

INDEPENDENT TRAVEL RULES INBOUND & OUTBOUND STUDENTS

(This form satisfies the requirements of Rotary International Youth Exchange certification and the US Department of State 22 CFR Part 62 Regulations)

Exchange Year	Student	Host Rotary Club	Host District

The exchange program typically offers students various opportunities to travel while on exchange. To ensure there is no misunderstanding, students and parents are asked to review the below information and agree to abide by these rules.

1. The RI Certification document stipulates: *Students should not undertake travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.*
2. The **District** must approve travel for arrival at the start of the Program year and again at the end of the Program year before any tickets are booked.
3. The Rotary Youth Exchange Program is **NOT** a travel program. Any opportunity to travel is at the discretion of the Rotary **DISTRICT** and must be under the direct supervision of the host family, school or hosting Rotary club/district. A student **MUST NOT** travel alone or be accompanied solely by other students. The **DISTRICT MUST** approve all travel outside the boundaries of the district.
4. By signing the form on Page 3 below natural parents are giving the written permission required for the District to approve travel.
5. The students and parents have signed agreements to come to their host family/district directly and return by a direct route at the end of their experience.
6. The Insurance coverage obtained for the exchange students is rated with the expectation that students are under the protective umbrella of Rotary. Continued eligibility for the coverage requires that they be Rotary Exchange Students and under the guidance and supervision of Rotary.

Therefore, all travel that does not follow these guidelines is not approved for O-E students. Should a student elect to leave the host district without the approval of Rotary, the following steps shall be taken:

1. The district chair is to advise the O-E Country Contact who will then communicate the violation to the sponsoring district chair.
2. Notification will be given to the student and parents that the student has undertaken travel or left the district without the approval of Rotary. Due to this, **the student has elected to end his/her relationship and terminate Rotary's responsibility for the individual.** As a result

Exchange Year	Student	Host Rotary Club	Host District

of this decision and action of the student (and parents, where applicable), the following steps are taken:

- a. The appropriate branch of the host country **government is notified** that the student's visa is no longer sponsored by Rotary and the individual is no longer a student in the school system
- b. The Insurance carrier is notified that the student is no longer with the Rotary Youth Exchange program and **coverage** should be **cancelled** immediately.
- c. The student should **receive no assistance** from the host or sponsoring Rotary clubs or districts since this may imply a continuing relationship that the student has terminated.
- d. The student should **not be permitted** to leave items **with host families** nor be permitted to return there.
- e. The student's **return travel** to the home country is **the sole responsibility of the student** and his/her family.

These procedures have been developed to protect the students and to protect Rotary and the host families from liability and potential litigation. In the event that this situation should arise, please refer to this document. Your cooperation in this matter will be greatly appreciated and is necessary for continued successful exchanges of our young people.

Student:

Print Name: _____

Signature: _____

Date: _____

Natural Parents:

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Instructions: Signed form is to be scanned and emailed to the O-E Country Contact, prior to departure.

Exchange Year	Student	Host Rotary Club	Host District

Permission for Approved Travel

I/We, _____ and _____, (name of parents/guardians),
the parents/guardians of the said student, _____ (name of student), hereby
grant permission for our son/daughter to travel outside of his/her host Rotary district, with the
approval of the host Rotary District Chair, during the exchange year.

Natural Parents:

Print Name: _____
(Print first and last names legibly)

Signature: _____

Date: _____

Print Name: _____
(Print first and last names legibly)

Signature: _____

Date: _____

Instructions: Signed form is to be scanned and emailed to the O-E Country Contact, prior to departure.