



**Rotary District #6650
Youth Exchange Program
Club Compliance Checklist**



**Complete and return this list to: YEP General Chair, 203 Cleveland Ave. NW, Canton, OH 44702.
info@cantonrotary.org**

The Club affirms they will:	
D	Ensure that student attends the mandatory August Inbound Orientation or upon student's arrival after orientation, they attend orientation as scheduled by the Inbound Coordinator.
D	Provide monthly allowance (minimum of \$75.00/month) plus school lunch money to the student and pay all required club designated district fees for the student.
D	Ensure that each inbound student is provided with more than one host family. (Exceptions can be approved by the Inbound Coordinator)
D	Conduct follow-up evaluations of students and host families including visits to the home.
D	Complete Emergency Contact form for student.
D	Appoint Club Youth Exchange Counselor.
D	Report any concerns or incidents to District Student Protection Officer immediately. Department of State requires notification within 48 hours and Rotary International within 72 hours.
D	Use the District procedures for the removal of a student from a host family.
D	Not solicit or accept Rotary exchange students for placement and hosting without the full knowledge and participation of the District Committee.
D	Ensure that all hosting is voluntary.
D	That student regularly attends weekly Rotary club meetings and reports their activities to the club at those meetings.
D	Use District provided forms for screening and selecting host families. (Host family interview form and Host Family Affidavit)
D	Ensure that all host families receive training that includes information on program administration and rules, and abuse and harassment awareness and prevention. Attendance at August Inbound Orientation provided by the District is strongly encouraged for all known host families regardless of student arrival date.
D	Ensure that Club YE Chair attends District provided training in the prevention of sexual abuse and harassment.
D	Ensure that Club YE Counselor receives training in the prevention of sexual abuse and harassment, either from the District or from the YE Chair.
D	Ensure that Club Youth Exchange Chair and Club Youth Exchange Counselor complete and sign a Youth Volunteer Affidavit which will be submitted to District Student Protection Officer.
D	Ensure that all Rotary volunteers having direct and unsupervised contact with youth exchange students complete and sign a Youth Volunteer Affidavit which will be submitted to District Student Protection Officer.

We the undersigned affirm that the above information is true and correct to the best of our knowledge.

Club President: _____ **Date:** _____

Club President Elect: _____ **Date:** _____

Club Youth Exchange Officer: _____ **Date:** _____