

	<h1>Application Form</h1> <h2>STEP Family to Family</h2> <h3>District 7090</h3>	<p style="text-align: center;"><b>Smile!</b></p> <p style="text-align: center;">Attach a recent, goPlease attach a photo of yourself here</p> <p style="text-align: center;">of yourself (head and shoulders). See it is bright enough!</p>
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**Instructions, read them and follow them exactly!**

Fill in this form only by computer and fill it in complete. Handwritten forms will not be accepted. Information you need from your local sending Rotary club can be found on internet or can be asked to the local youth officer. Only when this AF is complete, print it out and collect all signatures. Then scan the form as one PDF file including letters and photos. Please scan it straight and don't forget your photo. Send it to your F2F coordinator. Together we will work on a marvelous exchange adventure.

**1. Contact information of the applicant, parents /guardians / emergency contact**

<b>Family name applicant</b>		<b>Family name father / guardian</b>	
First name full		First name of father	
Nickname		Business phone number*	
Gender		Mobile phone number*	
Date of birth (e.g., 01/Jan/1999)		Email address	
Place of birth		<b>Family name mother / guardian</b>	
Home address		First name of mother	
Postal code		Business phone number*	
Town/City		Mobile phone number*	
State / province		Email address	
Country		<b>Family name emergency contact</b>	
Home phone number*		First name emergency	
Mobile phone number*		Relation to applicant	
Email address		Phone number*	
One of parents a Rotarian?		Mobile phone number*	

*\* Very important! Note telephone numbers as a full international number. Check how your number has to be dialed from abroad!*

**2. Sending Club and (multi)district Endorsement**

The Rotary Club and Rotary District specified within this section, having interviewed the applicant and his/her parents/legal guardians and having reviewed the application, hereby:

- endorse the applicant as qualified for Rotary Youth Exchange and recommend acceptance to hosting clubs and districts.
- declare that they trained the applicant and his/her parents for a proper orientation on Rotary Youth Exchange before applicant's departure.
- guarantee they did all possible to enable a save stay to the inbound student.

Sending (multi)district		Sending Club <fil in name>		Sending Club ID No. <fil in number>	
Sending district chair / F2F coordinator		Sending club President		Sending club youth officer	
Family name		Family name		Family name	
First name		First name		First name	
Telephone		Telephone		Telephone	
Mobile phone		Mobile phone		Mobile phone	
Email address		Email address		Email address	
		Date		Date	
Signature		Signature		Signature	

**Data Protection**  
Your information will be shared with Rotary International, the Sending and Hosting Rotary Districts Youth Exchange Organizations' and Clubs, your appointed counselor and host families. It will only be used for official RI business and not sold to or shared with other third parties, unless required by law to be released.

**Statement of Conduct for Working with Youth**  
Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, Rotarians' spouses, partners, and other volunteers must safeguard the children and young people they come in contact with and protect them from physical, sexual and emotional abuse.

Adopted by the Rotary International Board of Directors, November 2006

3. Personal Background	
Religion	<i>Do you have any special requirements regarding religious observance? Please detail:</i>
Dietary Restrictions	<i>(Enter "None", or explain with details – e.g., vegetarian)</i>
Allergic	<i>(Enter "None", or explain with details – allergic to...)</i>
Do you smoke or use tobacco products?	If yes, please explain.
Do you drink alcohol?	If yes, please explain.
Have you ever used illegal drugs?	If yes, please explain.
Mention your main interests in order of importance. Be specific.	
<i>Answering yes to these questions will not automatically eliminate you as a candidate; however, it may require special consideration of host family or host country.</i>	

4. Languages				
Your Native Language	Proficiency in Non-Native Language(s) <i>(indicate Poor, Fair, Good, or Fluent)</i>			
Non-Native Language(s)	Years Studied	Speaking	Reading	Writing

5. Health Declaration
<ul style="list-style-type: none"> <li>Do you have any mental health/medical/dental conditions?</li> <li>Have you been treated for mental health/medical conditions in the past two years?</li> <li>Have you taken any prescribed medications in the past six months?</li> <li>Do you have any special health requirements (disabilities, allergies etc.)?</li> </ul> <p>If you have answered 'YES' to any of the above please explain fully in the space below providing as much information as possible, including the name of any medication and the reason prescribed and include a copy of the doctor's prescription. Use additional sheets of paper if necessary.</p>
<b><i>For more personal and background information please use the appropriate Supplementary Page.</i></b>

# Rules and Conditions of Exchange

As a Youth Exchange Program participant supported by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at your expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district's authority while you are an exchange program participant and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) You must have travel insurance that provides coverage for accidental injury and illness, third party liability, death benefits (including repatriation of remains), disability/ dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 7) You must purchase return travel ticket before departure from the home country.
- 8) You must attend all orientations and trainings offered by the sending and host districts and clubs.
- 9) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 10) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family and if you are under 18, your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 11) You must return home directly by a route mutually agreeable to your host district and, if under 18, your parents or legal guardians.
- 12) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 13) You should communicate with your host family, if applicable, prior to leaving your home country. The family's information must be provided to you by your host club or district prior to your departure.
- 14) Visits by your parents or legal guardians, siblings, or friends while you are on exchange are strongly discouraged. Such visits may only take place with the consent of the host club and district and within their guidelines.
- 15) Talk with your host counselor or other trusted adult if you encounter any form of abuse or harassment.

## Recommendations for a Successful Exchange

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange.
- 2) If placed in a host family, respect your host's wishes. Become an integral part of the family, assuming duties and responsibilities normal for a person of your age or for children in the family.
- 3) Make an effort to learn the basics of the language of the host country.
- 4) Attend Rotary-sponsored events and, if living with a family, host family events, and show an interest in these activities. Volunteer to be involved - do not wait to be asked
- 5) Avoid serious romantic activity. Abstain from sexual activity.
- 6) Do not borrow money. Pay any bills promptly. Ask permission to use the phone or computer, keep track of all calls and time on the Internet, and reimburse the costs you incur.
- 7) Limit your use of the Internet and mobile phones. Excessive or inappropriate use is not acceptable.
- 8) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

Signed (Applicant)	Signed (Father/Guardian)	Signed (Mother/Guardian)
Witness (Sending Rotary club representative)		Date (e.g., 01/Jan/2006)

Applicant's Name	
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# Permissions and Declarations

## PERMISSION FOR MEDICAL CARE AND RELEASE FROM LIABILITY

I, the applicant, do release from liability and grant permission as noted of the following while I am participating as a Rotary Youth Exchange program participant:

- In the event of accident or sickness, I authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of the student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- I give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable.
- I further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required for any emergency situation.

I agree to hold harmless Rotary International, any Rotary District or Club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome. I agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

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## PARENTAL PERMISSION FOR MEDICAL CARE AND RELEASE FROM LIABILITY *(delete if Applicant is over 18)*

We, the parents/legal guardians of the applicant who have the sole and legal right to make the decisions on the health and care of the applicant, do release from liability and grant permission as noted of the following while our son/daughter/ward is participating as a Rotary Youth Exchange student:

- In the event of accident or sickness, we authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of the student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- We give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment of our son/daughter/ward.
- We further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required by our son/daughter/ward for any emergency situation. We do request that we be notified as soon as possible, but emergency treatment need not be delayed to provide such notice.
- In the case of elective surgery, we request that we be notified and our permission obtained before such arrangements are made.

We agree to hold harmless Rotary International, any Rotary District or Club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome.

We agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

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## APPLICANT'S DECLARATION

**IN CONSIDERATION** of the acceptance and participation of the applicant in this program, the undersigned APPLICANT to the full extent permitted by law, hereby releases and agrees to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sponsor Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned applicant, I declare that:

- I have read and understood the Program Rules and Conditions of Exchange and agree to abide by these rules and others imposed on me with due notice during my time as an exchange student in the host country.
  - I have read and understand the Statement of Conduct for Working with Youth. I understand that all Rotarians and host families are expected to have read and understood this statement. I understand that I will be provided with training and written material on whom to contact and procedures I must follow should I encounter any form of abuse or harassment.
  - I am in good health and as a Rotary Youth Exchange participant understand the importance of the role of a youth ambassador and, should I be chosen to represent my sending Rotary club and district, school, community, state/province, and country will, to the best of my ability, maintain the high standards required. I further state that all the detail entered by me in this application and the attached documents are true and accurate to the best of my knowledge.
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## DECLARATION BY PARENTS/LEGAL GUARDIANS *(delete if Applicant is over 18)*

**IN CONSIDERATION** of the acceptance and participation of the applicant in this program, WE, his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sending Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned parents or legal guardians of the applicant:

- We have read and understood the Program Rules and Conditions of Exchange and agree to abide by them.
  - We have read and understood the Statement of Conduct for Working with Youth and we understand that all Rotarians and host families are expected to have read and understood this statement.
  - We agree that the Applicant may travel to the Host District
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Signed (Applicant)	Signed (Father/Guardian)	Signed (Mother/Guardian)
Witness (Sending Rotary club representative)		Date (e.g., 01/Jan/2006)

## Letters to the exchange host family

### Applicant's Letter

Write a letter introducing yourself to your future host club and host families. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions in your letter, providing as much detail as possible

(if you need help generating details, also consider the italicized questions in brackets).

*Specifications:* Type your letter on a sheet of paper, and include your name on each. Attach your letter to this page. Maximum length: 2 pages.

- Describe your family  
*Do you have siblings? Describe gender, age, occupation, etc.  
Describe your parents, what are their occupations and what products or services do they provide?*
- Describe your home  
*Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus, or walk to school?*
- Describe your community  
*Is it in or near a major city? What is the population? Industry? Economy?)*
- Describe your school  
*How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake up and discuss only one typical day's schedule. Are you able to choose courses at your school? If so, which courses did you choose, and why? What are your school interests and activities? What leadership positions have you held?*
- What are your interests and accomplishments?  
*Are you interested in art, literature, music, sports, other activities? How did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?*
- What trips have you taken outside your country?  
*Why did you take these trips, with whom, for how long?*
- What things do you dislike?  
*Do you dislike certain foods, animals, treatment by other people, etc.?*
- What are your strong and weak characteristics?
- What are your plans and ambitions?  
*Education and career? Why?*
- What are your goal for this exchange?  
*What do you want to learn? What do you want to see? What do you hope for the future/after the exchange?*

### Parent's Letter (required if applicant under 18)

Write a letter to your son/daughter/ward's host club and families, incorporating your answers to the following questions in your letter.

*Specifications:* Type your letter on a separate sheet (or sheets) of paper, and include your son/daughter/ward's name on each. Attach your letter to this page. Maximum length: 1 page.

- How would you describe your son/daughter/ward's relationship with you, your family and with their friends?
- How does he/she react to disagreement, discipline, and frustration?
- How does he/she handle challenging or difficult situations?
- What amount of independence do you give to him/her? What is his/her level of maturity?
- What makes you proud of him/her?
- Why do you want him/her to be an exchange student?
- Are there any other comments you would like to share with the host families?

Please see that letters and photos will be in the same PDF file.

<b>Applicant's Name</b>	
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**Applicant's Photos**

Select a color photograph for each topic below, and insert in.

<b>MY FAMILY</b>	<b>MY SPECIAL INTEREST</b>
<b>IMPORTANT TO ME</b>	<b>MY HOME</b>

Please see that letters and photos will be in the same PDF file.



Applicant's Name

# Short-Term Exchange Program

## Guarantee Form

Full Legal Name as on passport or birth certificate ( <i>use capital letters for your FAMILY name; e.g., SMITH John David</i> )		Name You Wish to be Called	<input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth ( <i>City, State/Province, Country</i> )	Citizen of ( <i>Country</i> )	Date of Birth ( <i>e.g., 01/Jan/1999</i> )	

### SENDING CLUB and DISTRICT ENDORSEMENT

The Rotary Club and Rotary District specified within this section, having interviewed the applicant *and his/her parents/legal guardians\** and having reviewed the application, hereby endorse the student as qualified for Rotary Youth Exchange and recommend to hosting clubs and districts the acceptance of this student. The District agrees to provide adequate orientation to the student *and parents\** before the student's departure. *\*delete if applicant over 18)*

Sending District No.	Sending Club Name	Sending Club ID No.
Name of District Youth Exchange Chair	Name of Club President	Name of Club Secretary / YEO
Signature of District Youth Exchange Chair	Signature of Club President	Signature of Club Secretary / YEO
Date ( <i>e.g., 23/April/2008</i> )	Date ( <i>e.g., 23/April/2008</i> )	Date ( <i>e.g., 23/April/2008</i> )

### HOST DISTRICT and CLUB GUARANTEE

The Rotary District, and Rotary Club where specified within this section, will provide room and board in approved homes, invite the applicant to participate in Rotary club and district events and activities typical of our country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary District agrees to provide adequate training for host parents and Youth Exchange volunteers and orientation for the student upon his/her arrival.

Host Country	Host District No.	Host Club Name	Host Club ID No.
Name of District Youth Exchange Chair	Name of Host Club President	Name of Host Club Secretary / YEO	
E-mail Address of District Youth Exchange Chair	E-mail Address of Host Club President	E-mail Address of Host Club Secretary / YEO	
Signature of District Youth Exchange Chair	Signature of Host Club President	Signature of Host Club Secretary / YEO	
Date	Home Phone Number	Date	Home Phone Number

### HOST DISTRICT or CLUB COUNSELOR (*Individual Exchanges only*)

Name	E-mail Address			
Address - Street	Town/City	State/Province	Postal Code	Country
Home Phone Number	Business Phone Number	Mobile Phone Number	Fax Number	

### HOST FAMILY (*if applicable?*)

Name of Host Father	Host Father's E-mail Address	Business Phone	Mobile Phone
Name of Host Mother	Host Mother's E-mail Address	Business Phone	Mobile Phone
Host Family Home Address - Street	Town/City	State/Province	Postal Code
Home Phone Number	Names and Ages of any Other Adults in the Home		