

**Rotary Youth Exchange District Checklist and Compliance Form**  
**Include All Inbound Students Who Are Scheduled to be in Rotary District 1060**

**Dates for Briefing of Inbound Students, Counsellors & Host Families, Club Certification & Student Insurance**

Please fill in the appropriate spaces below with dates as required. Use a second sheet for additional students. Add another digit in front of the student number on subsequent sheets.

- It is appreciated there will always be a small number of people for a variety of reasons (e.g. illness) who will not be able to attend a briefing on a set date. These people need to be given a supplementary briefing as close to the set date as possible. .
- If there are any discrepancies or other matters causing the District concern, please detail these on attached sheets

No	Student's Name	Host Club	Insurance checked	Student		Counsellor		Club Certification Date	1 <sup>st</sup> Family Briefing Date	2 <sup>nd</sup> Family Briefing Date	3 <sup>rd</sup> Family Briefing Date	4 <sup>th</sup> Family Briefing Date	5 <sup>th</sup> Family Briefing Date	6 <sup>th</sup> Family Briefing Date	
			Seen Date	1 <sup>st</sup> Briefing Date	2 <sup>nd</sup> Briefing Date	1 <sup>st</sup> Briefing Date	2 <sup>nd</sup> Briefing Date								
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I, the District Youth Exchange Chairman \_\_\_\_\_ and I, the Secretary/Deputy Chairman \_\_\_\_\_

confirm that the details given in the YESP D1 5 form with the information on the attached sheets are true and correct. We further confirm that monthly report forms have been received from all inbound students.

Chairman \_\_\_\_\_ Date \_\_\_\_\_  
 Signature

Secretary/Deputy Chairman \_\_\_\_\_ Date \_\_\_\_\_  
 Signature

**NB Form to be given to the District Governor by 31<sup>st</sup> May**

**Ensure document confidentiality -- To be kept for 5 years then destroyed**