



COWBOY COUNTRY ROTARY YOUTH EXCHANGE
ROTARY INTERNATIONAL DISTRICT 5440
Long-Term Youth Exchange



Memorandum of Understanding for Early Termination of Exchanges

(Revised 4/16/2023)

This memorandum of understanding concerns the planned Rotary Youth Exchange experience of _____ (RYE Student), who has applied to Rotary District _____ (Rotary Sending/Sponsor District) to send RYE Student on exchange, and Cowboy Country Rotary Youth Exchange (CCRYE), Rotary District 5440 (Rotary Host District), which has agreed with the Sending District to host the RYE Student. This memorandum of understanding is between the RYE Student, Sending District, CCRYE, and the undersigned parents/legal guardians (Parents) of the RYE Student and concerns only the possibility inherent in any Rotary Youth Exchange of early termination of the exchange.

The RYE Student and Parents acknowledge and agree to the following:

- 1) The RYE Student and Parents acknowledge that the exchange program is conducted according to the policies and procedures of Rotary International, the laws of the United States of America, the guidelines established by the Sending District and most particularly by the policies and expectations established by CCRYE for conducting the exchange program. Important CCRYE policies and expectations are provided to the RYE Student and Parents include: 1) the Youth Protection Policy; 2) the Crisis Management Plan; and 3) the and Rules and Conditions of Exchange. RYE Student and Parents agree that the student will be required to comply with these policies in order to satisfy the requirements and expectations of the exchange program.
- 2) The RYE Student and Parents acknowledge that the information provided to the Sending District and CCRYE, including all information regarding dietary restrictions, physical limitations, medical health, mental health, and prescription medications is critical to the successful completion of the exchange. The Student and Parents agree to promptly inform the Sending District and CCRYE regarding any change in circumstances affecting the RYE Student.
- 3) The RYE Student and Parents acknowledge and agree that in a time of emergency or crisis, which may result in an early termination of exchange, effective communication is critical to responding to any crisis or emergency. The RYE Student and Parents agree to channel all communication concerning any such concern through the responsible Rotary Youth Exchange officers in the Sending District.
- 4) The RYE Student and Parents acknowledge and agree that the final decision regarding whether an early termination of an exchange will occur lies with CCRYE.
- 5) The Parents acknowledge and agree that in the event of any early termination the Parents will be responsible for and will make prompt and effective arrangements for the return of

the RYE Student directly to the Parent's home, in accordance with the instructions of the Host District, and will be responsible for all costs and expenses, including any travel/airline costs. No such costs are the responsibility of the Sending District or CCRYE.

The Sending District also acknowledges and agrees to the following:

- 1) The Sending District will provide complete and appropriate training and information for the RYE Student and Parents, in accordance with legal and Rotary requirements.
- 2) The Sending District will provide an effective conduit for communication regarding any potential early termination of an exchange and such assistance as may be available in the event of an early return until the RYE Student is safely home.
- 3) The Sending District will maintain and operate a Crisis Management Plan through which the District assists the RYE Student and Parents in obtaining and understanding information concerning the early return requirements.

Cowboy Country Rotary Youth Exchange (CCRYE) acknowledges and also agrees to the following:

- 1) CCRYE is primarily responsible for the conduct of the Youth Exchange program in District 5440, for evaluating the circumstances under which an exchange is occurring and assessing on an ongoing basis the ability of all persons involved to continue the exchange in a safe and proper manner.
- 2) CCRYE will provide the RYE Student and Parent with information regarding its program, procedures related to student safety, and any fees applicable to student optional tours, and any conditions related to payments, expenses, cancellations, and refunds, if any.
- 3) CCRYE will establish and operate its program in accordance with its approved Youth Protection Policy, Crisis Management Plan and Rules and Conditions of Exchange.
- 4) CCRYE will maintain backup Host Family locations available to move the RYE Student, if necessary, as a result of any threat to student or host family safety.
- 5) CCRYE will provide the RYE Student and Parents, as well as the Sending District, timely information regarding any potential risks identified as affecting an exchange and any consideration of an early termination of the exchange.
- 6) CCRYE will cooperate with the RYE Student, Parents and Host Parents in making and implementing the arrangements for an early return in the event of an early termination of the exchange. In case of serious disciplinary or other problem concerning an exchange student, CCRYE will contact the student's home district to discuss the problem before terminating the exchange.

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EARLY TERMINATION AGREEMENT SIGNATURE CERTIFICATION

We have read and understand this Memorandum of Understanding for Early Termination of Exchanges and each agree to abide by the terms.

RYE Student and Parent/Guardian

_____ RYE Student Name	_____ Signature	_____ Date
_____ RYE Parent/Guardian 1 Name	_____ Signature	_____ Date
_____ RYE Parent/Guardian 2 Name	_____ Signature	_____ Date

Rotary Sponsor (Sending) District Representative

_____ Representative Name	_____ Signature	_____ Date
_____ Representative Title	_____ District Number	

Return a scanned copy of this form to District 5440, Cowboy Country Rotary Youth Exchange.