



## MEMBER EXCHANGE CHECKLIST

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1. The host organization to draft a Letter of Intent outlining the nature and purpose of the exchange program, as this document is needed to assist with entry into foreign countries; and, will facilitate all additional actions required for the visitor to successfully enter into the host country.
2. All members should complete an Exchange Agreement with their exchange partner, defining responsibilities and expectations as follows:
  - A. Professional duties & role of visitor and host
  - B. Goals of the exchange
  - C. Travel
  - D. Housing & food; personal expenses
  - E. Cultural expectations, language proficiency, local laws and customs
  - F. Emergencies (Contacts and procedures in case of natural disasters, sickness or injury, etc)
  - G. Responsibilities and liabilities (necessary insurance, etc)
3. Exchange members will not be paid wages by the host country unless otherwise agreed to.
4. IFCW will provide a sample Exchange Agreement to the parties. The host and visitor should complete their Exchange Agreement and provide IFCW with a copy for information purposes. IFCW recommends hosts and visitors consider the following checklist but the exchange partners are solely responsible to set and meet the terms of their own agreement.
  - Photocopy of his/her criminal record check
  - Signing the Oath of Confidentiality of the host organization (if applicable)
  - Completing a current Emergency Contact Form
  - Completing all required medical forms
  - Obtaining all recommended immunizations/preventative medications
  - Obtaining the required documentation for entry into the country where the exchange will occur, including a current passport and Temporary
  - Professional and/or Resident Visa, if required
  - Obtaining an International Drivers License, if required
  - Make arrangements for travel and accommodations needed for the exchange, as specified in the Exchange Agreement.

**Note:** Once this information has been completed, photocopies must be made and submitted to IFCW for filing.

8. IFCW encourages members participating in an exchange to produce a written report regarding their experiences and observations and make that available to the entire membership through IFCW's website and newsletter, and other forums as appropriate.
9. IFCW will facilitate the exchange. However, IFCW is not liable for the actions of members participating in an exchange.