District 7080 Rotary Friendship Exchange (RFE)

Host Family Responsibilities

1. You are expected to fully participate in the planning of the itinerary. You may be assigned a specific task such as a leader of an event. As such, you will be responsible to plan the event and coordinate with other hosts in executing it.
2. You will be hosting your guest(s) for three nights and the timing will be communicated to you at least two months before the guest(s) arrival.
3. As soon as you are assigned a guest(s), you will receive their profile information sheet(s).
4. Confirm that you meet their health, allergy, and accessibility needs, if any. If not, inform the D7080 team leader immediately.
5. Prepare your home to be safe for your guests.
6. Ensure that you have both team leaders' mobile phone numbers in order to reach them in a case of an emergency during the stay.
7. Provide breakfast each morning and some suppers if previously arranged.
8. Guests will be responsible for their lunch cost as specified in the agreed upon budget plans by the RFE committee.
9. In some cases, transportation during their visit to your club or cluster may be needed. You will have this information several months ahead of guest(s) arrival.
10. You are expected to fully participate in the itinerary with your guests. If you are unable to participate, prior arrangements such as transportation must be made so your guests can still participate.
11. In the case where other Rotarians are taking care of your guests, you need to cost share your guests' expenses with the other Rotarians.
12. Your home club may be asked to host a meeting to share the Canadian Rotary experience or project with your guests. You home club may be asked to absorb their cost of attendance. Ensure your home club is in agreement with the above.
13. Hosting the visitors is a shared responsibility. Because of your special talent, you may be asked to step into additional role(s) than planned and the Committee would expect you would accept the new responsibility without hesitation.