Rotary Youth Exchange Club Check List and Compliance Statement

Sponsoring an Outbound Student

Clubs wishing to participate in the Youth Exchange Program must apply to their district for certification. They should fill in this checklist in accordance with the "Rotary Youth Exchange Club Certification Criteria" CL 1. Note: the form must be completed with the exception of certifying the receipt of Police Checks, "Blue Cards" or optimal alternate legal form of certification. The Club then needs to sign the declaration at the end of the statement. A copy of this form is to be retained until the final task is completed.

THE STUDENT

Tick boxes as appropriate

- The Club will require all student applicants to submit a completed Club application form. □
- The Club will themselves or in conjunction with other Clubs conduct a thorough Interview of each student. We suggest 20 to 30 minutes per student □
- The Club or Clubs will while one panel is interviewing a student, have a second Panel conduct a thorough interview of the student's parents or guardians □
- The Club will agree to submit to the District Interview only students they feel reasonably confident will make good exchange students and who have their parents' (guardians') support. □

CLUB OUTBOUND COUNSELLOR(S)

- Has (have) received a Police Check, "Blue Card" or optimal legal form of certification which has confirmed their suitability. □
- Has (have) filled in a "Rotary Youth Exchange Volunteer Information and Declaration Form" and the appropriate references have been checked confirming their suitability. □
- Is of the same sex as their student or alternatively their partner will assist as stipulated or a suitable assistant Club member of the same sex as the student has been appointed. □
- In the opinion of those Club members responsible for Youth Exchange, the counsellor(s) meets the criteria laid down. □
- The Club counsellor(s) is (are) aware of their duties and has (have) willingly agreed to carry out these duties. □
- Has (have) agreed to debrief the student on their return and assist them. □

The Rotary Club of _____ wishes to be certified to
Print Club Name

sponsor a student

The undersigned Club members confirm all of the answers to the above questions are truthful and confirm the tasks the Club has already completed. Where a task (tasks) has not yet been completed the Club members signatures below confirm that they will ensure all of the requirements laid down in the "Rotary Youth Exchange Club Certification Criteria" will be completed in the required time frame.

The Rotarian _____ who is responsible for organising Youth
List Position
Exchange in the Club

Name_____ Signature _____ Date / /
Please Print

The Club President

Name_____ Signature _____ Date / /
Please Print

For a Rotary Club to be involved in sponsoring an exchange student this form should be returned to the Youth Exchange District Chairman no later than 4 weeks before the District Interviews.

Ensure document confidentiality -- The <u>Club</u> copy of this form should be kept for one year following the completion of the student's exchange and then destroyed. The <u>District</u> is to retain the original for five years.