

THINGS TO DO WHEN STUDENT FIRST ARRIVES FOR CLUB YEOs

1. Meet and welcome student at airport (with host family).
2. Establish a bank account with the student
3. Secure student's passport/visa, return airline ticket and collect \$300 emergency fund student brought with, secure in safe place.
 - Make 3 copies of the passport, visa and airline ticket
 - Copies go to: Student, YEO and Host family
4. Photo copy student's insurance card
 - Make 3 copies: Student, Host Family and YEO
5. Register student for school
 - Bring immunization papers
 - Establish payment for school lunches
 - Register student for sports and/or extracurricular activities
6. Arrange for students to attend Rotary (differs by Club)
7. Arrange with club treasurer for monthly allowance to be paid (\$75-\$100)

A good way is to deposit directly into student's bank account
8. Help plan a "welcome party" with Rotarians, their families and all host families and try to include some high school students if possible.