

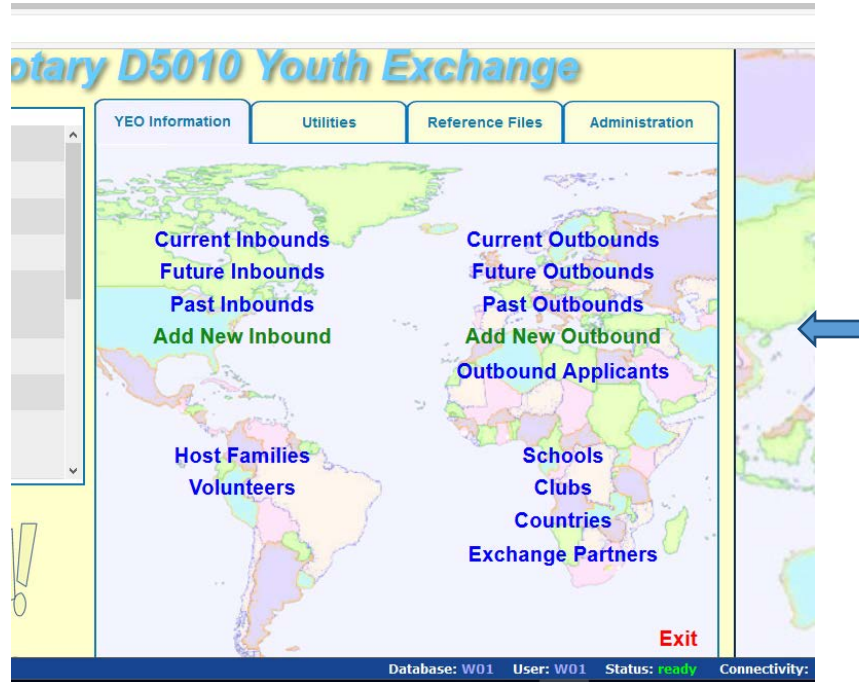
Adding Outbound Applicants to YEAH

Prospective outbound students MUST be entered into the YEAH by November 1.

Here's how you do that:

Go to the YEAH HUB (not Portal) and click on Add New Outbound

** If you don't know how to get to the HUB, have your Area Coordinator help you.



You will get a window that asks for their information.

Complete the form.

Make sure the box for "Send Registration/Email?" is checked.

Do not list the country.

Click "Add" to submit the form

The screenshot shows the "Add New Outbound Student" form. The form has a title bar that says "Add New Outbound Student". Below the title bar, there is a section titled "Enter the following data, then click Add". The form contains the following fields and options:

- Year: [2017-18] (example: 2012-13)
- First Name(s): [Text input field]
- Last Name(s): [Text input field]
- Sex: [Dropdown menu]
- E-mail Address: [Text input field]
- Sponsor District: [5010] (click button to select)
- Parent E-mail(s): [Text input field]
- Sponsor Club: [Text input field] (click button to select)
- Country: [Text input field] (click button to select)
- Send Welcome/Registration E-mail?

At the bottom of the form, there are two buttons: "Cancel" and "Add".

There are 2 parts to the application.

Part 1 is delivered to the student and parent emails when you click "Add"

Send a separate email to your student, copy their parents, telling them to find the email with the link and begin work on completing the application.

Tell them also to schedule appointments with their doctor and dentist in November. Part 2 of the application will have forms for the doctor and dentist to complete. (details below)

When the student clicks on the link, they see this:

The screenshot shows the homepage for the Rotary D5010 Youth Exchange Outbound Student Application for 2017-18. At the top is a blue banner with the Rotary logo and the text "ROTARY DISTRICT 5010 YOUTH EXCHANGE". Below this is the title "Rotary D5010 Youth Exchange" and "Outbound Student Application for 2017-18". A paragraph of text congratulates the student and provides instructions. Below that are two buttons: "Set Me Up" and "Log Me In". At the bottom, there is a footer with contact information: "If you need assistance, send an e-mail to deb.bushnell@hotmail.com".

They should choose Set Me Up and follow the directions to establish an account.

The screenshot shows the homepage for the Rotary D5010 Youth Exchange Outbound Student Application for 2016-17. At the top is a blue banner with the Rotary logo and the text "ROTARY DISTRICT 5010 YOUTH EXCHANGE". Below this is the title "Rotary D5010 Youth Exchange" and "Outbound Student Application for 2016-17". A blue bar contains the text "Establish Your Account". Below this is a paragraph of text explaining the first step: "To begin your application, enter your e-mail address (you must have your own e-mail). Then, click 'Submit'." Another paragraph states: "An e-mail will be sent to you with a temporary password that you can use to get started. You will be required to change that password upon first use." Below this is a form with the label "Enter your e-mail address (you must have your own):" and a text input field containing "student@sample.com". A "Submit" button is located below the input field. At the bottom, there is a footer with contact information: "If you need assistance, send an e-mail to deb.bushnell@hotmail.com".

You, the YEO, need to monitor the student's progress.

Go into Outbound Applicants on the HUB.

There are 10 pages that they must complete. Some of the pages have required fields that must be completed before going on to the next page.

Page 1 – personal information – name, address, phone numbers

Page 2 – family information – name, contact info for both parents, siblings

Page 3 – background information – religion, dietary restrictions, languages studied

Page 4 – education – information about the high school, classes, and ranking in the school (student will need to contact their counselor for some of the information)

Page 5 – student letter to host family & club

Page 6 – parent letter to host family & club

Page 7 – photo of student

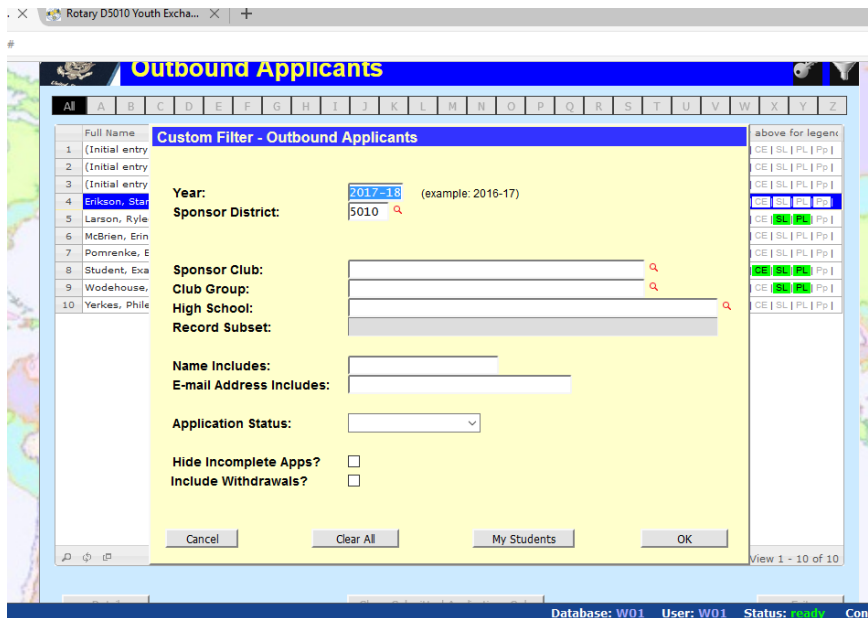
Page 8 – photos of family, special interest, something important to them, and their home

Page 9 – captions for the photos

Page 10 – submit the application

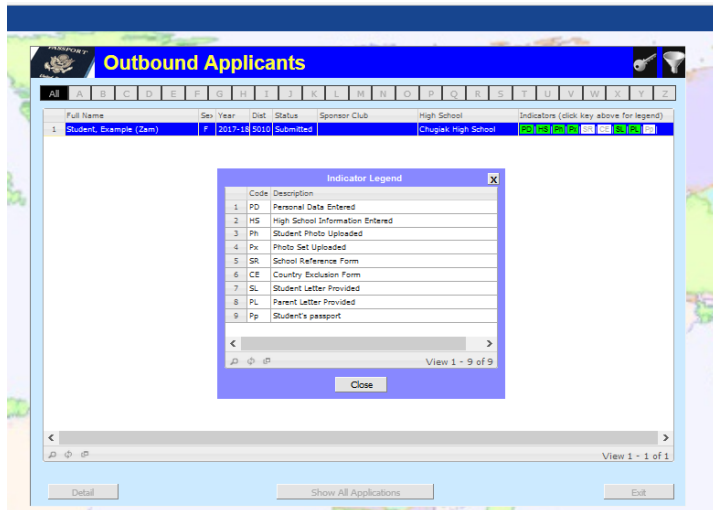
You, the YEO, need to monitor their progress.

Go into the HUB and choose Outbound Applicants. If your student does not appear on this list, it means their application is not complete. To see their application, choose the funnel in the upper right hand corner, and make sure you can see all the applications. Be sure to uncheck the “hide incomplete apps” box. It should look like this:



You should then be able to see your student.

You will see progress indicator lights in green for items that have been completed. The key to the progress indicators is in the upper right hand corner. Example Student has completed Personal data, High School information, Student Photo, Photo Set, Student and Parent Letters.



Student & parent letters and the photos are especially important. These represent the student to the host district and club and need to be done with care.

YEOs should evaluate and edit essays (both student and parent) for appropriate content and grammar. Since English is probably not the first language of the hosts, make sure the writing is clear and not full of slang. Many students and parents need to be reminded to express gratitude to the family and club for hosting.

Check also that photos clearly represent their family, special interest, something important to the student and their home (the house or apartment they live in, not Alaska). No photo collages are allowed.

The student photo (page 7) will be on the front of the application and should be a clearly focused frontal face shot without distractions (friends, pets, hats, etc.)

Sizing the photos is important. Using any photo editor, size the photo to a 10 X 8 aspect ratio for the photo page and a 8 X 10 aspect for the face photo. Then upload the photo to the application. They may need to reduce the size of the file for it to upload.

We tell our students that this is like a job application – you want to appear at your very best.

The Outbound Coordinator will also send Part 2 of the long-form application to students early in the process. This contains the medical and dental forms, Rotary International and District 5010 rules & conditions of exchange, country refusal form and the host family referral form.

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The student should not wait until they finish Part 1 to start on Part 2.

The instructions for Part 2 will be included in that document.

After Part 1 is complete, the YEO **must** also send to the student a YEAH system email with instructions and a link for a school reference. This can be done any time after the system processes Part 1 of the application and not before.

To do this, go to the student record in Outbound Applicants. On the “student detail” page, in the upper left hand corner click on the “Outbound Applicant Options”, “messages”, “system email message”. This will take you to a screen to select your message and choose “OB application – send student request for a school reference”, then “next”, then “send email”.

The student will get an email with a link to this form:

The screenshot shows a web browser window with the URL `let.cgi?PGID=OARFQ1&SID=VhWvrZ7XtgMzkAF5`. The page header features the Rotary Youth Exchange logo and the text "YOUTH EXCHANGE". The main heading is "Rotary D5010 Youth Exchange Secondary School Reference Request". Below this, a paragraph explains that a personal reference from a school administrator or teacher is required. A blue bar highlights the title "Secondary School Reference Request for Example Student". The instructions state: "Please provide name and contact information for a teacher or administrator at your school. They will receive a request by e-mail from Rotary Youth Exchange." The form includes four input fields: "Full Name:", "Complete Phone Number:", "E-mail Address:", and "Name of School:". A "NOTE" specifies that all references are contacted by e-mail and a valid e-mail address is required. A "Submit" button is located at the bottom of the form.

The student should scan and upload these documents from Part 2: completed Medical History form, completed Dental Health form, a certified copy of any child custody paperwork if parents are divorced, the completed Host Family Referral Form, completed country refusal form, their birth certificate, and their passport. The Area Coordinator will review each of the uploaded documents and either approve or reject them.

Scan the documents and save them as PDFs (not JPEGs). To upload them, go to the student application (in Outbound Applicants), select the Documents tab, then “upload new document” (lower left hand corner) and use the drop down menu to select the type of document.

No	Uploaded	Document Type	Mo/Yr	Comment	Uploaded By
1	10/17/2016	E-mail Message		Subject: Application received; Follow-up documents and instructions;	
2	10/18/2016	E-mail Message		Subject: School Reference Form	Cheryl Keepers
3					

The forms are called OB Birth Certificate, OB Dental Report, OB Medical Report, OB Custody (if the natural parents are divorced) OB HF Referral (host family referral), OB Passport, Other (for the country refusal form).

Some notes:

Country refusal: students and parents have the option to say “no thank you” to one country. They otherwise have no choice about where they go. This has proven to be an important “safety valve” to reassure parents. Students may also choose to not refuse any country, the best possible option.

If the student’s parents are divorced, a certified copy of the custody paperwork must be uploaded with the other documents in Part 2. Unless those documents grant full legal custody to one parent, both parents must sign the Guarantee Form, RI Rules & Conditions of Exchange, D5010 Rules & Conditions of Exchange.

If the parents are separated and there is no legal documentation of custody, then BOTH natural parents must sign the relevant pages. If the second parent is out of state, he/she can sign a separate set of pages as long as his/her signature is notarized.

Custody paperwork needs to be a certified copy. Pages that do not pertain to custody do not need to be copied, but the pages that identify the parties, that specify the custody arrangements, that certify the photocopy and signature pages must be uploaded.

Passports: if the student has a passport, the expiration date must be AFTER 6 months past the end date of the exchange. An easy rule of thumb is to think of at least 3 years from the date the application is submitted. If it expires before then, the student will need to renew their passport.

If the student does not have a passport, they should apply now.

Parents should also have passports that extend past the end of the exchange date, in case of emergency.

There is a green box on the processing tab for an outbound student that says “accept applicant”. Do NOT click on this button – District Administrators are the only folks who should use this button.

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Likewise, there is no need for the YEO to click on “make an application package”, this will be done by District Administrators.

Once everything is completed and double checked, you may sign the documents with the parents. Use this opportunity to review the rules & conditions of exchange so all parties understand the expectations.

Our Administrator in Anchorage needs ONE original of these documents: Guarantee Form, Rotary International Rules & Conditions of Exchange, D5010 Rules & Conditions of Exchange, along with the first payment.

Sign in BLUE ink. Dates are always day/month/year. Not a bad idea to provide a copy of the documents to the parents & to keep one for yourself.

Mail these documents to District 5010 Youth Exchange, 200 W. 34th Street, PO Box 393, Anchorage, AK 99503.

The deadline for having the application completed and the first payment to the Anchorage office is December 1. Please monitor your student’s progress to assure that this deadline is met.