

COUNTRY OFFICERS - INBOUND ORIENTATION CHECK LIST

10:30-11:30 BREAKOUT SESSION I (Students, Host Families, Rotex and Country Officers)

- 1. **WHITE SHEETS - INSURANCE SUMMARY OF COVERAGE** All students should have applied for the Bolduc Insurance and paid their premium before arriving to the US. If your student has not done so, he/she will need to complete an application and provide payment for their premium **PAYABLE TO CISI-BOLDUC** **Contact Mary Ann Bawden if you have any questions.**
- 2. **BLUE SHEETS - HEALTH FORM** Confirm that this form was completed in the auditorium this morning; if not, please have student complete. Place in box at registration desk after today's meeting.
- 3. **ADDRESS CHANGE CARDS - (IN WHITE ENVELOPE)** Student should have completed one card in the auditorium this morning; if not, please have student complete. Place in box at registration desk after today's meeting. Confirm that each time they change host families that they need to complete this card and mail to the district office. (Student has 5 cards in their binder).
- 4. **STUDENT ID CARDS - (IN WHITE ENVELOPE)** Help student complete their ID card. The student keeps this card in their wallet. They will need names and phone numbers of their club president, club exchange officer, district YEO, host families, insurance & school information (See District 5950-60 Club Exchange Officers 2007-08 list in your handbook) Each student gets 4 cards (Student, Family #1, Family #2 and Family #3).
- 5. **PINK SHEETS (2) - RULES** Read through the rules. Translate if necessary. Have each student sign one copy of the Rules for country officer's files. This signature means they understand the rules and will abide by them.
- 6. **SOLAR YELLOW SHEETS - STUDENT BILL OF RIGHTS & SAFETY GUIDELINES** Review these two sheets with students.
- 7. **STUDENT PLAN OF ACTION CARDS & PARENT CARD (IN WHITE ENVELOPE)** "Rotary Inbound Exchange Student Plan of Action" wallet card. Give one card to each student and host parent (RED type for students, BLUE type for host parents & Rotarian). Read through the Plan of Action out loud. Make sure students know that we are committed to their safety.

11:30-12:15 Host Families meet in Auditorium with Rich Capp to review Host Family Handbook

11:30-12:15 BREAKOUT SESSION II (Students, Rotex and Country Officers)

- 8. **GREEN SHEET - Inbound Program Events 2007-2008** All Rotary events are mandatory.
- 9. **YELLOW BROCHURE "AMERICA FROM THE ROAD"** - East Coast Trip (see 2006's brochure, prices are subject to change)
- 10. **WHITE SHEET** - Travel Rules/Unaccompanied Travel Permission Form.
- 11. **CHERRY/PINK SHEET** - Employment Guidelines for Inbound Students. Must work for cash only...babysit, cut grass, house chores., etc.
- 12. Monthly allowance: hosting clubs pay \$80/month plus school lunches.
- 13. **TAN SHEET** - Inbound Student Questionnaire for First Day with New Host Family
- 14. **PEACH SHEET** - A list of additional discussion topics is included in your binder.

The **Host Family Handbook** is what Rich Capp will be going over with the Host Parents in their Breakout Sessions. This booklet is for your information only.

- 15. Please leave your classroom in good condition. If you move the desks, please put them back in the same order. Thank you all!!