

# DISTRICT 6220

## TRAVEL/VISITATION GUIDELINES

The Rotary Youth Exchange program is a cultural and educational exchange program, and should NOT be considered a travel or tourism program. However, we recognize the value in permitting safe travel opportunities for our Inbound students, and we encourage travel with Host Families, Clubs, and Rotarians.

### TRAVEL WITHIN DISTRICT BOUNDARIES

Travel within District 6220 boundaries can be approved by the RYEO. Drivers providing transportation beyond a reasonable distance of the student's home (as determined by the RYEO) must be 25 years of age or older.

Overnight visits within District 6220 boundaries can be approved by the RYEO. There must be a person in charge (defined as a responsible adult) and he/she must have a background check completed by the District 6220 Student Protection Officer. If traveling with host parent(s) the background check is done already and no further action is required.

### ACCOMPANIED TRAVEL OUTSIDE DISTRICT BOUNDARIES

Requests for accompanied travel outside of the District geographic boundaries is made through the District 6220 website ([rye6220.org/\(RYEO/Counselor\)/\"Click Here\" password protected page](http://rye6220.org/(RYEO/Counselor)/\)), by the Rotary Youth Exchange Officer. Travel outside the District boundaries must be approved by the RYEO and the District Inbound Coordinator, who will take into account a student's behavior, school attendance and grades, and other factors before granting permission to travel. Drivers must be responsible adults age 25 or over. Students may NOT travel in vehicles driven by persons under the age of 25 years.

Under no circumstances shall students make their own travel arrangements and then expect the Host Club and Host Family to agree. Violations of this policy may be grounds for terminating the Exchange and returning the student to his or her home country.

Overnight visits outside of District 6220 boundaries require the District Inbound Coordinator's permission (RYEO completes travel form online at [rye6220.org](http://rye6220.org)), and a background check for the responsible adult in charge is required. Travel permission and background checks are not necessary for official school sponsored trips (sports, choir, FFA, organized activities, etc.) when transportation is provided by the school, regardless of destination. It is mandatory to keep your RYEO and the District Inbound Coordinator informed about your travel plans.

If the student is going to visit host family members (grandparents, aunt, etc.) with the host family, no other background checks are necessary, but must have travel permission as appropriate.

Family visits (parents coming to the USA) are allowed during the months of March through May, and only after receiving approval from the Host Family, Host RYEO, and the District Inbound Coordinator. Travel outside the District with the student's family requires approval.

### UNACCOMPANIED (INDEPENDENT) TRAVEL OUTSIDE DISTRICT BOUNDARIES

Unaccompanied (independent) travel (i.e. flying to visit relatives or friends) requires the completion of the **District 6220 Independent Travel Form** (hard copy). Prior written permission must be received from 1. natural parent(s), 2. host family, 3. Host RYEO, and 4. District Inbound Coordinator. Students should NOT purchase tickets prior to permission being granted, a process that can take up to 10 days. A background check is required for the receiving adult(s).

Independent, unaccompanied travel may be approved under the following conditions:

1. Independent travel outside the District is allowed ONLY after approval of the District 6220 Independent Travel Form. Approval must be granted from 1. natural parent(s), 2. host family, 3. Host RYEO, and 4. District Inbound Coordinator.

2. Full proposed itineraries must be provided and approved BEFORE PURCHASING ANY TICKETS.

3. A responsible adult must be on both ends of any air travel to drop off or meet the student. Bus travel is not permitted.

4. The District Student Protection Officer will conduct background checks on adults who will be hosting the student (the only exception is for the natural parents).

**5. NO INDEPENDENT TRAVEL IS ALLOWED UNLESS PRIOR PERMISSION HAS BEEN GRANTED BY HOST FAMILY, HOST RYEO, NATURAL PARENT(S), AND DISTRICT INBOUND COORDINATOR. THIS PERMISSION PROCESS CAN TAKE UP TO 10 DAYS. DO NOT PURCHASE TICKETS BEFORE PERMISSION TO TRAVEL IS GIVEN.**

*Regardless of the requirements above it is imperative that the RYEO have appropriate contact information in the event in any travel situation.*

# DISTRICT 6220

## District 6220 Independent Travel Form

**Must be completed for unaccompanied travel outside of District 6220**

**NO TRAVEL IS ALLOWED UNLESS PRIOR PERMISSION HAS BEEN GRANTED BY  
HOST FAMILY, HOST ROTARY CLUB, NATURAL PARENT(S), AND DISTRICT INBOUND COORDINATOR.  
THIS PERMISSION PROCESS CAN TAKE UP TO 10 DAYS.**

**DO NOT PURCHASE TICKETS BEFORE FINAL PERMISSION TO TRAVEL IS GRANTED.  
YOUTH EXCHANGE OFFICER MUST FILL ONLINE PERMISSION  
FORM AND SUBMIT TO DISTRICT INBOUND COORDINATOR**

*Travel Guidelines and Independent Travel Permission Form  
can be found under the Inbound tab at [rye6220.org](http://rye6220.org)*

### REQUIRED INFORMATION:

Student Name \_\_\_\_\_ Host Club \_\_\_\_\_ Date \_\_\_\_\_

Student Phone \_\_\_\_\_ Student email \_\_\_\_\_

Destination \_\_\_\_\_ Dates of Travel \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Person in Charge \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

(MANDATORY: Submit Full Name, Address, Date of Birth and Social Security Number for all adults (age 18+) to District Student Protection Officer for background checks).

**Places you will be staying.** List names/cities of hotels. If traveling by air, include proposed airline itinerary (Flight number and schedule). Bus travel is not permitted. **DO NOT PURCHASE TICKETS PRIOR TO APPROVAL.**

NOTIFIED THE SCHOOL ABOUT THIS ABSENSE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NATURAL PARENT(S) PERMISSION:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
HOST PARENT PERMISSION?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
HOST ROTARY CLUB PERMISSION?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
BACKGROUND CHECKS COMPLETE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**YOUTH EXCHANGE OFFICER MUST SUBMIT THIS FORM  
TO DISTRICT INBOUND COORDINATOR FOR  
FINAL APPROVAL OF INDEPENDENT TRAVEL.**