

Rotary Youth Exchange Club Check List and Compliance Statement

Hosting an Inbound Student

Clubs wishing to participate in the Youth Exchange Program must apply to their District for certification. They should fill in this check list as far as they are able and in accordance with the "Rotary Youth Exchange Club Certification Criteria" CL 1. Note: In the first instance the form can be submitted with only the details of the counsellor and the first host family with the exception of certifying the receipt of Police Checks, "Blue Cards" or optimal alternate legal form of certification. The Club then needs to sign the declaration at the end of the statement. A copy of this form is to be retained and filled in as the remaining tasks are completed.

HOST FAMILIES

Tick boxes as appropriate

- It is the Club's intention to have _____ host families
Insert Number
- The following host families have been visited, briefed and interviewed in their home and their suitability confirmed.

Host Family No. 1	<input type="checkbox"/>	Host Family No. 2	<input type="checkbox"/>	Host Family No. 3	<input type="checkbox"/>
Host Family No. 4	<input type="checkbox"/>	Host Family No. 5	<input type="checkbox"/>		

- The following host family members have received Police Checks, "Blue Cards" or optimal alternate legal form of certification confirming their suitability.

Members Family No. 1	<input type="checkbox"/>	Members Family No. 2	<input type="checkbox"/>	Members Family No. 3	<input type="checkbox"/>
Members Family No. 4	<input type="checkbox"/>	Members Family No. 5	<input type="checkbox"/>		

- The following host family members have had their references checked confirming their suitability

Members Family No. 1	<input type="checkbox"/>	Members Family No. 2	<input type="checkbox"/>	Members Family No. 3	<input type="checkbox"/>
Members Family No. 4	<input type="checkbox"/>	Members Family No. 5	<input type="checkbox"/>		

CLUB INBOUND COUNSELLOR (S)

- Has received a Police Check, "Blue Card" or optimal alternate legal form of Certification which has confirmed their suitability.
- Has filled in a Rotary Youth Exchange Volunteer Information and Declaration Form" and their references have been checked confirming their suitability.
- Is of the same sex as their student or alternatively their partner will assist as stipulated or a suitable assistant Club member of the same sex as the student has been appointed.
- In the opinion of those Club members responsible for Youth Exchange, the counsellor(s) meets the criteria laid down.
- The Club counsellor(s) is aware of their duties and has willingly agreed to carry out these duties.
- The Club counsellor(s) agrees attend the required District Youth Exchange training sessions.
- The Club counsellor(s) is not a member of a host family.
- The Club members responsible for student exchange believe the counsellor(s) is able to be totally impartial in a dispute between the student and the host family

The Rotary Club of _____ wishes to be certified
Print Club Name

to host a student

The undersigned Club members confirm all of the answers to the above questions are truthful and confirm what the Club has already done. Where a task (tasks) has (have) not yet been completed, the Club members signatures below further confirm that they will ensure all of the requirements laid down in the "Rotary Youth Exchange Club Certification Criteria" YESP CL 1 will be completed in the timing required.

The Rotarian _____ who is responsible for organising Youth
List Position
 Exchange in the Club

Name _____ Signature _____ Date / /
Please Print

The Club President

Name _____ Signature _____ Date / /
Please Print

For a Rotary Club to be involved in hosting an exchange student this form should be returned to the District Youth Exchange Chairman no later than
For July Inbounds -- by the end of Mar.
For Jan. Inbounds – by the end of Sept.
For Mar. Inbounds – by the end of Dec.

Ensure document confidentiality -- The Club copy of this form should be kept for one year following the completion of the student's exchange and then destroyed. The District is to retain the original for five years.