



Rotary
District 6250



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youth
exchange



ROTARY OUTBOUND APPLICATION INSTRUCTIONS

ONLINE APPLICATION:

There are ten sections that you will need to complete. Some of the sections are personal information, information about your family, your background, your education, student letter to host family, parent's letter to host family, photo of you, photos of your life, school information and Rotary information.

You will be able to leave the online application at any time and re-enter to pick up where you left off. You will want to gather some of the following information before you start with the online application. You will need a personal e-mail that will be good until at least January of 2020. No school e-mail. Your parents contact information should be an e-mail and phone number that they can be reached at 24 hours a day in case of emergency. Please no work e-mail if it is not monitored during the weekend.

It will ask you about your background which will include non-native languages you speak or have studied. You will need to obtain a language proficiency letter from your instructor for each language listed. This letter should speak to your reading, writing and speaking proficiency. Even if you list your ability as poor, it speaks to your willingness to learn a new language.

You will be asked for a school counselor that will assist you in obtaining information regarding your school and your ranking within your class. You will need their title and email address.

You will need to compose a letter to your host family. The website will give you some questions that you can use to describe your life in your home community. You can prepare the letter and then paste it into the letter section. You are allowed 5000 characters. Your parents will also need to compose a letter to your new host family. There are questions they can use to prepare their letter. They are allowed 5000 characters.

You will be asked to upload a picture of yourself. It needs to be a good quality color, head and shoulder shot of you. Think passport photo. Think smiling. Additional requirements are listed on the website.



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You will need photos of your family, your home, your special interest and something important to you. Again, you should have these loaded on to your computer so they are easy to locate and upload into the application.

The next item will be Rotary Information. Your District Number is 6250. You will need to know the name of the Rotary Club that you are working with. The name of the District Youth Exchange Chair is Jan Bonsett-Veal. Your District Outbound Coordinators are Toni Pabon and Ann Oberle. You will also need the name of your Youth Exchange Officer from your sponsoring Rotary Club.

SUPPLEMENTAL DOCUMENTS:

In a separate document attached to this e-mail you have received the medical, dental, rules and conditions of exchange, guarantee form and non-custodial signature page. These are pdf forms and can be filled in using an Adobe Reader version 7.0 or newer. You can fill them out and print two (2) originals. They must be completely typed. It is acceptable for the doctor and dentist to hand write appropriate information. [BLUE INK](#) must be used for signatures.

You will find one page of instructions. Please read carefully. Also read the following instructions for each form carefully.

Medical History and Examination, Page 1, 2, 3 and 4 – All dates must be in day, month, year order. Make sure all yes answers are explained fully. Question 1 – b, f and q answered yes, must be explained at the bottom of the page. Question 2 – c answered yes, must be explained at the bottom of the page. Question 3 – Answer yes or no at the top of the page regarding whether medications will be taken during the exchange. If answered yes, list them below and have prescriptions included on Section C – Page 3. If answered no, please put N/A in all three columns. Question 4 should have all spaces filled out. Question 5 – all dates must be in day, month year order. They must also be typed in the area noted. No attachments. Question 6 – must be done within 3 months of the application. Question 7 – any yes answers must have an explanation attached. Certification section must have all questions answered. If there are no prescriptions for medication or glasses, please mark page 3 and 4 with a typed NONE and include with the application. If there are prescriptions, they must be taped to the appropriate page. Add additional copies of pages 3 or 4 if needed. All information must be readable. All signatures in [blue ink](#). Take a blue pen along to the Doctor's office. They usually do not have blue ink pens. The Doctor is required to sign both pages of Section C.



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Dental Health and Examination, Page 1 of 1 – Must be completely filled out. All dates in day, month, year order. All signatures in *blue ink*. Take a blue pen along to the Doctor's office. They usually do not have blue ink pens.

Rules and Conditions of Exchange, Page 1 and 2 – Please make sure you and your parents have read this page carefully. Note there are four necessary signatures on this page. (Student, Mother, Father, Sponsoring Rotary Club Witness). All signatures in *blue ink*.

Guarantee Form and Visa Application, Page 1 and 2 – Page 1 must be completely filled out. All information, name, e-mail and phone numbers must be typed. All signatures in blue ink. Page 2 must have the student information at the top. The remaining information on page 2 comes from the assigned country therefore will be left blank. Note there are seven necessary signatures on page 1. (Student, Mother, Father, Sponsoring Rotary Club Witness, District 6250 Youth Exchange Chair, Sponsoring Rotary Club President, Sponsoring Rotary Club YEO or Secretary). Please note that the Rotary Club Witness could be the President, YEO or Secretary, but their information must be typed in both places. The District Youth Exchange Chair signature will be obtained by the Outbound Coordinators. You will need your Sponsoring Rotary Club's ID number. All signatures in *blue ink*.