

## INSTRUCTIONS FOR CENTRAL STATES ROTARY YOUTH EXCHANGE APPLICATION – SUPPLEMENTAL PAGES

You must use Adobe Reader version 7.0 or newer to complete these forms!

- 1) The supplemental documents package contains four (4) documents, as follows:
  - a) Medical forms (4 pages)
  - b) Dental forms ( 2 pages)
  - c) Rules and Conditions of Exchange (2 pages)
  - d) Guarantee Form (2 pages)
- 2) Please read the instructions on EACH FORM carefully.
- 3) Once basic student data is entered on the first page of the medical form, that information should fill into the following pages, where appropriate.
- 4) If the Rotary information required in Section D of the Guarantee Form is not prefilled for you, contact your District's Outbound Coordinator for that information before completing.
- 5) All information must be typed, and all boxes completed. It is acceptable, however, for the doctor and dentist to hand-write the appropriate information on their respective forms.
- 6) When all forms are complete, print one (1) original. All original forms must contain original signatures IN BLUE INK.

**It is recommended the student also have an original copy of these forms for his/her files.**
- 7) When all pages are complete and signed, forward the originals to your District Outbound Coordinator, along with the following:
  - a) School report card or transcript for the last two COMPLETED years prior to date of application
  - b) For Canadian students – copy of Long Form Birth Certificate
  - c) For American students – an original, certified copy of your Birth Certificate, dated with six (6) months to the date of this application
- 8) In split-family situations, contact your District's Outbound Coordinator for additional documentation that may be necessary. The Split-Family Notarized Signature page must be completed, signed and notarized. A completed page must be submitted for both parents. This is a separate document that must be sent to the student and is found in the YEAH Document Library.