



RMRYE Host Family Process

Family Name: _____

Student Name: _____

YEO: _____

Host Club: _____

Part I: YEO - Check each item when completed.

___ YEO - Give the *RMRYE Host Family Application (Appendix A)* to the prospective host family. There is a single application for the entire family. Section 1 is for each family member over the age of 18. Section 2 is for each family member under 18.

___ YEO - Call all references and complete the YEO section of the *RMRYE Host Family Application (Appendix A)*.

___ YEO - Be sure all the Host Family members over the age of 18 have completed the *Background Check Application* according to the instructions on the *RMRYE Host Family Application (Appendix A)*.

___ YEO - Interview ALL family members in their home. Complete the *RMRYE Host Family Interview Check Sheet (Appendix B)*.

_____ Date of interview

___ YEO - Take photographs of the host family home including exterior and grounds, kitchen, student's bedroom, student's bathroom, and family room/living room.

___ (Y/N) Are you satisfied that the host family can provide a warm and nurturing home environment?

___ (Y/N) If I were a Rotary Exchange Student, would I be comfortable living with this family? Describe reasons:

Part II: YEO – email completed *Host Family Application (Appendix A)*, the *RMRYE Host Family Interview Check Sheet (Appendix B)*, and home photos to your student's Country Contact who will review for completion, reference verification, and a clear background check and sign and return the documents to you.

Part III: YEO - Provide the following information to the host family after the items in part one and two are complete. Parts I and II must be complete before giving the student application to the family or revealing personal information about the student. Check each item when completed.

- RMRYE Host Family Handbook
- Welcome Letter from the US State Department
- Complete copy of Exchange Student Application

YEO Name: _____ YEO Signature _____
Rotary Club of _____ Date _____

Part IV: YEO – Send this completed form to the Country Contact.

Part V: Country Contact- Verify the background checks are clear, review the interview answers, application & photos. You must maintain these documents in your files. After the student arrives or moves, complete the SEVIS Change of Address form at <http://www.rmrye.org/sevis-change-of-address-report/>
The host family process is complete.

RMRYE Country Contact

Date

Part VI: Country Contact – send this form, *Host Family Process*, without appendices, to Bo Chapin bochapin@rmi.net along with both pages of the guarantee form, the first two pages of the application and photo page of the student's passport. (Passport is optional). If this is the second or third family, send this form and then complete the SEVIS Change of Address form.

Part VII: Bo Chapin- Please sign, date and return this form, *Host Family Process*, with the visa documents to the Country Contact. (The visa documents only apply to the process for the first host family.)

RMRYE Officer

Date