

December 2018

Dear Rotary Youth Exchange Applicant:

It is a wonderful adventure you are about to embark on with Rotary Youth Exchange (RYE)! You can download the application form from our District 7930 Youth Exchange website – please be sure to download the correct form for your town. **Please use this application and not the ones from the Rotary International or ESSEX websites, as it has been filled in with the information for our district and your sponsoring club. No hand written applications will be accepted.**

Read through the directions **at least twice** before starting your application. After you have finished the form, read through the directions again to make sure you have completed it correctly. Remember, when you first type in your name, do it in this format as it will be inserted on all the pages thereafter: (eg Susan Jane JONES) Also, the photos must be in color.

You need to fill out the application completely and have four copies. Keep one, and give the other three to your YEO who will obtain the club signatures. Your YEO will keep one copy and then will mail two copies to me.

Please ignore Supplementary pages B and C (pages 9 and 10) as they do not apply to this application.

If you find you have trouble saving the document, try saving it to your desktop.

Send only one Country selection sheet. Indicate what your top three country choices are in order on the Possible Short Term Exchange Countries sheet. You do not need to send me a Short Term Exchange Check list as I will prepare that to send in with your application.

**All signatures must be in blue ink.**

Send one original and one copy of the CISI/Bolduc insurance application. You must apply for Plan B. **Do not enroll on line.**

Please send the completed application to your YEO. The earlier we get them in, the better chance you have of getting your country choice. I will accept applications until the end of March.

If you do not have a passport you need to apply for one immediately. It may take several weeks to process so do that as soon as possible.

Please enclose three checks for your application fees as follows:

ESSEX STEP	\$125
Rotary District 7930/RYE	\$125
CISI/Bolduc	\$76

Note that the checks may not be cashed by ESSEX and CISI/Bolduc for several months until the application is processed and you have been assigned a country.

In the spring after all the short term assignments have been made, we will have an orientation for you to attend with your parents. Your YEO will also invite you to a Rotary Club meeting so that you can be introduced to your sponsoring club.

Your application package to your YEO should contain these documents:

1. 3 original applications with all signatures in blue ink and have color photos.
2. Insurance Application.
3. Country selection sheet.
4. Three checks as listed above.

If you have any questions, please talk with your YEO or contact me.

Sincerely,

Mary Beth McAteer-Margolis  
Rotary District 7930,  
Short-Term Program Coordinator  
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