

# INSTRUCTIONS TO COMPLETE THE LONG TERM APPLICATION

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

- Complete Section A. Some of you may not know who your sponsor club is until after the district interviews. In that case, leave this line blank and we will complete the information for you later. **\*\*All the personal information you input into Section A will automatically be transferred to all the other pages of the application. \*\***

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

- You and your parents should compose your letters (responding to the questions asked) in separate Word documents.
- Paste good quality color photos onto Page 4 of the application and scan this page into your computer. **\*\*If you are able to create this page by pasting your photos into a Word document, that is also acceptable. \*\***

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

- Do NOT complete any of this section yourself. (Your personal information will already be included at the top of the page.)
- Print off a copy of the two pages to give to your doctor for completion and his/her signature in **BLUE INK**.
- 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

- If you know the information about your sponsor club President and Youth Exchange Officer, complete as much of this section as possible. If you do not know this information, we will insert this information once we have it.
- WAIT to sign this page until the district interviews.

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

- Other than your personal information which will be at the top of Section F, this page should be left blank as it will be completed by the club that will host you.

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

- Insert the information about your Emergency Contact on page 2 of this section.
- Sign this page in **BLUE INK**.
- 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 on the form.

### THEN:

- Print off a copy of your full application and attach a good quality “head shot” photo on page one.
- Scan Page 1 (with your “head shot”) back into your computer.

**Send an electronic version of your complete application** – including a scanned copy of Page1/Section A with your head shot photo, a scanned or electronic copy of the picture page and the student and parent letters to: [outbound@rye6080.org](mailto:outbound@rye6080.org) **NO LATER THAN NOVEMBER 10th.**

ALSO bring ONE hard copy of all completed pages with you to the interviews. If you are unable to bring the completed medical and dental sections, be prepared to advise us when we will receive them.

**Don't worry about club and district **signatures** yet. We will obtain these for you.**