

**DISTRICT 5080
YOUTH EXCHANGE PROGRAM
COUNSELOR'S INBOUND CHECKLIST**

Student's Name: _____

Home Country and District: _____ Arrived on (Date) _____

Place a Y or N in the box beside each statement to indicate YES or NO

- [] Was the student's I -year Canadian or U.S. Student Visa checked?
- [] Was the student's 1 -year Canadian or U.S'. Visitors Visa checked?
- [] Was the student's return plane ticket checked and retained by Counselor?
- [] Were District 5080 Youth Exchange Program rules reviewed with the student?
- [] Were hospital/medical insurance documents checked and in order
- [] Does the student have insurance purchased through Rotary District 5080?

If "Yes", insert the policy number: _____

- [] Does the student have insurance purchased in his/her own country?
- [] Does the student have any insurance?
If "NO", immediately contact the District 5080 Insurance Coordinator, Stewart McLeod, 421
Baker Street, Nelson, BC VIL 4H7, Canada
B: 250-7217, R: 250-352-5671, F: 250-352-7099) Contact via email.
- [] Has the student has deposited an emergency fund with the counsellor as co-signer?
If "Yes", state amount \$ _____ and where the account is held: _____
- [] Has the student been advised of the first host family and hosting period?
- [] Has the student been advised of the second host family and hosting period?
- [] Has the student been advised of the third host family and hosting period?
- [] Has the student been advised of the last host family and hosting period?
- [] Have arrangements been made for the student to meet informally with the host families, Rotary counsellor, Club Youth Exchange Chairman, etc.?

If YES, When : _____?

All of the above steps were completed by (date) _____

Signature of Rotary Counsellor _____