**2023 Rotary District 6440**

**Short-term Youth Exchange: Next Steps**

By December 15th:

* Student will be sent link to the computer-generated Short-term exchange application and the corresponding application tips
* Student will be sent supplemental forms and documents to provide
* Host families will be sent link to the computer-generated Host Family application and the corresponding Host Family application guide

By January 15th  Student section:

* Student completed computer generated Short-term exchange application to be completed using link:
  + ***DO NOT SIGN*** *the agreement portion at this time as it needs to be witnessed.*
* Gathered and completed all student supplemental documents
* Send quality scan of Student supplemental documents to District representative at [rye.chair@rotary6440.org](mailto:rye.chair@rotary6440.org) to be checked for thoroughness.
  + Download Genuis Scan on your phone and send documents as color pdf.
  + Scheduled doctor visit for completion of Medical form and signature *in BLUE INK*
* Discuss with family which **countries** you might want to be matched with. Consider travel costs and language level in this decision.
* Prepare **$150 non-refundable application fee.** Write check to: District 6440 Rotary Youth Exchange note: Short-Term.
* Applied for passport if you do not have one already.

By January 15th: Parents Host Family section:

* Parents completed computer generated Host Family application.
* All adults in home (anyone that is over 18) have provided 2 references & notified your references of this pending email per the instructions.
* All adults have completed the criminal background check application from InCheck link sent after initial host family application form completed.
* Instructions to complete the **online youth protection training** will be sent to the family along with completion deadline.

By January 31st

* Once confirmed applications are ok - District Representative will contact you for final application review, home visit and **witness candidate and both biological or legal parents’ signatures**.
* Make copy of the application for your own files.
* District will notify candidates and YEOs if they did not qualify for the exchange.
* **Application fee is deposited** at this stage.

February – March 2023:

* Overseas **match identified** and shared with candidates.
* Talk about **activities** you want to provide while hosting and potential interest when overseas.
* **Communicate** with your families after instructed “ok to go”.

April:

* Travel timing, exchange duration, and which family hosts first is **decided by the families**. themselves. Remember the program is for **3 weeks minimum** **in each country**. We’d like the students to travel between the families together – however this is not required.
* District will advise **if multiple students matched to the same District** for travel alignment.
* Countries summer breaks might not overlap completely. You can discuss potential attending high school options with your guidance counselor. Some high schools might accommodate a week or two for an exchange student to shadow, preferably after the 1st week of school. Not all schools in Illinois will allow the students to shadow, especially given post-pandemic vaccination expectations.
* Advise District representative of **travel plans**
* **Guarantee forms** for your match inbound short-term exchange is completed by sponsoring District and Clubs. Your Guarantee form will be completed by the overseas contacts and provided to you.

April 29th (location TBD):

* Candidate and parent **mandatory training**.
* **Sign commitment form** at training. Keep copy for yourself.
* **Obtain insurance** and **provide copies** to District representative.
* **Finalize travel plans** and **share itinerary** with District representative.

Summer:

* **Enjoy the exchange experience**.
* Attend District 6440 **summer picnic** based on timing of matches in USA – for whole family.
* **Provide pictures** and share stories of exchange. This might be posted on Rotary Facebook and used for future recruitment.

August - November 2023 & April 2024:

* **Please pay it forward.** Assist with local recruitment (Fall) and District training (Spring).
* Consider attending the **District Youth Assembly** (in November)
* Consider joining **Interact** if you have not done so already
* Advise if you’re interested in attending the 4 day Rotary Youth Leadership Award (**RYLA**) in November.
* Advise if you’re willing to host an inbound long-term student for 3-4 months the following year.

**Questions?**

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