

**CLUB COMPLIANCE
AND
SELECTING/INTERVIEWING HOST FAMILIES CHECKLIST**

Applicable Forms:

Club Compliance Certificate (CCC) to be turned in each spring as you accept and complete the guarantee form of the inbound students and select host families.

Families:

Host Family Application/Affidavit (HFAA) (Confidential Background Check)

Host Family Interview & Inspection Form (HFII)

Host Family Orientation Form (HFO)

In order to comply with required Rotary International, CSIET, and Department of State laws and requirements you **must follow these procedures** to bring in a host family and inbound student:

- 1. Complete the Club Compliance Certificate prior to arrival of the student and send to the District Youth Exchange Compliance Officer.
- 2. Complete necessary documents for entrance of the student into the local high school, retain an original of those documents in original and send with #6 below to the District.

Host Family Steps:

- 3. Have each host family complete the Host Family Application/Affidavit Form (HFAA) (otherwise know as a Confidential Background Check) and send to the District 5520 Youth Exchange Compliance Officer. Where possible please also provide the DL#, the SS# MUST be provided and will be kept secure. Upon notification that the criminal background has been satisfactorily passed (usually by email with 24-48 hours of submission) move to the next step.
- 4. Provide training to the Host Family. Introduce them to our website and the calendar. Cover all the details in the on-line orientation (or do it with a paper copy), issue the Host Family Manual in hard copy, inspect the home, and complete the Host Family Interview & Inspection Form (HFII).
- 5. After training, have Host Family sign the Host Family Orientation Form (HFO) and confirm that they understood all the categories listed.
- 6. Maintain original of all documents (including this check sheet) for the club file on the student, send a full set of all documents by scan or fax to the District Youth Compliance Officer.