

Host Family Vetting Process

Once you have recruited a host family and they're ready to apply, follow these steps.

Family submits application at the following link:

https://yehub.net/cgi-bin/MPR_get.cgi?pgid=aphf1

- Application is screened and approved by your Club Group Coordinator (CGC) for further processing. Once approved to continue the process, the adult family members will receive an e-mail that outlines the following process -- background check, referrals, Youth Protection Awareness Course, and home visit/orientation.

Adult family members each receive the following by e-mail:

- Intellicorp background check invitation -- must respond within five days or new invitation required -- CGC or District Compliance Officer may renew the invitation upon request.
 - Background check is reviewed/approved by the District Compliance Officer or District Chair
- Email from NAYEN to take Youth Protection Awareness Course (required) and Host Family Orientation Course (Optional)
- Background check and Youth Protection Awareness must be complete for an individual to be considered "approved" to host in YEAH.
- Two references submitted in the application are sent a link to complete their referral. References should be an individual from the applicants' local area (non-family member).
 - Recommendation from reference is reviewed/approved by CGC

Once all of the above is complete/approved and not before, the YEO/Counselor may again join the process and complete the 1st host family visit and orientation. These two items may be completed on the same day, but in sequence.

- The 1st Home Visit Interview report may be completed via the YEAH hub or portal

https://yehub.net/cgi-bin/MPR_get.cgi?pgid=YE01

The portal app is available for use on your smartphone -- look for Rotary YEO Portal in the Apple Store or Google Play. You may sign into the portal and complete/submit your host family visit.

- Once you complete/submit the 1st Home Visit interview, you will receive an e-mail with attachment -- the Orientation form. If you are planning on completing the orientation on the same day, attached is the Orientation form (5 pg fillable .pdf document) that you may open on a computer, fill in important information, print, and have available for the orientation with the family. Signatures are required by the host parents. The last four pages of the document have a guide for the orientation with links.

Upload the signed and complete Orientation form to the family's "document" tab in YEAH.

- Open document tab
- At bottom left select the upload document option
- Select "HF Orientation" in the dropdown
- Select the document from your computer and upload

Please let your CGC know that you've uploaded the document. Your two visit documents in YEAH will be evaluated and approved by your CGC.

You may also e-mail the completed form to your CGC or the District Compliance Officer who will upload for you.