



Rotary International Youth Exchange Program

EXCHANGE AGREEMENT

Between District ____ and District ____

Rotary year 20__ - 20__



Proposed by District ____ to District ____

Brown shade for Proposing district; Blue shade for Responding district; White and Yellow for instructions

Contact Information

Representing District	Representing District
Name:	Name:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile Phone:	Mobile Phone:
Fax:	Fax:
E-mail:	E-mail:

Address for document Exchange

(Please include name and phone; print in the format that would be used on a package.)

For District ____	For District ____
Phone:	Phone:

Agreement

With additions proposed in the Response Section, I accept the terms proposed in this document.

For District ____:

Name ____ Position ____ Signature _____ Date ____

For District ____:

Name ____ Position ____ Signature _____ Date ____

Note to Responding District: Please remember to describe any proposed changes or additions in space provided in the Response Section of this document.

Proposal Section (from District _____)

(To Responding District: Please check items that you approve.)

General Terms

1. **Changes:** After acceptance by both partner districts, this agreement may be modified only by mutual agreement in writing by both exchange partners.
2. **Certification:** Both exchange partners must be certified by Rotary International, and each exchange partner agrees to immediately inform the other partner of any change in certification status.
3. **Number of Students Exchanged:** District _____ will send _____ (number) students to District _____ and accept _____ (number) students from District _____. Each exchange partner agrees to host students accepted even if due to unavoidable circumstances (such as late withdrawal of an applicant) it is unable to send students.
4. **Disciplinary Actions:** Disciplinary actions for student behavior considered unacceptable are at the discretion of this district. However, behavior serious enough as to be cause for an early return, or to be serious enough that repeated occurrences could lead to an early return, will be reported immediately to the sending district.
5. **Early Returns:** The final decision for an early return rests with the host district. However, a student will not be returned until after consultation with the sponsor district and until arrangements have been made for receiving the returning student. Any additional expenses required for the early return of a student due to unacceptable student conduct must be paid by the student's natural parents.

Basic Requirements for Students Inbound to District _____

1. **Age Requirements for Inbound Students:** Inbound students must be at least _____ years of age and not more than _____ years of age at the beginning of their exchange year.
2. **Arrival Date:** August arrivals should arrive on or after _____ and on or before _____. January arrivals should arrive on or after _____ and on or before _____. (Some school calendars may require slightly different schedules.)
3. **Due Date for Applications:** Applications must be received no later than _____ for August arrivals and no later than _____ for January arrivals.
4. **Return of Guarantee Form and Associated Documents:** No later than _____ for August arrivals (and _____ for January arrivals), or 30 days after receiving a student's application, whichever is later, documents needed for an accepted student's visa (including completed Guarantee Forms) will be sent to the sponsor district.

5. **Insurance:** All students must purchase Health, Liability and Accident Insurance described below. (Exceptions must be approved in advance by the host district YEO.) Documents required to obtain a visa for the exchange will not be issued until the acquisition of acceptable insurance has been confirmed.
6. **Insurance:**
7. **Emergency Fund:** All students must bring an emergency fund of _____ to be collected and kept by the host club and applied to student needs as required. If a part of this fund is used during the year, the student's natural parents must promptly replace the amount used to restore the balance to the original level. At the end of his/her exchange the balance in this fund shall be returned to the student.
8. **Student Allowance:** Host clubs will provide each hosted student with an allowance of not less than _____ per month.
9. **Orientation and Language Training:** Inbound students will NOT be required to pay any costs for mandatory Rotary functions such as inbound orientation. However, if language training is necessary, then the student may be accountable for such training.
10. **Visits:** Visits by parents, relatives and friends of inbound students must be approved in advance and coordinated by the YEO of the host district. Such visits are never approved before the _____ month of the exchange year, never during a holiday or other special day observed by the host community, and never during a period in which the student is scheduled for a Rotary event or activity. Students are not permitted to be absent from school to accompany a visiting family member or friend during a visit.
11. **Group Activities:** Approximately _____ (number) group meetings are scheduled for inbound students each year. Participation is required unless an exception is made in advance by mutual agreement of the host club and the district youth exchange officer. There are no charges to students for participation in these meetings.
6. **General Health:** Students must be in good physical and mental health. For example, students with such serious psychological conditions as depression, anorexia or bulimia, and serious physical problems such as insulin-dependent diabetes may not be accepted.
7. **Immunizations:** Each inbound student must send or bring a complete and current immunization record signed by the student's medical provider. This record must include dates of all doses of inoculations. If a student arrives without having had required immunizations, or if some required immunizations are not current, then such immunizations will be administered in the host community at the student's expense.

12. **Absence from School:** Except for illness, absence from school must be approved by the student's Rotary Counselor or their District YEO.
13. **School Record:** Each student must present to his/her host club a copy of their school record in the _____ language.
14. **School Sports:** Participation in school sports (athletics) is not guaranteed.
15. **Graduation/School Diploma:** Graduation from a high school (or a school diploma) is not guaranteed.
8. **Student Travel:** Students are NOT permitted to travel alone and not with other students unless chaperoned by persons approved by the host district.
16. **Tours:** Tours of in-country and/or neighbor country regions may be available for inbound students. However, natural parents must approve participation and pay all associated costs.

Response Section (from District _____)

(Please complete this section.)

Basic Requirements for Students Inbound to District _____

1. **Age Requirements for Inbound Students:** Inbound students must be at least _____ years of age and not more than _____ years of age at the beginning of their exchange year.
2. **Arrival Date:** August arrivals should arrive on or after _____ and on or before _____. January arrivals should arrive on or after _____ and on or before _____.
3. **Insurance:**
4. **Emergency Fund:** All students must bring an emergency fund of _____ to be collected and kept by the host club and applied to student needs as required. If a part of this fund is used during the year, the student's natural parents must promptly replace the amount used to restore the balance to the original level. At the end of his/her exchange the balance in this fund shall be returned to the student.
5. **Student Allowance:** Host clubs will provide each hosted student with an allowance of not less than _____ per month.

Additional Requirements by District _____

(If possible, please list with numbers for identification. If easier, just copy your requirements and paste them in the spaces provided. Space will expand.)

For Students Inbound to District _____

For Students Outbound from District _____

Requested Changes in Terms of Proposal Section

(Please identify by number and list.)