Mountain & Plains Rotary Youth Exchange
2020 Inbound Application Review Committee

Purpose

1. To screen Inbound Applications for potential issues prior to accepting the Student.

2. To match Inbound Student with the Host Club that can offer best support.

Process

1. Inbound Application is received by the Country Coordinator and loaded into YEAH (see **Application Upload / Page 3**).

2. Using YEAH, the Country Coordinator emails the Inbound Coordinator AND Reviewer (email addresses below) that an application has been uploaded into YEAH and is ready for review (see **Email IB Coordinator and Reviewer / Page 4**).

3. The Reviewer reads the Application and will load notes into the Student's Notes/Alerts Section in YEAH.

4. The Reviewer notifies the Inbound Coordinator immediately if any issues are identified. If issues need to be addressed, Inbound Coordinator and the Country Coordinator work together to approach exchange partner and Inbound Student about issues, and document in the Student's Notes/Alerts Section in YEAH.

Reviewer Information			
Country Group	**Countries**	**Country Coordinator**	**Reviewer**
Asia	India, Japan, Taiwan, Thailand	Lindsay Keller	Tami Duke tami.duke75@gmail.com
Europe	Denmark	Ed Montgomery	TBD
Europe: Central	Lithuania, Switzerland	Nancy Galbraith	Dennis Shoemaker hds8960@gmail.com
Europe: Eastern	Czech Rep./Slovakia, Hungary, Poland, Romania	Kristena Wyatt	Maurice Emmer mauriceemmer@gmail.com
Europe: Northern	Austria, Germany, Finland/Estonia, Sweden	Nancy Lauro	TBD
Europe: Western	France, Italy, Spain	Ellen Tomsic	Dale Mullen dm@dalemullen.com
South America I	Brazil, Chile	Sally Corcoran	TBD
South America II	Argentina, Colombia	Cynthia Blancke	Tami Duke tami.duke75@gmail.com

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Essential Review Elements to Look For

1. Completed school already? If so, cannot participate.

2. Older than 18 at time of arrival?

3. Academics. Fair, good, great?

4. Parent and Student letters. Is the Student participating for wrong reason(s)? Any other concern(s)?

5. School Recommendations. Fair, good, great?

6. Psychological/Medical conditions?

7. Language Proficiency. If poor English, please document in the Student's Notes/Alerts Section in YEAH.

Suggestions

1. Trust your instincts. If you get the feeling that the application is misleading, or if the Student is being "forced" on exchange, or any other inkling you get, include in Student's Notes/Alerts Section in YEAH.

2. If you believe a Student would be a good/bad fit for a certain host club/city/geographic region, make your recommendations in Student's Notes/Alerts Section in YEAH.

3. Asian Students have historically had a more difficult time during their exchange. The Inbound Application Review Committee will attempt to place these student's early in the process, with clubs/regions that will offer the best resources for a successful exchange.

4. The Inbound Coordinator will review the Student Notes/Alerts Section in YEAH, and if no issues are present, will let the Country Coordinator know that the Student is accepted. The Country Coordinator will email the Student with his/her acceptance.

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Application Upload

❖ **Enter the Student**

1. Once logged into YEAH, click the YEO Information tab

2. Click Add New Inbound

3. From the Application, enter the Last Name(s):, First Name(s):, Sex:, and E-mail Address:

4. At Exchange Partner:, click the magnifying glass and select

5. Click Next

6. Review entered information. If the exchange partner is a Multi-District, you need to choose the correct Sponsor District:.

7. Click Add

❖ **Upload the Application**

1. Click Future Inbounds

2. Choose desired Student and click Detail

3. Click the Documents tab

4. Click Upload New

5. At Document Type:, choose IB Application

6. At File to Upload:, choose Application file

7. Click Upload

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Email IB Coordinator and Reviewer

1. Once logged into YEAH, click the YEO Information tab

2. Click Future Inbounds

3. Choose desired Student and click Detail

4. Click Inbound Student Options

5. Click Messages

6. Click System e-mail message

7. At Select E-mail Message, choose INCOMING-ADMIN: APPLICATION UPLOADED

8. Click Next

9. Click Specifications

10. Copy the appropriate Reviewer email address from the **Reviewer Information** table above, and paste in Manual under cc Recipients

11. Click Continue

12. Click Send E-mail