



Application Form

STEP (Short Term Exchange Program)

Family to Family

District 6250

Smile!
 Attach a recent, good-quality color photo of yourself (head and shoulders).
 Follow instructions on page 6!

Instructions, read them and follow them exactly!

Fill in this form only by computer and fill it in completely. Handwritten forms will not be accepted. You will need to be interviewed by and receive signatures from a Rotary Youth Exchange Office (YEO). If you do not know your local YEO, contact one of the program coordinators listed on page 7 for assistance - well in advance of the **Feb 1 application deadline. Late applications will not be accepted.** Once this form is complete, print it and collect all signatures. See further details on page 6 and 7. Together we will work on a marvelous exchange adventure.

1. Contact information of the applicant, parents /guardians / emergency contact


Family name applicant		Family name father / guardian	
First name full		First name of father	
Nickname		Business phone number*	
Gender		Mobile phone number*	
Date of birth (e.g., 01/Jan/1999)		Email address	
Place of birth		Family name mother / guardian	
Home address		First name of mother	
Postal code		Business phone number*	
Town/City		Mobile phone number*	
State / Province		Email address	
Country		Family name - emergency contact	
Home phone number*		First name - emergency contact	
Mobile phone number*		Relation to applicant	
Email address		Phone number*	
One of parents a Rotarian?		Mobile phone number*	

* Very important! Note telephone numbers as a full international number. Check how your number has to be dialed from abroad!

2. Sending Club and district Endorsement

The Rotary Club and Rotary District specified within this section, having interviewed the applicant and his/her parents/legal guardians and having reviewed the application, hereby:

- endorse the applicant as qualified for Rotary Youth Exchange and recommend acceptance to hosting clubs and districts.
- declare that they trained the applicant and his/her parents for a proper orientation on Rotary Youth Exchange before applicant's departure.
- guarantee they did all possible to enable a safe stay to the inbound student.

Sending (multi)district No. 6250		Sending Club Name		Sending Club ID No.	
Sending district chair / STEP coordinator		Sending club President		Sending club youth officer	
Family name	O'Rourke	Family name		Family name	
First name	Janine	First name		First name	
Telephone		Telephone		Telephone	
Mobile phone	1 608 577 6395	Mobile phone		Mobile phone	
Email address	Rotary6250.summertimeexchange@gmail.com	Email address		Email address	
		Date		Date	
Signature 		Signature		Signature	

3. Personal Background	
Religion	<i>Do you have any special requirements regarding religious observance? Please detail:</i>
Dietary Restrictions	<i>(Enter "None", or explain with details – e.g., vegetarian)</i>
Allergic	<i>(Enter "None", or explain with details – allergic to...)</i>
Do you smoke or use tobacco products?	If yes, please explain.
Do you require a smoke-free home?	<i>(Enter, "Yes", "No", or "Preferred")</i>
Do you drink alcohol?	If yes, please explain.
Have you ever used illegal drugs?	If yes, please explain.
Indicate your preference for a host sister/brother match	Boy Girl Either
Mention your main interests in order of importance. Be specific.	
<i>Answering yes to these questions will not automatically eliminate you as a candidate; however, it may require special consideration of host family or host country.</i>	

4. Languages				
Your Native Language		Proficiency in Non-Native Language(s) <i>(indicate Poor, Fair, Good, or Fluent)</i>		
Non-Native Language(s)	Years Studied	Speaking	Reading	Writing

5. Health Declaration
<ul style="list-style-type: none"> Do you have any mental health/medical/dental conditions? Have you been treated for mental health/medical conditions in the past two years? Have you taken any prescribed medications in the past six months? Do you have any special health requirements (disabilities, allergies etc.)?
<i>If you have answered 'YES' to any of the above please explain in the space below, including the name of any medication and the reason prescribed. Contact the STEP coordinator listed in Section 2 / page 1 for supplemental medical form required of applicants with current or past medical condition.</i>

Rules and Conditions of Exchange

As a Youth Exchange Program participant supported by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at your expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district's authority while you are an exchange program participant and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) You must have travel insurance that provides coverage for accidental injury and illness, third party liability, death benefits (including repatriation of remains), disability/ dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 7) You must purchase return travel ticket before departure from the home country.
- 8) You must attend all orientations and trainings offered by the sending and host districts and clubs.
- 9) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 10) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family and if you are under 18, your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 11) You must return home directly by a route mutually agreeable to your host district and, if under 18, your parents or legal guardians.
- 12) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 13) You should communicate with your host family, if applicable, prior to leaving your home country. The family's information must be provided to you by your host club or district prior to your departure.
- 14) Visits by your parents or legal guardians, siblings, or friends while you are on exchange are strongly discouraged. Such visits may only take place with the consent of the host club and district and within their guidelines.
- 15) Talk with your host counselor or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange.
- 2) If placed in a host family, respect your host's wishes. Become an integral part of the family, assuming duties and responsibilities normal for a person of your age or for children in the family.
- 3) Make an effort to learn the basics of the language of the host country.
- 4) Attend Rotary-sponsored events and, if living with a family, host family events, and show an interest in these activities. Volunteer to be involved - do not wait to be asked
- 5) Avoid serious romantic activity. Abstain from sexual activity.
- 6) Do not borrow money. Pay any bills promptly. Ask permission to use the phone or computer, keep track of all calls and time on the Internet, and reimburse the costs you incur.
- 7) Limit your use of the Internet and mobile phones. Excessive or inappropriate use is not acceptable.
- 8) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.

Signed (Applicant)	Signed (Father/Guardian)	Signed (Mother/Guardian)
Witness (Sending Rotary club representative)		Date (e.g., 01/Jan/2006)

Permissions and Declarations

PERMISSION FOR MEDICAL CARE AND RELEASE FROM LIABILITY

I, the applicant, do release from liability and grant permission as noted of the following while I am participating as a Rotary Youth Exchange program participant:

- In the event of accident or sickness, I authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of the student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- I give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable.
- I further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required for any emergency situation.

I agree to hold harmless Rotary International, any Rotary District or Club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome. I agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

PARENTAL PERMISSION FOR MEDICAL CARE AND RELEASE FROM LIABILITY *(delete if Applicant is over 18)*

We, the parents/legal guardians of the applicant who have the sole and legal right to make the decisions on the health and care of the applicant, do release from liability and grant permission as noted of the following while our son/daughter/ward is participating as a Rotary Youth Exchange student:

- In the event of accident or sickness, we authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of the student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- We give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment of our son/daughter/ward.
- We further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required by our son/daughter/ward for any emergency situation. We do request that we be notified as soon as possible, but emergency treatment need not be delayed to provide such notice.
- In the case of elective surgery, we request that we be notified and our permission obtained before such arrangements are made.

We agree to hold harmless Rotary International, any Rotary District or Club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome.

We agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

APPLICANT'S DECLARATION

IN CONSIDERATION of the acceptance and participation of the applicant in this program, the undersigned APPLICANT to the full extent permitted by law, hereby releases and agrees to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sponsor Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned applicant, I declare that:

- I have read and understood the Program Rules and Conditions of Exchange and agree to abide by these rules and others imposed on me with due notice during my time as an exchange student in the host country.
- I have read and understand the Statement of Conduct for Working with Youth. I understand that all Rotarians and host families are expected to have read and understood this statement. I understand that I will be provided with training and written material on whom to contact and procedures I must follow should I encounter any form of abuse or harassment.
- I am in good health and as a Rotary Youth Exchange participant understand the importance of the role of a youth ambassador and, should I be chosen to represent my sending Rotary club and district, school, community, state/province, and country will, to the best of my ability, maintain the high standards required. I further state that all the detail entered by me in this application and the attached documents are true and accurate to the best of my knowledge.

DECLARATION BY PARENTS/LEGAL GUARDIANS *(delete if Applicant is over 18)*

IN CONSIDERATION of the acceptance and participation of the applicant in this program, WE, his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sending Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned parents or legal guardians of the applicant:

- We have read and understood the Program Rules and Conditions of Exchange and agree to abide by them.
- We have read and understood the Statement of Conduct for Working with Youth and we understand that all Rotarians and host families are expected to have read and understood this statement.
- We agree that the Applicant may travel to the Host District

Signed (Applicant)	Signed (Father/Guardian)	Signed (Mother/Guardian)
Witness (Sending Rotary club representative)		Date (e.g., 01/Jan/2006)

Applicant's Name

Applicant's Photos

Select a color photograph for each topic below. See instructions on page 6.

MY FAMILY	MY SPECIAL INTEREST
IMPORTANT TO ME	MY HOME

Letters to the exchange host family

Applicant's Letter

Write a letter introducing yourself to your future host club and host family. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions in your letter, providing as much detail as possible (if you need help generating details, consider the italicized questions in brackets).

Specifications: Type your letter on a sheet of paper, and include your name on each. Attach your letter to this page. **Maximum length: 2 pages.**

- Describe your family
*Do you have siblings? Describe gender, age, occupation, etc.
Describe your parents, what are their occupations and what products or services do they provide?*
- Describe your home
Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus, or walk to school?
- Describe your community
Is it in or near a major city? What is the population? Industry? Economy?)
- Describe your school
How many subjects do you take? What are they? What is your routine during the school year and in summer? What are your school interests and activities? What leadership positions have you held?
- What are your interests and accomplishments?
Are you interested in art, literature, music, sports, other activities? How did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?
- What trips have you taken in the USA and abroad?
Why did you take these trips, with whom, for how long?
- What things do you dislike?
Do you dislike certain foods, animals, treatment by other people, etc.?
- What are your strong and weak characteristics?
- What are your plans and ambitions?
Education and career? Why?
- What are your goal for this exchange?
What do you want to learn? What do you want to see? What do you hope for the future/after the exchange?

Parent's Letter *(required if applicant under 18)*

Write a letter to your son/daughter/ward's host club and family, incorporating your answers to the following questions in your letter.

Specifications: Type your letter on a separate sheet (or sheets) of paper, and include your son/daughter/ward's name on each. Attach your letter to this page. **Maximum length: 1 page.**

- How would you describe your son/daughter's relationship with you, your family and with their friends?
- How does he/she react to disagreement, discipline, and frustration?
- How does he/she handle challenging or difficult situations?
- What amount of independence do you give to him/her? What is his/her level of maturity?
- What makes you proud of him/her?
- Why do you want him/her to be an exchange student?
- Are there any other comments you would like to share with the host families?

To insert digital photographs in this application form using Adobe Reader.

- Open a new document in WORD. Select Insert > Picture then select the photo from file and click 'Insert' button. Drag corner of photo to resize to approximately 5.5cm x 6 cm (2in. x 2.5in.) then position cursor over photo> right click> left click on 'copy' from drop down menu.
- Open this STEP Application Form in Adobe Reader and go to photo insertion spot.
- If using Adobe Reader 9 select Tools > Comment & Mark Up > Stamps > 'Paste Clipboard Image as Stamp Tool'.
- If using Adobe Reader X select Comment> Annotations> left click on stamp icon> left click on 'Paste Clipboard Image as Stamp Tool'.
- Position stamp shaped cursor over photo box > double left click> resize and position photo.
- NOTE: When printing the form the 'Documents and Stamps' setting must be selected in the 'Comments and Forms' box of the Print Set Up otherwise the photo will not be printed.

Country Selection

Identify your top 3 country choices, in order of preference. We do our best to ensure you are matched with a family in one of your top 3 choice countries, however participation world-wide varies from year to year and a match with your top choice is not always possible. You are welcome to list countries not currently listed as participating in the program, and if your application is submitted at least one month early, we will investigate the possibility of such a match. See the website for a current listing of countries: <http://www.rotary6250.org/STEP>.

- 1.
- 2.
- 3.

Host Family Matching

You will be matched with an applicant of the requested gender and in one of your top countries of choice. If you have valid concerns about the family you are matched with, such as inability to accommodate a special need such as vegetarian diet or being allergic to a house pet, your request will be addressed. However if a host family match is turned down for other (non-critical) reasons, you may lose your opportunity to participate in the program.

Mandatory Orientation Program

The exchange student and at least one parent are required to attend a half day orientation program. This orientation is held on a Sunday afternoon from 1-4pm in April or May in the Wisconsin Dells area. For the exact date for the current year, contact the STEP coordinator (Section 2, page 1) or look for the date as posted on the Rotary District 6250 website (<http://www.rotary6250.org/STEP>).

I understand the match process and agree to attend orientation: _____ (student)

I understand the match process and agree to attend orientation: _____ (parent)

Application Check List

Use this checklist to ensure that you have all of the necessary parts for your application.

- **Application Fee:** \$250, made payable to *Rotary District 6250*. Mail check to Janine O'Rourke, 2036 Spring Road, Stoughton, WI 53589.
- **Application Form:** All components of the application form must be delivered in one compiled file in PDF format by email to rotary6250.summerexchange@gmail.com. If file size exceeds 5MB, reduce the file size prior to emailing.
 1. STEP Application Form, page 1-7 (typed)
 2. Student and Parent Letters (typed)
 3. All signatures on form from student, parents/legal guardians and Rotarians
 4. Copy of school transcript
 5. Copy of passport or birth certificate
 6. *Medical History and Examination* completed and signed by physician (required only for students on prescription meds/with medical condition)
 7. Host Family Application form, page 1-4 (typed)

Application Tips

- This form is designed to be fillable and savable using Adobe Reader. It may not retain these attributes if using another pdf program. Adobe Reader is available as a free download from <http://get.adobe.com/reader>.
- Do not forget to include the separate Host Family Application Form when submitting your application. This form allows us to complete the first steps in processing your application. This form enables reference checking and background checks to be completed on all household members 18 and over.
- To complete the application form by the February 1 deadline, you should be setting up an in-home interview with your local Rotary YEO no later than January 15th. This interview/visit has two purposes: a) to evaluate your maturity and interest level and b) to ensure your home will be a safe environment for your host sister/brother.
- This program is run by members of Rotary International, a non-profit organization dedicated to *Service Above Self*. Please be considerate to the fact that Rotarians run this program as volunteers.