



PLEASE NOTE:

- COMPLETE YOUR PROCESSING WITHIN 30-45 days of receipt of student assignment. **Your student is waiting to hear from us!!**
  - Your Inbound's student application can be found on YEAH under the documents tab
  - No hand-written information will be accepted on the forms. Use the fillable pdf version found under the YEAH documents tab.
  - Blue ink is no longer necessary for signatures
  - School seal is no longer required
- 1) Receive Inbound student assignment and access student application found in the YEAH database.
  - 2) Identify first host family and have them complete the **on-line application**:  
[www.rye6220.org](http://www.rye6220.org) (Host Family/Host Family Online Application Link) **OR**  
[www.csrye.org](http://www.csrye.org) (Forms/Host Family Application)
  - 3) RYEO conducts initial host family visit to verify online application (photos, etc...). Report findings on YEO Portal or YEAH under host family name (*Home Visit/Interview Report*)
  - 4) Email the name and email address of host parents and anyone over the age of 18 living in the home for a **background check** to Roger Bentlage (Youth Protection Officer) [bentlage@tds.net](mailto:bentlage@tds.net)
  - 5) Complete online fillable **Guarantee Form** (*YEO Portal or YEAH under Documents tab*)
    - a. Do not use the guarantee form included in the student's application packet.
    - b. Fill and print 2 copies of guarantee form (one to retain and one to mail to district chair)
    - c. Get signatures from host club president, host club YEO, school official on both copies
  - 6) Complete online fillable **School Enrollment Form** (*YEO Portal or YEAH under Documents tab*)
    - a. Fill and print 3 copies of school enrollment form
    - b. Get signature of school official (school seal is no longer required), leave one copy with school
    - c. Retain one copy
    - d. Mail one copy of the Guarantee Form and School Enrollment to:  
Ellen Weingarten  
District 6220 RYE Chair  
612 High Street  
Marquette MI 49855 (Please do not require a signature for delivery)
  - 7) Before student arrival: Conduct the in-home Host Family Orientation. **Orientation Checklist** is found on YEO Portal or YEAH under Documents tab. Get host parent signatures and email or mail to Ellen Weingarten ([districtchairrye6220@gmail.com](mailto:districtchairrye6220@gmail.com))
  - 8) Within 45 days of student's arrival in each host family home: conduct in-home interview and log results on the **Follow Up Visit Report** (*YEO Portal or YEAH under Documents tab*). This follow up visit must be conducted by a Rotarian other than the one who conducted the first two visits