

## APPLICATION INFORMATION FOR SHORT TERM EXCHANGE PROGRAM

### PART A – General Information

Interested in experiencing a different culture? The short-term (up to three weeks) exchange with Mongolia, offered by the Rotary Club of North Balwyn, may be just what you are looking for. The exchange will take place during the school holidays in late June/July 2019.

Applications are invited from 15 - 17 year olds (as at 1<sup>st</sup> July 2019), with a sense of adventure who attend a local school or participate in a community group (sport, Guides, Scouts, church, etc.).

Applicants will need to make a substantial contribution to the cost of participating and there will be opportunities to take part in fundraising activities to help defray personal costs. The Rotary Club will offer a subsidy to successful applicants.

Preference will be given to students who attend school or participate in a community group within the City of Boroondara.

The families of applicants are encouraged to actively participate in the program by hosting young Mongolians who come on exchange in the summer of 2020.

An Information Session will be held Saturday 27 October 2018; we will begin processing applications received by 17 November 2018.

Interviews for applicants and parents will be held over December 2018 and January 2019, and successful applicants will be notified before the beginning of the 2019 School year.

Applications should be sent to Ian Adams who is able to provide further information.

Ian Adams

PO Box 3187,  
LPO Cotham, Kew, 3101  
[adams.ian@bigpond.com](mailto:adams.ian@bigpond.com)

Following are seven application pages. This is Part 1 of the application process. If successful after completing this application and being interviewed as to suitability for travelling to Mongolia Part 2 application papers also will be required to be completed.

**PART B – Application Form**

Smile!  
 Attach a recent, good quality colour photo of yourself  
 (Head and Shoulders)

**1. Applicant Information**

Full Legal Name as it appears on passport or birth certificate (use all capital letters for your FAMILY name)		Preferred Name	Gender
			<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address — Street			
City		Postal Code	
Postal Address ( <i>if different</i> )			
City		Postal Code	
Home Phone	Mobile Phone	Email	
Date of Birth (e.g., 01/Jan/1999)	Place of Birth		Nationality

**2. Parents / Guardian Information**

Full Name of Father/Legal Guardian		Full Name of Mother/Legal Guardian	
Address — Street		Address — Street	
City	Postal Code	City	Postal Code
Email		Email	
Home Phone	Mobile Phone	Home Phone	Mobile Phone
Occupation		Occupation	
<input type="checkbox"/> <b>Check here if your parents are divorced or separated.</b> Authorizations should be obtained from <b>all</b> parents/legal guardians and others who have legal rights to decisions affecting the student's participation.			
<b>Parent/legal guardian to contact first in the event of an emergency:</b>			

**3. Siblings (add pages as necessary)**

Name	Gender		Age
	<input type="checkbox"/> M	<input type="checkbox"/> F	
	<input type="checkbox"/> M	<input type="checkbox"/> F	
	<input type="checkbox"/> M	<input type="checkbox"/> F	

**4. Personal Background**

Do you have any dietary restrictions?

YES / NO

If yes, please explain

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**5. Secondary School Information**

<b>Name of Secondary School you currently attend</b>	
<b>Address — Street</b>	
<b>City</b>	<b>Postal Code</b>

**6. Languages**

<b>Native Language:</b>				
<b>Non-native Language(s)</b>	<b>Years Studied</b>	<b>Proficiency</b> (indicate Poor, Fair, Good, or Fluent)		
		<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>

## **PART C - Letters Required**

### **1. Applicant's Letter**

Write a letter introducing yourself to the selection panel. Incorporate your answers to the following questions, providing as much detail as possible.

Please type your letter on a separate sheet (or sheets), including your name on each. Attach your letter to your PERSONAL INFORMATION sheet. Maximum length 2 pages.

1. What are your interests and activities at school or outside school? Have you held any positions of leadership?
2. What subjects do you take at school? If you do not attend school, outline what you are doing.
3. What do you do in your free time?
4. What are your skills, interests and accomplishments?
5. Have you taken trips outside Australia? Why did you take them, with whom, for how long?
6. Have you spent periods of time away from home and other family members? (E.g. camping, school trips, etc.)
7. Are there things you dislike? (E.g. certain foods, animals, treatment by other people, etc.)
8. What do you feel are your strong, and weak, characteristics?
9. What are your plans and ambitions for the future?
10. What do you hope to accomplish from this exchange?

### **2. Parent's Letter**

Write a letter to the selection panel incorporating answers to the following questions. Please type your letter on a separate sheet (or sheets) of paper, and include your child's name on each sheet. Maximum length: 2 pages.

1. Describe your child's relationship with you and your family, and with his/her friends?
2. How does he/she react to disagreement, discipline or frustration?
3. How does he/she handle challenging or difficult situations?
4. How much independence do you give your child? What is his/her level of maturity?
5. What makes you proud of him/her?
6. Why do you want your child to participate in this exchange?
7. Has he/she lived independently of the family? (e.g. camping, school trips, etc.)
8. If appropriate, is your child capable of looking after his/her individual health requirements? (e.g. asthma puffer, epipen, dental care)
9. Is your child capable of monitoring food intake, if he/she has any food allergies?

**PART D – Reference from School, Employer or Community Group**

Applicant: Complete the top section of the appropriate form, then give it and a pre-addressed envelope to the person you have chosen as your referee.

Your referee needs to be a person who knows you and your abilities and accomplishments.

<b>Applicant's Full Legal Name</b>		<b>Gender</b>	<b>Date of Birth</b> (e.g., 01/Jan/1999)
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Address — Street</b>			
<b>City</b>	<b>Postal Code</b>		
<b>Home Phone</b>	<b>Mobile Phone</b>	<b>Email</b>	

**Referee:** This person is applying for an exchange to Mongolia under Rotary Club sponsorship. Please complete and forward this form within seven days of receipt in a pre-addressed envelope provided by the applicant. The information you submit *will not be revealed to the applicant*, unless required by law.

*Please type or print clearly.*

Do you believe the applicant has the ability, work habits, character traits and flexibility to participate in an unfamiliar environment? Yes / No

Please explain your answer:

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**RECOMMENDATION**

I recommend this applicant as a future Rotary Club of North Balwyn Short Term Exchange student (*check one*):

Strongly Recommend  
  Recommend  
  No Opinion  
  Do Not Recommend

<b>Name and Title</b> (type or print)	<b>Signature</b> (in blue ink)	<b>Date</b> (e.g., 01/Jan/2006)
Name of School / Employer / Community Group		Address — Street
City	Postal Code	
Phone	Email	

Additional comments on applicant's suitability for this exchange:

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## **PART E – Rules and Conditions of Exchange**

As a Short Team Exchange student sponsored by the Rotary Club of North Balwyn, you must agree to the following rules and conditions of exchange.

1. You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
2. You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
3. The illegal drinking of alcoholic beverages is expressly forbidden.
4. You may not operate a motorized vehicle or participate in driver education programs.
5. You will be under your chaperone's authority while you are on exchange and must abide by his/her rules. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
6. You must have travel insurance that provides medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability /dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24- hour emergency assistance services, and legal services, in amounts satisfactory to the Rotary Club of North Balwyn, with coverage from the time of your departure from your home country until your return.
7. You should have sufficient financial support to assure your well-being during your exchange.
8. You must follow the travel rules of your chaperone.
9. You must return home directly with your chaperone at the conclusion of the exchange.
10. Any costs related to an early return home or any other unusual costs are the responsibility of you and your parents or legal guardians.
11. Talk with your host chaperone if you encounter any form of abuse or harassment.

### **Statement of Conduct for Working with Youth**

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

*Adopted by the Rotary International Board of Directors, November 2002*