



District 5500 Youth Exchange Permission to Travel

Travel permitted with host parents or Rotary authorized functions with proper adult chaperones. Travel **MUST** be approved by the District Inbound Chair, the host club, the host family, for trips to Mexico or independent travel and the student's natural parents in writing. Students may not travel alone or be accompanied only by other students. **Please refer to the Travel Matrix in your handbook.**

All travel must be with the permission of the D-5500 Inbound Chair. A complete itinerary shall be given to the Inbound Chair and to the Club Counselor. D5500 has an obligation to reach any inbound student within 24 hours should the need arise. There is no intent to make it difficult for host families to take their exchange students on trips. However, it is necessary to keep the District Committee and the Club Counselor informed if they plan to be out of town for more than a weekend. Background checks and form must be completed prior to travel for overnight stays and travel outside the district. **Each time a student plans to travel a separate form must be submitted.** If the Inbound Chair is away or unavailable, the information should be sent to the District Youth Exchange Officer. Use of this form is not required for weekend events sponsored or authorized by District 5500. **Please complete all sections applicable.**

Departure Date: _____ Return Date: _____

Student Name: _____ Host Family Name: _____

Address: _____

Street City State Zip

Phone: (_____) _____ Cell phone: (_____) _____

Email: _____ Purpose of Trip: _____

Will the student be missing school? Yes No If yes, how many days? _____

Destination/itinerary (including dates if student will be traveling to more than one location):

Dates Name of family, hotel, camp, etc. Address, including city/state Phone # with area code

If traveling by car or van:

Name of adult driver(s) 21+ years of age: _____

Make and year of car: _____ License plate# : _____

If traveling by plane, train, bus or other commercial carrier:

Name of carrier: _____ Flight or Route #(s): _____

Is it a fully insured carrier with a professional operator? Yes No

If the student will be traveling outside the United States: Country: _____

Does country admit persons from student's home country? Yes No

Does the country require a visa for persons from student's home country? Yes No

If yes, does the student have the appropriate visa? Yes No

USA documents stapled to student's passport: DS-2019 I-94

If NOT traveling with host parents (must be approved by a club or district officer unless it is a school trip):

If this is a sponsored trip, name of sponsoring group: _____

Name of responsible adult* with whom student will travel: _____

Name of responsible adult* with whom student will stay: _____

Relationship of responsible adult* to host family or student: _____

*responsible adult is someone who is over 21 and will respect Rotary Youth Exchange rules/policies

APPROVALS:

School authority's signature (if school will be missed): _____ Date: _____

Host parent's signature: _____ Date: _____

Club Counselor* signature: _____ Date: _____

Club Officer* signature: _____ Date: _____

District Inbound Chair/Officer** signature: _____ Date: _____

*Permission **must be given**. Signature needed if traveling without current host family, with approved Non-Rotarian over the age of 18, or to Mexico.

** Permission **must be given**. Signature needed for independent travel or travel to Mexico.

Natural Parents Letter attached: If requesting permission for Mexico or independent travel, without host parent, Rotarian or other approved person, the student must have a notarized parent letter written in English, stating the travel destination, dates, responsible parties, how traveling and who is assuming responsibility for the student during the travel.

RETURN FORMS TO:
Cassie Moyers, Inbound Chair
District 5500 Youth Exchange
3832 Calle Roca
Sierra Vista, AZ 85650
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FAX: 520-378-2833
EMAIL: moyersx4@hotmail.com