

Host Family Name (e.g. John and Mary SMITH)	Club	District
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Host Family Orientation

Rotary Youth Exchange, District _____



Section 1 – Prerequisites for Orientation (Following must be completed before the host family is oriented.)

Date Background Checks Completed	Date Reference Checks Completed	Date In-Home Interview/Inspection Done
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Student Information

Student's Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Home Country	Home District
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Section 2 –District policy on each of the following must be explained to the host family. Please check as discussed.

<input type="checkbox"/> Rotary organization, youth exchange program <input type="checkbox"/> First night questions <input type="checkbox"/> Rotary Club and Rotary Counselor's roles <input type="checkbox"/> Rotary activities (district and club) <input type="checkbox"/> How to respond to a problem <input type="checkbox"/> Rotary resource persons <input type="checkbox"/> Medical, liability and dental insurance <input type="checkbox"/> Passport <input type="checkbox"/> Airline Ticket <input type="checkbox"/> Money <input type="checkbox"/> Employment <input type="checkbox"/> School (academic expectations, etc.) <input type="checkbox"/> Dress Codes (School and social occasions) <input type="checkbox"/> School lunches <input type="checkbox"/> Financial obligations	<input type="checkbox"/> Student's place in the family <input type="checkbox"/> Religion <input type="checkbox"/> Customs and mores of student's home country <input type="checkbox"/> Local transportation <input type="checkbox"/> District Travel policy <input type="checkbox"/> Drinking, Drugs, Driving, "Dating" <input type="checkbox"/> Body decorations (Piercing, tattoos, etc.) <input type="checkbox"/> Smoking <input type="checkbox"/> "Downloading" <input type="checkbox"/> Internet/computer policy <input type="checkbox"/> Phone/Text message policy <input type="checkbox"/> Notification of material changes (address,work, arrests) <input type="checkbox"/> Hosting "Best Practices" <input type="checkbox"/> Strategies for cross-cultural interaction <input type="checkbox"/> Post hosting evaluation
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Section 3 – Check items received by the host family

<input type="checkbox"/> Host Family Handbook and/or Guidelines <input type="checkbox"/> Copy of the student's application <input type="checkbox"/> Calendar of student activities <input type="checkbox"/> Rotary District Rules and Conditions of Exchange <input type="checkbox"/> Contact information for club and district youth exchange volunteers <input type="checkbox"/> Letter to Host Family from USA State Department <input type="checkbox"/> Copy of USA State Department Exchange Visitor Program Regulations <input type="checkbox"/> Travel permission from Natural Parents
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Certification

Signatures certify that information in this report is accurate and that the orientation was conducted on the date listed below.

Date Orientation Conducted	Program Representative who Conducted Orientation	Signature of Program Representative
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Host Father Name (Type or Print)	Host Mother Name (Type or Print)	Other Host Family Members Present
Signature	Signature	

DOCUMENT RETENTION & TRACKING INSTRUCTIONS: Appropriate District or Club Officer must upload a digital copy to the YEAH online database. Records will be maintained for a minimum of three years after Exchange completion.