

Youth Exchange Host Family Volunteer Certification Checklist

Per U.S. Department of State Regulations, host families may not be given any personally identifiable information about an inbound student until they have successfully completed all volunteer certification steps shown below.

Preliminary Copy Presented at District Assembly 04/09/2011

Note that Items in Blue below have been updated as of July 8, 2011.

Order	Host Family Requirements	Who Provides to Host Family	Who Completes	Who Reviews	Who Signs	Who Keeps Documents or Records of completion	Youth Exchange Rotarian Signature & Date Completed
1	Completed HF Application NOTE: There are different applications for Short Term and Long Term Host Families	Rotarian associated with Youth Exchange via online link to form found on District 5170 or WESSEX web Sites	Host Family Parents	Designated Club Rotarian then District Abuse Prevention Coordinator	Host Family	Rotarian member of YEX committee uploads to WESSEX database	
2	All Adults in the household must be Certified**	See Individual Certified Definition Below	All Adults in Household	See Certification Below	See Certification Below	See Certification Below	
2	Host family interview	Club YE Chair, Counselor, or other YE Certified Rotarian	Club Youth Exchange Chair or Counselor	Club then District Abuse Prevention Coordinator	Interviewer (Club Youth Exchange Chair or Counselor)	Club Youth Exchange Chair or Counselor upload to WESSEX database	
2	First Host family visit & Host Family Visit Report - before student arrives. NOTE: Must have the photos of host family Bathroom, Exterior/Grounds, Family/living Room, Kitchen and Student Bedroom by the end of this visit.	Club YE Chair, Counselor, or other YE Certified Rotarian	Club Youth Exchange Chair, Counselor or YE Committee Member	Host Family, Club then District Abuse Prevention Coordinator	Interviewer (Club YE Chair, Counselor or Committee member) & Host Family Parent	Club Youth Exchange Chair or Counselor upload to WESSEX database	
3	Provide Host Family with Department of State Exchange Visitor Program Regulations and DOS Host Family letter	Rotarian associated with YE via online link to form or hardcopy from any of the above	N/A info document	N/A	Entered into online system by Youth Exchange Chair or Counselor	Flag in WESSEX online database	
3	Host Family Orientation (one or more parent must attend)	Club YE Chair, Counselor, or other YE Certified Rotarian (Short Term must be provided by District Short Term Chair only)	One or more parent must attend	N/A	District Short Term Chair, Youth Exchange Chair or Counselor	Flag in WESSEX online database	
4	Second Host family visit - after student arrives NOTE 1: In no case may this visit be more than 30 days after the student has moved in with the Host Family & must be done by certified Rotarian other than the one who originally recruited, screened and selected the host family. NOTE 2: Rotary International's Youth Exchange Policy requires one unannounced visit to the host family during the time they are hosting, if this visit were carried out "unannounced" there would not be a need to do a third and unannounced visit to host family home during this exchange year.	Club YE Chair, Counselor, or other YE Certified Rotarian (Not Required for Short Term Exchange??)	NOTE: Must be a different certified Rotarian than the one that did the first host family visit.	Host Family, Club then District Abuse Prevention Coordinator	Interviewer (Club YE Chair, Counselor or Committee member)	Club Youth Exchange Chair or Counselor upload to WESSEX database	
Volunteer Certification Parameters - Same as "regular" Rotarian Volunteer with the exception that copies of the completed forms must be stored on the WESSEX database for volunteers involved in Youth Exchange Activities (U.S. Department of State Regulation).							
1	Volunteer Affidavit Form	Rotarian associated with Youth Exchange via online link to form found on District 5170 or WESSEX web Sites	Adults in Household	Club then District Abuse Prevention Coordinator	Volunteer Interviewer (Youth Exchange Chair or Counselor), DAPC	Club Youth Exchange Chair or Counselor upload to WESSEX database	
2	Background Check (Live Scan)	Rotarian associated with Youth Exchange via online link to form found on District 5170 or WESSEX web Sites	Adults in Household	DAPC	N/A	DAPC	
3	Interview Questions	Rotarian associated with Youth Exchange via online link to form found on District 5170 or WESSEX web Sites	Adults in Household	Club then District Abuse Prevention Coordinator	Interviewer only (Youth Exchange Chair or Counselor)	Club Youth Exchange Chair or Counselor upload to WESSEX database	
3	Reference Checks	Rotarian associated with Youth Exchange via online link to form found on District 5170 or WESSEX web Sites	Adults in Household	Club then District Abuse Prevention Coordinator	Interviewer only (Youth Exchange Chair or Counselor)	Club Youth Exchange Chair or Counselor upload to WESSEX database	
3	Annual National Sex Offender Registry Check (NSOR)	DAPC or Club Youth Exchange Chair via link provided in individual's "Certification" Screen/Page on WESSEX database.	Adults in Household	N/A	DAPC or District Admin does check and flags check box	Flag in WESSEX online database	
3	Youth Protection Awareness Training (online training class)	Link is emailed by Counselor, Club Youth Exchange Chair or District committee member; Link found in volunteer record that is stored in the WESSEX database.	Adults in Household	N/A	Automatically entered into online system when training is complete with 80% or better score	WESSEX Online	
Annual Youth Exchange Volunteer Recertification <i>NOTE: Required each year for all Youth Exchange Family Volunteers (U.S. Department of State Regulation)</i>							
1	Annual National Sex Offender Registry Check (NSOR)	DAPC or Club Youth Exchange Chair via link provided in individual's "Certification" Screen/Page on WESSEX database.	Adults in Household	N/A	DAPC or District Admin does check and flags check box	Flag in WESSEX online database	
1	Annual Reference Checks (Different Reference Check Form: One question - just reverify with previous references that they have no change in opinions)	Rotarian associated with YE via online link to form	Adults in Household	Club then District Abuse Prevention Coordinator	Interviewer only (Youth Exchange Chair or Counselor)	Upload to WESSEX database	
Annual Youth Exchange Host Family Recertification <i>NOTE: Required each year for all returning Host Families (U.S. Department of State Regulation)</i>							
1	Annual Home Visit NOTE: Only required if the family is hosting in a subsequent year.	Club YE Chair, Counselor, or other YE Certified Rotarian	Club Youth Exchange Chair or Counselor	N/A	Club Youth Exchange Chair or counselor - after that online only	Upload to WESSEX database	

Note: Club Youth Exchange Committee should keep a hard copy of all documents related to exchange for three years.