



Rotary District: _____ Club: _____

WESSEX Procedural Checklist for: _____

(Inbound Student's Full Name)

NOTE: This form should be completed by the Student during and Inbound Orientation session

Student: Please initial each of the following statements if it is true.

Background, Preparation, and Selection in Home Country

	1. I have not previously been an exchange student to the United States for a semester or full-year youth exchange program.
	2. I was personally interviewed by Rotary representatives in my home country before being accepted into the program.
	3. I attended one or more orientation programs in my home country prior to my departure for the United States.
	4. I received a summary of operating procedures, rules, and regulations of the exchange program.
	5. I received information about my host family, host community, and school.
	6. I was notified whether my first host family was to be permanent or temporary.
	7. I was given complete travel arrangements before I departed for the United States.
	8. I was given appropriate information on how to identify and report sexual abuse or exploitation.
	9. I purchased medical and liability insurance coverage before I departed for the United States.

Arrival and Orientation in Host Country

	1. I was greeted at my arrival airport by my host family and/or Rotary Youth Exchange program representatives.
	2. I received an identification card either before or shortly after I arrived.
	3. My identification card has contact phone numbers for my host family, Rotary Youth Exchange program representatives, and the US Department of State.
	4. I was registered for school shortly after my arrival.
	5. I understand that I must participate in a full academic program and be involved in extracurricular activities and that my Rotary Club Counselor may be given a copy of my course schedule and academic grades.
	6. I participated in, or am currently participating in, an inbound student orientation program.
	7. My orientation included sessions on life and customs in the United States, resources in the community, health care availability, emergency assistance, insurance, program rules and description, and contact person information.
	8. I received information on the Exchange Visitor Program Services of the US Department of State and a copy of the US Department of State Department regulations.
	9. I understand that I may not be employed on either a full- or part-time basis during my stay in the United States, but that I may accept random or intermittent employment such as babysitting or yard work.
	10. I understand that the Rotary Youth Exchange program does not guarantee that I will receive a high school diploma.
	11. I understand that I may participate in school sports as permitted by state and local regulations, and that athletic eligibility or participation is not guaranteed.
	12. I received information about my insurance coverage and the procedures for filing an insurance claim.
	13. I have received information on how to report abuse and harassment, and lists of contact persons and agencies, including Rotary club and Counselors, District Youth Exchange chair and District Governor.

Student Signature	Print Name	Date
YE Committee Representative Signature	Print Name	Date

DOCUMENT RETENTION & TRACKING INSTRUCTIONS: Appropriate District or Club Officer must upload a digital copy in the WESSEX online database. Records will be maintained for a minimum of three years after Exchange completion.