

Inbound YEP Student Club Check List and Compliance Statement *(Form 4 Inbound)*

NAME OF INBOUND STUDENT _____

Host Families

Check

All Host Families will be visited, briefed, and interviewed in their homes and their suitability confirmed.	Yes / No
All Host Family members over the age of 18 years will be reference checked and checked by way of a Volunteer Declaration and Police clearance as applicable.	Yes / No
Comments:	

Club Counsellor

Has completed a Volunteer Declaration (Form 3) and obtained a Working with Children Check. References will be checked confirming suitability.	Yes / No
Is of the same gender as the student, or alternatively a suitable assistant has been appointed.	Yes / No
Is aware of and understands their duty and responsibility towards the student and agrees to carry out these duties.	Yes / No
Agrees to attend required District YEP training sessions.	Yes / No
Will not be a member of a Host Family.	Yes / No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes / No
Comments:	

Completed by: _____ Signature: _____
Club Officer

Date: _____

Forward to: Secretary@rotaryyouthexchange.net.au

Outbound YEP Student Club Check List and Compliance Statement *(Form 4 - Outbound)*

NAME OF OUTBOUND STUDENT _____

The Student

Has completed and submitted a club application form.	Yes / No
Has been interviewed by the club separately from parents and or guardian.	Yes / No
If successful and with parental support will attend a District Interview.	Yes / No
Comments:	

Club Counsellor

Has completed a Volunteer Declaration (form 3) and obtained a Working With Children Check as applicable. References have been checked confirming suitability.	Yes / No
Is of the same sex as the student, or alternatively a suitable assistant has been appointed.	Yes / No
Is aware and understands their duty and responsibility towards the student and has agreed to carry out these duties whilst the student is on exchange overseas.	Yes / No
Has agreed to attend required District YEP training sessions.	Yes / No
Has agreed to assist the student upon their return.	Yes / No
The club youth committee is satisfied that the counsellor will exercise impartiality in relation to any dispute arising between the student and Host Family.	Yes / No
Comments:	

Completed by: _____ Signature: _____
Club Officer

Date: _____

Forward to: Secretary@rotaryyouthexchange.net.au