Rotary Youth Exchange Short-Term Exchange Program (STEP) Application



Submit completed application to:

ROGELIO MENDOZA/DISTRICTCHAIRPERSON

yeod4130mexico@yahoo.com +52-81-12170804

General Information and Instructions

Types of Short Term Exchange Programs

Family to family exchange (Homestays Ages 15-19)

General Application Pages 3-7 and Supplementary Page A

This program is for individual participants or groups of participants to stay with host families in another country for a few weeks. Most Homestays are reciprocal; for example, a Brazil-Germany exchange may start with a young person from Brazil spending a few weeks in Germany, followed by a visit from a German youth to Brazil. Such exchanges are normally family-to-family or club-to-club. During the course of this program it may be possible to participate in **Tours** for groups of young people from the same country or several different countries.

Youth Camps and Tours

(Ages 15-24 as determined by the organisers of the individual camp or tour)

General Application Pages 3-7 and Supplementary Page B

These camps bring together participants from several countries and take place usually in summer. Camps may have themes such as sports, culture, nature, language, computer or participation in a community service project. Some camps provide leadership training and address international concerns. By bringing together international participants, camps promote cultural tolerance and international understanding through friendship.

Where possible young people with disabilities will be included in the camp or tour programs, however for the more severely disabled special camps known as '**Handicamps'** are organised where participants can be assisted by a carer. In addition to this Application Form further information from participants will be required by the organisers.

New Generations Exchange (Ages 18-25)

General Application Pages 3-7 and Supplementary Page C

This program is closing the age gap between classical Youth Exchange and Group Study Exchange (GSE). **Individual exchanges** can last up to 3 months and programs be designed to include language tuition and professional, vocational or social work experience (without pay).

Group exchanges are of 3-6 weeks duration and are normally for between 6-10 young people often under the leadership of a Rotarian or Rotarian couple. Activities may cover history, culture, economy, specific vocations, community issues, tourism or sport.

Read all directions on each page carefully **before** completing the application. Use the checklist on the last page to ensure that you have completed all sections and obtained all necessary signatures.

If you are accepted into the short term program this application will be sent to the hosting country and will serve as your introduction to the people who will organize your stay or host you.

Components of Your Application

- General Information: Pages 3 7 containing your Personal Information, Acceptance of the Rules and Conditions and the Guarantee Form;
- Supplementary Information: Pages A, B or C dependent upon the program in which you wish to participate;
- · Copy of your passport or birth certificate.

Completing your Application

Your application must be legible. Only computer-typed applications will be accepted

Answer all questions completely and as asked (*do not* write "same," "see above," or "see page ___"). Enter the information into the space provided unless directed otherwise. To avoid any chance of misinterpretation take care with your grammar and spelling.

Wherever the application asks for your full legal name, enter your name **exactly as it appears on your passport or birth certificate**. On pages that have a box in the upper right-hand corner marked "Applicant Name", enter the preferred form of your name. For example, an applicant whose full legal name is Joseph David Smith might enter *Joseph Smith* or *Joe Smith*.

Printing Your Application and Signing the Forms

Submit one complete set of this application. (You may also wish to make an additional set for your own records.) **Signatures must be ORIGINAL and in BLUE.** To achieve this:

- 1. Complete the application form but do not sign it.
- 2. Print one set of the completed application
- 3. Add your signature and those of your parents/legal guardians.

The photo of yourself on Page 3 may be digitally inserted or attached. If attached it must be an original photograph, not a color photocopy, The photos that you submit for Supplementary Page A may also be digitally inserted but if attached must be originals.

Questions?

If you have any questions about completing this application, check with your local Rotary Club's Youth Exchange officer. Once you've completed your application, return it to your local Rotary Club as instructed.

Data Protection

Your information will be shared with Rotary International, the Sending and Hosting Rotary Districts Youth Exchange Organizations' and Clubs, your appointed counselor and host families. It will only be used for official RI business and not sold to or shared with other third parties, unless required by law to be released. Our privacy policy can be found at www.intercambiorotario.mx By submitting this form you are accepting this policy.

Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, Rotarians' spouses, partners, and other volunteers must safeguard the children and young people they come in contact with and protect them from physical, sexual and emotional abuse.

Adopted by the Rotary International Board of Directors, November 2006



Personal Information

Before you begin your application, please read all instructions on the prior page.

Smile!

Attach or insert a recent, good-quality color photo of yourself (head and shoulders).

Original photos must accompany the application.

Attach photo with glue or double-sided tape; do not staple.

Passport Size

This application refers to the following	Short reim Enemanger	rogram (preas	se tick the app	ropriate box	i):			
☐ Family to Family Individual Exchange			☐ New Generations Individual Exchange					
☐ Group Exchange / Tours			☐ New G	enerations C	Group Exchange	;		
☐ Youth Camps			☐ Other					
2. Applicant Information								
Full Legal Name as on passport or birth certificate (use capital letters for your FAMILY name; e.g., SMITH J David)			TH John	John Name You Wish to be Called				
Date of Birth (e.g., 23/April/2008)	Citizen of (Count	try)		Place of Bi	rth (City, State/Pr	ovince, Country)		
Home Address – Street		Town/City			State/Province	e Postal Code	Country	
Postal Address (if different) - Street		Town/City			State/Province	e Postal Code	Country	
E-mail Address		Home Pi		Number		Mobile Phone Num	ber	
Address – Street		☐ Yes ☐ No Town/City		State/Province Postal Code Country				
Address – Street		Town/City		State/Province Postal Code		Country		
E-mail Address			Home Phone	Number		Mobile Phone Num	ber	
Occupation			Business Pho	one Number		Fax Phone Number		
Full Name of Mother/Legal Guardian			Rotarian?		If yes, name o	of Rotary Club		
			☐ Yes	□ No				
Address – Street		Town/City			State/Province	e Postal Code	Country	
E-mail Address			Home Phone	Number		Mobile Phone Num	ber	
pation			Business Phone Number		Fax Phone Number			

			Applicant's N	ame				
4. Personal Backgroun	d			<u> </u>				
Religion	Do you have any special req	ju irements rega	rding religious obser	vance? Please detail	; -			
Dietary Restrictions	(Enter "None", or explain v	with details – e.ş	g., vegetarian, vegan,	allergic to)				
Do you smoke or use tobacco products? ☐ Yes ☐ No	If yes, please explain.							
Do you drink alcohol?	If yes, please explain.							
Have you ever used illegal drugs?	If yes, please explain.							
Answering yes to these questions wi country.	ll not automatically elimina	te you as a ca	ndidate; however,	it may require spec	cial considerati	on of host fo	ımily or host	
5. Languages								
Your Native Language				Proficiency in N	on-Native Langu Fair, Good, or F	0 ()		
Non-Native Language(s)	Years	Studied	Speaking		Reading		Writing	
6. Health Declaration Do you have any mental health/me Have you been treated for mental I Have you taken any prescribed me	nealth/medical conditions in		years?	□ Y □ Y □ Y	es [No No No		
Do you have any special health rec	quirements (disabilities, alle	ergies etc.)?		□ Y	es [□ No		
If you have answered 'YES' to any any medication and the reason presc							g the name of	
For more personal and	background infor	mation p	lease use the	e appropriat	e Supplen	entary	Page.	
7. Sending District and					strict represe	ntatives)		
Sending District Number	Name of Sending District Yo			E-mail Address				
Address – Street		Town/City	5	State/Province	Posta	l Code	Country	
Home Phone Number	Business Phone Number		Mobile Phone Num	ber	Fax Numb	er	1	
Sending Rotary Club	Name of Sending Club Youth	Exchange Offic	cer	E-mail Address	1			
Address – Street		Town/City	5	State/Province	Posta	l Code	Country	
Home Phone Number	Business Phone Number		Mobile Phone Num	ber	Fax Numb	er	<u> </u>	





Rules and Conditions of Exchange, Permissions and Declarations

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.

Rules and Conditions of Exchange

- 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.
- 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, allterrain 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/ dismembement 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.

- 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

- Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange.
- 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.
- Make an effort to learn the basics of the language of the host country.
- 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.

- 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.
- 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 respons ibilities before you go.

Applicant's Name	

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 fσ 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	Signed (Father/Guardian)		Signed (Mother/Guardian)			
Witness (Sending Rotary club representative)		Dat	te (e.g., 01/Jan/2006)				
Alternative Emergency Co.	ntact in home countr	y, OTHER	R THAN A PAREN	T/GUARDIAN	I		
Name				Relationship			
Home Address – Street		Town/City		State/Province	e Posta	al Code	Country
E-mail Address	Home Phone Number		Business Phone Number	r	Mobile Ph	none Number	



Home Phone Number

Applicant's Name	
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youth exchange Short-Term Exchange Program

Rotary 🛞	Guar	antee	Forn	n						
Full Legal Name as on pass John David)	port or birth cer	tificate (use ca	pital letters for	r your FAMILY	name; e.g., SMITH	Name You Wish	Name You Wish to be Called		☐ Male ☐ Female	
Place of Birth (City, State/P	Province, Count	ry)			Citizen of (Country)	intry) Date of Birth (e.g., 01/Jan/.			Jan/1999)	
SENDING CLUB	and DISTI	RICT END	ORSEMEN	IT						
The Rotary Club and I having reviewed the a districts the acceptance departure.	pplication, h	ereby endor	se the stude	ent as qualifi	ed for Rotary Youth	Exchange and r	ecomme	end to hostin	g clubs and	
Sending District No.			Sending Clu	b Name	Name Sending (
Name of District Youth Exc	change Chair		Name of Clu	ıb President		Name of Clu	ıb Secretary	y / YEO		
Signature of District Youth	Exchange Chai	r	Signature of	Club President		Signature of	Club Secre	etary/YEO		
Date (e.g., 23/April/2008)			Date (e.g., 2	3/April/2008)		Date (e.g., 2	3/April/200	08)		
HOST DISTRICT	and CL III	RGUARAN	NTEE							
The Rotary District, ar to participate in Rotary applicant's welfare. The orientation for the students are the students and the students are t	nd Rotary Cl y club and d ne host Rota	ub where sp istrict events ry District aç	ecified with and activiti	es typical of	our country, and pro	ovide guidance a	and supe	ervision to as	ssure the	
Host Country	Host Distric		Host Club N	ame				Host Cl	Host Club ID No.	
Name of District Youth Exc	hange Chair		Name of Ho	st Club Preside	resident Name o		ame of Host Club Secretary / YEO			
E-mail Address of District Y	Youth Exchang	e Chair	E-mail Addı	ress of Host Club President		E-mail Addı	E-mail Address of Host Club Secretary/YEO			
Signature of District Youth	Exchange Chai	r	Signature of	Host Club Pres	ident	Signature of	Host Club	Secretary/YE0	retary/YEO	
Date	Home Phone	Number	Date		Home Phone Number Date Home		Home P	hone Number		
HOST DISTRICT	or CLUB	COUNSEL	OR (Indivi	dual Excha	anges only)					
Name					E-mail Address					
Address - Street				Town/City State/Province Postal Co			stal Code	Country		
Home Phone Number		Business Pho	one Number	•	Mobile Phone Number Fax Number		mber			
HOST FAMILY (if applicabl	e?)			1		1			
Name of Host Father			Host Father	's E-mail Addre	SS	Business Ph	one	Mobile	Phone	
Name of Host Mother			Host Mother	r's E-mail Addr	ess	Business Ph	one	Mobile	Phone	
Host Family Home Address Street Town/City		State/Brayings		aa I Daa	etal Codo	Country				

Names and Ages of any Other Adults in the Home



Supplemental information about applicants for Family to Family Exchange - (Individual or Group.) Letters and Photos

Applicant's Letter

Write a letter introducing yourself to your future host club and host families. 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 ge nerating details, also consider the italicized questions in brackets).

Specifications: Type your letter on a separate sheet (or sheets) of paper, and include your name on each. Attach your letter to this page. Maximum length: 3 pages.

- 1. Do you have Siblings? (Describe gender, age, occupation etc.)
- 2. What do you do in your free time?
- 3. What you do at your school? (How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake-up and discuss only one typical day's schedule. Are you able to choose courses at your school? If so, which courses did you choose, and why?)
- 4. What are your school interests and activities? What leadership positions have you held?
- 5. How would you 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?)
- 6. What are the occupations of your mother and father? (What product or service does each make or perform? What is her/his position or title?)
- 7. How would you describe your community? (Is it in or near a major city? What is the population? industry? economy?)
- 8. 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?)
- 9. What trips have you taken outside your country? Why did you take these trips, with whom, for how long?
- 10. What things do you dislike? (Do you dislike certain foods, animals, treatment by other people, etc.?)
- 11. What do you feel are your strong, and weak, characteristics?
- 12. What are your plans and ambitions for your further education and career? Why?
- 13. What do you specifically hope to accomplish as an exchange student, both during your exchange and when you return? Please devote no less than one page to this last answer.

Parent's Letter

Write a letter to your son/daughter/ward's host club and families, 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: 2 pages.

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

Applicant's Photos

Select a color photograph for each topic below, and insert in, or attach each photo to your letter with glue or double-sided tape (do not staple). Include brief captions, if necessary. At least one application set must have original photographs; color photocopies may be used on the other three sets.

MY FAMILY Photo that includes members of your immediate family

MY HOME Photo of your house or building where you live



Supplemental information about applicants for Youth Camps and Tours

Applicant's Personal Background

Please answer the following questions:-

What are your free time activities?
What are your school, college or university education attainments and vocation?
What are your special interests and accomplishments?
The are your special mesosab and accomplishments.
Do you have special skills?
Do you nave special skins?
Could you contribute to entertainment (e.g. play musical instrument etc.)?
What is the reason for your programme participation (e.g. choice of specific youth camp)?
Other personal remarks.

Α.		I:	-11-	NI-	
ΔΙ	nn	licar	T'S	Nar	ne



Supplemental information about applicants for New Generations Exchange – (Individual or Group)

Applicant's Personal Background

Please answer the following questions:-

What are your free time activities?
What are your school, college or university educational attainments or vocation?
What are your special interests and accomplishments?
Do you have special skills?
Could you contribute to entertainment? (e.g. play musical instrument etc.)
What is the reason for your programme participation?
Do you wish to exchange to a particular country? (Please state which country and whether you have any knowledge of it, have
visited it before and the reason for your specific interest)
What are your future plans and goals?
Other personal remarks.