

STEP into the *World*.

FAMILY-TO-FAMILY EXCHANGE SEMINARS

STEP PREPARATION
& MARKETING



STEP OUTBOUND
CANDIDATES
SELECTION/
ORIENTATION



STEP
SHORT TERM
EXCHANGE
PROGRAM



STEP MATCHING

STEP FINAL TRAINING,
DURING EXCHANGE,
SURVEYS & REBOUNDS



rotary
youth
exchange



NAYEN

WELCOME to STEP into the World Seminars!!!

Offered by the NAYEN STEP Committee

2026-2027 Dates

- STEP Preparation and Marketing - Saturday, August 29th at 11:00am EST
 - STEP Outbound Candidates Selection/Orientation - Saturday, October 3rd at 11:00am EST
 - STEP Matching - Saturday, February 6th at 11:00am EST
 - STEP Final Training, During Exchange, Surveys & Rebounds - Saturday, May 15th at 11:00am EST
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- Power Point outlines will be made available, but recordings of the seminars are not being made for distribution.
 - Please use the Chat for questions





- Today's topic - STEP Preparation and Marketing

Your facilitators:

John Koetz – D6690 – O-E Multi-District Past Chair and current NAYEN STEP Chair

Jill Allbright – D7950 – Essex Multi-District STEP Chair

Key areas we will review:

What is STEP and Why do it? Include Camps?

Getting started with a District STEP Program - Decisions

Marketing the program / Integrating with Long Term

Setting up systems – YEAH or Manual





• What is STEP and Why do it?

Poll – What is your level of experience?

Just getting started, Under 1 year, 2 to 5 years, Over 5 years

Short Term Exchange Program – Family to Family and Camps (F2F only)

- A true exchange - Your Student goes to a matched student, then match comes back with yours
- Called Family to Family because the families do most of the arrangements.
- Smaller time frame – 30 to 90 days each way. (Typical 30 to 45 days each way)

Why Short Term?

- It is still an Exchange
- Students are vetted and trained as an Exchange Student
- They become a Rotary Ambassador and promote world peace and understanding
- Exchange Students and their Parents learn about Rotary and some become Rotarians





• What are the Advantages to a STEP Exchange?

More accessible than Long Term

- Less of a time commitment, student doesn't miss a year of school
- Less administration, no formal VISA, students enter as a tourist (Changing in Europe, ETIAS)
- Less cost, fees are less

Rotary Clubs and Districts get the benefits of Sponsoring and Exchange with much less Administration, however there must be a commitment from the Sponsoring Club and District. (Certified)

A Short Term family must be vetted as a Host Family (for the match's return), therefore they can be a Long Term Host family!

STEP Students love the program and some want to go on Long Term the next year. (Average 10%)

If followed up, a STEP Rebound can be helpful to the District program like a Long Term Rebound





• What does the District do?

- If you are in a Multi-District, see what the MD will do for STEP
 - Multi Districts do Matching, Compliance, Offer Marketing, so work with them first
 - Market the program
 - Many Districts market Short and Long term together (Integrated)
 - Decide if you will offer Camps as well as F2F
 - Accept applications and vet students (Many do through YEAH database)
 - Must follow all RI rules and regs, but fewer than Long Term
 - Once accepted, Districts must orient the students, collect fees
 - Make matches (If MD does not do this.)
 - Make sure students have proper travel and insurance
 - Follow them through their exchange (Work through Club and Counselor)
 - After the Exchange, do a Survey and treat them as a Rebound
-
- Districts can assign duties to Clubs, but it is a District program, the same as Long Term



• Getting Started

- Setting up your District Committee
 - Most of the time one person is assigned as the STEP Coordinator (STEP Chair)
 - As a member of the District Youth Exchange Committee
 - Are they committed? – Find a previous Student or youth leader
 - Do you have the support of your District RYE Leadership? The DG?
 - The District STEP Chair can bring on others to help
 - Areas that can be assigned:
 - Marketing – Attend Club meetings
 - Application and Applicant vetting
 - Matching
 - Orientations
 - Compliance - YEAH database data entry for applications, GF's, insurance and travel
- What is the relationship between District and Club in STEP?
 - Typically, the District or MD does much of the admin
 - Club does family vetting like home visit, help with application, assign Counselor





• What should we be doing now for next year's STEP's?

- In the Summer one year before STEP Exchanges begin (this June – August)
 - Re-establish your Committee, get commitments from STEP Volunteers
 - Decide on:
 - How much to charge (Include any MD charges and don't sell yourself short!)
 - Do a Budget, (in conjunction with Long Term)
 - Insurance provider (Usually the same as LT)
 - Level of involvement in Travel
- Make sure your database is ready (Talk to your YEAH Administrator)
 - Most Districts also use a Spreadsheet to keep track of students
- Make and distribute promotional materials to Clubs & Schools
 - See the NAYEN website – Click on the QR code
 - A more detailed explanation of the program is in Best Practices
- Breakout Session
 - What are you doing (or intend to do) to get prospective STEP Students?





• What should we be doing now for next year's STEP's?

- Review each breakout Session's ideas for Marketing STEP
- Initial Marketing Meetings
 - In Person or by ZOOM
 - Integrate with Long Term efforts, "We offer two programs LT and ST. You don't have to decide which one you want to do today. Learn about both and decide which is best for you."
 - Sample STEP Marketing Meeting Power Point Template is on NAYEN Website
 - Marketing Brochures are on the NAYEN Website



Template for Student and Parent Presentation



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Rotary Youth Exchange FAMILY TO FAMILY SHORT TERM (STEP)



Add District or Presenter



What is Rotary?

- Founded in 1905 in Chicago, IL
- Over 1.2 Million members in over 45,000 clubs in approximately 200 countries
- Donates/invests over \$350 million/year
- Programs: Polio Plus, Shelter Box, Community Service, Scholarships, Peace Initiatives including Youth Exchange Programs, etc.

WHY EXCHANGE THROUGH ROTARY?

- Large Reach - Over 1.2 Million members in over 45,000 clubs in approximately 200 countries
- Your son or daughter is sponsored by a club here and a club in another country. Additionally, they are sponsored by 2 districts and there are 2 country contacts working with the students. They are not alone.
- Low Cost - Rotary is a volunteer organization, therefore the cost of the program makes 4-6 weeks in another country financially affordable.
- Local Immersion - Your son or daughter will be living with a native family. People who know the area and the language. They will be immersed in language and culture.
- The program is long established and well known. It will be a significant addition to your students resume and make them a seasoned, world citizen.

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Outbound Contacts

Club Contact

District Contact

- Multi - District Contact



What makes a Rotary Exchange Different?

- We ask your son or daughter to be Ambassadors for the US and Rotary, so their actions are held to high standards.
- We have rules (4D's) and responsibilities that we have the students will embrace (6B's).
- As a family you will work with another family to coordinate the exchange and your calendars to make your son/daughter's time there and your match's time here happen. (Some exchanges are extended beyond 45 days.)
- If problems arise, Rotary is there to help solve them. We ask your son or daughter to reach out to the Rotarians who can help them.



Sample Brochures

Rotary **rotary exchange**

DISTRICT 6690
ROTARY INTERNATIONAL

Short Term Exchange Program (STEP)
Summer Family-to-Family Exchange 2025

What is STEP?
The Short Term Exchange Program (STEP) is a summer exchange between families for one (1) year. Students live with a host family in another country for approximately one month and then return to their home country. STEP allows students to experience another culture, country, and language. It offers a fun learning opportunity while building lifelong friendships and broadening their horizons by increasing awareness, knowledge, and confidence.

Rotary International has sponsored youth foreign exchange programs for more than 50 years with the goal of building international goodwill and understanding through August. Some students have traveled through August, September, and October. Countries have been selected through a lottery system. Students are selected to travel to the United States and Canada in July/August and return home in September/October.

APPLY ONLINE TODAY!
<https://youth.rotary.org/step>
Questions? Contact your local STEP Chair.
Or Contact an O.E. Member STEP Chair.

Do you have a son or daughter who is a high-achieving student?

Would you like to see the world?

Do you want to make friends with people from other countries?

WHAT IS ROTARY?
Rotary International is a global organization of business and professional leaders dedicated to humanitarian service, ethical standards, goodwill, and peace. With over 1.4 million members across 115 countries worldwide, we address pressing issues like poverty, hunger, literacy, and clean water, while fostering future leaders through career development and mentoring programs.

AM I ELIGIBLE?
Rotary Youth Exchange welcomes students ages 18-25 (age restrictions may vary by country and exchange type). Successful candidates are above-average students who are strong leadership candidates, have good academic standing, and are physically fit. All applicants are required to be U.S. citizens.

rotary youth exchange
Short Term Exchange Programs can make it happen

EVERY GREAT DREAM BEGINS WITH A DREAMER. ALWAYS REMEMBER, YOU HAVE WITHIN YOU THE STRENGTH, THE PATIENCE, AND THE PASSION TO REACH FOR THE STARS TO CHANGE THE WORLD.
-Harriet Tubman

JOIN ROTARY YOUTH EXCHANGE AND CHANGE THE WORLD WITH US!

northatlantiarotary.com
info@northatlantiarotary.com
(770) 293-4036

STEP INTO THE WORLD THIS SUMMER

rotary youth exchange
Short Term Exchange Programs can make it happen

World Over Curiosity: 2025 & 2026

Every year, nearly 9,000 students from nearly 100 countries participate in Rotary Youth Exchange. Are you interested in:
• Immersing yourself in new cultures
• Forging lifelong international friendships
• And challenging yourself as an ambassador?

If so, you have what it takes to be a Rotary Youth Exchange Student!

Spend your summer seeing a new country and making lasting friendships with your partner, family or fellow campers. You can participate in a Family to Family exchange or an International Camp/Tour.

INTERNATIONAL CAMPS/TOURS
International camps and tours involve a structured one-way experience where students from the USA tour in a host country that is planned and sponsored by local Rotarians. Camp themes vary from sports to arts, science, and more. Participants experience not only the host country but also make friends with students from other countries.

HOW MUCH DOES IT COST?
The North Star Rotary Youth Exchange Program is a non-profit organization. The program is open to all students who are interested in the program. The cost of the program is covered by the host family and the student's own funds.

THE BEST SUMMER OF YOUR LIFE!

FAMILY TO FAMILY
As a Family to Family Exchange student, you will live with a host family in another country for one month. You will experience a new culture, learn a new language, and make new friends. This is a unique opportunity to see the world and experience a new culture. You will also have the chance to see the world and experience a new culture. You will also have the chance to see the world and experience a new culture.

HOW DO I APPLY?
Begin by visiting our website where you can find information about Rotary Youth Exchange. You will need to complete an application form and have it signed by your parents. You will also need to have a letter of recommendation from your school principal. You will need to have a letter of recommendation from your school principal. You will need to have a letter of recommendation from your school principal.

RESPONSIBILITIES
Accepted applicants will be responsible for:
• Obtain a passport
• Purchase insurance
• Learn about your host country - language and customs
• Meet with your local Rotary Club president for your application
• Receive a Rotary Youth Exchange letter of recommendation
• Be an ambassador for your Rotary Club and your country

Host Club responsibilities:
• Conduct host family approval
• Interview and interview
• Meet students at a club meeting

Family to Family Exchange - Family responsibilities:
• Obtain a passport
• Purchase insurance
• Learn about your host country - language and customs
• Meet with your local Rotary Club president for your application
• Receive a Rotary Youth Exchange letter of recommendation
• Be an ambassador for your Rotary Club and your country

Short Term Exchange Countries

Austria	Taiwan
Denmark	Spain
Finland	Sweden
France	Argentina
Italy	Brazil
Switzerland	

Short Term Exchange Timing

Mid-June - Student departs

Mid-July - Student and his/her exchange partner returns to the US/Canada

Mid-August - Exchange partner returns to home country

This is a typical short-term exchange scenario. Student and their families may choose to change the order or dates of travel. Students may not leave the US/Canada for more than 30 days as the insurance only covers 30 days.

Applications are available at:
<https://rotaryye5080.org/>

Short Term Exchange Coordinator

Jennifer Ashby 208-305-3950
short-term@rotaryye5080.org

What is Short Term Exchange?
Short Term Exchange is a 60-day program wherein applicants are matched with a student in Europe, South America or Japan. Matches are based on the students' age, gender, interests, country preference, and usually, gender. The purpose of the program is:

- To promote international peace, goodwill and understanding through a 60-day family-to-family exchange.
- To provide the opportunity for students within Rotary District 5080 to experience international travel and spend 30 days with a foreign host family.

Application Criteria
The Short Term Exchange Program is open to students between the ages of 15 and 19. Students may come from Rotary or non-Rotary families. We are looking for well-rounded students who are open to new ideas and experiences. While abroad, students serve as ambassadors of their family, community, country and Rotary district. Students must understand and abide by Rotary Youth Exchange rules and be able to adapt to their host families and host country.

Cost
Students pay a fee of \$700US which includes medical/travel insurance, orientation and administrative costs. Half is due on December 1 and half in May at orientation camp.

Other Costs Paid by Student/Parents

- Airfare
- Passport
- Modest gift for host family
- Reasonable amount of spending money
- Room, board, recreational and sightseeing costs for visiting student while in the US/Canada (The host family in the other country will provide the same items for the US/Canadian student)

Orientation
Students and at least one parent are required to attend the Short-Term Exchange orientation first Saturday in May at Camp Lutherhaven near Coeur d'Alene, Idaho

Applicant Responsibilities

- Complete the Short Term Exchange program application at <https://rotaryye5080.org/>
- Attend Rotary Club interview with your parents.
- Apply for your passport.
- Upon acceptance and notification of a match, learn about the country you will be visiting.
- Attend the required orientation.

Parent Responsibilities

- Be willing and able to host an exchange student in your home for a 30 day period.
- Be willing and able to provide recreational and sightseeing opportunities for the exchange student during their visit.
- Complete and sign the financial agreement. Provide a check for \$350US payable to Rotary District 5080 Y.E.C. by December 1st. Pay the remaining \$350US in May at the orientation camp.
- Attend the required orientation at Camp Lutherhaven.
- Encourage your daughter/son to act as a goodwill ambassador while on exchange.

Local Rotary Club Responsibilities

- Distribute brochures to applicants.
- Visit host parents.
- Interview applicants and parents.
- Provide a counselor for the applicant and their family.
- Visit the applicant's home to determine that the family is able to host the visiting student.
- Invite applicant and her/his parents to a Rotary meeting prior to departure.
- Invite the visiting student to a Rotary meeting while they are in our district.

Rotary

DISCOVER THE WORLD. CREATE MEMORIES. CHANGE YOUR FUTURE.

ROTARY SHORT-TERM YOUTH EXCHANGE

WHO CAN APPLY?

- Students age 15 to 19 as of July 1 of the exchange summer.
- Open to students of good character with a desire to experience life in other countries and cultures.
- Children of both Rotarians and non-Rotarians are eligible.

AVAILABLE COUNTRIES MAY INCLUDE:
Australia, Belgium, Czech Republic, Denmark, France, Finland, Germany, Italy, Japan, Korea, Netherlands, Mexico, India, Lithuania, South Korea, Taiwan, Brazil, Argentina.

ESTIMATED PROGRAM COSTS

- Rotary application fee: \$350
- Rotary approved insurance: approx. \$92
- Additional insurance as required by country
- Cost of travel, clothing and personal expenses (responsibility of student and family)

Apply by April 15th for best choice of country.

LEARN MORE & APPLY
<https://www.rotary.org/short-term-exchange>

CONTACT YOUR LOCAL ROTARY CLUB TO GET STARTED

Pinpoint Short-Term Chair: Jill Abbeville
jill.abbeville@rotary.org
808-844-3864

Take the journey. Change your life.



- What should we be doing now for next year's STEP's?

- Figure out (Create or Update) the STEP Program in the YEAH Database
 - Talk to your YEAH Administrator
 - The following Required Forms need to be added
 - Medical Form (no doctor or dentist sign off needed)
 - Rules, Participation and Guarantee Form
 - District and Club Signatures
 - Some Districts add additional required forms (See examples)
- If you do manually, a Spreadsheet can help keep track of the applications and required forms
 - See the NAYEN Website for a sample Spreadsheet

Medical Form

(Some Districts add more detail,
specifically for Mental Health issues.



Rotary STEP Application

Name
District

Health Information

YES NO

Do you have any dietary restrictions and/or allergies (e.g. vegetarian, vegan, nut, gluten, lactose, etc.)? ☐ ☐

Do you have any current 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)? ☐ ☐

If you have answered 'YES' to any of the above please explain fully in the space below providing as much information as possible, including the name and any medication and the reason prescribed and include a copy of the doctor's prescription. Use additional pages if necessary.

Note: You must report to your sponsoring club / District any changes that may occur between filling this form and your departure.

By typing my name below, I agree that I have stated my current health to the best of my knowledge.

Student: Date:

By typing my name below, I agree that my child has stated their current health to the best of my knowledge.

Parent or Guardian: Date:

O-E Med Form 2025



Short Term Exchange Program / Family-to-Family Rules and Conditions of Exchange, Permissions and Declarations

As a Youth Exchange participant sponsored 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 participant's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

- You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsor or native country. You must return home at your own expense as soon as released by authorities.
- You will be under the host district's authority while you are an exchange 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. Legal medications that are prescribed to you by a physician are allowed.
- The illegal drinking of alcoholic beverages is expressly forbidden. Participants 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. Excessive consumption and drunkenness is forbidden.
- 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.
- Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- Body piercing or obtaining a tattoo while on your exchange without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons.
- Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden.
- You must have health and accident or travel insurance that provides coverage for accidental injury and illness, 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 in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- You must also have liability coverage through a travel insurance or other applicable policy, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district.
- You must have sufficient financial support to assure your well-being during your exchange. Your host district may require 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.
- You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district function authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in written form exempting Rotary of responsibility and liability.
- Any costs related to an early return home or any other unusual costs are the responsibility of you and your parents or legal guardians.
- Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club's or district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- Serious romantic activity is to be avoided. Sexual activity is forbidden.
- Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful 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.
- 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.
- 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.

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Applicant's Name	
Rotary District No.	

Rules, Participation And Guarantee Form



Applicant's Name	
Rotary District No.	

CONSENT TO USE OF PERSONAL DATA, IMAGES AND RECORDINGS

- For the purposes of this policy the term 'Rotary' applies to Rotary multi-districts and districts and clubs participating in the youth exchange programme as sponsors or hosts to exchange participants. Rotary will collect and process and use your personal data to coordinate your exchange with international exchange partners, schools and government agencies and to facilitate your participation in Rotary Youth Exchange activities at home and abroad. Rotary may need to disclose your medical information in compliance with local privacy laws to verify your eligibility for medical treatment. Rotary will retain your contact details. Digital copies of your personal data will be retained on a secure database. Five years after the end of your exchange this data will be transferred to an archive within a database which allows access only when required by law or as authorised by the Data Protection Officer.
- I consent to anyone associated with the Rotary Youth Exchange programme (including Rotarians, host family members, and agents of the programme) recording my voice and image by any means ("Recordings").
- I grant "Rotary" the right free of charge to use, copy, display, modify, distribute, publish and license the "Recordings" for promotional, marketing and educational purposes. I understand that this could include use on websites, in publications, via streaming and in social media. I agree that "Rotary" may retain the "Recordings" for historical and research purposes. I understand that at any time I can revoke my consent and that my "Recordings" be deleted.



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. To the best of their ability 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

DECLARATION

IN CONSIDERATION of the acceptance and participation of the applicant in this program, the undersigned APPLICANT and his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, an indemnify Rotary International, the Rotary Club and Rotary District, all host parents and members of their families, and all member officers, directors, committee members, chaperones and employees of the host and sending Rotary clubs and districts, and 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 and undersigned parents or legal guardians of the applicant, we hereby state that we have read and understood the Program Rules and Conditions of Exchange. Should I, as an applicant, be selected for an exchange, I agree to abide by these rules and others imposed on me with due notice during my time as an exchange participant in the host country. We attest that we have read and understand the Statement of Conduct for Working with Youth. We understand that all Rotarians and host families are expected to have read and understand this statement as well. I understand that, if selected for an exchange, I will be provided with training and written material on abuse and harassment and that this information will include the contact information of the person I should contact if I encounter any form of abuse or harassment. The undersigned applicant attests that I am of good health and character, understand the importance of the role of a youth ambassador as a Rotary Youth Exchange participant, and will, to the best of my ability, maintain the high standards required of a Rotary Youth Exchange participant should I be chosen to represent my sending Rotary club and district, school, community, state/province, and country. I further state that all the material contained in this application and the attached documents are true and accurate to the best of my knowledge.

Privacy statement

If you are accepted into the Rotary Short-Term Program, this application and the information contained within will be shared with various Rotary related entities including the sponsor district and club where you live, the district and club that will be hosting your exchange. This information may also be shared with others associated with administering the program including exchange counselors and host families. To correct or delete any personal information, please contact the Chairperson of your Rotary Sponsor District.

PERMISSION FOR MEDICAL CARE AND RELEASE OF MEDICAL RECORDS AND LIABILITY

We, the parents/legal guardians of the applicant, and I, the applicant, HEREBY AUTHORIZE the release of medical information on application page 3 "Health Information".

We, the parents/legal guardians of the applicant, and the applicant, if of legal age, 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 overseas as a Rotary Youth Exchange participant:

- In the event of accident or sickness, we'll authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of participant to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- We'll 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'll 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 providing such notice.
- In the case of elective surgery, we'll request that we'll be notified, and our permission obtained before such arrangements are made.

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

We agree to assume all financial obligations for any medical treatment rendered (whether or not covered by insurance).

Signatures (of parents/guardians not required if applicant is over 18 years of age)

Signed (Applicant)	Signed (Parent 1&Guardian)	Signed (Parent 2&Guardian)
Witness (Sending Rotary club representative)	Signed (Witness)	Date (YYYY-MM-DD)

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Short Term Exchange Program / Family-to-Family Host Club and District Endorsement – Guarantee Form

Full Legal Name as on passport or ID# certificate (use capital letters for your FAMILY name, e.g., SMITH, John)		Name you wish to be called		☐ Female ☐ Male
Place of Birth (City, State/Province, Country)		Citizen of (Country)		Date of Birth (YYYY-MM-DD)
Home Address – Street		Town/City	Postal Code	State/Province Country
E-mail Address		Home Phone Number		Mobile Phone Number

Leave all info below blank. This is for your match to complete.

HOST DISTRICT AND CLUB GUARANTEE			
The Rotary District and Rotary Club, where specified within this section, will provide room and board in approved homes, invite the applicant to participate in Rotary club and district events and activities typical of our country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary District agrees to provide adequate training for host parents and Youth Exchange volunteers and orientation for the participant upon his/her arrival.			
Host Country	Host District No.	Host Club Name	Host Club ID No.
Name of District Youth Exchange Chair or YEO	Name of Host Club President	Name of Host Club Secretary/YEO	
E-mail of District Youth Exchange Chair or YEO	E-mail Address of Host Club President	E-mail Address of Host Club Secretary/YEO	
Signature of District Youth Exchange Chair or YEO	Signature of Host Club President	Signature of Host Club Secretary/YEO	
Date (yyyy-mm-dd)	Phone Number	Date (yyyy-mm-dd)	Phone Number
Date (yyyy-mm-dd)	Phone Number	Date (yyyy-mm-dd)	Phone Number

CLUB COUNSELOR				
Name				
Home Address – Street	Town/City	Postal Code	State/Province	Country
E-mail Address	Home Phone number		Mobile Phone number	

HOST FAMILY				
Name of Host Parent #1	E-mail Address	Business Phone	Mobile Phone	
Name of Host Parent #2	E-mail Address	Business Phone	Mobile Phone	
Host Family Home Address – Street		Town/City	Postal Code	State/Province Country
Home Phone Number		Marital and Ages of any Other Adults in the Home		

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Applicant's Name	
Rotary District No.	

Sending District and Club Signature Page

SENDING CLUB and DISTRICT ENDORSEMENT

The Rotary Club and Rotary District specified within this section, having interviewed the applicant <i>and his/her parents/legal guardians*</i> and having reviewed the application, hereby endorse the applicant as qualified for Rotary Youth Exchange and recommend to hosting clubs and districts the acceptance of this applicant. The District agrees to provide adequate orientation to the applicant <i>and parents*</i> before the student's departure.		
Sending District No.	Sending Club Name	Sending Club ID No.
Name of District Youth Exchange Chair or YEO	Name of Club President	Name of Club Secretary / YEO
E-mail Address	E-mail Address	E-mail Address
Mobile Phone Number	Mobile Phone Number	Mobile Phone Number
Signature of District Youth Exchange Chair or YEO	Signature of Club President	Signature of Club Secretary/YEO
Date (YYYY-MM-DD)	Date (YYYY-MM-DD)	Date (YYYY-MM-DD)

Optional Forms

STEP (Short Term Exchange Program)
Participation Requirements Form
(This page must be included with your STEP Application.)

In preparation for my STEP exchange:

- 1. I agree to attend all Rotary sponsored meetings which may be held prior to leaving on my exchange.
- 2. My family and I (at least one parent or guardian) shall attend all required Rotary sponsored family meetings (Usually one or two)
- 3. My family and I agree to purchase the required Rotary insurance through approved Rotary plan. (Cost is between \$100 and \$250 depending on length of stay.)
- 4. My family and I agree to contact It's Your World Travel (IYWT) and receive quotations for flights to my exchange country. The use of IYWT is not required, but we encourage you to contact them for pricing and to learn of any specific country requirements.

For my exchange abroad:

- 1. I agree to accept the advice and supervision of the Rotary club counselor and of host parents abroad.
- 2. I agree to accept cultural differences without vocal criticism.
- 3. I agree to follow the 4 D's:
 - No Drinking (except as permitted by host family)
 - No Driving
 - No Dating
 - No Drugs
- 4. I agree that independent travel without my host family is not permitted while abroad and that my host brother or sister may not independently travel while in the USA.

For my hosting portion of the exchange at my home, my family and I agree to:

- 1. Be welcoming and to open our home to my exchange brother/sister during their stay with me in America.
- 2. Take my exchange brother/sister to a Rotary meeting sometime during their exchange in my home town.
- 3. Arrange for day-time and evening activities for my exchange brother/sister.

Some South American countries do split exchanges where you go during summer months and your match comes to you in January/February. If choosing any of those countries, please indicate if you would be willing to do a split exchange and your school will allow an exchange student to audit classes. (I can do a split exchange - Yes ☐, No ☐)

Please indicate your shirt size (uni-sex): Small ☐ Medium ☐ Large ☐ ExLarge ☐
As a part of your exchange, you will be provided with a T-shirt.

(Student's Signature)	(Date)	(Parent or Guardian's Signature)	(Date)
(Print Student's Name)	District	(Print Parent or Guardian's Name)	

Host Family Application Submission

STEP Certification

This form is to be submitted **after** your family has completed the online Host Family Application. Please print this form, sign it, scan it and upload the completed form in your record.

With our signatures below, we certify we have submitted our Host Family Application via the online link: <https://ychub.net/OER-hfapp>, and we are willing and prepared to host an international exchange student in our home as outlined in the Ohio-Erie Rotary Youth Exchange STEP rules and regulations.

ROTARY INTERNATIONAL STATEMENT OF CONDUCT FOR WORKING WITH YOUTH
Rotary International and Ohio-Erie Rotary Youth Exchange strive to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

For my hosting portion of the exchange at my home

- 1. Myself and my family agree to be welcoming and open our home to my exchange brother/sister and include them in family activities during their stay with me in America.
- 2. Myself and my family agree to take my exchange brother/sister to a Rotary meeting sometime during their exchange in America.
- 3. Myself and my family agree to arrange for day-time and evening activities for my exchange brother/sister.

(Student's Signature)	(Date)	(Parent or Guardian's Signature)	(Date)
(Print Student's Name)	(District)	(Print Parent or Guardian's Name)	

The final Required Form should be the Passport or Birth Certificate.



Questions



- Thank you for attending!
- If you would like additional help:
 - nayenstep@gmail.com
- Sign up for the next session on October 3rd
 - We will explore the Application process
 - Vetting Prospective students
 - Providing an initial orientation to the Students



STEP into the *World*.

FAMILY-TO-FAMILY EXCHANGE SEMINARS

STEP PREPARATION
& MARKETING



STEP OUTBOUND
CANDIDATES
SELECTION/
ORIENTATION



STEP
SHORT TERM
EXCHANGE
PROGRAM



STEP MATCHING

STEP FINAL TRAINING,
DURING EXCHANGE,
SURVEYS & REBOUNDS



rotary
youth
exchange



NAYEN