

LONG TERM OUTBOUND GUIDELINES FOR A GOOD APPLICATION

1. Students should have a “professional” email address that embeds their name and if needed some lagging numbers. Please, no slang or funny slogans that might not interpret well in another language. (No number 4 in an address of someone who may be interested in Japan.). Gmail seems to be a more popular provider. Use of school URL’s can often get emails trapped in the school filter’s. Good Examples: tombarton@gmail.com, tbarton@gmail.com, t.barton@gmail.com, tom.barton@gmail.com, tombarton301@gmail.com. Not Acceptable Examples: treehugger@gmail.com, SuzzieSlammer@gmail.com, justlovinit@gmail.com
2. Submit (1) complete Application to Melissa Bruck: District 7390 - 515 South George St – York, PA 17401 by **October 14, 2016**. Note: (1) Copy of blue ink signed Doctor or Dentist reports can be brought in the day of the District Interviews on November 12, 2016. ONLY USE THE APPLICATION FOUND AT www.exchangestudent.org or www.rotary7390.org
3. Applications should include:
 - ☒ Everything possible to be typed.
 - ☒ All signatures to be original and in BLUE ink.
 - a. Medical Section/Med Form Pg 2 & 3
 - b. School Section / School Report Pg 2
 - c. Guarantee Form Pg 1 (Used to fill out the VISA Application)
 - d. Rules & Conditions of Exchange
 - ☒ Pictures must be color and should be good quality.
 - ☒ (1) Set of Official School Transcripts must have the Official School Seal or must have a school official signature in BLUE ink.
 - ☒ (1) Set of ESSEX Rules (Form OB509) with BLUE ink signature to accompany each application.
4. Parent Signatures-If only one parent signs we need explanations of the 2nd parent and a copy of legal papers should accompany the application. A step-parent must have legal adopted the student to sign.(have financial responsibility)
5. Letter Writing (keep sentence structure simple with no slang or acronyms)
 - ☒ Salutation - “Dear Host Rotary Club & Host Family”
 - ☒ Opening – some expression of how excited and appreciative you are.
 - ☒ Main Body – answer all the questions. Break it up into a few paragraphs. Try to add some context. (I live in a big house vs I live in a home with 3 bedrooms, etc)
Do not use the expression – “I like to hang-out with my friends.”
 - ☒ Closing paragraph – tell them why this experience is important to you, offer them thanks and how you look forward to meeting everyone.
 - ☒ Closing – Signature : Sincerely, Yours Truly, etc. (Signature-BLUE ink)
 - ☒ Please do not mention your desire to go to any specific Country in the body of the letter. (You may end up going to a different country only for them to find out you want to be somewhere else!)