

Hosting Instructions- Getting Started

What you need to do February through May in order to host a student:

During the month of February:

1. Identify who will serve as your Club YEO and/or Local Coordinator (LC) and Counselor

Club YEO can be the same person as the LC; however, the LC must make monthly contact reports in the database throughout the year. **LC CANNOT BE HOST PARENT**

The local coordinator (LC):

- Completes the Host Family home interview and inspection or signs off on the form if someone else conducts the inspection.
- 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 Youth Exchange Officer (YEO):

- takes the on-line DOS training and test. The YEO can then be the "alternate local coordinator"

Club Counselors:

- Best practice is to identify both a male and female member that is willing to serve as counselor, the LC can serve as YEO or Counselor but NOT BOTH.
- MUST BE FULLY VETTED.
- Must be the same gender as student - by identifying both now once you have student picked you have counselor ready.

2. Get yourself and your Club volunteers vetted by filling out the V-1, (Volunteer Application, References (HFV-1) and request the CBC be run.

- Ask Vicki Lombardi vickii@bmaster.com to request you a volunteer form (**V-1**) 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, then Email the **HFV-1 Reference Report** 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. (it will say: V-1 "Complete or upload a CBC request form") scroll down 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.

Remember: This process will be done for everyone on your YE committee. All host parents, counselors, non-Rotarian contacts and anyone in the host home that is over 18.

During the Month of March:

1. Once February tasks are complete, contact Vicki to select your student.

- Print copies of your student's full file via the database - one for club, school and host family
- Now choose the counselor from your club based on student's gender
- Make sure counselor is fully vetted and assigned to your student on the database

2. Identify the first host family. (Get the other two soon as they will all need to be trained in July).

Host Family:

- The host family completes the **V-1** and the **HFV-1** in order to get vetted. As does anyone in the home over 18. Be sure to ask to have CBC run, and get someone to upload their reference reports.

AFTER CBC IS BACK AND CLEAR:

- **HF-1 Host Family Application** via the database.
- **HF-2 Host Family In-Home Interview-Inspection.** **Interview the host family in their home and fill out this form, LC can sign off on it for someone else, then upload it to the database.** This MUST come AFTER the CBC comes back clear.
 - When you go to the home, bring a copy of the student application and 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).

Please Note: If you are currently in a YEO, LC or Counselor position and need to also be the host parent you will need to find an alternate to assume your RYE position during your hosting period.

During the Month of April:

1. Download the blank GF for your student- most applications call it Section F: Host Club, District, & School Endorsements (Guarantee Form/Visa Application Supporting Document)

- You will need three (3) originals of the Guarantee Form.
- It is best to complete the information on the computer or neat hand printing, then print 3 originals. You will have the YEO and Club President sign all three copies **IN BLUE INK**
- Then send the 3-original signed/stamped or sealed forms to the District YEO for their signature (Danny Mitchell or Todd Jenkins).

2. Find a school to accept the student this fall - Have the school official sign the three (3) original GF forms **IN BLUE INK** and stamp/seal. Give the school the student application and a letter (sample letter available [here](#))

To be completed **BEFORE MAY 1:**

1. Email a welcome letter to your student! Once the school signs the GF forms and returns them, contact your student and tell them about your town, school and what airport (provide airport code) to arrive. You can include the host family on the email as long as all are vetted! Copy Todd Jenkins & club president on the welcome email.

2. Mail off the Guarantee Forms (GF)- Once you have correctly completed the GF (**all original signatures in BLUE INK**) and you have completed the following on the Database:

- Assigned the Local Coordinator to the student
- Assigned the Counselor to the student
- Fully vetted first host family and completed interview and inspection
- Uploaded the family photos
- Placed the student with the first host family
- Assigned a non-Rotarian contact to the student (needs to be vetted)
- Assigned the local doctor and dentist to the student (vetting not necessary)
- Mail all 3 original copies to:

Marissa Byler

1604 West Kelley Drive

Rogers AR 72756

- Save a *copy* of the Guarantee Form for yourself and scan and upload it to the database.

YOUR INBOUND TEAM- We are HERE TO SUPPORT YOU!

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

Marissa Byler- Document Coordinator- 870-421-5152 (Cell) call or text

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/>

Sample letter for high school:

[https://www.6110studyabroad.com/literature_204963/School_-_Sample_Intro_Letter_with_Contacts_\(Word_Document\)](https://www.6110studyabroad.com/literature_204963/School_-_Sample_Intro_Letter_with_Contacts_(Word_Document))

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!