

## Mountain & Plains District 5470 Rotary Youth Exchange

### Country Coordinator (CC) Timetable

7.26.19

Month	Outbound Students
NOV	<ul style="list-style-type: none"> <li>▪ Confirm with foreign exchange partners our continued relationship for the coming year and obtain information on age and/or other restrictions. *Exact number of students sent to and from each country will be determined at December District Interviews.</li> </ul>
DEC	<ul style="list-style-type: none"> <li>▪ Event - District Interviews for Outbound student selection and country assignments.</li> <li>▪ Confirm with foreign exchange partners the number of students and obtain District-to-District Exchange Agreements.</li> </ul>
JAN	<ul style="list-style-type: none"> <li>▪ Send complete applications to foreign exchange partners.</li> </ul>
FEB	<ul style="list-style-type: none"> <li>▪ Event - Outbound Orientation</li> </ul>
MAY-JUNE	<ul style="list-style-type: none"> <li>▪ Event - Second Outbound Orientation</li> <li>▪ Ensure <i>It's Your World Travel</i> is working with students to secure departure documentation.</li> </ul>
JULY-AUG	<ul style="list-style-type: none"> <li>▪ Departures               <ol style="list-style-type: none"> <li>1. Students to upload itinerary into YEAH.</li> <li>2. Confirm actual departure to ARO Representative</li> </ol> </li> </ul>
MONTHLY	<ul style="list-style-type: none"> <li>▪ Review monthly status reports and respond accordingly.</li> <li>▪ Problem resolution.</li> </ul>
Month	Inbound Students
NOV	<ul style="list-style-type: none"> <li>▪ Confirm with foreign exchange partners our continued relationship for the coming year and obtain information on age and/or other restrictions. *Exact number of students sent to and from each country will be determined at December District Interviews.</li> </ul>
DEC	<ul style="list-style-type: none"> <li>▪ Confirm with foreign exchange partners the number of students and obtain District-to-District Exchange Agreements.</li> </ul>
FEB-MAR	<ul style="list-style-type: none"> <li>▪ Receive complete applications from foreign exchange partners.</li> <li>▪ Inbound Students are chosen by Hosting Clubs.</li> <li>▪ Confirm YEOs have a first Host Family identified and VETTED.</li> </ul>
APR-JUNE	<ul style="list-style-type: none"> <li>▪ YEO ensures completion of three items and mails them to the CC:               <ol style="list-style-type: none"> <li>1. Visa Guarantee Form</li> <li>2. Host Club Welcome Letter</li> <li>3. High School Welcome Letter</li> </ol> </li> <li>▪ CC ensures completion of five items:               <ol style="list-style-type: none"> <li>1. Color copy of passport (valid six months after the student returns home)</li> <li>2. Insurance: <a href="http://mountainandplainsrye.com/inbound/insurance">http://mountainandplainsrye.com/inbound/insurance</a></li> <li>3. Statement of English Proficiency Form</li> <li>4. Immunization Form</li> <li>5. DS2019. Contact the DOS Assistant Responsible Officer (ARO) to issue the DS-2019. The ARO then mails the DS-2019 to the CC.</li> </ol> </li> <li>▪ CC emails and mails the following items to the foreign exchange partner:               <ol style="list-style-type: none"> <li>1. DS-2019</li> <li>2. Visa Guarantee Form</li> <li>3. Host Club Welcome Letter</li> <li>4. High School Welcome Letter</li> </ol> </li> </ul>
JUL-AUG	<ul style="list-style-type: none"> <li>▪ Arrivals</li> </ul>
SEP	<ul style="list-style-type: none"> <li>▪ Event - Inbound Orientation</li> </ul>
MONTHLY	<ul style="list-style-type: none"> <li>▪ Review monthly status reports and respond accordingly.</li> <li>▪ Problem resolution.</li> </ul>