



*Host Family Application/Affidavit

Rotary Youth Exchange, District _____

(*Revised March 7, 2013 – See SCRYE website to verify latest revision)



Thank you for your interest in this program. The form that follows this introduction is interactive. Please save it on a computer, complete it there, print it and then sign it.

The Role of a Host Family

United States Exchange Visitor Program

The Exchange Visitor Program promotes mutual understanding between the people of the United States (U.S.) and the people of other countries by educational and cultural exchanges, under the provisions of U.S. law. Exchange Programs provide an extremely valuable opportunity to experience the U.S. and our way of life, thereby developing lasting and meaningful relationships.

In carrying out the responsibilities of the Exchange Visitor Program, the Department of State (DOS) designates public and private entities to act as exchange sponsors. Designated sponsoring organizations facilitate the entry of foreign nationals into the U.S. as exchange visitors. The first step for a prospective nonimmigrant exchange visitor is to be accepted in an established exchange visitor program that is [Student and Exchange Visitor Program \(SEVP\) certified](#). At the conclusion of their program, Exchange Visitor program participants are expected to return to their home countries to utilize the experience and skills they have acquired while in the U.S. Questions regarding the Rotary youth exchange program should be directed to local Rotary representatives or scryeinfo@gmail.com.

A Summary of Host Family Responsibilities in RYE Programs

The host family is a critical element in any cultural exchange program for youth, providing a first-hand opportunity to experience a new culture and to help others to better understand the culture that they represent. The Rotary program is distinct from other exchange programs because it is operated completely by volunteers around the world. Each student participant and each host family is carefully selected and actively supported by Rotary volunteers within their own community. Host families are in close contact with volunteers from a local Rotary club and Rotary district who will guide and assist them throughout their experience.

Hosting a student can be an extremely rewarding experience for everyone in a family, but of course, there are responsibilities. Most are natural since they are what a family would expect to do for one of its own children. Following is a list of responsibilities a family would want to consider in accepting the role of a host family. For more details regarding the rewards and responsibilities of being a host family in this program, as well as general information about the program, please go to: http://www.rotary.org/RIDocuments/en_pdf/749en.pdf

Before the student arrives:

- Participate in training and orientation sessions provided by program officers.
- Establish communication with the student.
- Understand the program rules that the student must follow.
- Know how to contact key Rotary Youth Exchange leaders and community services in case of an emergency.

During the exchange:

- Provide a safe, welcoming environment to encourage the development of trust and friendship between the student and host family.
- Help the student feel like a part of the family, with the same privileges and obligations.
- Gently help the student adjust to the ways of the family household and the new culture.
- Provide room and board for the student. All students must have their own bed. If they must share a bedroom, then it must be with a child of the same gender.
- Provide a place in the home where the student may study undisturbed.
- Recognize the student's birthday and other special occasions.
- Ensure the student knows how to contact family members, friends, and other support networks.
- In case of an emergency, know how to access and use the student's insurance policy.
- Voice any concerns and questions regarding the student to his/her Rotary counselor, including serious homesickness, difficulty adapting to family life or school, or illness.
- Maintain close contact with the host club, and address problems and concerns quickly.
- Exercise supervisory and parental responsibility to ensure the student's well being.
- Encourage involvement in community life by introducing the student to neighbors, friends, and local groups.
- Help the student understand the local culture, and take an interest in the culture of the student's home country.
- Advise the student about matters related to school, family, friends and community.

Host Family Name (e.g. John and Mary SMITH)	Club	District	Page 2 of 9	HF-1
Remember to save this form on a computer, complete it there – and then print it and sign it. Thank you!				
Host Family Profile				
Host Family Name and Address				
Host Family Name (Example – John and Mary SMITH)		Home Phone	Home E-mail	
Street	City	State	Zip	
Prior Residence (Only if less than five years at current address)				
Street	City	State	Zip	Years at this address
Household Occupants (other than host parents) – Please list all – Add separate sheet if necessary				
Name (First, middle, last)	Relationship	Birth Date (e.g. 25/Jan/1981)	Gender <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Name (First, middle, last)	Relationship	Birth Date (e.g. 25/Jan/1981)	Gender <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Name (First, middle, last)	Relationship	Birth Date (e.g. 25/Jan/1981)	Gender <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Name (First, middle, last)	Relationship	Birth Date (e.g. 25/Jan/1981)	Gender <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Relevant Experience for Hosting				
Have you been a Host Family before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and where?				
What language(s) is spoken in the home?				
If any family member speaks another language, please name the person and the language (e.g. John – Spanish, Sue – German)				
If any family member has lived in another country, please name the person and the country(s), and indicate how long				
Describe usual family activities (For example: Camping, traveling, shopping, sporting events, art, music, etc.)				
Describe the special interest or hobby of greatest interest for each member of the family. (For example: Father – Golf, Mother – Bridge, John – Baseball, Mary – School Band, etc.)				

Host Family Name (e.g. John and Mary SMITH)		Club	District	Page 3 of 9	HF-1
Community and School Profile					
Community					
Type			Population	City or Town Website	
<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input type="checkbox"/> Farm			
Nearest Major City	Population	Distance to it	Nearest Major Airport	Distance to it	
List "points of interest" near your area (parks, museums, historical sites, etc.)					
Areas that should be avoided in or near your neighborhood, if any:					
Brief Description of your neighborhood or community:					
School					
Name of School	Street Address		City	Zip Code	
School Website	Start Date for Fall Classes		Enrollment	<input type="checkbox"/> Public? <input type="checkbox"/> Private?	
Has any member of the host family had contact with a coach regarding the hosting of an exchange student having a particular athletic ability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the contact and name the sport.					
Would the host family provide transportation for extracurricular activities after school or evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain					
List names of host siblings who are enrolled in same school as the exchange student					
List names of host siblings who participate in sports, clubs and activities at school, and name the activity(s)					
Does any member of the host family work for the school in a coaching, teaching or administrative capacity? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please name the person(s) and name the position(s)					
Name of School Official (Contact)	E-mail	Telephone	Mailing Address		
Approximate distance between school and host home:					
How will student get to school and back to host home? (Check all that apply)					
<input type="checkbox"/> Bus	<input type="checkbox"/> Carpool	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Walk	<input type="checkbox"/> By car with host parent	<input type="checkbox"/> By car with host sibling
If there is a different plan, please describe it					

Host Family Name (e.g. John and Mary SMITH)	Club	District	Page 4 of 9	HF-1
Home Description				
Home Type (Check all that apply)				
<input type="checkbox"/> Single family home	<input type="checkbox"/> Duplex	<input type="checkbox"/> Apartment	<input type="checkbox"/> Mobile home	<input type="checkbox"/> Condominium
Does the home also serve as a functioning business? (For example: Farm, Day Care, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please describe				
Home Features (Check all that apply)				
<input type="checkbox"/> Formal Living Room	<input type="checkbox"/> Family Living Area	<input type="checkbox"/> Dining Room/Area	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Laundry
Number of bathrooms?		Number of bedrooms?		
Please Note: The USA State Department requires the inclusion of photos of the home exterior and grounds, kitchen, student's bedroom, student's bathroom, family and living areas. We prefer that our Local Coordinator make them when they visit your home. However, if you wish to do it yourself, please check here. <input type="checkbox"/>				
Utilities (Check all that apply)				
Cooking		Home Cooling		Home Heating
<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Both	<input type="checkbox"/> Central	<input type="checkbox"/> Window units
<input type="checkbox"/> Other	<input type="checkbox"/> Central	<input type="checkbox"/> Space Heaters	<input type="checkbox"/> Other	
Student's Bedroom (Check all that apply)				
<input type="checkbox"/> Private Bedroom	<input type="checkbox"/> Single Bed	<input type="checkbox"/> Double Bed	<input type="checkbox"/> King or Queen Bed	
<input type="checkbox"/> Window	<input type="checkbox"/> Chest of Drawers Space	<input type="checkbox"/> Closet Space	<input type="checkbox"/> Desk for Study	<input type="checkbox"/> Study Lamp
Note: Students must <u>not</u> share a bed. They may share a room with at most one person of the same gender and compatible age. If the student is to share a bedroom, state the name, gender and age of the student here.				
Name		Date of Birth		Gender
				<input type="checkbox"/> Male <input type="checkbox"/> Female
Home amenities to which the student has access (Check all that apply)				
<input type="checkbox"/> TV in Family Room(s)	<input type="checkbox"/> Family Computer	<input type="checkbox"/> Internet	<input type="checkbox"/> Laundry	<input type="checkbox"/> Refrigerator
List Others here (if any):				
Family Pets				
Number of dogs?	No. indoor dogs?	No. of cats?	No. indoor cats?	No. of birds?
List Others here (if any)				
Food and Diet				
Does any host family member follow dietary restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name the person(s) & describe the restrictions				
Do you expect the student to follow a dietary restriction prescribed by you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe it				
Would you host a student who is a vegetarian, vegan, or follows another strict diet? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure Comment?				
Would the host family be able and willing to provide three nutritious meals daily for the student? <input type="checkbox"/> Yes <input type="checkbox"/> No Comment?				
Would you prefer the student to eat lunch sold at the school cafeteria? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, are you comfortable paying for lunch at school? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Could your student take a school lunch from the host home? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, who would prepare it? <input type="checkbox"/> Host mother? <input type="checkbox"/> Host father? <input type="checkbox"/> Student? <input type="checkbox"/> Share duty?				

Family Expectations for Student

Describe *Responsibilities and Behavior* expected of the student while in your home regarding the following topics.

Homework?

Household chores?

Curfew (school night, and weekend)

Access to refrigerator and food?

Drinking of alcoholic beverages?

Driving?

Smoking?

Computer/Internet/E-mail?

Other?

Religion/Church: (Note: Host family must not require their student to attend a religious service or program of any kind. However, if the student decides, without solicitation, to attend such a function, then the family may accommodate this interest by taking the student to such a service or program.)

Are you willing voluntarily to inform the exchange visitor in advance of any religious affiliations of household members?

Yes No

Would any member of the household have difficulty hosting a student whose religious beliefs were different from their own?

Yes No

How did you learn about being a host family?

Family Resources

Please indicate the *host family income range* by checking the appropriate box. (The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange student can be met, including three quality meals per day and transportation to and from school activities. Please understand that verifying adequate resources to host a student in precisely this manner is a requirement of the US State Department and this information will be kept in strict confidence.)

Less than \$25,000 \$25,000-\$35,000 \$35,000-\$45,000 \$45,000-\$55,000

\$55,000-\$65,000 \$65,000-\$75,000 \$75,000 and above

If any person residing in the host home receives any kind of public assistance (financial needs-based government subsidies for food or housing), give the name of the person and the kind of assistance.

Identify the personal expenses expected to be paid by the student (Check those that apply and add any items not listed.)

School Supplies Movie Rentals Clothes Shoes Personal care products (e.g. makeup, shampoo, etc.) Others (List):

Host Family Name (e.g. John and Mary SMITH)		Club	District	Page 6 of 9	HF-1
Host Father Background (Required by US Department of State to serve as host parent)					
Identification/Personal Information					
First Name		Middle Name		Last Name (In Caps e.g. SMITH)	
Work Phone		Cell Phone		E-mail	
Date of Birth (e.g. 25/Jan/1981)		Country of Birth	Citizen of what country?	Social Security Number	
<input type="checkbox"/> African American	<input type="checkbox"/> American Indian	<input type="checkbox"/> Anglo	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other
Level of Education (Check highest earned degree)					
<input type="checkbox"/> High School Diploma		<input type="checkbox"/> Bachelors Degree		<input type="checkbox"/> Masters Degree	
				<input type="checkbox"/> Doctorate	
Relevant organization and club memberships					
Member of Rotary? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Club Name		District No.	Previous Rotary Club Memberships
List other <u>relevant</u> organization and club memberships – current and past (Add page if necessary)					
Volunteer History with Youth (e.g. Scouting, School, Church, Sports – If needed, attach additional page(s))					
Organization Name	Position	Dates of Service	Director Name	Phone Number(s)	
Employment History for Last Five Years – If needed, attach additional page(s)					
Current Employer		Job Title	Supervisor's Name	Supervisor's Phone	
Street Address		City		State	Zip
Previous Employer		Job Title	Supervisor's Name	Supervisor's Phone	
Street Address		City		State	Zip
Criminal Record					
Have you ever been charged with any crime(s) or plead guilty to any crime(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes , attach separate sheet(s) describing each incident in full. Include date(s) of charge(s) and county & state in which each was made.					
Have you ever been subject to any court order involving sexual, physical or verbal abuse, including but not limited to any domestic violence or civil harassment injunction or protective order? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes , attach separate sheet(s) describing each incident in full. Give date(s) of crime(s) and in which country and state each took place.					
Personal References – Two required – May name same as spouse, but No relatives - No Rotarians					
Full Name			Relationship		
Street Address		City	State	Zip	
Home Phone	Work Phone	Cell Phone	E-mail		
Full Name			Relationship		
Street Address		City	State	Zip	
Home Phone	Work Phone	Cell Phone	E-mail		

Host Family Name (e.g. John and Mary SMITH)		Club	District	Page 7 of 9	HF-1
Host Mother Background (Required by US Department of State to serve as host parent)					
Identification/Personal Information					
First Name		Middle Name		Last Name (In Caps e.g. SMITH)	
Work Phone		Cell Phone		E-mail	
Date of Birth (e.g. 25/Jan/1981)		Country of Birth	Citizen of what country?	Social Security Number	
<input type="checkbox"/> African American	<input type="checkbox"/> American Indian	<input type="checkbox"/> Anglo	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other
Level of Education (Check highest earned degree)					
<input type="checkbox"/> High School Diploma		<input type="checkbox"/> Bachelors Degree		<input type="checkbox"/> Masters Degree	
				<input type="checkbox"/> Doctorate	
Relevant organization and club memberships					
Member of Rotary? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Club Name		District No.	Previous Rotary Club Memberships
List other <u>relevant</u> organization and club memberships – current and past (Add page if necessary)					
Volunteer History with Youth (e.g. Scouting, School, Church, Sports – If needed, attach additional page(s))					
Organization Name	Position	Dates of Service	Director Name	Phone Number(s)	
Employment History for Last Five Years – If needed, attach additional page(s)					
Current Employer		Job Title	Supervisor's Name	Supervisor's Phone	
Street Address		City		State	Zip
Previous Employer		Job Title	Supervisor's Name	Supervisor's Phone	
Street Address		City		State	Zip
Criminal Record					
Have you ever been charged with any crime(s) or plead guilty to any crime(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes , attach separate sheet(s) describing each incident in full. Include date(s) of charge(s) and county & state in which each was made.					
Have you ever been subject to any court order involving sexual, physical or verbal abuse, including but not limited to any domestic violence or civil harassment injunction or protective order? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes , attach separate sheet(s) describing each incident in full. Give date(s) of crime(s) and in which country and state each took place.					
Personal References – Two required – May name same as spouse, but No relatives - No Rotarians					
Full Name			Relationship		
Street Address		City	State	Zip	
Home Phone	Work Phone	Cell Phone	E-mail		
Full Name			Relationship		
Street Address		City	State	Zip	
Home Phone	Work Phone	Cell Phone	E-mail		

Background of Additional Adult Resident(s) of Host Family Home
 (Required by US Department of State for all host home residents of age 18 years or more. If needed, print additional copies.)

Identification/Personal Information

First Name	Middle Name	Last Name (In Caps e.g. SMITH)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Work Phone	Cell Phone	E-mail	
Date of Birth (e.g. 25/Jan/1981)	Country of Birth	Citizen of what country?	Social Security Number
<input type="checkbox"/> African American	<input type="checkbox"/> American Indian	<input type="checkbox"/> Anglo	<input type="checkbox"/> Asian
		<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other

Level of Education (Check highest earned degree)

<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Bachelors Degree	<input type="checkbox"/> Masters Degree	<input type="checkbox"/> Doctorate
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Relevant organization and club memberships

Member of Rotary? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Club Name	District No.	Previous Rotary Club Memberships
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List other relevant organization and club memberships – current and past (Add page if necessary)

Volunteer History with Youth (e.g. Scouting, School, Church, Sports – If needed, attach additional sheet(s))

Organization Name	Position	Dates of Service	Director Name	Phone Number(s)

Employment History for Last Five Years – If needed, attach additional sheet(s)

Current Employer	Job Title	Supervisor's Name	Supervisor's Phone
Street Address	City	State	Zip
Previous Employer	Job Title	Supervisor's Name	Supervisor's Phone
Street Address	City	State	Zip

Criminal Record

Have you ever been charged with any crime(s) or plead guilty to any crime(s)? Yes No
If yes, attach separate sheet(s) describing each incident in full. Include date(s) of charge(s) and county & state in which each was made.
 Have you ever been subject to any court order involving sexual, physical or verbal abuse, including but not limited to any domestic violence or civil harassment injunction or protective order? Yes No
If yes, attach separate sheet(s) describing each incident in full. Give date(s) of crime(s) and in which country and state each took place.

Personal References – Two required – May name same as host parent, but No relatives - No Rotarians

Full Name		Relationship		
Street Address		City	State	Zip
Home Phone	Work Phone	Cell Phone	E-mail	
Full Name		Relationship		
Street Address		City	State	Zip
Home Phone	Work Phone	Cell Phone	E-mail	

Host Family Name (e.g. John and Mary SMITH)	Club	District	Page 9 of 9	HF-1
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Declarations (Required of all adult residents of host home.)

Rotary Youth Protection Policy

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, spouses, partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual and emotional abuse.
(Adopted by the Rotary International Board of Directors, November 2006)

Volunteer Waiver/Consent/Release

I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with any Rotary Youth Exchange program. I further certify that I understand that the intent of Rotary Youth Exchange Programs is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby authorize the Rotary District which includes my location, verIFYI and/or its Service Provider to request and receive any and all background information about/concerning me, including but not limited to my Criminal History, Social Security Number Trace including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers. The Fair Credit Reporting Act states that any access to credit history must be disclosed to the applicant. The background check program verifies the Name, SS# (upon request) and DOB with the Credit Bureau Equifax, therefore the Fair Credit Reporting Act rules apply. This search will NOT access or disclose ANY financial history or personal information not applicable to the criminal history report. I understand that this information will be used to determine my eligibility for a volunteer position with a Rotary Youth Exchange Program. I also understand that as long as I remain a volunteer for service in Rotary Youth Exchange, the criminal history records check may be repeated as deemed necessary. I understand that I will have an opportunity to review the criminal history report and that there is a procedure available for clarification, if I dispute the record as received.

I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved in Rotary Youth Exchange, and I fully consent to such investigations.

Rotary Clubs, Rotary Districts, Rotary Multi-Districts, and Rotary International act through their respective members, officers, directors, committee members, employees, and volunteers to administer the Rotary Youth Exchange Program. For the purpose of this release and indemnification provision, these entities and individuals are referred to as "Indemnities." To the extent of any applicable insurance, the Indemnities shall remain responsible for any damages resulting from their negligence in administering the program; investigating my background, and protecting the confidentiality of my personal information. I hereby release, agree to indemnify and hold harmless, and covenant not to collect damages from "Indemnities" for those damages that are over and above those covered by all applicable insurance policies. I execute this limited release of liability, indemnification and hold harmless agreement, and covenant not to collect damages in consideration of my acceptance and participation in the program.

I further agree to conform to the rules, regulations, and policies of Rotary International, the Rotary District Youth Exchange Program in which I am applying as a volunteer and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the named Rotary District Youth Exchange Program or its affiliates, or at my option. I understand and agree that this Rotary District Youth Exchange Program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

I acknowledge that I have read and understand the above affidavit, waiver, consent and release, and that I sign this form voluntarily. The typing of my name in the signature block below is intended to be my electronic signature.

Name of Host Father	Signature or E-signature of Host Father	Date
	/S/	
Name of Host Mother	Signature or E-signature of Host Mother	Date
	/S/	
Name of Additional Adult Resident (18 and older)	Signature or E-signature of Additional Adult Resident	Date
	/S/	