



Norm King, YEO, 1263 Stonehill Ct., Kennedale, Texas  
76060, 817-781-3327, [yeo\\_5790@yahoo.com](mailto:yeo_5790@yahoo.com)

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### **Long Term and Short Term Youth Exchange Application Procedures**

1. Student should submit the Short Form Application to a local sponsoring Rotary Club. If you don't know which club will sponsor you send the application directly to the District Youth Exchange Officer [YEO\\_5790@yahoo.com](mailto:YEO_5790@yahoo.com) and he will locate the appropriate Rotary Club for you.
2. A local Rotary Club will review the application and set up a date and time for an in person interview. Parents are expected to attend the interviews. If the local Rotary Club approves student, student is notified and file is forwarded to the District Youth Exchange Officer.
3. District Interviews are conducted in late October and early November and attendance at the interview is mandatory for both students as well as parents. Interview times will be scheduled and students, family and sponsoring Rotarians will be notified.
4. After District Interviews are completed the District Committee reviews all aspects of the student's application: The recommendation from the local club, the results of both the interview with the student and the parents. Each student is assessed for success and the students are then notified via e-mail from the District Youth Exchange Officer within one week of the interview. Applicants for the Long Term program are not fully vetted until completion of **all** of the District Orientations and the completion of 5 day outbound orientation camp in mid June. The Short Term program students are fully vetted once they have completed the District Orientations.
5. Following acceptance of the student into the program each student will be asked to complete the Rotary Youth Exchange Long Form Application. This will be forwarded to them either via a web-link or a direct e-mail attachment. This form must be fully completed before the First Orientation. Sponsoring Rotary Clubs are encouraged to work with their sponsored student to help in the completion of this application.
6. Students and families, for both Short Term and Long Term program, are **required** to attend a minimum of 3 District Orientations and may be asked to attend a Rotary District 5790 program, District Conference or Assembly. Sponsoring clubs are invited to attend the District Orientations as well. The dates, location and form for these orientations will be provided in the acceptance e-mail that is sent out following the District Interviews.

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District orientations occur at roughly one month intervals January, February and March/April. There are a number of District 5790 Rotary events that we ask the outbound students to attend as well, those are in April and May, attendance is strongly encouraged.

7. As part of the ongoing process the District Committee will work with the student and family in arranging their exchange with a host country. This is a very complex process and certain procedures must be followed. We will attempt to accommodate specific country requests for exchange, however we will only exchange with **Certified Rotary Districts. We currently Exchange With:** Germany, France, Italy, Spain, Finland, Sweden, Switzerland, Brazil, Argentina, Chile, Czech Republic, Taiwan, Japan, Austria, Denmark and Hungary however a number of other country's are available. Exchanges with Australia begin in January of the following exchange year (2020).
8. Some countries have minimum language requirements; we will notify you at the time of your interview if you meet these requirements. Other countries other than those mentioned above will be considered, however no country can be guaranteed until that country has received the students completed application and has agreed to accept that student. We will not know for sure the if the potential host country has accepted the student until sometime in early March.
9. While we **do not require** that the family of a Long Term Outbound Student host an inbound Long Term Student we do ***encourage*** families of Long Term Outbound Exchange students to host an inbound student if at all possible.
10. If the family of an outbound student cannot host an inbound student then you **will be required** to provide us with at least 3 completed **host families applications** by the first outbound orientation. Those potential host families will need to be vetted and should be within the outbound students own community. We also encourage Sponsoring Rotary Clubs to act as Host Clubs for inbound Students. The District Committee will provide training and evaluations for those families interested in hosting at the same time they are participating in the outbound orientations.

If you have any questions regarding any of the above items please contact the inbound coordinator or the District Youth Exchange Officer, Norm King, 817-781-3327 / [yeo\\_5790@yahoo.com](mailto:yeo_5790@yahoo.com)