



ROTARY DISTRICT 5440
SUMMER
YOUTH EXCHANGE PROGRAM

ROTARY DISTRICT 5440 SUMMER YOUTH EXCHANGE PROGRAM
APPLICATION CHECKLIST

(Updated August 31, 2017)

Please use this checklist to compile a full application for each student applying to the Summer Youth Exchange Program. Application materials can be downloaded from: <http://www.rotary5440.org/> click on Summer YE. THE APPLICATION **MUST BE TYPEWRITTEN**. Deadline: **January 15, 2018**.

Applicant Name _____

Age on 6/1/2018 _____

Sponsoring Club Name _____

Sponsor Club Contact: _____

Sponsor Contact Address: _____

Sponsor Telephone (C) _____ (H/W) _____

Sponsor E-mail: _____

All short term summer exchanges are 3-4 weeks per visit for a total of 6 - 8 weeks for the complete exchange.

Please compile the application packet in the following order:

1. **STEP Application checklist**
2. **STEP Country Preference Form**
3. **STEP Application**
4. **STEP Rules Form**
5. Copy of existing **passport** or proof of application for a passport.
6. A filing fee of \$130.00, payable by the student’s family to District 5440 Youth Exchange.

In addition, each person 18 years of age and older living in the home must fill out the Mandatory Youth Volunteer Affidavit. **Please list the individuals who are over 18 in the home:**

In order to complete the application process in accordance with US Department of State regulations, a confidential Criminal Background Check will be conducted on all adult members of the host family household aged 18 or above. Each such individual should submit a background check request as follows.

You will need the “Good Deed Code” and a “Club I.D.” for your Rotary Club before you start the application.



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Contact Neil Harrison at District5440.STEP@gmail.com or 307-760-3373 for the codes needed to complete the application.

- Go to the Verified Volunteers web site: <https://app.verifiedvolunteers.com>
- Create an Account and log in through the volunteers portal.
- Select “Get Verified.”
- Fill out the 4 steps, enter any necessary credit card information and click COMPLETE.

Rotary District 5440 does not pay for the cost of background checks. Some clubs in the District pay for part or all of the cost of the background check for youth program volunteers. Verified Volunteers requires payment at the time the background check is requested. Save a receipt from the transaction and work with your club Youth Exchange Officer on the reimbursement (if applicable).

If you have any problems or questions the District Protection Officer manages the background check process and can assist you. His name is John Daily ([307-690-4559](tel:307-690-4559) jhscientific@gmail.com).

Mail Original packet to: Neil Harrison, Short Term Youth Exchange Committee Chair
417 North Sherwood Street
Fort Collins, Colorado 80521

E-mail: District5440.STEP@gmail.com
(307) 760-3373 (cell)