



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



Host Club Paperwork Sequence

There is a proper sequence for all paperwork with the host families as well as with the schools, therefore the order shown below **MUST** be followed or you jeopardize the entire youth exchange program. All of this is based on the requirements of the U S Department of State J-Visa regulations.

Note that the host home application is very different now. You must prepare two copies of sections A & B and one copy of sections C & D.

For Host Families:

Remember that until the family is approved they should not be allowed to have any personal info from the front of the application.

1. Host family completes a host family application.
2. All members of the household of the host family are interviewed in their home.
3. Photos are taken of the exterior and ground of the home as well as the kitchen, student's bedroom, bathroom, and family or living room.
4. The local club checks the references and reviews that application and interview info.
5. A criminal background check is done. on all adult members of the household

AT THIS POINT THE FAMILY IS EITHER APPROVED OR REJECTED

It is at this point that the family can view the entire application.

5. The host family receives orientation about the program, the J-1 visa regulations, etc.
You cannot do the interview and orientation at the same time.

THERE ARE NO SHORTCUTS REGULATIONS DICTATE THIS SEQUENCE.

For Schools:

1. Have the school sign the School Enrollment Form, there is one for summer inbound and one for winter inbounds. Be sure to indicate whether or not the student has completed their secondary education in their home country, if you are not sure check with your inbound coordinator.
2. Have a school official sign the guarantee and school enrollment forms., be sure to leave copies of these with the school.

Robert Hosch, PDG,
Responsible Officer

CS Host Club Paperwork Seq 1/16/11