**Rotary District 6440**

**Short-Term Youth Exchange**

**Host Family Application Instructions**

**HOST FAMILY APPLICATION:**

1. Please access the electronic application <https://yehub/.n>et/CEN-hfapp
2. First time access:
   1. Enter an email address and create a password
   2. We recommend using a personal vs. work email address.
   3. Central States Rotary Youth Exchange (CSRYE) is experiencing problems with scbglobal.net emails. Please use an alternate email.
3. We are “**Rotary District 6440**”
4. **Skip** the question about the student‘s name you plan to host.
5. School/Community information on page 4 must be completed even if the inbound student might not attend the school in the Short-term program.
   1. Select the school your student attends from the dropdown list.  Advise if the school is missing from the list.
   2. How will student get to school:  Pick **school** **bus** from dropdown.
   3. Extracurricular transportation: Pick **yes** from the dropdown.
6. On Page 5 the **student gender must align** the Host Family's STEP Outbound student. (You must provide a separate bed for the student. They can only share rooms with someone of the same gender).
7. Identify **two references** that are non-Rotarians. Double check email addresses are correct.
8. **Inform your references** to expect an e-mail from CSRYE) requesting their input. Have them check spam folders if the emails have not been received within 2 days.
9. You can **re-enter** the application multiple times to complete the sections.
10. A **confirmation** **email** will be sent to you when your reference feedback is complete.

**BACKGROUND CHECKS:**

1. Rotary must conduct a Criminal Background Check (CBC) for **each adult 18 years or older** living in the home during the exchange. This includes siblings, grandparents, and family friends. The cost of background checks is covered by the exchange application fee.
2. Each adult will receive an email from Rotary District 6440 to complete and submit the questionnaire for processing.
3. InCheck Inc provides the background service. All CBC information is kept confidential, and your personal information is protected.

**NAYEN YOUTH PROTECTION TRAINING:**

1. Host parents must complete The North American Youth Exchange Network (NAYEN) Youth Protection Training.
2. You will be registered by District for this online 30–45-minute training.