

# INSTRUCTIONS FOR YEOs

## A. Prerequisite

The student has to forward a Preliminary Application signed by a parent.

The student has to be 15 years old at time of travel and the parents have to agree to reciprocate.

## B. Instruction for 1<sup>st</sup> meeting with the student:

1. visit and interview student and parents in their home
2. have the parents show you where the exchange student will be sleeping (separate bed mandatory)
3. qualify student and family to be suitable for the program
5. give the parents the Home Host Application to fill out by hand (legible please) for background check
6. Talk about how to fill out the Actual Student Short-term Application

## C. Instruction for 2<sup>nd</sup> meeting with the student:

1. Go over the Short-term Student AP, witness all the necessary signatures on page 1 of the Guarantee Form (GF) and on the Permission Form (blue pen).

Your own signature is needed in the spaces for YEO and President of your club on p.1 of the GF and as witness on the Permission Form (please use blue ink when signing on all 4 copies). P.2. of the GF stays blank.

2. check the Home Host Application and make sure
  - a) the parents phone numbers and Social Security numbers are legible,
  - b) the parents and any member in the household over 18 years sign on page 3, that you visited them in their home and that they understand and agree with the rules of the program and the background check.
3. They should write the check for \$ 70, made out to *Rick Kuehn* with the words "Rotary STEP" in the memo line.

4. Please send the 4 copies of the AP, the one copy of the Home Host Application and the check to:

*Rick Kuehn*

*PO Box 227*

*Lake Villa, IL 60046*

## D. Mandatory Orientation meeting

After the student has received a match from the foreign country the 2 exchanging students begin correspondence and the parents decide on suitable travel dates and purchase tickets (both students stay together first in one country and then in the other).

The student and parents have to attend an orientation meeting before travel (usually set for late April or beginning May).

The parents of the student have to purchase health and liability insurance for the student for the duration of the stay in the foreign country (available through Rotary).

## E. Student's visit at club meetings

- a) the student should be invited to a club meeting prior to departure to be introduced to the club and receive a club banner to present to the hosting club in the foreign country.
- b) when the student returns with the reciprocal partner, both students should be invited to a club meeting and be encouraged to give a small report of their exchange experience.