

CLUB CHECKLIST FOR INBOUNDS

- Select YEO & Counselor (s)
- Be sure YEO and Counselor have background & reference check – (Annual background check automatically conducted by Jon)
- YEO & Counselor commit to training; must be complete before June 30
 - RYE Training
 - Online Department of State Certification
 - Student Protection Training, online or with RYE Training
- Receive Inbound Application & prepare summary of Student
Country, Age, Gender, Interests, First Name only (no picture, no city)
- Recruit Potential Host Families
 - Share Student Summary
 - Host Families (everyone 18 & up) fill out Volunteer Application – send to Jon
 - Host Families fill out Host Family Application – send to Jon
- District runs Background Check and Calls References; Check with District for Results
- Once vetted, share Inbound Application with Host Family
- Perform In Home Interview, all family members present
 - Fill out Interview Form
 - Take pictures –
Exterior (front & rear) and grounds, kitchen, student's bedroom, student's bathroom, and the family and student's living areas
 - Know the housing requirements of the Department of State
- Confirm selection of Host Family
- Schedule Host Family Training – for all Family members, use sign-in sheets
- Send First Host Family and Community information to Inbound student at least 30 days prior to arrival in US.
- Welcome Student – report arrival to Jon
- Give student Emergency Contact Form and send a copy to Jon
- Hold Copy of Return ticket, Passport, Visa, DS2019, Emergency Form, Health Insurance card
- Within 60 days, a different Club member or Club President makes an In-home Visit
- Monthly Reflections
- Monthly Visits/Contact
 - With Student alone
 - With Family alone
 - With Student and Family together
 - With School Counselor
 - At least one in-home Visit, un-announced or announced with short notice
- Report Student Move to New Family within 48 hours, to Jon
- Student to Club meetings at least monthly
- Host Family invited to Club Events
- Recognize & thank Host Family
- Establish Calendar for Club members to Invite Student

Assist Student with Service project – Leave a Legacy

- Student to Mandatory 1st Orientation, hosted by Minden Club, Sept 9-10
- Student to Passport Fair, October 22 (optional)
- Student to Nevada Day hosted by Carson City Clubs, Oct. 28-29 tentatively (optional)
- Student to Christmas Weekend, hosted by Truckee Meadows, Dec. 2-4 tentatively (optional)
- Student to Ski Days, January TBD (optional)
- Student to Mandatory 2nd Orientation, Reno-Sparks, Jan 28 OR Feb 4, TBD
- Student invited to participate in Rotarians At Work, April 28
- Student to Mandatory District Conference, The Nugget, May 18-20