**2016 ESSEX Short Term Exchange Check List for YEO**

**A copy of this Checklist is to be included with each set of 2 applications sent to the District 7870**

**STEP Chairman Kathie Stone, 79 Edgehill Road, Londonderry VT 05148**

 **Country Choices:**

Applicant: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Match with: Male only\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Female only\_\_\_\_\_\_\_\_\_\_\_\_

 Either\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of additional District Chair or Club YEO (not listed on application) to be contacted during the process:

**Please Type** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_ Yes Interviewed applicant and family in home by Rotary Club Date of Interview \_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_ Yes **District orientation of applicant and parents, Saturday, May 14, 2016 is required**.

3. \_\_\_\_\_ Yes All original signatures on applications

4. \_\_\_\_\_ Yes A completed insurance application with a check made payable to CISI- Bolduc for the Policy B.

 See <http://www.culturalinsurance.com/pdf/RYE_enrollment_Brochure_app.pdf>

 1 month policy cost $76.00 or 3 month policy cost $208.00

5. \_\_\_\_\_ Yes Check attached for administrative fees made out to ESSEX STEP in the amount of $125.00

6. \_\_\_\_\_ Yes Check for orientation/administration payable to Rotary Exchange District 7870, amount $75.00.

7. \_\_\_\_\_ Yes Request travel arrangements through ESSEX designated travel agency, Tzell Youth Exchange Travel.

 \_\_\_\_\_ No Student will provide **Travel arrangements** - the date of departure and return (air itinerary):

**ITINERARY MUST BE FORWARDED BY EMAIL OR FAX TO:** CISI Bolduc: Attention Ted Cenatiempo

Email: tcenatiempo@culturalinsurance.com Fax: (203) 399 5596

And to Kathie Stone kdsu@comcast.net

And to ESSEX STEP; Edward M. Skwirz, Chairman Email: essexstepeds@cox.net Fax: (401) 334 1474

8. \_\_\_\_ Yes Was the applicant invited to a Rotary Club meeting

9. \_\_\_\_\_ Yes Enclosed 2 completed sets of applications with a copy of this completed checklist

10. \_\_\_\_ Yes Checked that applicant’s passport will be valid at least six months past possible date of return.

11. \_\_\_\_ Host Family Application completed (on line at <http://bit.ly/ESXhfa> to include applications for a

 background clearance through [https://essexcbc.volunteerportal.net](https://essexcbc.volunteerportal.net/) (note that the link starts with

 https://) by anyone 18 and over living in the household during the time of exchange).

The **Foreign Student Guarantee Form** (from the match student’s application) must be completed, signed, and dated as directed in the Host Club and District Guarantee sections as soon as the match is made.

**A Host Club Counselor is REQUIRED.**

Your student’s family completes the Host Family Section and then gives it to you, Club YEO, to complete that Section and the Counselor section. YOU, the Club YEO, then send it to the District Chair (Kathie Stone) to complete that Section.