

Travel Matrix Requirements for proper authorizations needed for any travel. Use the travel permission form when a signature is required. Students must not expect guaranteed travel automatically based on approval of their host family, club counselor, club President or club Youth Exchange Officer. Travel permission will be determined on the student's participation and performance in school, community and with the host family.

**Keep this matrix in an accessible and visual location for your reference**

**Remember, this is for ANY Overnight Stay and ALL notifications must be BEFORE your travel date.**

<b>Traveling/ Overnight Stay</b>	<b>Traveling To</b>	<b>Notify/Approval</b>	<b>Background Check</b>	<b>Form Required</b>
Current Host Family	Anywhere in the U.S.A.	Notify Club Counselor  Notify District Inbound Chair <i>if</i> (longer than a weekend)	YES	NO
Previous/Future Host Family	Anywhere in the U.S.A.	Approval of current host family & signature  Approval of Counselor & Signature  Notify District Inbound Chair	YES	YES
District 5500 Rotarian	Anywhere in the U.S.A.	Host Family Approval & signature  Club Counselor Approval & signature  Notify District Inbound Chair	YES	YES
School/Church Activity	Anywhere in Arizona  Pre-approval from District for anywhere in the U.S.A.	Must be chaperoned by the school  Host Family approval & signature  Inform Club Counselor  Notify District Inbound Chair	NO	YES
Any approved Non-Rotarian (over the age of 21) Includes overnight stay with friends	Must be Rotary District 5500 and/or Club YEO approved person and/or family and approved travel location	Host family Approval & Signature  Club Counselor Approval & Signature  Club President or Club YEO Approval & signature  Notify District Inbound Chair	YES	YES
Independent Travel (without any supervision)  Includes day trips out of the community and/or district.  {I.E. Sierra Vista to Tucson or Tucson to Phoenix}	<b><u>Must be pre-approved</u></b> by Rotary District 5500 Youth Exchange Committee and is D5500 Committee sole discretion.	Host family Approval & Signature  Club counselor Approval & Signature  Club President or YEO written letter & signature  District YEO Chair & District Inbound Chair Approval & signatures  Detailed notarized letter from natural parents  Student must have passing grades in all classes, active in community & Rotary events for consideration	YES	YES
ONLY Host Family and approved Rotarians	<b><u>Mexico</u></b>	Host family written approval (if with approved Rotarian). Club Counselor signature  Club President/or Club YEO signature  District Inbound Chair signature  Notarized letter from Natural Parents  Signed DS-2019 with 2 signatures from responsible SCRYE officer	YES	YES

**ANY UNAUTHORIZED TRAVEL WILL RESULT IN IMMEDIATE RETURN HOME!**