Rotary Youth Exchange
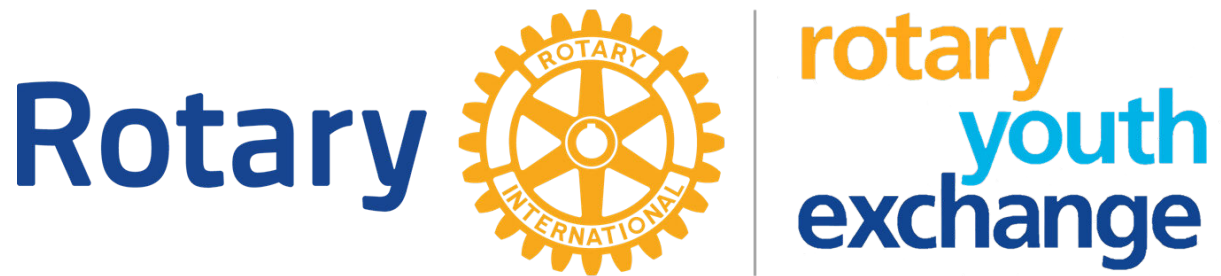# Virtual Exchange Application

Submit completed application to:

Number of Copies of Application to be Submitted: _____

Instructions for Rotary Youth Exchange Program Application

Read all directions on each page carefully **before** completing the application. Use the checklist on the last page to ensure that you have completed all sections and obtained all necessary signatures.

If you are accepted as a virtual exchange student, this application will be shared with your exchange country and will serve as your introduction. The information you provide will help to determine your acceptance in the Rotary Youth Exchange program. Furthermore, your information will be provided to Rotary International. It will only be used for official RI business and will not be sold to or shared with third parties, unless its release is required by law.

Components of Your Application

Your application consists of:

- All forms in this application, along with your student letter (Section B)
- Copy of your birth certificate or valid passport
- Copy of your school transcript

Filling Out Your Application

Your application *must* be legible. Only computer-generated (or typed) applications are accepted (no hand-written applications). Answer all questions completely and as asked (*do not* write "same", "see above" or "see page"). Enter your information directly onto the application unless directed otherwise. Make sure to use correct grammar and spelling. Make note of the formats specified for date fields and other items.

Wherever the application asks for your full legal name, enter your name **exactly as it appears on your passport or birth certificate.**

Printing Your Application and Signing the Forms

You may need to submit several complete sets of this application – your local Rotary district/club will tell you how many sets are required. You may also wish to make an additional set for your own records. Be sure to provide computer-printed forms or good-quality photocopies**. Unless your Sponsor District specifies electronic signatures, all signatures on all sets must be ORIGINAL and with BLUE ink.** To accomplish this:

1. Complete the application form. Do not sign it.
2. Print the completed application.
3. Sign all forms yourself where indicated, then have your parents/legal guardians sign all forms where indicated.

The photo of yourself that you attach to Section A, page 1, and the photos required by Section B, **must be good quality color photographs and digitally inserted into the document.**

Additional Instructions

1. The deadline for this application will be established by the sponsoring Rotary District and local Rotary Club. Applications WILL NOT be accepted after the deadline date. They will also dictate the number of copies you are required to submit.
2. Hand-written applications will not be accepted. **Use Acrobat Reader to complete your application.**
3. Insert all photos where indicated, include photos (Section B), and your checklist (final page). Do not submit this instruction page and the cover page that precedes it.

Gender Identification

Non-binary encompasses many gender identities that don't fit into the male-female binary. The term "non-binary" can mean different things to different people. At its core it's used to describe someone whose gender identity isn't exclusively male or female. Some people who are non-binary experience their gender as both male and female, and others experience their gender as neither male nor female. Other identities considered to fall under this **non-binary** can include transgender, gender fluid, and genderqueer – as well as many more.

Questions?

If you have any questions about completing this application, check with your local Rotary Club's Youth Exchange Officer. Once you've completed your application, return it to your local Rotary club/district as they've instructed.

Statement of Conduct for Working with Youth

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' partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and emotional abuse.

Adopted by the Rotary International Board of Directors, October 2019

rotary youth exchange

Rotary Youth Exchange
Virtual Exchange Program
Section A: Personal Information

Before you begin your application, be sure to read all instructions on the prior page.

1. Applicant Information

Full Legal Name as on passport or birth certificate *(use uppercase for your FAMILY name; e.g. John David SMITH)*		Name You Wish to be Called		Male Female Non-Binary
Home Address – Street	City	State/Province	Postal Code	Country
Postal Address *(if different)* - Street	City	State/Province	Postal Code	Country
E-mail Address		Skype	Mobile Phone Number	
Place of Birth *(City, State/Province, Country)*		Citizen of *(Country)*	Date of Birth *(YYYY-MM-DD)*	

2. Parent/Legal Guardian Information

Full Name of Parent/Legal Guardian #1			Full Name of Parent/Legal Guardian #2		
Rotarian? Yes No	If yes, name of Rotary Club		Rotarian? Yes No	If yes, name of Rotary Club	
Address – Street		City	Address – Street		City
State/Province	Postal Code	Country	State/Province	Postal Code	Country
Email-Address			Email-Address		
Occupation			Occupation		
Home Phone Number	Mobile Phone Number		Home Phone Number	Mobile Phone Number	
Business Phone Number	Skype		Business Phone Number	Skype	

3. Sponsor District and Rotary Club

Sponsor District Number	Name of Sponsor District Youth Exchange Chair	E-mail Address
Sponsor Rotary Club	Name of Sponsor Club Youth Exchange Officer	E-mail Address

Rotary Youth Exchange - Virtual Exchange Program

Section A: Personal Information

4. Siblings (add page, if necessary. Use **Additional Siblings Form**. Section A: Personal Information - supplement to page 2)

Name	Gender	Age	Occupation or School Grade/Level	Living at Home?
	☐ Male ☐ Female			☐ Yes ☐ No
	☐ Male ☐ Female			☐ Yes ☐ No
	☐ Male ☐ Female			☐ Yes ☐ No
	☐ Male ☐ Female			☐ Yes ☐ No

5. Languages

Your Native Language(s)		Proficiency in Non-Native Language(s) *(indicate Poor, Fair, Good, or Fluent)*		
Non-Native Language(s) *If you have received a foreign language certificate (e.g. DELF, DELE etc.), please add a copy to this application form*	**Years Studied**	**Speaking**	**Reading**	**Writing**

6. Exchanges

Have you previously participated in any exchange? ☐ No ☐ Yes *if yes, Long-Term or Short-Term?*	

7. Secondary School Information

Name of Secondary School You Currently Attend		School Phone Number	School Fax Number

Address – Street	City	State/Province	Postal Code	Country

Number of grades/levels at your school	Your current grade level *(e.g., 10th, 11th)*	Month and year you expect to graduate	No. of years you've attended this school

List the courses you are currently taking

Consult with a school official or guidance counselor to find out the following information:

Total number of students at your school	Number of students in your grade level	Your approx. class ranking *(e.g., top 10%, 12th of 56)*

Name and title of school official or counselor that you consulted	E-mail address of school official or counselor

Add a transcript, in English, of all secondary school courses completed with grades you received. Also include your most recent grade report from the current year.

Rotary Youth Exchange – Virtual Exchange Program
Section B: Student Letter & Photos

Student's Letter

Create a 5 to 10 paragraph letter introducing yourself to your virtual exchange student pair. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions in your letter, providing as much detail as possible. Please use these questions as a suggested guide for topics to include in your letter. If you need help generating details, also consider the italicized questions in parentheses.

1. What do you do when you have free time?

2. What you do at your school? *(How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake-up and discuss only one typical day's schedule.)* Are you able to choose courses at your school? If so, which courses did you choose, and why?

3. What are your school interests and activities? What leadership positions have you held?

4. How would you describe your home? *(Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus, or walk to school?)*

5. What are the occupations of your parents? *(What product or service does each make or perform? What is their position or title?)*

6. How would you describe your community? *(Is it in or near a major city? What is the population? industry? economy?)*

7. What are your interests and accomplishments? *(Are you interested in art, literature, music, sports, other activities? How did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?)*

8. What trips have you taken outside your country? Tell us about your experience(s) abroad, if any:

9. What things do you dislike? *(Do you dislike certain foods, animals, treatment by other people etc.?)*

10. What do you feel are your strong and weak characteristics? What would you like to improve about yourself?

11. What are your plans and ambitions for your educations and career? Why?

12. If you have previously been on any exchange write about your experiences, the host country you went to and the length of your exchange.

13. What do you specifically hope to accomplish as a virtual exchange student, both during your virtual exchange and when you after?

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Rotary Youth Exchange – Virtual Exchange Program
Section B: Student Photos

Student's Photos

Select a good quality color photograph for each topic below, and digitally insert each photo to this page. Include brief captions to describe the photos and remember you are leaving a FIRST IMPRESSION!   **(Digital insertion of photos works best with ADOBE ACROBAT or ADOBE READER)**

MY FAMILY	MY SPECIAL INTEREST
CLICK HERE TO INSERT *Photo that includes* *members of your* *immediate family* *In the box beneath the photo, please enter a description that clearly identifies each person*	*CLICK HERE TO INSERT* *Photo of you participating* *in your favorite* *hobby or activity* *In the space beneath the photo, please describe your interest and how long you have participated.*
SOMETHING IMPORTANT TO ME	**MY HOME**
CLICK HERE TO INSERT *Photo of your friends, pet,* *musical instrument, etc.* *In the space beneath the photo, please describe what is shown and how or why it is important to you.*	*CLICK HERE TO INSERT* *Photo of your house or* *building where you live* *In the space beneath the photo, please describe your home, where it is located and how long you have lived there.*

Rotary Youth Exchange - Virtual Exchange Program
Section C: Endorsements - Sponsor District and Clubs

(c) SPONSOR CLUB AND DISTRICT ENDORSEMENT

The Rotary Club and 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 virtual exchange.		

Sponsor District #	Sponsor Club Name		Sponsor Club ID #
Name of District Youth Exchange Chair	Name of Sponsor Club President		Name of Sponsor Club Youth Exchange Officer
Street Address of District Youth Exchange Chair	Street Address of Sponsor Club President		Street Address of Sponsor Youth Exchange Officer
City, State/Province, Postal Code of District YE Chair	City, State/Province, Postal Code of Sponsor Club President		City, State/Province, Postal Code of Sponsor Club YEO
E-mail Address of District Youth Exchange Chair	E-mail Address of Sponsor Club President		E-mail Address of Sponsor Youth Exchange Officer
e-Signature of District YE Chair (or blue ink)	e-Signature of Sponsor Club President (or blue ink)		e-Signature of Sponsor Club YE Officer (or blue ink)

Date *(YYYY-MM-DD)*	Home Phone Number	Date *(YYYY-MM-DD)*	Home Phone Number	Date *(YYYY-MM-DD)*	Home Phone Number
Mobile Phone Number	Business Phone Number	Mobile Phone Number	Business Phone Number	Mobile Phone Number	Business Phone Number

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Rotary Youth Exchange – Virtual Exchange Program
Section D: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program.

Rules and Conditions of Exchange

1. Prohibited Behaviors that will result in immediate termination of virtual exchange:
   a. **Cyber Bullying.** Cyber Bullying is the use of the Internet and related technologies to harm other people in a deliberate, hostile and often repeated manner.
   b. **Identity Theft.** Identity theft is a form of stealing someone's identity in which someone pretends to be someone else by assuming that person's identity.
   c. **Posting or sharing sexually oriented materials**. This includes texts, stories, images, photos, videos, graphics, etc.
   d. **Uploading viruses or malware.** A computer virus is a computer program that can replicate itself and spread from one computer to another. Malware includes but is not limited to adware and spyware programs that do not have a reproductive ability.
2. Rotary International is a global service organization comprised of people from many countries. Our members have different religious and political beliefs. Therefore, Rotary International and its global network of districts and clubs are explicitly secular and apolitical and do not promote or endorse any religious or political views.
3. Make every effort to participate in all planned exchange activities.
4. Report anything that makes you feel uncomfortable, for any reason, including the treatment of others online or receiving inappropriate messages or images from anyone. Participants should report concerns to th Rotary members listed on the Sponsor Club & District Endorsement form listed in Section C of this application.

References

1. Children's Internet Protection Act (CIPA) since 2001. Congress adopted CIPA in 2001 as part of the Consolidated Appropriations Act, 2001. Pub. L. No. 106-554. CIPA amended section 254(h) of the Communications Act of 1934, as amended, 47 U.S.C. §§ 151 et seq.
2. Rotary International ROTARY YOUTH EXCHANGE – VIRTUAL EXCHANGES & ONLINE SAFETY CONSIDERATIONS
3. International Society for Technology in Education (ISTE) standards for students: https://www.iste.org/standards/for-students
4. Rotary International Youth Protection Guide

Tips for a Successful Virtual Exchange

1. It is always good to be cautious while on the Internet. There are people in the cyber world who want to do harm to you or your computer. The following website has useful safety information: *https://staysafe.org/teens/*
2. Be aware that anything you share and post on the Internet will be there permanently.
3. Keep cautious of who you interact with on the Internet.
4. Understand that personal information on social networks can easily be accessed by anyone. Be sure to turn off your GPS tracking and refrain from posting your location.
5. Do not open any links in emails or chat rooms that look suspicious or unfamiliar. Never open any strange files that your computer may have downloaded from an email or a website.

Rotary Youth Exchange – Virtual Exchange Program
Acknowledgment of Rules and Conditions of Exchange

Student and Parent Acknowledgment of
Rules and Conditions

I have received internet safety instruction and have read the above Section D: Rules & Conditions. I understand engagement in any specified prohibited behaviors will result in immediate termination in this program. I will observe generally accepted network etiquette while participating in this Rotary International Virtual Exchange Program.

Dated: _____
  YYYY-MM-DD   _____   _____
                      Name of Exchange Student   e-Signature (or blue ink)

Dated: _____
  YYYY-MM-DD   _____   _____
                      Name of Parent/Legal Guardian #1 (on my own behalf and student's)   e-Signature (or blue ink)

Dated: _____
  YYYY-MM-DD   _____   _____
                      Name of Parent/Legal Guardian #2 (on my own behalf and student's)   e-Signature (or blue ink)

Instructions: Regardless of the age of the student, this form should be signed by the exchange student and by both of his or her parents. If a parent does not have custody of the student and a legal guardian does, then the form should be signed by the legal guardian. A step parent needs to sign the form only if the step parent has adopted the student or has been appointed legal guardian of the student.

Rotary Youth Exchange – Virtual Exchange Program

Section E: Consent to use of Personal Data, Images & Recordings

CONSENT TO USE OF PERSONAL DATA, IMAGES AND RECORDINGS

1. I consent to Rotary International, Rotary Youth Exchange multi-districts, Rotary districts, and Rotary clubs participating in the Rotary Youth Exchange program collecting, processing, using and disclosing my personal data including medical information in compliance with local privacy laws to verify my eligibility, to coordinate my exchange with international exchange partners, schools, and government agencies, and to facilitate my participation in Rotary Youth Exchange activities.

2. Digital copies of my personal data may be retained in a secure database for historical purposes by Rotary International and/or its affiliates for up to ten years after termination of my exchange.

3. I consent to anyone associated with the Rotary Youth Exchange program (including Rotarians, host family members, and agents of the program) recording my voice and image by any means ("Recordings").

4. I grant Rotary International, my sponsoring and hosting Rotary district and/or multi-district, and my sponsoring and hosting club (collectively "RI") the irrevocable and worldwide right free of charge to use, copy, display, modify, distribute, publish and license the recordings, my image, statements, name, and voice for promotional, marketing, and educational purposes. I understand that this could include use on websites, in publications, via streaming, and in social media. I agree that RI may retain the Recordings and my personal information for historical and research purposes.

Applicant (print name)	Date (YYYY-MM-DD)	e-Signature (or blue ink) - click only for digital signature
Parent/Legal Guardian #1 (print name)	Date (YYYY-MM-DD)	e-Signature (or blue ink) - click only for digital signature
Parent/Legal Guardian #2 (print name)	Date (YYYY-MM-DD)	e-Signature (or blue ink) - click only for digital signature

Instructions: Regardless of the age of the student, this form should be signed by the exchange student and by both of his or her parents. If a parent does not have custody of the student and a legal guardian does, then the form should be signed by the legal guardian. A step parent needs to sign the form only if the step parent has adopted the student or has been appointed legal guardian of the student.

Rotary Youth Exchange – Virtual Exchange Program
Section F: Application Checklist

Use this checklist to ensure that you have all of the necessary parts for your application. All copies must meet RYE Sponsor District signature requirements; all photographs must be inserted digitally and be of good quality. Submit as directed to your sponsor Rotary Club or District.

Sec.	Application Component	
A	*Personal Information* pages completed with photo digitally inserted	☐
B	*Letter & Photos* completed, with 4 photos digitally inserted	☐
C	*Endorsements-District/Club, Student & Parents* completed and signed by all persons	☐
D	*Rules & Conditions of* Exchange & Acknowledgement signed by student and parents/legal guardians	☐
E	*Consent to* Use *Personal Data*, Images, Recordings signed by student and parents/guardian	☐

Required Documents as Attachments	
Copy of school transcript (with translation into English if transcript is in another language)	☐
Copy of birth certificate. (Valid passport acceptable if birth certificate is not available)	☐

Additional Forms Required by Sponsor District (if any)	
	☐
	☐
	☐

Final Instructions: When you have completed entry of the required fields in the application form, you are ready to print the document to get the appropriate signatures where required and directed by your sponsor Rotary Club/District. Use the checklist above to make sure everything is complete.