

COWBOY COUNTRY ROTARY YOUTH EXCHANGE  
ROTARY INTERNATIONAL DISTRICT 5440  
TRAVEL RELEASE/WAIVER BY NATURAL PARENTS  
FOR TRAVEL OUTSIDE OF UNITED STATES



**OUT-OF-COUNTRY TRAVEL AUTHORIZATION PROCEDURE**

Students may only travel out-of-country if accompanied with host family, Rotary club members or other approved responsible adults – NO Spring Break trips to Mexico with other students! A request for out-of-country travel must be submitted to the District Travel Coordinator at least 30 days in advance of the trip.

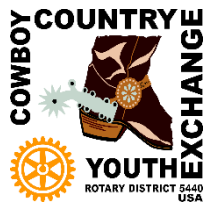
Please do the following:

- Contact District Travel Coordinator, Terry Collins, by phone: 307-254-3914 (cell) or email ([rotarymama@gmail.com](mailto:rotarymama@gmail.com)) with basic information concerning pending trip:
  - Date of proposed trip
  - Where you are going
  - Who you are going with
  - How you will get there (airplane, vehicle, etc.)
- Find out if you are required to apply for a tourist visa to the country you are planning to visit. If yes, work with your host family and club to obtain the necessary documents and email or mail a copy of the travel visa to the District Travel Coordinator
- Complete District Travel Authorization Form after verbal authorization has been received from District Travel Coordinator– get the following signatures:
  - School official if you will miss school
  - Host family
  - Host Club Youth Exchange Officer or Club Counselor
- Send the signed form to District Travel Coordinator– email scanned document.
- Obtain your parent’s signatures on the release/waiver.
  - Email or fax your parents a copy of the **TRAVEL RELEASE/WAIVER BY NATURAL PARENTS FOR TRAVEL OUTSIDE OF UNITED STATES** (form is attached to this document)
  - Ask them to sign the document (in BLUE ink), in front of a government official who has an “official stamp” and is a notary or has credentials to witness and guarantee signatures. **Scan and return the signed and executed form by email to both yourself and the District Travel Coordinator! This is Very Important!**
- The District Travel Coordinator will send a copy of the District Travel Authorization and Parental Release to Responsible Officer Dave Bostrom and to you and/or your club YEO.
- Once BOTH travel forms have been provided to the District Travel Coordinator, and the travel approved, our Department of State Responsible Officer, Mr. David Bostrom, will be

instructed to re-issue a copy of your DS-2019 to Dave with his signature in TWO locations so that he can authorize your exit and re-entry into the United States. It's called - "Travel Validation by Responsible Officer" on the form.

Dave will only sign this document after he has received the Parental Release and Travel Authorization Forms from the District Travel Coordinator.

- Dave will sign the reissued DS-2019 form (in 2-locations) and email it back to you. Be sure to print out a copy of the new form and have it with you when you travel.
- **You must have this document and the parental release in your possession going through customs and immigration. If you do not have those documents you may not be allowed to re-enter the United States.**



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*This form must be completed for each student under 18 years of age for any travel outside of the United States.  
Both natural parents (if living and having parental rights), must sign this form.*

We, \_\_\_\_\_ (Full Names of Parents),  
the parents of \_\_\_\_\_ (Full Name of Student), who is a  
student hosted by the Rotary Club of \_\_\_\_\_ (host club) in the  
Cowboy Country Youth Exchange Program in Rotary District 5440 in the United States, agree to  
release, indemnify and hold harmless, in all respects, for any purpose or reason whatsoever, for  
any damages or cause of action, the Rotary Clubs of \_\_\_\_\_ (host club)  
and \_\_\_\_\_ (sponsor club), and Rotary Districts 5440 and  
\_\_\_\_\_ (sponsor district number), their Youth Exchange Committees, and all officers,  
members and agents of the Club and Districts for any injury or loss whatsoever to our  
daughter/son, \_\_\_\_\_ ,  
from \_\_\_\_\_ (yyyy-mm-dd) through \_\_\_\_\_ (yyyy-mm-dd),  
while they travel to \_\_\_\_\_ (City/Country) under the  
supervision of \_\_\_\_\_ (Name of Responsible Adult).

We also authorize the above party to make any medical decisions necessary regarding our child  
during this trip.

Dated \_\_\_\_\_ (yyyy-mm-dd)

\_\_\_\_\_  
Printed name Parent 1

\_\_\_\_\_  
Signature Parent 1

\_\_\_\_\_  
Printed name Parent 2

\_\_\_\_\_  
Signature Parent 2

The foregoing instrument was acknowledged before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_