



DISTRICT _____

A MEMBER OF

CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC

SERVING 18 DISTRICTS IN ILLINOIS, INDIANA, MICHIGAN, MINNESOTA, NORTH DAKOTA, WISCONSIN AND ONTARIO, CANADA
5580, 6220, 6250, 6270, 6290, 6310, 6330, 6360, 6400, 6420, 6440, 6450, 6460, 6490, 6510, 6540 6560, 6580



ROTARY YOUTH EXCHANGE TRAINING Youth Exchange Officers, Counselors and Committee Volunteers

Full legal name of trainee _____

Address of trainee _____

Email address _____ Phone _____

Member of the Rotary club of _____

Club/District Position _____

Minimum Training Content

- Review and discuss the program objectives, rules and regulations as set forth by:
 - Rotary International-Youth Protection Policies
 - United States Department of State J-Visa Regulations, Be sure to make them aware of the absolute requirement that host families **must be approved prior to** a student being placed with the host family, absolutely no exceptions. Be sure to explain about the Department of State required training and certification.
- Explain the role of CSJET (Council on Standards for International Educational Travel)
- Responsibilities of host clubs, exchange officers and counselors
- Best practices for creating a positive exchange for the student, club and community
- Explain the student insurance program and how to file a claim
- Review the student protection program of RI and your district.
- Review the various forms and how to properly fill them out, be sure to remind them **Not to save forms**, always go the www.csrye.org to obtain the current form, and that most are now fillable forms that can be saved and emailed except signature pages.

Training was provided by the following on _____ Date
mm dd yy

I confirm that the information presented to me corresponds with the training content listed above.

Trainee signature _____ Dated _____