
This document deals with the contracts which are made in Youth Exchange: who signs what – and what is agreed.

Certification Renewal Form

This is signed and returned to Rotary International by the District Governor Elect and the District Youth Exchange Officer in May prior to the new Rotary year to indicate acceptance of the conditions of Certification as set out in the Renewal document.

See [RI Certification Renewal Document](#) for full details of agreement.

The Student Application Form

Signatures are required from the student and from both (if possible) parents/legal guardians for students under 18. These signatures are witnessed by a member of the sending Rotary club

The signatories from Rotary are the District Youth Exchange Officer on behalf of the District, and for the Club the President and either the Club Youth Exchange Officer or the Club Secretary. All of these are in office in the year that the Exchange is being arranged but may not be in the year in which the Exchange happens. This is the case for both outbound and inbound students.

POTENTIAL COMPLICATIONS DUE TO REDISTRICTING

Where it happens mid process that the Sending club for whatever reason becomes part of a different district special care is needed to ensure that a viable agreement remains in place.

The Agreement

The conditions to which parties agree in order for a student to be sent out on Youth Exchange are to be found on pages 5&6 of the STEP application form as set out below and are essentially the same on pages 10&11 of the LTEP form. (See [CP9A/CP9B: LTEP/STEP Application Form Extracts - Rules and Conditions of the Programme](#))

Additional to this on the LTEP form is the permission of student, parents/guardians for the release of medical information on appropriate pages of the 'Section C: Medical History and Examination' of the Application form, acquired in the course of the examinations by the physician and the dentist.

Agreement on behalf of the Applicant

PERMISSION FOR MEDICAL CARE AND RELEASE FROM LIABILITY

(If applicant is under 18 delete this paragraph)

I, the applicant, do release from liability and grant permission as noted of the following while I am participating as a Rotary Youth Exchange program participant

(if applicant is over 18 years of age delete this paragraph)

We, the parents/legal guardians of the applicant who have the sole and legal right to make the decisions on the health and care of the applicant, do release from liability and grant permission as noted of the following while our son/daughter is participating as a Rotary Youth Exchange student:

- In the event of accident or sickness, I authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of the student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment

- I give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable.
- I further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required for necessary or advisable.

I agree to hold harmless Rotary International, any Rotary District or Club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome. I agree to assume all financial obligations beyond those covered by insurance for any medical treatment tendered.

APPLICANT'S DECLARATION

IN CONSIDERATION of the acceptance and participation of the applicant in this program, the undersigned APPLICANT to the full extent permitted by law, hereby releases and agrees to defend, hold harmless, and indemnify all host parents and members of their families and all members, officers, directors, committee members, and employees of the host and sponsor Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned applicant I declare that:

- I have read and understand the Program rules and Conditions of Exchange and agree to abide by these rules and others imposed on me with due notice during my time as an exchange student in the host country.
- I have read and understand the Statement of Conduct of Working with Youth.* I understand that all Rotarians and host families are expected to have read this statement. I understand that I will be provided with training and written material on whom to contact and procedures I must follow should I encounter any form of abuse or harassment.

I am in good health and as a Rotary Youth Exchange participant understand the importance of the role of a youth ambassador and, should I be chosen to represent my sending Rotary club and district, school, community, state/province, and country will, to the best of my ability, maintain the high standards required. I further state that all the detail entered by me in this application and the attached documents are true and accurate to the best of my knowledge.

DECLARATION BY PARENTS/LEGAL GUARDIANS *(delete if Applicant is over 18)*

IN CONSIDERATION of the acceptance and participation of the applicant in this program, WE, his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families and all members, officers, directors, committee members, and employees of the host and sending Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned parents or legal guardians of the applicant:

- We have read and understood the Program Rules and Conditions of Exchange and agree to abide by them.
- We have read and understood the Statement of Conduct for Working with Youth* and we understand that all Rotarians and their families are expected to have read and understood this statement.
- We agree that the Applicant may travel to the Host District

Agreement on behalf of Rotary

SENDING CLUB and DISTRICT ENDORSEMENT (STEP)

The Rotary Club and Rotary District specified within this section, having interviewed the applicant, hereby endorse the student as qualified for Rotary Youth Exchange and recommends to hosting clubs and districts the acceptance of this student. The district agrees to provide adequate orientation to the students and parents before the student's departure.

SPONSOR CLUB AND DISTRICT ENDORSEMENT (LTEP)

The Rotary Club and the Rotary district specified within this section, having interviewed the applicant and his/her parents/legal guardians and having reviewed the student's application and related documents, hereby endorse the student as qualified for Rotary Youth Exchange and recommend to host clubs and host districts the acceptance of this student. The District agrees to provide adequate orientation to the student and parents before the student's departure.

The Guarantee Form

The Guarantee form is page 7 of the STEP form and on pp9 &10 of the LTEP form (references as above). It is completed and returned by the Host District and gives the name of the student's Counsellor and the Host Family contact details. (where relevant). It may be needed in order to obtain a visa.

Host districts are required to remit the guarantee form for the inbound student to RI one month before the student arrives.

Guarantee on behalf of the Long Term Applicant

(A) APPLICANT'S GUARANTEE I the applicant named above, agree to do the following

(1) Purchase round-trip air travel before I depart my home country; (2) abide by the rules and decisions of the program, accepting advice and supervision of my hosts; (3) attend all orientation and trainings offered by my sponsor and host districts and clubs; and (4) not request permission to stay in my host country, and (5) return home after completion of my exchange.

(B) PARENT/LEGAL GUARDIAN GUARANTEE. We, the parents/legal guardians of the above applicant, agree to do the following:

(1) Pay all costs of transportation, passport and visa; (2) pay costs for health and accident or travel insurance as per program rules; (3) pay for clothing for the applicant's welfare and for any uniforms required;(4) pay additional costs as circumstances arise, e. g. provide an emergency fund, if required by host district, under control of the host Rotary club/district to be returned at completion of the exchange if not used; (5) attend presentation meetings; (6) abide by program rules and follow host district policy on visiting the applicant while he/she is abroad.

The undersigned APPLICANT and PARENTS/ GUARDIANS hereby agree to the Applicant's and Parents'/ Guardian's Guarantee (A and B) and that the applicant is permitted to travel to the host country, live with approved families for up to one year, and attend secondary school.

Guarantee on behalf of Rotary

HOST CLUB AND DISTRICT GUARANTEE (LTEP)

The Rotary Club and Rotary district specifies within this section will provide room and board in approved homes, provide up to one year of study at the secondary school level, invite the applicant to participate in Rotary club and district events and activities typical of the host country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary club will also give the applicant a monthly allowance as specified below. The host Rotary District agrees to ensure appropriate screening, selection and training for host families and Youth Exchange volunteers and orientation for the student upon his/her arrival.

HOST DISTRICT and CLUB GUARANTEE (STEP)

The Rotary District and Rotary Club where specified within this section, will provide room and board in approved homes, invite the applicant to participate in Rotary club and district events and activities typical of our country, and provide guidance and supervision to assure the applicant's welfare. The Host Rotary District agrees to provide adequate training for host parents and Youth Exchange volunteers and orientation for the student upon his/her arrival

SCHOOLING GUARANTEE

(To be completed by the school the applicant will attend in host country). The applicant will attend school from date of school start for one school year. Costs of tuition and activities not part of the normal curriculum must be paid for by the applicant or his/her parents /guardians.

* Statement of Conduct for working with youth for Rotary Youth Exchange

Reference is made to this Statement in the above agreement:

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouse, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

- Adopted by the RI Board of Directors, November 2002