



## Mountain & Plains RYE

- **Youth Exchange Officer (YEO)  
Guide to the Inbound Process**
- **Country Coordinator (CC)  
Guide to the Inbound Process**

January 2019

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# FLOWCHART

## Foreign Country Coordinator



### District 5470 Country Coordinator (CC)

1. Must be vetted through the U.S. Department of State.
2. Serves as liaison between the Foreign Country Coordinator and the Host Rotary Club YEO and Host Rotary Club YEC.
3. To locate the CC for your Inbound Student:  
<http://mountainandplainsrye.com/about/country-coordinators>



## Host Rotary Club



### Youth Exchange Officer (YEO)

1. Must be vetted through the U.S. Department of State.
2. Ensures that required documents and paperwork are completed.
3. Appoints the Youth Exchange Counselor (YEC).
4. Find Host Families.
5. Arranges transportation for Inbound Students to required events and meetings.
6. Additional information:  
<http://mountainandplainsrye.com/officers-counselors/youth-exchange-officer>  
\*The YEO and YEC must be two, different vetted individuals.



### Youth Exchange Counselor (YEC)

1. Must be vetted through the U.S. Department of State.
2. Serves as the facilitator for the Inbound Student and Host Families.
3. Works with YEO to locate, approve, and train Host Families.
4. Helps acclimate the Inbound Student and gets him/her established in the school and community.
5. Establishes rapport with the Inbound Student and assists with any difficulties, from family issues to school, etc.
6. Serves as the student's mentor and friend throughout the year.
7. Additional information:  
<http://mountainandplainsrye.com/officers-counselors/youth-exchange-counselor>  
\*The YEO and YEC must be two, different vetted individuals.

# YEO GUIDE TO THE INBOUND PROCESS

## Introduction

Congratulations! You've selected your Inbound Student! Now you must complete FIVE REQUIRED ITEMS in order for your Inbound Student to arrive in the USA.

### **What are the FIVE required items?**

1. **Visa Guarantee Form - VGF** (Appendix A OR Appendix B)
  2. **Letter - High School** (Appendix C)
  3. **Letter - Host Rotary Club** (Appendix D)
  4. **Host Family - Vetting**
    - a. Application
    - b. Background Check(s)
    - c. NAYEN Youth Protection Awareness (YPA) Training
    - d. Handbook
    - e. Home Interview Report
    - f. Orientation
  5. **Club Counselor - Vetting**
    - a. Application
    - b. Background Check
    - c. US Department of State (DOS) Local Coordinator Training
    - d. NAYEN Youth Protection Awareness (YPA) Training
    - e. NAYEN Volunteer Training (strongly recommended, not required)
    - f. NAYEN Counselor Training (strongly recommended, not required)
- \* These items don't need to be completed in the aforementioned order. Several items can be completed simultaneously.

### **Why are the FIVE items required?**

Because the U.S. Department of State says so! These items need to be completed before we can issue a document called a DS-2019. Once issued, the Country Coordinator (CC) (pg. 15) mails the DS-2019 to the Foreign CC. The Inbound Student then takes the DS-2019 to their closest U.S. Embassy and applies for an Exchange Visitor J-1 Visa.

### **What are the deadlines?**

These items need to be completed no later than JUNE 30 so we can issue the DS-2019. Once the Inbound Student receives the DS-2019 from us, it may take up two months for the student to receive the Exchange Visitor J-1 Visa from the U.S. Embassy.

# YEO GUIDE TO THE INBOUND PROCESS

## Introduction, continued...

### Are these required items hard to complete?

Not at all! But, you will need to pay a visit to the Inbound Student's High School, first Host Family, and your local Post Office. Not hard, just a bit of your time.

# YEO GUIDE TO THE INBOUND PROCESS

## 1. Visa Guarantee Form - VGF (Appendix A OR Appendix B)

### What is a VGF?

This form contains information about the Inbound Student, Host Club, High School, and first Host Family. To complete the VGF, you'll need to visit the High School where your student will be attending and the first Host Family the student will be staying with. You'll also need to get signatures from your Club's Incoming President and Youth Exchange Counselor.

There are two different versions of this form (Appendix A OR Appendix B). Both versions request the exact same information and are acceptable; the information on the forms is just arranged differently. Two, identical VGFs need to be completed. If one is lost, it's imperative we have a second copy.

### Where to find the VGF?

The VGF is found in the Inbound Student's Application. If there is no VGF in the application, download a blank VGF from YEAH:

1. Click *Utilities* tab
2. Click *Document Library*
3. Double-click *IB - Visa Guarantee Form (VGF)*
4. Or, locate online: <http://mountainandplainsrye.com/resources-forms>

### Instructions for filling out the VGF

1. Read all directions carefully
2. Complete ALL **highlighted** fields  
\*The District Chair information is completed by the CC
3. Signatures must be in **blue ink**.
4. **Host Club ID # (1)**: Locate your Club ID:  
<http://www.rotary5470.org/ClubDirectory>
5. **Monthly Allowance (2)**: Usually between \$100 - \$150
6. **Arrival Date(s) (3)**: Request arrival the Saturday two weeks before the start of school until the following Sunday, nine days overall. This ensures the Inbound Student has several days to acclimate before school starts.

# YEO GUIDE TO THE INBOUND PROCESS

## 1. Visa Guarantee Form - VGF, continued...

(Appendix A OR Appendix B)

\*If the student wants to play a fall sport, he/she may need to arrive for tryouts. It's best to check with the student to see if he/she plans to play a sport.

\*Appendix B does not request the following information:

- a. **Arrival Airport in Host Country\***
- b. **Airport Code\*\***
- c. **Arrival Date(s)\*\*\***

7. **Name of Host Club President (4):** President when the Inbound Student will be here on exchange.
8. **Name and Title of School Official (5):** This can be any School Administrator authorized to sign official documents (Principal, Registrar, Secretary, etc.). While the school is completing the VGF, also request the school complete a High School Letter (pg. 8).
9. **First Host Family (6):** The Host Family listed must be vetted. If you're having trouble locating a first Host Family, you can use a "Welcome Family". This is a family who is already vetted or is willing to become vetted quickly for purposes of the VGF. The "Welcome Family" isn't intended to host the Inbound Student for any extended period-of-time; they're only used as a vetted family on the VGF for U.S. Department of State purposes.  
\*The vetting procedures for a "Host Family" and "Welcome Family" are identical.  
\*It's imperative to let the [Department of State Assistant Responsible Officer](#) know if the family listed is a "Host Family" or "Welcome Family".

### **The VGFs are complete. Now What?**

1. Verify ALL **highlighted** fields are complete.
2. Signatures must be in **blue ink**.
3. Make a color photocopy of ONE of the originals. Keep the color photocopy for your records.
4. Mail the **two original** VGFs to your Country Coordinator (pg. 15)

**Congratulations!**

**You're done with the VGF!**

# YEO GUIDE TO THE INBOUND PROCESS

## 2. Letter - High School (Appendix C)

### What is a Letter - High School?

1. A letter needs to be authored by the High School where the Inbound Student will be attending
2. Any School Administrator authorized to sign official documents (Principal, Registrar, Secretary, etc.) can author the letter
3. The School Administrator must sign his/her signature in [blue ink](#)
4. Must be on school letterhead
5. Dialogue welcoming the student
6. School start date
7. List of classes the student can enroll in/will be enrolled in
8. Any other relevant information thought necessary for the student

### The Letter - High School is complete. Now What?

1. Signature must be in [blue ink](#)
2. Make a color photocopy of the original. Keep the color photocopy for your records
3. Mail the **original** Letter to your Country Coordinator (pg. 15)

**Congratulations!**  
You're done with the High School Letter!



# YEO GUIDE TO THE INBOUND PROCESS

## 3. Letter - Host Rotary Club

(Appendix D)

### What is a Letter - Host Rotary Club?

1. A letter needs to be authored by the Host Rotary Club
2. Any Club Member can author the letter
3. The letter must be signed in [blue ink](#)
4. Dialogue welcoming the student
5. Overview of Rotary Club; meeting day, time, venue, etc.
6. Any other relevant information thought necessary for the student
7. \*If using Appendix B, ensure the following is included in the Letter - Host Rotary Club:
  - a. **Arrival Airport in Host Country**
  - b. **Airport Code**
  - c. **Arrival Date(s)**

### The Letter - Host Rotary Club is complete. Now What?

1. Signature must be in [blue ink](#)
2. Make a color photocopy of the original. Keep the color photocopy for your records
3. Mail the **original** Letter to your Country Coordinator (pg. 15)

**Congratulations!**

You're done with the Host Rotary Club Letter!

# YEO GUIDE TO THE INBOUND PROCESS

## 4. Vetting - Host Family

### A. Application

1. Each new Host Family is required to submit an application (every 545 days):  
[http://yehub.net/cgi-bin/MPR\\_get.cgi?pgid=aphf1](http://yehub.net/cgi-bin/MPR_get.cgi?pgid=aphf1)
  - a. If the Host Family closes the application without first submitting, please ensure they choose “Renew or continue my application” not “Begin a new Host Family application.”
  - b. The Host Family is required to provide contact information for two references. Once the Host Family submits their application, the two references will be contacted via email. The application can’t be approved until both references have been submitted.
  - c. It takes approx. 7 to 14 days from the time we receive a completed application until the family has completed the necessary steps to be vetted as a Host Family

### B. Background Check(s)

1. After the approval of the application, an automatically generated email is sent to the Host Family with information regarding the Background Check. Required annually (18+ years of age).

### C. NAYEN Youth Protection Awareness (YPA) Training

1. After the approval of the application, an automatically generated email is sent to the Host Family with information regarding the YPA Training. Required annually (18+ years of age).

### D. Handbook

1. After the approval of the application, an automatically generated email is sent to the Host Family with the Handbook attached, a 64-page document with valuable Hosting information, including 62.25 Regulations, Department of State Welcome letter (required by the U.S. State Department), info on Culture Shock, First Night Questions, Travel Permission Info, etc.
2. To locate the Host Family Handbook in YEAH:
  - a. Click *Utilities* tab
  - b. Click *Document Library*
  - c. Double-click *HF - Required Info (handbook)*
  - d. Or, locate online: <http://mountainandplainsrye.com/host-families/handbook>

# YEO GUIDE TO THE INBOUND PROCESS

## 4. Vetting - Host Family, continued...

### **E. Home Interview Report**

1. A vetted Host Family is REQUIRED to have a Home Interview Report (every 545 days).
2. You will visit the Host Family at their home to complete the Home Interview Report.
3. The Home Interview Report is located in YEAH:
  - a. Click *Long Term Exchanges* tab
  - b. Click *Host Families*
  - c. Double-click Host Family name
  - d. Click *Approval Process* tab
  - e. Click *Submit Home Interview Report* located on the bottom of the screen (the Host Family uploaded the photos when completing the application)
  - f. Click *Submit Report*
4. Each Host Family is REQUIRED to have a Follow-Up Visit within 60 days of an Exchange Student moving in with them:
  - a. Click *Long Term Exchanges* tab
  - b. Click *Host Families*
  - c. Double-click Host Family name
  - d. Click *Approval Process* tab
  - e. Click *Submit Follow-up Visit Report* located on the bottom of the screen
  - f. Click *Submit Report*
5. Once the Home Interview Report is approved, YEAH sends an automatic email to the YEO and YEC verifying the Home Interview Report is approved and it is now time to do the Host Family Orientation.

### **F. Orientation**

1. A vetted Host Family is REQUIRED to have an Orientation (every 545 days).
2. You will visit the Host Family at their home to complete the Orientation, which includes reviewing Rotary rules and the expectations from all parties involved during the Inbound Student's exchange.
3. To locate the *YEO Orientation Guide* in YEAH:
  - a. Click *Utilities* tab
  - b. Click *Document Library*
  - c. Double-click *HF - Orientation Form & Guide*
  - d. Print
  - e. Signatures must be in **blue ink**.
4. Or, locate online: <http://mountainandplainsrye.com/resources-forms>

# YEO GUIDE TO THE INBOUND PROCESS

## 4. Vetting - Host Family, continued...

### F. Orientation, continued...

5. Once complete, manually upload a color-scanned copy of the completed WESSEX Host Family Orientation into YEAH:
  - a. Click *Long Term Exchanges* tab
  - b. Click *Host Families*
  - c. Double-click Host Family name
  - d. Click *Documents* tab
  - e. Click *Upload New*
  - f. Choose *HF Orientation*
  - g. At *File to Upload*:, click the yellow folder
  - h. Click *Upload*
  - i. Choose the color-scanned copy
  - j. Click *Select File*

### G. How do I know what has/hasn't been completed for vetting?

1. Click *Long Term Exchanges* tab
2. Click *Host Families*
3. Double-click Host Family name
4. Click *Approval Process* tab

The screenshot shows the 'Approval Process' tab in the YEAH system. It displays a table of application records with columns for Rec'd, Eval, By, and Date. Below this is a 'Host Family Members' table with columns for Full Name, Birth Date, Bkg Check, At Home?, Status, and HF Position. The 'Host Family Members' table shows four members, all with 'Approved' status. At the bottom, there are buttons for 'Submit Home Interview Report', 'Submit Follow-up Visit Report', 'Edit', 'Save', and 'Exit'.

Rec'd	Eval	By	Date
03/23/2018	Approved	P. Peterson	03/23/2018
03/30/2018	Approved	P. Peterson	03/30/2018
04/04/2018	Approved	P. Peterson	04/05/2018
04/07/2018	Approved	P. Peterson	04/08/2018
06/01/2018	Approved	P. Peterson	06/01/2018
04/15/2018	Approved	P. Peterson	04/24/2018

Full Name	Birth Date	Bkg Check	At Home?	Status	HF Position
[REDACTED]	08/07/1972	03/26/2018	<input checked="" type="checkbox"/>	Approved	Host Parent
[REDACTED]	04/12/1962	04/10/2018	<input checked="" type="checkbox"/>	Approved	Host Parent
[REDACTED]	07/13/2005	Under 18	<input checked="" type="checkbox"/>		Non-Parent
[REDACTED]	08/09/2007	Under 18	<input checked="" type="checkbox"/>		Non-Parent

**Congratulations!**  
You're done with the Host Family Vetting!

# YEO GUIDE TO THE INBOUND PROCESS

## 5. Vetting - Club Counselor

### **A. Application**

1. Each new Volunteer is required to submit an application:  
[https://yehub.net/cgi-bin/MPR\\_get.cgi?pgid=vola](https://yehub.net/cgi-bin/MPR_get.cgi?pgid=vola)
  - a. If the Volunteer has previously been vetted, they DO NOT need to resubmit an application.
  - b. If the Volunteer closes the application without first submitting, please ensure they choose “Renew or continue my application” not “Begin a new application.”
  - c. The Volunteer is required to provide contact information for three references. Once the Volunteer submits their application, the three references will be contacted via email. The application can’t be approved until all three references have been submitted.

### **B. Background Check**

1. After the approval of the application, an automatically generated email is sent to the Volunteer with information regarding the Background Check.

### **C. NAYEN Youth Protection Awareness (YPA) Training**

1. After the approval of the application, an automatically generated email is sent to the Volunteer with information regarding YPA Training. Required annually.

### **D. US Department of State Local Coordinator (DOS) Training**

1. After the approval of the application, an automatically generated email is sent to the Volunteer with information regarding DOS Training. Required annually.

### **E. Volunteer Training (strongly encouraged, not required)**

1. After the approval of the application, an automatically generated email is sent to the Volunteer with information regarding Volunteer Training.

### **F. Counselor Training (strongly encouraged, not required)**

1. After the approval of the application, an automatically generated email is sent to the Volunteer with information regarding Counselor Training.

# YEO GUIDE TO THE INBOUND PROCESS

## 5. Vetting - Club Counselor, continued...

### How do I know what has/hasn't been completed for vetting?

1. Click *Long Term Exchanges* tab
2. Click *Volunteers*
3. Double-click Volunteer name
4. Click *Approval Process* tab

The screenshot shows the 'Approval Process' tab for a volunteer. The status is 'Approved'. The interface includes several sections:

- Approval Process Summary:** A table showing the progression of the application. All steps are marked as 'Approved'.
- Training Summary:** A table listing required training courses, their registration and completion dates, and whether they are required.
- Test Results:** A table showing a single test result for 'US DOS Local Coordinator Training' with a score of 97.00.
- Administrative Fields:** Fields for 'By' (J. Duke) and 'Date' (12/08/2014) for each step.

Step	Item	Rec'd	Eval	By	Date
1	Volunteer Application	12/06/2014	Approved	J. Duke	12/08/2014
2	Background Check	06/06/2018	Approved	D. Mullen	06/06/2018
3	Reference #1	12/07/2014	Approved	J. Duke	12/08/2014
4	Reference #2	12/11/2014	Approved	J. Duke	12/11/2014
5	Reference #3	12/16/2014	Approved	J. Duke	12/16/2014

Training Summary			
Course Name	Registered	Completed	Reqd
1 Youth Protection Awareness			<input checked="" type="checkbox"/>
2 Host Family Orientation			<input type="checkbox"/>
3 Volunteer Training			<input type="checkbox"/>
4 US DOS Local Coordinator Training	06/05/2018	06/07/2018	<input checked="" type="checkbox"/>
5 Culture Shock & Reverse Culture Shock			<input type="checkbox"/>

Test Results			
Test Name	Date Time	Result	Score
1 US DOS Local Coordinator Training	2018-06-07 07:23:17	Pass	97.00

Details from DOS training file upload:  
Person ID: 547000065 Exempt? N

Buttons: Edit, Save, Exit

**Congratulations!**  
You're done with the Club Counselor Vetting!

# YEO GUIDE TO THE INBOUND PROCESS

## 6. The Final Steps!

### **The required FIVE items are complete. Now What?**

Congratulations! Now it's time to start working with your Country Coordinator. Your CC is the liaison between your Club and our Foreign CC.

### **Who is my Country Coordinator?**

1. To locate the CC for your Inbound Student:  
<http://mountainandplainsrye.com/about/country-coordinators>
2. Using **trackable mail**, send the following to your CC:
  - a. ORIGINAL Visa Guarantee Form-VGF (mail one/keep one for your records)
  - b. ORIGINAL Letter - High School
  - c. ORIGINAL Letter - Host Rotary Club

### **What happens next?**

1. Once the CC receives the mailed documents, he/she will then mail them to our Foreign CC who will deliver them to the Inbound Student
2. The Inbound Student will take the documents to the U.S. Embassy to obtain his/her Exchange Visitor J-1 Visa

**Get excited!**  
**Your Inbound Student will be here soon!**

# COUNTRY COORDINATOR GUIDE TO THE INBOUND PROCESS

## **A. Required Documents from the YEO**

The YEO is responsible for completing FIVE REQUIRED ITEMS in order for the Inbound Student to arrive in the USA (pg. 4). The YEO mails **THREE** of these required items to the appropriate Country Coordinator:

1. Visa Guarantee Form - VGF (Appendix A OR Appendix B)
2. Letter - High School (Appendix C)
3. Letter - Host Rotary Club (Appendix D)

## **B. Prepare for the DS-2019**

What is a DS-2019? This document allows the Inbound Student to apply for an Exchange Visitor J-1 Visa at their closest U.S. Embassy. You are responsible for getting the DS-2019 issued and mailing to your foreign counterpart to give to the Inbound Student:

1. **VGF:** Once received from the YEO, complete the following information under Section (A) on the VGF:
  - a. Name of District Youth Exchange Chair
  - b. Signature of District Youth Exchange Chair  
\*The CC is authorized to sign on behalf of the District Youth Exchange Chair. Use [blue ink](#).
  - c. Date
  - d. Home Phone Number (cell, home or mobile)
  - e. E-mail Address of District Youth Exchange Chair  
\*To locate info: <http://mountainandplainsrye.com/about/district-committee>.
  - f. Upload the color-scanned copy into YEAH:
    - Click *Long Term Exchanges* tab
    - Click *Future Inbounds*
    - Double-click Student's name
    - Click *Processing* tab
    - Click *Upload GF*
    - At *File to Upload*: click the yellow folder
    - Choose the color-scanned copy
    - Click *Select File*
    - Click *Upload*
  - g. Use the VGF to complete
    - Club Counselor:
    - School:



# COUNTRY COORDINATOR GUIDE TO THE INBOUND PROCESS

## **B. Prepare for the DS-2019, continued....**

- First Day of School:
  - Preferred Arrival Airport:
  - First Host Family:
  - h. Click *Upload*
  - i. Once uploaded, **GF** shows on the Student's Indicator Dashboard
2. **Letter - High School:** Once received from the YEO, upload the letter into YEAH:
- a. Click *Long Term Exchanges* tab
  - b. Click *Future Inbounds*
  - c. Double-click Student's name
  - d. Click *Documents* tab
  - e. Click *Upload New*
  - f. At *Document Type*:, click the magnifying glass
  - g. Choose *HS Acceptance Letter*
  - h. At *File to Upload*:, click the yellow folder
  - i. Choose the color-scanned copy
  - j. Click *Select File*
  - k. Click *Upload*
  - l. Once uploaded, **HS** shows on the Student's Indicator Dashboard
3. **Letter - Host Rotary Club:** Once received from the YEO, upload the letter into YEAH:
- a. Click *Long Term Exchanges* tab
  - b. Click *Future Inbounds*
  - c. Double-click Student's name
  - d. Click *Documents* tab
  - e. Click *Upload New*
  - f. At *Document Type*:, click the magnifying glass
  - g. Choose *Host Club Letter to IB*.
  - h. At *File to Upload*:, click the yellow folder
  - i. Choose the color-scanned copy
  - j. Click *Select File*
  - k. Click *Upload*
  - l. Once uploaded, **HC** shows on the Student's Indicator Dashboard

# COUNTRY COORDINATOR GUIDE TO THE INBOUND PROCESS

## **C. Passport**

Along with the three documents above, also ensure your Inbound Student has a passport (valid six-months past the date the student returns home).

1. Once received, upload the Passport into YEAH:
  - a. Click *Long Term Exchanges* tab
  - b. Click *Future Inbounds*
  - c. Double-click Student's name
  - d. Click *Documents* tab
  - e. Click *Upload New*
  - f. At *Document Type*:, click the magnifying glass
  - g. Choose *Passport*
  - h. At *File to Upload*:, click the yellow folder
  - i. Choose file
  - j. Click *Select File*
  - k. Click *Upload*
  - l. Once uploaded, **PP** shows on the Student's Indicator Dashboard.

## **D. Verify if the DS-2019 is ready to be issued**

1. Confirm these SIX ITEMS are complete/uploaded in YEAH:
  - a. Visa Guarantee Form - VGF
  - b. Letter - High School
  - c. Letter - Host Rotary Club
  - d. Vetted - Host Family
  - e. Vetted - Club Counselor
  - f. Passport

## **E. We're ready for the DS-2019!**

1. Email the Department of State (DOS) Assistant Responsible Officer requesting the DS-2019 be issued for the Inbound Student. The DOS Assistant Responsible Officer info can be found at: <http://mountainandplainsrye.com/about/district-committee>
2. The DOS Assistant Responsible Officer will mail you the DS-2019 via trackable mail.
3. Once you receive the DS-2019, review for accuracy and make sure the DS-2019 is uploaded into YEAH:
  - a. Click *Long Term Exchanges* tab
  - b. Click *Future Inbounds*
  - c. Double-click Student's name

# COUNTRY COORDINATOR GUIDE TO THE INBOUND PROCESS

## **E. We're ready for the DS-2019!, continued...**

- d. Click *Documents* tab
  - e. Click *Upload New*
  - f. At *Document Type*:, click the magnifying glass
  - g. Choose *DS-2019*
  - h. At *File to Upload*:, click the yellow folder
  - i. Choose file
  - j. Click *Select File*
  - k. Click *Upload*
  - l. Once uploaded, **DS** shows on the Student's Indicator Dashboard
4. Mail the following FIVE ITEMS to the Foreign CC using trackable International FedEx ONLY (Rotary Account Number 3075-5942-0):
    - a. Fact Sheet (Appendix F ) found at:  
<http://mountainandplainsrye.com/resources-forms>
    - b. DS-2019
    - c. Original Visa Guarantee Form - VGF
    - d. Original Letter - High School
    - e. Original Letter - Rotary Host Club
  5. Verify with the Foreign CC he/she received the documents

## **F. Three Additional Items!**

The following items are REQUIRED for the Inbound Student to complete. They do NOT need to be completed to issue the DS-2019.

### **1. Statement of English Proficiency Form**

To locate the form in YEAH:

- a. Click *Utilities* tab
  - b. Click *Document Library*
  - c. Double-click *IB-English Proficiency Form*
  - d. Save to your computer
  - e. Or, locate online: <http://mountainandplainsrye.com/resources-forms>
2. Email the form to your Inbound Student
  3. Once complete, the Inbound Student will email back to you
  4. Save the completed form on your computer
  5. Upload the completed form into YEAH:
    - a. Click *Long Term Exchanges* tab
    - b. Click *Future Inbounds*
    - c. Double-click Student's name
    - d. Click *Documents* tab

# COUNTRY COORDINATOR GUIDE TO THE INBOUND PROCESS

## F. Three Additional Items!, continued...

### Statement of English Proficiency Form, continued...

- e. Click *Upload New*
- f. At *Document Type:*, click the magnifying glass
- g. Choose *Language Certification*
- h. At *File to Upload:*, click the yellow folder
- i. Choose the completed form
- j. Click *Select File*
- k. Click *Upload*
- l. Once uploaded, **LC** shows on the Student's Indicator Dashboard.

### 2. Colorado Immunization Form

1. To locate the form in YEAH:
  - a. Click *Utilities* tab
  - b. Click *Document Library*
  - c. Double-click *IB - Immunization Form*
  - d. Save to your computer
  - e. Or, locate online: <http://mountainandplainsrye.com/resources-forms>
2. Email the form to your Inbound Student  
\*The Student doesn't need to complete the "This section can be completed by child care/school/health care provider" section.
3. Once complete, the Inbound Student will email back to you
4. Save the completed form on your computer
5. Upload the completed form into YEAH:
  - a. Click *Long Term Exchanges* tab
  - b. Click *Future Inbounds*
  - c. Double-click Student's name
  - d. Click *Documents* tab
  - e. Click *Upload New*
  - f. At *Document Type:*, click the magnifying glass
  - g. Choose *Immunization Form*
  - h. At *File to Upload:*, click the yellow folder
  - i. Choose the completed form
  - j. Click *Select File*
  - k. Click *Upload*
  - l. Once uploaded, **IM** shows on the Student's Indicator Dashboard.

# COUNTRY COORDINATOR GUIDE TO THE INBOUND PROCESS

## 6. Three Additional Items!, continued...

### 3. Insurance

1. ALL Inbound Students are required to purchase Accident and Sickness Insurance. \*Sweden and Denmark are the only countries exempt from having to purchase our Insurance.
2. Check <http://mountainandplainsrye.com/inbound/insurance> regarding policy specifics and cost.
3. The RYE Treasurer uploads proof of insurance into YEAH. Once uploaded, **IP** shows on the Student's Indicator Dashboard.

**Get excited!**  
**Your Inbound Student will be here soon!**

# Appendix A

Rotary District **5470**

**Doe, Jonathon**

## Rotary Youth Exchange – Long-Term Exchange Program

### Section F: Host Club, District, & School Endorsements

(Guarantee Form / Visa Application Supporting Document)

Full Legal Name as on passport or birth certificate (use uppercase for your FAMILY name; e.g., John David SMITH) <b>Doe, Jonathon</b>		Name You Wish to be Called <b>John</b>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth (City, State/Province, Country) <b>Copenhagen</b>	Citizen of (Country) <b>Denmark</b>	Date of Birth (e.g., 25/Jan/1999) <b>01/May/2000</b>	

#### (A) HOST CLUB AND DISTRICT GUARANTEE

The Rotary Club and Rotary District specified within this section will provide room and board in approved homes, provide up to one year of study at the secondary school level, invite the applicant to participate in Rotary club and district events and activities typical of the host country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary club will also give the applicant a monthly allowance as specified below. The host Rotary District agrees to ensure appropriate screening, selection, and training for host families and Youth Exchange volunteers and orientation for the student upon his/her arrival.


Host Country <b>USA</b>		Host Club Name <b>Rotary Club of Horizon Sunrise - Grand Junction</b>		Host Club ID# <b>(1)</b> <b>52045</b>	
Host District # <b>5470</b>	Monthly Allowance <b>(2)</b> <b>\$125</b>	Arrival Airport in Host Country* <b>Grand Junction Regional Airport</b>	Airport Code** <b>GJT</b>	Arrival Date(s)*** <b>(3)</b> <b>July 23 - July 31</b>	
Name of District Youth Exchange Chair		Name of Host Club President <b>(4)</b> <b>Miquette Smith</b>		Name of Host Club Youth Exchange Officer <b>Abel Jones</b>	
Signature of District Youth Exchange Chair		Signature of Host Club President <b>USE BLUE INK</b>		Signature of Host Club Youth Exchange Officer <b>USE BLUE INK</b>	
Date (e.g., 25/Jan/2012)	Home Phone Number	Date (e.g., 25/Jan/2012) <b>16/July/2016</b>	Home Phone Number <b>012-345-6789</b>	Date (e.g., 25/Jan/2012) <b>16/July/2016</b>	Home Phone Number <b>012-345-6789</b>
E-mail Address of District Youth Exchange Chair		E-mail Address of Host Club President <b>miquette@youthexchange.com</b>		E-mail Address of Host Club Youth Exchange Officer <b>abel@youthexchange.com</b>	

#### (B) HOST CLUB COUNSELOR

Name <b>Chris Davis</b>		E-mail Address <b>chris@youthexchange.com</b>			
Address – Street <b>123 North Avenue</b>		City <b>Grand Junction</b>	State/Province <b>CO</b>	Postal Code <b>81506</b>	Country <b>USA</b>
Home Phone Number	Business Phone Number	Mobile Phone Number <b>012-345-6789</b>		Fax Number	

#### (C) SCHOOLING GUARANTEE

(To be completed by the school the applicant will attend in host country.) The applicant will attend school from date of school start for one school year. Costs of tuition and activities not a part of the normal curriculum must be paid by the applicant or his/her parents/guardians.

Name of School <b>Grand Junction High School</b>		Phone Number <b>012-345-6789</b>	Fax Number <b>012-345-6789</b>	Date School Starts <b>10/Aug/2016</b>	
Address – Street <b>1400 N. 5th Street</b>		City <b>Grand Junction</b>	State/Province <b>CO</b>	Postal Code <b>81501</b>	Country <b>USA</b>
Affix School's Stamp or Official Seal 		Name and Title of School Official <b>(5)</b> <b>Ari Goldberg, Principal</b>		Signature <b>USE BLUE INK</b>	
		E-mail Address <b>ari@gjhs.org</b>		Date (e.g., 25/Jan/2012) <b>16/July/2016</b>	

#### (D) FIRST HOST FAMILY **(6)**

Name of Host Father <b>Dan Williams</b>		Host Father's E-mail Address <b>dan@gmail.com</b>		Business Phone	Mobile Phone <b>012-345-6789</b>
Name of Host Mother <b>Sarah Williams</b>		Host Mother's E-mail Address <b>sarah@gmail.com</b>		Business Phone	Mobile Phone <b>012-345-6789</b>
Host Family Home Address – Street <b>1234 Grand Junction Way</b>		City <b>Grand Junction, CO</b>	State/Province <b>CO</b>	Postal Code <b>81501</b>	Country <b>USA</b>
Home Phone Number	Names and Ages of any Other Adults (18 years of age or older) in the Home <b>N/A</b>				

HOST DISTRICT: Please return at least two originals of the completed Endorsements/Guarantee Forms to:

# Appendix B

Applicant Name Doe, Jonathon


## (D) HOST CLUB AND DISTRICT GUARANTEE

The Rotary Club of Horizon Sunrise – Grand Junction		Name of Club	Club ID (1)	District #
will provide room and board in approved homes, provide up to one year of study at the secondary school level, invite the applicant to participate in Rotary club and district events and activities typical of our country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary club will also give the applicant a monthly allowance in the amount of US (2) \$125. District 5470 agrees to ensure adequate training for host parents and Youth Exchange volunteers and orientation for the student upon his/her arrival.		Horizon Sunrise – Grand Junction		52045 5470
		Club President Name (4)	Signature	
		Miquette Smith	USE BLUE INK	
		Date (e.g., 01/Jan/2006)	Home Phone	
16/July/2016		012-345-6789		
E-mail miquette@youthexchange.com				
Club Secretary / YEO Name	Signature	District Chair Name	Signature	
Abel Jones	USE BLUE INK			
Date (e.g., 01/Jan/2006)	Home Phone	Date (e.g., 01/Jan/2006)	Home Phone	
16/July/2016	012-345-6789			
E-mail abel@youthexchange.com		E-mail		

## (E) HOST CLUB COUNSELOR (required)

Name		Address - Street	
Chris Davis		123 North Avenue	
City	State/Province	Postal Code	Country
Grand Junction	CO	81506	USA
Home Phone	Mobile Phone	Fax	E-mail
	012-345-6789		chris@youthexchange.com

## (F) SCHOOLING GUARANTEE

<i>(To be completed by the school the applicant will attend in host country) The applicant will attend school from date of school start for one school year. Costs of tuition and activities not a part of the normal curriculum must be paid by the applicant or his/her parents/guardians.</i>	Name of School		Date School Starts
	Grand Junction High School		10/Aug/2016
	Address – Street		
	1400 N. 5th Street		
Affix School's Stamp or Official Seal	City	State/Province	
 <p>Grand Junction High School OFFICIAL SEAL</p>	Grand Junction		CO
	Postal Code		Country
	81501		USA
	Phone	Fax	E-mail
012-345-6789	012-345- 6789	ari@gjhs.org	
Name of School Official (5)	Title/Position (5)	Signature	Date (e.g., 01/Jan/2006)
Ari Goldberg	Principal	USE BLUE INK	16/July/2016

## (G) FIRST HOST FAMILY (required) (6)

Name of Host Father	Name of Host Mother	Name(s) and Ages of Other Adult(s) in Home	
Dan Williams	Sarah Williams	N/A	
Address – Street			
1234 Grand Junction Way			
City	State/Province	Postal Code	Country
Grand Junction	CO	81501	USA
Home Phone	Mobile Phone	Fax	E-mail
	012-345-6789		dan@gmail.com, sarah@gmail.com

**Student:** Please submit this form with the rest of the completed application to your local Rotary club or district. Your information will be shared with Rotary International. It will only be used for official RI business and not sold to or shared with third parties, unless required by law to be released.

**Rotary district/clubs:** Please mail completed Guarantee Form to the address below.

Youth Exchange  
Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA

# Appendix C

## GLENWOOD SPRINGS HIGH SCHOOL

1521 GRAND AVENUE  
GLENWOOD SPRINGS, COLORADO 81601

(970) 384-5555 Fax: (970) 384-5556

Date: 5/22/2017

Student Name:

Student Address:

Country: Japan

RE: Acceptance to Glenwood Springs High School for the 2017-2018 school year

To Whom it may concerns:


As Principal of Glenwood Springs High School, I have reviewed your Rotary Youth Exchange application and hereby accept you as a full time student for the coming academic year of 2017-2018.

The first day of school is September 5. Class registration will take place the week before school. You will be 17 on the first day of school. I see that you have attended 2 years of high school already and you will be registered in 11<sup>th</sup> grade classes at our school. Depending on your class preparation in the subject and your educational goals, you may be able to register for more basic or more advanced classes. It will be best to arrive the week before school begins to register for classes with our counseling office.

All exchange students study the "*Fundamentals of American Democracy*" among the 8 classes required during each of the 2 semesters. Exchange students are also required to take at least 1 English class each semester. We offer math and science courses at all levels as well as French and Spanish language. Our school system permits students to enroll in elective courses in areas of interest to them including music, fine arts, speech and drama, business (DECA), technology, physical education, social sciences, journalism, and service learning (elementary education).

You can learn more about our classes on our website <http://rfsd.k12.co.us>. We have a full complement of sports teams during each of the 3 sports seasons for boys and girls. You are welcome to consider participation in these sports activities as well as extracurricular clubs and programs at the school, including an annual school play, student government, and various service clubs. Exchange students are most successful and happy when they participate in many school activities.

We look forward to welcoming you to our school. We have enjoyed educating exchange students for many years. We trust that you will have a solid academic and cultural experience here in Glenwood Springs and our high school.

Sincerely; 

Principal 







# Appendix D

## Rotary Club of Glenwood Springs, Colorado

May 24, 2017

Inbound Student Name  
Inbound Student Address

Dear Inbound Student:

It is with great pleasure that our club welcomes you to Glenwood Springs for the 2017-18 academic school year as our Rotary Exchange Student. Rotary Youth Exchange is a very successful program that we believe develops positive understanding among people of many cultures and countries, helping to bring peace and friendships around the world. We are proud to participate in Rotary Youth Exchange and believe that the young people who are ambassadors to and from our country are very special.

Our club has hosted many Rotary Exchange students over the years and we enjoy it very much. Our town is a pretty mountain town in the middle of the Rocky Mountains. We are located on the "Western Slope" of Colorado which means we are west of the Continental Divide. Vail is 1 hour east and Aspen is 1 hour south of Glenwood Springs. Thus, skiing is very big here! Although Vail and Aspen are more famous, even our little town is considered a mountain resort town with year round outdoor activities for visiting families and tourists. <http://www.visitglenwood.com/> and <http://www.glenwoodchamber.com/> are links to our city and chamber of commerce websites. <http://www.postindependent.com/> is the link to our local newspaper. <http://www.vvh.org/> is the link to our local hospital of which we are very proud. <http://coloradomtn.edu/> is a link to Colorado Mountain College, which is based out of our town and which has campuses in many towns on the western slope.

Glenwood Springs has a population of about 15,000 people. There are other smaller towns nearby. Each town has its own small high school and most of them host a Rotary student. We are about a 3 hour drive from Denver, our state capital and biggest city. There is some public transportation in town and between towns (see <http://www.rfta.com/>). We are surrounded by US Forests and National Parks. Deer and other wild animals are commonly found in our back yards! Another interesting aspect of our town and area is that it was settled by many immigrants from Italy 3 generations ago. These same families are now successful members and leaders of our communities.

We are arranging for 2- 3 host families for you. Your RYE youth exchange officer is \_\_\_\_\_ and your Rotary counselor is \_\_\_\_\_. Our club has a small website ([www.gsrotary.org](http://www.gsrotary.org)).

We are excited to meet you! August will come soon! Please give our regards to your parents.

Sincerely!

President Glenwood Springs Rotary Club  
2017/18 Rotary Year

# Appendix E



rotary  
youth  
exchange

## MOUNTAIN & PLAINS ROTARY YOUTH EXCHANGE DISTRICT 5470

Country, State	U.S.A., Colorado
State Information	<a href="http://www.colorado.com">http://www.colorado.com</a>
Facebook Page	<a href="http://www.facebook.com/mprye">http://www.facebook.com/mprye</a>
Web Page	<a href="http://mountainandplainsrye.com">http://mountainandplainsrye.com</a>
Number of Hosted Students	<ul style="list-style-type: none"> <li>• 1 : 1 exchange</li> </ul>
Age	<ul style="list-style-type: none"> <li>• At least 15½ and no older than 17½ (when student arrives in U.S.A.)</li> <li>• Must not have completed secondary education (graduated)</li> </ul>
Exchange Length	<ul style="list-style-type: none"> <li>• Length: 10-11 months (typically)</li> <li>• Arrival: August (some late-July arrivals)</li> <li>• Departure: June (July in the case of some summer tours)</li> <li>• Return home within two weeks of the end of school or, if participating in a summer tour, within 10 days of the end of summer tour</li> </ul>
Visa Requirements	<ul style="list-style-type: none"> <li>• Issued for one year from arrival date (to include a summer tour if desired)</li> </ul>
Travel Requirements	<ul style="list-style-type: none"> <li>• Must have a ROUND TRIP air ticket to the destination specified by the hosting Rotary District and Rotary Club and must have an OPEN return or allow for a change of return date with minimal charges to the student</li> <li>• Ticket must be issued with an airline operating year-round</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Must have dental, liability, medical, and travel insurance purchased through <a href="http://mountainandplainsrye.com/inbound/insurance">http://mountainandplainsrye.com/inbound/insurance</a></li> <li>• Without prior specific agreement, we cannot accept insurance purchased outside the U.S.A.</li> </ul>
Emergency Funds	<ul style="list-style-type: none"> <li>• US \$500 <small>*Must not go below US \$500 during the exchange year</small></li> </ul>
Immunizations	<ul style="list-style-type: none"> <li>• Completion of <i>Colorado Immunization Form</i> <small>*Required by the State of Colorado</small></li> </ul>
Language	<ul style="list-style-type: none"> <li>• Completion of <i>Statement of English Proficiency Form</i> <small>*Required by the U.S. Department of State</small></li> </ul>
Monthly Allowance	<ul style="list-style-type: none"> <li>• Between US \$100 and US \$150 monthly (differs per Rotary Club)</li> </ul>
Tours (Optional)	<ul style="list-style-type: none"> <li>• Several spring/summer tours available</li> <li>• Two to four weeks in duration</li> <li>• Tours are an additional cost</li> </ul>
Travel During Exchange	<ul style="list-style-type: none"> <li>• No individual travel by the student allowed. School trips are permitted. Host families and Rotarians will often include students in travel opportunities</li> </ul>
Parent Visits During Exchange	<ul style="list-style-type: none"> <li>• Visits must NOT take place until the final three months of the exchange year</li> <li>• Must be approved in advance by the hosting Rotary Club and host family</li> </ul>