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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***

**TO CLUB**

Please complete the areas below which relate to your club and district prior to sharing with the applicants.

**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 -** Sponsor District is 9370 -

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.

*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.*

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

**Point 3.** - Siblings - Complete

**Point 4.** Personal Background – Complete

**Point 5. Secondary School Information - Complete**

A copy of your last school report is required here

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

**Point 7.** **Sponsor District and Rotary Club Contacts**

**Club and District Endorsement *(Club to complete details)***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sponsor District No** *9370* | | | | **Sponsor Club Name** | | | **Sponsor Club ID #** | |
| **Name of Sponsor District YE Chair** *Mike Lindsay* | | | | **Name of Sponsor YE Officer** | | | | | |
| **Street Address of District YE Chair**  *23A Selbourne Road, Westville* | | | | **Street address of** **Sponsor YE Officer** | | | | | |
| **City,**  *Durban,* | **Province**  *Kwa Zulu Natal***,** | **Postal Code**  *3629* | **Country**  *South Africa* | **City,** | **Province** | **Postal Code** | | **Country** | |
| **Home Phone**  *Leave Blank* | | **Mobile Phone**  +27 83 627 5118 | | **Home Phone**  *Leave Blank* | | **Mobile Phone** | | | |
| **Business Phone**  *Leave Blank* | | **Fax**  *Leave Blank* | | **Business Phone**  *Leave Blank* | | **Fax**  *Leave Blank* | | | |
| **Email address of District YE Chair** | | | | **Email address of** **Sponsor YE Officer** | | | | | |
| *mike@ncdmail.co.za* | | | |  | | | | | |

**LETTERS & PHOTOS**

**Students Letter –** Complete as per instructions

**Parents Letter –** Complete as per instructions

**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.

See instructions on how to insert digitally above.

**MEDICAL HISTORY & EXAMINATION**

Complete your personal information as required.

Visit your family doctor as soon as is possible for the completion of his / her reports.

**DENTAL HEALTH & EXAMINATION**

Visit your family doctor as soon as is possible for the completion of his / her reports

**GUARANTEES FORM**

**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 Club President** | | **e-Signature of Sponsor YE Officer** | | |
| **Date** *Do not complete* | **Home Phone No** Do *not complete* | **Date** | **Home Phone No** | **Date** | **Home Phone No** | |

**SENDING CLUB AND DISTRICT ENDORSEMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | **Name of Club** | | **Club ID #** | **District #** |
|  | |  |  |
| **Club President Name** | | **Signature** | |
|  | |  | |
| **Date** | **Mobile #** | **Email** | |
|  |  |  | |
| **Name of Club Secretary** □ **YEO**□ | | **Signature** | **Name of District YE Chair** | | **Signature** | |
|  | |  | *Mike Lindsay* | |  | |
| **Date** | **Mobile #** | **Email** | **Date** | **Mobile #** | **Email** | |
|  |  |  |  | +27 83 627 6118 | mike@ncdmail.co.za | |

**(D) HOST CLUB AND DISTRICT GUARANTEE**

To be completed by the hosting club