

## Hosting Instructions- Getting Started...the first 10 Steps! Complete by May 1

Choose your student! Let Trisha Kerkstra know that your club will host and which student your club wants to host.

### **1. Get vetted! V-1, the Volunteer Application, CBC and References.**

Ask Vicki Lombardi send you an email invite to fill out the volunteer form *via the database*. After you fill out the on-line form (it will say: V-1 "Complete or upload a CBC request form" ) scroll down to #3 and "send request to district compliance officer to run CBC".

Now you can help others to get their V-1 information into the database.

Note: you fill out your own V-1 "Complete or upload a CBC request form" on the database, but someone else has to upload the (2) references:

[HFV-1 Reference Report](#) Get two people to fill this out- the same names you type into the database. (You can email it to them. They return it Vicki and she will upload the references in the database).

2. **Identify the first host family.** (get the other two soon as they will all need to be trained in July).
3. The host family completes the following:
  1. Same process as #1 above. (fill out V-1 in database, ask to have CBC run, and get someone to upload their reference reports. Each adult in the family 18 or over must have this done.
  2. [HF-1 Host Family Application](#) via the database. Need the CBC back first.
4. [HF-2 Host Family In-Home Interview-Inspection](#). Interview the host family in their home and fill out this form and upload it to the database. This MUST come AFTER the items in #3. When you go to the home, bring these forms with you: [HF-6 DOS Regulations](#), [HF-7 DOS Letter to Host Families](#), [What is Public Diplomacy?](#) Discuss these documents with the family. Take pictures of the following rooms in the host family's home: Exterior, kitchen, bathroom bedroom, family room, and any extra photos. (The host family can take the photos and email them to you. It is easy to upload these to the database).
5. Get your student's full file from Trisha Kerkstra or the database (this can be in any order but before #8)
6. Email a welcome letter to your student and tell them when to arrive (no more than 5 days before the first day of school) and what airport to fly in to. Provide the airport code. Copy Trisha and your club president on the welcome letter.
7. Identify a Rotarian in your club to serve as the **student's counselor** and/or **local coordinator**. Each volunteer must complete # 1 above and get two people to fill out the HFV-1 Reference Reports.

The same Rotarian can be a **local coordinator** and either the **YEO** or the **counselor**.

#### **The local coordinator:**

- Does the home interview and inspection, or at least have to sign off on the form.
  - Must take the on-line Dept of State (DOS) training and test, (through the database). We cannot get the student's paperwork complete until this is done. The YEO should also take the on-line DOS training. Easy, great info and the YEO can then be the "alternate local coordinator". This is helpful later.
8. Find a school to accept the student this fall. School signs off on the Guarantee Form (more on that next)
  9. Fill out the **Guarantee form – 3 originals** (the guarantee form is one of the pages of the student's application. It is blank. You will print that page for your form). Most applications call it: **Section F: Host Club, District, & School Endorsements (Guarantee Form/Visa Application Supporting Document)**

It is best to fill out the guarantee form in neat printing—all except the signatures. Make 2 copies, then, get all 3 "**original**" signatures done in **BLUE INK**. You must get signatures from your club president, Rotary counselor, Rotary District YEO (Either Danny Mitchell or Todd Jenkins) AND the school your student will attend.

U.S. MAIL – Mail all 3 original copies-to Trisha Kerkstra or Marissa Byler.

Trisha's Address: 5443 East 17<sup>th</sup> Place, Tulsa, OK 74112

Check with Marissa for her address, she is moving during this April-June time frame.

10. Save a *copy* of the Guarantee form for you and scan and upload it to the database. When Trisha/Marissa gets the guarantee form, it sets in motion a slew of forms they do, then they send a packet via FedEx it to the student. When the student gets this packet, they can then apply for an appointment at the US Embassy to get their Visa.

*BEST PRACTICE: Identify someone in the club to be in charge of the database (good for the YEO or the Local coordinator). Vicki Lombardi our YE administrator can help get you started.*

**Resources:**

**District YE Website:** List of District YE team members' phone/email, calendar info, forms, etc.  
<http://www.6110studyabroad.com/>

Database- great link for all the forms you need. Must first get vetted to get access. Check out the "help and documents" tab. There is a form for everything!