**District 6080 RYE**

**INSTRUCTIONS TO COMPLETE A LONG TERM APPLICATION**

The online application is located on the Rotary District 6080 website - http://www.rotary6080.org.

Click Rotary Youth Exchange. Click Outbound Program. Click Long Term Application.

The direct link is: <http://www.rotary6080.org/wp-content/uploads/2011/07/LTA-OFFICIAL-NAYEN-APPLICATION1.pdf>

Fill out on line with photos (if possible). Print one copy for the original signatures which MUST be in blue ink.

*Also note that dates are date/month/year; example: June 3, 1997 is 03/06/1997*.

**Section A - Personal Information – Pages 1 & 2**

* Add a **GOOD QUALITY** photo to the first page. (If you are not able to add a photo electronically to your application it is also acceptable to send a “head shot” as an attachment and we will insert the photo.) This is the first impression a host club will have of you, so make sure your photo presents a good image.
* Some of you may already know who your sponsor club is and will be able to complete line 2 in Section 3. Others of you may not be assigned a sponsor club until after the district interviews. In that case, leave this section blank until your sponsor club has been determined.

**Section B – Letters and Photos – Pages 3 & 4**

* You and your parents should compose your letters (responding to the questions asked) - as separate WORD documents.
* Insert the requested pictures electronically into the application. If you are unable to do this, paste your 4 photos into a Word document (preferred) or send as individual attachments.

**Section C – Medical History and Examination – Pages 5 & 6**

* Complete the top of the first page with your personal information and then print off a copy of the two pages to give to your doctor.
* Your doctor should complete the rest of the information*.*

*(\*\*\*Make sure that your doctor includes the dates of ALL the immunizations you have received – not just the most recent boosters.)*

**Section D – Dental Health and Examination – Page 7**

* Same as above

**Section E – Student/Parent/Sponsor Endorsements – Page 8**

* Complete as much of the page as you are able. Again, some of you will already know who your sponsor club will be and will be able to obtain the necessary information to complete Item C. Others of you will not have this information yet.

**Section F – Host Club/District/School Endorsements – Page 9**

* Other than your name at the top, this page should be left blank as it will be completed by the hosting club.

**Section G – Rules and Conditions of Exchange – Pages 10 & 11**

* Complete Page two of this section.
* We will provide the necessary “witness signature” at the interviews

**Section H – Secondary School Personal Reference – Page 12**

* Give this form to one of your teachers or your school counselor to complete along with a pre- addressed and stamped envelope.
* This form SHOULD NOT be returned to you. Rather it should be sent directly to the address indicated below – to Johnah Terbovic.

**Application Checklist – Page 13**

* Use this checklist to make sure you have completed all required steps.

Send an electronic version of your application to outbound@rye6080.org no later than NOVEMBER 10th.

Mail the original hard copy with blue ink signatures to:

Johnah Terbovic

Rotary Youth Exchange

1400 NW 74th Street

Kansas City, MO 64118

If you are unable to mail all the pages, be prepared to advise us when we will receive them.

*Don’t worry about club and district signatures yet. These will be obtained later.*