



District 5040 Youth Exchange Program Checklist and Host Family Orientation

Student and Family Details:

Student Name

Student Gender

Student Home Country and District #

Student's primary language

Host Family Names (list all names in household)

Host Family Address

Sponsoring Club

Dates for Hosting Student

Notes:

Pre-requisites for Host Family Orientation:

Following must be completed before the student is hosted:

- Criminal Record Check for all residents in host home over 18 years of age.

Date Criminal Record Check(s) completed:

- Host Family Information Form completed.

Date Form Completed:

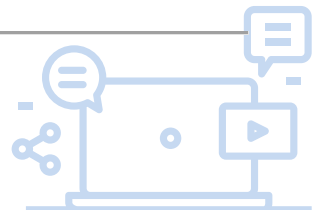
- Volunteer Information Form completed.

Date Form Completed:

- Home Visit of Host home completed.

Date visit Completed:

Revised: December 2021



Items to Cover with Host Parents:

- Drinking, Drugs, Driving, Dating, Body piercing and tattoos.
- Smoking and Vaping.
- Downloading – Internet, texting, social media, and computer usage.
- Local transportation.
- Meals/Lunches for Schools.
- Religion and customs of the host household if applicable.
- District Travel Policy.
- Hosting Best Practices – member of the family not a guest! Chores.
- Contact Information for Club Youth Exchange Officer, Counsellor’s role.
- Review Mandatory Rotary Attendance events (Inbound, District Conference etc.)

Documents and Resources:

- ✓ Copy of Student Application
- ✓ Rotary D5040 Calendar of Events (student will receive at Inbound Orientation)
- ✓ Rotary Guide for Host Families www.d5040youthexchange.ca

Review and Discuss:

Overview of Rotary and the Youth Exchange Program.
 First Night Questions
 Website with lots of great information www.d5040youthexchange.ca including host family tab.
 Club Counsellor and Youth Exchange Officers Roles.
 How to respond to a problem.
 Medical Emergency Health Insurance.
 School – academic expectations and attendance.
 Financial Obligations of student and family.

Signatures certify that information in this report is accurate and that the orientation was conducted on the date listed below:

Rotary Club Youth Exchange Officer Name and signature

Dated:

Host Parent Name and Signature

Host Parent Name and Signature

Dated:

Document Retention: Send completed document to District 5040 Inbound Coordinator.
Revised December 2021

