

Host Family Name (e.g. John and Mary SMITH)	Club	District	
<h2 style="margin: 0;">WESSEX Host Family Orientation</h2> <p style="margin: 0;">Rotary Youth Exchange, District _____</p>			
<b>Section 1 – Prerequisites for Orientation (Following must be completed before the host family is oriented.)</b>			
Date Background Checks Completed	Date Reference Checks Completed	Date In-Home Interview/Inspection Done	
<b>Student Information</b>			
Student Name	Gender	Home Country	Home District
<b>Section 2 – District policy on each of the following must be explained to the host family. Please check as discussed.</b>			
<input type="checkbox"/> Rotary organization, youth exchange program <input type="checkbox"/> First night questions <input type="checkbox"/> Rotary Club and Rotary Counselor’s roles <input type="checkbox"/> Rotary activities (district and club) <input type="checkbox"/> How to respond to a problem <input type="checkbox"/> Rotary resource persons <input type="checkbox"/> Medical, liability and dental insurance <input type="checkbox"/> Passport <input type="checkbox"/> Airline ticket <input type="checkbox"/> Money <input type="checkbox"/> Employment <input type="checkbox"/> School (academic expectations, etc.) <input type="checkbox"/> Dress Codes (school and social occasions) <input type="checkbox"/> School lunches <input type="checkbox"/> Financial obligations	<input type="checkbox"/> Student’s place in the family <input type="checkbox"/> Religion <input type="checkbox"/> Customs and mores of student’s home country <input type="checkbox"/> Local transportation <input type="checkbox"/> District travel policy <input type="checkbox"/> Drinking, Drugs, Driving, "Dating" <input type="checkbox"/> Body decorations (Piercing, tattoos, etc.) <input type="checkbox"/> Smoking <input type="checkbox"/> "Downloading" <input type="checkbox"/> Internet/computer policy <input type="checkbox"/> Phone/text message policy <input type="checkbox"/> Notification of material changes (address, work, arrests) <input type="checkbox"/> Hosting "Best Practices" <input type="checkbox"/> Strategies for cross-cultural interaction <input type="checkbox"/> Post hosting evaluation		
<b>Section 3 – Check items received by the host family</b>			
<input type="checkbox"/> Host Family Handbook and/or Guidelines (emailed when HF application is complete) <input type="checkbox"/> Copy of the student’s application <input type="checkbox"/> Calendar of student activities (included in HF parents’ copy of student handbook) <input type="checkbox"/> Rotary District Rules and Conditions of Exchange (included in HF parents’ copy of student handbook) <input type="checkbox"/> Contact information for club and district youth exchange volunteers (included in HF parents’ copy of student handbook) <input type="checkbox"/> Letter to Host Family from USA State Department (emailed when HF application is submitted) <input type="checkbox"/> Copy of USA State Department Exchange Visitor Program Regulations (emailed when HF application is approved) <input type="checkbox"/> Travel permission from Natural Parents (included in parents’ copy of student handbook)			
<b>Certification</b>			
Signatures certify that information in this report is accurate and that the orientation was conducted on the date listed below			
Date Orientation Conducted	Program Representative who Conducted Orientation	Signature of Program Representative	
Host Father Name (Type or Print)	Host Mother Name (Type or Print)	Other Host Family Members Present	
Signature	Signature		

**DOCUMENT RETENTION & TRACKING INSTRUCTIONS:** Appropriate District or Club Officer must upload a digital copy to the YEAH online database. Records will be maintained for a minimum of three years after Exchange completion.