

Inbound Student Travel Approval Form

The following form should be filled in completely, signed, dated and submitted to the relevant District YEX Committee member (see contact information on reverse side) who will then see that a final signed-off copy is sent to the District YEX Administrative Assistant (secretary@yex5360.org). **This must be completed prior to the planned date of departure.**

Student's Name:		Host Club:	
Email Address:		Cell Phone:	

Type of Travel (please check (X) one)

Within District	<input type="checkbox"/>	Out of District (Within Canada)	<input type="checkbox"/>	Out of District (Out of Canada)	<input type="checkbox"/>
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Purpose of Travel

Mode of Transportation (list all)

<input type="checkbox"/>	Road	<input type="checkbox"/>	Plane	<input type="checkbox"/>	Boat	<input type="checkbox"/>	Other (specify)
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Travel Itinerary Destination(s):	Travel Itinerary Dates

Names of all Adults accompanying the student?	Phone No.	Rotarian	Yes	No	If No, Relationship
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Contact Name and Phone number during travel:

Name:	Contact Phone Number for duration of travel:
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Approvals Required:

1. **Level 1 (within the District)** – 1) Host family, 2) Inbound Counsellor
2. **Level 2 (out of District; within Canada)** – 1) Host family, 2) Inbound Counsellor, 3) Student Placement Coordinator
3. **Level 3 (out of District; outside Canada)** – 1) Host family, 2) Inbound Counsellor, 3) Student Placement Coordinator, 4) Lead Student Placement Coordinator or Vice-Chair or Chair and 5) Natural parents*

	Print Name	Signature	Date
Current Host Family			
Club Inbound Student Counsellor or Alternate			
Student Placement Coordinator or Alternate			
Lead Student Placement Coordinator <u>or</u> Alternate			

*An email approval from the Inbound student's natural parents will be sufficient.

Key Contact Information

YEX Committee Student Placement Coordinator	Countries	Phone Number	Email Address
Jeffrey Dawson	Denmark, Finland, Norway, Sweden	403-598-9997	Jeffrey.RYE5360@outlook.com
Fran Hochhausen	Japan, Spain, Thailand, Taiwan	403-257-0062	franhochhausen@gmail.com
Bob Jones*	Croatia, Hungary	403-892-4244	yjones@telusplanet.net
Janice Kong	Brazil, Germany	403-392-8999	janicekong@outlook.com
Jeff MacFarlane	Mexico, Paraguay, Venezuela	403-952-6176	jeff@adamsmacfarlane.ca
Lise Rundell	France, Italy	403-391-2464	rundell@telusplanet.net
Anne-Marie Simoneau	Austria, Belgium, Netherlands, Switzerland	403-700-2467	amsimoneau@shaw.ca

*ad interim

Note: Regardless of the “Approval Level” required, a copy of the final signed off form needs to be emailed to: **Pat Istead, District YEX Administrator at secretary@yex5360.org** for central filing prior to the planned date of departure.

Updated: 01/04/15