Student Name	Club	District		
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*Log of Program Contacts with Inbound Student, Host Families and School

Rotary Youth Exchange, District



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	- W
OUT	HANK

Program Representative							
Check one or both to indicate the position of the author of this record.							
Local Coordinator Rotary Counselor							
Name	Phone	E-mail					
	Host Famili	es					
First Hos	Move-In Date						
Second Ho	Move-In Date						
Third Ho	Move-In Date						
D. C. L. E							

Directions for Using Form

This form is to be used by program representatives to record contacts with an inbound student, his/her host families and school. It is designed to document compliance with RI, CSIET and USA State Department regulations. Notice that in Rotary youth exchange programs, a student's Local Coordinator and Host Rotary Club Counselor may often be the same person. (The term Local Coordinator is used by the USA State Department to identify the exchange program representative who is responsible for direct contact with a student and his/her host family.)

Local Coordinator contact requirements:

- Contact the student at least once per month (The initial contact must be in person. Additional contacts may be inperson, on the phone or via electronic mail.)
- Contact the host family at least once per month (The contact must be in person at least once in the fall semester and once in the spring semester i.e. twice per academic year. Additional contacts may be in-person, on the phone or via electronic mail.)

Rotary Counselors contact requirements:

- Contact the student and host family, separately, at least once per month. E-mail contacts alone are not adequate.
- Maintain regular communication with school authorities.

The District will request a copy (photo, fax or e-mail) of this record at least quarterly and the completed form must be forwarded to the district when the student returns home.

	Stude	nt Name		Club	District	Page 2 of 5	IB-3
						1 age 2 01 3	1D-3
August Contacts (Student, Host Family and School Contacts)							
Who was Contacted	Day of Month	Type of Contact		Briefly Describe (Add separate page for le		onta)	
Student	WIOIIII	☐ In Person		(Add separate page for le	ingtiny Commin	ents)	
☐ Host Fam		☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student		☐ In Person					
Host Fam		Phone					
School Student		E-mail In Person					
☐ Host Fam		☐ Phone					
School		E-mail					
Student		☐ In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
Host Fam		Phone					
School		E-mail					
Septemb	er Con	tacts (Studer	nt, Host Famil	y and School Contacts)			
Who was	Day of	Type of		Briefly Describe			
Contacted	Month	Contact		(Add separate page for le	ngthy commo	ents)	
Student		In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
Host Fam		☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student		In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
Host Fam		☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
October	Contac	ts (Student, H	lost Family an	d School Contacts)			
Who was	Day of	Type of		Briefly Describe	Contact		
Contacted	Month	Contact		(Add separate page for le		ents)	
Student		☐ In Person					
☐ Host Fam		Phone					
School Student		E-mail In Person					
Host Fam		Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
☐ Host Fam							
Student		☐ In Person					
Host Fam		Phone					
School Student		E-mail In Person					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student		In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					

	Stude	nt Name		Club	District	Page 3 of 5	IB-3
						1 age 3 01 3	1D-3
Novembe	er Cont	acts (Studen	t, Host Family	and School Contacts)			
Who was Contacted	Day of Month	Type of Contact		Briefly Descr (Add separate page fo		ents)	
Student		☐ In Person		(Flata separate page 16	ar reargerry evaluation	 	
Host Fam		Phone					
School Student		E-mail In Person					
☐ Host Fam		☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student		In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
	w Cont	<u> </u>					
Who was		Type of	t, Host Family	and School Contacts) Briefly Descri	with a Country of		
Contacted	Day of Month	Contact		(Add separate page fo		ents)	
Student		In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
☐ Host Fam		☐ Phone ☐ E-mail					
School Student		☐ In Person					
Host Fam		☐ Phone					
School Student		E-mail In Person					
Host Fam		☐ Phone					
School Student		E-mail In Person					
☐ Host Fam		☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
	_		lost Family and	d School Contacts)			
Who was Contacted	Day of Month	Type of Contact		Briefly Descr (Add separate page fo		ents)	
Student		☐ In Person			<i>J.</i> 7 **		
Host Fam		☐ Phone					
School Student		E-mail In Person					
☐ Host Fam		☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student		In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					

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February	y Conta	acts (Student,	Host Family	and School Contacts)			
Who was Contacted	Day of Month	Type of Contact		Briefly Describe (Add separate page for le		onta)	
Student	WIGHTH	☐ In Person		(Add separate page for te	anguny commi	ents)	
☐ Host Fam		☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student		☐ In Person					
Host Fam		Phone					
School Student		E-mail In Person					
☐ Host Fam		☐ Phone					
School		E-mail					
Student		☐ In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
Host Fam		Phone					
School		E-mail					
March C	ontact	S (Student, Hos	st Family and	School Contacts)			
Who was	Day of	Type of		Briefly Describe			
Contacted	Month	Contact		(Add separate page for le	engthy commo	ents)	
Student		☐ In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
Host Fam		☐ Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student		☐ In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
☐ Host Fam		Phone					
School		E-mail					
Student Host Fam		☐ In Person☐ Phone					
School		E-mail					
April Co	ntacts	Student, Host I	Family and Sc	hool Contacts)			
Who was	Day of	Type of	,	Briefly Describe	Contact		
Contacted	Month	Contact		(Add separate page for le		ents)	
Student		☐ In Person					
☐ Host Fam		Phone					
School Student		E-mail In Person					
Host Fam		Phone					
School		E-mail					
Student		☐ In Person					
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					
Student		☐ In Person					
Host Fam		Phone					
School Student		E-mail In Person					
☐ Host Fam		☐ In Person☐ Phone					
School		E-mail					
Student		In Person			·		
☐ Host Fam ☐ School		☐ Phone ☐ E-mail					

	Stude	ent Name		Club	District	Page 5 of 5	IB-3	
Mov. Con	toota (a			10 (1)				
May Contacts (Student, Host Family and School Contacts) Who was Day of Type of Briefly Describe Contact								
Who was Contacted	Day of Month	Type of Contact		(Add separate page for l		ents)		
Student		☐ In Person						
Host Fam		Phone						
School Student		E-mail In Person						
☐ Host Fam		Phone						
School		E-mail						
Student Host Fam		☐ In Person						
School		☐ Phone ☐ E-mail						
Student		☐ In Person						
Host Fam		Phone						
School Student		E-mail In Person						
☐ Host Fam		☐ Phone						
School		E-mail						
Student Host Fam		☐ In Person☐ Phone						
School		E-mail						
	ntacts (s	Student, Host F	amily and Scho	ool Contacts)				
Who was	Day of	Type of	anniy and Sch	Briefly Describ	e Contact			
Contacted	Month	Contact		(Add separate page for l		ents)		
Student		In Person						
☐ Host Fam ☐ School		☐ Phone ☐ E-mail						
Student		☐ In Person						
Host Fam		☐ Phone						
School Student		E-mail In Person						
☐ Host Fam		Phone						
School		E-mail						
Student Host Fam		☐ In Person☐ Phone						
School		E-mail						
Student		☐ In Person						
☐ Host Fam☐ School		☐ Phone ☐ E-mail						
Student		☐ In Person						
☐ Host Fam		Phone						
School	1	E-mail						
		tudent, Host Fa	mily and Scho		· Contact			
Who was Contacted	Day of Month	Type of Contact		Briefly Describ (Add separate page for l		ents)		
☐ Student		☐ In Person						
Host Fam		Phone						
School Student		E-mail In Person						
Host Fam		☐ Phone						
School		E-mail						
Student Host Fam		☐ In Person☐ Phone						
School		E-mail						
Student		☐ In Person						
☐ Host Fam ☐ School		☐ Phone ☐ E-mail						
Student		☐ In Person						
Host Fam		Phone						
School Student		E-mail In Person						
☐ Host Fam		☐ Phone						
School		E-mail						