

Country Coordinator Handbook

A comprehensive guide to nearly everything the Country Coordinator needs to know, including Country Coordinators To-Do's for Inbounds and Outbounds; expanded detail on specific subjects; using the HUB; and Appendix containing relevant documents.

Updated: November, 2018

Section I: Country Coordinators

Country Coordinator Roles and Responsibilities

The Country Coordinator performs the necessary tasks required for students from your district (“outbound students”) to go on exchange, and for students from other countries (“inbound students”) hosted in your district. Country Coordinators are expected to complete their work within the time frame outlined in this Handbook to ensure no unnecessary delays or overlooked important steps in the exchange process.

The most successful Country Coordinators:

- ❑ Are actively engaged in the program and attend all of the required events during the year, plus any optional events you can
- ❑ Develop and maintain ongoing relationships with overseas counterparts
- ❑ Go to the airport to greet inbounds when they arrive, if at all possible
- ❑ Communicate with inbound and outbound students regularly during their year of exchange (as well as parents of outbounds, if you wish)
- ❑ Read all RYE emails and respond to the ones that have ACTION REQUIRED in the subject line
- ❑ Ensure your students’ records are up to date at all times
- ❑ Serve as problem solvers when a student has difficulties or issues
- ❑ Communicate with rebounds and participate in the Rebound Retreat, if one is offered.

Section II: Inbound and Outbound Tasks

Inbound Student Tasks

Future Inbounds

- **Contact Exchange Partner (October)** to discuss exchange details for the upcoming year, including estimated number of exchanges.
- **Receive and Review Future Inbound Applications (January – April)**
 1. All inbound applications must include the following items:
 - Personal Information, including letters and photos
 - English proficiency form
 - Medical History and Examination
 - Dental Health and Examination
 - Student, Parent & Sponsor Endorsements (Guarantee Form / Visa Application Supporting Document)
 - Host Club, district & School Endorsements (Guarantee Form / Visa Application Supporting Document)
 - Rules and Conditions of Exchange
 - Secondary School Personal Reference
 - School Transcript (translated into English required)
 - Passport (b/w photocopy is acceptable) **Note:** passport expiration date must exceed 6 months past the date that the inbound will return to his/her home country. If not, inbound student must get new passport. Also, make sure there are enough empty pages to allow for coming and going. This has been an issue for some students in the past.)
 2. Notify exchange partner immediately of any missing or incomplete documents.
 3. Read student and parent(s) letter. Discuss concerns (example: shyness, lack of involvement, immaturity, lack of interest in the program, not the student's idea to apply, etc.) with another member of the district Committee and your exchange partner before application is accepted.
 4. Be open and honest with your exchange partner about the strength and weakness of the student.
 5. Check the Secondary School Personal Reference.

□ **Process Future Inbound Applications**

Depending upon how your district handles this process, you will either enter the application into a database, forward acceptance paperwork to your district office, or other process as designated by your district.

Important: Ensure that the student's name is processed/entered *exactly* as it appears on his/her passport. Sometimes this can be confusing if a student has multiple last names. Ask a member of the team (or a member of ROTEX) if you need assistance.

□ **Get Required Documents from Club YEOs**

The club YEO is responsible for completing five required items in order for the Inbound Student to arrive in the USA. The YEO provides **THREE** of these required items to the Country Coordinator:

1. Visa Guarantee Form
2. Letter - High School (optional, but recommended) 
3. Letter - Host Rotary Club (optional, but recommended)

□ **Prepare for Visa Form DS-2019**

What is form DS-2019? This document is what allows the Inbound Student to apply for an Exchange Visitor J-1 Visa at their closest U.S. Embassy. Depending upon your district's procedures, you, as the Country Coordinator, may be responsible for getting the DS-2019 issued and mailed to your foreign counterpart to give to the Inbound Student.

Required items include:

1. Guarantee Form

Once received from the YEO, ensure that all portions of the form have been fully completed by the club. Then complete the following information under Section A:

- a. Name of district Youth Exchange Chair
- b. Signature of district Youth Exchange Chair (as Country Coordinator, your district may allow you to sign on behalf of the district Youth Exchange Chair. Make sure to use **blue ink**.)
- c. Date
- d. Home Phone Number (cell, home or mobile)
- e. E-mail Address of district Youth Exchange Chair

2. Letter - High School (optional, but recommended)

It is very important to get a letter from the high school agreeing to host the future Inbound Student. It is not uncommon for school administrators to change, have second thoughts, or decide to change their minds about an exchange. A signed letter can help persuade them to honor their commitment.

3. Letter - Host Rotary Club (optional, but recommended)

It is equally as important to get a letter of commitment from the host club. It is also not uncommon when clubs begin to find host families that challenges arise. Their solution sometimes is to indicate they can no longer host the Inbound Student. This letter helps persuade them to honor their commitment.

4. Passport

It is your responsibility to make sure the Inbound Student has a valid passport with an expiration date at least six months past the end of their exchange. Also, make sure there are enough empty pages to allow for coming and going. This has been an issue for some students in the past.

5. DS-2019 Confirmation Tasks

Confirm these **SIX ITEMS** have been completed:

- a. Guarantee Form
- b. Letter - High School
- c. Letter - Host Rotary Club
- d. Vetted – First Host Family
- e. Vetted - Club Counselor
- f. Passport

5. Request form DS-2019

This process works differently in different districts. However, below is a sample of what your district's policy may be like.

1. Email the Responsible Officer requesting that a DS-2019 be issued for your future Inbound Student.
2. Form DS-2019 will be completed.
3. Form DS-2019 will be forwarded to you to forward to your partner country.
--OR--
Form DS-2019 will be mailed directly to your partner country.
4. If you are responsible for mailing the DS-2019 to your partner country, use a trackable International courier service such as FedEx. Depending upon the

country, one type of courier service will be preferred. Ask your country counterpart.

5. In addition to the DS-2019, include the following materials for your new Inbound Student:

- a. Welcome Letter
- b. Fact Sheet About Your District
- c. Original Visa Guarantee Form
- d. Original Letter - High School
- e. Original Letter - Rotary Host Club

Note: Some countries and districts now process everything with electronic scans. Check with your partner country if your district prefers electronic scans instead of original documents.

6. Verify with your partner country that he/she received the documents.

5. Get Additional Forms from Future Inbound Student

The following items are **REQUIRED** for future Inbound Students. They do NOT need to be completed in order to issue form DS-2019.

1. English Proficiency Form

A statement of English proficiency is required for all Inbound Students. Your district may require a Statement of English Proficiency form, a formalized English exam, a Skype conversation with your district, or other form of confirmation of English proficiency. Follow the specific guidelines for your district.

2. Proof of Insurance

ALL Inbound Students are required to have accident and sickness insurance through a Rotary International-compliant insurance provider. Depending upon your district's policies, this policy may be provided by the student (purchased personally) or through your country counterpart abroad (purchased by the Inbound Student's district). Who purchases the policy is not important. Making sure your district has documentation of a valid policy prior to arrival is essential!

Note: Some districts do not allow the DS2019 to be issued until the student has proof of insurance.

3. Immunization Form

ALL Inbound Students must fill out an immunization form to be reviewed by your district medical volunteer, a school nurse, or other medical

professional. This ensures your Inbound student has the immunizations needed to attend high school in your state or province (regulations differ).

Get excited! Your Inbound Student will be here soon!

Current Inbounds

- **Inbounds Arrive.** Mid to late August. (January arrivals in early to mid January.) Country Coordinators are strongly encouraged to be present at airport when each inbound arrives. This is a good time to meet host club YEOs, host families, and inbound, and give them all your Rotary business card and First Night Questions in English / Inbounds native language.
- **Inbound Orientation.** Suggested for the first weekend after Labor Day. Meeting early with the inbounds sets the stage for a successful year. Country Coordinator attendance is required.
- **Interview Day.** If your district invites inbound students to a coordinated interview day, Country Coordinator attendance is encouraged.
- **Inbound Weekends.** If your district holds overnight weekends or other gatherings for inbound students, Country Coordinator attendance is encouraged.
- **Book return flights.** Beginning in February for August/September arrivals (or in September for January arrivals), current inbounds should begin to book their return flights. For some students, this means coordinating with the home district. For others, their family may be the one to book the tickets. Coordinate the actual return date with the student and local Rotary Club.
- **Farewell Event.** If your district holds any type of coordinated farewell event for inbound students, Country Coordinator attendance is encouraged.
- **Return Home:** Coordinate the actual return date with the student, the host family, the local Rotary Club, and your district. Different districts have different policies for when the student can or should return home. Country Coordinators strongly encouraged to be present at airport when each inbound leaves.

Outbound Tasks

a. Future Outbounds

- Familiarize yourself with the culture of each country you work with.
- Negotiate and secure foreign exchange contracts.
- Send applications to foreign exchange partners.
- Ensure partner travel agent is working with students to secure departure documentation.
- Work with YEOs to secure departure documentation.
- Encourage language acquisition with your new outbounds.
- Review monthly status reports and respond accordingly.
- Maintain clear and open communication with district Chair regarding significant issues or concerns.
- Use any standardized forms your district may require.

- **Outbound Orientations.** Your district may have only one outbound orientation, it may have as many as four, and it may have none at all. The important thing for you as a Country Coordinator to remember is that you are responsible for preparing and delivering information to your future outbounds.

- **Email outbound applications to your exchange partner(s).** Depending upon your district's policy, you may do this via e-mail, Dropbox, or express mail. Ask to receive the completed Guarantee Forms back **no later than March 31**. This may not always be possible, but it should be your goal. (*January arrivals: Do this in August.*)

- **Verify Insurance with Exchange Partner.** All insurance policies should meet the minimum Rotary International standards. If your exchange partner will not accept a U.S. Plan B insurance policy, request a summary of the alternate coverage (in English) including the following details:
 - A copy of the Outbound's insurance card, including ID number
 - A claim form
 - U.S. contact information

- **Receive completed Guarantee Form for future outbounds.** Copy and file, or scan and upload to your district's database. Send a copy to each outbound student with a reminder to start the visa application process. **Important:** Visa processing, which used to take weeks, now can take months. Encourage your students to apply for their visas early.

b. Current Outbounds

- Monthly or quarterly reports should be requested and received by the Country Coordinator. Read these reports carefully as one way to stay in touch with your current outbounds. Request that the student submit at least 5 photos with captions for each report. This not only gives them a more tangible way of

reporting on their experience, but it allows to you to also share in their year.

c. Rebounds

- Participate in a Rebound Retreat, if your district offers one. This is an important opportunity to (1) guide students and parents through the early phases of the reverse culture shock process, (2) to get candid and first-hand knowledge of the inbound experience within your partner districts , and (3) make assessments of how to better prepare future outbounds destined for specific overseas districts. If you district does not hold a Rebound Retreat, the country coordinator should still take the time to gather input to inform future efforts.

Section III: Other Important Information and Topics

1. Exchange Agreements

We strongly suggest that all Country Coordinators complete and send a signed exchange agreement to your exchange partner(s), at the beginning of each exchange year, requesting that the agreement be signed and returned to you.  It is strongly recommended that this be completed in January and February of each exchange year (June and July for January arrivals).

2. Guarantee Forms

The Guarantee Form (GF) in part of the Rotary Youth Exchange Long-Term Program Application.

It is important that both inbound and outbound students receive their completed GF, as it contains information they will need to know prior to their departure, such as the name of their first host family, the school they will be attending, the name and contact information of their Rotary Counselor, etc.

The GF is technically a Rotary-only document and is *not* officially required for a student to obtain their visa. However, it can be very useful and “official” for students while they are traveling through immigration into their new countries.

Country Coordinators are responsible for sending completed GFs for Future Inbounds to their exchange partners, securing completed GFs for Future Outbounds from their exchange partners, and processing them within your district according to its policies.

3. Insurance

a. Inbound Insurance

The Rotary International Board has established minimum requirements for Youth Exchange student travel insurance.

- Door-to-door coverage from the time the student leaves their home until they return home inclusive of any personal travel before and/or after the exchange
- 24-hour emergency assistance services
- Minimum levels for critical coverage areas, including medical/dental, medical evacuation, legal liability, and others
- Where local laws require that insurance be purchased in the host country, such insurance shall meet minimum coverage levels
- Dual insurance should be avoided unless agreed to by all parties

The process to purchase the insurance for Inbounds is as follows:

1. Send your exchange partner and the Inbound student instructions on how to purchase the insurance (depending upon their district's policies).
2. Request that the student name you, their Country Coordinator, as the in-country responsible person. Give the student your name, full mailing address, phone numbers and email address. This will ensure that you will be forwarded the final insurance documents for your Inbound student(s).
3. You will receive, usually via email, the final insurance documents for your Inbound student(s). Check to be sure that the insurance coverage dates for your Inbound(s) cover the student for the entire time the student is in the U.S. If the coverage dates do NOT include the entire duration of the student's exchange (example: student departs for the U.S. July 25 and effective date of insurance is August 1), request that the policy be changed before the student arrives.
4. Although few students remain the entire year, we recommend you submit policy coverage for an either year anyway. If your student arrives August 15th, you might choose to have coverage from August 10th this year to August 9th next year.

b. Outbound Insurance

Outbound students must also purchase an approved RI plan.

If the host country will NOT accept your district's Insurance Plan, the outbound's parent(s) must apply for whatever insurance is required and pay by credit card. If your district pays for outbound insurance for the fee the outbound student pays to the district, the parent paying directly should be reimbursed for this expense. If your district instructs parents to buy insurance on their own (i.e, not included as part of your district's fee), then this is not an issue.

If you have a question at any time regarding insurance coverage for an Inbound or Outbound student that is not spelled out in this Handbook, check with your district's Insurance Coordinator. It is always easier to make changes to coverage BEFORE a student departs their home country.

4. VISAs

United States Visas

Inbound students travel to the United States on a J-1 visa. This type of visa has a 30-day "grace" period, such that an Inbound student may stay in the United States up to, and not exceeding, 30 days past their visa expiration date.

U.S. State Department rules state:

"Following the completion of their program, the period defined on the Form DS-2019, the United States Citizenship and Immigration Services (USCIS) allows participants a

30-day travel period commonly referred to as the "Grace Period". During this 30-day grace period, participants are no longer in J-visa status, and are under the jurisdiction of the USCIS. The USCIS grants this period to allow participants to settle their affairs and prepare to return to their home countries. Program participants may no longer continue and/or complete exchange activities, nor may they work. Although participants may travel in the United States (during this time), it is recommended that they do not travel beyond the borders of the United States as they may not be permitted reentry."

Important: If your district approves inbound student travel outside of the United States during his or her exchange year (e.g., spring break with the host family), ensure that the responsible officer sign the DS-2019 for reentry purposes.

Canadian Visas

(Insert details here.)

Mexican Visas

(Insert details here.)

5. Immunizations

a. Inbounds

Inbound students are required to obtain the immunizations necessary to attend public school in their city/state BEFORE they depart their home country. In order to ensure that inbound students are properly immunized, ALL inbound student Medical Forms (page 5-6 of the Long Term Application) should be reviewed by the school that they will attend.

1. Review the immunization record for each inbound student.
2. If the student's immunizations are lacking, it is the responsibility of the Country Coordinator to notify your exchange partner that the student's immunizations are lacking.
3. Your Exchange Partner and/or the future inbound student must provide additional proof that the immunizations have been completed, OR must provide a signed waiver, exempting the student from the immunizations.
4. Send future inbound students the state/provincial requirements for school immunizations.

b. Outbounds

The Country Coordinator is responsible for identifying the immunizations required for their respective country and communicating this to Future Outbounds and their

parents. The Center for Disease Control website (cdc.gov) is an excellent resource for obtaining up-to-date information on immunizations as well as disease prevention while on exchange.

Please contact your district if a student or family objects to immunizations.

6. Outbound Orientation

Most districts offer some sort of outbound orientation or preparation. These vary widely in terms of number of orientations, location of orientations, topics covered, required homework, etc.

Below is a sample list of topics for a 4-orientation structure.

a. Outbound Orientation 1 (January)

- Introductions
- Country Coordinator's role in orientation
- Country Coordinator's expectations of outbounds and parents
- Verify passports are valid for 6 months after return. If not, student must apply for new passport
- Immunizations required for host country
- Read through Rules and Conditions of Exchange
- Remind student to bring 3-ring binder to all orientation sessions.

b. Outbound Orientation 2 (February)

- Review country reports
- Prepare "permission to travel" letter
- Use of social media during exchange year
- Visits during exchange year
- Rotary-sponsored trips
- Quarterly (Monthly) reports
- Instruct parents to register their son/daughter with U.S. State Department's Smart Traveler Enrollment Program (or the appropriate consulate in your home country).
- Parents should obtain Power of Attorney (POA) for their student (simply referred to as "attorney" in Canada)
- The role of the Guarantee Form and what is done with this form

c. Outbound Orientation 3 (April)

- Safety in the host country
- The Rotary D's
- Early returns – when it happens, why and what to do
- The chain of command during exchange – who to contact for what
- Insurance coverage
- The visa application process
- Interactive First Night Questions (<http://fnq.yeoresources.org/>) and Interactive Second Day Questions (<http://sdq.yeoresources.org/>) in 25 languages

d. **Outbound Orientation 4 / Farewell Gathering (July)**

- Outbounds' departure dates
- Checklist of items to carry on the plane (passport, visa, airline and flight information, Rotary contact information with phone numbers. First Night Questions)
- Rotary rules
- Final words of wisdom

e. **Rebound Retreat (July/August)**

- Districts are encouraged to offer a Rebound Retreat in late July or Early August to guide returning students (and sometimes parents too) through the reverse-culture shock.

7. **Rebound Retreat**

Districts are encouraged to offer a Rebound Retreat in late July or early August to guide returning students (and parents) through the reverse-culture shock process.

8. **Inbound Orientation**

Districts are encouraged to offer an Inbound Orientation no later than September 15th of each year.

9. **Inbound Rules**

In most districts, the club Counselor, club YEO, Inbound Coordinator, or District Chair would be responsible for monitoring and enforcing the following rules. Country Coordinators should be *aware of the rules*, but would not be in the formal 'chain of command' for enforcement of the rules (in most districts).

Driving: Exchange students are not permitted to operate motor vehicles, including motorcycles, boats, snowmobiles, or any other powered device requiring an operators' license.

Use of Alcohol: The drinking of alcoholic beverages is expressly forbidden. All Rotary exchange students are minors and as such, consumption of alcohol at any time, in any place, is against the law.

Use of Drugs: Possession and/or consumption of controlled substances is expressly forbidden.

Smoking: Most districts do not allow students to smoke. Some districts do not accept students who smoke. Inbound students should be strongly discouraged or not allowed to smoke while on exchange. If your district does allow students to smoke, it

is encouraged to only allow those students who indicate they smoke on their application to be allowed to continue.

Use of Firearms: If your district allows students to operate a firearm while on exchange, it is highly recommended they not be allowed to do so unless they have participated in and passed a gun safety course. This includes the use of a firearm for target shooting. Evidence of satisfactory completion of this course must be presented to the club youth Coordinator.

International Travel: If your district allows students to travel internationally with host families or Rotarians, be aware that the student's DS-2019 (visa immigration) form must be signed by the Compliance and Responsible Coordinator in order for the student to be able to return to the U.S. after their international travel. It is recommend this document accompany the student, along with a Visa and passport, and letter from natural parents giving the student permission to travel with their host family or a Rotarian.

Participation in High School Sports: Inbounds who have already graduated from high school may not be allowed to compete on school sports teams, depending upon your state high school regulations. The student/host family/club Coordinator should bring this to the coach's attention so that the team is not disqualified from league participation.

Students are required to fill out a form that the school Activities Director can provide, the 'Request for eligibility for foreign exchange students' form. If the student graduated in the spring prior to traveling to the U.S. and a year has not gone by, the student will likely be eligible to compete.

If your student intends (or desires) to play high school sports while on exchange, consider placement in a Club whose school allows this (e.g., smaller, less competitive schools in your district).

Break in Travel: Inbound students should arrive directly from their home country to your district. At the completion of their exchange year, students are required to return directly to their home country. Districts are encouraged not to allow student travel unless accompanied by their natural parents in the event they travel to your district to pick up their student.

10. First Night Questions

First Night Questions can be found at the Rotary YEO Resources website (<http://www.yeoresources.org/Pages/FirstNightQuestions.html>). The questions can be printed in English and your Inbound's language, side by side. This is also a good handout to give your Outbounds at one of the Outbound Orientations.

11. Serious Issues / Violations

A serious issue or violation occurs when legal issues are involved (e.g., arrest/citation), when a student is suspended from school, or when there is a serious violation of policies/exchange rules (e.g., drug use, alcohol use, etc.)

Each district has a different process for handling serious issues and violations.

Below is a sample process:

1. A report is made to the Host Club Youth Exchange Coordinator (YEO). If it is minor, the club typically handles the issue. If it is more serious, others from the district are usually involved.
2. If more serious, the Host Club YEO contacts the Country Coordinator or district representative. The Host Club YEO is also responsible for notifying the host club president and the student's counselor.
3. Meetings with the inbound student, club members, and appropriate district members take place.
4. Decisions are made on consequences.
5. District Chair is ultimately responsible for making the final decision on course of action and communicates to the Country Coordinator for dissemination to the club and student.

DELETE THE REST OF THE MATERIALS BELOW???

YEO GUIDE TO THE INBOUND PROCESS

Introduction

Congratulations! You've selected your Inbound Student! Now you must complete FIVE REQUIRED ITEMS in order for your Inbound Student to arrive in the USA.

What are the FIVE required items?

1. **Visa Guarantee Form - VGF** (Appendix A OR Appendix B)
2. **Letter - High School** (Appendix C)
3. **Letter - Host Rotary Club** (Appendix D)
4. **Host Family - Vetting**
 - a. Application
 - b. Background Check(s)
 - c. NAYEN Youth Protection Awareness (YPA) Training
 - d. Handbook
 - e. Home Interview Report
 - f. Orientation
5. **Club Counselor - Vetting** (Appendix E)
 - a. Application
 - b. Background Check
 - c. NAYEN Youth Protection Awareness (YPA) Training
 - d. **Department of State (DOS) Local Coordinator Training**
 - e. **Volunteer Training**
 - f. **Counselor Training**

* These items don't need to be completed in the aforementioned order. Several items can be completed simultaneously.

Why are the FIVE items required?

Because the U.S. Department of State says so! These items need to be completed before we can issue a document called a DS-2019. Once issued, the Country Coordinator (CC) (pg. 15) mails the DS-2019 to the Foreign CC. The Inbound Student then takes the DS-2019 to their closest U.S. Embassy and applies for an Exchange Visitor J-1 Visa.

What are the deadlines?

These items need to be completed no later than JUNE 30 so we can issue the DS-2019. Once the Inbound Student receives the DS-2019 from us, it may take up two months for the student to receive the Exchange Visitor J-1 Visa from the U.S. Embassy.

Are these required items hard to complete?

Not at all! But, you will need to pay a visit to the Inbound Student's High School, first

Host Family, and your local Post Office. Not hard, just a bit of your time.

Who do I contact if I have additional questions?

Inbound Process Questions		
YEAH Questions		
Vetting/Compliance Questions		

1. Visa Guarantee Form - VGF (Appendix A OR Appendix B)

What is a VGF?

This form contains information about the Inbound Student, Host Club, High School, and first Host Family. To complete the VGF, you'll need to visit the High School where your student will be attending and the first Host Family the student will be staying with. You'll also need to get signatures from your Club's Incoming President and Youth Exchange Counselor.

There are two different versions of this form (Appendix A OR Appendix B). Both versions request the exact same information and are acceptable; the information on the forms is just arranged differently. Two, identical VGFs need to be completed. If one is lost, it's imperative we have a second copy.

Where to find the VGF?

The VGF is found in the Inbound Student's Application. If there is no VGF in the application, download a blank VGF from YEAH:

1. Click *Utilities* tab
2. Click *Document Library*
3. Double-click *IB - Visa Guarantee Form (VGF)*
4. Or, locate online: <http://mountainandplainsrye.com/resources-forms>

Instructions for filling out the VGF

1. Read all directions carefully
2. Complete ALL **highlighted** fields
*The District Chair information is completed by the CC
3. Signatures must be in **blue ink**.
4. **Host Club ID # (1)**: Locate your Club ID:
<http://www.rotary5470.org/ClubDirectory>
5. **Monthly Allowance (2)**: Usually between \$100 - \$150
6. **Arrival Date(s) (3)**: Request arrival the Saturday two weeks before the start of school until the following Sunday, nine days overall. This ensures the Inbound Student has several days to acclimate before school starts.

(Appendix A OR Appendix B)

*If the student wants to play a fall sport, he/she may need to arrive for tryouts. It's best to check with the student to see if he/she plans to play a sport.

*Appendix B does not request the following information:

a. **Arrival Airport in Host Country***

b. **Airport Code****

c. **Arrival Date(s)*****

7. **Name of Host Club President (4):** President when the Inbound Student will be here on exchange.
8. **Name and Title of School Official (5):** This can be any School Administrator authorized to sign official documents (Principal, Registrar, Secretary, etc.). While the school is completing the VGF, also request the school complete a High School Letter (pg. 8).
9. **First Host Family (6):** The Host Family listed must be vetted. If you're having trouble locating a first Host Family, you can use a "Welcome Family". This is a family who is already vetted or is willing to become vetted quickly for purposes of the VGF. The "Welcome Family" isn't intended to host the Inbound Student for any extended period-of-time; they're only used as a vetted family on the VGF for U.S. Department of State purposes.
*The vetting procedures for a "Host Family" and "Welcome Family" are identical.
*It's imperative to let the [Department of State Assistant Responsible Officer](#) know if the family listed is a "Host Family" or "Welcome Family".

The VGFs are complete. Now What?

1. Verify ALL **highlighted** fields are complete.
2. Signatures must be in **blue ink**.
3. Make a color photocopy of ONE of the originals. Keep the color photocopy for your records.
4. Mail the **two original** VGFs to your Country Coordinator (pg. 15)

Congratulations!

You're done with the VGF!

2. Letter - High School

(Appendix C)

What is a Letter - High School?

1. A letter needs to be authored by the High School where the Inbound Student will be attending
2. Any School Administrator authorized to sign official documents (Principal, Registrar, Secretary, etc.) can author the letter
3. The School Administrator must sign his/her signature in **blue ink**

4. Must be on school letterhead
5. Dialogue welcoming the student
6. School start date
7. List of classes the student can enroll in/will be enrolled in
8. Any other relevant information thought necessary for the student

The Letter - High School is complete. Now What?

2. Signature must be in [blue ink](#)
3. Make a color photocopy of the original. Keep the color photocopy for your records
4. Mail the **original** Letter to your Country Coordinator (pg. 15)

3. Letter - Host Rotary Club

(Appendix D)

What is a Letter - Host Rotary Club?

1. A letter needs to be authored by the Host Rotary Club
2. Any Club Member can author the letter
3. The letter must be signed in [blue ink](#)
4. Dialogue welcoming the student
5. Overview of Rotary Club; meeting day, time, venue, etc.
6. Any other relevant information thought necessary for the student
7. *If using Appendix B, ensure the following is included in the Letter - Host Rotary Club:
 - a. **Arrival Airport in Host Country**
 - b. **Airport Code**
 - c. **Arrival Date(s)**

The Letter - Host Rotary Club is complete. Now What?

1. Signature must be in [blue ink](#)
2. Make a color photocopy of the original. Keep the color photocopy for your records
3. Mail the **original** Letter to your Country Coordinator (pg. 15)

Congratulations!
You're done with the Host Rotary Club Letter!

4. Vetting - Host Family

A. Application

1. Each new Host Family is required to submit an application:
http://yehub.net/cgi-bin/MPR_get.cgi?pgid=aphf1
 - a. [If the Host Family has previously been vetted, they DO NOT need to resubmit an application.](#)
 - b. If the Host Family closes the application without first submitting, please ensure they choose “Renew or continue my application” not “Begin a new Host Family application.”
 - c. The Host Family is required to provide contact information for two references. Once the Host Family submits their application, the two references will be contacted via email. The application can't be approved until both references have been submitted.
 - d. It takes approx. 7 to 14 days from the time we receive a completed application until the family has completed the necessary steps to be vetted as a Host Family

B. Background Check(s)

1. After the approval of the application, an automatically generated email is sent to the Host Family with information regarding the Background Check. Required annually (18+ years of age).
 2. Background Check: <https://rotary5470.volunteerportal.net/>
Password: Available from a [district Committee Member](#)
-

C. NAYEN Youth Protection Awareness (YPA) Training

1. After the approval of the application, an automatically generated email is sent to the Host Family with information regarding the YPA Training. Required annually (18+ years of age).

D. Handbook

1. After the approval of the application, an automatically generated email is sent to the Host Family with the Handbook attached, a 64-page document with valuable Hosting information, including 62.25 Regulations, Department of State Welcome letter (required by the U.S. State Department), info on Culture Shock, First Night Questions, Travel Permission Info, etc.
2. To locate the Host Family Handbook in YEAH:
 - a. Click *Utilities* tab
 - b. Click *Document Library*
 - c. Double-click *HF - Required Info (handbook)*
 - d. Or, locate online:

E. Home Interview Report

1. A vetted Host Family is REQUIRED to have a Home Interview Report each time they host a new student.
2. You will visit the Host Family at their home to complete the Home Interview Report.
3. The Home Interview Report is located in YEAH:
 - a. Click *Long Term Exchanges* tab
 - b. Click *Host Families*

- c. Double-click Host Family name
- d. Click *Approval Process* tab
- e. Click *Submit Home Interview Report* located on the bottom of the screen
(the Host Family uploaded the photos when completing the application)
- f. Click *Submit Report*
4. Each Host Family is REQUIRED to have a Follow-Up Visit within 60 days of an Exchange Student moving in with them:
 - a. Click *Long Term Exchanges* tab
 - b. Click *Host Families*
 - c. Double-click Host Family name
 - d. Click *Approval Process* tab
 - e. Click *Submit Follow-up Visit Report* located on the bottom of the screen
 - f. Click *Submit Report*
5. Once the Home Interview Report is approved, YEAH sends an automatic email to the YEO and YEC verifying the Home Interview Report is approved and it is now time to do the Host Family Orientation.

F. Orientation

1. If a family has previously been vetted, they DO NOT need to retake the Orientation.
2. You will visit the Host Family at their home to complete the Orientation, which includes reviewing Rotary rules and the expectations from all parties involved during the Inbound Student's exchange.
3. To locate the *YEO Orientation Guide* in YEAH:
 - a. Click *Utilities* tab
 - b. Click *Document Library*
 - c. Double-click *HF - Orientation Form & Guide*
 - d. Print
 - e. Signatures must be in [blue ink](#).
4. Or, locate online:

F. Orientation, continued...

5. Once complete, manually upload a color-scanned copy of the completed WESSEX Host Family Orientation into YEAH:
 - a. Click *Long Term Exchanges* tab
 - b. Click *Host Families*
 - c. Double-click Host Family name
 - d. Click *Documents* tab
 - e. Click *Upload New*
 - f. Choose *HF Orientation*
 - g. At *File to Upload:*, click the yellow folder
 - h. Click *Upload*
 - i. Choose the color-scanned copy
 - j. Click *Select File*

G. How do I know what has/hasn't been completed for vetting?

1. Click *Long Term Exchanges* tab

2. Click *Host Families*
3. Double-click Host Family name
4. Click *Approval Process* tab

5. Vetting - Club Counselor

A. Application

1. Each new Volunteer is required to submit an application:
 - https://yehub.net/cgi-bin/MPR_get.cgi?pgid=vol
 - a. If the Volunteer has previously been vetted, they DO NOT need to resubmit an application.
 - b. If the Volunteer closes the application without first submitting, please ensure they choose “Renew or continue my application” not “Begin a new application.”
 - c. The Volunteer is required to provide contact information for three references. Once the Volunteer submits their application, the three references will be contacted via email. The application can't be approved until all three references have been submitted.

B. Background Check

1. After the approval of the application, an automatically generated email (Appendix H) is sent to the Volunteer with information regarding the Background Check.
2. Background Check: <https://rotary5470.volunteerportal.net/>
 Password: Available from a [district Committee Member](#)

C. NAYEN Youth Protection Awareness (YPA) Training

1. After the approval of the application, an automatically generated email (Appendix E) is sent to the Volunteer with information regarding YPA Training. Required annually.

D. Department of State Local Coordinator (DOS) Training

1. After the approval of the application, an automatically generated email (Appendix E) is sent to the Volunteer with information regarding DOS Training. Required annually.

E. Volunteer Training

1. After the approval of the application, an automatically generated email (Appendix E) is sent to the Volunteer with information regarding Volunteer Training.

F. Counselor Training

1. After the approval of the application, an automatically generated email (Appendix E) is sent to the Volunteer with information regarding Counselor Training.

How do I know what has/hasn't been completed for vetting?

1. Click *Long Term Exchanges* tab
2. Click *Volunteers*
3. Double-click Volunteer name
4. Click *Approval Process* tab

The screenshot displays a web application interface for managing volunteer applications. The top navigation bar includes tabs for 'Volunteer Detail', 'Documents', 'Notes/Alerts*', 'Approval Process', and 'System User Detail'. The 'Approval Process' tab is active, showing a 'Status: Approved' for the selected volunteer. Below this, there is a table of application milestones:

Application Item	Rec'd	Eval	By	Date
Volunteer Application:	12/06/2014	Approved	J. Duke	12/08/2014
Background Check:	06/06/2018	Approved	D. Mullen	06/06/2018
Reference #1:	12/07/2014	Approved	J. Duke	12/08/2014
Reference #2:	12/11/2014	Approved	J. Duke	12/11/2014
Reference #3:	12/16/2014	Approved	J. Duke	12/16/2014

Below the milestones is a 'Training Summary' table:

Course Name	Registered	Completed	Reqd
1 Youth Protection Awareness			<input checked="" type="checkbox"/>
2 Host Family Orientation			<input type="checkbox"/>
3 Volunteer Training			<input type="checkbox"/>
4 US DOS Local Coordinator Training	06/05/2018	06/07/2018	<input checked="" type="checkbox"/>
5 Culture Shock & Reverse Culture Shock			<input type="checkbox"/>

At the bottom, there is a 'Test Results' table:

Test Name	Date Time	Result	Score
1 US DOS Local Coordinator Training	2018-06-07 07:23:17	Pass	97.00

Additional information on the right side includes 'View Course Registrations', training dates (DOS Training: 06/07/2018, Youth Protection: 12/23/2014, Volunteer Training: 01/23/2015), and 'Details from DOS training file upload:' (Person ID: 547000065, Exempt? N). Buttons for 'Edit', 'Save', and 'Exit' are located at the bottom right.

Congratulations!

You're done with the Club Counselor Vetting!

6. The Final Steps!

The required FIVE items are complete. Now What?

Congratulations! Now it's time to start working with your Country Coordinator. Your CC is the liaison between your Club and our Foreign CC.

Who is my Country Coordinator?

- To locate the CC for your Inbound Student:.
- Using **trackable mail**, send the following to your CC:
 - ORIGINAL Visa Guarantee Form-VGF (mail one/keep one for your records)
 - ORIGINAL Letter - High School
 - ORIGINAL Letter - Host Rotary Club

What happens next?

1. Once the CC receives the mailed documents, he/she will then mail them to our Foreign CC who will deliver them to the Inbound Student
2. The Inbound Student will take the documents to the U.S. Embassy to obtain his/her Exchange Visitor J-1 Visa

Get excited!
Your Inbound Student will be here soon!

