

# Agreement of Terms for a Reciprocal Rotary Friendship Exchange

Rotary Friendship Exchanges (RFE's) are administered differently dependent upon Districts involved. On one end of the spectrum, in some cases housing is provided for the visiting RFE team members and all other costs are the individual responsibility of the individuals participating. In other cases, and on the other end of the spectrum, in some RFE's the RFE team members are responsible for getting to the host District/Club and all other costs associated with the RFE are handled by the host District/Club. Other RFE's fall between these two ends of the spectrum. As an RFE is reciprocal in nature, what is and what is not the responsibility of the hosting Districts/Clubs is best agreed upon at the start of the planning process for a proposed RFE. As such, let's come to agreement in the following areas:

1. The Visiting RFE team members are responsible for transportation to the city on the day when the RFE is scheduled to begin and return transportation on the day and from the city where the RFE ends.  
**Yes \_\_\_ No \_\_\_**
2. If the Visiting RFE team members decide to arrive earlier than the RFE start date or stay longer than the RFE end date, the Visiting RFE team members are responsible for lodging, meal costs and any other costs that arise outside the set days for the RFE. **Yes \_\_\_ No \_\_\_**
3. The Visiting RFE team members are responsible for the costs of any personal purchases such as souvenirs, gifts, etc. **Yes \_\_\_ No \_\_\_**
4. The Host Clubs/District will be responsible for providing lodging for the Visiting RFE team members throughout the duration of the RFE. **Yes \_\_\_ No \_\_\_**
5. The Host Clubs/District will be responsible for providing meals for the Visiting RFE team members throughout the duration of the RFE. **Yes \_\_\_ No \_\_\_**
6. The Host Clubs/District will be responsible for providing transportation for the Visiting RFE team members throughout the duration of the RFE. **Yes \_\_\_ No \_\_\_**
7. The Host Clubs/District will be responsible for activity costs for the Visiting RFE team members for scheduled RFE activities. **Yes \_\_\_ No \_\_\_**
8. Other:

\_\_\_\_\_. **Yes \_\_\_ No \_\_\_**

Agreed upon Between

\_\_\_\_\_

District /Club \_\_\_\_\_

And

\_\_\_\_\_

District /Club \_\_\_\_\_