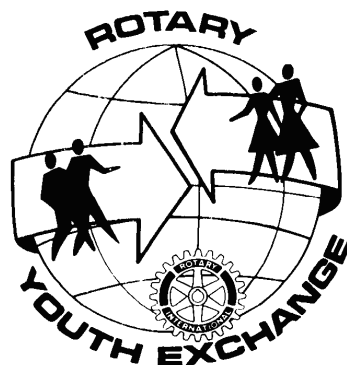


# Rotary Jugenddienst Deutschland e. V.

## Bewerbungsformular für den Kurzaustausch Short Term Program (STEP) Application

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**Dieses Bewerbungsformular wird verwendet für alle Arten des Kurzaustauschs (STEP):**

- **Familienaustausch** (Family-to-Family),
- **Jugend-Camps** (Youth Camps),
- **New Generations Exchange.**

Das Formular ist so gestaltet, dass es am Computer auszufüllen ist. Trage die benötigten Angaben in die Felder ein und drucke das Formular aus.

Mit Handschrift ausgefüllte Formulare werden **nicht** akzeptiert. Alle Unterschriften müssen original sein. Die Bilder müssen ebenfalls original oder ein hervorragender Computerausdruck sein.

Die Multidistrikt-Koordinatoren benötigen zwei komplett ausgefüllte Bewerbungsformulare.

**Abzugeben beim  
Jugenddienstbeauftragten  
des örtlichen Rotary Clubs**

Allgemeine Informationen zu den Rotary Austauschprogrammen sind zu finden auf der Internetseite: [www.rotary-jugenddienst.de](http://www.rotary-jugenddienst.de)

## Allgemeine Informationen und Hinweise

Lies alle Anweisungen sorgfältig, bevor Du mit dem Ausfüllen beginnst. Nach Abschluss, vor dem Ausdrucken, kontrolliere, ob alle Angaben korrekt sind. Ausfüllen bitte in englischer Sprache.

## Umfang der Bewerbung

Das Formular ist im Modulsystem aufgebaut. Für die Bewerbung zur Teilnahme

- an einem Camp fülle aus die Seiten 1 – 4
- am Familienaustausch fülle aus die Seiten 1 – 5
- am New Generations Exchange fülle aus die Seiten 1 – 4 + 6

## Ausfüllen der Bewerbung

- Seite 1 Angabe der Distrikt Nummer (vom Rotary Club Jugenddienst zu erfragen).  
Kreuze an, an welchem Programmtyp Du teilnehmen willst.  
Gib die Daten zu Deiner Person, Deinen Eltern und Geschwistern an.  
Trage das Geburtsdatum in folgender Form ein: 01/Jan/1993 (Beispiel).  
Die Daten zu den Jugenddienstbeauftragten in Deinem Distrikt und Rotary Club (Ifd. Nummer 4.) erhältst Du von Deinem Rotary Club Jugenddienstbeauftragten.
- Seite 2 Fülle die Fragen zu Deinem persönlichen Hintergrund, zur Schule, Deinen Fähigkeiten bzw. Fertigkeiten und Deiner Familie aus. Pro Antwort stehen drei Zeilen zur Verfügung.
- Seite 3 Lies gemeinsam mit Deinen Eltern die Regeln, Bedingungen und die Freistellungsverfügung sorgfältig durch. Die Unterschriften sind in Gegenwart eines Rotariers zu leisten.
- Seite 4 Lies gemeinsam mit Deinen Eltern die Erklärung, die Punkte (A) und (B) durch. Die Unterschriften sind in Gegenwart eines Rotariers zu leisten. Die Punkte (D) bis (E) werden von der aufnehmenden Seite ausgefüllt.
- Seite 5 Dieser Teil wird nur für den Familienaustausch benötigt. Klebe zwei qualitativ gute Fotos ein. Beantworte die 10 Fragen in Briefform, gerichtet an Deine zukünftigen Gastgeber. Füge ggfs. eine weitere Seite ein, trage auf dieser Deinen Namen und entsendenden Distrikt ein.
- Seite 6 Dieser Teil wird nur für den New Generations Exchange benötigt. Beantworte die Fragen zum Ziel und Zweck des Austauschs.

## Fotokopien und Unterschriften

Erstelle vier Fotokopien. Danach sollen die Formulare unterschrieben und die Bilder eingeklebt werden. Die Unterschriften müssen auf allen Formularen in **blauer** Tinte und original sein. Die Fotos müssen jeweils original oder von hoher Kopierqualität sein.

Drei Kopien gibst Du an Deinen Sponsor Rotary Club weiter.

## Fragen?

Bitte wende Dich mit Fragen an den Jugenddienstbeauftragten Deines Sponsor Rotary Clubs

## Verpflichtung

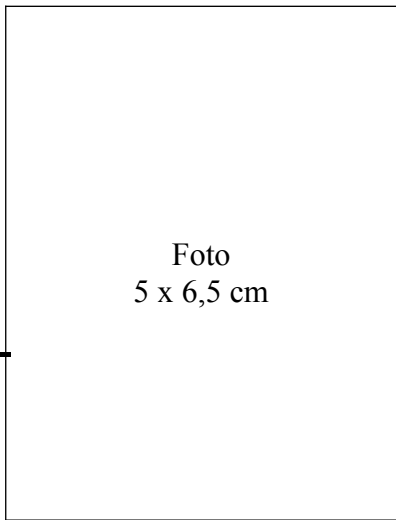
Die Rotarier verpflichten sich, eine möglichst sichere Umgebung für alle Teilnehmer an Rotary-Aktivitäten zu schaffen und zu erhalten. Es ist die Aufgabe aller Rotarier und anderer freiwillig Mitwirkenden, das in ihren Kräften Bestmögliche zum Schutz von Kindern und Jugendlichen zu tun, um sie vor physischem, sexuellem oder emotionalen Missbrauch zu bewahren.



# Rotary Jugenddienst Deutschland e. V.

District \_\_\_\_\_

## Short-Term Exchange Program



- Camp pg 1-4
- Family-Family pg 1-5
- New Generation 1-4, 6

*Before you begin your application, please read all instruction on the front page.*

### 1. Applicant Information

Male  Female

Last Name	First Name	Preferred Name	Gender
Home Address - Street			
City	State/Province	Postal Code	Country
Home Phone	Mobile Phone	E-mail	
Date of Birth (e.g. 01/Jan/1993)	Place of Birth (City, State, Country)	Citizen of (Country)	

### 2. Parent/Legal Guardian Information

Full Name of Father/Legal Guardian				Full name of Mother/Legal Guardian			
Address - Street				Address - Street			
City	State/Prov.	Postal Code	Country	City	State/Prov.	Postal Code	Country
E-mail	Mobile Phone	E-mail	Mobile Phone				
Home Phone	Business Phone	Home Phone	Business Phone				
Occupation				Occupation			
Rotarian ? <input type="checkbox"/> Yes <input type="checkbox"/> No				Rotarian ? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, name of Rotary Club _____				If yes, name of Rotary Club _____			
<input type="checkbox"/> Check here, if your parents are divorced or separated				Authorization should be obtained from all parents/legal guardians who have legal rights to decisions affecting the student's participation.			

Parent/legal guardian to contact first in case of an emergency: \_\_\_\_\_

### 3. Siblings

Name	Gender	Age	Occupation	Living at Home
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 4. Sponsor District and Club Contacts

Name of District Youth Exchange Chair			Name of Club Youth Exchange Officer		
Address - Street			Address - Street		
City	Postal Code	Country	City	Postal Code	Country
Home or Business Phone	E-mail	Home or Business Phone	E-mail		

District \_\_\_\_\_

Applicant Name \_\_\_\_\_

**5. Personal Background**

a. Do you have any dietary restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain (e.g. vegetarian, food allergies):
b. Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c. Do you drink alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d. Do you ever have been involved with illegal drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Medical Information</b> e. Do you have any mental/medical /dental conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe.
f. Have you taken any prescribed medications in the prior six months? Please provide the name of the medication and reason it was prescribed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
g. Do you have any special health considerations (disabilities, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

(Use additional page, if necessary)

**6. School / Skills / Future**

a. Please list the languages you have studied and indicate your level of fluency. (1 = Poor, 2 = Marginal, 3 = Short Sentences, 4 = Fluent)  Mother Tongue: German	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
b. Describe your school education or profession.	
c. What are your interests and accomplishments?	
d. What are your special skills?	
e. What is the reason for your program participation?	
f. What are your free time activities?	

**Statement of Conduct for Working with Youth**

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

## 7. Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

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 are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
3. The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If you are staying with a host family and are offered an alcoholic drink, it is permissible to accept it under their supervision in the home.
4. You may not operate a motorized vehicle or participate in driver education programs.
5. You will be under the host district's authority while you are an exchange student 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.
6. You must have travel insurance that provides medical and dental coverage for accidental injury and illness, 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 in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
7. You should 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 your parents or legal guardians at the end of your exchange.
8. 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 and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
9. You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
10. 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.
11. 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.
12. 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 host club's and district's consent and within their guidelines.
13. Talk with your host club counselor or other trusted adult if you encounter any form of abuse or harassment.

## 8. 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. Body piercing or obtaining a tattoo while on your exchange is not allowed, for health reasons.
3. If placed in a host family, respect your host's wishes. Become an integral part of the family, assuming duties and responsibilities normal for children in the family.
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.

## 9. Permission for Medical Care and Release of Medical Records and Liability

We, the parents/legal guardians of the applicant, and I, the applicant, HEREBY AUTHORIZE the release of medical information on application pages 'Medical Information 1-4,' acquired in the course of the examinations by the physician and the dentist.

We, the parents/legal guardians of the applicant, and the applicant, if of legal age, 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 overseas as a Rotary Youth Exchange student:

- In the event of accident or sickness, we/I authorize any Rotarian, authorized chaperones of Rotary activities, and/or host parent(s) of student to select the appropriate medical facility and physician(s)/dentist(s) to provide treatment.
- We/I give permission for any operation, administration of anesthetic, or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment of our son/daughter/ward.
- We/I further consent to any medical or surgical treatment by a licensed physician, surgeon, or dentist that might be required by our son/daughter/ward for any emergency situation. We do request that we be notified as soon as possible, but emergency treatment need not be delayed to provide such notice.
- Permission is granted for immunizations required for school registration.
- In the case of elective surgery, we/I request that we/I be notified and our permission obtained before such arrangements are made.

We agree to hold harmless Rotary International, any Rotary district, Rotary club, Rotarian, Rotary chaperone, or host family for any intervention in an emergency situation regardless of final outcome.

We agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.

Signed on (Date) \_\_\_\_\_

# 10. Guarantee Form

Male  Female  
**Gender**

Full Legal Name

Date of Birth

Place of Birth

Citizen of (Country)

## DECLARATION

**IN CONSIDERATION** of the acceptance and participation of the applicant in this program, the undersigned APPLICANT and 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 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 and undersigned parents or legal guardians of the applicant, we hereby state that we have read and understood the Program Rules and Conditions of Exchange. Should I, as a student, be selected for an exchange, I 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.

We attest that we have read and understand the Statement of Conduct for Working with Youth. We understand that all Rotarians and host families are expected to have read and understand this statement as well. I understand that, if selected for an exchange, I will be provided with training and written material on abuse and harassment and that this information will include the contact information of the person I should contact if I encounter any form of abuse or harassment.

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

**(A) APPLICANT GUARANTEE** I, the applicant named above, agree to do the following: (1) Purchase round-trip air travel before I depart my home country; (2) abide by the rules and decisions of the program, accepting advice and supervision of my hosts; (3) attend all orientations and trainings offered by my sending and host districts and clubs; and (4) not request permission to stay in my host country, and return home after completion of my exchange.

**(B) PARENT/LEGAL GUARDIAN GUARANTEE** We, the parents/legal guardians of the above named applicant, agree to do the following: (1) Pay all costs of transportation, passport, and visa; (2) pay costs for health and accident insurance; (3) pay for clothing for the applicant's welfare and any uniforms required; (4) pay additional costs as circumstances arise, e.g., provide an emergency fund, if required by host district, under control of the host Rotary club to be returned at completion of the exchange if not used; (5) attend orientation meetings; and (6) abide by program rules.

The Undersigned **APPLICANT** and **PARENTS/GUARDIANS** hereby agree to the Applicant's and Parents'/Guardians' Guarantee (A and B) and that the applicant is permitted to travel to the host district.

Signed on (Date) \_\_\_\_\_

Applicant

Father/Legal Guardian

Mother/Legal Guardian

Witness Rotarian

## (C) SENDING CLUB AND DISTRICT ENDORSEMENT

The Rotary Club and District, having interviewed the applicant and his/her parents/legal guardians and reviewed the student's application, hereby endorse the student as qualified for Rotary Youth Exchange and recommend to host clubs the acceptance of this student. District agrees to provide adequate orientation to the student and parents before the student's departure.

Signature Rotary Club President

Signature District Youth Exchange Chair

Date

Name Rotary Club President

Name District Youth Exchange Chair

Name of Club

Club ID #

District #

## (D) HOST CLUB AND DISTRICT GUARANTEE

We, the Host Rotary Club 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. We will nominate a qualified and trained Counselor to support the applicant. District agrees to ensure adequate training for host parents, if applicable, and Youth Exchange volunteers and orientation for the student upon his/her arrival.

Signature Rotary Club President

Signature District Youth Exchange Chair

Date

Name Rotary Club President

Name District Youth Exchange Chair

Name of Club

Club ID #

District #

## (E) HOST FAMILY (if applicable)

Name of Host Father

Name of Host Mother

Street Address

City

Postal Code

Country

Home Phone

E-mail

**11. Supplement Information for “Family-to-Family Individual Exchange”**

**a. Participant’s Photos**

Select a colour photograph for each topic below, and attach each photo to this page with glue or double-sided tape (do not staple).

My Family	Something important for me
<p><i>(actual family photo)</i></p>	<p><i>(hobby, activity, friends, pet, etc.)</i></p>

**b. Participant’s Letter**

**Write a letter** introducing you to your future host club and, if applicable, host family. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions, providing as much detail as possible. Use additional page, if necessary.

1. Describe your family interests, activities, pets, siblings at home, etc.
2. What you do at your school? *(How many subjects do you take? What is your daily schedule during the school year?)*
3. How would you describe your home? *(Do you have your own rooms? 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?)*
4. What are the occupations of your mother and father?
5. How would you describe your community?
6. What is your religion? Are you active in church? Do you have special requests regarding religious habits?
7. What trips have you taken outside your country? Why did you take these trips, with whom, for how long?
8. What things do you dislike? *(Do you dislike certain foods, animals, treatment by other people, etc.?)*
9. What do you feel are your strong, and weak, characteristics?
10. What are your plans and ambitions for your education and career? Why?

District \_\_\_\_\_

Applicant Name \_\_\_\_\_

## 12. Supplement Information for “New Generations Exchange”

### a. Participant’s Photos

Select a colour photograph for each topic below, and attach each photo to this page with glue or double-sided tape (do not staple).

My Family	Something important for me
<i>(actual family photo)</i>	<i>(hobby, activity, friends, pet, etc.)</i>

### b. Participant’s Letter

**Write a letter** introducing you to your future host club and, if applicable, host family. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions, providing as much detail as possible. Use additional page, if necessary.

1. Describe your family: members, interests, activities, pets, siblings at home, etc.
2. How would you describe your home?
3. What is your education and career status?
4. What are your future plans and ambitions for your education and career?
5. What do you feel are your strong, and weak, characteristics?
6. What things do you dislike?
7. Why did you apply and what do you want to accomplish with this exchange?
8. Do you have special interests regarding that country?