



COUNSELOR/YEO MONTHLY REPORT FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS!!!

The Rotary, the Department of State and CSIET requires monthly reports about the contact by a student's counselor or YEO with the student AND host family - the contact must be on a monthly basis and can be in person, by phone or by e-mail. Obviously in person is preferred but not required. That said, YEOs or counselors should make every effort to get their student to the sponsor Rotary club at least once a month.

HOW TO COMPLETE THE REPORT FORM

The report form is in Adobe pdf format. It is a writable AND **savable** form. So here is what to do, step by step:

1. Save this pdf to your computer - suggestion would be to "save as" [studentname]report.pdf inserting your student's name. Be sure to create a folder to put these files during the year so they are easy to find.
2. Complete the form each month and then "save as" [studentname]report[month].pdf So the first report would be called JosereportSept.pdf.
3. Click on "Choose One" on the blue drop down boxes to reveal choices from "Excellent" to "No Basis" – click on your choice and it will be saved. Use up and down arrow on the right to scroll through choices.
4. E-mail the report using the e-mail link on the form to the RYE Florida Vice Chair Lawrence Bishop - Lawrence@ryeflorida.org or if that doesn't work just save file and attach to an e-mail.
5. The next month open the file you created the prior month and add that month's information. Then 'save as' and change the month to the current month - JosereportOct.pdf And so forth. All the prior month's information should be still in the form and saved.
6. As the year progresses you can delete the older files as the latest file has all the information year to date at least it should if you have done this correctly!
7. At the end of the exchange year you will please PRINT the form containing all the monthly reports, sign the certification at the bottom of page 2, and mail the original to the following address:

Todd Lary
14870 SW 238 St
Princeton, FL 33032
ToddLary@aol.com

NOTE – after you save the file click on the "E-MAIL" box at the bottom of either page 1 or 2 and it should open your e-mail program with the current file already attached. If it does not work just attach manually as you would any other file.

IT CAN NOT BE STRESSED ENOUGH HOW IMPORTANT THIS PROCESS IS. THE CERTIFICATION OF THE PROGRAM BY ROTARY AND CSIET DEPENDS ON FULL COMPLIANCE WITH THEIR REGULATIONS.