



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



District Inbound Paperwork Checklist

Under the new Department of State regulations this check list has been developed. In order to process papers the following items need to be submitted to the responsible officer.

- Four guarantee forms each with original signatures signed in blue ink.
If there are not 3 guarantee forms or if you mess up the ones sent with the papers then fill out the lower portion of our guarantee form, they can resign the top part when the papers get to the student.
- one copy of the school enrollment form
- Two Student information sheets. This provides the responsible officer needed information.
- Two copies of Sections A & B and one copy of sections C & D of the host home application signed & dated
- One copy of the background check for each adult member of the host household and the results of any reference checks. US PLACEMENTS ONLY
- Airport of arrival--the city should be specified where the airport of arrival is located, not the local name of the airport.
- The school start date should be shown on the guarantee forms and student info sheets
- All forms should be clear and legible be sure to clarify any items that may not be.
- Double check to be sure that all forms are completed
- One copy of the host family orientation checklist should be done prior to the students arrival.

Under no circumstances can the YEO or the Counselor be a host family for any student at any time during the current exchange year.

Remember that you cannot move a student into a new host family until you have submitted a properly completed host home application and background check as specified above to the responsible officer. These will be carefully monitored by the Department of State, it is one of their top priorities.

Thank you for your cooperation.

Robert Hosch, PDG
Responsible Officer