YEO GUIDE – HOW TO PREPARE RYE LT APPLICATION FORMS for your District

(July, 2024, YEO Guide Update - Rotary Youth Exchange, Long Term program)

The Application Form for Long Term Exchange must be DOWNLOADED before preparation.
To simplify preparation, you may choose to download a form with **Data Protection Disclosure information pre-filled** in any of the following languages. (Click version to download)

Data Protection Disclosure (DPD) information is required to comply with data privacy laws in many countries. The DPD should be provided to student applicants before they begin providing personal data as part of the application process.

The DPD page follows the cover page preceding the application instructions. It is translated from English using Google Translate.

Any of these 'Version' selections (listed to the right) will provide all pages of the application form with the DPD page pre-filled in the selected language. Choose the language suitable for applicants from your own district.

Choose **OTHER** to provide your own translation of the statements on the DPD page. Your own translation will be needed if your preferred language is not listed here, or if you wish to improve upon the Google translation.

For more information about **Digital Signature Version** option click here: Digital Signature info

The selected version must first be downloaded and saved. The saved version will become the **starting point** for completing the District-Specific information that is needed to make the form ready for student applicants. Those preparation steps are outlined on the following pages.

Regular Version	Digital Signature Version
AR Arabic - العربية	AR Arabic - العربية
CS Czech - Čeština	CS Czech - Čeština
DA Danish - Dansk	DA Danish - Dansk
DE German - Deutsch	DE German - Deutsch
EN English	EN English
ES Spanish - español	ES Spanish - español
ET Estonian - eesti keel	ET Estonian - eesti keel
FI Finnish - suomeksi	FI Finnish - suomeksi
FR French - Le français	FR French - Le français
HE Hebrew - עברית	HE Hebrew - עברית
HU Hungarian - magyar	HU Hungarian - magyar
HR Croatian - hrvatski	HR Croatian - hrvatski
IN Indonesian - bahasah Indo	IN Indonesian - bahasah Indo
IT Italian - italiano	IT Italian - italiano
JA Japanese - 日本語	JA Japanese - 日本語
KO Korean - 한국인	KO Korean - 한국인
NL Dutch - Nederlands	NL Dutch - Nederlands
NO Norwegian - norsk	NO Norwegian - norsk
PL Polish - polski	PL Polish - polski
PT Portuguese - português	PT Portuguese - português
RO Romanian - Română	RO Romanian - Română
RU Russian - Русский	RU Russian - Русский
SK Slovak - Slovenčina	SK Slovak - Slovenčina
SV Swedish - svenska	SV Swedish - svenska
TH Thai - ไทย	TH Thai - ไทย
TR Turkish - türkçe	TR Turkish - türkçe
UK Ukrainian - українська	UK Ukrainian - українська
ZH Chinese - 国语	ZH Chinese - 国语
OTHER for other translations	OTHER for other translations

Choose the language most familiar to the students in your own district.
Save the downloaded version for preparation steps described on following pages.

REQUIRED FORM PREPARATION BEFORE PROVIDING TO STUDENTS – YEO GUIDE

Notes for YEOs and Outbound Coordinators and Database System Managers

The **L**ong **T**erm **A**pplication **F**orm (**LTAF**) for Rotary Youth Exchange **requires preparation. Sponsor District/ Multidistrict** information must be entered before providing the form to students.
Also, **Sponsor Club** information may optionally be pre-filled (see next page).

Application Form Preparation – **by District Rotary Youth Exchange Chair, or assistant**

Tools needed: Acrobat Reader (free version), or full version Adobe Acrobat

If Acrobat Reader or full version Adobe Acrobat are not available, click here: **Other Tools**

The application form version (selected on the previous page) must be downloaded and saved on your own system before opening with Acrobat. DO NOT attempt to fill the application form directly with your browser. (See page 4 for explanation.)

Run either version of Acrobat. From Acrobat, **OPEN the Version downloaded and saved** (from previous page).

Complete the Sponsoring District-Specific information as follows as completely as possible by filling these parts of the form:

- Page 13 – Section E, Part C. (Page numbers at the bottom center of each page)
  - Sponsor District #
  - Name of Sponsor District Youth Exchange Chair
  - Complete all other mail and contact items for Sponsor District YE Chair
    - (Leave signature date and signature blank)
- Page 14 of 22 - Section F (bottom of Page)
  - Specify either electronic copy **or** number of physical originals of Host Guarantee Form to Return
  - Sponsor District/Multidistrict Country Contact
  - How to securely return electronic copy **or** Mailing/shipping address to physically return Guarantee Form original(s)
- Page 19 of 22- Section H-1 (bottom of page)
  - E-mail and/or mailing address to return Secondary School Personal Reference
  - (Optional: Modify to fit district procedures, e.g. automated return by digital signature management process.)
- Page 22 of 22- Section Z Additional Forms Required by Sponsor District (if any)
  - Specify Additional District-required Forms 1, 2, and/or 3 (if any)
- Page 2 of 22 - Section A,3
  - Confirm that District Number, YEO name and e-mail address are correct
- COVER PAGE
  - **Completely Delete** any default text already in the text field.
  - Enter your instructions for how and where to submit the completed application form.
  - Enter instructions for mailing paper forms (if appropriate) or submitting electronically (according to your process).
  - Enter the number of paper copies to be submitted or zero (0) if none are required.
  - Click here for illustrated steps and EXAMPLES

The following step is needed ONLY if version selected (on previous page) was 'OTHER for other translations'

- (Data Privacy Disclosures): immediately after cover page: **Pre-Application Information: Data Privacy Disclosures**
  - **SKIP THIS if you downloaded a specific language version** (with Data Privacy Disclosures already translated.)
  - Replace instructions "BEFORE YOU BEGIN…" with translation to other official language (optional).
  - Provide the "Rotary Youth Exchange Application Privacy Statement" in other official language by replacing the text in the bottom box following the instructions (initially shown in the box.) **Click here for ILLUSTRATED EXAMPLES.**

Use the Acrobat "SAVE AS" command (under "File" menu) to save the partly-filled document with a NEW NAME.
EXAMPLE: "D5630 Rotary LTEP Application Form2024-2025"

The above steps should be completed before posting the PDF forms on District RYE website or supplying to sponsoring clubs

Any district-specific instructions, including signature requirements (Sections C-1, D, E, G and H-1) or procedures for electronic submission should accompany the application form when made available to prospective applicants.

OPTIONAL FORM PREPARATION BY SPONSORING ROTARY CLUB BEFORE PROVIDING TO STUDENTS – YEO GUIDE

Additional Form Preparation – **by Sponsor Club YEO** (or by student, using information supplied by sponsoring club)

Tools needed: Acrobat Reader (free version), or full version Adobe Acrobat

If Acrobat Reader or full version Adobe Acrobat are not available, click here: **Other Tools**

Run either version of Acrobat.
From Acrobat, **Open the DISTRICT version of the LTEP form:** (from District RYE website) created in steps above
Complete the Sponsoring Club-Specific information as follows as completely as possible:

- Page 13 of 22 - Section E, part C
  - Sponsor Club Name and Number
  - Names, addresses, contact details for both
    - Sponsor Club President
    - Sponsor Club YEO
- Leave signatures and signature dates blank (for later use).

Use the Acrobat "SAVE AS" command (under "File" menu) to save the partly-filled document with a NEW NAME. Example: "**D5630 Rotary LTEP Application Form 2024-2025_club 1496**" (this will be a new PDF file)

The above steps should be completed before posting the PDF forms on Club website or supplying to students aspiring to apply for Rotary Youth Exchange.

If the student obtains this application form without club information being pre-filled (e.g. from the District web-site), it is acceptable for the student to complete this part of the application using information provided by the sponsoring club. The sponsor club information should include the following, if applicable:

- Sponsor Club Name
- Sponsor Club Number
- Sponsor Club President information
  - Name
  - Street Address
  - City, State/Province, Postal code
  - E-mail address
  - Home Phone Number
  - Mobile Phone Number
  - Business Phone Number
  - Skype ID
- Sponsor Club Youth Exchange Officer
  - Name
  - Street Address
  - City, State/Province, Postal Code
  - E-mail address
  - Home Phone Number
  - Mobile Phone Number
  - Business Phone Number
  - Skype ID

BRIEF DISCUSSION OF ADVANCED FEATURES IN THIS FORM – YEO GUIDE

Why does this form specifically suggest using Adobe Reader? It's FREE and it WORKS.
Similarly, **PDFsam Basic** software may be used to split or merge PDF pages. It's free and it works.

The LTAF has important features to improve convenience and to minimize errors. There are dozens of PDF software applications available, and capabilities vary greatly. Here are the results of testing on for some commonly available PDF readers, a web service, and popular browsers, all **available for use without cost**. Note that **browsers do support essential features for filling this form**. Browsers should only be used to access a PDF web service. (Currently **smallpdf** is the only web service recommended for this form.)

PDF HANDLING RESOURCE						
DESIRED FUNCTIONALITY	**Adobe Reader**	**Foxit Reader**	**Smallpdf** web service	**Edge** (browser)	**Chrome** (browser)	**Safari** (browser)
Specified Text Appearance (font, color)	YES	YES	YES	MOSTLY	MOSTLY	PARTLY
Auto sizes text to fit single line entries	YES	YES	YES	YES	YES	YES
Auto sizes text to fit multiple line text boxes	YES	YES	YES	YES	YES	NO
Prints data entered into form	YES	YES	YES	YES	YES	YES
Saves data entered into form	YES	YES	YES	YES	NO	HIDDEN
Saved form data remains editable	YES	YES	YES	YES	NO	LIMITED
Conforms with date entry format	YES	YES	MOSTLY	YES	YES	NO
Converts dates entered using incorrect format	YES	YES	PARTLY	YES	PARTLY	NO
Pull-down Calendar Available for Date Entries	YES	YES	YES	NO	NO	NO
Displays form entry tooltips on-screen	YES	YES	YES	NO	NO	NO
Pull-down Menu entries work correctly	YES	YES	YES	YES	YES	NO
Digital insertion of images (JPG or PNG format)	YES	YES	YES	NO	NO	NO
Digital insertion of images (TIF or BMP format)	YES	YES	NO	NO	NO	NO
Digital insertion of PDF files as images	YES	NO	NO	NO	NO	NO
Inserted Images automatically sized	YES	YES	NO	N/A	N/A	N/A
Inserted Images manually sized and positioned	NO	NO	YES	N/A	N/A	N/A
Electronic signature provisions	YES	YES	YES	LIMITED	NO	NO
Digital (authenticated) signature support	YES	YES	NO	NO	NO	NO
Free version can split or merge PDF pages	NO	NO	YES	NO	NO	NO
Print to PDF available on Windows	YES	YES	YES	YES	YES	N/A
Print to PDF (or flattening) available on Mac	NO	YES	YES	YES	YES	NO
Print to PDF available on Chromebook	N/A	N/A	YES	YES	YES	N/A

Software is constantly being updated. Features and capabilities may change by the date you read this. Before suggesting other PDF applications, please keep the above functionality in mind. **Foxit Reader** also works well for digital signatures (including **DocuSign**) and there are workarounds for the inability to insert PDF files as images.

OTHER TOOLS FOR FILLING THIS APPLICATION FORM – YEO GUIDE

Smallpdf web service is currently the best tool for Chromebook users to fill this form. If the sponsor district does not use digital signatures, **Smallpdf** may also be the most practical tool for **all** students filling this application form. **SmallPDF** has the essential capabilities for completing the form. Additionally, it provides ways to separate or combine PDF pages (unlike either Adobe Reader or Foxit Reader). This eliminates any need for using **PDFsam Basic** to 'split' or 'merge' pages.

> **Smallpdf** is without cost for limited use each day. If a student works through the application process step-wise in sessions spread over several days it is possible to complete the entire application without any cost for these limited services. For more intense use of Smallpdf, a free trial period is offered. Beyond that there are monthly fees.

Smallpdf has some limitations when digitally inserting images:

- Clicking on the image area does not work
  Instead, use the image insertion tool  in the tool bar.
- Automatic image sizing does not work.
  Drag corners of inserted image to position and size to the desired form area.
- Only file types **JPG** and **PNG** can be inserted as images.
  Image or document files in PDF, TIF or BMP format must be converted before insertion.

The Rotary Youth Exchange (RYE) Long Term Application Form (**LTAF**) has been developed with input from many contributors and countries. The current objectives in designing this form have been to update the existing fillable form to work as well as possible for the aspiring student applicants and their sponsoring and hosting Rotary districts. RYE currently straddles inconsistent requirements for paper and electronic documents necessitating a form which accommodates the following:

- Submission of an electronic application (with original ink signatures on paper where required)
- Submission of an electronic application (with e-signatures)
  Optional digital (authenticated) signatures
  Paper copies if required
- Compatibility with RYE database systems.

Sponsor Districts are free to design their own processes and establish requirements for completing and submitting applications using other PDF software if more suitable, assuming they have tested and confirmed full compatibility which satisfies expectations for applicants, RYE outbound coordinators and exchange partners.

Any portions of this application form that are replaced by alternate processes should produce PDF documents with substantially equivalent content and page organization with **sponsor district number** and student's **full legal name** at the top of every page.

Questions, suggestions or problem reports may be e-mailed to:
forms.rotary@gmail.com **and** **resources@nayen.org**

Digital-Signatures – Club / District / Multi-District Signature Management

The **alternate version** of the fillable RYE LTEP application form includes **Digital Signature** fields. Using this version of the form, **Digital Signatures are completely optional. If the signature fields are left empty/blank (not clicked), the forms will work the same as fillable forms lacking this provision.**

As e-Signatures become more commonplace, it is expected that (given the option) many would prefer the convenience of signing electronically *vs.* printing to paper, signing and scanning.

Working from the same device, e-signatures can be applied by more than one person. This might include an applicant and parents with shared access to the same family computer. Otherwise, multiple e-Signatures require that each document be shared electronically so that each signer can apply one or more signatures, as needed. The process can take place using e-mail requests for e-Signatures with instructions and either sharing the document via e-mail attachment or a "cloud service" (e.g. Dropbox, Google Drive, iCloud, OneDrive) to which the signers have access.

If e-Signatures have not been previously established and/or if the signers of the document have not previously shared signatures electronically, there may be extra steps involved that are time-consuming or considered tedious. Each Rotary Club, RYE District or Multi-District, should establish their own methods and policies for using d-Signatures to make the process practical. Establishing a process may include not only setting up document sharing, but also testing e-Signatures with sample document(s). There should also be help when adding new people who have not previously used e-Signatures. Without an established process in-place, using e-Signatures may create extra work or cause delays.

> TERMINOLOGY: Electronic signatures (e-signatures) include a variety of technologies. This document also uses the term **"d-signature"** as a short name for **digital signatures**. Digital signatures are a specific type of e-signature that can provide high security including both signature and document authentication. D-signatures, when properly implemented, are considered the equivalent of a "notarized" signature because of the built-in authentication.

D-signatures offer greater security than other options. With a fully implemented d-Signature process, each signature, when added, causes the document (or pertinent portions related to the signature) to become "read only" preventing any alteration after signature is affixed. This also means that pages cannot be added or deleted from a d-Signed PDF. Any document bearing d-Signature(s) can be authenticated with verification that the document has not been altered, and the validation status of each signature.

When fully implemented d-Signatures can be applied efficiently, saving work for everyone involved. Signers can respond at their convenience. This can include options to sign using a mobile phone. For any given Section of the application, d-Signatures should generally be used either by ALL signers or NONE. This assures a single, common source of authentication (e.g. ink signatures on paper OR electronic document with d-Signatures.)

Working with d-Signatures can be streamlined when coupled with a digital signature management system or service. There are a variety of services which manage electronic signatures. Features include customizable templates, cloud-based management, phone-compatible signing, task tracking and audit trail. Some popular services include DocuSign, RightSignature, SignNow, Adobe Sign, HelloSign, SIGNiX, MyLiveSignature, PandaDoc, eSign Genie, Nitro and dozens more. Features vary, including operation on Android or iPhone. Free plans and pricing vary. Digital Signatures typically provide authentication of the signer's identity. If the district retains a copy of the signed documents in a file that can be verified, this replaces the need for such signatures to be witnessed.

RYE Districts with significant experience (good or bad) working with d-Signatures are encouraged to share information or questions via NAYENtalk, YEOtalk or other suitable means. Comments also welcome at: d5630rye@gmail.com

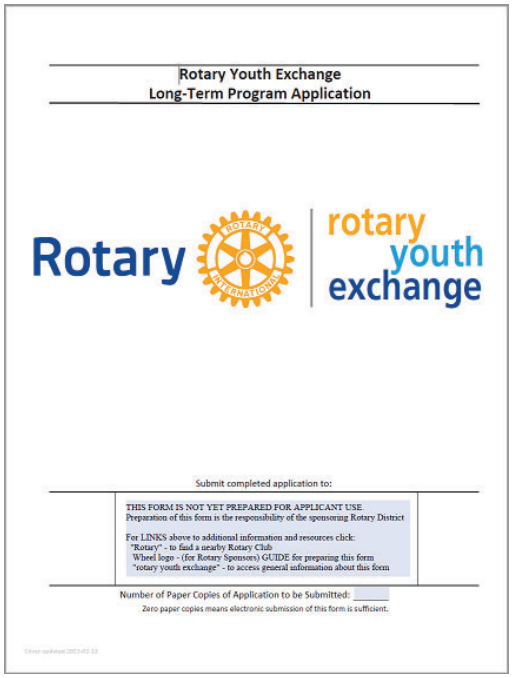
Districts providing the digital signature option with their application forms should review their signature instructions to applicants and district officers and thoroughly test their signing processes. The RYE Long Term Application Versions with provision of optional digital signatures can be downloaded via the links provided on the first page or for individual sections: **Application Sections-With Digital Signatures** .

PREPARE THE APPLICATION SUBMISSION INSTRUCTIONS ON COVER PAGE

Run **Adobe Reader** (or full version **Adobe Acrobat**) on your computer
From the 'File' menu select 'Open' and to open the version of the Application Form you plan to use **EITHER:**

the application form: Long Term RYE Application 2023-02-14.pdf - Regular Version

OR application form: Long Term RYE Application 2023-02-14-ds.pdf - with optional Digital Signatures


Rotary Youth Exchange
Long-Term Program Application

Rotary | rotary youth exchange

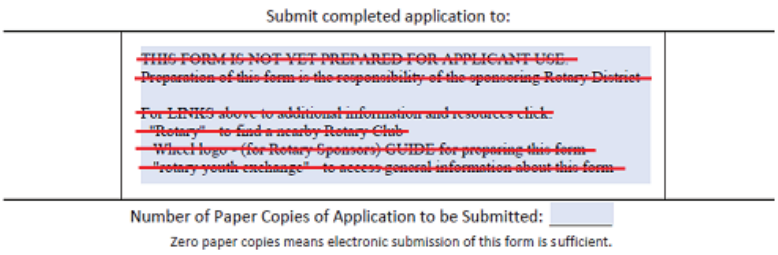
Submit completed application to:

THIS FORM IS NOT YET PREPARED FOR APPLICANT USE
Preparation of this form is the responsibility of the sponsoring Rotary District

For LINKS above to additional information and resources click:
"Rotary" - to find a nearby Rotary Club
Wheel logo - (for Rotary Sponsors) GUIDE for preparing this form
"rotary youth exchange" - to access general information about this form

Number of Paper Copies of Application to be Submitted:
Zero paper copies means electronic submission of this form is sufficient.

- **Completely Delete** any default text already in the text field.

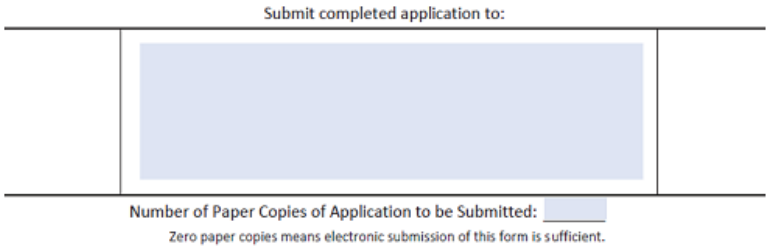

Submit completed application to:

~~THIS FORM IS NOT YET PREPARED FOR APPLICANT USE~~
~~Preparation of this form is the responsibility of the sponsoring Rotary District~~

~~For LINKS above to additional information and resources click:~~
~~"Rotary" - to find a nearby Rotary Club~~
~~Wheel logo - (for Rotary Sponsors) GUIDE for preparing this form~~
~~"rotary youth exchange" - to access general information about this form~~

Number of Paper Copies of Application to be Submitted:
Zero paper copies means electronic submission of this form is sufficient.

Click on the shaded entry field and remove all the text using 'Delete' and/or 'Backspace' keys.


Submit completed application to:

Number of Paper Copies of Application to be Submitted:
Zero paper copies means electronic submission of this form is sufficient.

- Enter your instructions for how and where to submit the completed application form.
- Enter instructions for mailing paper forms (if appropriate) or submitting electronically (according to your process).
- Enter the number of paper copies to be submitted or zero (0) if none are required.

Submit completed application to:

Follow District 5630 instructions to UPLOAD EACH SECTION (A, B, C-1, C-2, D, etc.) of your application to your personal "Application Sections" shared folder. When all sections are complete and uploaded, e-mail your completed checklist as an attachment to: d5630rye@gmail.com

Also mail two (2) original paper copies. Signed pages may be electronic signatures or scanned copies.of pages with original ink signatures.

Mail originals to: Paula Witt
614 W. 10th Street
Hastings, NE 68901

Number of Copies of Application to be Submitted: see above

Perhaps something like this

or this

Submit completed application to:

Submit completed application form and additional documents via securely shared folder (e.g. DropBox, Google Drive, OneDrive, etc.)

SHARE with: yeo.5635rye@fakemail.com

For questions, contact: Dave Hale 303-555-6438 (text or voice)

Number of Copies of Application to be Submitted: 0

Continue preparing the form on the next page

PREPARE THE APPLICATION DATA PRIVACY DISCLOSURES PAGE (UPPER PART)

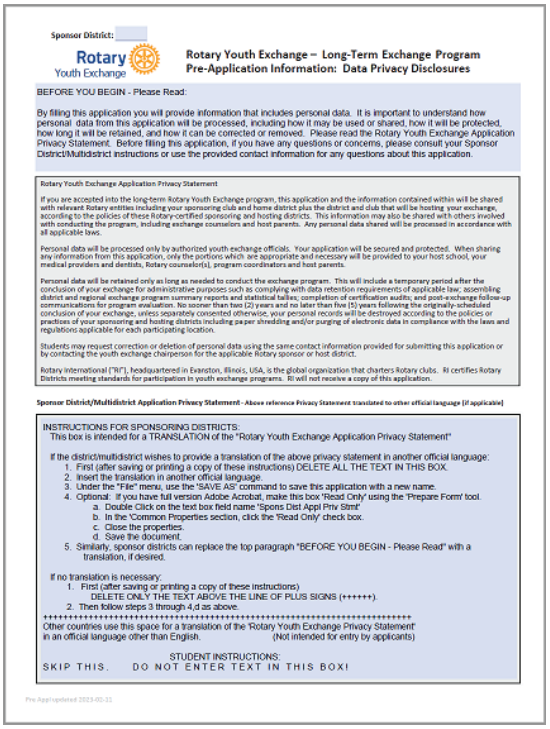
- (Other Translations): immediately after cover page: **Pre-Application Information: Data Privacy Disclosures** (PDF Page 2)

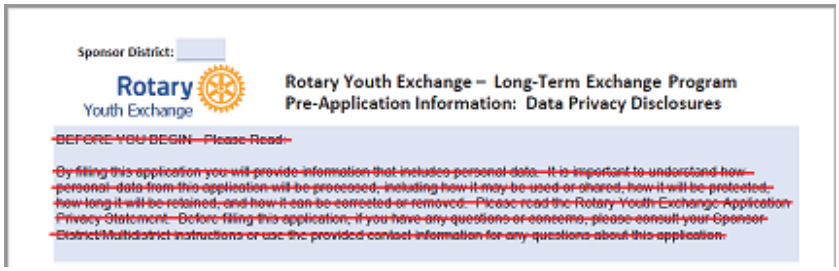
Depending on the official language(s) of the Sponsor District, prepare this page:

- Replace instructions "BEFORE YOU BEGIN…" with translation to other official language.

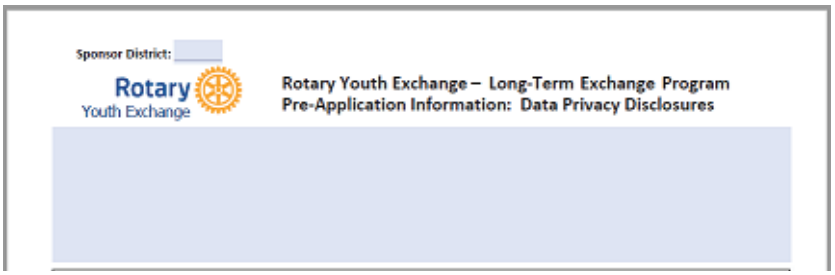
for **ENGLISH** language -- **NO CHANGES. Leave "BEFORE YOU BEGIN..." text box unchanged.**
OR for a different language -- Remove the text and replace with a translation in local language of the sponsor district.

- **Completely Delete** any default text already in the text field.


Sponsor District:
Rotary Youth Exchange
Rotary Youth Exchange – Long-Term Exchange Program
Pre-Application Information: Data Privacy Disclosures
BEFORE YOU BEGIN - Please Read:
By filling this application you will provide information that includes personal data. It is important to understand how personal data from this application will be processed, including how it may be used or shared, how it will be protected, how long it will be retained, and how it can be corrected or removed. Please read the Rotary Youth Exchange Application Privacy Statement. Before filing this application, if you have any questions or concerns, please consult your Sponsor District/Multidistrict instructions or use the provided contact information for any questions about this application.
Rotary Youth Exchange Application Privacy Statement
If you are accepted into the long-term Rotary Youth Exchange program, this application and the information contained within will be shared with relevant Rotary entities including your sponsoring club and home district plus the district and club that will be hosting your exchange, according to the policies of these Rotary-certified sponsoring and hosting districts. This information may also be shared with others involved with conducting the program, including exchange counselors and host parents. Any personal data shared will be processed in accordance with all applicable laws.
Personal data will be processed only by authorized youth exchange officials. Your application will be secured and protected. When sharing any information from this application, only the portions which are appropriate and necessary will be provided to your host school, your medical providers and dentists, Rotary counselor(s), program coordinators and host parents.
Personal data will be retained only as long as needed to conduct the exchange program. This will include a temporary period after the conclusion of your exchange for administrative purposes such as complying with data retention requirements of applicable law; assembling district and regional exchange program summary reports and statistical tallies; completion of certification audits; and post-exchange follow-up communications for program evaluation. No sooner than two (2) years and no later than five (5) years following the originally-scheduled conclusion of your exchange, unless separately consented otherwise, your personal records will be destroyed according to the policies or practices of your sponsoring and hosting districts including paper shredding and/or purging of electronic data in compliance with the laws and regulations applicable for each participating location.
Students may request correction or deletion of personal data using the same contact information provided for submitting this application or by contacting the youth exchange chairperson for the applicable Rotary sponsor or host district.
Rotary International ("RI"), headquartered in Evanston, Illinois, USA, is the global organization that charters Rotary clubs. RI certifies Rotary Districts meeting standards for participation in youth exchange programs. RI will not receive a copy of this application.
Sponsor District/Multidistrict Application Privacy Statement - Above reference Privacy Statement translated to other official language [if applicable]
INSTRUCTIONS FOR SPONSORING DISTRICTS:
This box is intended for a TRANSLATION of the "Rotary Youth Exchange Application Privacy Statement"
If the district/multidistrict wishes to provide a translation of the above privacy statement in another official language:
1. First (after saving or printing a copy of these instructions) DELETE ALL THE TEXT IN THIS BOX.
2. Insert the translation in another official language.
3. Under the "File" menu, use the 'SAVE AS' command to save this application with a new name.
4. Optional: If you have full version Adobe Acrobat, make this box 'Read Only' using the 'Prepare Form' tool.
a. Double Click on the text box field name 'Spons Dist Appl Priv Stmt'
b. In the 'Common Properties section, click the 'Read Only' check box.
c. Close the properties.
d. Save the document.
5. Similarly, sponsor districts can replace the top paragraph "BEFORE YOU BEGIN - Please Read" with a translation, if desired.
If no translation is necessary:
1. First (after saving or printing a copy of these instructions)
DELETE ONLY THE TEXT ABOVE THE LINE OF PLUS SIGNS (++++++).
2. Then follow steps 3 through 4 as above.
++
Other countries use this space for a translation of the 'Rotary Youth Exchange Privacy Statement' in an official language other than English. (Not intended for entry by applicants)
STUDENT INSTRUCTIONS:
SKIP THIS. DO NOT ENTER TEXT IN THIS BOX!

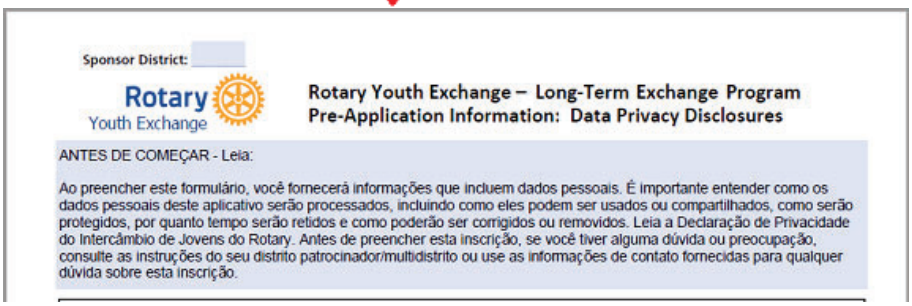

Sponsor District:
Rotary Youth Exchange
Rotary Youth Exchange – Long-Term Exchange Program
Pre-Application Information: Data Privacy Disclosures
~~BEFORE YOU BEGIN - Please Read:~~
~~By filing this application you will provide information that includes personal data. It is important to understand how personal data from this application will be processed, including how it may be used or shared, how it will be protected, how long it will be retained, and how it can be corrected or removed. Please read the Rotary Youth Exchange Application Privacy Statement. Before filing this application, if you have any questions or concerns, please consult your Sponsor District/Multidistrict instructions or use the provided contact information for any questions about this application.~~

Click on the shaded entry field and remove all the text using 'Delete' and/or 'Backspace' keys.

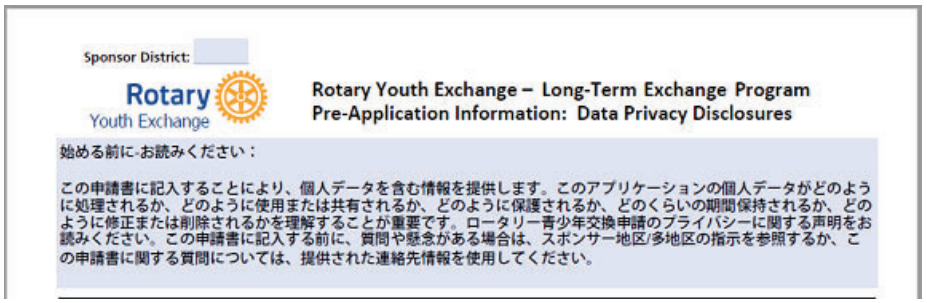

Sponsor District:
Rotary Youth Exchange
Rotary Youth Exchange – Long-Term Exchange Program
Pre-Application Information: Data Privacy Disclosures

- Enter translation of the "BEFORE YOU BEGIN..." text in appropriate language of the Rotary Sponsor District

Portuguese example


Sponsor District:
Rotary Youth Exchange
Rotary Youth Exchange – Long-Term Exchange Program
Pre-Application Information: Data Privacy Disclosures
ANTES DE COMEÇAR - Leia:
Ao preencher este formulário, você fornecerá informações que incluem dados pessoais. É importante entender como os dados pessoais deste aplicativo serão processados, incluindo como eles podem ser usados ou compartilhados, como serão protegidos, por quanto tempo serão retidos e como poderão ser corrigidos ou removidos. Leia a Declaração de Privacidade do Intercâmbio de Jovens do Rotary. Antes de preencher esta inscrição, se você tiver alguma dúvida ou preocupação, consulte as instruções do seu distrito patrocinador/multidistrito ou use as informações de contato fornecidas para qualquer dúvida sobre esta inscrição.

Japanese example


Sponsor District:
Rotary Youth Exchange
Rotary Youth Exchange – Long-Term Exchange Program
Pre-Application Information: Data Privacy Disclosures
始める前に-お読みください：
この申請書に記入することにより、個人データを含む情報を提供します。このアプリケーションの個人データがどのように処理されるか、どのように使用または共有されるか、どのように保護されるか、どのくらいの期間保持されるか、どのように修正または削除されるかを理解することが重要です。ロータリー青少年交換申請のプライバシーに関する声明をお読みください。この申請書に記入する前に、質問や懸念がある場合は、スポンサー地区/多地区の指示を参照するか、この申請書に関する質問については、提供された連絡先情報を使用してください。

PREPARE THE APPLICATION DATA PRIVACY DISCLOSURES PAGE (LOWER PART)

- (Other Translations): immediately after cover page: **Pre-Application Information: Data Privacy Disclosures** (PDF Page 2)

Depending on the preferred language of the Sponsor District, prepare this page by following the steps which appear as default text in the box at the lower part of the page. The default text reads as follows:

INSTRUCTIONS FOR SPONSORING DISTRICTS:
This box is intended for a TRANSLATION of the "Rotary Youth Exchange Application Privacy Statement"

If the district/multidistrict wishes to provide a translation of the above privacy statement in another official language:

1. First (after saving or printing a copy of these instructions) DELETE ALL THE TEXT IN THIS BOX.
2. Insert the translation in another official language.
3. Under the "File" menu, use the 'SAVE AS' command to save this application with a new name.
4. Optional: If you have full version Adobe Acrobat, make this box 'Read Only' using the 'Prepare Form' tool.
    a. Double Click on the text box field name 'Spons Dist Appl Priv Stmt'
    b. In the 'Common Properties section, click the 'Read Only' check box.
    c. Close the properties.
    d. Save the document.
5. Similarly, sponsor districts can replace the top paragraph "BEFORE YOU BEGIN - Please Read" with a translation, if desired.

If no translation is necessary:

1. First (after saving or printing a copy of these instructions)
   DELETE ONLY THE TEXT ABOVE THE LINE OF PLUS SIGNS (++++++).
2. Then follow steps 3 through 4,d as above.

++
Other countries use this space for a translation of the 'Rotary Youth Exchange Privacy Statement'
in an official language other than English. (Not intended for entry by applicants)

STUDENT INSTRUCTIONS:
S K I P T H I S . D O N O T E N T E R T E X T I N T H I S B O X !

CLICK TO VIEW: EXAMPLE COMPLETED PAGES, ILLUSTRATED USING VARIOUS LANGUAGES

PREPARE THE APPLICATION DATA PRIVACY DISCLOSURES PAGE (LOWER PART)

- (Other Translations): immediately after cover page: **Pre-Application Information: Data Privacy Disclosures** (PDF Page 2)

Depending on the preferred language of the Sponsor District, prepare this page: **ENGLISH** example:

Sponsor District/Multidistrict Application Privacy Statement - Above reference Privacy Statement translated to other official language (if applicable)

~~INSTRUCTIONS FOR SPONSORING DISTRICTS:~~
~~This box is intended for a TRANSLATION of the "Rotary Youth Exchange Application Privacy Statement"~~

~~If the district/multidistrict wishes to provide a translation of the above privacy statement in another official language:~~
~~1. First (after saving or printing a copy of these instructions) DELETE ALL THE TEXT IN THIS BOX.~~
~~2. Insert the translation in another official language.~~
~~3. Under the "File" menu, use the 'SAVE AS' command to save this application with a new name.~~
~~4. Optional: If you have full version Adobe Acrobat, make this box 'Read Only' using the 'Prepare Form' tool.~~
~~a. Double Click on the text box field name 'Spons Dist Appl Priv Stmt'~~
~~b. In the 'Common Properties section, click the 'Read Only' check box.~~
~~c. Close the properties.~~
~~d. Save the document.~~
~~5. Similarly, sponsor districts can replace the top paragraph "BEFORE YOU BEGIN - Please Read" with a translation, if desired.~~

~~If no translation is necessary:~~
~~1. First (after saving or printing a copy of these instructions)~~
~~DELETE ONLY THE TEXT ABOVE THE LINE OF PLUS SIGNS (+++++++).~~
~~2. Then follow steps 3 through 4,d as above.~~

++
Other countries use this space for a translation of the 'Rotary Youth Exchange Privacy Statement' in an official language other than English. (Not intended for entry by applicants)

STUDENT INSTRUCTIONS:
SKIP THIS. DO NOT ENTER TEXT IN THIS BOX!

Pre Appl updated 2023-02-11

Click on the shaded text box and DELETE only the portion of text above the line of PLUS symbols (+++++++)

Sponsor District/Multidistrict Application Privacy Statement - Above reference Privacy Statement translated to other official language (if applicable)

++
Other countries use this space for a translation of the 'Rotary Youth Exchange Privacy Statement' in an official language other than English. (Not intended for entry by applicants)

STUDENT INSTRUCTIONS:
SKIP THIS. DO NOT ENTER TEXT IN THIS BOX!

Pre Appl updated 2023-02-11

PREPARE THE APPLICATION DATA PRIVACY DISCLOSURES PAGE (LOWER PART)

- (Other Translations): immediately after cover page: **Pre-Application Information: Data Privacy Disclosures** (PDF Page 2)

Depending on the preferred language of the Sponsor District, prepare this page: **PORTUGUESE** example:

Sponsor District/Multidistrict Application Privacy Statement - Above reference Privacy Statement translated to other official language (if applicable)

~~INSTRUCTIONS FOR SPONSORING DISTRICTS.~~
~~This box is intended for a TRANSLATION of the "Rotary Youth Exchange Application Privacy Statement"~~

~~If the district/multidistrict wishes to provide a translation of the above privacy statement in another official language:~~
~~1. First (after saving or printing a copy of these instructions) DELETE ALL THE TEXT IN THIS BOX.~~
~~2. Insert the translation in another official language.~~
~~3. Under the "File" menu, use the 'SAVE AS' command to save this application with a new name.~~
~~4. Optional: If you have full version Adobe Acrobat, make this box 'Read Only' using the 'Prepare Form' tool.~~
~~a. Double Click on the text box field name 'Spons Dist Appl Priv Stmt'~~
~~b. In the 'Common Properties section, click the 'Read Only' check box.~~
~~c. Close the properties.~~
~~d. Save the document.~~
~~5. Similarly, sponsor districts can replace the top paragraph "BEFORE YOU BEGIN - Please Read" with a translation, if desired.~~

~~If no translation is necessary:~~
~~1. First (after saving or printing a copy of these instructions)~~
~~DELETE ONLY THE TEXT ABOVE THE LINE OF PLUS SIGNS (++++++).~~
~~2. Then follow steps 3 through 4,d as above.~~
~~+++~~
~~Other countries use this space for a translation of the 'Rotary Youth Exchange Privacy Statement'~~
~~in an official language other than English. (Not intended for entry by applicants)~~

~~STUDENT INSTRUCTIONS.~~
~~SKIP THIS. DO NOT ENTER TEXT IN THIS BOX!~~

Pre Appl updated 2023-02-11

Click on the shaded text box and DELETE only the entire default text. ENTER text of the preferred translation of the Rotary Youth Exchange Application Data Privacy Statement.

Sponsor District/Multidistrict Application Privacy Statement - Above reference Privacy Statement translated to other official language (if applicable)

Declaração de Privacidade do Intercâmbio de Jovens do Rotary

Se você for aceito no programa de Intercâmbio de Jovens do Rotary de longo prazo, este formulário e as informações contidas nele serão compartilhados com entidades rotárias relevantes, incluindo seu clube patrocinador e distrito de origem, além do distrito e clube que sediará seu intercâmbio, de acordo com as normas dos distritos patrocinadores e anfitriões certificados pelo Rotary. Essas informações também podem ser compartilhadas com outras pessoas envolvidas com a condução do programa, incluindo conselheiros de intercâmbio e pais anfitriões. Quaisquer dados pessoais compartilhados serão processados de acordo com todas as leis aplicáveis.

Os dados pessoais serão processados apenas por funcionários autorizados do intercâmbio de jovens. Seu aplicativo estará seguro e protegido. Ao compartilhar qualquer informação deste aplicativo, apenas as partes apropriadas e necessárias serão fornecidas à sua escola anfitriã, seu médicos e dentistas, conselheiros do Rotary, coordenadores de programas e pais anfitriões.

Os dados pessoais serão retidos apenas pelo tempo necessário para conduzir o programa de intercâmbio. Isso incluirá um período temporário após a conclusão de sua troca para fins administrativos, como o cumprimento dos requisitos de retenção de dados da lei aplicável; montagem relatórios resumidos e estatísticas de programas de intercâmbio distritais e regionais; realização de auditorias de certificação; e comunicações de acompanhamento pós-intercâmbio para avaliação do programa. Não antes de dois (2) anos e não depois de cinco (5) anos após a data originalmente programada conclusão de sua troca, a menos que seja consentido separadamente de outra forma, seus registros pessoais serão destruídos de acordo com as políticas ou práticas de seus distritos patrocinadores e anfitriões, incluindo destruição de papel e/ou eliminação de dados eletrônicos em conformidade com as leis e regulamentos aplicáveis a cada local participante.

Os alunos podem solicitar a correção ou exclusão de dados pessoais usando as mesmas informações de contato fornecidas para enviar esta inscrição ou contatando o assessor de intercâmbio juvenil do Rotary patrocinador ou distrito anfitrião.

O Rotary International ("RI"), com sede em Evanston, Illinois, EUA, é a organização global que organiza Rotary Clubs. RI certifica Rotary Distritos que atendem aos padrões de participação em programas de intercâmbio juvenil. O RI não receberá uma cópia deste formulário.

Pre Appl updated 2023-02-11