



# Group Study Exchange

AN INTERNATIONAL EXCHANGE PROGRAM  
FOR YOUNG PROFESSIONALS

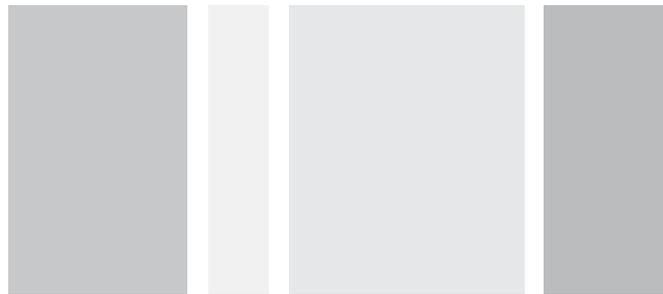
**TEAM HANDBOOK**





The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

The Rotary Foundation is a not-for-profit corporation that is supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision for a better world.



# Contents

GSE Timeline 2

Introduction 3

Goals and Objectives 3

The Team 4

The Team Leader's Role 4

The Team Member's Role 5

Finances 7

The Exchange 8

Preparation 8

Orientation 10

Cultural Awareness 11

Post-Exchange Obligations 11

Alumni Opportunities 11

Resources 13

Forms 15

Biographical Data Form 15

Certification of Insurance and Medical Certificate 17

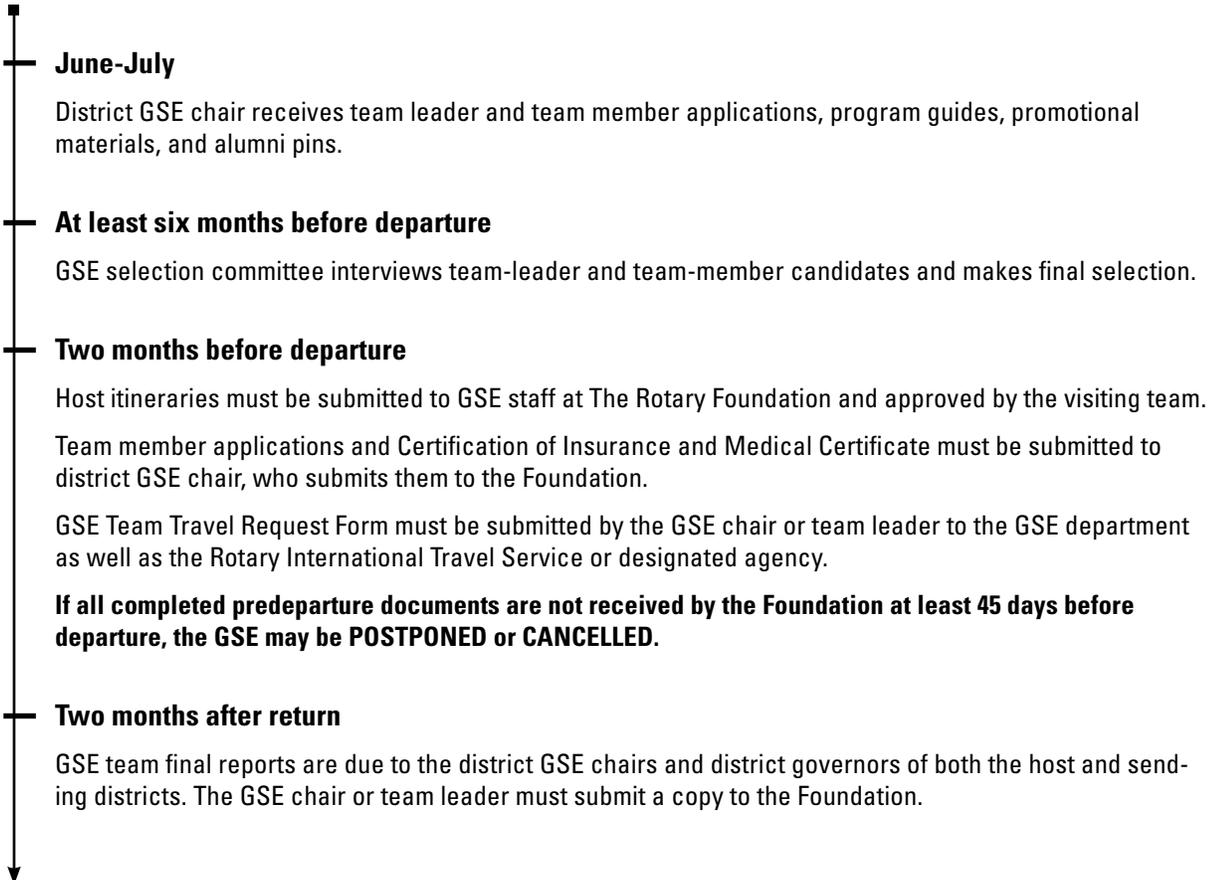
GSE Evaluation Form 19-20

GSE Final Report 21-22

GSE Newstip 23

# GSE Timeline

*Below is a short timeline to aid you in successfully planning for your team's Group Study Exchange (GSE).*



# Introduction

## What Is Group Study Exchange?

The Group Study Exchange (GSE) program is a unique cultural and vocational exchange opportunity for young business and professional men and women in their initial years of professional life. Rotary districts in different countries are paired to send and receive professional study groups of four to six non-Rotarian team members and one Rotarian team leader to travel for four to six weeks, staying in the homes of Rotarians when possible.

Launched in 1965, this dynamic program has built a successful track record at the personal, community, and international level. With good planning, a goal-driven itinerary, and active participation of dedicated Rotarians, a GSE can be an exceptional educational experience for both the visiting GSE team and local Rotarians.

## Goals and Objectives

The GSE program is designed to develop professional and leadership skills among young adults, so that they can address the needs of their communities and an increasingly global workplace.

GSE participants follow an extensive and rigorous program of international travel and team activities.

- **Vocational visits**
  - Provide opportunities to observe vocations as practiced in another country
  - Impact team members' long-term careers through participation in an organized program of study, discussion, and reciprocal exchange of ideas in their respective fields
- **Cultural experiences**
  - Allow participants to study another country and its people, language, and institutions through experiences in an organized and meaningful host program
  - Promote an appreciation of cultural diversity worldwide
- **Fellowship opportunities**
  - Encourage team members and hosts to meet, communicate, and live with each other in a spirit of fellowship and goodwill
  - Consider each other's problems, aspirations, and community concerns
  - Foster lasting friendships and international understanding
- **Rotarian involvement**
  - Offers Rotarians specific, practical, and meaningful opportunities for international service by providing young, formative professionals a different perspective of their vocation in another country and culture

### *Cross-cultural Learning*

*Maybe it was just learning how to accept people from another country for themselves — not expecting them to be like us; learning how to understand their struggles, their culture, and their triumphs instead of trying to change them. It could have been just meeting people from another nation and learning that people are basically the same despite the varied ideologies and political views. If this was done, then The Rotary Foundation accomplished its goal — international understanding.*

— GSE TEAM MEMBER FROM THE UNITED STATES UPON RETURNING FROM A STUDY TOUR IN NIGERIA

# The Team

## The Team Leader's Role

The team leader is the Rotarian who has been selected to handle these responsibilities:

- Build a team of individuals who will represent Rotary International and The Rotary Foundation with distinction and will gain personally and professionally from the GSE experience.
- Read the *GSE Program Guide for Rotarians* (165-EN) and understand all policies and procedures related to GSE. (Please contact your GSE chair and/or coordinator at the Foundation with any questions.)
- Complete the Biographical Data Form (see page 15) and submit it to the district GSE chair at least three months before departure.
- Complete the following forms and submit them to the district GSE chair at least two months before departure:
  - *GSE Team Leader Application* (260-EN) with all appropriate signatures
  - Certification of Insurance and Medical Certificate (see page 17)

You must have insurance coverage of at least US\$250,000 or equivalent for medical care and hospitalization, \$50,000 or equivalent for emergency medical evacuation, \$10,000 for accidental death and dismemberment, and \$10,000 or equivalent for repatriation of remains. This insurance must be valid in the country(ies) in which the team will travel and study during participation in the GSE program, from the date of departure through the official end of the study tour.

*Leadership is much more an art, a belief, a condition of the heart, than a set of things to do. The visible signs of artful leadership are expressed, ultimately, in its practice.*

— EXCERPT FROM  
*LEADERSHIP IS AN ART*  
BY MAX DEPREE

- GSE Team Travel Request Form in the *GSE Program Guide for Rotarians* (165-EN)
- With the GSE chair, determine who will be the main contact with the Rotary International Travel Service or appropriate affiliate agency for travel arrangements. Follow the travel guidelines described in the *GSE Program Guide for Rotarians*.
- Attend a minimum of 12 hours of pre-departure orientation. Consider participating in a multidistrict GSE/scholar orientation weekend in your region so that all TRF award recipients can interact and meet alumni of the program. If a full weekend orientation is not possible, organize a series of short-term sessions where the team can focus on certain issues and study different aspects of GSE.
- Keep in contact with the district GSE chair to maintain the latest information on the progress of the exchange.
- If you do not speak the host country's language with some fluency, plan to receive language instruction at least three months before departure. You must have a basic knowledge of the language to facilitate communication for the GSE team.
- Meet with the team on a regular basis before departure. Plan to
  - Discuss the host district and country through Rotary networks and community resources
  - Research the host country, invite guest speakers, or try foods from the host country
  - Prepare and practice your presentations

- Educate team members about Rotary’s mission and what the district is doing to achieve it in the community
- Debrief team members before leaving the host district or within six weeks of the official end of the tour. Include this information in your final report.
- Write thank you letters to the host district governor and host GSE chair.
- Submit the completed GSE Evaluation Form (see page 19) to the Foundation within two months of return and send a copy to the district GSE chair.
- Submit the GSE Final Report (see page 21) to the district GSE chair within two months of return. Failure to submit post-GSE reports may delay confirmation of the district’s partnership for the following Rotary year.
- Promote speaking engagements in your home district to share experiences, and involve the team in these presentations.
- Attend a minimum of 12 hours of pre-departure orientation. Participate in a multidistrict GSE/scholar orientation weekend in your region, if available.
- If you do not speak the host country’s language with some fluency, plan to receive language instruction at least three months before departure. Consult with the district about Foundation-funded language training for the whole team.
- Prepare for visits with host families as described in “Preparation” on pages 8-9.
- Review the host district’s program itinerary and make sure that appropriate vocational activities are arranged for you throughout the trip. If the agenda does not meet your professional needs and expectations, provide feedback to your team leader.
- Remain with your team at all times, except for scheduled free time.
- Attend all visits as scheduled.

## The Team Member’s Role

Team members have been chosen to represent Rotary International and The Rotary Foundation during the GSE. In selecting the GSE team, the sponsor district has recognized each team member’s ability to gain from an international experience and to be an effective international ambassador for Rotary. Team members must do the following before, during, and after the exchange.

- Ensure that the district GSE chair has a copy of your completed *GSE Team Member Application* (161-EN) with appropriate club and district endorsements and signatures.
- Complete the Biographical Data Form (see page 15) and submit it to the district GSE chair at least three months before departure.
- Complete the Certification of Insurance and Medical Certificate (see page 17) and submit it to the district GSE chair at least two months before departure.
- Refrain from engaging in dangerous activities that could unnecessarily endanger or threaten the health, safety, or well-being of yourself or other participants. Such activities would include, but not be limited to, skydiving, bungee jumping, extreme sports, and operating heavy machinery.
- Refrain from engaging in any type of medical practice or activity including but not limited to routine medical procedures, surgical procedures, dental practice, and contact with infectious diseases. Educational program participants are reminded that if they engage in this type of prohibited activity, they are solely responsible for providing adequate insurance and for any and all liability that may arise.
- Should you be required to return home prematurely due to travel safety concerns and you choose to stay, you accept all responsibility for your safe return home and agree to forfeit your Foundation award.

- Write thank you letters to host families upon your return from the exchange.
- Submit the GSE Evaluation Form (see page 19) to the district GSE chair within two months of return.
- Submit the GSE Final Report (see page 21) to the district GSE chair within two months of return.
- After your return, accept invitations to speaking engagements at a minimum of five Rotary clubs, other appropriate organizations such as schools and colleges, and Rotary district conferences. Discuss what you have learned from the exchange. The Foundation strongly encourages your employer to attend at least one Rotary club meeting after the exchange to hear your team's post-GSE presentation. This will allow employers to understand the significance of your exchange experience.
- Visas — permission from foreign governments for you to enter their countries. Consult the team leader and **immediately** start the process to obtain a visa in advance. Contact your host country's local consulate to ensure that you have all necessary documentation before sending in your application.
- Immunizations — normally required only for certain African, Asian, and Latin American countries. Check consular Web sites for details.
- Money — cash in the local currency, credit cards, and ATM cards (optional)
- Club presentation materials (see "Preparation," pages 8-9)
- Luggage — as little as possible, as you will be traveling frequently around the host district
- Transportation to and from the airport in your home district

### Additional required items

- Passport — your most important means of identification abroad. If you do not have a current passport, apply **immediately** to obtain one in your country.



### Strongly recommended

- Photocopies of important documents (passport, visa, plane ticket, medical insurance policy)
- Emergency contact information in the host country and of family members or friends at home
- Health precautions — prescription medication, spare glasses, sunscreen, toiletries, etc.
- Telephone card
- Foreign language dictionary
- Digital camera
- Travel itinerary and information on the families you will be staying with
- Business cards, banners, team brochure, small host gifts, gift from your district governor to the host district governor (see "Preparation," pages 8-9)

## Finances

For each team member, the Foundation provides the most economical round-trip ticket between the home and host country(ies). Local Rotarians in the host area provide for meals, lodging, and group travel in their district. You are responsible for all personal and incidental expenses incurred before, during, and after the study tour. Here are a few recommendations for planning your finances for the tour.

- Have sufficient personal funds to cover the following possible expenses:
  - Insurance coverage that meets the minimum level required by the Foundation
  - Visa, passport, and immunization expenses
  - Transportation to and from airports, or the common point of departure within the sponsor district
  - Entry and exit taxes
  - Excess baggage charges
  - Cost of any additional travel after the study tour
  - Any increase in airfare resulting from an avoidable delay in completing pre-departure arrangements
  - Penalties resulting from changes in personal travel arrangements, including optional stopovers
  - Small gifts that you will take to your host families
  - Souvenirs you may wish to purchase in the host district
- Obtain some foreign currency in advance.
- Learn the bank schedules and accepted credit cards in the country you are visiting, as they vary by country.
- Bring a pocket calculator or exchange calculator to help you with the rates.
- Save all receipts of money changed. Many countries require you to show these receipts upon leaving (especially if you are converting foreign currency back to your home currency).
- Keep two records of your traveler's checks' numbers and/or credit cards. Give one to a relative at home, and keep the other separate from your wallet. Maintain accurate records of which traveler's checks you cash and where.
- Visa and MasterCard are the most widely accepted credit cards. American Express offers the broadest range of services. Some credit cards offer travel insurance, shopping, and emergency cash services, but you will need detailed information on how to use these services while abroad.
- Clean out your wallet. Leave unnecessary credit cards and your social security card at home.

# The Exchange

## Preparation

To prepare for your exchange and activities that you will be involved in when you arrive in the host country, consider the following:

### Team presentations

- The GSE team will attend several Rotary club meetings, and in some cases, the district conference. You will be expected to make a two- to three-minute presentation about yourself in the language of the host country.

—Ask the district GSE chair or team leader about the types of presentations expected and audiovisual equipment available. Not every club venue will be able to provide a computer hook-up or screen.

—Many GSE teams prepare a slide show or PowerPoint presentation to use as part of their program, when feasible, in the host district. It is also a good idea to write a script of the presentation and, if necessary, have it translated for your hosts.

- Treat these presentations as professional events and plan to represent your country diplomatically and articulately.
- Business cards with photos are helpful when making new acquaintances. Hosts will also appreciate the opportunity to see how your name is spelled and pronounced.
- Take along pictures of your family, pets, home, place of employment, etc. Sharing pictures with your host is a great way to break the ice.
- If your team wishes to make a DVD to show in the host country, ask your hosts which format they use (PAL or NTSC).

- CD recordings of your country's music are interesting items to share with your hosts. One GSE team put together a collection of popular music (the group performed five of the songs) and gave professionally reproduced copies as gifts.

The Foundation does not pay for items such as uniforms, business cards, or presentation materials, but the sponsor district or clubs might fund them. Contact the GSE chair for more information.

### Host district itinerary

The Foundation requires that the GSE team members and leader approve the host district itinerary before travel tickets can be released. This ensures that team members have a realistic idea of what they will be doing during the program. When you look at the agenda the host district has planned for you (which should be detailed by day), make sure you see what you want and need for your professional and cultural development. You have taken one month off work to participate in this experience — your employer will want to know what you have learned and see the skills you will bring back. As a GSE team member, you will want to have tangible experiences to apply to your job. Remember to

- Check the agenda for relevant vocational visits (number and content)
- Make sure the host district understands your profession
- Request on-the-job shadowing opportunities instead of tours of businesses or facilities
- Watch for repetition of the same activities in different cities

If the host district itinerary does not meet your expectations, provide feedback to your team leader immediately. Clarify your

*Choose the lightest suitcase possible, fill it with the least amount of clothing that your courage will allow, close your eyes and remove half of what you have packed, and then rapidly depart.*

— AGE-OLD ADVICE

professional needs and give specific examples of activities you would like to undertake. Provide more details about your job and field of work so the host district can match you with appropriate counterparts.

Use the team leader as your connection to your host Rotarians — he or she is a Rotarian and represents the interest of the team and district. At midtour, meet with your team leader (and, if possible, with members of the host district) to assess how things are going. If something is not going well (poor organization and logistics, nonworthwhile professional days, too many club visits, too many late nights), tell someone. The host district may be able to make adjustments in the remainder of the program.

### Gifts, dress, local customs

- Team members may want to consider taking gifts to their host families and host district officials. Gifts reflecting your home have special meaning for recipients. Teams can contact local employers, businesses, banks, or chambers of commerce for appropriate donations.
- Learn useful and polite phrases such as “thank you,” “please,” and “hello, my name is” in your host country’s language.
- Uniforms are optional but considered a good idea in some countries, because they ensure appropriate dress at all times. Some teams select two uniforms — one for formal occasions, the other for informal events. An informal uniform might consist of matching pants or skirts with shirts, blouses, or T-shirts indicating the home district or country. (Some sponsoring clubs and districts partially underwrite uniform costs.)
- Personal relationships between the genders vary widely from country to country. Team members should be aware of local customs and act according to the host area’s accepted standards. For example, in some countries, casual dress is considered synonymous with permissiveness or promiscuity. You can avoid unpleasant confrontations by adapting to local customs.

- If you feel uncomfortable or threatened in any situation, immediately ask for help from your team leader or a local Rotarian with whom you feel comfortable. If no one can offer immediate assistance, contact GSE staff at the Foundation.

### Health and well-being

- Make an appointment to see your doctor for an exam and required or recommended immunizations at least three months before departure. If you have a health condition that requires routine attention, prepare to deal with the condition overseas. Have your doctor complete the Medical Certificate (see page 17) that is required for your participation in GSE.
- Keep a journal about daily events, activities, and discussions. This document provides the district committee with a written account of your experiences and will help you prepare your final report.
- Create a blog of your team’s exchange. This is an easy way for teams to communicate with friends and family back home (see “Resources” for suggested Web sites.)
- Take all provided rest opportunities while on your exchange. GSE programs are quite taxing and team members must stay well-rested during their trip.

### Taking pictures

You are encouraged to take pictures during the tour. These pictures are not only a visual history of the exchange, but also present an excellent opportunity to feature you and your sponsor district in many Foundation publications and promotions. Here are a few tips for taking quality photos of GSE teams:

- Take pictures of team members in action (e.g., during club presentations, vocational visits, community activities, and family homestays).
- Try to include the Foundation or Rotary International logo in pictures, if appropriate.
- Use digital cameras when possible, so that you can send pictures electronically. (Note: Digital photos for Rotary publications must have a resolution of at least 2 megapixels or 300 dots per inch.)

## Orientation

Team orientation is essential to a successful exchange. Your team must participate in a minimum of 12 hours of training, three to four months before departure. It should also participate in a multidistrict GSE/scholar orientation weekend in the region, if one is offered. Club-, district-, and regional-level orientations will help the team and district maximize the GSE program's benefits. Below are suggestions for training activities that your team may find useful. Consider incorporating some or all of the activities into your team's predeparture training.

*Individual commitment to a group effort — that is what makes a team work, a company work, a society work, a civilization work.*

— UNKNOWN

## Topics of Discussion

### Rotary Basics

- Introduction to Rotary International and The Rotary Foundation
- Information about the Foundation's Educational Programs (GSE, Ambassadorial Scholarships, Rotary World Peace Fellowships, Rotary Grants for University Teachers)
- Rotary's humanitarian mission and the global campaign to eradicate polio
- Partnering opportunities between clubs and districts (as fostered by Foundation award recipients and alumni)
- Rotary's worldwide network of business leaders, ambassadors of goodwill, friendship, and fellowship

### The Group Study Exchange Program

- Meet with GSE program alumni to discuss
  - Activities team members will/might participate in when on the GSE
  - Past GSE experiences
  - Successful presentation and speaking formats
  - Culture shock and how to deal with it
  - Tensions that might arise when undertaking group travel

- Concerns outbound team members might have about the trip
- Packing, gifts, uniforms, badges

### Team Building Opportunities

- Get to know your teammates, through
  - Focusing on who's who, background, occupation, objective of going on GSE
  - Assigning research on different areas in host district/country such as culture, tradition, politics and political beliefs, religion, vocations, hot issues, and topics to avoid
  - Sharing and discussing findings
  - Discussing any concerns and determining how the team will resolve conflict

What impact will the GSE program have on team members' professional careers and personal lives? Explore team building activities, such as

- **What's in the Bag?** All team members are requested to bring to a meeting a purse, bag, or briefcase they carried to the office that day. Each member is asked to share one item from the bag that represents something the other members don't know about them. Members have a few minutes to choose an item, think about what they would like to say, and give a short presentation on the item.
- **Most Precious Possession.** Each member brings his or her "most precious possession" and without showing it to the others, places it in a box designated for this purpose. Later, the items are taken out one by one, and the group tries to guess to whom each object belongs. After the items have all been removed and guesses have been made, owners claim their objects and tell the group why they are precious.
- **Thinking As a Group.** A facilitator asks team members to empty their pockets of change, making sure to count it so they will get back the correct amount at

the end. Members have a fixed amount of time to decide, as a group, what to hypothetically spend the money on. The facilitator observes whether or not the members are participating equally in the exercise, how the group comes to a conclusion that everyone agrees on, etc.

After the exercise, the facilitator asks how each member felt during the process. Did they feel included in the decision? What were the challenges of thinking as a group? What were the rewards?

## Cultural Awareness

As you prepare for your GSE, become informed about the cultural differences between your home and host countries. Reference some of the publications on cultural awareness listed on page 13. Consider research at a local library and speak to people who are natives of the host country or have spent time there. Focusing on your own travel style and itinerary, read guidebooks about the countries and people you will see.

Rotary clubs reflect the cultures in which they exist. Therefore, after you arrive in your host country you may notice variations in their socioeconomics, gender, and age; the formality or informality of Rotary meetings; and the level of interaction with GSE participants.

- If you become frustrated with your surroundings, consider that the problem might not be your hosts but your adjustment to them.
- Keep busy. Set goals for yourself and follow through to meet them.
- Maintain an open mind; refrain from being judgmental. People behave according to their own set of cultural norms.
- Be positive. Look for the best in every situation. Enjoy the diversity around you.

## Post-Exchange Obligations

- **Final Report:** The Rotary Foundation requires a complete final report from all teams within two months of returning home. Submit this report electronically (by e-mail or on CD) to the GSE chair using the Final Report form on page 21.

Attachments should include:

- Completed copies of GSE Evaluation Form (see page 19)
- Newstips reporting newsworthy stories and anecdotes (see GSE Newstip form on page 23)
- Photographs (preferably digital), CDs, and news clippings of the team's visit in the host district

Your district GSE chair should send copies of this report and the appropriate attachments to the governor of your district and partner district. Copies should also be submitted electronically (e-mail or CD) to the GSE coordinator at the Foundation.

- **Post-exchange speaking engagements:** Team members will be called upon to share what they have learned on the GSE with Rotary clubs, youth groups, schools, and other organizations. Many team members prepare CDs, DVDs, or PowerPoint presentations to accompany their speeches. A representative of each team member's employer must accompany the member to at least one Rotary club meeting to see the team's post-GSE presentation.

## Alumni Opportunities

It is our hope that you will continue to share your experiences beyond those obligations you agreed to as part of your GSE award. Your links to the Foundation include *Reconnections* (128-EN), the semiannual Foundation alumni newsletter, and alumni pages on the RI Web site at [www.rotary.org/foundation/alumni](http://www.rotary.org/foundation/alumni). *Reconnections* features news and information about fellow

*The world is a book, and those who do not travel read only a page.*

— SAINT AUGUSTINE

alumni, alumni events, and general Rotary news. You will receive your first copy soon after completing your GSE tour.

Please also consider these connections with Rotary International and its Foundation.

- Keep your sponsor district and the Foundation informed of your current address.
- If you move, please notify the Foundation's Resource Development Department and your sponsor district. Ask your sponsor Rotary club for the contact information of the club in your new location.
- Volunteer to participate in the selection and orientation of future GSE teams.
- Join the Foundation alumni association in your area.
- Contact your local Rotary or Rotaract club to learn how you can join a community or World Community Service project.
- Stay in touch as your professional life develops; new opportunities for involvement with Rotary may arise.
- If you are invited to membership in a Rotary or Rotaract club, please give serious consideration to joining this exciting, worldwide network of fellowship and service.

## **GSE is not a vacation**

### THE RIGOROUS NATURE OF GSE

A GSE is between four and six weeks long, and is both physically and mentally demanding.

### SAMPLE FOUR-WEEK EXCHANGE

#### **Vocational**

Vocational visits = a minimum of 5 full days

#### **Fellowship**

Club presentations = 15-20

Club visits, social events = 2-3 formal events per week

District conference = 2-3 days

#### **Cultural**

Cultural and site tours = 3-4 hours per day

Interaction time with host families = 3-4 hours per day

#### **Miscellaneous**

Flight/jet-lag time = 2 days

Rest time = 2 half days per week (4 days)

Sleep time = 6 hours per night (if you are lucky)

**Total length of trip = 28 days**

## Resources

### Internet

#### Rotary International

[www.rotary.org](http://www.rotary.org)

To find GSE materials and forms, click on the Service and Fellowship tab, then Fellowship at the top, then Group Study Exchange to the left.

#### Telephone dialing guide and access codes

[www.business.att.com/bt/dial\\_guide.jsp](http://www.business.att.com/bt/dial_guide.jsp)

#### The World Clock — Time Zones

[www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)

#### CNN Interactive

[www.cnn.com](http://www.cnn.com)

#### Oanda Currency Converter

[www.oanda.com](http://www.oanda.com)

#### Translation Web Site

[www.worldlingo.com/wl/translate](http://www.worldlingo.com/wl/translate)

#### World Embassy & Consulate Database

[www.tyzo.com/planning/embassies.html](http://www.tyzo.com/planning/embassies.html)

#### The Centers for Disease Control and Prevention

[www.cdc.gov](http://www.cdc.gov)

#### CIA World Factbook

[www.odci.gov/cia/publications/factbook](http://www.odci.gov/cia/publications/factbook)

#### Blogger

(instructions for creating your own blog)

[www.blogger.com/start](http://www.blogger.com/start)

#### Blogstream

(another Web site for creating blogs)

[www.blogstream.com](http://www.blogstream.com)

#### World Citizens Guide

(advice for Americans traveling abroad)

[www.worldcitizensguide.org/files/WorldCitizensGuide.pdf](http://www.worldcitizensguide.org/files/WorldCitizensGuide.pdf)

### Publications

Axtell, Roger E. *Do's and Taboos Around the World*. John Wiley & Sons, New York, 1993. ISBN 0471595284.

Axtell, Roger E. and Fornwald, Mike. *The Do's and Taboos of Body Language Around the World*. John Wiley & Sons, New York, 1997. ISBN 0471183423.

Axtell, Roger E. *Do's and Taboos of Hosting International Visitors*. John Wiley & Sons, New York, 1990. ISBN 0471515701.

Hess, J. Daniel. *The Whole World Guide to Culture Learning*. Intercultural Press, 1994. ISBN 1877864196.

Rabe, Monica. *Culture Shock! Successful Living Abroad: Living and Working Abroad*. Graphic Arts Center Publishing Company, 1997. ISBN 1558683046.

Summerfield, Ellen. *Survival Kit for Multicultural Living*. Intercultural Press, 1997. ISBN 1877864498.

Storti, Craig. *The Art of Crossing Cultures*. National Book Network, 2001. ISBN 1857882962.

Trickett, Edison J., Watts, Roderick J. and Birman, Dina. *Human Diversity: Perspectives on People in Context*. John Wiley & Sons, New York, 1994. ISBN 078790029X.

David M. Kennedy Center for International Studies. *Citizen Diplomacy: Responding to Questions About America*. Brigham Young University, 1995. ISBN 0912575158.



# Biographical Data Form

**Note: This is not a GSE Team Member Application (161-EN). Please obtain that application from the GSE chair of your sponsor district.**

*Please print or type.*

I am a GSE (check one)  Team leader  Team member

Applicant's Photo

## CONTACT INFORMATION

SPONSOR DISTRICT NUMBER

COUNTRY

FIRST NAME

MIDDLE INITIAL

LAST NAME

Male  Female

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DAY MONTH YEAR

TELEPHONE RESIDENCE

TELEPHONE BUSINESS

FAX

E-MAIL

MARITAL STATUS (FOR HOST DISTRICT USE)

NUMBER OF CHILDREN

NAMES AND AGES OF CHILDREN

## VOCATIONAL INFORMATION

VOCATION

YEARS IN VOCATION

TYPE OF INDUSTRY

SPECIFIC TASKS RELATED TO VOCATION

SPECIFIC SITE VISIT REQUESTS RELATED TO VOCATION

VOCATIONAL GOALS FOR GSE EXPERIENCE

## ACCOMMODATIONS & ADDITIONAL INFORMATION

NATIVE LANGUAGE

ADDITIONAL LANGUAGES

SPECIAL ACCOMMODATIONS

SPECIAL DIETARY OR MEDICAL NEEDS

I would prefer to be placed in the same homestay as a fellow team member.  Yes  No  No preference

### SUBMIT TO THE GSE CHAIR THREE MONTHS BEFORE DEPARTURE

The GSE chair should send copies of the team members' Biographical Data forms to the host district immediately upon selection of the team.



## Certification of Insurance for GSE Team Members and Team Leader

Completion of this form is **mandatory** for travel ticket release. *Please print or type.*

I hereby certify that I have investigated actual costs of hospitalization/medical care in my host country and have obtained the following minimum required insurance coverage, valid in the country(ies) in which I will travel and study during my participation in the Group Study Exchange program, from the date of my departure through the date of my return home. This insurance coverage satisfies at least the minimum amount of insurance coverage required by The Rotary Foundation as follows:

**US\$250,000 or equivalent for basic major medical expenses, including accident and illness expense, hospitalization, and related benefits**

NAME OF COMPANY ISSUING MEDICAL CARE, HOSPITALIZATION, AND EMERGENCY MEDICAL EVACUATION COVERAGE AND POLICY NUMBER

**US\$50,000 or equivalent for emergency medical evacuation**

NAME OF COMPANY ISSUING MEDICAL CARE, HOSPITALIZATION, AND EMERGENCY MEDICAL EVACUATION COVERAGE AND POLICY NUMBER

**US\$10,000 or equivalent for accidental death or dismemberment**

NAME OF COMPANY ISSUING ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE AND POLICY NUMBER

**US\$10,000 or equivalent for repatriation of remains**

NAME OF COMPANY ISSUING REPATRIATION OF REMAINS COVERAGE AND POLICY NUMBER

I further certify that if my insurance coverage was already in effect and/or was obtained locally, I have examined this coverage and confirm that my policy provides the required minimum coverage for medical care, hospitalization, emergency medical evacuation, accidental death and dismemberment, and repatriation of remains. It is valid in the country(ies) in which I will travel and study during my participation in the Group Study Exchange program.

Please indicate below the inclusive period this insurance will be in effect. The insurance coverage must include the date of departure through the date of your return home.

FROM: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DAY MONTH YEAR

TO: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DAY MONTH YEAR

NAME OF GSE PARTICIPANT (PLEASE PRINT)

DISTRICT

SIGNATURE OF GSE PARTICIPANT

DATE

## Medical Certificate for GSE Team Members and Team Leader

Date: \_\_\_\_\_

I have this day examined \_\_\_\_\_  
NAME OF GSE PARTICIPANT (PLEASE PRINT)

and found him/her to be in good health and enjoying full working capacity. He/She is physically and mentally able to carry on an intensive program of study and travel away from home.

NAME OF EXAMINING PHYSICIAN (PLEASE PRINT)

ADDRESS

CITY, STATE/PROVINCE

COUNTRY

SIGNATURE OF EXAMINING PHYSICIAN

### **DUE TO GSE CHAIR TWO MONTHS BEFORE DEPARTURE**

Detach and return this form to the district GSE chair.

GSE chair should send copies of this form and team member and leader applications for the entire team to GSE staff. Please send predeparture documents for the entire team together.



# GSE Evaluation Form

To be submitted with GSE Final Report to your GSE chair.

Please print or type.

I was a (*check one*)  Team leader  Team member

NAME

EXCHANGE YEAR

PERMANENT ADDRESS

CITY, STATE/PROVINCE

POSTAL CODE

COUNTRY

FAX

E-MAIL

SPONSOR DISTRICT AND COUNTRY

HOST DISTRICT AND COUNTRY

Please use the following scale to evaluate the items listed below. For each item, choose the rating value that best agrees with your opinion. Write that number in the space provided to the left. The Rotary Foundation will treat all information as confidential.

- 0 Does not apply
- 1 Lowest possible rating
- 2 Low rating
- 3 Medium rating
- 4 High rating
- 5 Highest possible rating

## I. Please rate:

1. The guidance and cooperation you received from:

- \_\_\_\_\_ a. Your sponsor GSE chair
- \_\_\_\_\_ b. Your team leader (team members only)
- \_\_\_\_\_ c. Your host GSE chair
- \_\_\_\_\_ d. Your GSE coordinator at RI World Headquarters (team leaders only)
- \_\_\_\_\_ e. GSE materials and literature

2. The effectiveness of your orientation before the study tour on:

- \_\_\_\_\_ a. Life and culture in the host country
- \_\_\_\_\_ b. The goals and objectives of Rotary
- \_\_\_\_\_ c. The goals and objectives of the GSE program

\_\_\_\_\_ d. Your role/mission as a team member and ambassador of Rotary

\_\_\_\_\_ e. Rapport, teamwork, and group dynamics

We did not receive an orientation.

3. \_\_\_\_\_ Host family experiences

4. \_\_\_\_\_ Effectiveness of vocational days and experiences

5. \_\_\_\_\_ Quality of service provided by Rotary International Travel Service or affiliate (team leaders only)

6. If the language of the host district was not your native language, how would you rate your ability to speak that language:

\_\_\_\_\_ a. Before the study tour or Foundation-funded language training, if applicable?

\_\_\_\_\_ b. After Foundation-funded language training, if applicable?

\_\_\_\_\_ c. During and after the study tour?

7. \_\_\_\_\_ Your overall opinion of the GSE program

**II. Please list the approximate number of presentations you gave during and after the tour to:**

1. \_\_\_\_\_ Rotary clubs during tour
2. \_\_\_\_\_ Other groups during tour
3. \_\_\_\_\_ Rotary clubs after tour
4. \_\_\_\_\_ Other groups after tour

**III. Please check the appropriate response(s) below.**

1. How did you find out about the GSE program?

- Employer  
 Rotarian  
 Former team member  
 Rotaractor  
 Other \_\_\_\_\_

2. Before being selected as a GSE team member, I was a(n):

- Ambassadorial Scholar  
 Rotaractor  
 Foundation alumni  
 None of the above

3. Did you engage in at least five full days of vocational study during the study tour?

- Yes  No

4. Did you attend a Rotary district conference in your host district during the study tour?

- Yes  No

5. Did you attend a Rotary district conference in your sponsor district before or after the exchange?

- Yes  No

6. Did you travel on your own after the exchange?

- Yes  No

If yes, for how long?

- Less than one week  
 1-2 weeks  
 More than 2 weeks

7. If asked, would you be interested in becoming a Rotarian or Rotaractor?

- Yes  No

8. Did the GSE program meet your expectations?

- Yes  No

9. Do you foresee the GSE experience having a significant impact on your personal and professional life?

- Yes  No

**IV. Comments (please attach an additional page, if needed)**

1. Can you suggest ways to enhance the GSE program's effectiveness?

2. What suggestions do you have for future GSE team members?

**Return this form to your GSE chair for onward submission to TRF.**

Group Study Exchange Department  
The Rotary Foundation  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA

**FAILURE TO SUBMIT POST-GSE REPORTS WITHIN TWO MONTHS OF RETURN MAY RESULT IN DELAY OF THE DISTRICT'S PARTNERSHIP FOR THE SUBSEQUENT ROTARY YEAR.**

# GSE Final Report

Also available for download at [www.rotary.org](http://www.rotary.org)

*Please print or type.*

I was a (*check one*)  Team leader  Team member

---

NAME

EXCHANGE YEAR

---

PERMANENT ADDRESS

---

CITY, STATE/PROVINCE

POSTAL CODE

COUNTRY

---

FAX

E-MAIL

---

SPONSOR DISTRICT AND COUNTRY

HOST DISTRICT AND COUNTRY

Please answer the questions below. If more space is necessary, please attach additional pages to this form. Send copies of this report to the GSE chair of the sponsor district.

What were your reasons for participating in a GSE? Did this exchange meet your expectations?

How did the materials or training that you received from the Foundation and your sponsor district prepare you for the exchange? What specific suggestions do you have for improving the orientation process?

How has your experience changed your outlook on your host country and sponsor country? What professional experience did you gain from the exchange? What was the most important aspect of the exchange?

Give specific examples of activities that you and your team participated in during the exchange.

What advice or information would you give future GSE participants?

How will you continue to stay involved in Rotary? If invited, would you become a member of a Rotary or Rotaract club?

**SUBMIT TO GSE CHAIR TWO MONTHS AFTER RETURN. FAILURE TO SUBMIT POST-GSE REPORTS MAY RESULT IN DELAY OF THE DISTRICT'S PARTNERSHIP FOR THE SUBSEQUENT ROTARY YEAR.**

---

## GSE Newstip

Please share your Group Study Exchange stories, articles, and photos.

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue,  
Evanston, IL 60201-3698, USA

Where it happened or will happen \_\_\_\_\_

When it happened or will happen \_\_\_\_\_

Person(s) who can tell us more:

\_\_\_\_\_  
NAME (PERSON COMPLETING THIS FORM)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE/PROVINCE

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
COUNTRY

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE/PROVINCE

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
COUNTRY

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
E-MAIL

From correspondence, telephone call, or personal conversation, I have learned about the following Rotary event, anecdote, or interesting Rotarian or Foundation alumnus as a potential news article or feature story. I understand that my newstip will be duplicated and shared with others in the Public Information and Communications divisions as appropriate.

**Description of what happened or will happen:**

**How this event is of interest to Rotarians and others:**

*Please attach relevant correspondence, clippings, or photos, if available.*







The Rotary Foundation  
of Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Telephone: 847-866-3000  
Fax: 847-556-2143  
[www.rotary.org](http://www.rotary.org)