

INTERCAMBIO DE JÓVENES DE ROTARY

Solicitud para el Programa de Intercambio Corto de jóvenes modalidad familia a familia (STEP)

- **Intercambio Familia-Familia** Este programa es para participantes para llegar a hogares de familias anfitrionas en otro país por unas pocas semanas. La mayoría de las estadías son recíprocas; por ejemplo, un intercambio México-Brasil, puede empezar con un joven mexicano que pase unas semanas en Brasil, seguido por una visita de un joven brasileño a México. Estos intercambios son generalmente familia a familia.



Instrucciones para el llenado de la Solicitud

Esta solicitud está diseñada para ser llenada con el programa. Adobe Reader que puede ser descargado de la página <http://get.adobe.com/es/reader/> . La solicitud debe ser descargada en el disco duro, y ser abierta desde el programa para que los campos llenados sean grabados.

Enliste en cualquier orden el o los países en los que le gustaría hacer tu intercambio corto familia a familia



Lea todas las instrucciones de cada página **antes** de completar la solicitud.

Si el aspirante es aceptado en un programa de intercambio corto, esta solicitud será mandada al país anfitrión y servirá como introducción para las personas que organizarán su estadía o le darán alojamiento.

TODOS LOS CAMPOS SE LLENAN EN INGLÉS

¡TRADUCCIÓN! Las páginas de Cartas, Reglas y Declaración tienen en la parte superior derecha el símbolo . Al pulsarlo se abrirá una réplica de la hoja EN ESPAÑOL, SÓLO PARA CONSULTA. (NO SE DEBE LLENAR)

Componentes de su Solicitud

- Información general: Páginas 3-9 conteniendo su información personal, aceptación de las reglas del intercambio y la Forma de Garantía
- Agregue copia del pasaporte en la página 4
- Llene la información complementaria

Llenado de la Solicitud

Este formulario está diseñado para ser completado en una computadora y a menos que haya circunstancias especiales que eviten que sea llenada así, este será el método preferido para el llenado.

Responda las preguntas como son solicitadas. (*nouse "igual," "ver arriba," o "ver página _"*). Introduzca la información en el espacio provisto a menos que se le indique lo contrario. Para evitar cualquier posibilidad de una malinterpretación tenga cuidado de la ortografía y sintaxis de lo escrito.

Si se llena la solicitud a mano, la letra *debe* ser legible. Debe tenerse especial cuidado en las direcciones de correo electrónico. Cuando la solicitud pregunte por su nombre legal completo, ponga su nombre **exactamente como aparece en el pasaporte o acta de nacimiento**. En las páginas que tienen un campo en la esquina superior derecha marcada como "Nombre del solicitante", escriba el nombre como prefiere que lo llamen. Por ejemplo, un participante cuyo nombre sea Juan José Pérez Gómez, podría poner *Juanjo Pérez* o *Pepe Pérez*.

Impresión y firmado de la solicitud

1. Llene la solicitud pero no la firme digitalmente. Guárdela en su dispositivo
2. Imprima la solicitud completada.
3. Recopile las firmas de la página 7 (Las firmas deben ser originales y con tinta azul) y agréguela ya firmada al impreso de la solicitud
4. Escanee la página 6 ya firmada y agréguela al archivo PDF en la página 8.
5. Envíe el archivo PDF y entregue el impreso completo al oficial del programa de intercambio de jóvenes del Club Rotario patrocinador,

¿Preguntas? Si tiene cualquier pregunta acerca de cómo llenar la solicitud, consulte con el oficial del programa de intercambios de su Club (YEO). Una vez completada la solicitud, remítala a su Club/Distrito local como le haya sido indicado.

Protección de datos

Su información será compartida con Rotary International, los comités de los clubes y distritos patrocinadores y anfitriones, su consejero y las familias anfitrionas. Será usada para asuntos oficiales de Rotary International y no será compartida ni vendida a terceras partes, a menos que sea requerido por ley.

Declaración de conducta para tratar con jóvenes

Rotary International se compromete a crear y mantener un ambiente seguro para todos los jóvenes que participan en las actividades de Rotary. En la medida de sus posibilidades los rotarios, los cónyuges de los rotarios, socios y otros voluntarios deben salvaguardar a los niños y jóvenes que entran en contacto con ellos y protegerlos de abuso físico, sexual y emocional.

Adoptado por la junta directiva de Rotary International en Noviembre de 2006

Short-Term Exchange Program

Personal Information

Before you begin your application, please read all instructions on the prior pages.

Sonría!

Inserte digitalmente una foto de buena calidad. (cabeza y hombros).

Asegúrese que su rostro se vea completo. No incluya a otras personas o accesorios en la foto

Para insertar la foto haga click sobre el cuadro y busque el archivo que contiene la foto en su unidad de almacenamiento.

Procure que ésta tenga una proporción parecida a la del cuadro

1. Program Information

This application refers to Family to Family Short Term Exchange Program

2. Applicant Information

Full Legal Name as on passport or birth certificate (<i>use capital letters for your FAMILY name; e.g., SMITH John David</i>)			Name You Wish to be Called		Male Female
Date of Birth (<i>e.g., 23/April/1999</i>)	Citizen of (<i>Country</i>)		Place of Birth (<i>City, State/Province, Country</i>)		
Home Address – Street	Town/City		State/Province	Postal Code	Country
Postal Address (<i>if different</i>) - Street	Town/City		State/Province	Postal Code	Country
E-mail Address	Home Phone Number +52		Mobile Phone Number +52		



3. Parent/Legal Guardian Information (*Preferred but not essential if applicant is over 18 years of age*)



Full Name of Father/Legal Guardian		Rotarian? Yes No		If yes, name of Rotary Club	
Address – Street	Town/City		State/Province	Postal Code	Country
E-mail Address	Home Phone Number +52		Mobile Phone Number +52		
Occupation	Business Phone Number +52		Fax Phone Number +52		
Full Name of Mother/Legal Guardian		Rotarian? Yes No		If yes, name of Rotary Club	
Address – Street	Town/City		State/Province	Postal Code	Country
E-mail Address	Home Phone Number +52		Mobile Phone Number +52		
Occupation	Business Phone Number +52		Fax Phone Number +52		
Parent/legal guardian to contact first in the event of an emergency (<i>specify "Father", "Mother", etc.</i>):					
☐ Check here if your parents are divorced or separated. <i>If applicant is under 18 authorizations must be obtained from all parents/legal guardians and others who have legal rights to decisions affecting the student's participation. Explanation is required if signatures of two parents or legal guardians are not provided.</i>					

Pulse aquí para subir la
imagen del pasaporte
vigente

(Use Adobe Acrobat o Acrobat Reader)

Applicant's Name	
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4. Personal Background

Religion	Do you have any special requirements regarding religious observance? Please detail:-
Dietary Restrictions	(Enter "None", or explain with details – e.g., vegetarian, vegan, allergic to...)
Do you smoke or use tobacco products? Yes No	If yes, please explain.
Do you drink alcohol? Yes No	If yes, please explain.
Have you ever used illegal drugs? Yes No	If yes, please explain.
Answering yes to any of these questions will not necessarily eliminate you as a candidate; however, special consideration may be required with regards to host family or host country.	

5. Languages

Your Native Language		Proficiency in Non-Native Language(s) (indicate Poor, Fair, Good, or Fluent)		
Non-Native Language(s)	Years Studied	Speaking	Reading	Writing

6. Health Information

Do you have any mental health/medical/dental conditions?	Yes	No
Have you been treated for mental health/medical conditions in the past two years?	Yes	No
Have you taken any prescribed medications in the past six months?	Yes	No
Do you have any special health requirements (disabilities, allergies etc.)?	Yes	No
If you have answered 'YES' to any of the above please explain fully in the space below providing as much information as possible, including the name of any medication and the reason prescribed and include a copy of the doctor's prescription. Use additional sheets of paper if necessary.		
For more personal and background information please use the appropriate Supplementary Page.		

7. Sending District and Club Contacts (to be completed by Sending Rotary Club and District representatives)

Sending District Number 4185		Name of Sending District Youth Exchange Chair SANIA ARELLANO RUIZ		E-mail Address d4185ryep2526@gmail.com	
Address – Street Júpiter 16; Fracc Jardines de Mocambo		Town/City Boca del Río	State/Province Veracruz	Postal Code 94299	Country México
Home Phone Number +52	Business Phone Number +52	Mobile Phone Number +52	Fax Number +52		
Sending Rotary Club		Name of Sending Club Youth Exchange Officer		E-mail Address	
Address – Street		Town/City	State/Province	Postal Code	Country
Home Phone Number +52	Business Phone Number +52	Mobile Phone Number +52	Fax Number +52		

Short-Term Exchange Program

Rules and Conditions of Exchange, Permissions and Declarations



As a Youth Exchange Program participant supported by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at your expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district's authority while you are an exchange program participant and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) You must have travel insurance that provides coverage for accidental injury and illness, third party liability, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 7) You must purchase return travel ticket before departure from the home country.
- 8) You must attend all orientations and trainings offered by the sending and host districts and clubs.
- 9) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 10) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family and if you are under 18, your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 11) You must return home directly by a route mutually agreeable to your host district and, if under 18, your parents or legal guardians.
- 12) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 13) You should communicate with your host family, if applicable, prior to leaving your home country. The family's information must be provided to you by your host club or district prior to your departure.
- 14) Visits by your parents or legal guardians, siblings, or friends while you are on exchange are strongly discouraged. Such visits may only take place with the consent of the host club and district and within their guidelines.
- 15) Talk with your host counselor or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

- 1) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange.
- 2) If placed in a host family, respect your host's wishes. Become an integral part of the family, assuming duties and responsibilities normal for a person of your age or for children in the family.
- 3) Make an effort to learn the basics of the language of the host country.
- 4) Attend Rotary-sponsored events and, if living with a family, host family events, and show an interest in these activities. Volunteer to be involved - do not wait to be asked.
- 5) Avoid serious romantic activity. Abstain from sexual activity.
- 6) Do not borrow money. Pay any bills promptly. Ask permission to use the phone or computer, keep track of all calls and time on the Internet, and reimburse the costs you incur.
- 7) Limit your use of the Internet and mobile phones. Excessive or inappropriate use is not acceptable.
- 8) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.



Applicant's Name

PERMISSION FOR MEDICAL CARE AND RELEASE FROM LIABILITY*(If applicant is under 18 years of age delete this paragraph)*

I, the applicant, do release from liability and grant permission as noted of the following while I am participating as a Rotary Youth Exchange program participant:

(If applicant is over 18 years of age delete this paragraph)

We, the parents/legal guardians of the applicant who have the sole and legal right to make the decisions on the health and care of the applicant, do release from liability and grant permission as noted of the following while our son/daughter/ward is participating as a Rotary Youth Exchange student:

- In the event of accident or sickness, I authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of the student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- I give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable.
- I further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required for any emergency situation.

I agree to hold harmless Rotary International, any Rotary District or Club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome. I agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

APPLICANT'S DECLARATION

IN CONSIDERATION of the acceptance and participation of the applicant in this program, the undersigned APPLICANT to the full extent permitted by law, hereby releases and agrees to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sponsor Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned applicant I declare that:-

- I have read and understood the Program Rules and Conditions of Exchange and agree to abide by these rules and others imposed on me with due notice during my time as an exchange student in the host country.
- I have read and understand the Statement of Conduct for Working with Youth. I understand that all Rotarians and host families are expected to have read and understood this statement. I understand that I will be provided with training and written material on whom to contact and procedures I must follow should I encounter any form of abuse or harassment.

I am in good health and as a Rotary Youth Exchange participant understand the importance of the role of a youth ambassador and, should I be chosen to represent my sending Rotary club and district, school, community, state/province, and country will, to the best of my ability, maintain the high standards required. I further state that all the detail entered by me in this application and the attached documents are true and accurate to the best of my knowledge.

DECLARATION BY PARENTS/LEGAL GUARDIANS *(delete if Applicant is over 18)*

IN CONSIDERATION of the acceptance and participation of the applicant in this program, WE, his/her PARENTS or LEGAL GUARDIANS, to the full extent permitted by law, hereby release and agree to defend, hold harmless, and indemnify all host parents and members of their families, and all members, officers, directors, committee members, and employees of the host and sending Rotary clubs and districts, and of Rotary International, from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of any negligent act or omission, excepting gross negligence or intentional conduct, of any such persons or entities, which may be suffered or claimed by such applicant, parent, or guardian during, or as a result of, the participation by the applicant in such Youth Exchange program, including travel to and from the host country.

As the undersigned parents or legal guardians of the applicant:

- We have read and understood the Program Rules and Conditions of Exchange and agree to abide by them.
- We have read and understood the Statement of Conduct for Working with Youth and we understand that all Rotarians and host families are expected to have read and understood this statement.
- We agree that the Applicant may travel to the Host District

Signatures of parents/guardians are not required if applicant is over 18 years of age

Signed (Applicant)	Signed (Father/Guardian)	Signed (Mother/Guardian)
Witness (Sending Rotary club representative)		Date (e.g., 01/Jan/2006)

SENDING CLUB and DISTRICT ENDORSEMENT

The Rotary Club and Rotary District specified within this section, having interviewed the applicant *and his/her parents/legal guardians** and having reviewed the application, hereby endorse the student as qualified for Rotary Youth Exchange and recommend to hosting clubs and districts the acceptance of this student. The District agrees to provide adequate orientation to the student *and parents** before the student's departure. **(delete if applicant over 18)*

Sending District No. 4185	Sending Club Name	Sending Club ID No.
Name of District Youth Exchange Chair Sania Arellano Ruiz	Name of Club President	Name of Club Secretary / YEO
Signature of District Youth Exchange Chair	Signature of Club President	Signature of Club Secretary/YEO
Date (e.g., 23/April/2010)	Date (e.g., 23/April/2010)	Date (e.g., 23/April/2010)

Applicant Name: _____



Rotary Youth Exchange – Short Term Exchange Program
Signatures

Escanee la hoja con las
firmas y agréguela aquí

Recuerde usar Acrobat Reader o Adobe Acrobat

Short-Term Exchange Program

Guarantee Form

Full Legal Name as on passport or birth certificate (<i>use capital letters for your FAMILY name; e.g., SMITH John David</i>)				Name You Wish to be Called		☐ Male ☐ Female	
Place of Birth (<i>City, State/Province, Country</i>)			Citizen of (<i>Country</i>)		Date of Birth (<i>e.g., 01/Jan/1999</i>)		
Home Address – Street		Town/City		State/Province	Postal Code	Country	
E-mail Address			Home Phone Number +52		Mobile Phone Number +52		

SENDING CLUB

Sending District No.		Sending Club Name		Sending Club ID No.	
Name of District Youth Exchange Chair SANIA ARELLANO RUIZ		Name of Club President		Name of Club Secretary / YEO	

Alternative Emergency Contact for student in home country, OTHER THAN A PARENT/GUARDIAN

Name			Relationship			
Home Address – Street		Town/City		State/Province	Postal Code	Country
E-mail Address	Home Phone Number +52	Business Phone Number +52	Mobile Phone Number +52			

HOST DISTRICT and CLUB GUARANTEE

The Rotary District, and Rotary Club where specified within this section, will provide room and board in approved homes, invite the applicant to participate in Rotary club and district events and activities typical of our country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary District agrees to provide adequate training for host parents and Youth Exchange volunteers and orientation for the student upon his/her arrival.

Host Country	Host District No.	Host Club Name		Host Club ID No.	
Name of District Youth Exchange Chair		Name of Host Club President		Name of Host Club Secretary / YEO	
E-mail Address of District Youth Exchange Chair		E-mail Address of Host Club President		E-mail Address of Host Club Secretary/YEO	
Signature of District Youth Exchange Chair		Signature of Host Club President		Signature of Host Club Secretary/YEO	
Date	Home Phone Number	Date	Home Phone Number	Date	Home Phone Number

HOST DISTRICT or CLUB COUNSELOR (*Individual Exchanges only*)

Name		E-mail Address				
Address – Street		Town/City		State/Province	Postal Code	Country
Home Phone Number	Business Phone Number	Mobile Phone Number		Fax Number		

HOST FAMILY (*if applicable?*)

Name of Host Father		Host Father's E-mail Address		Business Phone	Mobile Phone	
Name of Host Mother		Host Mother's E-mail Address		Business Phone	Mobile Phone	
Host Family Home Address – Street		Town/City		State/Province	Postal Code	Country
Home Phone Number	Names and Ages of any Other Adults in the Home					



Applicant's Name

Short-Term Exchange Program

Supplemental information about applicants for Family to Family Exchange - (Individual or Group.) Letters and Photos

Applicant's Letter

Write a letter introducing yourself to your future host club and host families. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions in your letter, providing as much detail as possible (if you need help generating details, also consider the italicized questions in brackets).

Specifications: Type your letter on the next page (or speges) Maximum length: 3 pages.

1. Do you have Siblings? (*Describe gender, age, occupation etc.*)
2. What do you do in your free time?
3. What you do at your school? (*How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake-up and discuss only one typical day's schedule. Are you able to choose courses at your school? If so, which courses did you choose, and why?*)
4. What are your school interests and activities? What leadership positions have you held?
5. How would you describe your home? (*Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus, or walk to school?*)
6. What are the occupations of your mother and father? (*What product or service does each make or perform? What is her/his position or title?*)
7. How would you describe your community? (*Is it in or near a major city? What is the population? industry? economy?*)
8. What are your interests and accomplishments? (*Are you interested in art, literature, music, sports, other activities? How did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?*)
9. What trips have you taken outside your country? Why did you take these trips, with whom, for how long?
10. What things do you dislike? (*Do you dislike certain foods, animals, treatment by other people, etc.?*)
11. What do you feel are your strong, and weak, characteristics?
12. What are your plans and ambitions for your further education and career? Why?
13. What do you specifically hope to accomplish as an exchange student, both during your exchange and when you return?

Parent's Letter (*required if applicant under 18*)

Write a letter to your son/daughter/ward's host club and families, incorporating your answers to the following questions in your letter.

Specifications: Type your letter on a separate sheet (or sheets) of paper, and include your son/daughter/ward's name on each. Attach your letter to this page. Maximum length: 2 pages.

1. How would you describe your son/daughter/ward's relationship with you, your family and with their friends?
2. How does he/she react to disagreement, discipline, and frustration?
3. How does he/she handle challenging or difficult situations?
4. What amount of independence do you give to him/her? What is his/her level of maturity?
5. What makes you proud of him/her?
6. Why do you want him/her to be an exchange student?
7. Are there any other comments you would like to share with the host families?

Applicant's Photos

Select a color photograph for each topic below, and insert in, or attach each photo to your letter with glue or double-sided tape (do not staple). Include brief captions, if necessary - see notes on Page 2.

• **MI FAMILIA** Foto que incluya a sus familiares inmediatos.

Inserte digitalmente una foto de buena calidad.

Para insertar la foto haga click sobre el cuadro y busque el archivo que contiene la foto en su unidad de almacenamiento. Procure que ésta tenga una proporción de una foto común acostada.

• **MI CASA** Foto de la fachada de la casa donde vive.

Inserte digitalmente una foto de buena calidad.

Para insertar la foto haga click sobre el cuadro y busque el archivo que contiene la foto en su unidad de almacenamiento. Procure que ésta tenga una proporción de una foto común acostada.



Applicant's Name	
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Short-Term Exchange Program

Supplemental information about applicants for

Family to Family Exchange - (Individual or Group.)

Letters and Photos

Applicant's Name	
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Family to Family Exchange - (Individual or Group.)
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