

Instructions for a Club Short Term Chair

01. Read the ESSEX short term handbook in its entirety.
02. Be sure each candidate receives a copy of the ESSEX short term handbook. You may print copies of them as you need them.
03. When you receive 3 sets of short term applications from the applicant:
 - a. Check for completeness. Make sure all are signed
 - b. Print out a YEO checklist. Complete what pertains to you. If the checklist is complete, the application package will be correct.
 - c. Note that you are **required** to hold an interview with the candidate in his/her home. The purpose of this interview is to make sure that both the candidate and the parents are in favor of this exchange. Also, it allows you to be sure that the home and family are worthy of the exchange. Please pay particular attention to the country choice section on the checklist for YEO. We need to know at least 3 choices in case the 1st choice does not work out. When the checklist is completed the application package will be correct and complete. The application package that is sent to the district chair should consist of 2 sets of completed applications, a check made out to ESSEX STEP in the amount of \$125.00 for the ESSEX STEP process fee, A completed CISI-Bolduc insurance application with a check made out to CISI-Bolduc in the amount of \$76.00 for a 3-4 week exchange or if the exchange is in a southern hemisphere country the cost is \$208.00 for a 6 week exchange. A Short Term policy B is MANDATORY in either event, and a completed YEO Checklist. **See the ESSEX STEP Application Procedure on our website.**
 - d. As you interview the candidate, we ask that you get as much specific information on the country choice for us and write it on the checklist. We would like as many options as possible.
04. Keep one completed application for your file and send the remaining two complete applications to your District STEP Chair.
05. Contact your District STEP Chair if you have any questions. The short term program is very flexible. If you have any special requests or different situations, please feel free to ask. The rules for this program are not as rigid as the long term program.
06. **Short Term Changes Effective as of Wednesday, October 8, 2014**

Short term families and counselors must register through the Portals just like the long term. The application process fee is \$125. All background checks will now be covered by ESSEX. The link to use for the Host Family Application is:

<http://bit.ly/ESXhfa>

They only need two references and will need their email addresses only. Remember they cannot be related or a Rotarian.

Students will process their application package the same as always.