

Rotary District 5020 values inclusion and works to provide life-changing international and intercultural learning experiences which includes individuals from all backgrounds, including students with disabilities and those representing all genders, races, nationalities, and religions.

Formal Request for Reciprocal Exchange 2019-2020

PASTBETWEEN: RI District 5020 (Canada/USA) AND RI District _____, _____
Country/Countries

BOTH PARTIES AGREE TO THE FOLLOWING:

Number of Students to be Exchanged

The number of students to be exchanged during the 2019-2020 Rotary Year: D-5020 will host: ____ student(s) D_____ will host: ____ student(s)

General Terms of Exchange Agreement

- 1) Both partners agree that the districts involved in this exchange are certified by Rotary International, and that the exchange partner will be informed immediately of any change in certification status.
- 2) Both partners agree to carefully select and carefully prepare all students who are sponsored for exchange. This Process should include:
 - Personal interviews by Rotary Youth Exchange representatives of applicants and their parents
 - Orientation programs that include, at a minimum, discussions of program rules, expectations of students, support systems, intercultural adaptation, and sexual abuse and harassment.
- 3) Both partners agree to make every effort to provide at least two host families for all exchange students. Both parties agree to appropriately select, screen, and prepare those host families, and to ensure that the families provide a safe and welcoming environment for the student.
- 4) Both partners agree that no family may host more than one student simultaneously, except for brief visits or emergencies without prior approval of natural parents.
- 5) Both partners agree to provide to each hosted student, before the student arrives, the name and contact information of at least one host parent and/or the student's Rotarian counselor. Both partners agree that the host parent cannot serve as the student's Counselor or the Youth Exchange Officer.
- 6) Both partners agree that inbound students will not be charged any costs for inbound orientation or other **mandatory** Rotary functions, or for school tuition or transportation. Students may be responsible for the cost of some school supplies, or for extra-curricular activities in which they participate.
- 7) Both partners agree all students must have a complete round-trip ticket to the destination specified by the host district. The ticket must allow for a change of return date with minimal or no charges.
- 8) Both partners agree that students will receive a minimum monthly allowance from their host Rotary Club, in the amount of **\$65 US/Canadian** for a minimum of ten months or the length of the stay, whichever is shorter.
- 9) In case of serious disciplinary or other problems concerning an exchange student, both parties agree to immediately contact the student's home district to discuss the problem **before** taking action to terminate an exchange.

Deadlines for Paperwork

- 1) Application forms are strongly encouraged to be exchanged by **March 1, 2019** but must be received by the host district/multi-district no later than **March 31, 2019**. This time frame ensures all students will have the most suitable placement available and will allow sufficient time to prepare all the documentation.
- 2) All documents necessary for obtaining a student visa, including completed Guarantee Forms, must be returned to the sponsor district/multi-district no later than **May 31, 2019** unless prior arrangements are made with the district chair, but are strongly encouraged to be returned as early as possible. Applications that are received after the cut off date will result in a delay in returning documentation
- 3) Failure to meet these dates or any of our other requirements may affect our ability to exchange with your district in the future.
- 4) These deadlines may be extended by agreement of both partners, in cases where last-minute additions or replacements are involved.

Requirements for students coming to D-5020 Canada/USA

- 1) **Age:** Exchange students coming to D-5020 must be **born between September 30, 2001 and September 30, 2003**. District 5020 prefers to host inbound students who have not graduated from high school but can accept a limited number who have graduated. Please confirm before sending applications.
- 2) **Language:** Inbound students are expected to start learning English language immediately after their placement in District 5020 and to know Basic English at their arrival.
- 3) **Insurance:** See section below.
- 4) **Arrival:** Exchange students **must arrive between August 15 and August 28, 2019**.
- 5) **Duration of Exchange:** The end of the exchange is between **July 1 and July 17, 2020**
- 6) **Emergency Fund:** **\$500** in US/Canadian funds must be given to the student's hosting club YEO upon arrival.
- 7) **Visits:** Visits by student's parents/guardians are discouraged. Such visits may only take place with the prior consent by the host club and host district and only within the last quarter of the exchange with some dates blacked out. Visits by siblings and/or friends are allowed only if they are accompanied by parent(s)/guardian(s)
- 8) **Smoking:** District 5020 does not accept students who smoke.
- 9) **Placement:** District 5020 is a binational district. Students must be willing to be hosted on either the US or Canadian side of D5020. Host country placement will be the decision of D5020.
- 10) **Prior Exchanges:** D5020 will not accept any students that have previously been on a long-term exchange with any program
- 11) **Other:** D5020 will not release the Guarantee Form until we have received signed copies from the student and parent(s) of:
 - District 5020 Rules and Conditions
 - District 5020 Travel Policy
 - Travel Permission Form
 - Proof of Insurance Purchase
 - Copy of the student's current passport valid a minimum of 6 months past the end of the exchange date
 - English Proficiency Statement

All Forms and Official Documents must be sent directly to the Country Officer (named below) in District 5020

Name: _____, Country Officer:
 Street Address:
 City, State, Country, Zip:
 Email:
 Home Phone:
 Business Phone:
 Mobile Phone:

Additional Contact Information for District 5020

Ron Fisher, District Chair
 2725 Keats Ave
 Campbell River, BC V9H 1R8 Canada
 Email: fisherrk@telus.net
 Home: + 250-923-4568
 Mobile: + 250-202-6114

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Formal Request for Reciprocal Exchange 2019-2020

BETWEEN: RI District 5020, (Canada/USA) AND RI District _____, _____
Country/Countries

Requirements for students coming to D-_____

Alternately: You may return this signed agreement and attach your District's documentation regarding your exchange requirements.

- 1) **Age:**
- 2) **Language:**
- 3) **Insurance:** See section below.
- 4) **Arrival:**
- 5) **Duration of Exchange:**
- 6) **Emergency Fund:**
- 7) **Visits:**
- 8) **Other:**
- 9) **Other:**
- 10) **Other:**

All applications, Guarantee Forms, and other official documents should be sent to this address:

Name:
Street Address:
City, State, Country, Zip:
Email:
Home Phone:
Business Phone:
Mobile Phone:

Additional Contact Information for District:

Name:
Street Address:
City, State, Country, Zip:
Email:
Home Phone:
Business Phone:
Mobile Phone:

Insurance Requirements for Inbound and Outbound Exchange Students: Inbound students coming to D-5020 must purchase the medical and liability insurance policies required by their host country and outbound students coming from D-5020 must purchase the medical and liability insurance policies required by their sponsor country in conformance with regulations of Rotary International. If a different agreement has been made with the sponsor District Chairman or designee and the host District Chairman or designee write the agreement here:

PLEASE RETURN BOTH PAGES OF THIS AGREEMENT.

By returning this exchange agreement each district has agreed to all the requirements and terms stated in this document.
Rotary International District 5020 **Rotary International District _____**

[print name]

[print name]

Date: _____

Date: _____