Dear

My name is (insert your name here); I serve as the (Youth Exchange Officer or your title) for our local (your club’s name) Rotary Club. I am sending you a link to get you started on the host family paperwork because you have indicated you are interested in being a host family. Rotary International requires all host families in the Youth Exchange Program, be fully vetted through our background check process. This includes the following:

1. Host Family Application
2. In home interview
3. Police Background Check
4. National Sex Offender registry check
5. Personal Reference check
6. Youth Protection Training
7. Host Family orientation

Once these are completed they will be reviewed and you will be notified regarding the results.

By following this process we can ensure a level of safety for all our youth. I know you join me in embracing this desired result. Although we can never be sure we have protected our youth 100%, we can feel confident we have done everything in our power to keep them from harm.

I would like to ask you to take some time to fill in the forms from the link provided:

<http://yehub.net/W02-hfapp>

I believe it is a pretty straight forward process. Once you have completed it, please save and submit for review. You can save it at any time and go back to complete it. It is advisable that you alert your references of a referral request and ask them if they are able to submit the referral in a timely manner.

I have included some additional information at the bottom of this letter to assist you with general questions in the form. You can copy and paste them or write your own text.

Once you have completed this portion you will receive information on how to complete the online Youth Protection Training with a link that is provided in an email you will receive. Please go through the training video and at the end you will be asked to take a test on the content. This must be completed before the Volunteer Process can be completed. This video and test will take about 30-45 minutes to complete. Once you have submitted your test and you have passed please save the certificate to your computer and notify me. All persons over the age of 18 living in the home will be required to take the training and test separately using their unique volunteer id sent in an email. This means each adult member of the household will receive an email addressed to them.

Thank you again in advance for your time and commitment to our youth. If you have any questions about this process please don’t hesitate to contact me.

Sincerely yours in Rotary Service

Your contact information:

Helpful Prompts for the Host Family Application

High School Information:

School Name: \_\_\_ Public \_\_\_ Private

School Address:

City Zip

School Official:

Name: Phone Email

Approximate distance between the school and your home:

Approximate start date of the school year:

**Community Information:**

In what type of community do you live: \_\_ Urban \_\_ Suburban \_\_ Rural \_\_ Farm

Population of community:

Nearest Major City: Distance Population

Nearest Airport: Name Distance

City or town website:

Briefly describe your neighborhood and community area:

What points of interest are near your area (parks, museums, historical sites):