

**Rotary International District 9700 Inc****Youth Exchange Programme****Club Check List and Compliance Statement – Sponsoring an Outbound Student**

The Rotary Club of \_\_\_\_\_ wishes to be certified  
Print Club Name

to sponsor a student, \_\_\_\_\_ in the 20\_\_ / 20\_\_ cycle.  
Print Student Name                      Print Years Range

The undersigned Club members confirm all of the answers to the questions below are truthful and confirm what the Club has already done. Where a task (tasks) has (have) been noted as "To be Done", the Club members signatures below further confirm that they will ensure all of the requirements laid down in the "Rotary Youth Exchange Club Certification Criteria" YESP CL 1 will be completed in the timing required.

**Club President**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /

Email address \_\_\_\_\_ Telephone \_\_\_\_\_

**Club Protection Officer**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /

Email address \_\_\_\_\_ Telephone \_\_\_\_\_

**Club Youth Programme Officer**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /

Email address \_\_\_\_\_ Telephone \_\_\_\_\_

**THE STUDENT**

The Club:

- will require the student to complete an Application for Exchange form.
- will themselves or in conjunction with other Clubs conduct a thorough interview of each student of between 20 and 30 minutes per student
- will conduct a thorough interview of the student's parents or guardians
- will agree to submit to the District Interview only students they feel reasonably confident will make good exchange students and who have their parents' (guardians') support.

**For a Rotary Club to be involved in sponsoring an exchange student this form is to be returned to the District Youth Exchange Co-ordinator/District Chairman together with documentation in time for the student to be scheduled for attendance at the District Committee interviews.**

**The Club Protection Officer is to retain a copy of this form for one year following the completion of the student's exchange and then destroyed.**

**The District Committee is to retain the original for five years.**

**CLUB COUNSELLOR – OUTBOUND**

The Club Counsellor for this Outbound Student:

- has filled in a CL 4 "Rotary Youth Exchange Volunteer Information and Declaration Form" and their references have been checked confirming their suitability. **Done/To be Done** (Delete as Appropriate).
- has provided completed Prohibited Employment Declarations (NSW optimal alternate legal form of certification in lieu of Police Checks, "Blue Cards" ) confirming their suitability. **Done/To be Done** (Delete as Appropriate).
- is of the same sex as their student or alternatively their partner will assist as stipulated. **Done/To be Done** (Delete as Appropriate).
- is believed by the Club members responsible for student exchange to be totally impartial in managing a dispute between the student and the host family. **Done/To be Done** (Delete as Appropriate).
- is believed by the Club members responsible for student exchange to meet the criteria laid down. **Done/To be Done** (Delete as Appropriate).
- is aware of their duties and has willingly agreed to carry out these duties. **Done/To be Done** (Delete as Appropriate).
- agrees to participate in the required District Youth Exchange training sessions. **Done/To be Done** (Delete as Appropriate).
- is not a member of a host family. If a counsellor is hosting an acceptable alternate counsellor must be appointed for the duration of the hosting. **Done/To be Done** (Delete as Appropriate).
- Has agreed to debrief the student on their return and to assist them with readjustment. **Done/To be Done** (Delete as Appropriate).

**Outbound Student Counsellor**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /

Email address \_\_\_\_\_ Telephone \_\_\_\_\_