

## PROCESS FOR INITIATING A YOUTH EXCHANGE PROGRAM WITHIN ROTARY CERTIFICATION

The following process will assist those clubs who are presently participating in Youth Exchange to bring their clubs in line with the D5040 Youth Exchange Certification Policy and Guidelines. This process will also assist those clubs wishing to commence a new program in their club.

The following process should be carried out by the club member designated by the Club President.

1. Before commencing program review the D5040 Youth Exchange Certification Policy and Guidelines.
2. Complete and sign (President) the Compliance Agreement and Agreement to Exchange. Forward both documents to the District Youth Exchange Chair.
3. Start the process to find suitable applicants for Youth Exchange.
4. Start the process to find suitable Home Hosts.
5. Identify and select members of the club who will have the most contact with a student. If it is a small club then all members should be considered to be screened.
6. Review Rotary Internationals Frequently asked Questions (attached) for youth exchange certification.
7. Once Home Hosts and Volunteers have been identified start the process to screen those people.
8. Complete and have the President sign a letter, on club stationary, to the local police authority requesting that a home host applicant or volunteer be checked for a criminal record. Wording for this letter is attached to this document.
9. Once screening process has been completed and there are no problems with the background check of the host or volunteer the front page of the information sheet will be copied by the designated member (who screened the host or volunteer).

The copy will be maintained for records of the host and volunteer being screened. The full information sheet should then be forwarded to the Executive Assistant Governor at the District Level. The Executive Assistant Governor will then file the full application in a secured filing cabinet at a designated secure location.

10. Review procedures as set out in **Appendix B** D5040 Youth Exchange Certification Policy and Guidelines in relation to process of Host and Volunteer information application sheets.
11. Start the process for the interview and selection of applicants who are seeking to become exchange students.
12. Once the interview is completed and the successful applicant is selected forward the applications to the District Youth Exchange Chair.
13. Start the process of training Home Hosts, club youth exchange counselors (need not be from the club) of their responsibilities  
**NOTE:** It is important that the youth exchange student counselor be the same sex of the incoming student. Further this counselor can come from the community. This will allow the student total confidence when it comes to matters that they would feel uncomfortable telling a Rotarian.
14. Prepare for the arrival of the incoming student compile an emergency contact list that includes key members of the rotary club, community members designated by the club to be contacts as well as key district youth exchange committee members.
15. Obtain information from the student as referred to in the D5040 Youth Exchange Certification Policy and Guidelines, **Appendix F**.
16. If you are not sure of the process or need assistance contact your D5040 Youth Exchange Area Coordinator or the District Youth Exchange Chair.