

CHECK LIST FOR CLUBS WHO ARE HOSTING YOUTH EXCHANGE STUDENTS

By now all participating clubs who are hosting Youth Exchange Students should know the name of the student as well as the country in which they are traveling to our district from.

The following check list will enable you to make sure that you are on track in relation to the District Policy for Youth Exchange Certification.

1. Compliance Agreement should have been signed by the President of the Club and should have been forwarded to the District YEX Chair.
2. Agreement to Exchange should have been completed and signed and forwarded to the District YEX Chair.
3. Background and criminal record checks should be completed and the front page of each background check be photocopied for Club information and the entire original document forwarded to Executive Assistant Governor. The EAG address is in the District Directory or on the website.
4. Background and criminal record checks **MUST** be completed before the arrival in our District of the Youth Exchange Student.
5. All background and criminal record checks **MUST** be received by Executive Assistant Governor Sue Godey on or before **30th July**.

Upon the arrival of the student as per **District Policy, page 6, a list of emergency contacts MUST be given to the student.**

Emergency Contacts

*Each **inbound** student will be provided information on the following contacts before or upon their arrival to D5040.*

- *Hosting Club's Rotarian Counselor*
- *District 5040 Youth Exchange Chair and Governor*
- *Hosting Club's President*
- *Two non-Rotarian resource persons, one male – one female*
- *Local medical, dental, and mental health care professionals*
- *Local law enforcement agencies*
- *Local social service resources, where available, including suicide prevention, hotlines, rape crisis hotlines, and local child protection agencies.*

*In addition the inbound student will receive a **D5040 Youth Exchange Directory** which will contain all names of Counselors, Club Youth Exchange Officers, Area Coordinators and other members of the District Youth Exchange Committee.*

6. The number of those members in the club who should have a criminal record check is up to the President and the club to decide. The following members of a Rotary Club **MUST** have criminal record checks completed.

- Club President
- Club President Elect
- Club Youth Exchange Officer
- Club Youth Exchange Counselor

It would be advisable that clubs have at least 6 members in their club with criminal record checks completed. It would be ideal if the entire club had criminal record checks.

7. Club insurance **MUST** include a rider for Abuse. Porter McMillan (Prince George) who supplies most of the clubs in our district with insurance can add an Abuse rider of \$1 million for those clubs who will have an exchange student. There is an added extra cost (\$143) to the club insurance.

For up to date information regarding insurance call Porter McMillan.