

Exhibit to Uniform Memorandum of Exchange Specific Requirements of District _____

When we check a box, this means that we agree to conduct the exchange according to the statement that follows. Sentences that are **highlighted** are Rotary International requirements. The box for these sentences must be checked and the commitments made in the **highlighted** sentences must be followed to comply with Rotary International requirements.

A. Foundation for Exchange

1. *Certified district that arranges own exchanges.*

- ☐ We are an independent district and are not part of a multi-district. We arrange our own exchanges.
☐ We arrange our own exchanges even though we are part of a multi-district known as _____.

Rotary International has certified us to:

- ☐ Host inbound and sponsor outbound students.
☐ Only sponsor outbound students.

We will promptly inform you if our certification status changes.

2. ☐ **Qualification of outbound student.** Each outbound student we send to you will meet Rotary International certification requirements for sending an outbound student.

3. ☐ **Honoring our commitment to host.** We will honor our obligation to host all the anticipated number of students from you even if we are unable to send the specified number of students.

4. *Physical and mental health of our outbound students.*

- a. ☐ **Physical and mental health of students.** All students are expected to be in good physical and mental health and *not* have a history of significant recurring medical or mental health problems. Medical and mental health issues will be disclosed before the exchange and reports will be submitted when appropriate. Before an exchange starts, we will agree with you on any arrangements to provide necessary support. Any category of students who we are unable to host because of a physical or mental health condition is listed in B.7.
- b. ☐ **Students with disabilities.** Students with disabilities may have physical or mental health conditions because of their disabilities. These conditions will be fully disclosed and reports submitted when appropriate so that you can determine whether you are able to host the student. If you agree to accept the student, we will agree with you on any arrangements necessary to provide support.
- c. ☐ **Change in physical or mental health.** Shortly before our outbound student leaves on exchange, we will confirm whether there has been a change in physical or mental health since the date on which the medical part of the application was completed. As soon as we learn of a:
- Change in the physical or mental health history of an outbound student;
 - Change in the medications that the student is taking; or
 - Plan to discontinue taking a medication that the student has used to treat a chronic condition, then
- we will notify you and confirm whether you can still host our student.

5. *Outbound student selection.*

- a. ☐ **Screened and interviewed.** We will screen and interview outbound students and their parents or guardians.
- b. ☐ **Above average in schoolwork.** Students we select will be above average in their schoolwork.
- c. ☐ **Student characteristics.** We will only send students who we determine have the commitment, maturity, emotional stability, adaptability, academic motivation, and personal characteristics to not only succeed on an exchange but also to serve as ambassadors.

6. ☐ *Orientation of our outbound student and parents.* We will orient thoroughly the outbound student and parents or guardians in areas that include:
- Rotary program rules;
 - Expectations of students and their parents and guardians;
 - Rotary support system
 - Cultural adaptation; and
 - Sexual abuse and harassment.
7. ☐ *Orientation of your inbound student.* Shortly after your student arrives, we will orient him or her thoroughly in the following areas:
- Rotary program rules;
 - Additional district rules;
 - District disciplinary procedure;
 - Travel policy;
 - Expectations of students;
 - Rotary support system;
 - Cultural adaptation;
 - Sexual abuse & harassment; &
 - Any other topic required by law.
8. *Round trip transportation for your student.*
- a. ☐ *Round trip ticket.* Your student must purchase round trip transportation (air transportation unless specified otherwise) to the destination we specify. The ticket should allow changes of date for the return at little or no charge.
- b. ☐ *Travel directly to district.* Your student must travel directly to our district.
- c. ☐ *Return home.* Your student must return home directly by a route agreeable to us and your student's parents or guardians.
9. ☐ *Vetting and orientation of volunteers.* All volunteers (including but not limited to youth exchange officers, counselors, committee members, and adult host family members) who are expected to have significant or unsupervised contact with students will have:
- Been interviewed to determine their suitability to work with youth;
 - Completed a volunteer application;
 - Undergone a criminal background check (unless prohibited by law);
 - Provided acceptable reference checks; and
 - Received training on program administration and rules; and
 - Received training on abuse and harassment awareness and prevention.
10. *Host Families.*
- a. ☐ *Family of outbound student.* If we place your student in a family of an outbound student, it will only be with a family that genuinely wants to host an inbound student and will welcome and support your student.
- b. ☐ *Training.* We will provide all host families with at least annual training on being a host family. This training will include youth protection information and specific information in dealing with likely cultural differences in hosting a student from your country.
11. *Rotarian counselor.*
- a. ☐ *Liaison.* Your student will be assigned a counselor from his or her host club whose responsibilities include serving as liaison between your student and the club, his or her parents or guardians, the host family, and the community at large.
- b. ☐ *Contact information.* Before your student leaves on exchange, we will provide your student with the name and contact information for his or her Rotarian counselor in the host club of our member district. The information will include an email address and all phone numbers. If the District also has a counselor, the student will be provided the same information about the District Counselor.
- c. ☐ *Counselor will not serve as host parent.* The Rotarian counselor will not serve simultaneously as a host parent for your student. If it becomes necessary to place your student with the counselor on a temporary basis such as at the beginning of an exchange or in an emergency, we will appoint a person to serve as substitute counselor during the stay.

- d. ☐ *Counselor training.* The counselor will be trained to respond to any problems or concerns that arise during the exchange including the prevention of physical, sexual, and emotional abuse.
- e. ☐ *Regular contact with Counselor.* Our Rotarian counselor will have regular contact with your student;
- ☐ *Frequency of contact.* Our counselor will meet with your student between once a month and ____ per month.
- ☐ *Face to face contact.* Contact will be face to face *except when* geography or extraordinary circumstances makes this impossible.
12. ☐ *Attendance at club meetings.* The opportunity of the student to regularly attend club meetings is an important part of your student's support system. Your student's host club will arrange for your student to participate in club activities and to attend club meetings and service projects at no cost at least once a month.
13. ☐ *Monthly allowance.* Our district or host club will pay your student a monthly stipend that is at least enough to cover the costs of meals eaten at school or elsewhere.
14. ☐ *Education.* The host club will provide for all educational expenses and arrange for an appropriate academic program. See Section F6 for the estimated cost of education-related expenses that the host club will *not* pay.
15. *Disciplinary action and early returns.*
- a. ☐ *Notice.* We will promptly notify you when your student has done something that may subject your student to discipline. We will keep you updated on the disciplinary status of your student.
- b. ☐ *Authority to send student home.* We have the authority over decisions to send a student home because of failure to comply with program requirements.
- c. ☐ *Mediation.* If there are different opinions regarding the facts or circumstances that support the case for sending a student home, our district may appoint an independent Rotarian to mediate whether the student should be sent home.
- d. ☐ *Disciplinary process followed.* We will follow our disciplinary process, which is **attached**, before sending a student home.
- e. ☐ *First six weeks.* A student will not be sent home during the first six weeks of the exchange except in case of gross violation of program rules or requirement by government officials. We will require that your student's host club and host family confirm in writing their understanding of these policies.
- f. ☐ *School issues.* We will work with schools to provide academic assistance if your student is not meeting minimum academic requirements. If a school is no longer willing to host your student, we will attempt to find alternatives to an early return.
- g. ☐ *Sending student home.* We will inform you, your student's sponsor club your student's parents or guardians, and your student's current host family before your student leaves our country. The return should be at the earliest practical time on a reasonable route. Your student is responsible for the costs related to any early return. If we cannot agree with you on sending a student home, our districts may appoint an independent Rotarian to mediate.
16. Reporting serious incidents.
- a. ☐ *Reporting to Rotary International and authorities.* We will follow the Rotary International policies and local law in reporting all serious incidents to Rotary International, law enforcement, and the appropriate national agency or department. Our district will follow through on allegations in accordance with Rotary International policy and local law.
- b. ☐ *Notifying you.* If we report an incident involving your student, we will notify you and provide details consistent with Rotary International policy and local law.

B. Eligibility Requirements.

1. *Age.* Your student must be at least ____ years old and not more than ____ years old (check all that apply):

- ☐ On the date that your student first enters the country.
- ☐ On the date that your student first arrives in the district.
- ☐ On the first scheduled day of school.
- ☐ On the first day that your student attends school.

2. *Gender.* We accept: (Check all that apply and indicate any limit on the number.)

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> Female students. | <input type="checkbox"/> No limit | <input type="checkbox"/> Limit of ____ |
| <input type="checkbox"/> Male students. | <input type="checkbox"/> No limit | <input type="checkbox"/> Limit of ____ |
| <input type="checkbox"/> Non-Binary students. | <input type="checkbox"/> No limit | <input type="checkbox"/> Limit of ____ |

3. *Graduation from high school.*

- ☐ We accept students who have graduated from high school.
- ☐ We may accept a few students who have graduated. School and community placement is limited.
- ☐ We do *not* accept students who have graduated.

4. *Language Proficiency.* Your student must speak or learn to speak _____.

- ☐ Your student need *not* have any language proficiency.
- ☐ Your student should have at least the following level of language proficiency.

- ☐ Government laws or regulations require that your student have at least the following level of language proficiency _____

- ☐ Your student need *not* document language proficiency.

- ☐ Your student must document language proficiency by one of these methods: _____

5. *Academic achievement.*

- ☐ No specific minimum record of academic achievement applies.
- ☐ Some districts or schools may have a minimum record of academic achievement. The minimum record of academic achievement (e.g. GPA or class rank) that applies or may apply is:

6. *Dietary Restrictions.* We do not accept:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Vegetarians | <input type="checkbox"/> Vegans | <input type="checkbox"/> Carnivores |
| <input type="checkbox"/> Gluten intolerant | <input type="checkbox"/> Lactose intolerant | <input type="checkbox"/> Other _____ |

7. *Medical restrictions.* We will *not* host students with these medical or mental conditions or with the need to take these types of medication: _____

8. *Other restrictions such as personal habits and appearance.* (e.g. smoking, vaping, drinking, tattoos, body piercings, school restrictions on facial hair, laws prohibiting wearing head coverings, sexual orientation, and gender identity): _____

C. Arrival and departure dates.

- ☐ Your student should arrive in our district between _____ and _____. Your student should depart as follows: _____

- ☐ We will provide arrival and departure dates after your student has been assigned to a host school.

D. Applications and their delivery.

1. ☐ *Schedule for delivery of your students' documents to our district.* We need your student's complete Application including the signed Sponsor Guarantee Form no later than _____.
2. *Schedule of our delivery of documents your student needs to obtain visa.* We will send the Host Guarantee Form and any other documents required to secure your student's visa no later than _____. We will deliver the original of these documents to the person you designated on your Exhibit unless you request that the documents be sent directly to your student. We will send a copy of these documents to your district Youth Exchange Chair and, upon request, to the applicable Multi-District official.
3. *Format of application accepted.*
 - ☐ The entire application must be typed including Guarantee Forms.
 - ☐ Neatly prepared, handwritten applications are accepted.
 - ☐ *Except that* Guarantee Forms must be typed.
 - ☐ We accept Inbound Student Applications sent electronically.
 - ☐ Additional requirements for submission (e.g. online to a secure database):

E. Insurance (check all that apply)

- ☐ Your student must enroll in an insurance program or programs that meet Rotary International requirements. We have checked one of two boxes below for how your student will comply with this requirement.
- ☐ Your student must enroll in the insurance program that we specify. We certify this insurance program meets all the insurance requirements of Rotary International. The approximate cost to your student is _____.
- ☐ Your student may enroll in any insurance program that meets the requirements of Rotary International. Our district does *not* specify the program. Our district decides whether the insurance program meets Rotary International requirements and is with a responsible insurance company, which will ensure that providers receive complete and prompt payment.
- ☐ Your student must also enroll in the national health insurance program of our country, even though it does *not* meet all Rotary International requirements. The approximate cost to your student is _____.

F. Other Estimated Costs of Exchange.

1. *Visa.* The estimated costs associated with obtaining a visa is _____. We also suggest that your student get visas for these countries: _____ at an estimated total cost of _____.
2. *Emergency Fund*
 - a. *Amount & when due.* The required Emergency Fund is _____ and is due:
 - ☐ On arrival
 - ☐ No later than _____ days after arrival.
 - b. *Method of payment.* Your student may pay this amount by: (check all that apply)
 - ☐ Credit card
 - ☐ Debit card
 - ☐ Withdrawal from ATM machine
 - ☐ PayPal
 - ☐ Our currency
 - ☐ Currency of his or her country
 - ☐ Wire transfer
 - ☐ Other _____
 - c. ☐ *Maintaining balance in fund.* Your student's parents must maintain the fund at its original value. Any money left in the fund will be returned to the student shortly before departure.

3. *Stipend and personal spending money.*

a. *Amount of monthly stipend.*

- ☐ The amount of the stipend will be at least _____. You will be advised of the amount after your student is assigned to a host club.
- ☐ The amount of the monthly stipend will be _____.

b. *How paid.* The monthly stipend will be paid:

- ☐ Directly to your student or to his or her bank account.
- ☐ Other (specify) _____

c. ☐ *Number of months stipend paid.* If your student completes the exchange, the stipend will be provided for a period of at least _____ months.

d. ☐ *Additional spending money.* Most students find they need at least _____ additional spending money per month.

4. *Cost of Inbound Student Orientation.*

- ☐ We will be responsible for all expenses of the orientation including transportation, room and board, and supplies. (Preferred option because it eliminates currency exchange.)
- ☐ We will charge your student _____ for the orientation (transportation, room and board, and supplies. (You may choose this option only if both districts charge for inbound orientation.)

5. *Language instruction and camps*

- ☐ No language camp is required.
- ☐ Language camp is required and is provided at no cost.
- ☐ Language camp is required at a total cost to your student of _____.
- ☐ No language instruction is provided.
- ☐ Language instruction is provided for a period of _____ weeks at no cost to your student. Additional language instruction is available at an estimated cost of _____ per week.
- ☐ Language instruction is available at cost of _____ per week.
- ☐ Language camp and instruction is waived with proof of sufficient language proficiency.

6. *Mobile phones*

Possession of mobile phones. (check all that apply) We:

- ☐ Require students to have mobile phones.
- ☐ Encourage students to have mobile phones.
- ☐ Normally do *not* permit students to have mobile phones.
- ☐ Allow students to have mobile phones but *not* smartphones.
- ☐ Your student may bring a smartphone from home, insert a local SIM card, and purchase service.

Cost

- ☐ Our district or host club pays the cost of mobile phones.
- ☐ Your student can expect to pay _____ per month for mobile phone service.

7. *Educational costs.*

a. ☐ *School tuition, lab fees, gym uniforms, activity fees, and required books.* Your student will *not* be required to pay for tuition, lab fees, gym uniforms, activity fees, or the cost of purchasing required books.

b. ☐ *Lunch.* A lunch or a school lunch will be provided at *no* cost to your student.

c. ☐ *School uniforms.*

- ☐ Your student is *not* expected to wear a uniform.
- ☐ Your student is expected to wear a uniform.
- ☐ Depending on the school, your student may have to wear a uniform.
- ☐ Our district or host club, and *not* your student, pays the cost of any required uniform unless the student wants to purchase the uniform to take home.
- ☐ Your student may purchase the uniform at an estimated cost of _____.

d. *School trips.* Host clubs and districts need *not* pay the cost of school trips.

- ☐ School trips are available at no cost to the student.
- ☐ School trips are available at an estimated cost of _____.

These tours are mandatory *not* mandatory.

- e. ☐ *School supplies and extracurricular activities.* Your student pays the cost of school supplies and any additional cost associated with participation in extracurricular activities. The estimated total cost of supplies is _____
- f. ☐ *Special outfits and athletic uniforms.* Neither our district nor the host club is responsible for outfits or uniforms required for special activities such as athletics, cheerleading, or show choir.
- g. *Transportation to and from school.*
- ☐ Your student is *not* responsible for transportation costs to and from school.
- ☐ Your student is responsible for transportation costs to and from school estimated at _____ per month.

8. *Rotary trips & tours*

- a. ☐ *School trip information will be provided later.* Our district is not able to provide complete information about school trips until your student has been assigned to a host school.
- b. *Available information on trips and tours.* Here is the information available:
The following Rotary trips are required: _____

- ☐ Our district pays the cost for these trips.
- ☐ Your student can expect to pay _____ for these trips (after any district subsidy).
- Optional trips.* The following optional trips may be available at the following estimated costs:

9. *Government registration fees.*

- ☐ Our country requires your student to register with the government. Your student can expect to pay a registration fee of about _____.

10. ☐ *Invoices for fees charged inbound students.* We will provide your student an invoice of all in-country and optional costs in sufficient time before departure for your student to agree to these fees. Fees that must be disclosed include, but are not limited to:

- Language courses;
- Inbound orientation fee (discouraged & allowed only if both districts charge);
- Tours; and
- Insurance.

G. Host Families.

1. ☐ *At least two host families.* We will provide at least two host families.
2. ☐ *Estimated number.* We intend to provide between _____ & _____ host families for your student.

H. Disciplinary policy.

- ☐ A description of the disciplinary system that we follow is **attached**.

I. Student Travel Policy. Failure to follow our travel policy may result in a student being sent home.

- ☐ Our Student Travel Policy is **attached**.
- ☐ Our Student Travel Policy is included in the additional inbound rules, which are attached.

J. Parental, Family, and Friends Visit Policy

- ☐ Parents, other family members, and friends may *not* visit during the exchange.
- ☐ Parents, other family members, and friends may visit during the exchange, but only according to our parental, family, and friends visit policy, which is **attached**.

K. Immunizations.

Required immunizations.

- ☐ No immunizations are required to enter our country or attend school.
- ☐ A list of immunizations required to enter our country or attend school is **attached**.

Medical waiver of immunization requirements: Are allowed. Are not allowed.

Religious waivers of immunization requirements: Are allowed. Are not allowed.

L. Grades, transcripts, and graduation.a. *Grades.* Your student likely will:

- | | |
|---|--|
| <input type="checkbox"/> Receive grades. | <input type="checkbox"/> <i>Not</i> receive grades. |
| <input type="checkbox"/> Be required to petition to receive grades. | <input type="checkbox"/> Receipt of grades depends on the school |

Transcript (Generally required for your student to receive credit in your country.) Your student likely will:

- | | |
|---|---|
| <input type="checkbox"/> Receive a transcript. | <input type="checkbox"/> <i>Not</i> receive a transcript |
| <input type="checkbox"/> Be required to petition to get a transcript. | <input type="checkbox"/> Receipt of transcript depends on school. |

Graduation. If your student meets graduation requirements:

- | | |
|--|--|
| <input type="checkbox"/> Your student may graduate. | <input type="checkbox"/> Your student may <i>not</i> graduate. |
| <input type="checkbox"/> Student graduation depends on the school. | |

M. Additional inbound rules.

- ☐ Additional rules for our inbound students are **attached**.
- ☐ There are no additional inbound student rules.

N. Protection and disclosure of confidential information.

- ☐ Our laws and regulations do *not* currently require you to do anything regarding protection and use of collected or processed private information or data.
- ☐ **Attached** is a description of what our laws and regulations require you to do regarding private information or data collected, processed, or used in connection with:
- ☐ Our outbound student.
- ☐ Your inbound student to our district.

O. Additional requirements and information.

Contacts for Exchange

	Primary Contact	Secondary contact
Name		
Position		
Email		
Mailing Address		
Mobile No.		
Work No.		
Fax No.		
Home No.		

	District Governor during exchange	Multi-District Contact (if any)
Name		
Email		
Mailing Address		
Mobile No.		
Work No.		
Fax No.		
Home No.		

The person expected to be our **District Exchange Officer** during the exchange year is:

- ☐ The primary contact listed above. ☐ The secondary contact listed above.
☐ Not yet determined. ☐ The person listed below.

Name	
Email address	
Mailing Address	
Mobile number	
Work Number	
Home Number	
Fax Number	

Send applications, Guarantee Forms, documents to obtain visas, and other documents to:

- ☐ Primary contact. ☐ Secondary contact. ☐ Other (provide detail below)

Name	
Position	
Email address	
Mailing Address	
Mobile number	
Work Number	
Home Number	
Fax Number	

Note: Throughout this document “parents” (unless modified by host) refers to natural parents, and “guardians” refers to legal guardians.

Attachment List

- ☐ Disciplinary policy
☐ Parental, family, and friends visit policy
☐ Required immunization list
☐ Additional inbound student rules
☐ Travel policy
☐ Description of our laws that may apply to your district and this exchange

Rotary International staff, participants from the NAYEN, EEMA and ABU conferences, Youth Exchange Officers for districts and multi-districts around the world, and members of the *ad hoc* Uniform Exchange Agreement Committee have reviewed and provided input to this document.. NAYEN thanks them for their contributions.