**The District Youth Exchange Committee is expected to know the location of INBOUND students at ALL times In case of an emergency.**

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**You MUST send a completed copy of this form to your country coordinator if you are:**

* staying overnight away from your host family **within** District 9700
* travelling **outside** District 9700
* wanting to undertake **special activities** (we need to check your insurance!)

Special activities include such things as:

* scuba diving, snorkelling, water skiing
* travel by private aircraft, hot air balloon, white water rafting, snow skiing, horse riding etc

If you are not sure something is a special activity, **please ask.**  Some activities may need the permission of your parents.

We are here to help you get the most out of your exchange, not to stop you accepting opportunities that come your way. However, we have promised your family that we will take the best possible care of you while you are with us. We take this very seriously!

**Taking part in a special activity needs the permission of the District Youth Exchange Chairman.**

Everyone on the list has to be asked for their permission. Remember, if you are going to be away on a school day, the principal’s permission is also needed.

E-mail a **copy of your request to your country co-ordinator as** soon as you can please, as it helps both of us. Sometimes travel happens at short notice. We will do our best for you but you also have to help us by letting us know as soon as you can!!

**FILLING OUT THE FORM**

Fill in sections 1 through 12 – the spaces in the form will expand to fit the text.

1. Your name and contact number
2. Host Club – the names of your host Rotary Club and your host counsellor
3. Your host family’s name and address

**Nice and easy so far, isn’t it**? **Now for the rest.**

1. Type of Request –Overnight stay, travel outside of district or special activity
2. Details – where are you going and why

* Purpose – might be a ‘trip to Melbourne with my host family to watch the Australian Open’ or ‘wish to stay overnight with another exchange student in the district’ or ‘Rotarian wants to take me to Wagga Wagga in a single engine airplane, overnight at relatives house’ etc.

1. The date and approximate time of your departure.
2. The date and approximate time of your return.
3. How are you travelling? By private car, flying, bus, etc. Also the name of the airline, bus company etc.
4. Are you travelling with your Host Parents?
5. Supervising adult’s name and address if not travelling with Host Parents.
6. Where are you staying? Name, address and a phone number and the number of nights you will be staying.

**Agreement to Participate**

The Principal of your school **must** physically sign the form, if you are travelling on school days. Obtain other approvals by sending emails or making phone calls. Where possible, provide signatures. Where not possible, phone numbers must be supplied so that verification of approvals can be sought, should the need arise.

**Permission**

Send all your requests to your **country coordinator**. Once your request has been checked and approved by the Chairman, you will be advised. Sometimes a request is not approved. If this happens you must not undertake the travel.

**Conditions**

Sometimes conditions will apply. We will let you know if there are any.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Student’s Name |  | **Student’s Phone No.** | |
| 2. Host Club |  | **Host Counsellor** | |
| 3. Your Host Family’s Details | **Name:** | **Address:** | |
| **Town:** | |
| **REQUEST DETAILS** | | | |
| 4. Type of Request |  | | |
| 5. Where are you going  and why? |  | | |
| 6. When are you  leaving? | **Date:** | **Time: am/pm** | |
| 7. When are you  returning? | **Date :** | **Time: am/pm** | |
| **TRAVEL DETAILS** | | | |
| 8. How are you  travelling? | **Car / Bus / Train / Plane** | **Transport Company Name** |  |
| 9. Is travel with your  host parents? | **Yes / No** |  |  |
| 10. Supervising Adult’s  Name | **Name:** | **Address:**  **Town: Tel:** | |
| 11. Where are you  staying? | **Name:** | **Address:** | **Length of Stay:** |
| **AGREEMENT**  **TO PARTICIPATE** | **NAME** | **PHONE NUMBER**  **FOR VERIFICATION** | **DATE**  **AGREEMENT GIVEN** |
| If travel is on a school day  Permission of  SCHOOL PRINCIPAL |  |  |  |
| Permission of  HOST FAMILY |  |  |  |
| Permission of  HOST CLUB COUNSELLOR |  |  |  |
| Informed  HOST CLUB DIRECTOR \*Youth / New Generations |  |  |  |
| ***\* Club Director to notify Host Club President & Board*** | | | |
| ***To be completed by Youth Exchange committee ONLY as acknowledgement of request.*** | | | |
| **PERMISSION DETAILS** | NAME | PHONE NUMBER  FOR VERIFICATION | DATE  PERMISSION GRANTED |
| Supported by  Country Co-ordinator |  |  |  |
| Insurance Status  Special Activity checked |  |  |  |
| APPROVED BY  D9700 YEP CHAIRMAN |  |  |  |
| Student Advised |  |  |
| **CONDITIONS:** | | | |