



- COMPLETE YOUR PROCESSING WITHIN 30 days of student assignment. You may only contact your student after the Club and School Guarantee Forms have been completed and received by the District Chair.
  - **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 required for all signatures (except Japan)/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*)
  - 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 (District Youth Protection Officer) [bentlage@tds.net](mailto:bentlage@tds.net)
  - 5) \_\_\_\_\_ Complete online fillable **Club Guarantee Form** (*YEO Portal or YEAH under Documents tab*)
    - a. Do not use the guarantee form included in the student's application packet.
    - b. Print 3 copies of guarantee form (one to retain and one for the District Chair)
    - c. Get signatures from host club president, host club YEO, school official on both copies  
**Scan and email AND mail TWO originals to the District Chair:** **Ellen Weingarten**  
**612 High Street**  
**Marquette MI 49855**  
**Districtchairrye6220@gmail.com**
  - 6) \_\_\_\_\_ Complete online fillable **School Enrollment Form** (*YEO Portal or YEAH under Documents tab*)
    - a. Print 3 copies of school enrollment form (one to retain, one for the school and one for District Chair)
    - b. Obtain signature of school official (school seal is no longer required), leave one copy with school
    - a. **Scan and email AND mail TWO originals to the District Chair (address above)**
  - 7) \_\_\_\_\_ Before student arrival, **conduct the in-home Host Family Orientation**. Complete online fillable **Orientation Checklist** (*YEO Portal or YEAH under Documents tab*).
    - a. Print 2 copies of orientation checklist (one to retain and one for the District Chair)
    - b. Obtain host parent signatures
    - c. **Scan and email AND mail TWO originals to the District Chair (address above)**
  - 8) \_\_\_\_\_ **Student arrival**: text or email Barb Weikel Wilson to confirm student arrival (@ 920) 495-3690 / [bweikelwilson@gmail.com](mailto:bweikelwilson@gmail.com)
  - 9) \_\_\_\_\_ Within 45 days of student's arrival at each host family home: conduct in-home interview and log results on the **Follow Up Visit Report** (*YEO Portal or YEAH/Documents tab*). **This follow up visit must be conducted by a Rotarian other than the one who conducted the first two visits.**
  - 10) \_\_\_\_\_ **Student's US cell #**: email Barb Weikel Wilson to confirm student's US cell # [bweikelwilson@gmail.com](mailto:bweikelwilson@gmail.com)

- 11) \_\_\_\_ After student moves to new host family, **assign new host family** on the YEO Portal/*Submit Host Family Change Report*.
- 12) \_\_\_\_ **Print new student ID** on the YEO Portal/*Print Temporary ID* and give to student.
- 13) \_\_\_\_ **Log monthly Counselor Reports** on the YEO Portal/*Submit Monthly Counselor Report*. Monthly reports are required for partial months (ex. August and July)
- 14) \_\_\_\_ **Student return:** email Barb Weikel Wilson to confirm student's successful return home [bweikelwilson@gmail.com](mailto:bweikelwilson@gmail.com)