

Inbound Student Arrival Checklist

1.CONFIRM ARRIVAL-

It is essential that you mark in YEAH that your student has arrived. It needs to be done within 12 hours of your student arriving and in your possession. By Confirming Arrival, this will trigger an email to our Responsible Officer who will then activate the student’s visa with the State Department.

How do you Confirm Arrival in YEAH?

In the Portal

In the HUB

Destiny Smith
E-mail: destinysmith0911@gmail.com
Host District: 5470 Durango Daybreak Rotary Club
Assistant High School
Sponsor: District 9210, Zimbabwe Rotary Club of Highlands Rotary Club
Date of Birth: November 9, 1999 (16)

Student Information
Full Name: Destiny Smith
Exchange Year: 2016-17
Home Country: Zimbabwe
E-mail Address: destinysmith0911@gmail.com
Host District: 5470
Host Club: Durango Daybreak High School, Assman High School

Host Family Information
Current Host Family: Ann & Michael McQuinn
Address: 7191 Falls Creek Mont. www.mcmquinn.com
City, State, Zip: Durango, CO 81301
Home Phone No: 970-247-4960
Host Father's Cell: 970-749-3282
Host Mother's Cell: 970-749-4060
Host Father's E-mail: mcmquinn10@gmail.com
Host Mother's E-mail: annmcmquinn@gmail.com

Host District
Host District: 5470
District YE Chair: Ken Fusco
YE Chair Cell Phone: 970-749-6571
YE Chair Home Phone: 970-250-9462
YE Chair E-mail: kenfusco@gmail.com

Host Club
Club Name: Durango Daybreak
Meeting Day: Wednesday
Meeting Time: 6:45 AM
Club YE Officer: Ed Soltner
YEO Cell Phone: 970-759-3482
YEO Home Phone: 970-382-2529
YEO E-mail: edsoltner@gmail.com
Club Counselor: McQuinn, Ann
Counselor Cell Phone: 970-759-8404
Counselor E-mail: annmcmquinn10@gmail.com

Country Coordinator
Name: Jen Dale
E-mail: jendale@transwest.com
Cell Phone: 970-769-0155

Print Temporary ID Card
Assign Host Family to Student
Arrival Confirmation

Inbound Student Options
Messages
Administrative Options: Confirm Arrival
Student ID Card: End Exchange
Documents: Notes/Alerts: Travel Info: Processing

Smith, Destiny
D5470 Inbound from Zimbabwe, 2016-17

Last Name(s): Smith Suffix:
First Name: Destiny Middle Name(s):
Nickname: Destiny Sex: F
E-mail Address: destinysmith0911@gmail.com
Local Cell Phone:
Host District: 5470 Ken Fusco, YE Chair
Host Club: Durango Daybreak
Date of Birth: 11/09/1999 Arrival Age: 16 yrs, 0 mos
Country of Birth: Zimbabwe Home Country: Zimbabwe Sponsor District: 9210

Arrival Confirmation

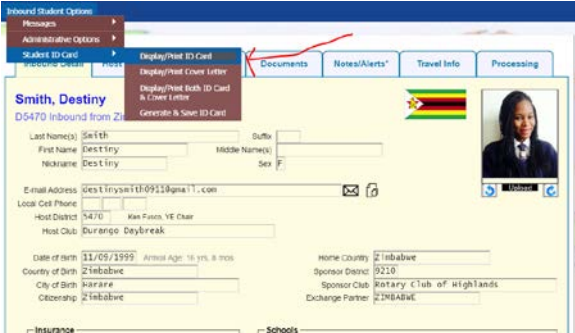
2. **Student ID Card**- Once the student arrives, they are required to have in their possession a Student ID card that contains all the relevant information in case there is an emergency. Once you print the ID Card off of YEAH, you will need to scissor out the card, fold, and laminate. (Usually there is someone in our Rotary Club with a lamination machine.)

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How do you print the Student ID card in YEAH?

In the Portal

In the HUB



3. Student Insurance Card- This year, we are going to expect the students to have their Insurance ID Card on them at all times. In the next week, you will receive an email with their Insurance ID card attached. Similar to the Student ID Card, you will need to print, scissor, fold and laminate this card.

4. Banking

In general, the YEO will need to take the student down to a local bank and set up two accounts- a savings and checking. Since your student is not a citizen of the US, the YEO will likely need to be a signor on the account.

- i. Savings- Each student is expected to arrive with \$500 that is to be deposited into a savings account and only used if an emergency situation exists. The YEO should have permission to access these funds in the event the student is incapacitated.
- ii. Checking- The student will need a place to transfer funds from their parents, as well as deposit their monthly stipend. Most students prefer a debit card along with the checking account. You may want to direct deposit the student's monthly stipend.

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5. Enrollment in School

Enroll your student in school as soon as possible. Most students are registered as Juniors. Make sure to take into consideration any transferable credits the student wishes to receive when placing classes. This is a good time to establish expectations for school performance.

If the student is playing a fall sport, you will need to have the student get their Sport Physical card.

6. Cell Phone- Every Club seems to do this differently. Most kids come with their own phones and it is recommended that a data plan sponsored by the Rotary Club is created. Once the phone number is established don't, forget to enter it into YEAH. This is how you do that in the HUB.

The screenshot shows the 'Inbound Detail' tab for a student named Destiny Smith. The form contains the following information:

- Personal Info:** Last Name(s) Smith, First Name Destiny, Nickname Destiny, Middle Name(s) [empty], Sex F.
- Contact:** E-mail Address destinysmith0911@gmail.com, Local Cell Phone [empty]. A red arrow points to this field.
- Host Info:** Host District 5470, Ken Fusco, YE Chair, Host Club Durango Daybreak.
- Birth Info:** Date of Birth 11/09/1999, Arrival Age: 16 yrs, 8 mos, Country of Birth Zimbabwe, City of Birth Harare, Citizenship Zimbabwe.
- Home Country:** Zimbabwe, Sponsor District 9210, Sponsor Club Rotary Club of Highlands, Exchange Partner ZIMBABWE.
- Insurance:** Provider, Policy No., ID No. [empty].
- Schools:** Animas High School (checked as current), [empty], [empty].

Buttons at the bottom include Edit (green), Save (grey), and Exit (blue). The student's status is Active and ID No. is 16029.

If you don't have access to the HUB, you can email your CGC the phone number and he/she will add the phone number.

7. First Night Questions-Go to <http://yearesources.org/Pages/FirstNightQuestions.html> and print out/save the First Night Questions in English as well as the student's native tongue. Then email them to the First Host Family and Inbounder and ask them to go over them after the student arrives.

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8. Support Your Host Family

Host Families are more likely to continue hosting if they have great support from the Host Club. Check in with the host parents a few times in the first few days, invite them to club meetings, and in general- create a supportive environment for our host families.

Thanks to everyone for your commitment to this program.