



ROTARY DISTRICT 5440  
**SUMMER**  
**YOUTH EXCHANGE PROGRAM**

**ROTARY DISTRICT 5440 SUMMER YOUTH EXCHANGE PROGRAM**  
**APPLICATION CHECKLIST**

(Updated August 31, 2018)

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: **December 15, 2018**.

Applicant Name \_\_\_\_\_ Age on 6/1/2019:

Sponsoring Club Name \_\_\_\_\_

Club Contact: \_\_\_\_\_

Club Contact E-mail: \_\_\_\_\_

Club Contact Telephone (C) \_\_\_\_\_ (H/W) \_\_\_\_\_

All short term summer exchanges are at least 3 weeks per visit.

Please compile the application packet in the following order:

1. **STEP Application checklist**
2. **STEP Country Preference Form**
3. **STEP Application with all required signatures**
4. **STEP Rules Form with all required signatures**
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.

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

**Also e-mail an electronic copy to:** [District5440.STEP@gmail.com](mailto:District5440.STEP@gmail.com)



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## BACKGROUND CHECKS

In order to complete the application process in accordance with US Department of State regulations, a confidential Criminal Background Check be conducted on all adult members of the host family household aged 18 or above at the time the foreign student is in your home. Each such individual must submit and pass a background check at Verified Volunteers. Contact your sponsoring Rotary Club for the "Good Deed Code" and a "Club I.D." for your Rotary Club.

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. Verified Volunteers requires payment at the time the background check is requested.

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](mailto:jhscientific@gmail.com)).