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**GUIDE TO COMPLETING THE NEW ROTARY YOUTH EXCHANGE APPLICATION 2023-24 LONG-TERM**

***PLEASE NOTE - ALL FORMS MUST BE TYPED. HANDWRITTEN FORMS WILL NOT BE CONSIDERED.***

***KINDLY COMPLETE ALL QUESTIONS AS PER THESE INSTRUCTIONS. INCOMPLETE FORMS WILL BE RETURNED***

**INFORMATION OF CLUBS NEEDED FOR THE STUDENT TO COMPLETE THIS FORM**

–

PLEASE COMPLETE THE FOLLOWING INFORMATION BEFORE HANDING YOUR APPLICANT THESE INSTRUCTIONS.

**Your Club Information** as requested on page 2.

**Section A Personal Information**

* Item 3.

**Sponsor District and Rotary Club**

|  |  |  |
| --- | --- | --- |
| Sending District | Name of Sponsor District Youth Exchange Chair | Email Address |
| **9370** | **Mike Lindsay** | **mike@ncdmail.co.za** |
| Sponsor Rotary Club | Name of Sponsor Club Youth Exchange Officer | Email Address: |
|  |  |  |

**Section E – Endorsement of Sponsor club – Page 17**

**(C.) Sponsor Club and District Endorsement**

***Please input Club information on page 4 below for students to be able to complete questionnaire***

**Section H – Secondary School Transcript**. **– Page 23**

Complete to whom the student school report must be sent

**TO APPLICANT**

General Instructions: Should you wish to complete the Full Long Term Application document, please read through the instructions for the completion of the pages and follow these closely.

Please note that the **full document must be completed online as applications completed by hand will not be accepted**.

Please provide the requested information in all the input fields.

Please input the following specific information on certain pages where the application document asks for Rotary District and Club Contacts etc. …………

**On Cover Page of Application –**

In the blank block – please insert the following:

**PLEASE SUBMIT YOUR COMPLETED APPLICATION DIGITALLY** TO **aug@iafrica.com**

Rotary District 9370 Youth Exchange

Selections Coordinator

Hilary Augustus

13 Furn Ridge

1 Burne Crescent

Glenashley

Durban 4051

[aug@iafrica.com](mailto:aug@iafrica.com)

+27 82 556 0299

**SECTION A: PERSONAL INFORMATION**

**Page 1 -** Insert a good quality, smiling photo, of yourself into the space provided. Do not stick photos on as it interferes with the scanning process. First impressions are important, and this is the first thing your host club and district will see. See instructions at the end of these instructions.

**Point 1 and 2** Complete all you and your parents / legal guardians’ personal information (Family Name = Last name)

**Point 3.** - Sponsor District and Rotary Club

Please would you input the following data to the requested fields:

**Sponsor District and Rotary Club**

|  |  |  |
| --- | --- | --- |
| Sending District | Name of Sponsor District Youth Exchange Chair | Email Address |
| **9370** | **Mike Lindsay** | **mike@ncdmail.co.za** |
| Sponsor Rotary Club | Name of Sponsor Club Youth Exchange Officer | Email Address: |
|  |  |  |

**Point 4.** Personal Background – Complete

**Point 5.** Siblings - Complete

**Point 6.** Languages – Complete (Native Language = Home Language or Mother tongue)

**Point 7.** Exchanges – Complete

**Point 8.** Secondary School information – Complete

**Point 9.** Alternative Emergency Contact in home country – Complete

**SECTION B – LETTERS & PHOTOS**

**Students Letter –** Complete as per instructions

**Parents Letter –** Complete as per instructions

**SECTION B - PHOTOGRAPHS** –

Please ensure that you make use of good resolution colour photographs of, the applicant at the top of page 1 And on Page 10, your family, your home and your special interests or hobbies, which best presents you to a family in Europe who might be considering accepting you as their exchange son or daughter. First impressions are important.

The photograph images you choose should be ‘copied and pasted’ electronically or inserted onto your application document. Do not use original photographs stuck to the application pages using a paper adhesive, as these interfere with the scanning of the document set to Rotary YE offices in Europe.

**SECTION C-1: MEDICAL HISTORY & EXAMINATION**

**Medical History & Examinations**

Please make appointments with your family doctor as soon as is possible for the completion of his / her reports on pages 10-15 (Medical)

Note that a Mantoux Skin Test for TB also forms part of the medical report.

**Insert your Official Immunisation records where requested**

**SECTION D: DENTAL HEALTH & EXAMINATION**

Please make appointments with your family doctor as soon as is possible for the completion of his / her reports on pages

**SECTION E: ENDORSEMENTS – SPONSOR CLUB: GUARANTEES-STUDENT & PARENTS**

**Applicant Guarantee**

Please complete personal information as instructed.

**Parent / Legal Guardian Guarantee to be witnessed by Rotary Club**

Please complete and sign (digitally will do)

**(C.) Sponsor Club and District Endorsement *(Club to complete details)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sponsor District No** *9370* | | **Sponsor Club Name** | | | | **Sponsor Club ID #** |
| **Name of District YE Chair** *Mike Lindsay* | | **Name of Sponsor Club President** | | **Name of Sponsor YE Officer** | | |
| **Street Address of District YE Chair**  *23A Selbourne Road, Westville* | | **Street address of** **Sponsor Club President** | | **Street address of** **Sponsor YE Officer** | | |
| **City, Province, Postal Code of District YE Chair**  *Durban, KZN 3629 South Africa* | | **City, Province, Postal Code of Sponsor Club President** | | **City, Province, Postal Code of Sponsor YE Officer** | | |
| **Email address of District YE Chair** *mike@ncdmail.co.za* | | **Email address of** **Sponsor Club President** | | **Email address of** **Sponsor YE Officer** | | |
| **e-Signature of District YE chair**  *Do not complete* | |  | | **e-Signature of Sponsor YE Officer** | | |
| **Date** *Do not complete* | **Home Phone #** *Do not complete* | **Date** | **Home Phone #** | **Date** | **Home Phone #** | |

**SECTION F – ENDORSEMENTS – HOST CLUB, DISTRICT AND SCHOOL**

Complete section for personal information and leave the rest for your host district and club to complete.

**SECTION G – RULES, ATTESTATIONS, PERMISSIONS, RELEASES AND CONSENT**

Pease read through and take note of the rules.

* Complete and sign the Attestation and Agreement to programme rules and conditions
* Complete and sign the limited release of liability and covenant to collect damages only from applicable insurance.
* Complete and sign the permission for medical care and release of medical records and liability.
* Complete and sign the Consent to use of personal data, images, and recordings.

**SECTION H – SECONDARY SCHOOL PERSONAL REFERENCE AND SECONDARY SCHOOL TRANSCRIPT**

Insert your personal information and ask your school to complete the rest of the form and return it directly to your sponsor Rotary Club

**SECTION P – PASSPORT / BIRTH CERTIFICATE**

Insert good quality copy of your passport or birth certificate as requested.

**SECTION Z – APPLICATION CHECKLIST**

Please check that you have completed this application in its entirety

**INSERTING A DIGITAL PHOTOGRAPH**

To insert digital photographs using Adobe Reader Open a new document in WORD. Select Insert > Picture then select the photo from file and click ‘Insert’ button. Drag corner of photo to resize to approximately 5.5cm x 6 cm (2in. x 2.5in.) then position cursor over photo> right click> left click on ‘copy’ from drop down menu. Open the STEP Application Form in Adobe Reader and go to page 3. If using Adobe Reader 9 select Tools > Comment & Mark Up > Stamps > ‘Paste Clipboard Image as Stamp Tool’. If using Adobe Reader X select Comment> Annotations> left click on stamp icon> left click on ‘Paste Clipboard Image as Stamp Tool’. Position stamp shaped cursor over box headed ‘Smile!’> double left click> resize and position photo. NOTE:- When printing the form the 'Documents and Stamps' setting must be selected in the ‘Comments and Forms’ box of the Print Set Up otherwise the photo will not be printed.