

November 2006



Dear District Youth Exchange Chairs:

Greetings. This letter and the attached Rotary Youth Exchange Long-Term Program Application have been sent to all districts to inform them of the newly revised application.

The updated application incorporates suggestions and ideas that were given by Rotarian volunteers from the club, district, and multi-district level, as well as the RI Youth Exchange Committee. We hope that this updated application will assist you in more effectively gathering the information your districts need to choose the best student ambassadors for the Rotary Youth Exchange program.

Modification for District Use

At this time, we are providing a Word document of the Long-term Application. The attached document is a protected Word document, which means that changes to the format cannot be made until settings are changed. When the document is protected in this manner, students will be able to fill in the information boxes in the application but will not be able to change the standard content of the application itself.

The Word format document is being provided at the request of a number of Rotarians who wished to have a document that can be modified to reflect the needs of each district or multidistrict. To modify all areas of the application form, the document must be “unprotected.” To accomplish this, choose the “unprotect” command under the Tools menu.

To use the application as an interactive tool for students, who will also be able to save the document to their own computers and send it electronically, the document will need to be protected. To restore the “protect” command:

1. Choose the “Protect Document” command under the Tools menu.
2. In the dialogue box that appears, check option 2 – Editing restrictions.
3. In the pull-down menu in option 2, choose “Filling in forms.”
4. Click on the button “Start Enforcing Protection.”
5. In the dialogue box that appears, choose the option you prefer for protecting the document, either through a password or only through selected users.

In the future, a writeable PDF version of the application will also be available in English. However, at this time, it is still being developed. Once complete, the PDF document will be sent to you via e-mail and posted on the RI Web site at: <http://www.rotary.org/newsroom/downloadcenter/programs/youthex.html>. While the English version of the application is available for use and modification, the other language applications will be available only as non-writeable PDF documents and

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should be used as a reference for non-English speaking applicants. As each language mirrors the English version, applicants can use the language versions for doctors, dentists, school officials, etc. who are unfamiliar with English.

Guarantee Form

As stated in the certification update letter sent recently to all districts, districts must provide student data for all participating Youth Exchange students to RI one month before the exchange begins. As part of the planned implementation of the certification program, districts are asked to submit a copy of the completed Guarantee Form for each accepted student who completes this updated application. For students who applied using the older application form, districts may provide this information to RI in any format that is convenient for them. As with other certification requirements, please notify RI as soon as possible if locally applicable law prevents your district from submitting the requested student data.

The updated Guarantee Form was developed to include all necessary information that should be provided to Rotary International. While each district is encouraged to alter the applications for local use, please ensure that all the information requested on the original form is sent to RI for each student.

Thank you for your hard work and commitment to Youth Exchange. If you have any questions regarding the application, please feel free to contact me at (jessica.oldford@rotary.org; 847-866-3383).

Warm Regards,

A handwritten signature in cursive script that reads "Jessica Oldford".

Jessica Oldford

Coordinator
Youth Exchange, RI Programs