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ROTARY DISTRICT 5440 USA

TO: Outbound Youth Exchange Applicants without a sponsor club
FROM: John Sheltren, District 5440 Youth Exchange Chair
DATE: September 2026
SUBJECT: **ALTERNATE STUDENT INSTRUCTIONS**

Cowboy Country Rotary Youth Exchange is pleased that you are interested in youth exchange. Our program is truly an exchange, which means for each student that goes to another country we accept a student from that country into our District. Before you can be accepted as an exchange student, we need to find a club in our District to sponsor you and host an inbound exchange student.

Our District Committee is dedicated to providing the opportunity for students to go out on exchange and we will work very hard to find a club to sponsor you. We cannot promise that we will find you a club but we have had good success finding sponsors in the past. You will be considered an “alternate” and will be invited to the District interviews on December 5, 2026. At that time, we will evaluate the alternates and make assignments to the available sponsor clubs.

We have a very comprehensive application and interview process. It is important that you begin the application process right away. There is a separate document with application instructions that apply to all outbound applicants. There are a few things that don’t apply to alternates and the instructions on the next page describe those exceptions. In other words, do everything as described in the full instructions unless it is specified otherwise below. You must complete everything by October 31, 2026. Please contact me if you have questions.

General Instructions about the forms

Many of the forms have a place at the top for the name of your sponsor club. Please write “Alternate Student” in that spot.

Start scanning and uploading the documents as you compile them. Waiting to upload them all at once is a bad idea and will delay the completion of your application packet.

General Instructions about submitting your application packet

Please assemble all the materials described on the “Outbound Applicant’s Check List”. Exceptions for specific forms are described below. Submit everything you can as described in the full instructions with the exceptions described below.

Student, Parent, & Sponsor Endorsements (Guarantee Form / Visa Application Supporting Document) – generally known as the sponsor guarantee form

This form cannot be completed until you have a sponsor club. Do not upload a blank or incomplete form. This will be completed and uploaded after a sponsor club is identified.

School Agreement To Accept An Exchange Student

This form cannot be completed until you have a sponsor club. Do not upload a blank or incomplete form and do not have it completed by the school that you attend. This will be completed by the sponsor club for the school that will accept the inbound student.

Host Family Referral Form

Please complete this form to help us find host families. We would like the names and contact information for 3 families in your community. Do this for the community where you live. If there is not a Rotary Club in your town, please contact the District Chair to discuss your options.

Applicant's Check List

Since you may not have a youth exchange officer in your community you need to review this with your parents to be certain that you have everything that. You can leave the YEO signature blank. When you assemble your packet put the check list on the top of the stack that you mail to Kellie Kegerreis. Indicate the forms you will not be submitting until a sponsor club is identified (guarantee form and school agreement).

Application Fee

Alternate students are required to submit the \$800 fee with the application. If a sponsor club is not identified you will receive a \$700 refund.