**Application for a Rotary Youth Exchange**

**Short Term Program**



After you have interviewed and accepted at the club level, submit application to:

Scott White

9762 Hanover Court East

Henderson, CO 80640

scott@denvermachine.com

303 295 6000

FAX: 303 295 6101 CELL: 303 503 3882

Read instructions on next page before completing application

Note: Additional information may be required for specialized short term exchanges

**Explanation of program**

**Eligibility:** The student must be at least 14, but not more than 18 years of age at the time of the exchange. Applicants may be the children of Rotarians or non- Rotarians. A local Rotary club must sponsor the student and it is the

responsibility of that club to determine whether the student is qualified. As well as being a fun filled experience the student must be willing to be a goodwill ambassador for Rotary and the United States. Applicants should demonstrate the ability and willingness to fulfill the role of an ambassador.

**Reciprocation:** This is a reciprocal exchange. The student will spend approximately one month in the home of a family in a foreign country. In turn a student from that same home will spend a month in the home of the U.S. student. It is imperative that both the student and the student’s family are educated about and committed to this program. Among other things, this means that the family must commit to showing their guest as much of our country as possible. Nothing extravagant is expected, however the family is expected to go out of their way to arrange weekend excursions, sporting events, community outings and other points of interest for their guest. The family should show its guest as good a time as they would want their child to have in the foreign

country they visit.

**Timing:** Generally exchanges occur from late June through August.

**Gender:** An effort is made to match boys with boys and girls with girls. But there is no guarantee. If this is important please note it in writing and include it with the application.

**Procedure:** All initial contacts by the student are through the local Rotary club. Once the application has been completed, the local club will determine whether the student is qualified. Qualified applications will be forwarded to the district committee. The committee exchanges the application with the committee in the foreign country selected, and the matching process begins. As soon as a tentative match is made, the committee will contact the student directly to discuss the match. A copy of the foreign student’s application is provided to the US student and the two are instructed to make direct contact. Through direct contact, the students and their families discuss the final details regarding living accommodations, special needs, travel dates, etc. The student’s family must make the final confirmation of the match. The committee will host an orientation program for the outbound US students in the spring, and notify the insurance carrier of the student’s travel dates.

TO: ROTARY CLUB YOUTH EXCHANGE OFFICERS FROM: SUMMER PROGRAM COMMITTEE

Scott White

9762 Hanover Court East

Henderson, CO 80640

scott@denvermachine.com

303 295 6000

Please remember that unlike the year-long program there is no screening process for these students at the district level. YOU ARE THE SCREENING PROCESS! Once you recommend a qualified student to the district, we match the student with a family in their host country. When considering an applicant please ponder the following:

Would you want this student to live in your home for a month? Would you want your child living in this home for a month? Does this student represent the best of Rotary & America?

**In order to give families the maximum amount of time to plan the exchange please deliver qualified applications to the district by January 31.**

An orientation for the applicants and their families will be scheduled for April or May. Details to follow.

Thank you!

**Country Preference Form**

The following is a list of countries with which Rocky Mountain Rotary Youth Exchange has exchanged with in the past or expects to exchange with in the future. However, this does not guarantee all of these countries are always available. Please circle all the countries you would be willing to go to. Draw a line through any countries you do not want to go to and put a star next to your top choices. Bear in mind the more countries you select the greater chance you have of being placed. Please email Michael Smith for updates and changes.

France

Italy Switzerland Argentina Germany Spain Sweden Finland Denmark Brazil Turkey

belgium

List other choices, not mentioned above

Name of Applicant:

Name of Sponsoring Rotary Club:

TO: Scott White

From: Rotary Youth Exchange Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­

­Enclosed is the application for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that

\_\_\_\_I have interviewed and determined the applicant to be qualified for this program

\_\_\_\_I have reviewed, explained and provided a copy of the Explanation and

\_\_\_\_All three (3) of the student’s applications have been signed by:

\_\_\_\_Applicant

 \_\_\_\_BOTH parents OR non-signing parent is deceased or incompetent

 \_\_\_\_An authorized representative for this Rotary Club

I certify the following documents are complete and correct:

\_\_\_\_Executed application form in triplicate

\_\_\_\_Country Preference Form

\_\_\_\_$300 check payable to Rocky Mountain Rotary Youth Exchange

\_\_\_\_Explanations and Conditions form signed by applicant and both parents

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

Youth Exchange Officer Date

**Instructions to the Applicant and Checklist for the Application**

Applicant’s Name:

Sponsoring Club:

 Complete the original application form, except the signatures and photos.

 Make two photocopies of the completed application form only.

 Attach 1 passport photo to each of the 3 copies (see instructions on form, please don’t staple)

 Applicant and **both** parents sign **all three** copies:

 Applicant

 Father

 Mother

 Include a single photograph of yourself with your family and your home. (Please enclose in a plastic sheet protector) PHOTO WILL NOT BE RETURNED

 Complete and attach the country preference form.

 Arrange for three letters of recommendation addressed to the Youth Exchange Officer of your sponsoring Rotary club. Acceptable sources include teachers, clergy or employer. At least one of the three letters must be from a Rotarian.

\_\_\_\_ Signed by student

\_\_\_\_ Signed by parents

\_\_\_\_ Check for proper amount is attached

 Attach a $300 check (NON-REFUNDABLE) payable to Rocky Mountain

Rotary Youth Exchange

**Submit to the Youth Exchange Officer of your Sponsoring Rotary Club**

**Instructions for Rotary Youth Exchange Short Term Program Application**

Read these directions carefully before completing the application. If you are accepted as an exchange student, this application will be sent to your host country. It will serve as your introduction to the people who are being asked to host you. It is important that the first impression you make be a good impression. Complete this application carefully. All grammar and spelling should be correct. And remember, neatness counts.

**GENERAL INSTRUCTIONS:**

This application provides hosting Rotary Clubs and Districts basic information from which short term youth exchange placements can be made. Hosting Rotary Clubs and Districts may add additional pages to obtain information applicable for specialized short term exchanges (such as camps for students with disabilities, tours, New Generations Exchanges, etc.). Applications must be legible. Typed or computer generated applications are preferred. Answer all questions as asked. Do not write “same” or “see page,” etc. Type answers on the application except where otherwise indicated. Practice on a draft copy of the application to make sure your answers fit in the space provided.

**Signatures:** All signatures ***must be originals and written in BLUE ink*** on all four copies. To accomplish this, complete one full application but do ***not sign it.*** Make three copies and then sign all four completed applications. The student’s signa- ture is required 2 times and parents’ signatures are required once on each copy of the application. To help you find signature locations, all signature locations have been placed in boxes and asterisked (**\***).

**SPECIFIC INSTRUCTIONS:**

**Page 1: Address** This should be the student’s postal address.

**Applicant and Parents/Legal Guardian** All parental information must be completed. If your parents are divorced, provide the requested information for the non-custodial parent, not your step-parent unless he/she has legal guardian- ship of you or has formally adopted you. If someone other than a parent is your legal guardian, provide the requested information for the legal guardian. Authorizations must be obtained from all parents/guardians. Emergency telephone numbers must be different than the home and business phone numbers. If your parents have a fax number or e-mail address, type it in the space provided.

**Date of Birth** Remember to use the alphabetic abbreviation for month, e.g., (1986/Feb/22); not the numeric. Please note that this annotation of date of birth is the International Standard and may be different from what you are used to.

**Rotary Club and District Endorsement** This will be completed by your Rotary Club and District Youth Exchange Committee. Give all 4 copies to your Rotary contact for signature. In some cases, the school arranges for this. Check with your guidance counselor. The District Endorsement will be completed if and when you are selected. Clubs and Districts

—Please note that you also need to complete the top part of the Supplemental Section.

**Page 2: Program Rules and Conditions of Exchange**

Parents and students should read these carefully. You are expected to abide by these rules and conditions of exchange while a participant in the Rotary Youth Exchange program. Failure to do so may result in the termination of your ex- change and early return home. All signatures must be originals. This should be signed in the presence of a Rotary Club representative. **Note:** These are rules and conditions jointly agreed to by most Rotary Districts. However, your Hosting District may add, modify or delete some of these rules and/or conditions. You will be informed by your Hosting District of any changes.

**Permission for Medical Care and Release of Liability** Read carefully. If you are ill and require medical care, this gives permission for your host family and/or a hosting Rotarian to act for your parents or guardians. This holds your natural parents responsible for additional medical bills and transportation costs not covered by your insurance if required by your illness. You and BOTH parents or guardians must sign where indicated. If your parents are divorced, you must get the signature of the non-custodial parent unless someone else has legal guardianship of you. Authorizations must be obtained from **all** parents and guardians.

**Emergency Contact** Provide the name and telephone/fax of a family member or close friend of your parents who may be contacted in case of an emergency if we cannot contact your parents. This should be someone who your parents trust to make decisions about your medical care when your parents are not available.

**Pages 3-4: Supplemental Information** (Sponsoring Club and District must complete the top part of this page) Answer each question succinctly. Give thought to the message you are communicating to your future host club and

family. You may add up to two typed pages if needed. If you have dietary restrictions, be sure to state clearly what you

will not eat. If you smoke, drink alcoholic beverages or have a past or current involvement with illegal drugs, be sure to

provide the explanatory information requested. A “yes” answer will not automatically eliminate you, however, it will

necessitate special consideration by the host family.

**Page 5: Picture page** Affix the pictures to the page with glue or double-sided tape (do not staple). You may either make color copies of the page or use all original copies of the pictures.

 **Application for a**

 **Rotary Youth Exchange**

 District \_\_\_\_\_\_\_\_Short Term Program

TYPE the application, make three copies and SIGN each application in BLUE ink. All signatures must be originals. *All dates are yr/mo/day.*

**Read the Instructions first.**

**Applicant**

Family name/Legal name First/Given name Want to be called Sex (M/F)

Attach a good quality,

color head-and shoulder

recent photograph

2 in. x 2.5 in.

(5 cm. x 6.5 cm.)

Street Address City

State/Province Country of Residence Postal Code

Date of Birth (yr/mo/day) City of Birth State/Province of Birth Country of Birth

Citizen of (Country) Home Telephone E-mail Address

*I, as the above applicant, hereby state that I am of good health and character, understand the importance of the role of a youth ambassador as a Rotary Youth Exchange Student, have read and agree to abide by the Program Rules and Conditions of Exchange detailed on page 2 of this application 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 sponsoring Rotary club and district, my school, community, state/province and country as an exchange student.*

*I further state that all the material contained in this application and documents attached hereto are true and accurate to the best of my knowledge.*

\*

Applicant’s Signature Date (yr/mo/day)

**Parents/Legal Guardians**

Natural Father ’s name/Legal Guardian Natural Mother ’s name/Legal Guardian

Address Address

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  Occupation |  | Business Telephone | Occupation |  | Business Telephone |
| Home Telephone |  | Emergency Telephone | Home Telephone |  | Emergency Telephone |
| Fax |  | E-mail | Fax |  | E-mail |
|  | Rotarian? Yes | No |  If “Yes,” Name of Rotary Club | Rotarian? Yes | No |  If “Yes,” Name of Rotary Club |

**Sponsoring Rotary Club and District**

*The Rotary Club of and District , having interviewed the applicant and his/her parents/legal guardians and reviewed the student’s application, hereby endorse the student as meeting the qualifications for Rotary Youth Exchange and recommend to hosting clubs the acceptance of this student. The District agrees to provide adequate orientation to the student and parents before departure, and will will not host an Inbound.*

Type - Club President Type - Club Secretary/YEO Type - District YE Chairperson

Sign - Club President Date Sign - Club Secretary/YEO Date Sign - District YE Chairperson Date

**Program Rules and Conditions of Exchange**

1) Obey the Laws of the Host Country — If found guilty of violation of any law, student can expect no assistance from Rotary or their native country. Student will be returned home as soon as released by authorities.

2) The student is not allowed to possess or use illegal drugs.

Medicine prescribed by a physician is allowed.

3) The student is not authorized to operate a motorized vehicle of any kind which requires a federal/state/ provincial license or participate in driver education programs.

4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age in host country should refrain.

5) Stealing is prohibited. There are no exceptions.

6) Unauthorized travel is not allowed. Students must follow the travel rules of the Host District.

7) The student must be covered by a health and life insur- ance policy agreeable to the Hosting District.

8) The student must abide by the rules and conditions of exchange of the Hosting District provided to you by the District Youth Exchange Committee.

9) The student must return home directly by a route mutually agreeable to the Host District and student’s parents.

10) The student shall have sufficient financial support to assure his/her well-being during the exchange. Any unusual costs relative to a student’s early return home or other unusual costs shall be the responsibil- ity of the student’s own parents/guardians.

11) You will be under the Hosting District’s authority while you are an exchange student. Parents/guard- ians must avoid authorizing any extra activities directly to their son/daughter. The Host Club and District Youth Exchange officers must authorize such activities. Relatives in the host country will have no authority over the student while they are in the program.

**Permission for Medical Care and Release of Liability**

In consideration of the acceptance and participation of the applicant in such program, the undersigned APPLICANT and his or her PARENTS or Legal GUARDIANS, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all host parents and members of their families, and all members, officers, directors, committee members and employees of host and sponsoring 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 which may arise out of the negligence 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.

We, the parents/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 host parent(s) of our son/daughter/ward **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 which 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** which 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 prior** to such arrangements.

Having read and understood the “Program Rules and Conditions of Exchange,” we agree to abide by these rules and condi- tions and understand that any violation may result in abrupt termination of the exchange, and we further agree that the host Rotary club and host Rotary district shall have final authority in enforcing these rules and conditions and any other rules and conditions which may be imposed with due notice.

In the presence of Sponsor Rotary Club Representative  **\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Signature)

Dated this Day of

(Month) (Year)

**Emergency Contact in home country**

Name Relation to you

Telephone Fax

**Supplemental Information**

**SPONSORING DISTRICT AND CLUB CONTACTS**

**District Chairperson: Scott White**

Name

 Denver Machine Shop; 9762 Hanover Court East, Henderson, CO 80640

Address

 303 295 6000 303 295 6101 scott@denvermachine.com

Telephone Fax E-mail

**Club Representative:**

(Officer or YEO) Name

Address

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone | Fax | E-mail |  |
| **STUDENT** |  |  |
| Family name/Legal name | First/Given name | Second/Given name | Sex (M/F) |
| Date you prepared answers (yr/mo/day) | Religion (spell out) | Dietary Restrictions (If “ | YES,” explain) |

1. Please list the languages you have studied and indicate your level of fluency. (1 = Poor, 2 = Marginal, 3 = Short Sentences, 4 = Fluent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1st Language |   | 1 | 2 | 3 | 4 |
| 2nd Language |   | 1 | 2 | 3 | 4 |
| 3rd Language |   | 1 | 2 | 3 | 4 |

2. What is your favorite school subject? Why?

3. What are your interests and activities? What leadership positions have you held (in school and outside activities such as scouting)?

4. What are your hobbies and accomplishments? Elaborate on your interests in these areas (e.g., Why did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?).

5. What are your future plans and ambitions?

6. Why do you wish to participate in this program?

7. Most Rotary Clubs/Districts require you to host the student with whom you will be staying while on this program.

Is your family willing to host an inbound exchange student in your home? Yes No

What do you prefer as the gender of the student you will host? (Please check one) Male Female Either

8. Describe your community and home.

9. Describe your family interests, activities, pets, siblings at home, etc.

10. Identify four major issues confronting youth today. Select the most major issue and tell us why it is of personal concern.

11. Medical Information

a. Do you have any medical conditions? Please describe.

b. Have you taken any prescribed medications in the prior six months? Please provide the name of the medication and reason it was prescribed.

c. Do you have any special health considerations (allergies, disabilities, etc.)? Please describe.

12. \*\* Do you smoke? Yes No **\*\*** Have you ever been involved with illegal drugs? Yes No

\*\* Do you drink alcoholic beverages? Yes No

**\*\*** If you answered “YES” to any of the questions asterisked, please explain: (see Instructions, inside cover page)

**Picture Page**

Once you have your four pictures, show them to the Rotarian or teacher assisting you. If the pictures are approved for the purpose here, affix the pictures to the page with glue or double-sided tape (do not staple).

My Home My Family

My Special Interest Something Important to Me