



Rotary Youth Exchange Program D2140

Travel with natural parents and friends

Natural parents can visit and travel with their child during the school holidays of February (18-26) and April (1-16)). Visits before the February break are not allowed. When travelling outside Belgium, a travel plan must be submitted to the host club and host district chair.

Visits of friends are not allowed. A one-day visit can be allowed if a friend happens to be in Belgium. Exchange students are not allowed to travel outside of Belgium with friends.

Travel Rules for Inbound Students

GENERAL RULES

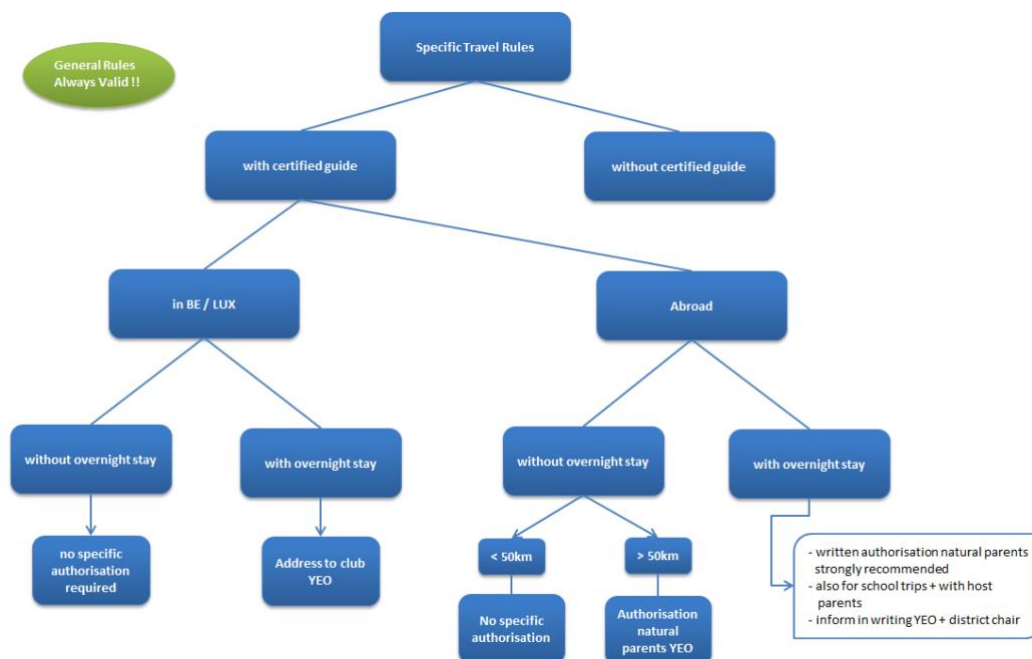
- No trips during school times
- Your host family should always be informed about your whereabouts (Full address, telephone number, detailed program of your trip)
- You must respect the agreed return date and time. In case of unforeseen problems, contact your host family. Not respecting this rule can lead to consequences
- You should be always reachable
- The Rotary Club and, particularly the YEO, is always responsible for the student. Consequently, (s)he has the final word on all decisions.

SPECIFIC RULES

1. Travel WITH a certified guide (host family, school, or Rotary)

- a. In Belgium – with or without overnight stay
No specific authorization required except those required by the trip organizer.
In case of overnight stay: address must be specified to the host family and YEO.
- b. Outside Belgium – without overnight stay
Written authorization of your natural parents to be sent to the host club YEO.
However, trips to places less than 50 km from your home do not require this authorization
- c. Outside Belgium - with overnight stay
Written authorization of your natural parents to be sent to the host club YEO.
Even if this authorization is not required for travelling with host family or school,
It is recommended to notify the host club YEO and district YEO.

Specific Travel rules



2. Travel WITHOUT a certified guide

- a. In Belgium – one or several students
 - i) Without overnight stay: oral authorization of host family
 - ii) With overnight stay: oral authorization of host family and YEO
Lodging address must be known to the YEO.
List of participants and their host clubs should be given to the YEO for coordination and control

- b. Outside Belgium – one or two students

THIS TYPE OF TRAVEL IS NOT ALLOWED

Exception: upon specific, written request of natural parents or for duly motivated reasons (e.g., visiting relatives). The YEO and the host family must make sure that all safety measures have been taken (dropping off and picking up students at the airport/train station). They must also make sure that the student is staying with a family that has been approved by the natural family and/or host Rotary club. They must verify that the student did arrive at the destination and did arrive home.

Conditions for approval (Travel Request Form)

1. Written request and authorization of the natural parents provided to the YEO
2. Written authorization of the host family provided to the YEO
3. Agreement of the YEO who should be able to always contact the student.
4. Agreement of the District Chair of the host district
5. Agreement of the District Chair of the sponsor district
(Information about the trip will be transmitted to the sponsor district chair)

- c. Outside Belgium – Three or more students

- i) Without overnight stay (e.g., Paris, Köln, Amsterdam, in one day)

Conditions for approval

1. Written specification of exact destination, travel goals, detailed timing and a list of all participants and their host clubs.
2. Written request and authorization of the natural parents provided to the YEO
3. Written authorization of the host family provided to the YEO
4. Agreement of the YEO who should be able to always contact the student.
5. Agreement of the District Chair of the host district
6. Agreement of the District Chair of the sponsor district
(Information about the trip will be transmitted to the sponsor district chair)

- ii) With overnight stay

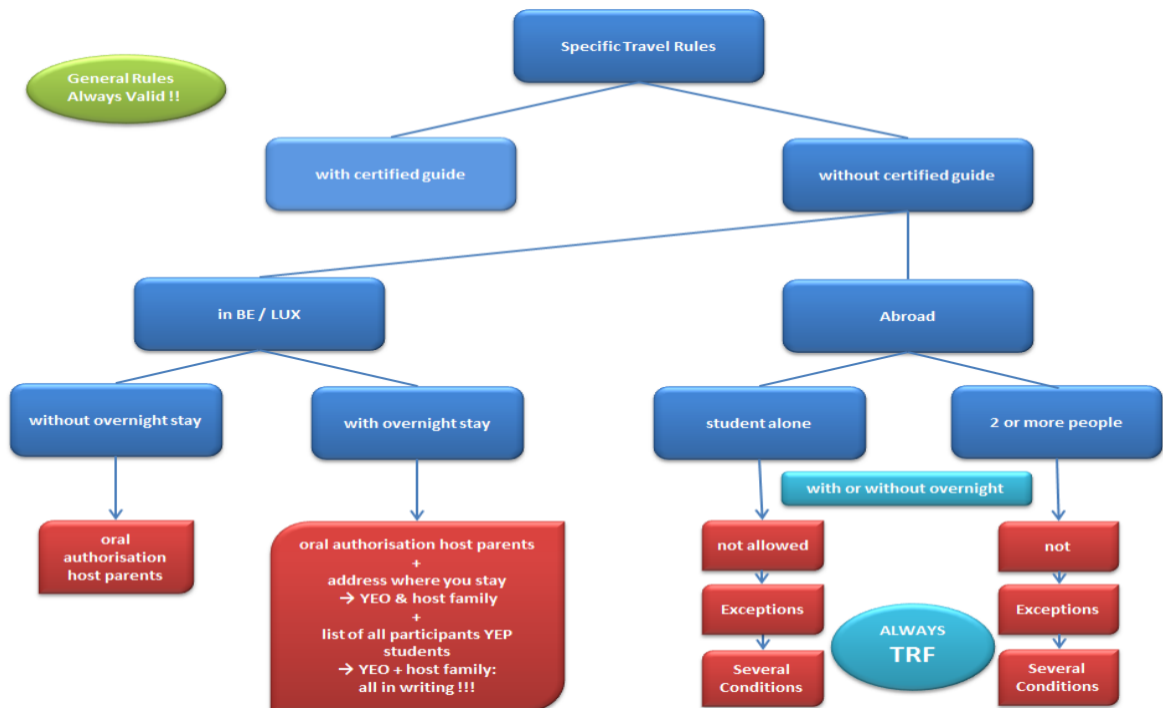
This type of trip will always require a detailed Travel Request document to be filled in and provided to the host club YEO at least 15 days prior to departure.

The decision will be taken by the district responsible. Coordination between districts will often be required

Conditions for approval

1. Written specification of exact route, destination, travel goals, detailed timing and a list of all participants and their host clubs. Detail of transportation means (no hitch-hiking allowed)
2. Written request and authorization (with specification of dates and destinations) of the natural parents provided to the YEO
3. Written authorization of the host family provided to the YEO
4. Guarantee that at least one adult, age 25 or older – to be certified by the host district responsible – will always be reachable locally and will take responsibility of the trip. Ideally that adult should be a local Rotarian.
5. Agreement of the YEO who should be able to always contact the student.
6. Agreement of the District Chair of the sponsor district
(Information about the trip will be transmitted to the sponsor district chair)
7. **Final decision** by the District Chair of the host district
8. The complete Travel Request Form should be handed in at least 15 days prior to departure.
9. During the trip, the student should be in contact with host family and club YEO every day.

Specific Travel rules



Important:

1. Under the BELGIAN LAW, students under 18 years traveling abroad without their natural parents must have a written authorization from them. In addition, the authorization must be approved by the local authority.
If the student is registered as a member of the host, then the host family can sign for the authorization instead of the natural parents.
2. A certified mail must clearly mention the parent's e-mail address and a telephone number where that e-mail address can be checked.

ROTARY YOUTH EXCHANGE PROGRAM BELGIAN DISTRICT 2140

TRAVEL REQUEST FORM

This request is to be introduced by each participant to his Host Club YEO 15 days prior departure.

This request should be sent by the YEO to the district responsible 8 days prior departure.

!!! DON'T BOOK ANYTHING BEFORE RECEIVING DISTRICT RESPONSIBLE DECISION !!!

DATE (of request)			
LAST NAME		First Name	
Rotary Host Club		Your Mobile Phone Nr	+32

Purpose and motivation of the trip

Name of other participants to the trip and their Host Rotary Club (if applicable)

Last Name	First Name	Host club	District

Travel information

Destination Country		Destination City	
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Departure	Date		From		To	
Return	Date		From		To	

Plane – Train – Coach – If other, explain:

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Responsible adult (25 at least) present on destination, where you will stay (mandatory)

Last name		First Name	
Address		City	
Zip code		Country	
Phone		Cellular	
Mail address		Relation with you	

AUTHORIZATION	NAME	SIGNATURE	DATE
Natural Parents	Father/guardian Mother/guardian	Confirmation by e-mail Confirmation by e-mail	
We parents of Host Family	exempt Belgian Rotary of any responsibility and liability during this trip		
Host Club YEO ADVICE:		Confirmation by e-mail	
<input type="checkbox"/> Favourable - <input type="checkbox"/> Unfavourable			
District responsible DECISION:		Confirmation by e-mail	
<input type="checkbox"/> Granted <input type="checkbox"/> Refused			

Travel description, day by day:

add a detailed description of your trip, if necessary in a separate Word file