

Short Term Youth Exchange Procedures & Forms							
Order	Host Family Certification Requirements	Who Provides	Who Completes	Who Reviews	Who Signs	Who Keeps Documents or Records of completion	Done/Date
1	Completed HF Application (includes individual Volunteer Affidavit, Interview, Reference Checks and Live Scan form) NOTE: There are different applications for Short Term and Long Term Host Families	Rotarian associated with YE via online link to form	Parents & each adult living in house	Club then District Abuse Prevention Coordinator	Host Family parents & interviewer	Upload to WESSEX database	
2	Host family interview	Club YEO/Counselor	Club YEO or Counselor	Club then District Abuse Prevention Coordinator	Interviewer (Club YEO or Counselor)	Upload to WESSEX database	
2	Host family visit	Club YEO/Counselor	Club YEO or Counselor			Upload to WESSEX database	
2	All Adults in the household must be Certified**	See Individual Certified Definition Below	All Adults in Household	See Certification Below	See Certification Below	See Certification Below	
3	Short Term Orientation (student and one or more parent must attend)	Short Term Youth Exchange chair	Student and one or more parent must attend	N/A	Short Term Youth Exchange Chair	Upload to WESSEX database	
Individual Certified Definition							
1	Volunteer Affidavit Form	Rotarian associated with YE via online link to form	Adults in Household	Club then District Abuse Prevention Coordinator	Volunteer Interviewer (YEO or Counselor), DAPC	Upload to WESSEX database	
2	Background Check (Live Scan)	Rotarian associated with YE via online link to form	Adults in Household	DAPC	N/A	DAPC	
3	Interview Questions	Rotarian associated with YE via online link to form	Adults in Household	Club then District Abuse Prevention Coordinator	Interviewer only (YEO or Counselor)	Upload to WESSEX database	
3	Reference Checks	Rotarian associated with YE via online link to form	Adults in Household	Club then District Abuse Prevention Coordinator	Interviewer only (YEO or Counselor)	Upload to WESSEX database	
3	Youth Protection Awareness Training (online training class)	Link is emailed by Counselor, Club YEO or District committee member.	Adults in Household	N/A	Automatically entered into online system when training is complete with 80% or better score	WESSEX Online	
Annual Youth Exchange Volunteer Recertification							
3	Annual National Sex Offender Registry Check (NSOR)	DAPC or Club YEO	Adults in Household	N/A	DAPC or District Admin does check and flags check box	Manually in WESSEX database	
4	Annual Reference Checks	Rotarian associated with YE via online link to form	Adults in Household	Club then District Abuse Prevention Coordinator	Interviewer only (YEO or Counselor)	Upload to WESSEX database	
Note: Club should keep a hard copy of all documents related to exchange for three years.							