

The following instructions are the way to access the Monthly Report Q & A form that needs to be filled in.

1. Go to Rotary District 9640 website home page. [www.rotary9640.org](http://www.rotary9640.org)

2. Click Youth Services in the menu at the top of page.

Youth Services ▾

Youth Programs Role Descriptions  
 Youth Protection and Duty of Care Policy and Procedures  
 D9640 Youth Trust Fee Relief Application  
 Rotary Youth Exchange Program (YEP)  
 Rotary Youth Leadership Awards (RYLA)  
 Rotary Youth Transition Seminar (RYTS)  
 Rotary Youth Program of Enrichment (RYPEN)  
 Interact  
 Earlyact  
 Model United Nations Assembly (MUNA)  
 National Youth Science Forum (NYSF)  
 ROTEX Rotary Youth Exchange Alumni

3. Click Youth Exchange Program

4. Scroll down and click on –



Fill out **all** the answers (a lot of this is important, we need to know these details for our reporting here in Australia) and click on send. The report will be sent to the District Chair of D9640 YEP. Do this in the last week of each month.

The District Chair of D9640 YEP is the only one who reads this document, so it is extremely important you are totally honest with your answers.

If there is something not right, report it and I can confidentially deal with it with my opposite numbers wherever you are.

Conversely if things are going well, tell me that information as well.

This is **NOT** a report for your sponsor club back here in Australia.  
**Do not send it to them under any circumstances.**