Uniform Memorandum of Exchange
and
Uniform Exchange Agreement

INSTRUCTIONS

The ***Uniform Memorandum of Exchange*** **and the** ***Uniform Exchange Agreement*** are companion documents intended to establish clear expectations for exchanges between districts and multi-districts. These documents must be completed and signed by the exchange partners.

Failure to comply with the agreed terms of the Agreement, or failure to adhere to Rotary rules and regulations, may result in the suspension of exchanges between the signatory parties.

It is strongly recommended that **the** ***Uniform Memorandum of Exchange*** **and the** ***Uniform Exchange Agreement*** be used for all Rotary exchanges.

For ease of use, the combined documents are provided as one fillable PDF. All required information should be entered directly into the forms prior to electronic transmission.

It is anticipated that the Memorandum and Agreement will be completed and signed:

- In **February** for exchanges beginning in **August**
- In **September** for exchanges beginning in **January**

PLEASE NOTE: Electronically signing the Memo page locks all information in the form. Do not sign until both parners' data is entered.

INSTRUCTIONS FOR USE: (If exchange involves a Multidistrict Program, it should be Partner A and the contract lead.)

1. Partner A fills in its Contact Data and anticipated number of exchange students in the Memo page and completes its Partner A data on page 1-3 of the Agreement. The Memo and Agreement are then sent to Partner B **unsigned** together with Partner A's supplemental documents
2. Partner B inserts its Contact Data and anticipated number of exchange student on the Memo page, completes its Partner B data and electronically signs the Memo page (locking all data in the agreement) before sending to Partner A together with Partner A's supplemental documents
3. Partner A electronically signs the Memo page and shares a copy of the fully signed Memo and Agreement with Partner B.

Technical Notes: This fillable form will work best with applications such as **Adobe Acrobat Reader** or **Foxit PDF Reader**. It also works well with the web-based **Smallpdf Annotate Tool**. These applications and web tools are available for use free of charge and provide correct handling of text entry and check boxes. Other PDF resources often exhibit incorrect on-screen behavior or unintended appearance of the completed form and should be avoided.
If using Smallpdf: To lock entered data use the 'Flatten' tool. Signatures and signature dates may then be managed with the 'Sign.com' tool.

Associação Brasileira de Intercâmbio de Jovens

East Asia Youth Exchange Network

Rotary Youth Exchange Europe Eastern Mediterranean Africa

Latinoamérica Intercambio de Jóvenes de Rotary International

North American Youth Exchange Network

Rotary Youth Exchange Australia

South Asia Youth Exchange Network

Uniform Memorandum of Exchange

To provide the best exchange experience for students, host families, and Rotarians, this memorandum and attached agreement specify many basic elements of an exchange between partners. It is designed to reduce misunderstandings and allow for clear expectations. When decisions about an exchange need to be made, these documents and the Rotary Four Way Test will serve as our guide. Rotary International's Rules and Conditions of Exchange apply to this exchange as does the Rotary Code of Policies. Rotary International encourages diversity in many areas including religion, national origin, social origin, gender, disability, age, and political opinion. Rotary International also recognizes the need to respect differing cultural sensitivities. The core values of diversity and sensitivity will be honored in our exchange.

EXCHANGE PARTNER A

"District" and Number (e.g. District 9876)
or Multidistrict Name _____

We anticipate hosting _____ students and we anticipate sending _____ students. We will host all your students even if for any reason we are unable to send the specified number of students. We will send the Host Guarantee Form and any other documents required to secure your student's visa no later than _____ (yyyy-mm-dd)

	Primary Contact: District or Multidistrict Representative
Name	
Position	
Email	
Mobile Phone	
Home Phone	
Work Phone	
Address	

By signing this Uniform Memorandum of Exchange, we agree to exchanges as outlined in this memorandum, the attached Uniform Exchange Agreement and any attachments thereto. **Failure to perform this agreement or failure to follow Rotary rules may result in suspension of exchanges.**

Date (yyyy-mm-dd)	Signature of District or Multidistrict Representative

	Contact Information of District or Multidistrict Chair
Name	
Email	
Mobile Phone	
Work Phone	

EXCHANGE PARTNER B

"District" and Number (e.g. District 9876)
or Multidistrict Name _____

We anticipate hosting _____ students and we anticipate sending _____ students. We will host all your students even if for any reason we are unable to send the specified number of students. We will send the Host Guarantee Form and any other documents required to secure your student's visa no later than _____ (yyyy-mm-dd)

	Primary Contact: District or Multidistrict Representative
Name	
Position	
Email	
Mobile Phone	
Home Phone	
Work Phone	
Address	

Date (yyyy-mm-dd)	Signature of District or Multidistrict Representative

	Contact Information of District or Multidistrict Chair
Name	
Email	
Mobile Phone	
Work Phone	

Uniform Exchange Agreement: Long Term Exchange Program

(* denotes that "exceptions may may be made based on local laws, customs, practices or bilateral agreement")

Inbound students to: (Insert District or MD name)		
1. **Age** upon arrival in years: Minimum & Maximum*	Min. _____ Max _____	Min. _____ Max. _____
2. Are **graduated students** accepted?		
3. **Genders** accepted:	☐ Male ☐ Transgender* ☐ Female ☐ Non-binary*	☐ Male ☐ Transgender* ☐ Female ☐ Non-binary*
4. **Sexual Orientations** accepted:	☐ Heterosexual ☐ Homosexual ☐ Bisexual*	☐ Heterosexual ☐ Homosexual ☐ Bisexual*
5. **Dietary Restrictions NOT** accepted:	☐ Vegan ☐ Gluten Free* ☐ Vegetarian ☐ Other*	☐ Vegan ☐ Gluten Free* ☐ Vegetarian ☐ Other*
6. **Language proficiency**: a. Language Level required prior to arrival:		
b. Cost to student of Language Camp, if any		
NOTE: If Student is not willing to learn language or take a language course, may be a reason for Early Return!		
7. **Medical Conditions & Medications** which are not accepted or subject to case by case review		
NOTE: Changes in student's Physical/Mental Health & Medications must be disclosed prior to departure. Undisclosed medical conditions and medications create a high risk of Early Return!		
8. **Vaccination requirements** are set forth in the attached list.		
9. **Insurance:** Host Country Insurance Company and Estimated Cost		
(Exception may be made with Host Country's approval to substitute RI Compliant Sponsor Country Insurance)		
10. **Hosting Support:** a. Anticipated number of host families		
b. **Min. Amount of Monthly Stipend** (paid to student by club)		

c. **Emergency Fund amount** required from student; Refunds to be returned within a reasonable time (i.e. 30 days)		
11. **Club Counselor Support**: Counselor will contact student prior to arrival and following arrival frequently (minimum of 1x/month)		
12. **Inbound Orientation**: Cost to student		
Is further language instruction available to student?		
13. **Visa:** Visa Type and Estimated cost		
Visa duration requirement: Length of Exchange		
14. **Length of Exchange**:		
a. Beginning date of exchange	(yyyy-mm-dd)	(yyyy-mm-dd)
b. End date of exchange	(yyyy-mm-dd)	(yyyy-mm-dd)
c. Beginning date of exchange (Southern Hemisphere)	(yyyy-mm-dd)	(yyyy-mm-dd)
d. End date of exchange (Southern Hemisphere)	(yyyy-mm-dd)	(yyyy-mm-dd)
e. Minimum exchange duration		
f. Maximum exchange duration		
15. **Travel Events during exchange:** a. Trips, tours and events organized by Rotary District/Clubs may vary. There also may be school trips which are at the student's cost and must be approved by the Host Rotary District/Club.		
b. Optional trips are available at student's cost		

GENERAL PROVISIONS:

16. **Rotary Youth Exchange Rules apply (including the Rotary International Code of Policies)**
a. Students must agree to follow the Rules & Conditions contained in Section G of the RYE Application form
b. Students are also expected to observe the following 11 D's : **NO** dating, drugs, driving, drinking, debt, disfigurement, (illegal) downloading, dishonesty, demonstrating, disco, dumb stuff
17. **Disciplinary Action**: See attached Disciplinary Policy
a. Early Notification must be given to Sponsor Program/District upon incident resulting in potential disciplinary action and/or report to or from Government Authority or RI.
b. A decision on the Early Return of a student shall be the final decision of the Host District
c. **During the first six weeks of exchange**, special care will be taken to support students and to promptly address minor program violations in a manner that allows them to complete safe and meaningful exchanges. During this six week period, students may not

be sent home except in cases involving gross violation of program rules, student safety, student health, or requirements by government officials		
18. **Airline Ticket**: Roundtrip ticket with Changeable date required. Destination airport is set forth in student's Guarantee Form.		
NOTE: Early Return costs are the responsibility of the Student!		
19. **Student Travel Policy**: To be provided by Host District/Program		
20. **Natural Family Visits:** Generally not allowed, however exceptions may be made in the discretion of the host district and district policies do vary.		
21. **Educational Costs vary**: Information to be provided by host club re: School uniforms, School trips, School supplies and transportation to school		
22. **School Attendance**: High School attendance and participation is mandatory a. Any school absence must have Host Rotary Club permission (including parental visits & trips) **b. No home country school activity is allowed!** c. Students are required to complete the entire duration of the school year while on exchange		
23. **Educational Credits:** Your student will likely:	☐ Receive grades ☐ No grades ☐ Get transcript ☐ No transcript	☐ Receive grades ☐ No grades ☐ Get transcript ☐ No transcript
OTHER ITEMS (insert District/MD name)		
24. **Student's Application** a. We need your student's complete Application including the signed Sponsor Guarantee Form no later than (indicate date required)	Please use International Standards Organization (ISO) date format **(yyyy-mm-dd)**	
b. The entire application must be typed including Guarantee Forms.	☐ System generated ☐ Typed	☐ System generated ☐ Typed
c. Student Applications sent electronically & encrypted.		
ATTACHMENTS:	☐ Disciplinary Policy ☐ Required Vaccination List ☐ Additional Inbound Rules ☐ Other _____	☐ Disciplinary Policy ☐ Required Vaccination List ☐ Additional Inbound Rules ☐ Other _____