

Rotary Youth Exchange Host Family Members Screening Report

A Guide for the Rotarians Assessing Potential Host Families

Host Family Name Date of Interview

Names of Delegates Interviewing

Please read the following questions before the home interview. After conducting the interviews fill in your impressions below.

- Did you receive a warm welcome when you arrived? _____
- Was the family keen to learn of their obligations and commitments? _____
- Did questions asked show they had been thinking seriously about hosting? _____
- Did they have some knowledge about the country their student would come from? _____
- Did you feel they would be understanding and helpful to the student facing many cultural differences? _____
- Did you feel they would include the student as a part of their family? _____
- Did you feel their financial situation was such they could afford to host a student? _____
- Could satisfactory arrangements be made for the student to get to and from school? _____
- Was there a computer the student could use for a reasonable amount of time for school work, reports, e-mails, etc.? _____
- Had the family allocated a suitable separate room for the student? _____
- Were the student's bathroom facilities satisfactory? _____
- Do you feel they could in a non-confrontational manner ensure that the student obeys the rules and requirements? _____
- Did you feel the family was hosting for the right reasons? _____

Use the answers you have given to the above questions as a guide to your assessment of the host family so far.

Very Suitable ☐ Suitable ☐ Suitable with more guidance ☐ Doubtful ☐ Unsuitable ☐

Please read the following questions; then select and phone only three of the referees given. One should preferably be the main employer and one the youth organisation representative if given. Ensure the referees know the host parents well and also ask whether they have visited them in their own home and know how they treat their own family. At the completion of the phone call answer the following questions. Ask similar questions of the other family members' referees.

1. Did the referee enthusiastically recommend the candidate as a conscientious employee/volunteer? _____
2. Was the candidate suitable with reservations? _____
3. Were they good in some areas but poor in others? _____
4. Were there problems with the candidate's approach? _____
5. How did the candidate perform in a stressful situation? _____
6. Were there problems with the candidate's attitude particularly to those of the opposite sex? _____
7. Did the candidate have problems in working with fellow employees and or young people they were guiding? _____
8. Was there an incident or incidents that caused problems? _____
9. Were the employee/volunteer's services terminated for unacceptable behaviour? _____

Fill in the appropriate left three columns of answers on the next sheet. If the results are in any way inconclusive phone all of the other referees and fill in the three columns to the right. Make a final overall judgement on the family as a whole based on these results and the interview results.

Very Suitable ☐ Suitable ☐ Suitable with more guidance ☐ Unsuitable ☐

Prohibited Employment Declaration certification received ☐ Confirmed as suitable ☐

Family advised their offer of assistance is



Accepted



Refused

by _____ on _____
Name Date

Host Family Reference Results

Family Name							
	Question Number	1 st Referee	2 nd Referee	3 rd Referee	4 th Referee	5 th Referee	6 th Referee
H O S T M O T H E R	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
H O S T F A T H E R	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
1 st Family Member over 18	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
2 nd Family Member over 18	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						

Fill in three columns to the right (4th 5th and 6th referee) **only** if the results to left are not conclusive

- **Ensure document confidentiality –**
- **The Club protection Officer is to keep all CL 2 forms for five years after the student's exchange year. Should a counsellor or volunteer continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement**
- **Forms should then be destroyed.**