



YEO Resources Document Submissions Process

YEO Resources is a continuous work-in-progress with tools being developed to help district and club youth exchange officers perform their functions. All products offered to the general Rotary Youth Exchange community through NAYEN.org are intended to be sufficiently generic to enable any district committee member to customize the product for local use. In that light, YEO Resources will not publish any products with district-specific procedures or details.

Products submitted for evaluation should be sent via email to resources@nayen.org and include submitter's name, district, and contact information. Products offered will be reviewed by members of the NAYEN YEO Resources Committee.

When any YEO offers a product for evaluation and potential inclusion in YEO Resources, there are two overarching questions that must be answered with the first one being the most important.

1. Is this product (document, presentation, graphic, etc.) suitable for publication in its current form and format? Considerations:
 - a. Is it high level and generic to enable use with or without district customization?
 - b. For documents and presentations: Is the material presented in a logical and easy to understand manner?
 - c. Is it accurate?
 - d. Any conflicts with Rotary Code of Policies?
 - e. Cosmetically, does it have a professional looking appearance?
 - f. Grammar and spelling.
2. If the product meets criteria for acceptance, where, i.e. which folder, in YEO Resources should the product be placed?

The YEO Resources committee members may make minor edits to a submission, i.e. correct typos or make minor adjustments to formatting, but otherwise will not undertake editing of content to make an unacceptable product acceptable. The evaluation will result in one of 3 recommendations:

- A. Acceptable as-is (including possible minor edits mentioned above)
- B. Return to submitter with recommendations for improvement to make acceptable
- C. Reject product as unacceptable

The submitter will be notified by email of the committee evaluation and recommendation.