**Rotary International District 5100**

**Youth Exchange Committee**

# Located in Northern Oregon and Southern Washington, USA

 www.youthexchange5100.org

“Service Above Self”

AUGUST INBOUND STUDENT TIMELINE

JANUARY - FEBRUARY

District Committee reviews each club’s anticipated participation and their past history of previous Inbounds (gender, countries, and numbers). Making a tentative list of assignments.

JANUARY-MAY (unfortunately sometimes into JUNE)

Applications arrive from foreign countries. We review and make four copies to include in packets for prospective host clubs and families.

MARCH-MAY

Initial packets are sent to clubs for signatures. Upon completion and review of forms, the clubs return the completed guarantee forms and inbound student hosting fee.

MARCH-MAY

Country Youth Exchange Officer sends the acceptance letter and completed guarantee forms to the sponsoring District. In addition, a packet is sent to the student, with host family information and some additional forms that the student is instructed to return to the Youth Exchange Officer (immunization forms, signed rules, English proficiency, etc.)

MAY-AUGUST

Students are sending requested forms and documentation of their travel and arrival times. Clubs and students are corresponding and “getting acquainted”.

AUGUST

Most students arrive at least ten (10) days prior to the start of the School Year. Club Youth Exchange Committee Chairpersons need to make sure the Host Family Interview Form and the two letters of recommendation for each host family are complete and turned in to the District Inbound Coordinator by the August orientation.