

# CHECKLIST FOR YEAR LONG OUTBOUND APPLICATIONS

Rotary District 7390 Youth Exchange Program Yr 2018-19

Read instructions first – **TYPE 2** original application forms – copies are NOT acceptable except prior to any signatures being added. Forms may also be downloaded at [www.rotary7390.org](http://www.rotary7390.org). You may type one master and make 1 copy before any signatures or photos are added. All signatures must be original and in **BLUE INK**. Photos must be identical on both applications and student should be smiling. Color copies of photos are acceptable. A **check for \$100** made payable to Rotary D7390 YEP must accompany application which must be received by Melissa Bruck, Executive Coordinator, 515 S. George St, York PA 17401, **no later than October 13, 2017. (Put This Address Information on the Front Cover Of The Application!)**

## SECTION A: Personal Information

Page 1

- \_\_\_\_\_ Type Rotary District # **7390** at the top of the page
- \_\_\_\_\_ 1. Type applicant information
- \_\_\_\_\_ 2. Type parent/Legal Guardian Information – complete whole section
- \_\_\_\_\_ 3. Sponsor District and Club Youth Exchange Contacts  
Sponsor District Number: 7390 DYE Chair Linda Spotts Email: [crosswinds@pa.net](mailto:crosswinds@pa.net)  
Sponsor Rotary Club: Name: Club YEO: Name an Email Address (Club can provide candidate with information or Club can fill it out upon receipt of application)

Page 2

- Type *Applicant Name* at top of form
- \_\_\_\_\_ 4. Type Personal Background Information
- \_\_\_\_\_ 5. Type Sibling Information
- \_\_\_\_\_ 6. Type Languages
- \_\_\_\_\_ 7. Type Secondary School Information

## SECTION B: Letters and Photos

Page 3

- \_\_\_\_\_ Type 7390 and *Applicant Name* at the top of the form.
- \_\_\_\_\_ Student's Letter – Type on separate sheet and don't use slang or acronyms (see guidelines a [www.rotary7390.org](http://www.rotary7390.org) – click on Youth Exchange – Click on Applying to be an Outbound)
- \_\_\_\_\_ Parent's Letter – Type on separate sheet.

Page 4

- \_\_\_\_\_ Type Name at top of form, attach photos, neatly print any notation to explain photo

## SECTION C: Medical History and Examination

Page 5

- \_\_\_\_\_ Type 7390 and *Applicant Name* at the top of the form. Complete Applicant's Contact Info.

Page 5 & 6

- \_\_\_\_\_ Give Section C to your Physician to complete Medical History (1-6), Physical Examination (8) and Certification. Physician must sign **in blue ink!**

## SECTION D: Dental Health and Examination

Page 7

- \_\_\_\_\_ Type 7390 and *Applicant Name* at the top of the form and complete applicant's information.
- \_\_\_\_\_ Dental Examination – Give Section D to Dentist to complete and sign **in blue ink!**

## SECTION E: Student, Parent & Sponsor Endorsements (Guarantee Form/Visa Application Supporting Document)

Page 8

- \_\_\_\_\_ Type 7390 and Applicant Name at top of form
- \_\_\_\_\_ Full legal name of Applicant as on passport or birth certificate (use uppercase for your FAMILY name), name you wish to be called, check male or female, home address, state, postal code, country, email address, home phone number, mobile phone number, place of birth, citizen of (country), Date of Birth
- \_\_\_\_\_ (A) and (B) Student and Parents sign form in **blue ink**
- \_\_\_\_\_ Rotary witness signs form in **blue ink**
- \_\_\_\_\_ (C) Name of District Youth Exchange Chair Linda R. Spotts, 114 Deaven Road Harrisburg, PA 17112 Email: [crosswinds@pa.net](mailto:crosswinds@pa.net) (H) 717-652-7548 (C) 717-329-6635  
Sponsor Club - complete Sponsor Club Name, Club ID, Club President and Club Youth Exchange Officer, Contact Information and Signature.

**SECTION F: Host Club, District & School Endorsements (Guarantee Form/Visa Application Supporting Document)**

- Page 9 \_\_\_\_\_ Type 7390 and *Applicant Name* at the top of the form.  
\_\_\_\_\_ Type first 2 lines, i.e. Name, Gender, Place of Birth, Citizen of, Birth Date.  
\_\_\_\_\_ Leave the balance of this page empty (will later be filled out by Host Club)

**SECTION G: Rules and Conditions of Exchange (These are not the ESSEX Rules-See Bottom)**

- Page 10 \_\_\_\_\_ Type 7390 and *Applicant Name* at the top of the form and Read.  
Page 11 \_\_\_\_\_ Declaration/Rules & Permission for Medical Care and Release of Medical Records and Liability signed by student & both parents **in blue ink**.  
\_\_\_\_\_ Rotary witness signs and dates Rules/Declaration/Medical release **in blue ink**.  
\_\_\_\_\_ Complete Alternative Emergency Contact in home country other than parent/guardian.

**SECTION H: Secondary School Personal Reference**

- Page 12 \_\_\_\_\_ Type 7390 and *Applicant Name* & type in applicant personal information.  
\_\_\_\_\_ Confidential School Reference is given to a teacher, guidance counselor or principal to complete, signs all copies **in blue ink** and mails to Melissa Bruck, District 7390 Executive Coordinator, 515 S. George St., York, PA 17401 **no later than October 13, 2017. Student, have the return envelope for the school addressed to:**

**Melissa Bruck  
Rotary District 7390 Executive Coordinator  
515 S. George St.  
York, PA 17401**

**APPLICATION CHECKLIST**

- Page 13: \_\_\_\_\_ Application Component Checklist A-H  
Add'l.: \_\_\_\_\_ Official transcript from school of all courses complete with grades of the last two years (most recent grades).  
\_\_\_\_\_ Color Photocopy of Passport.  
\_\_\_\_\_ \$100 check and completed application mailed to Melissa Bruck, Executive Coordinator, 515 S. George St, York PA 17401, **no later than October 13, 2017.**  
\_\_\_\_\_ ESSEX Rules (OB509) signed and dated by student & parents **in blue ink**  
\_\_\_\_\_ ESSEX Independent Travel Rules (YE325) signed and dated by student & parents **in blue ink**  
\_\_\_\_\_ District 7390 Code of Conduct signed and dated by student and parents **in blue ink**

ESSEX OB509 and YE325 forms can be downloaded from: [www.exchangestudent.org/outboundstandardizeforms/cfm](http://www.exchangestudent.org/outboundstandardizeforms/cfm)  
District 7390 Outbound Code of Conduct can be downloaded from the district website at:  
[www.rotary7390.org](http://www.rotary7390.org)