

Hosting Instructions- Getting Started

The first 10 Steps! Complete by **May 1 at the LATEST!**

Choose your student! Let Vicki Lombardi know that your club will host and which student your club wants to host.

1. **Identify who will serve as your Club YEO and/or Local Coordinator (LC).** Club YEO can be the same person as the LC, however the LC must make monthly contact reports in the database throughout the year.

The local coordinator (LC):

Does the Host Family home interview and inspection, or at least has 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. The YEO can then be the "alternate local coordinator". This is helpful later.

2. **Get yourself and your Club volunteers vetted by filling out the V-1, (Volunteer Application, References (HFV-1) and requesting the CBC be run.**
 - Ask Vicki Lombardi to send you an email invite you to fill out the volunteer form via the database. If you are already in the database, have your CBC run again so you are updated for the year.
 - Once you receive the link, 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."
 - Note: you fill out your own V-1 "Complete or upload a CBC request form" on the database, but someone else must upload the (2) references
 - [HFV-1 Reference Report](#) Email this to two people- the same names you typed into the database. They can email it to Marissa or Vicki who will upload the references in the database for you.
3. **Identify the first host family.** (Get the other two soon as they will all need to be trained in July).
 1. The host family completes the following:
 2. Same process to GET VETTED. (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.
 3. [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 via their phone and email/ text them to you. It is easy to upload these to the database).
5. **Get your student's full file** via the database (**this can be completed once you are vetted**)
6. **Find a school to accept the student this fall.** School signs off on the Guarantee Form. See #9 below.
7. **Email a welcome letter** to your student and tell them when (no more than 5 days before the first day of school) and what airport to arrive. Provide the airport code. Copy Todd Jenkins & club president on the welcome letter.
8. Identify a Rotarian in your club to serve as the **student's counselor. They must be fully vetted too.** The same Rotarian can be a **local coordinator** and **either** the **YEO** or the **counselor**.
9. Fill out the **Guarantee form** (it 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, Then, make 2 copies, and get all 3 **signatures in BLUE INK. Now you have 3 "originals"**. 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.
 - Mail all 3 original copies to Marissa Byler:
 - **1604 West Kelley Drive, Rogers AR 72756**

10. Save a *copy* of the Guarantee form for you and scan and upload it to the database. When Marissa gets the guarantee form, it sets in motion a slew of forms she will do, then she will 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.

YOUR INBOUND TEAM- We are HERE TO SUPPORT YOU!

Todd Jenkins –District Co-YEO and Inbound Team Lead – 803-422-5771 (Cell)

Marissa Byler- Documentation Coordinator- 870-421-5152 (Cell)

Vicki Lombardi –District Youth Exchange Administrator - 479-799-8055 (Cell)

Trisha Kerkstra –Inbound Student Activities Coordinator – 918-691-1912 (Cell)

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!