

---

# Rotary Youth Exchange Short-Term Program Application

---



**Submit completed application by December 1, 2024 to:**



District \_\_\_\_\_  
**Short-Term Exchange Program**

**Personal Information**

*Before you begin your application, please read all instructions on the opposite page.*

**Smile!**

Attach a recent, good-quality color photo of yourself (head and shoulders).  
 Original photos or color copies must accompany the application.  
 Size: 2 x 2½ in. (5 x 6.5 cm)

**1. Applicant Information**

<b>Full Legal Name as it appears on passport or birth certificate</b> (use all capital letters for your FAMILY name)		<b>Preferred Name</b>	<b>Gender</b>
			<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Home Address — Street</b>			
<b>City</b>	<b>State/Province</b>	<b>Postal Code</b>	<b>Country</b>
<b>Postal Address (if different) — Street</b>			
<b>City</b>	<b>State/Province</b>	<b>Postal Code</b>	<b>Country</b>
<b>Home Phone</b>	<b>Mobile Phone</b>	<b>E-mail</b>	
<b>Date of Birth</b> (e.g., 01/Jan/2008)	<b>Place of Birth</b> (City, State/Province, Country)		<b>Citizen of</b> (Country)

**2. Parent/Legal Guardian Information**

<b>Full Name of Father/Legal Guardian</b>				<b>Full Name of Mother/Legal Guardian</b>			
<b>Address — Street</b>				<b>Address — Street</b>			
<b>City</b>	<b>State/Prov.</b>	<b>Postal Code</b>	<b>Country</b>	<b>City</b>	<b>State/Prov.</b>	<b>Postal Code</b>	<b>Country</b>
<b>E-mail</b>				<b>E-mail</b>			
<b>Home Phone</b>		<b>Mobile Phone</b>		<b>Home Phone</b>		<b>Mobile Phone</b>	
<b>Occupation</b>				<b>Occupation</b>			
<b>Business Phone</b>		<b>Fax</b>		<b>Business Phone</b>		<b>Fax</b>	
<b>Rotarian?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>Rotarian?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name of Rotary club: _____				If yes, name of Rotary club: _____			
<input type="checkbox"/> <b>Check here if your parents are divorced or separated.</b> Authorizations should be obtained from <b>all</b> parents/legal guardians and others who have legal rights to decisions affecting the student's participation.							
<b>Parent/legal guardian to contact first in the event of an emergency:</b>							

**3. Siblings (add pages as necessary)**

Name	Gender	Age	Occupation	Living at Home
	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> M <input type="checkbox"/> F			<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Name	
----------------	--

#### 4. Personal Background

a. Do you have any dietary restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain (e.g., vegetarian, food allergies):
b. Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes for 4b, 4c, or 4d, please explain:
c. Do you drink alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d. Have you ever been involved with illegal drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Answering yes will not automatically eliminate you as a candidate; however, it may require special consideration if assigned to a host family.

#### 5. Secondary School Information

Name of Secondary School you currently attend	<i>Attach a transcript of secondary school courses you have completed and the grades you received in the last completed year of school. The transcript must be in English.</i>		
Address — Street			
City	State/Province	Postal Code	Country
Phone	Fax	E-mail	
Number of grades/levels at your school	Year you will finish secondary school	Years of school attended	

#### 6. Languages

Native Language:				
Non-native Language(s)	Years Studied	Proficiency (indicate Poor, Fair, Good, or Fluent)		
		Speaking	Reading	Writing

#### 7. Sponsor District and Club Contacts

Name of Sponsor District Youth Exchange Chair				Name of Sponsor Club Youth Exchange Officer			
Address — Street				Address — Street			
City	State/Province	Postal Code	Country	City	State/Province	Postal Code	Country
Home Phone		Mobile Phone		Home Phone		Mobile Phone	
Business Phone		Fax		Business Phone		Fax	
E-mail				E-mail			



District \_\_\_\_\_

Applicant Name \_\_\_\_\_

## Short-Term Exchange Program

---

# Letters and Photos

### Student's Letter

Write a letter introducing yourself to your future host club and, if applicable, host families. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions, providing as much detail as possible (if you need help generating details, also consider the italicized questions in parentheses).

*Specifications:* Type your letter on a separate sheet (or sheets) of paper, and include your name on each. Attach your letter to this page. Maximum length: 3 pages.

1. What do you do when you have free time?
2. What do you do at your school? (*How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake-up and discuss only one typical day's schedule.*) Are you able to choose courses at your school? If so, which courses did you choose, and why?
3. What are your school interests and activities? What leadership positions have you held?
4. How would you describe your home? (*Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus, or walk to school?*)
5. What are the occupations of your mother and father? (*What product or service does each make or perform? What is her/his position or title?*)
6. How would you describe your community? (*Is it in or near a major city? What is the population? industry? economy?*)
7. What are your interests and accomplishments? (*Are you interested in art, literature, music, sports, other activities? How did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?*)
8. What trips have you taken outside your country? Why did you take these trips, with whom, for how long?
9. What things do you dislike? (*Do you dislike certain foods, animals, treatment by other people, etc.?*)
10. What do you feel are your strong, and weak, characteristics?
11. What are your plans and ambitions for your education and career? Why?
12. What do you specifically hope to accomplish as an exchange student, both during your exchange and when you return?

### Parent's Letter

Write a letter to your child's host club and, if applicable, families, incorporating your answers to the following questions.

*Specifications:* Type your letter on a separate sheet (or sheets) of paper, and include your child's name on each. Attach your letter to this page. Maximum length: 2 pages.

1. How is your child's relationship with you and your family? with his/her friends?
2. How does your child react to disagreement, discipline, and frustration?
3. How does your child handle challenging or difficult situations?
4. What amount of independence do you give to your child? What is your child's level of maturity?
5. What makes you proud of your child?
6. Why do you want your child to be an exchange student?
7. Are there any other comments you would like to share with the host club?

Applicant Name

## Student's Photos

Select a color photograph for each topic below, and attach each photo to this page with glue or double-sided tape (do not staple). Include brief captions, if necessary.

MY FAMILY	MY SPECIAL INTEREST
<p data-bbox="350 680 558 800"><i>Photo that includes members of your immediate family</i></p>	<p data-bbox="989 680 1268 800"><i>Photo of you participating in your favorite hobby or activity</i></p>
SOMETHING IMPORTANT TO ME	MY HOME
<p data-bbox="315 1478 594 1549"><i>Photo of your friends, pet, musical instrument, etc.</i></p>	<p data-bbox="1021 1457 1239 1570"><i>Photo of your house or building where you live</i></p>



District \_\_\_\_\_

Applicant Name \_\_\_\_\_

## Short-Term Exchange Program

# Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

### Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
- 3) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If you are staying with a host family and are offered an alcoholic drink, it is permissible to accept it under their supervision in the home.
- 4) You may not operate a motorized vehicle or participate in driver education programs.
- 5) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 6) If your program includes schooling, you must attend regularly and make an honest attempt to succeed.
- 7) You must have travel insurance that provides medical and dental coverage for accidental injury and illness, death benefits (including repatriation of remains), disability / dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 8) You should have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to your parents or legal guardians at the end of your exchange.
- 9) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 10) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 11) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 12) You should communicate with your host family, if applicable, prior to leaving your home country. The family's information must be provided to you by your host club or district prior to your departure.
- 13) Visits by your parents or legal guardians, siblings, or friends while you are on exchange are strongly discouraged. Such visits may only take place with the host club's and district's consent and within their guidelines.
- 14) Talk with your host club counselor or other trusted adult if you encounter any form of abuse or harassment.
- 15) Students and parents give permission for photographs taken during the exchange to be used for promotional purposes.

### Recommendations for a Successful Exchange

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and placement is based on your signed statement. Under no circumstances are you to smoke in any bedrooms.
- 2) Body piercing or obtaining a tattoo while on your exchange is not allowed, for health reasons.
- 3) If placed in a host family, respect your host's wishes. Become an integral part of the family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 4) Learn the language of your host country. Teachers, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
- 5) Attend Rotary-sponsored events and, if living with a family, host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 6) Avoid serious romantic activity. Abstain from sexual activity.
- 7) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 8) Do not borrow money. Pay any bills promptly. Ask permission to use the phone or computer, keep track of all calls and time on the Internet, and reimburse the costs you incur.
- 9) Limit your use of the Internet and mobile phones. Excessive or inappropriate use is not acceptable.
- 10) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.