - a. Describe

4. Please explain any current or past medical condition you have been diagnosed with?

5. Are you now or have you taken any medication for greater than 30 days?

Parent or Legal Guardian

Date

Parent or Legal Guardian

Date

Student

Date



Rotary District _____

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Long-Term Exchange Program

Section F: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club 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.

Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- 7) Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons.
- 8) You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction.
- 9) Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden.
- 10) You must attend school regularly and make an honest attempt to succeed.
- 11) You must have travel insurance that provides medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability / dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 12) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 13) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 14) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 15) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 16) Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 17) Serious romantic activity is to be avoided. Sexual activity is forbidden.
- 18) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

- 1) You should communicate with your first host family prior to leaving your home country. The family's information will be provided to you by your host club or district prior to your departure.
- 2) Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 3) Learn ahead of time as much of the language of your host country as possible, and use the language regularly. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
- 4) Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 5) Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.
- 6) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 7) Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
- 8) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

Applicant Name	
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DECLARATION

IN CONSIDERATION of the acceptance and participation of the applicant in this program, the undersigned APPLICANT and his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sponsor Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned applicant and undersigned parents or legal guardians of the applicant, we hereby state that we have read and understood the Program Rules and Conditions of Exchange. Should I, as a student, be selected for an exchange, I agree to abide by these rules and others imposed on me with due notice during my time as an exchange student in the host country.

We attest that we have read and understand the Statement of Conduct for Working with Youth. We understand that all Rotarians and host families are expected to have read and understand this statement as well. I understand that, if selected for an exchange, I will be provided with training and written material on abuse and harassment and that this information will include the contact information of the person I should contact if I encounter any form of abuse or harassment.

The undersigned applicant attests that I am of good health and character, understand the importance of the role of a youth ambassador as a Rotary Youth Exchange student, and will, to the best of my ability, maintain the high standards required of a Rotary Youth Exchange student should I be chosen to represent my sponsor Rotary club and district, school, community, state/province, and country. I further state that all the material contained in this application and the attached documents are true and accurate to the best of my knowledge.

PERMISSION FOR MEDICAL CARE AND RELEASE OF MEDICAL RECORDS AND LIABILITY

We, the parents/legal guardians of the applicant, and I, the applicant, HEREBY AUTHORIZE the release of medical information on application pages 'Section C: Medical History and Examination,' acquired in the course of the examinations by the physician and the dentist.

We, the parents/legal guardians of the applicant, and the applicant, if of legal age, who have the sole and legal right to make the decisions on the health and care of the applicant, do release from liability and grant permission as noted of the following while our son/daughter/ward is overseas as a Rotary Youth Exchange student:

- In the event of accident or sickness, we/I authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- We/I give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment of our son/daughter/ward.
- We/I further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required by our son/daughter/ward for any emergency situation. We do request that we be notified as soon as possible, but emergency treatment need not be delayed to provide such notice.
- Permission is granted for immunizations required for school registration.
- In the case of elective surgery, we/I request that we/I be notified and our permission obtained before such arrangements are made.

We agree to hold harmless Rotary International, any Rotary district, Rotary club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome.

We agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

Applicant (print name)	Signature
Mother/Legal Guardian (print name)	Signature
Father/Legal Guardian (print name)	Signature
Witnessed in the presence of Sponsor Club Representative (print name)	Signature
Dated this _____ Day of _____ Month, _____ Year.	

Alternative Emergency Contact in home country, OTHER THAN A PARENT/GUARDIAN

Name		Relationship			
Home Address – Street		City	State/Province	Postal Code	Country
E-mail Address	Home Phone Number	Business Phone Number	Mobile Phone Number		

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Adopted by the Rotary International Board of Directors, November 2006