

INBOUND CHECKLIST

1) Does the student have a return air ticket_____

Where is the original kept?_____

Do you have a photocopy on file?_____

2) Does student passport include USA and Canadian Visas_____

Where is original kept_____

Do you have a photocopy on file_____

What is the expiry date of passport and visas_____

3) Does student have University Health and Accident plus life policy from CISI-Bolduc

Do you have a photo copy on file_____

4) Have you arranged for a:

Medical doctor and dentist to treat student_____

Doctor Name and Telephone Number_____

Dentist Name and Telephone Number_____

5) Does the student have sufficient money_____

Has assistance been given to open a bank account_____

Is there a joint emergency fund account established_____

6) Has the student contacted parents to confirm safe arrival_____

Parents Names_____

Address_____

Telephone Number_____

E-mail Address_____

7) Has the club or first host family communicated with the natural parents_____

8) Has the club communicated with the sponsor Rotary Club_____

9) Has a counselor been established_____

Counselor Name _____

Address _____

Home Phone _____ Cell Phone _____ Work

e-mail _____

10) Have the Rotary rules and expectations been reviewed with student Counselor and Host Family _____

11) Does the host family, student and school have a copy of the calendar of events for the student rotary year. Does the school and host family know of the meeting time and place of the rotary meetings _____

12) Has the student received their monthly allowance

Has the host family received their monthly stipend _____

Who is responsible for this _____

13) Has the student been assisted in school enrolment _____

Does the school know who to contact in Rotary in case of a problem or Emergency

14) Does the student speak English.... Well _____

If not, what have you done about assistance _____

15) Does the student have a character that is outgoing, open, extraverted. If not, what can you do to assist development _____

16) Has the student had a good orientation in their home country, encouraging them to make the best of the year ____

17) Has the student easily made friends at school _____

Have they been encouraged to try out for athletic teams, music groups, clubs, etc.

18) Does the student have a name badge, business card with photo