



# Group Study Exchange

AN INTERNATIONAL EXCHANGE PROGRAM  
FOR YOUNG PROFESSIONALS

**PROGRAM GUIDE FOR ROTARIANS**





We are pleased to present the *Group Study Exchange Program Guide for Rotarians*, a resource for district GSE chairs, team leaders, district governors, and other Rotarians working with The Rotary Foundation's GSE program.

We hope you will use this program guide to familiarize yourself with this international exchange program for young professionals and as a comprehensive reference for the program's rules and regulations.

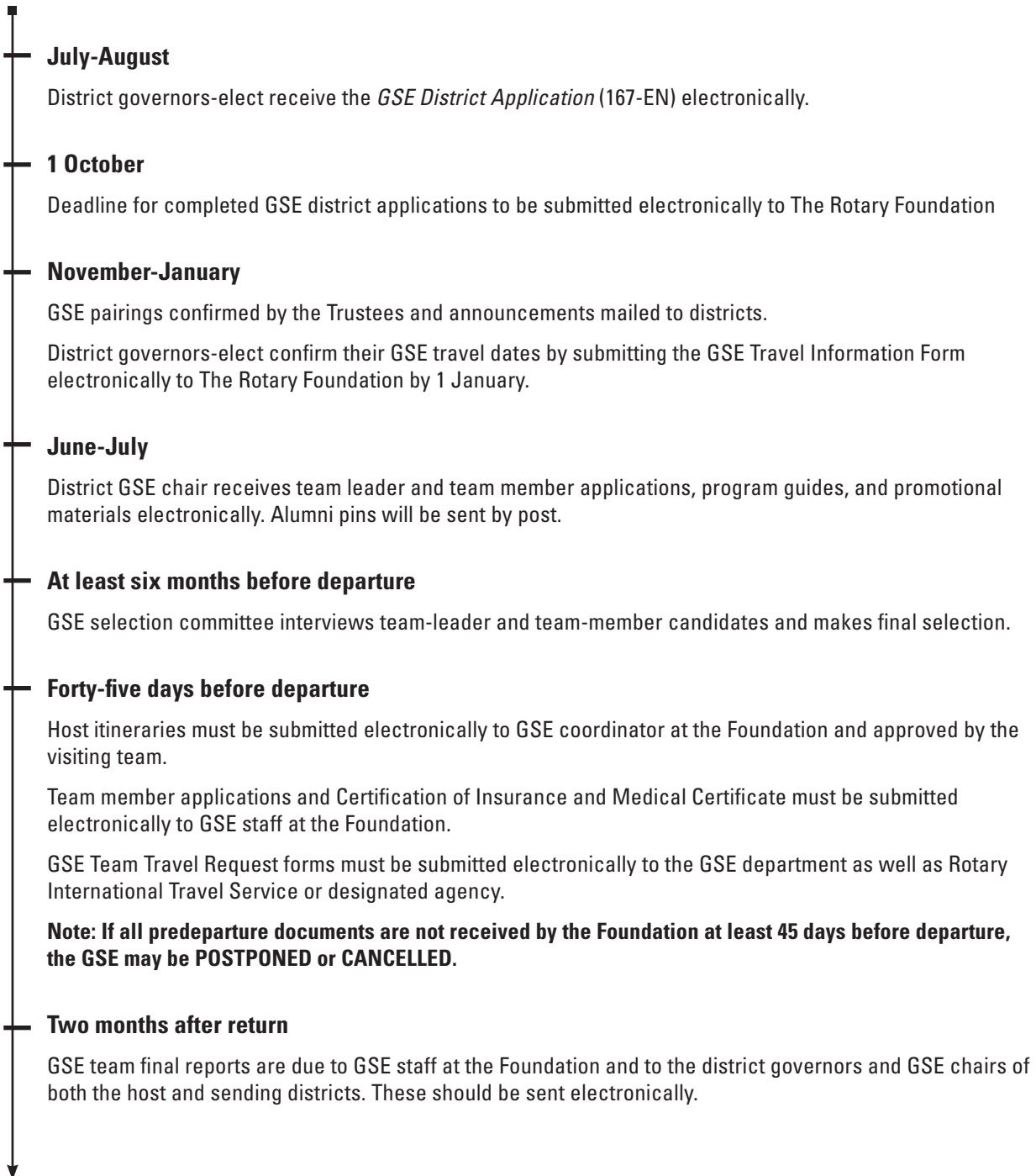
*The information in this program guide is accurate at the time of publication. However, because it is produced a year in advance of the Foundation program year, the Foundation Trustees reserve the right to change program guidelines when circumstances warrant. In addition, other circumstances beyond our control may influence such details as travel arrangements and requirements for specific countries. Host and sponsor GSE subcommittees, team leaders, and team members should be aware that some requirements may have changed by the time the GSE team travels. If a policy in this program guide is contrary to a law or legal statute within your district, contact the GSE department at the Foundation to initiate a Trustee waiver procedure.*

# Contents

|   |       |
|---|-------|
| GSE Timeline  | 2     |
| Introduction  | 3     |
| Section 1: GSE Participation and Pairings                             |       |
| Appointing a GSE Subcommittee   | 6     |
| Completing and Submitting a <i>GSE District Application</i>           | 8     |
| GSE Pairings  | 8     |
| Pairing Announcements   | 9     |
| International Assembly  | 9     |
| Section 2: Hosting  |       |
| Hosting a Team  | 10    |
| Section 3: Sponsoring   |       |
| Sending a Team  | 16    |
| Selection and Orientation   | 17    |
| GSE Travel  | 22    |
| Exchange Evaluation and Alumni Development                            | 24    |
| Section 4: Quality Program Implementation                             |       |
| Probationary Status   | 26    |
| Award Withholding   | 26    |
| Probationary and Withholding Procedures                               | 27    |
| Cultural Sensitivity  | 27    |
| Sexual Abuse and Harassment Prevention                                | 27    |
| Complaint Resolution  | 28    |
| GSE Frequently Asked Questions  | 28    |
| Cancellation of a GSE   | 29    |
| Resources   | 30    |
| Section 5: Appendices and Forms                                       |       |
| Subject Index   | 32    |
| Guide for Promoting Group Study Exchange                              | 33    |
| GSE Team Travel Request Form  | 38-39 |
| Rotary International Travel Service (RITS) Designated Travel Agencies | 40    |
| GSE Team Travel Local Purchase Request Form                           | 41    |
| Certification of Insurance  | 42    |
| Medical Certificate   | 43    |
| GSE Host District Itinerary Template                                  | 44    |
| GSE District Conference Subsidy Request Form                          | 45    |
| GSE Internal Travel Subsidy Request Form                              | 46    |
| GSE Language Training Grant Request Form                              | 47    |
| GSE Forced Overnight Subsidy Request Form                             | 48    |
| GSE Program Enhancements <i>SHARE</i> Options Request Form            | 49    |
| Rotarian Payee Information Form                                       | 50-51 |
| Biographical Data Form  | 52    |
| GSE Final Report  | 53-54 |
| GSE Evaluation Form   | 55-56 |
| Host District Evaluation  | 57    |
| GSE Newstip   | 58    |

# GSE Timeline

*Below is a general timeline to aid Rotarians in successfully planning the district's Group Study Exchange (GSE).*



# Introduction

## What Is Group Study Exchange?

Group Study Exchange is an educational program of The Rotary Foundation wherein Rotary districts in different countries are paired to send and receive professional study groups of non-Rotarian team members and one Rotarian team leader to travel for four to six weeks, staying in the homes of Rotarians when possible. A traditional GSE team consists of four team members plus a Rotarian team leader. Districts have the option to finance up to two additional team members with their District Designated Fund (DDF). (Please see the *SHARE* Program Enhancements section on page 4.)

## Goals and Objectives

The Group Study Exchange program is a unique cultural and vocational exchange opportunity for young business and professional men and women in their initial years of professional life. The 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 offers Rotarians the opportunity to participate in sending, receiving, and sharing educational experiences of study teams that will enhance Rotary's worldwide mission.

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

*The impact that Rotary International has had and is having on humanity around the globe is truly inspiring. The trips can be nothing short of life-changing, and the Rotary organization is definitely making the world a better place: one trip, one member, and one club at a time. Upon my return, I became the newest member of our local Rotary club.*

— GSE TEAM  
MEMBER FROM  
DISTRICT 5570  
(OKLAHOMA, USA)  
WHO PARTICIPATED  
IN AN EXCHANGE  
WITH DISTRICT  
4480 (BRAZIL)

## The Role of the GSE Coordinator at The Rotary Foundation

- Provides advice and support materials for planning a GSE
- Provides information on previous exchanges in your district
- Assists in contacting the partner district if necessary
- Receives and reviews all predeparture documents and reimbursement requests

Remember to consult this program guide before contacting your coordinator, as it contains answers to many of your questions.

## GSE Awards

To apply for a GSE award, each district must submit a completed *GSE District Application* (167-EN) signed by the district governor-elect (DGE) and district Rotary Foundation committee (DRFC) chair. See page 8 for details on how to complete and submit the application. District GSE applications can be approved only if World Fund or DDF has been secured for the relevant program year.

### World Fund GSE Awards

- In April 2009, The Rotary Foundation Trustees decided that starting in 2010-11, districts participating in the GSE program will be awarded one GSE from the World Fund for every two consecutive years. This award is given regardless of the district's contributions to The Rotary Foundation (TRF). World Fund Awards cannot be accumulated from year to year.
- Districts will send and receive teams over either a one- or two-year period, depending on the funding arrangements agreed upon by partner districts. Please note that districts may choose to allocate a portion of their DDF through *SHARE* in order to complete a one-year exchange. All funding and travel options are subject to change depending on Trustee decision. Please refer to the Funding Scenarios Chart at [www.rotary.org/gse](http://www.rotary.org/gse) for the most up-to-date information.

## Additional GSE Award

- In any program year, districts may opt to allocate a portion of the DDF through *SHARE* to cover the expenses of an additional exchange. The cost for one district to send a GSE team using DDF is US\$13,000 (or \$7,000 for a Neighboring Country GSE).
- DDF funding must be allocated through *SHARE* at the time the district applies to send a GSE team.

## Number of GSEs allowed per district

- Districts may send a maximum of two GSE teams per year.

## Donated GSE Awards

- A GSE funded by DDF donated from the partner district may be carried out by districts sending and receiving a GSE team in the same program year.
- DDF for a GSE team may be a “true donation” of US\$13,000 (\$7,000 for neighboring countries) or a “split donation.” A split donation occurs when the donating district contributes half the cost of sending a GSE team (\$6,500, or \$3,500 for neighboring countries), and the partner district allocates the remaining half of the DDF cost.
- Donations may be made for either the full cost or half cost of the GSE; no other DDF increments can be donated.
- The donating district is responsible for both its donation to the partner district and funding its own GSE team, either through the World Fund or DDF.
- World Fund Awards may not be donated by one district to another nor split over two program years.

## SHARE Program Enhancements

The district can plan to use one of the following enhancements if a request is made to allocate sufficient funds in the district's *SHARE* account. (An application for each enhancement appears on the GSE Program Enhancements *SHARE* Options Request Form, page 49.)



- **Additional Team Members**

- A district may include up to two additional team members by allocating from its DDF US\$3,000 per team member or \$2,000 per Neighboring Country GSE team member. Travel tickets for additional team members cannot be issued until the GSE coordinator verifies that sufficient DDF has been allocated.
- A letter of approval or indication on the GSE application by the host district governor is also required before additional team members may be authorized.

- **Team Orientation**

- Districts are eligible for a US\$1,000 orientation subsidy if \$1,000 in DDF is allocated toward this *SHARE* option.
- This enhancement is meant to offset costs of planning and conducting orientation programs for outbound GSE teams. It can also be used to defray the costs of GSE team participation in a multidistrict orientation seminar. **Twelve hours of orientation training are mandatory before departure for all GSE team members.**

- **Language Training Enhancement**

- Districts are eligible for additional funding (exceeding the US\$1,000 provided by TRF) for language training if the amount is allocated toward this *SHARE* option.

## **The Rotary Foundation Pays for**

- The least expensive transportation for each team's travel from a common point of departure in (or nearest to) the sending district to a point of entry in (or nearest to) the host district and return between the same two points
- Additional costs that may result from an unavoidable cancellation of tickets for team member(s) or team leader unable to accompany the team and the subsequent reissue of tickets for alternate team member(s) or alternate team leader

- Hotel accommodations and meals, up to US\$150 or equivalent per person, for a forced overnight stay when RITS's travel routing has deemed it necessary; or up to \$100 for a day room, including layovers due to misconnecting flights. Reimbursements are sent by TRF upon completion of the exchange and submission of all relative receipts.
- Program subsidies based upon a district's eligibility and the allocation of DDF. Additional subsidies are available to **districts in low-income countries**. Program subsidies remain the same, regardless of team size (see page 46 for details).

## **The Rotary Foundation Does Not Pay for**

- Transportation to and from airports
- Entry and exit taxes
- Visas
- Insurance costs
- Cost of inoculations/immunizations
- Expenses connected with optional 24-hour stopovers en route to host district
- Personal travel expenses
- Penalties resulting from changes in personal travel arrangements, including optional stopovers
- Any increase in airfare or fees resulting from early departure from the exchange
- Excess baggage charges, shipping charges, and flight cancellation insurance
- Increases in airfare due to late or incomplete submission of documents and information, or delay in finalizing travel arrangements

**A GSE may be postponed or cancelled if the team's predeparture documents are not received at TRF at least 45 days in advance of the team's scheduled date of departure. All travel plans, including personal post-exchange travel, must be finalized one month before departure.**

# GSE Participation and Pairings

## APPOINTING A GSE SUBCOMMITTEE

The district governor (DG) appoints a GSE subcommittee composed of at least three members whose terms are staggered. The district governor-elect (DGE) must be a member of the subcommittee and, with the DG, should select its members. The GSE subcommittee is different from the GSE selection committee, which is responsible for selecting the district's GSE team. The DG and DGE participate on both the subcommittee and committee.

### The District GSE Subcommittee's Responsibilities Are:

- Ensure there is enough club and district support for the outbound and inbound teams

- Distribute GSE materials and resources
- Publicize the program
- Prepare teams before departure by organizing an orientation program
- Prepare host itinerary and logistics
- Ensure program policy adherence
- Determine important district GSE deadlines
- Act as liaison between club committees and the GSE staff at TRF
- Organize post-exchange follow-up and ensure submission of final reports to TRF

**The district GSE subcommittee does not select team members. See “Building a Selection Committee” (page 17).**

## Designing your GSE

GSEs with a high degree of focus, planning, and orientation are the most successful. Consider the district's overall international service goals and determine how your GSE may contribute to them.

### In what other Foundation programs does your district participate?

If your district has completed a Matching Grant project with another district, a GSE is an excellent follow-up to the project.

### What are the predominant industries in your district?

Perhaps you can seek partner districts with similar industries.

### What key issues is your district addressing through Rotary service: maternal and child health, water and sanitation, disease prevention and treatment, basic education and literacy, economic and community development, or peace and conflict prevention/resolution?

A GSE team composed of specialists from these fields would be a unique extension of a club or district project.

### What areas of the world has your district visited in the past five years?

Vary your pairing history. For example, if your district hasn't recently sent a GSE team to Southeast Asia or a low-income country, perhaps you should work to find a partner from that area of the world.

## Variations in the Traditional GSE

No Trustee approval is required for the following types of exchanges, with the understanding that all candidates must meet the GSE team member eligibility criteria:

### Area of Focus GSEs

Teams are composed of participants with vocations related to one or more of TRF's areas of focus (maternal and child health, water and sanitation, disease prevention and treatment, basic education and literacy, economic and community development, and peace and conflict prevention/resolution). Districts should research the strengths and needs of their community. If a strength is found that relates to a focus area, districts can recruit professionals from the community who can share their expertise with their counterparts in the partner district. Similarly, if a need is found that relates to a focus area, teams of professionals that want to learn can visit their counterparts and bring back the knowledge to make improvements in their community.



### *Single-Vocation Teams (also known as univocational or special focus GSE teams)*

A GSE team may be composed of members from one vocation (e.g., all physicians, ecologists, drug-abuse counselors, or teachers).

### *Cultural Teams*

A team may be formed by sharing its artistic, educational, or cultural backgrounds and talents (such as musicians, artists, linguists, museum curators) with the host communities involved.

### *Joint-District GSEs*

Two adjacent districts may join to conduct a GSE, provided that the outbound team comprises members from both districts and the inbound team's itinerary will include points of interest, vocational activities, and host-family stays in both districts during the reciprocal portion of the exchange.

### *Neighboring Country GSEs*

Districts are able to participate in an exchange with their neighbors for a reduced catalog cost of US\$7,000 of DDE.

- A Neighboring Country GSE is an exchange between any two districts located in countries that have a common border or exist in close proximity.
- In multicountry districts, the neighboring country pairing must be based on travel between localities that have a common country border or exist in close proximity.

If it is unclear whether your district qualifies for a neighboring country exchange with a particular country, contact the GSE staff at TRF.

### *Humanitarian GSEs*

Many GSE teams have found the perfect way to build upon the friendships developed during their exchanges: seeking out humanitarian needs in the host district and returning home with a TRF grant proposal. For example, a community in the host district may have limited access to fresh water, rehabilitation facilities, or immunization services. Perhaps its schools do not have adequate supplies. Whatever the need, there is no better way to further strengthen the bonds between districts than to follow up a GSE with a humanitarian grant project. Districts should seek team members who can use their expertise to help identify projects and should request that they

report on potential projects as part of the debriefing process.

## **Trustee Review and Approval Is Required for**

### *GSEs to Non-Rotary Countries*

Since its inception in 1965, the GSE program has primarily focused on exchanges between teams from Rotary countries. In recent years, several exchanges have taken place with countries not yet fully initiated into Rotary, such as Vietnam. On an exception basis and with Trustee approval, a district may donate its DDE to a non-Rotary country to carry out a GSE. The catalog cost of such an exchange will be equal to the cost of a regular GSE.

The two Rotary clubs in the People's Republic of China (Beijing and Shanghai) are now eligible to apply for a joint World Fund Award to send a GSE team every year. However, China is an increasingly popular GSE partner request. Therefore, TRF recommends that districts considering pairing with the clubs in China first contact them to confirm their interest in pairing before submitting a *GSE District Application* (167-EN).

Contact the GSE department at TRF for more information on the Trustee guidelines and proposal procedures.

## **Finding Future Partners**

If your district GSE subcommittee has specific ideas about countries it wishes to exchange with in the future, the district may wish to seek a GSE partner several months in advance. Here are a few ways that the district can increase its likelihood of finding a GSE partner:

- Send e-mails, faxes, or letters to potential partner districts.
- Take advantage of Rotary International meetings and events to establish relationships and contacts.
- Provide the DGE with a target list of districts or regions for networking at the International Assembly. There may be a special GSE meeting point for districts looking for future GSE partners.
- Encourage the DGE to distribute the district profile to potential partners and collect contact information for future years.

### **Building tolerance and understanding through GSE**

District 5490 (Arizona, USA) and District 9680 (New South Wales, Australia) worked together to create a historic GSE experience in 2008-09 by putting together Rotary's first all-wheelchair exchange. This GSE changed perceptions of disabilities and served as an inspiration to other GSE teams.

### Tips for success

- Enlist past team members and team leaders in promoting the program at club meetings.
- Highlight the vocational service aspect of GSE and call on Rotarians to showcase their professions.
- Emphasize the integration of GSE with other TRF programs.

- Remind the DGE that agreements made at the assembly for future years should be discussed in the district and followed up later in writing.
- Letters of commitment between DGEs are not binding but are helpful in documenting the dialogue that eventually leads to an exchange agreement.
- Inquire about the partner district's plans to send one or more GSE teams and make sure that funding is available, or discuss a DDF donation scenario.

Districts should not make arrangements more than three years ahead of time. This allows future district leaders to play a role in determining exchanges that will take place during their tenure. *The GSE staff at TRF assists with GSE pairings for the upcoming program year only and not for future program years.*

## COMPLETING AND SUBMITTING A GSE DISTRICT APPLICATION

The DGE, in conjunction with the DRFC chair, must submit the *GSE District Application* (167-EN) for his/her year of leadership. The completed application must be received electronically by the GSE department at TRF no later than **1 October** of the Rotary year preceding the exchange. Please refer to the GSE timeline (page 2).

District applications and instructions are made available electronically to all DGEs in July of each year and can also be downloaded from the RI website at [www.rotary.org](http://www.rotary.org).

### We thought we had an agreement.

"The other district promised they would pair with us and now we find out they have a match with somebody else!" Similar situations happen every year. To prevent misunderstandings, be sure that the potential partner district's commitment is stated in writing. Remain in regular contact with the district and remind the partner DGE/DRFC chair of this agreement as the application deadline approaches.

Districts should not make commitments that they cannot keep. Making too many commitments in a single year is unfair to the districts sharing the commitment, and may leave a district without a GSE partner.

A district application must

- Indicate the type of funding that the district will use to cover the expense of sending its GSE team
- Cite a clear purpose and goal to be achieved by the exchange
- Discuss the types of activities, locations, and sites that the visiting team might expect to see
- Present a plan for accommodating incoming team members
- Indicate the district with which a pairing has been prearranged. If the district does not have a prearranged pairing, indicate the district's top three geographical preferences for a partner district (see "GSE Pairings" section)
- Include the DGE's and current DRFC chair's signatures on the application before submission

**Districts may apply to send up to two GSE teams per program year. Each exchange requires a separate application.**

## GSE PAIRINGS

### Self Pairing

Districts that have arranged to pair with a specific district for a given program year must indicate their intentions in the "Prearranged Partnerships" section of the *GSE District Application* (167-EN). Only districts that have reciprocally listed each other will be presented to the Trustees as a self pairing. **DO NOT** list potential or preferred partner districts that have not agreed to a pairing with your district.

The Trustees recognize the value of self pairings and give favorable consideration to those partnerships that explore diverse cultures, languages, and regions.

### Trustee Pairing

Each year, approximately 40 percent of districts applying for a GSE award are unable to find a partner before the **1 October** application deadline. In this case, the Trustees will match the district with an appropriate partner based on pairing history, availability, and geographical preferences.

On the application, the district should list, in order of preference, three areas with which it would like to be paired. Do not list a specific district as a preference unless a reciprocal agreement has been made with another district (see “Self Pairing”). TRF encourages selecting geographical regions that the district has not paired with in the last 5 to 10 years.

The Trustees reserve the right to determine how districts will be paired regarding geographical areas, socioeconomic factors, and other cultural considerations. Districts should be flexible when requesting specific geographical areas, as the pool of available partner districts varies from year to year. Once assigned a GSE partner, districts should honor the pairing and strive to make the exchange a successful one. If Trustee GSE pairings are cancelled, there is no guarantee that TRF will be able to confirm an alternate partner district.

### District Profiles

Profiles of each district’s GSE pairing history can be compiled upon district request. Contact your GSE coordinator for details.

## PAIRING ANNOUNCEMENTS

GSE pairing decisions are announced to applying Rotary districts by January of each year. DGEs will receive electronic confirmation of their pairing, along with a GSE Travel Information Form to complete with details about travel dates, departure/arrival city in host district, and accommodations. The completed form must be submitted to the GSE department by 1 January. When the DGE receives notification of a pairing, he or she should

- Contact the partner DGE to confirm the pairing and complete the GSE Travel Information Form together by e-mail. DGEs can get in touch with their counterparts by using the GSE Forum in the Member Access section of the RI website at [www.rotary.org](http://www.rotary.org). Member Access appears at the top right of the home page. For more assistance in obtaining the partner district’s contact information, contact your GSE coordinator.
- Resolve concerns about the pairing by contacting the GSE coordinator
- Inform the district of the upcoming GSE partnership through the district newsletter or a general announcement. This is also the perfect time to request club assistance in seeking team member candidates.

### What to Do if You Did Not Receive a Pairing

Although the district may have submitted a GSE application, this does not guarantee that the district will receive an award. If the district does not receive a pairing by January, GSE staff will work with the DGE during the International Assembly to secure a partnership for the district. Contact the GSE department for the options available to your district.

## INTERNATIONAL ASSEMBLY

DGEs should *not* plan to seek a GSE partner at the International Assembly, as almost all pairings are finalized well before then.

The GSE subcommittee should brief the DGE on the tasks that must be accomplished at the International Assembly in order to successfully implement a GSE.

### DGE Tasks

- Meet the DGE of the GSE partner district in person. DGEs will be seated next to their GSE partners during one or more plenary sessions of the International Assembly. The days and times of those sessions will be announced so that partner DGEs can identify one another in the plenary hall.
- Clarify/confirm departure and arrival dates of the visiting and departing teams.
- Communicate expectations of host itineraries, number of team members, language abilities, and vocational focus.
- Ensure that both DGEs have submitted the completed GSE Travel Information Form to the GSE department to confirm details about the exchange.
- Visit TRF’s booth to clarify any GSE questions and to submit any remaining GSE documentation to TRF staff.

### Tips for success

- If you have arranged a pairing with another district, submit both of your completed applications before the 1 October deadline and the Trustees will approve your pairing in advance.
- Written communication of intent to participate in GSE does not qualify as an application. All districts must submit a *GSE District Application* (167-EN) to TRF.

### District self-promotion in action

The DGE comes to the International Assembly with 5 to 10 district profile packets. The packets include samples of prior year GSE itineraries; photos or videos of places of historical, cultural, or civic interest in the district; contact information for the district GSE chair; and a proposal for a future GSE. The DGE uses these packets when meeting with DGEs from targeted districts and proposes a future exchange.

## SECTION 2

# Hosting

### HOSTING A TEAM

If your district is hosting a Future Vision pilot district, this section may still apply. Please visit [www.rotary.org/futurevision](http://www.rotary.org/futurevision) for more information on pilot/nonpilot partnerships.

#### The Host District's Financial Responsibilities

All financial responsibilities begin from the time the visiting team arrives in the host district. These include

- Meals and lodging for the team
- Internal travel during the tour, including transport from and to the airport (low-income districts should see the GSE Internal Travel Subsidy Request Form on page 46)
- Public accommodations (hotels, motels, etc.) when necessary or homestays aren't available
- Participation in the district conference, if the GSE team will be attending (see GSE District Conference Subsidy Request Form on page 45)

#### Publicizing the Program

- Refer to the *Guide for Promoting Group Study Exchange* in section 5 (Appendices and Forms) and at [www.rotary.org/gse](http://www.rotary.org/gse).
- Send news releases promoting the GSE program to leading newspapers throughout the district.
  - Emphasize the educational and ambassadorial purpose of a GSE.
  - Specify the country the team will visit and the time of travel, if it has been determined.

- Explain that applicants for team membership should apply through their **local Rotary clubs**.
- Arrange for speakers at weekly Rotary club meetings to promote the program. Speakers may include past GSE team members and team leaders residing in the district and GSE subcommittee members.
- Network with Rotarians, other local residents, and international organizations whose members may have lived in the country your team will visit.
- Request assistance from Rotarians who are in advertising or public relations.
- Advise local business, professional, and other groups that speakers are available to promote this international opportunity to potential team members.

#### Communicating with the Partner District

- Determine the duration of the visit.
- Reconfirm travel dates and airports for arrival and departure in the host district. **The GSE team must arrive and depart from the same city in the host district.**
- Send information on your district's country(ies) to the GSE subcommittee of the partner district. Information on climate, clothing, customs, etc., is particularly helpful.
- The sending district should provide the visiting team members' biographical and vocational data to the host district at least three months before the team's departure. Details about each team member's professional qualifications and vocational expectations must be clearly outlined to the host district to ensure that the vocational aspect of the exchange meets the team's

needs. If the host district does not receive this information, it will be unable to organize a rewarding and appropriate host district itinerary tailored to the team's professional background.

## Finding Host Families

- Ask clubs to recommend potential host families and provide their names, addresses, telephone and fax numbers, e-mail addresses, and any other useful information, such as number of family members in the household, ages of children, and occupations of working family members.
- Ask clubs to send suggestions to the committee at least four months before the visiting team arrives.
- Consider creating a sign-up sheet where Rotarians can commit to hosting for specific dates and lengths of time.

## Hosting Teams in Alternate Accommodations

Program policy requires that districts host the GSE team in Rotarians' homes. However, this may not always be possible and the host district will assume responsibility for finding suitable alternative accommodations.

- Explain in the *GSE District Application* (167-EN) why your district cannot provide homestays.
- The host district is responsible for covering the costs of alternate accommodations such as hotels or motels.

## Preparing a Host Itinerary

The host district is required to provide a final itinerary to the visiting team and TRF at least **45 days before the team's departure. Failure to do so may result in postponement or cancellation of the team's travel.** Before travel tickets are issued for the team, the sending district should approve the final itinerary, indicating that it agrees with the type and number of vocational days provided and the contact information available.

Host districts must keep in mind that they are just as responsible for a GSE team as the sponsor district, including during the planning process. **Both districts should work together to submit an itinerary, along with all other GSE documents, at least 45 days before the scheduled date of departure.** A sample itinerary for one week of activities can be found in section 5 (Appendices and Forms) of this program guide and at [www.rotary.org/gse](http://www.rotary.org/gse). Your host district may provide additional information or submit an itinerary in a different format, as long as it contains the information requested in the sample itinerary for the entire duration of the exchange.

Your itinerary is a day-by-day, location-by-location listing of the activities planned for the team's visit. The host district itinerary must show a location and a contact person for each team member at every moment during the tour.

Host districts must host visiting GSE teams for **four to six weeks**. Any exceptions to the duration of the exchange must be petitioned to TRF.

Each host district itinerary must contain the following information:

- Names, street addresses, and contact information of each host family
- Dates of stay with each host family
- Schedule of all planned activities
- Specific locations of all planned activities
- Names and contact information of any Rotarians who will be escorting the team
- Five vocational days per team member
- One or two days of isolated rest after arrival
- A half day midweek of rest
- One weekend day of rest
- Two days of midtour rest
- Approval of the sponsor district

More information about requirements:

- **Five vocational study days per team member**
  - Assign a GSE subcommittee member to coordinate the vocational aspect of the exchange.

## Tips for a successful GSE

- Prepare the host itinerary at least four months before the GSE study tour.
- GSE chairs should be in contact at least five months before the scheduled visit to plan their districts' activities.
- GSE teams should spend an adequate amount of time with host families.
- Ensure that all host clubs are trained and ready to accept a GSE team.



- The five days required per member for vocational study need not be consecutive but can be separated, depending on when members have opportunities to meet individually with representatives of their respective fields.
- Vocational study days must match the team members' professions. **The importance of vocational study cannot be overemphasized.** It is often difficult for professionals to take an extended leave of absence from their jobs. Valuable vocational visits are essential to reinforce to employers the specific professional benefits that GSE can bring to both the company/organization and the employee.
- **One or two days of complete, isolated rest** immediately following the welcoming ceremonies after the team's arrival and before the official study tour begins to help the team overcome jet lag

The rest period is **required** and must be in a hotel rather than in Rotarians' homes. There should be no planned activities and as little Rotarian contact as possible. The host district is responsible for expenses during this rest period.

- **At least a half day free** in the middle of each week and one free day each weekend for team members to relax. Free time means that no activities are planned for the team either by host Rotarians or host families.
- **A one- or two-day, midtour isolation period** at the host district's expense with no Rotarian contact — somewhere away from it all, perhaps in a quiet resort hotel — to provide the team an opportunity to compare impressions, assess the tour's progress, and strengthen team spirit

Include an opportunity for the team leader to meet the host district GSE chair or DG, preferably right after the one- to two-day isolation period. This will allow time for a debriefing on any problems with the GSE and provide an opportunity to correct them.

The GSE subcommittee can plan a travel route for the visiting team, using the team's daily schedule of activities and a map of the host district that shows each Rotary club's location. In doing so, the subcommittee should remember

- A study tour does not have to cover the entire district. Large districts should develop a plan so that over several years, various GSE teams will visit each region of the district in turn.
- The team must remain together at all times, except when it is with host families and possibly during vocational study days, if one particular city cannot provide opportunities for all team members to study their individual professions.
- Team members should live with each host family from four to seven days to help them reduce travel fatigue and get to know their host families better.
- Avoid scheduling too many Rotary functions and do not plan more than three Rotary club meetings per week. Organize multicity or multiclub meetings where possible.

### Tips for a successful host itinerary

The itinerary should include as many of the following sites as possible and reflect how the visiting team wishes to spend its time:

- **The city.** Local architecture, public transportation system, important buildings, historical sites
- **The country.** Areas of natural resources and scenic beauty, historical locations
- **Government.** Seats of government, discussions with officials
- **Justice system.** Judicial courts, law offices, prisons, police headquarters
- **Education.** Schools, colleges and universities, technical institutes, ministry of education
- **Social services.** Government and voluntary welfare agencies, service institutions
- **Agriculture.** Animal and crop farms, dairies, ranches
- **Commerce.** Banks, shopping malls, stock brokerages, business establishments
- **Industry.** Manufacturing firms, food processing plants, local industrial trade centers
- **Research.** Laboratories, research and development institutions
- **Religion and culture.** Places of worship, museums, opera and concert halls, art galleries
- **Recreation and sports.** Resort, beach, and recreational areas, sports arenas



- Avoid scheduling redundant tours or vocational visits. Select the highlights in each city and vary the itinerary so teams do not repeat tours of schools, places of worship, or hospitals in every town they visit.

**A GSE lasts four to six weeks. Any exception to the duration of the exchange must be petitioned to TRF.**

At least **two months** before the visiting GSE team arrives, distribute the final program itinerary (with contact information) to

- Your DG
- The DG of the sending district
- The GSE chair of the sending district
- Each club in the host district
- The host district Rotarian who plans the district conference and assembly, intercity meetings, or other pertinent district meetings
- Media contacts that may be covering the GSE story
- Any interested non-Rotarian persons, agencies, or organizations
- The GSE coordinator at TRF

### **Potentially Dangerous Activities and GSE Team Safety**

- The team must refrain from engaging in activities that could unnecessarily endanger or threaten the health, safety, or well-being of the individual or other participants. Such activities would include, but not be limited to, skydiving, bungee jumping, extreme sports, and operating heavy machinery.
- The team must 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 any and all liability that may arise, including providing for adequate insurance.
- Should the team be required to return home prematurely due to travel safety concerns and a participant chooses to stay, the participant accepts all responsibility

for safely returning home and also agrees to forfeit his/her Foundation award.

### **Transporting the Team**

- Arrange well in advance for the team's daily transportation and from one host club to another. All internal travel expenses are the host district's responsibility. (Low-income districts may apply for an internal travel subsidy to help defray costs.)
- Do not include any transportation or pleasure/sightseeing flights on noncommercial airplanes, as most insurance companies will not cover expenses incurred or a loss caused by or resulting from flying in a privately owned aircraft. Because of potential insurance and liability issues, team members and leaders may not operate a motor vehicle during the exchange.
- Teams must be accompanied by a host Rotarian while being transported throughout the host district.

### **Other Planning Tips**

- Select area representatives who will ensure a problem-free tour in each area of the district that the team will visit.
- Select one Rotarian (perhaps a member of your GSE subcommittee) who will receive mail for the visiting team members and deliver it to them. Advise the sending district of this person's name and address before the team leaves so the information can be given to the visiting team members' families.
- Inform the visiting team of the names, addresses, e-mail addresses, and telephone numbers of the main host Rotarians and any other key personnel.
- Plan a meeting for the end of the visit to discuss the team's views on the host program.

**Note:** All of the itinerary's activities should take place within the host district's boundaries. In some cases, however, brief visits to areas outside the host district — usually to adjacent districts — are clearly beneficial to the team. This travel can be included in the itinerary on the condition that it

- Relates clearly to one or more specific areas of interest included in the exchange (commerce, education, government, etc.)

### **Fostering lasting relationships between districts**

A GSE between District 6290 (part of Ontario, Canada, and of Michigan, USA) and District 2440 (Turkey) created strong bonds. The two districts remained in contact and later partnered to obtain a Rotary Foundation Matching Grant. Strong support and contributions from both districts and the Foundation helped secure a mammography machine for women in Turkey without financial support. District 2440 leaders estimate that this machine will screen 50,000 women over a period of 10 years.

- Does not obviously duplicate available resources in the host district
- Is included and explained in the draft itinerary sent to GSE staff
- Does not exceed one or two days in duration
- Includes only costs that the host district is willing and able to absorb
- Occurs with the complete understanding and agreement of the other district(s) involved
- Create more interaction with young people, especially college and high school students.
- Share profiles on the Rotary host families and provide photos.
- Include more vocational days.
- Include more time to join in the day-to-day life of hosts, possibly during Rotary projects.
- Provide an orientation and training for host families.
- Make sure that host districts schedule sufficient presentation time at Rotary dinner meetings.

### Areas of Focus

Partner districts have the option of basing their GSE on one or more of The Rotary Foundation's six areas of focus:

- Maternal and child health
- Water and sanitation
- Disease prevention and treatment
- Basic education and literacy
- Economic and community development
- Peace and conflict prevention/resolution

If both districts agree to this arrangement, then they should discuss how they wish to incorporate the selected area(s) of focus into the host itinerary.

### Suggestions from Former GSE Participants

- Put team members together with hosts of the same profession, hobbies, or interests.
- Expose the team to people in the same age groups as the team members.
- Limit the number of areas team members visit so they can absorb life in your country without rushing from place to place.
- Plan reasonable workdays — not 12- to 15-hour days.
- Overlap the exchange with the outbound GSE team so that team members from both partner districts have some one-on-one time in both countries.
- Allow time to meet with Rotary Youth Exchange students, Rotary Scholars, and Rotary Peace Fellows while in the host district.

### Tips for Host Families

Effective host families will:

**Welcome the team member.** If possible, one or more family members should be among the welcoming delegation that meets the GSE team upon arrival in the host district. Families should introduce themselves to the team member(s) assigned to them and assure that they are looking forward to the visit.

**Share their home and lifestyle.** While the team member is living in local homes, the daily routine should be disrupted as little as possible. Host families are encouraged to share their culture as it exists in everyday life. This does not mean hosting elaborate parties and entertainment but allowing the guest to participate in daily family activities, religious pursuits, community involvement, etc.

**Be aware of language factors.** Preparation and communication are key to the success of any GSE. District governors are encouraged to appoint a team leader who is proficient in the language.

If families have difficulty communicating with their guest, they should speak very slowly, pronounce each word distinctly, and avoid using colloquialisms. Occasionally, it may be necessary to seek help from someone fluent in the guest's native language: the GSE team leader, a teacher, or a translator assigned by the host district's GSE subcommittee to provide this service, or perhaps a visitor from the guest's home country.

**Provide for meals and laundry.** Unless otherwise stated in the team's itinerary, team

members are usually not with their host families for lunch. Before the team member arrives, determine if he or she adheres to any dietary restrictions.

## When the Visiting Team Arrives

### The Briefing Meeting

- Brief the visiting team immediately after it arrives in the host district, allowing some rest time for jet lag recovery. The session should include a review of the itinerary and an opportunity for team members to ask questions, make special requests, and discuss their expectations of the visit.
- District representatives should also explain their expectations, so any conflicts can be addressed right away. This can be an opportunity for team members to provide more details about their vocational goals so that the committee can adjust vocational day plans to ensure members an optimal experience.
- Also notify the team that it will be debriefed at the end of the study tour.

### During the Study Tour

*Maintain control of the program itinerary.* Do not allow clubs to add extra, unplanned activities. Any additions could force cancellation of some previously planned activities and/or reduce the time allotted for the visiting team's rest and relaxation.

*Check* that Rotarians responsible for meeting and/or transporting the team at various points along the route know exactly what is expected of them.

*Hold a midtour briefing session with the visiting team* to openly discuss areas of concern, what is going well, what could be improved (logistics? type of vocational days? enough rest time?). Determine how the team or host district can address these issues and reach a compromise that everyone can agree on.

## When the Visiting Team Departs

### Completing the Host District Evaluation

To improve the quality of the GSE program, it is important that TRF receives feedback

from the district that hosted the GSE team. Be sure to complete the Host District Evaluation (see page 57) and send it electronically to your GSE coordinator at TRF.

### Applying for Subsidies/Grants

*Please note that to receive reimbursements, districts must submit electronically the appropriate completed request form, receipts, and other documentation of its participation (see forms in section 5 for details).*

- **Internal Travel Subsidy.** Districts in Rotary-designated low-income countries may request a single subsidy per exchange of up to US\$600 or equivalent to help defray expenses for transporting the visiting GSE team within the district. Multi-country districts containing one or more low-income countries will also be eligible for an additional \$2,500 or equivalent in airfare to defray the costs of transporting visiting GSE teams between countries within the district. Please contact your GSE coordinator for details.
- **District Conference Subsidy.** Districts may request a single subsidy per exchange of up to US\$500 or equivalent to defray the cost of participation by the visiting team in the district conference. Team members must participate in a 30-minute GSE conference presentation and attend a substantial portion of the conference.
- **Language Training Subsidy.** Districts may request a maximum of US\$1,000 or equivalent per team for use in a flexible language training program. Districts must submit receipts for reimbursement of expenses for study materials, lessons, or classes.

All required documentation must be received by TRF **no later than two months** after the expenses were incurred. Program subsidies remain the same regardless of team size. Except where otherwise noted, subsidies are covered through the World Fund budget if a GSE team travels on a World Fund Award, and through DDF if it travels on DDF allocated in *SHARE*.

See page 4 for additional GSE enhancement subsidies that are available through the allocation of *SHARE* funds.

# Sponsoring

## SENDING A TEAM

- GSE team members offer the host district a view of the best and brightest professionals in your district. They will be ambassadors of your home and culture while on the GSE tour, and should be selected with this role in mind.
- A district should select the most qualified candidates to participate in the exchange and should not predetermine the composition/gender of the team.
- Your DG should verify the eligibility of the selections and subsequently endorse the applications.
- Each district should select its final team at least six months before the scheduled departure date.

*GSEs may be postponed or cancelled if the team's predeparture documents are not received at TRF at least 45 days in advance of the team's scheduled date of departure.*

*Districts are encouraged to submit all predeparture documents to the GSE department by fax or e-mail.*

The following completed predeparture documents must be received by your GSE coordinator at TRF **no later than 45 days** before your team departs for the host district.

### **GSE Team Member Application (161-EN)**

- The Rotary Club Endorsement on page 4 of the *GSE Team Member Application* must be completed and signed by the president of each team member's sponsor Rotary club.
- The District Endorsement on page 4 of the application must be signed by the current DRFC chair, GSE chair, and DG.
- Each team member must sign his or her own application on page 3.

### **GSE Team Leader Application (260-EN)**

Team leader applications must be completed and signed by the current

- Team leader (or alternate)
- Rotary club president
- District Rotary Foundation chair

- GSE chair
- District governor

All team members, team leaders, and alternates must sign and submit the **Certification of Insurance and Medical Certificate** (see pages 42-43).

### **GSE Team Travel Request Form**

The GSE chair or team leader must submit the GSE Team Travel Request Form (see pages 38-39) electronically to the GSE department and Rotary International Travel Service or designated affiliate to arrange the team's round-trip transportation. Travel request forms must be submitted electronically and are due no later than 45 days before the date of departure. *Tickets will be released to the GSE chair or team leader. If the predeparture documents are not submitted to the Foundation or received late, your GSE coordinator will cancel or postpone the travel.*

## Financial Responsibilities of Team Members and Team Leader

Please note that TRF will not cover any of the following expenses:

- Personal and incidental expenses
- Visa, passport, and inoculation expenses
- Transportation to and from the common point of departure in the sending district
- Transportation to and from airports
- Excess baggage charges
- Insurance coverage of at least US\$250,000 or equivalent for medical care and hospitalization for basic major medical expenses, including accident and illness expense, hospitalization, and related benefits, \$50,000 or equivalent for emergency

medical evacuation, \$10,000 or equivalent for accidental death and dismemberment, and \$20,000 or equivalent for repatriation of remains. This insurance must be valid in the country(ies) in which the team will travel, visit, and study during participation in the GSE program from the date of departure through the official end of the trip. By requiring insurance herein, Rotary International/The Rotary Foundation does not represent that these coverages and limits will necessarily be adequate to protect the Participant. Participants should consult with an insurance professional to determine which coverages and limits will be adequate to cover them in the geographical location(s) visited. Rotary International/The Rotary Foundation does not provide **any** type of insurance to the Participants of these programs. Please note that higher coverage amounts are recommended. Members should consider supplemental insurance for luggage and personal items (cameras, laptop computers, etc.). GSE team members who engage in any type of hands-on medical activity are reminded that they are solely responsible for any and all liability that may arise from their participation in this activity, including providing for adequate insurance.

- The cost of any personal travel after the study tour
- Any increase in airfare resulting from avoidable delay in completing predeparture arrangements on schedule (Rotary districts may absorb this expense if they wish.)
- Any increase in airfare or fees resulting from early dismissal from the exchange
- Exit taxes and transit taxes

## SELECTION AND ORIENTATION

### Building a Selection Committee

A district GSE selection committee must include

- The district GSE chair as chair of the committee
- The DG, DGE, and immediate PDG

- Three Rotarians on a rotating basis, each on a staggered term
- Nonvoting advisers to the committee such as past team leaders and members, Permanent Fund donors, experts in international relations and cross-cultural communications, local business people, and local government officials

**Note:** GSE chairs may be appointed to a one-year or multiyear term. Districts should determine in advance the length of the GSE chair's term.

### Suggestions for the Selection Process

- Start the selection process as soon as possible. This is especially important to ensure timely visa procedures.
- Widen the range of applicants to include a diverse pool of candidates.
- Identify alternate team members and leaders in case one of the original team members is unable to go. Not securing enough members might prevent the entire team from traveling.
- Conduct in-depth team member interviews lasting more than just 20-30 minutes. The selection committee needs to know prospective team members well enough to understand their compatibility with other team members.
- Select a team leader who is not more than 20 years older than the youngest team member. As age cohesion in the team is important, team leaders should be alert, energetic, and flexible.

## Selecting the Team Leader

The GSE selection committee selects a team leader after reviewing the applications and evaluations. The DG verifies the eligibility of the selection and endorses it. The final appointment must not be made until after the district is officially granted a GSE award.

### Qualifications and Responsibilities

The team leader must

- Be an experienced Rotarian, especially in international service, well-informed on the home country and Rotary



- Not be a current DG, an immediate PDG or DGE, nor the spouse, lineal descendant, or stepchild (whether adopted or not adopted) of the current DG, immediate PDG, or DGE of the district making the appointment. Other PDGs may serve as team leaders, provided there has been an open selection process. Where special GSE requirements exist, such as language, vocation, or other needs, the PDG must prove to be the best-qualified candidate. The team leader need not have held any previous district office.
- Assume complete charge of the team and act as liaison between the team and the host clubs
- Remain with the team for the duration of the study tour, except in the case of separate team member activities. **Under no circumstances should the team leader plan to leave the tour before its conclusion.**
- Be alert, energetic, and physically and mentally able to keep pace with a rigorous host program
- Have proficiency (preferably fluency) in the major language(s) of the host district
- Not be accompanied by a spouse, companion, fiancé(e), or other relatives or dependents on the GSE tour under any circumstances
- Assist team members in preparing speeches for Rotary club meetings and other functions (e.g., presentation for the host district's conference)
- Play an active role in the team members' predeparture orientation to ensure they are well-informed, motivated, and cohesive as a team
- Be the primary contact between the team and Rotary International Travel Service agent, and ensure that the team has completed all necessary predeparture documents and fulfilled all predeparture obligations/responsibilities

A good team leader can make a big difference in the quality of the team's GSE experience. Districts should strive to find multiple applicants for this position. Selecting the same Rotarian as a GSE team leader more than once is highly discouraged.

## Attracting Ideal Team Leader Candidates

In the district newsletter, promote the upcoming GSE and the need to fill the team leader's position. Where possible, the DG should announce this opportunity during club visits. Make sure candidates know that they need not have held a district position in the past to apply.

- **Club leadership.** Club presidents and other club leaders are excellent possibilities for qualified team leader candidates. These individuals have experience in leading a group and have been exposed to Rotary's international service objectives.
- **Future leaders.** GSE is an excellent stepping stone for future district leadership. Choose Rotarians who have shown initiative in proposing projects for their club or district or great leadership potential in handling a certain event or program.
- **Future GSE chairs.** Consider for team leadership people who would be excellent future GSE chairs. A GSE chair with international exchange experience will provide great insight into the position.

## Seeking Team Member Applicants

### Promoting the Opportunity

- Educate club members about the GSE program.
- Publicize the program in the clubs' respective communities, using local newspapers, radio and TV stations, websites, and e-mail announcements.
- Encourage Rotarians to seek qualified candidates in their own businesses and professions and from among their acquaintances.
- Contact former GSE team members and team leaders in the district. (Ask the district Foundation alumni subcommittee chair or DRFC chair for a list of alumni names and addresses.) Solicit their help in publicizing the program by speaking at meetings of Rotary clubs and other local organizations. The GSE chair and members should also make themselves available for speaking engagements.



- Arrange to meet with administrative personnel of businesses, trade organizations, and associations in the district and explain the advantages and long-range benefits of GSE, not only to potential participants in the program but to their employers as well. Ask administrators to recommend prospective GSE applicants from among their employees.
- Refer to the *Guide for Promoting Group Study Exchange* in section 5 (Appendices and Forms) or at [www.rotary.org/gse](http://www.rotary.org/gse).
- Send GSE leaflets, team member applications, promotional posters, and an explanatory cover letter to all clubs in the district. Urge them to arrange immediate and widespread publicity for the exchange and to search for qualified candidates.

**Please note that candidates should not be charged any fees in regard to the application process.**

## Selection of GSE Team Members

### Conditions for Team Membership

Team member candidates must

- Be currently employed for at least two years in any recognized business or profession on a full-time basis and be 25 to 40 years of age **at the time of application**
- Work or live in the sending district
- Be citizens of the country in which they reside

Failure to comply with team member eligibility criteria can lead to misunderstandings and last-minute changes in the GSE team's composition. Contact the GSE coordinator at TRF as soon as possible with any questions as to whether team member candidates meet the GSE program's eligibility criteria.

To fulfill the rigorous and extensive demands of international travel and active participation in multiweek activities, candidates must also be

- In good health
- Neat in appearance and able to express themselves clearly and logically
- Of a sound, general educational background and cultural awareness

- Interested in and clearly enthusiastic about their chosen vocations, and possess outstanding vocational skills
- Open-minded, tolerant, and flexible
- Proficient (preferably fluent) in the major language(s) of the host district
- Able to travel for four to six weeks with their employer's consent
- Able to receive a visa to the host country or already have one
- Able to depart from the same location and on the same date as the rest of the team

**Note:** Qualified Rotaractors are encouraged to apply for team membership if they meet all eligibility criteria. Relatives of a deceased Rotarian may also be eligible for membership, if they meet the above qualifications.

### Ineligibility Rules

The following are ineligible for any award or grant, including GSE team membership, from TRF:

- A Rotarian or honorary Rotarian
- A member of a provisional Rotary club, or an employee of a Rotary club, district, or other Rotary entity or Rotary International
- Any Rotarian's (or honorary Rotarian's) or Rotary employee's spouse, ancestor (parent or grandparent by blood), lineal descendant (child or grandchild by blood and stepchild of a Rotarian, **legally adopted or not**), or spouse of a lineal descendant
- The spouse of another team member
- A former Rotarian (or honorary Rotarian) or Rotarian's spouse, ancestor (parent or grandparent by blood), lineal descendant, or spouse of lineal descendant (child or grandchild by blood and stepchild of a Rotarian, **legally adopted or not**) who resigned for the express purpose of becoming a team member. A former Rotarian must have been resigned from Rotary at least three years at the time of application for him or her or any of the previously mentioned persons to be eligible for team membership.

### Tips from former GSE organizers

- Set a goal for a percentage of club members to post GSE brochures at their workplaces.
- Ask GSE alumni to assist in targeting potential candidates.
- Promote GSE with professional organizations for young adults.
- Put GSE ads in company newsletters and e-mail bulletins.
- Contact professional associations in your area.
- Post brochures at local community centers and on appropriate websites.
- Request free gifts from local companies to take to the host district. This will promote their business and encourage them to promote the program among their employees.

### Tips from former GSE participants

- When recruiting, put out a call for individuals in a predominant industry in the paired district.
- Invite all candidates to a social gathering to talk about GSE and mingle.
- While interviewing, use “scenario” questions to determine potential team members’ reactions to a particular situation. What would they do if asked about their country’s government or religious customs? How would they handle delicate situations diplomatically?

(continued)

## Application Review and Interview Process

Before receiving applications from clubs, the GSE subcommittee should decide on the process for selecting team members. Whatever the selection method, the team leader may act as an adviser at the interviews.

After receiving applications from clubs and at least six months before the team’s departure date, the selection committee should

- Interview all candidates (or, if the number is large, only the most promising candidates)
- Verify that candidates **meet all of the GSE team member requirements**
- Review each candidate’s essay (part of the *GSE Team Member Application* [161-EN]) on what he or she wishes to gain from the GSE
- Review letters of recommendation from employers (or others) to ensure that the best-qualified individuals are selected
- Take into consideration applicants who, because of previous experience in the host country, are familiar with its language(s) and customs
- Select one or more alternates to replace team member(s) who may later be unable to participate in the GSE. **Do not wait until the last minute to interview alternate candidates.** Alternate team members’ qualifications are the same as those for regular team members. Alternates must attend team orientation meetings and obtain all proper travel documents (passports/visas). If alternates are called on to participate, they must also arrange transportation on the same flight as the rest of the team. The GSE department strongly encourages selecting one alternate team leader and four alternate team members to ensure there will be a strong team available, no matter what circumstances may arise. Any alternates who do not end up replacing regular team members could be considered for the GSE team for the following program year, as they will be familiar with the program.

All Rotarians serving on a club or district GSE selection committee must notify the committee chair of their relationship with any candidate (personal, business, etc.). If

there is a perceived conflict of interest, the selection committee chair will decide if this person should participate in the selection process for the candidate.

## Following the Selections

- Ensure that team members and alternates fill out and return the Certification of Insurance and Medical Certificate, completed by each member’s personal physician, to your GSE chair, team leader, or GSE subcommittee. These documents and each team member’s application, as endorsed by the club president, DRFC chair, GSE chair, and DG, must be submitted to the GSE coordinator at TRF. Alternates’ applications, endorsed by all required Rotarians, must also be submitted to the GSE coordinator. Electronic versions of these items are preferred.
- Check immediately with your local consular office about visa requirements for travel to the country or countries of the host district and how to obtain them. Passport and visa application can be a very lengthy processes — early application is essential to avoid last-minute delays in passport/visa issuance. TRF cannot intervene directly with consulates or embassies on behalf of program participants applying for visas. In some cases, TRF can provide a letter confirming the nature of the GSE program; however, this can only be done upon request.
- Inform the team of any inoculation requirements for travel to the host country.
- Send team photographs and biographical information to host Rotarians as soon as possible so they can arrange appropriate vocational days for each team member while visiting the district.
- If the team is scheduled for language and cultural training or to attend a multidistrict orientation program, reconfirm that members are able to participate before the team’s departure.
- Advise team members and alternates that they may be removed from the team at any time if the sending district deems it appropriate.

## Predeparture Preparation for the Team

Once the district selects a qualified GSE team, train and prepare members for their study tour abroad, beginning three to four months before departure. This will help the district maximize the program's benefits. At least 12 hours of orientation are mandatory for each member.

### Orientation

Arrange a preorientation meeting for the DG, DGE, GSE subcommittee, team leader, alternate leader, team members, and alternate members and their spouses.

Don't delay introducing team members to each other! Consider participating in a multidistrict GSE/scholar orientation weekend in your region so that team members can interact and meet GSE program alumni. 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.

Brief team members and alternates in a series of orientation meetings on

- Rotary International and its Foundation, including Rotary's structure at international, district, and club levels
- Rotary's ideals and achievements in promoting international understanding
- TRF's Educational Programs, Humanitarian Grants Program, and the campaign to eradicate polio
- The cultural, geographical, and demographic background of the country the team will be visiting
- The activities from the host itinerary or sample itinerary that team members will participate in when they arrive in the host country

### Goals of an Orientation

- Establish team rapport and build group dynamics.
- Discuss predeparture logistics and coordinate travel arrangements.
  - Prepare documents necessary for visas and TRF processing.
  - Discuss the option of team uniforms.
  - Arrange for team name tags.

- Arrange for team member business cards.
- Prepare personal photo albums to share with host families.
- Exchange address, telephone, and e-mail contact lists.

- Learn about the GSE program, Rotary International, and The Rotary Foundation.
- Learn about the country to be visited through general knowledge, language study, and cultural training.
- Review facts about your home district and country, including historical ties to the sponsor district or country.

### Other Suggestions

- Ask the team to prepare a research project together on the host country.
- Invite the team to club meetings in the sponsor district before its departure.
- Go to an ethnic restaurant characteristic of the area the team will be visiting.
- Have team members prepare a scrapbook of where they live, work, their families, etc.
- Practice using words and phrases of the host country at team meetings.
- Make team members aware of special considerations necessary for traveling to a less-developed country, if applicable.
- Prepare a short video or PowerPoint presentation about the home district or country.
- Try video conferencing or Internet calling (Skype) with the team and partner district to introduce teams to one another.
- Invite guest presenters to the orientation, such as Rotarians who have worked or lived in the host country, Rotarians originally from that country, other nationals, or Rotary Youth Exchange students or Rotary Scholars from the host country now living in the community.
- Many districts hold outbound Rotary Scholar seminars that include content about cultural differences, adapting to new surroundings, handling situations diplomatically, and Rotary culture. Contact TRF for a list of scholar orientation seminars in your area and information on how GSE teams can be included.

### Tips, continued

- Ask each applicant to take on the role of team leader and then of member in different scenarios. For example, what would he or she do if a team member were lost in the host district? This will help you determine how well applicants might react in both roles as part of the team.
- Include discussions about ethical topics (politics, capital punishment, racial discrimination) to determine how open-minded applicants are.
- Conduct part of the interview in the host country's language, where possible.

## Language Training

Districts may apply to TRF for a language training grant of up to US\$1,000 or equivalent per GSE team. Districts qualify for the grant if the team is traveling to a district where the language is different from its own and a common language is not widely spoken.

The grant can defray the costs of group language classes, tutoring for team members, or intensive language training workshops. It can also cover the cost of self-study materials such as CD-ROMs, DVDs, audio- or videocassette language training programs, dictionaries, country guides, and workbooks. However, it does not cover shipping these items. The sponsor district selects the language training programs and administers the training process. See the back of this program guide for the grant application.

Districts desiring more extensive language training involving costs over US\$1,000 may request an allocation of the District Designated Fund for this purpose. See the GSE Program Enhancements *SHARE* Options Request Form on page 49.

### Documenting the event

The GSE team is encouraged to take pictures and videos during the tour, and the district is encouraged to document both outbound and inbound GSE teams. Photographs are not only a visual history of the exchange but also present an excellent opportunity to feature districts in many TRF publications and other media. 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 RI or TRF logo in the pictures, if appropriate.
- Digital photos, in order to be used for Rotary publications, must have a resolution of at least 2 megapixels or 300 dots per inch.
- Send photos with accompanying captions to your GSE coordinator or include them in the team's final report.

## GSE TRAVEL

### Travel Arrangements

Your GSE subcommittee should plan the team's transportation to and from the host district. **To avoid confusion, one person, preferably the district GSE chair or team leader, should handle all GSE team travel matters.** The designated person must consult with the host district about dates and arrival and departure locations. Travel arrangements and the purchase of airline tickets must be made through the Rotary International Travel Service (RITS) or appropriate designated agency listed in this program guide.

Before submitting your GSE Team Travel Request Form (see pages 38-39), the sponsor district must verify with the host district the dates of travel and arrival and departure cities. This form must be **completed electronically** and submitted to the GSE department at The Rotary Foundation and to the appropriate RITS agency (see page 40) at least 45 days before departure. No handwritten forms will be accepted. If RITS receives this form after the 45-day deadline, they will not book the travel for your team and your district will be obligated to postpone travel or purchase these tickets locally at the RITS-approved reimbursable rate.

Only two bookings per team are permitted. Please be ready to approve your travel itineraries when received.

All travel plans, including personal post-exchange travel, must be finalized one month before departure. To avoid problems, be sure to keep in constant communication with TRF and RITS during the 45 days before your date of departure.

RITS will purchase tickets after receiving your Travel Request Form. However, if your team fails to submit all predeparture documents, including a host district itinerary, TRF reserves the right to cancel or delay obtaining airline tickets without team consent.

**Tickets will be released to the GSE chair or team leader. Once tickets are issued, the sponsor district is responsible for costs related to any changes made to the tickets or itinerary.**



## Making Travel Arrangements

In arranging transportation for the team, the following requirements apply.

- Team members and the team leader must travel the most economic route from a common point of departure in (or nearest to) the sending district to a point of entry in (or nearest to) the host district and return between the same two points.
- Travel to the common point of departure is the responsibility of the district and/or each team member.
- TRF **will not** cover the cost of transportation to and from the airport or exit taxes.
- TRF **will not** cover an overnight stay once the team has arrived in the host district.
- If a team independently elects to make a 24-hour stopover overnight en route to the host district, the sponsor district or team members are responsible for all related costs. A team may only make one stopover en route to the host district *for a maximum of three days*, which must be approved by TRF **in advance** and paid for by personal credit card.
- TRF pays for hotel accommodations and meals, up to US\$150 or equivalent per person, for a forced overnight stay deemed necessary by RITS; or up to \$100 for a day room, including layovers due to misconnecting flights. **You will be notified by RITS if your district's team is eligible for a forced overnight stay.** Reimbursements are sent by TRF upon completion of the exchange and submission of all relative receipts.
- Districts must initiate travel arrangements **at least 45 days** before the team's departure. **Failure to arrange travel on a timely basis may increase the cost and decrease availability of tickets, resulting in postponement of the exchange, additional expenses for the district, or cancellation of the exchange.**
- Team members may make their own arrangements for personally funded travel after their study tour *for a maximum of four weeks*. If team members wish to arrange personal travel through RITS, a typed itinerary listing dates and locations must accompany the original GSE Team Travel Request Form submitted by the

GSE chair or team leader. Team members must pay directly for any personal travel arrangements. TRF highly discourages personal travel before the start of the GSE. Travelers requesting additional personal travel arrangements before or after the program will be charged a service fee of US\$15 for domestic travel (within the USA) or \$35 for international travel.

- Your GSE coordinator reserves the right to postpone or cancel travel if the following documents are not submitted to TRF:
  - Completed team member applications
  - Completed team leader application
  - Completed Certification of Insurance and Medical Certificate from all participants
  - Confirmation that travel visas, if required, have been obtained for all team members
  - Host district itinerary for all team members
  - Host district's planned vocational itinerary for the team
- TRF will cover costs resulting from unavoidable ticket cancellations, excluding personal travel, for original team members and the subsequent reissue of tickets for alternate team members. However, if ticket cancellation is due to the district's late submission of documents or failure to follow GSE guidelines, the district will be responsible for cancellation fees.
- Airline tickets will be issued to the GSE chair or GSE team leader three to four weeks before the team's departure, provided all predeparture requirements have been fulfilled on time.
  - The GSE chair or GSE team leader should not distribute tickets to team members before the date of travel.
- When transportation plans are complete, the GSE subcommittee should notify the host district of the
  - Name of the airline(s) on which the team will travel and the flight number(s)
  - Time and place of arrival in the host district

### 'In very capable and generous hands'

*This exchange blew my expectations out of the water. It met with every objective that was promised. From the moment we stepped off the plane in Australia we were treated so incredibly well. Every effort was made to ensure our time there was special. From the families that cared for us, to the "guides" that navigated us through our very busy agenda, we were always in very capable and generous hands. The experiences we had through the Rotary connections were amazing.*

— JENNA VAICIUS,  
GSE TEAM MEMBER  
FROM DISTRICT  
7080 (CANADA)  
TO DISTRICT 9820  
(AUSTRALIA)

## Before the Team Departs

- Organize a ceremony marking the team's departure. Invite Rotarians, local dignitaries, representatives of the host district or country, families of team members, and representatives of the local news media.
- Prepare suggested articles for your district governor's monthly newsletter, giving progress reports on the exchange.
- Publicize the team's activities in the host district on your website and through newspaper clippings, correspondence, photographs, and reports from the team throughout its stay abroad.
- Use the *Guide for Promoting Group Study Exchange*, in section 5 (Appendices and Forms) and available for download at [www.rotary.org/gse](http://www.rotary.org/gse), for tips such as how to draft public service announcements and advertisements to effectively promote GSE in your community.

## When the Team Returns

- Welcome the team home with a special ceremony, inviting a group similar to that present at the departure ceremony. If the team travels as a group directly from the host district to its home district, the ceremony may take place upon its arrival home. However, if some team members plan to travel in the host district after the conclusion of the study tour, the official welcoming ceremony should be delayed until all team members have returned home.
- The Rotary Foundation strongly encourages team members' employers to attend at least one Rotary club meeting after the exchange to hear the team's post-GSE presentation. This will enable employers to understand the significance of the exchange experience.

## EXCHANGE EVALUATION AND ALUMNI DEVELOPMENT

### GSE Reports

Within two months after returning home, the sending district must electronically submit a report and evaluation to TRF on the GSE team's experience and impressions of the study tour. Use the GSE Final Report form on page 53 and the GSE Evaluation Form on page 55 of this handbook as guides. An electronic version of the form is available upon request. The final report should be an electronic collation of the one- to two-page accounts *from each team member* and include

- The nature and extent of cooperation with the host district
- The process for selecting the team
- Excerpts from the individual accounts of GSE team members
- Quotes from team members and team leaders

Attachments should include

- Completed copies of GSE Evaluation forms (included in the *GSE Team Handbook* [164-EN])
- Completed copies of your Host District Evaluation (see page 57)
- GSE Newstips (see page 58)
- Examples of professional experiences from each team member's vocational days, indicating how his/her professional life will be impacted
- Photographs and news clippings of the team's visit to the host district
- Any subsidy requests the district is applying for, with related receipts

Your GSE chair should collect all forms from the individual team members and send copies of this report to the subcommittee's members, governor of the sponsor district and partner district, and district alumni chair, as well as to your GSE coordinator at TRF.



## **GSE Team Members as Foundation Alumni**

### **Alumni Reunions and Recruitment**

Keeping in touch with GSE alumni is an important part of the program's goals. If they warranted selection as GSE team members, they most likely will warrant your attention upon their return. GSE team members are a great channel for promoting Rotary to the community at large. If they enjoyed their GSE experience, they will pass the word about the great things Rotary is doing in your area of the world and internationally.

- Encourage qualified GSE alumni to consider membership in Rotary, and continue to invite them to Rotary meetings and events in the community.
- Encourage all GSE alumni to participate in orienting the outbound GSE team for the next year. If possible, send GSE alumni to a regional, multidistrict orientation seminar where they can share their experiences with a group of outbound team members.
- Organize a multiyear TRF alumni reunion to share collective experiences, reminisce about Rotary host families and districts, and discuss current Rotary projects in the district.
- If team members are under age 30, talk to them about Rotaract membership and introduce them to members of your district's Rotaract club.

# Quality Program Implementation

The information in this program guide was developed to reinforce the quality and integrity of the GSE program. However, breakdowns sometimes occur. When two districts cannot work together to successfully complete an exchange, the Trustees may initiate action leading to probationary status or withholding of a GSE award.

If a district is placed on probationary status, its GSE involvement will be closely monitored during the subsequent program year to ensure that no infractions are repeated. The partner district(s) will be informed of the district's probationary status.

If a district is placed on withholding status, the district will not be permitted to participate in the GSE program (either through the World Fund or DDF) in the subsequent Rotary year.

## Probationary Status

Districts are subject to GSE probationary status for the program year following certain violations, including

- Late submission of predeparture documents or the GSE Team Travel Request Form
- Lack of or late submission of a host program that follows specified guidelines
- Noncompliance with host program by hosts or team members
- Failure to communicate with the paired district and/or RI staff on a timely basis
- Selection of team members inconsistent with the program's goals and objectives
- Failure to finalize travel arrangements according to established schedule
- Failure to submit team documents according to established schedule

- Lack of sufficient orientation or preparation for the team before its departure
- Excluding key elements in the itinerary such as vocational study, homestays, or rest time
- Failure to follow stated program guidelines and policies
- Any other violations that merit probation, as determined by the Trustees

## Award Withholding

Certain violations will be subject to award withholding during the program year(s) subsequent to the violation, including

- Highly inappropriate behavior by one or more team members, such as sexual harassment, alcohol or substance abuse, etc.
- Lack of adequate vocational days provided by the host district
- Spouse participation of any kind during the exchange
- Selection of a Rotarian team member, unless previously approved by the Trustees
- Unethical or inappropriate selection processes for team members or team leaders
- Inappropriate host programs, containing visits or activities contrary to the spirit of the program
- Repeated violations of established procedures and guidelines while on probationary status
- Other serious violations as determined by the Trustees

## Probationary and Withholding Procedures

Should a district be placed on probation or withholding for violations that occurred in the previous Rotary year, it will be required to follow monitoring procedures in the subsequent year. The district will be required to submit quarterly reports to the GSE department, indicating the steps it is taking to address infractions from the previous year, and to communicate frequently with its GSE coordinator at TRF throughout the year.

At the end of the year, TRF will review the reports and communications submitted by the district. If the district is found to have sufficiently improved its GSE procedures in order to carry out a quality GSE program, it will be permitted to participate in the program in the next Rotary year. However, TRF reserves the right to maintain the district's probationary or withholding status if marked improvement and cooperation are not demonstrated.

## Cultural Sensitivity

Cultural differences will become apparent during an exchange, as reflected in societal customs, roles assumed by men and women, and ways of dressing, eating, and living. Team members and hosts are asked to show tolerance and respect for these differences. Any disrespect, whether real or perceived, reflects poorly on the GSE program, TRF, and countries represented.

## Sexual Abuse and Harassment Prevention

District leaders must make every effort to anticipate and prevent potential problems before they occur, including sexual harassment. Districts should educate host Rotarians and GSE team members about concerns of sexual harassment, particularly what constitutes or is perceived as inappropriate behavior. All GSE participants should be informed that unwanted, unwelcome, or unsolicited sexual conduct will not be tolerated by the GSE program and may result in immediate cancellation of the exchange. Such behavior may also affect

a district's future participation in the GSE program. Discuss in advance with team leaders, team members, and host families what situations they might encounter and how to handle them.

All Rotarians, clubs, and districts are required to follow the statement of conduct for working with youth guidelines established by RI, and these guidelines adopted by TRF Trustees:

1. TRF has a zero-tolerance policy against sexual abuse and harassment.
2. An independent and thorough investigation must be made into any claims of sexual abuse or harassment.
3. Any person involved in a TRF program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with TRF program participants until the matter is resolved.
4. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with TRF's zero-tolerance policy.
5. The Rotary Code of Policies provides guidelines pertaining to Rotary clubs and their members who are found to be involved with sexual harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with TRF program participants in a Rotary context.
6. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of TRF program participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any TRF program participants with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the person shall be permanently prohibited from working with TRF program participants in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to TRF program participants. It can also benefit the person in preventing additional accusations from other TRF

program participants. A person who is accused but later cleared of charges may apply to be reinstated to participate in TRF programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

7. The RI general secretary shall take steps to ensure a Rotary district's compliance with these guidelines, should it be determined that a district is not adhering to them.

## Complaint Resolution

As two districts work together to establish an exchange, difficulties may arise. However, should partner districts experience any of the infractions mentioned in this section of the program guide, either during planning or implementing the exchange, they are encouraged to report this information to TRF. The GSE department will contact the Rotarians and/or districts involved to investigate any claims. Should further action be required, the GSE department will continue to follow up with both districts to determine whether disciplinary action is necessary.

## GSE Frequently Asked Questions

**Q: Our partner district does not respond to my e-mails.**

A: Phone the GSE chair. Make sure you have tried to contact all district officers (DG, DRFC chair). Ask your regional Rotary Foundation coordinator for assistance and set a deadline for a response. Make sure the contact information you have is correct.

**Q: We have not received a host itinerary from our partner district.**

A: Contact the district directly by phone, fax, or e-mail to request the itinerary. Ask if it has enough information about your team to prepare the program. Stress the itinerary's importance to your team, specifying why you need it and what your expectations are. Your sense of urgency may differ from your host's. Set a deadline for receiving the itinerary, and send the district a copy of your host program to indicate what you're looking for.

**Q: There aren't enough vocational days in the host itinerary and the team is already there.**

A: Contact the GSE chair or DG and request a briefing session. Employ all diplomatic and negotiating skills to convey the need for the briefing. Enlist your hosts' help by asking if they know people in your team members' professions. Try to determine the underlying reason for the absence of vocational days. (Difference in definition? Language obstacles? Never heard of your profession?) Suggest specific examples of vocational days that would personalize the tour for your team.

**Q: The visiting team is complaining about the itinerary.**

A: Hold a briefing session to achieve a consensus about the principal areas of concern, identify which ones the district can address, determine what the team's expectations are, explain the rationale for developing the itinerary, and reach a compromise that everyone can live with.

**Q: What do we do if a team member has become seriously ill or has an emergency at home?**

A: Get qualified emergency medical attention immediately. Refer to the team member's Certification of Insurance and contact the insurance company for instructions on filing a claim. Notify your GSE coordinator at TRF and the host district's leadership, and contact the local airline ticket office to change tickets if necessary.

**Q: Visiting team members or hosts have made allegations of inappropriate behavior.**

A: Collect verifiable facts. Immediately address the issue with the GSE chair or DG. Separate the individuals involved (reassign a host, move a team member temporarily to a hotel, house team members separately). Meet with those involved and establish an agreed-upon code of behavior. If appropriate or necessary, brief the team as a group on the expected code of behavior. Notify TRF of the allegations and the persons involved. Any person involved in a TRF program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with TRF program participants until the matter is resolved.

**Q: We can't agree on dates for the exchange.**

A: Both parties need to fully understand the reasons the other has requested certain dates (travel dates affect both districts). Remember that the length of each team's stay does not have to be the same, but each team must travel between four and six weeks. Months for travel within a program year may be rearranged if mutually agreed upon by the partner districts. Any changes from the original travel dates should be communicated to TRF.

**Q: We can't get visas for the team.**

A: Determine consular criteria that need to be met, and include them in the district's selection and recruitment criteria. (Avoid interviewing individuals who may be ineligible for visas.) Obtain letters of recommendation for the team members and leader. Use the letter of visa support prepared by TRF to confirm the validity of the program and quality of the candidates proposed for visas. TRF cannot intervene directly with consulates or embassies on behalf of program participants.

**Q: Our team doesn't speak the language.**

A: Use the language training subsidy (see page 47) to defray the team's language training expenses before departure. The DG and GSE chair should enlist Rotarians in the district who can translate correspondence, make occasional phone calls, or volunteer other services on the district's behalf. Ask visiting Youth Exchange students, Rotary Ambassadorial Scholars, or former GSE team members to help with translation. Alternatively, contact local college or high school instructors for volunteers, or employ a local translation service (at the district's expense).

**Note:** If these problems persist, contact your GSE coordinator at TRF for further assistance. Also, be sure to document these problems in your final report and evaluation.

**Q: We would like to pair with a Future Vision pilot district.**

A: Nonpilot districts may carry out GSE-like exchanges or vocational trainings with Future Vision pilot districts for the duration of the pilot. Nonpilot districts can fund this activity with their World Fund or DDF GSE Award, and pilot districts will fund their involvement through a Rotary Foundation District Grant. While the nonpilot district will continue

to implement their portion of the exchange according to the terms and conditions of the current GSE program, the pilot district will follow the new grant requirements. Any pilot district hosting a visiting GSE team is *required* to adhere to all traditional GSE program hosting regulations. While both districts may opt to send and receive teams, it is not required that they do so, and one-way exchanges are possible. Please note that all pilot districts will work with their associated Future Vision senior coordinator during implementation of the grant activity and not with the GSE department. Nonpilot districts will continue to work with the GSE department as they have traditionally done.

## Cancellation of a GSE

Cancellation of a GSE is a worst-case scenario and should only be considered if all attempts to reach an agreement have failed. Your GSE coordinator at TRF will work with you and your partner district to provide support and guidance to avoid a cancellation. If partner districts communicate with each other openly and often, most difficulties can be overcome. (See "GSE Frequently Asked Questions," page 27, for help and recommendations.) One objective of the GSE program is to build better relationships between Rotarians in different countries. Overcoming obstacles can be a valuable part of the GSE experience.

In extreme circumstances, a district may recommend immediate cancellation of a current exchange. If your partner district fails to communicate with you in a timely manner and in accordance with GSE guidelines, even after intervention by GSE staff, the Trustees will accept recommendation for an immediate cancellation of the exchange. However, the district recommending cancellation must have demonstrated a concerted effort toward the success of the exchange.

If a district intends to cancel an exchange, it must make this recommendation to its GSE coordinator at TRF and the paired district. In the case of cancellation, however, an alternate pairing cannot be guaranteed for either district.

If the cancelled exchange was chosen as a *SHARE* option and funded by a DDF allocation, the unused funds will be returned to the district's DDF (or to the donating district's account, if the DDF was a donation). If

the exchange was funded by a World Fund Award, the award will simply go unused, as these awards cannot be accumulated from year to year.

When a problem comes to TRF's attention, it will immediately notify the governors of the districts involved to obtain further details about the allegation(s) or concerns. Your GSE coordinator will provide guidance to you and your partner district to avoid similar problems in future exchanges.

## RESOURCES

### GSE Publications

*Guide for Promoting Group Study Exchange.* Target users: Rotarians who wish to promote GSE in their districts through various media outlets.

*Group Study Exchange Team Handbook* (164-EN). Target users: GSE team members and team leaders. Helps teams prepare for their study tour.

*Group Study Exchange Brochure* (160-EN). Target users: Rotarians, employers, and potential GSE team member candidates. Ideal for promoting the GSE program throughout the community.

These publications are available by download from the RI website at [www.rotary.org/gse](http://www.rotary.org/gse).

### Other Relevant Publications

*This Is Rotary* (001-EN) gives a brief overview of Rotary International and its Foundation.

*The Rotary Foundation Quick Reference Guide* (219-EN) summarizes TRF's programs and services.

*Rotary Foundation Facts* (159-EN) is a brief statistical overview of contributions and program expenditures.

*Rotary International and The Rotary Foundation Annual Report* (187-EN) provides an overview of RI and TRF programs and finances.

## The Internet

Many information resources are available on the Internet, including:

### Rotary International website

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

To find GSE materials and forms, go to

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

### Rotary International Future Vision website

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

You can also get the latest news about the Future Vision pilot by signing up for the free *Future Vision Pilot News* newsletter [at this website](#).

### Harbour Group Insurance Company

[www.hginsurance.com/rotary](http://www.hginsurance.com/rotary)

If your team is looking for an insurance company, we recommend (but do not require) Harbour Group. Rotary has partnered with Harbour Group to offer insurance specifically tailored for GSE teams.

### 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)

### Oanda Currency Converter

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

### BBC Languages website

[www.bbc.co.uk/languages](http://www.bbc.co.uk/languages)

### Translation websites

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

<http://translate.google.com/translate>

### World Embassy & Consulate Database

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

### 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 website for creating blogs)

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

**World Citizens Guide**

(advice for Americans traveling abroad)

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

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

**Other Resources**

- Embassies and consulates of the countries where team members will be studying can provide information about the host country and its educational system.
- The Peace Corps or various international educational organizations may provide information on how to cope with culture shock and improve intercultural communication skills.
- Universities in the host and sponsor countries may provide Rotarians with additional information/resources on cultural differences.

**The Internet as a GSE resource**

- Exchanging e-mail addresses with your partner district is a great way to open dialogue with your partner.
- Develop a web page and blog for your GSE team.
- Research your host country through the online resources previously mentioned and many others.

# Appendices and Forms

## Subject Index

### A

Accommodations, 11  
Award withholding, 26  
Awards (World Fund, additional, donated), 4

### C

Cancellation of a GSE, 29  
Communication, 10  
Cultural sensitivity, 27

### D

Deadlines, 2, 8  
Duration of awards, 4

### F

Financial responsibilities  
    district, 10  
    The Rotary Foundation, 5  
    team member, 16  
Finding a partner, 7  
Future Vision pilot, 10, 29, 30

### G

GSE coordinator, 4  
GSE Frequently Asked Questions, 28  
GSE selection committee, 17  
GSE subcommittee  
    responsibilities, 6  
    selection, 6  
GSE variations, 6, 7  
    area of focus GSEs, 6  
    cultural teams, 7  
    humanitarian GSEs, 7  
    joint-district GSEs, 7  
    neighboring country GSEs, 7  
    single-vocation teams, 7

### H

Host families, 11, 12, 13, 14, 15  
Host itinerary, 11  
    Template, 44  
Hosting a team, 10

### L

Language training, 22  
    Grant Request Form, 47  
Local Purchase Request Form, 41

### N

Non-Rotary countries, 7

### P

Pairings, 8  
Probationary status, 26  
Publicizing GSE, 10, 18  
    GSE Newstip form, 58  
    Guide for Promoting GSE, 33

### R

Reports  
    Explanation of Host District  
        Evaluation, 15  
    Host District Evaluation, 57  
    team reports, 24, 53, 55  
Resources, 30

### S

Selecting the team leader, 17  
Selection committee, 17  
Sexual Abuse and Harassment  
    Prevention, 27  
Subsidies, 15  
    GSE District Conference  
        Subsidy Request Form, 45  
GSE Forced Overnight  
    Subsidy Request Form, 48  
GSE Internal Travel Subsidy  
    Request Form, 46  
GSE Language Training  
    Grant Request Form, 47  
GSE Program Enhancements  
    *SHARE* Options Request  
    Form, 49

### T

Team leader  
    attracting candidates, 18  
    qualifications and  
        responsibilities, 17  
Team members  
    additional, 5  
    conditions, 19  
    eligibility, 19  
    seeking applicants, 18  
Team orientation, 21  
    goals, 21  
Travel Request Form,  
    GSE Team, 38  
Timeline for GSE program,  
    inside cover  
Travel arrangements, 22  
    Local Purchase Request Form,  
        GSE Team Travel, 41  
    RITS-designated agencies, 40  
Types of GSE awards, 4  
    additional, 4  
    donated, 4  
    World Fund, 4

---

# Guide for Promoting Group Study Exchange

## Rotary Foundation's new vision creates new publication relations opportunities

---

Since 1965, the Group Study Exchange (GSE) program has provided inspiring vocational, educational, and cultural experiences for more than 70,000 men and women. Recently, districts have been exploring innovative ideas to expand the scope and focus of GSE. Recognizing the benefits of these ideas, The Rotary Foundation Trustees agreed in 2008 to update the Foundation's mission and encourage all districts to align their activities with the Foundation's new areas of focus. These six areas are maternal and child health, water and sanitation, disease prevention and treatment, basic education and literacy, economic and community development, and peace and conflict prevention/resolution.

## Build PR into the planning process

---

New approaches to GSE can generate new approaches to promoting the program. Incorporate public relations into the earliest GSE planning stages. Teams involved in activities relevant to the larger community achieve the greatest PR success. Districts now have the flexibility to design teams that best address local needs. The following categories of GSEs present exciting possibilities for increasing the program's sustainability, newsworthiness, and visibility.

- **Area of Focus GSEs:** Teams can be composed of participants with vocations related to one or more area of focus. Districts should research the strengths and needs of their community. If a strength is found that relates to an area of focus, districts can recruit professionals from the community who can share their expertise with their counterparts in the partner district. Similarly, if a need is found that relates to an area of focus, teams of professionals that want to learn can visit their counterparts and bring back the knowledge to make improvements in their community.
- **Single-Vocation GSEs:** Teams composed of participants in one specialized vocation have a unique opportunity to enrich the communities they visit, as well as to expand their professional horizons. Single-vocation teams can be organized for professional information-sharing (e.g., teams of physicians, educators, agriculturists, engineers, etc.).
- **Cultural GSEs:** Where better for a dancer to practice his or her art than at a performance of the Bolshoi Ballet in Russia, or for a playwright to be inspired than at the Globe Theatre in England? The purpose of a cultural exchange is for artists, writers, musicians, linguists, or museum curators to share their talents and interests through a GSE that focuses on the more creative aspects of an area. Vocational days may be spent observing yoga classes in India, learning to dance the tango in Argentina, or conducting a New York Philharmonic rehearsal session.
- **Neighboring Country GSEs:** Whether they have had centuries-long conflicts or mutual friendships, countries that border each other have always presented an opportunity for exchange. A Neighboring Country GSE is an exchange between any two districts located in countries that have a common border or exist in close proximity. In multicountry districts, a Neighboring Country GSE must be based on travel between localities that have a common country border or exist in close proximity.

- **GSEs in Non-Rotary Countries:** The media is often interested in new developments or “firsts.” Exchanges usually occur between teams from Rotary countries. In recent years, several exchanges have taken place with non-Rotary countries, such as Vietnam. A GSE is often a precursor to Rotary expansion into a new area. Because Rotary is a foreign concept in these areas, a GSE is often of interest to the media and the community. And visitors from the non-Rotary country may be rare.
- **Humanitarian GSEs:** A number of GSE teams have found the perfect way to build upon the friendships developed during their exchanges — searching out humanitarian needs in the host district and returning home with a Foundation grant proposal. A GSE between District 6290 (part of Ontario, Canada, and of Michigan, USA) and District 2440 (Turkey) created strong bonds. The two districts remained in contact and later partnered to obtain a Rotary Foundation Matching Grant. Strong support and contributions from both districts and the Foundation helped secure a mammography machine for women in Turkey without financial support. District 2440 leaders estimate that this machine will screen 50,000 women over a period of 10 years.

## Attracting GSE participants

---

The GSE program is only as good as its participants. To attract a large pool of qualified applicants, promote the availability of a GSE to several audiences in your community.

- **Alert the media.** Send a news release announcing application availability to local newspapers, magazines, and television and radio stations (see sample). District 5170 (California, USA) developed 30- and 60-second radio public service announcements inviting candidates to apply for a GSE to Central America. Several local stations broadcast the PSAs, which helped attract applicants (see sample).
- **Create an eye-catching ad.** Rotarians can often purchase advertising space in a local newspaper or magazine for a discounted price. Work with a local graphic designer or the newspaper’s advertising department. Be creative in your design. Ads should at least include a brief headline and a few lines of text explaining the purpose and destination of the GSE, time frame, type of applicants sought, application deadlines, and a contact name, phone and fax numbers, and an e-mail address for readers to obtain more information.
- **Target local employers.** Some potential applicants may be concerned about an extended leave (up to six weeks) from their job. It is important that local employers recognize the business benefits of GSE and support the program. Send information about an upcoming exchange, GSE brochures, and applications to human resources managers at local companies to make available to employees. In larger corporations, Rotarians may want to meet with a human resources representative to find the best way to share information with eligible employees. You may also want to display GSE materials in the public library or other municipal offices, including on their websites.
- **Use social networking tools.** Rotarians can embrace social networks as a means to connect with young professionals and promote the GSE program. Rotary has an official Facebook page, Twitter page, LinkedIn group, and its own YouTube channel. In addition, many GSE participants have created blogs about their experience that you can refer to in your advertising.
- **Use the Rotary network.** Many GSE participants find out about the program by talking to friends, colleagues, or Rotarians who participated in an exchange. Inform Rotary clubs in your district about the upcoming GSE and ask Rotarians to provide information to co-workers or friends who are potential candidates. Alumni are another resource. Inform them of upcoming GSEs, and ask alumni in your area to talk to others about their experiences and the benefits of participating.

Each district is encouraged to develop and maintain a database of Foundation alumni. For assistance, contact The Rotary Foundation Alumni Relations section at RI World Headquarters.

## Working with the media

---

The media looks for stories that are interesting, visual, timely, and relevant. A visiting team's international perspective on your community can be an interesting news or human interest story. Look for PR opportunities beyond simply sending out a release announcing application availability. When contacting a reporter about a visiting team, include a copy of their itinerary and a local contact name, phone and fax numbers, and e-mail address. Also provide brief biographical sketches of team members. Information should be provided to the media at least one week before a team's arrival.

### Provide photos

One way to improve the chances of receiving coverage is to provide interesting visuals to local newspapers or point out video opportunities for television news programs. If a local newspaper is unable to send out a photographer, take your own photos — or hire a professional photographer — and send them to the media. A high-quality, visually compelling photo has a good chance of being used.

Include captions with photos, describing the scene and naming everyone pictured.

When taking a photo, be imaginative. Groups of people staring at a camera are generally not exciting. Take pictures that show action or tell a story and convey the purpose of GSE, such as

- Hands-on photos — team members working with other professionals in the community
- A depiction of two different cultures coming together
- GSE members giving presentations
- A GSE team working with local Rotarians on a service project or with children
- Inclusion whenever possible of the Rotary emblem — either on a sign or an article of clothing

Share GSE photos with Rotary International for use in publications and displays.

### Prepare team members

GSE participants and alumni are the program's best spokespeople. While on an exchange, team members should be prepared to talk about Rotary and their home country. Provide team members with general Rotary information and educate them about their sponsor district's service initiatives. At the team members' orientation, you may want to hold mock press interviews to prepare them for possible questions. Before they leave, team members should be able to

- Present a short talk about their country appropriate for a Rotary club or other groups
- Respond effectively to questions from the media and public
- Talk knowledgeably about Rotary programs and activities

### Show results

Some of the best PR opportunities occur after the exchange is over. Chris Orr, a 1989 visually impaired GSE team member from New Zealand to Sweden, formed a long-lasting relationship with Rotary that has led to several projects for the blind. Working with Orr, who is now a guide-dog trainer for the Royal New Zealand Foundation for the Blind, the Rotary Club of Newmarket, Auckland, funded a production studio for a talking-book library.

Several exchanges have resulted in a new Rotary Foundation Matching Grant or a joint service project between sponsoring and hosting districts. Team members also return with innovative ideas that can improve their job performance. By showing the results of a GSE, you can illustrate the lasting impact of an exchange and provide human interest stories for the local media.



## Crisis!

A team member is injured or robbed on an exchange. A participant contacts a reporter about an unpleasant exchange experience. Despite your best efforts, situations do arise that require sensitive handling. When contacted by a reporter about a potentially negative story, the best thing to do is be straightforward — don't hide. If you can't answer a question immediately, take some time to seek advice before making a statement. After a problem is resolved, contact the reporter and describe what was done to correct the situation.

Alert your district governor and GSE staff at RI World Headquarters to any potentially negative publicity.

## PR resources

---

Several publications and materials available from Rotary International can help promote the GSE program. Order materials at [www.shop.rotary.org](http://www.shop.rotary.org), or from RI Publications Order Services (phone: 847-866-4600; fax: 847-866-3276; [shop.rotary@rotary.org](mailto:shop.rotary@rotary.org)) or your international office.

- **Group Study Exchange Brochure** (160) Basic information about the GSE program. Can be sent to the media or employers, displayed in high-traffic areas, or provided to community members interested in the program.
- **This Is Rotary** (001) This brochure is a must-have for every club. The colorful, illustrated booklet provides a brief overview of Rotary for the general public, prospective members, and beneficiaries of Rotary service, and is a good PR tool for use when attending non-Rotary events.
- **What's Rotary?** (419) This handy wallet-size card provides a quick overview of Rotary and its work. Popular as a handout to non-Rotarians.
- **The Rotary Fact Pack** (web only) This set of seven fact sheets can help in preparing news releases and promotional materials to share the good work of Rotary.
- **Effective Public Relations: A Guide for Rotary Clubs** (257) This “how-to” guide is a great way to get started with PR efforts. It is a basic handbook of tips and guidelines to help you promote club activities and get familiar with the PR tools of the trade.
- **Rotary PR Tips** (web only) An electronic newsletter for clubs and districts seeking ways to share Rotary in their community. This resource is sent twice monthly and offers innovative outreach ideas, including strategies for relating Rotary to news trends. Subscribe at [www.rotary.org](http://www.rotary.org), or e-mail [pr@rotary.org](mailto:pr@rotary.org).
- **This Is Rotary DVD** (449) A compilation of stories about what Rotary is and does around the world. This resource can help you share Rotary in many ways, whether by serving as an inspirational club program, an introduction to the organization for prospective members, or a means of inspiring public service in your community. Rotarians are also encouraged to ask community access television stations if they would air all or part of the DVD, which can be broadcast as one 27-minute program or as individual segments.
- **Humanity in Motion V** (607) The next phase of Rotary's global public image campaign, this four-disc set of PSAs for television, radio, print, Internet, and outdoor media (such as billboards) provides materials to support membership outreach and Rotary's End Polio Now campaign. The PSAs can also be downloaded at [www.rotary.org/humanityinmotion](http://www.rotary.org/humanityinmotion).
- **GSE Employer Brochure** (304) Available online and for order.

## For more information . . .

---

about promoting The Rotary Foundation's Group Study Exchange program, contact the RI Public Relations division at 847-866-3237 (phone); 847-866-8237 (fax); or via e-mail at [publicrelations@rotary.org](mailto:publicrelations@rotary.org).

## **Sample news release: Seeking Group Study Exchange team members**

---

(Insert contact information here)

### **Rotary club seeks area professionals for goodwill exchange to (country)**

(City), (State/Province), (Date) — Rotarians of (area — may be district, club, or description of geographical area) are seeking four outstanding professionals to visit (country) in (month, year) as part of the Group Study Exchange program of The Rotary Foundation.

Through the program, teams of professionals exchange visits between paired areas in different countries. The awards involve four- to six-week visits, during which team members share personal knowledge of their own country and experience the customs, vocations, and lifestyles of another.

The purpose of a Group Study Exchange is to promote international understanding and goodwill through person-to-person contact. While abroad, team members stay in Rotarians' homes and have the opportunity to meet their professional counterparts. They will also give presentations to Rotary clubs and other groups about their home country.

The Rotary Foundation provides a round-trip air ticket, and local Rotarians in the host country provide meals, lodging, and group travel in their district. Team members pay for personal and incidental expenses.

People interested in applying should be employed full-time in a recognized business or profession. Young professionals within the age range of 25 to 40 are encouraged to apply. Applicants must live or be employed in Rotary District (number — describe geographical area of district).

For an application, please contact (insert local contact information in this paragraph — name, address, business and home phone numbers, and e-mail address, as well as application deadline date).

## **Sample radio PSA: Seeking Group Study Exchange team members**

---

TIP: When sending this suggested script to a radio station program director, include a letter explaining the announcement's purpose and the district's reason for distributing it. Also include background information, such as a brochure or fact sheet, about the GSE program.

### **Rotary Exchange Participants Sought — 30 seconds**

ENTHUSIASTIC, INFORMED, AND ARTICULATE LOCAL PROFESSIONALS ARE NEEDED FOR A ROTARY-SPONSORED GOODWILL TOUR OF (COUNTRY) IN (MONTH). ROTARY'S GROUP STUDY EXCHANGE PROGRAM GIVES LOCAL RESIDENTS THE OPPORTUNITY TO FOSTER INTERNATIONAL UNDERSTANDING THROUGH PEOPLE-TO-PEOPLE DIPLOMACY. IN TEAMS OF FIVE, PARTICIPANTS WILL MEET THEIR PROFESSIONAL PEERS, STAY IN ROTARIANS' HOMES, AND EXPERIENCE THE PEOPLE AND CULTURE OF (HOST COUNTRY).

ESTABLISHED PROFESSIONALS BETWEEN THE AGES OF 25 AND 40 WHO WOULD LIKE TO REPRESENT THE (AREA) ABROAD ARE ENCOURAGED TO APPLY. CONTACT ROTARY AT (NUMBER) FOR APPLICATIONS AND INFORMATION.

## GSE Team Travel Request Form — refer to travel guidelines on page 22

**This form must be submitted to the GSE department at The Rotary Foundation and to the appropriate RITS agency at least 45 days before departure. Forms must be completed and submitted electronically. No handwritten forms will be accepted. If RITS receives this form after the 45-day deadline, it will not book the travel for your team and your district will be obligated to postpone travel or purchase these tickets locally at the RITS-approved reimbursable rate.**

- To minimize the number of changes to your travel reservations, research your travel plans with your host district and organize your team before submitting this form. RITS will only communicate with the GSE chair/team leader.
- All tickets must be issued **at least one month before departure**.
- Once tickets are issued, they cannot be altered. Please review all flight proposals carefully and verify that participants' names are spelled correctly and as they appear on their passports.
- Tickets will be released to the GSE chair or team leader. If the predeparture documents are not submitted to the Foundation or received late, your GSE coordinator will cancel or postpone the travel.
- RITS requires travel requests at least 45 days prior to departure date. Only two bookings per team are permitted. Please be ready to approve your travel itineraries when received.
- Travelers requesting additional personal travel arrangements before or after the GSE program will be charged a service fee of US\$15 for domestic travel (within the USA) or \$35 for international travel.

### COORDINATOR OF TRAVEL ARRANGEMENTS (GSE chair or team leader)

|             |               |                |        |
|-------------|---------------|----------------|--------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | E-MAIL |
|-------------|---------------|----------------|--------|

|                       |                      |
|-----------------------|----------------------|
| TELEPHONE (RESIDENCE) | TELEPHONE (BUSINESS) |
|-----------------------|----------------------|

|                  |               |
|------------------|---------------|
| SENDING DISTRICT | HOST DISTRICT |
|------------------|---------------|

**TEAM LEADER** *Please indicate name as it appears on passport.*

|             |               |                |             |
|-------------|---------------|----------------|-------------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
|-------------|---------------|----------------|-------------|

|                |           |
|----------------|-----------|
| STREET ADDRESS | CITY/TOWN |
|----------------|-----------|

|                |             |         |
|----------------|-------------|---------|
| STATE/PROVINCE | POSTAL CODE | COUNTRY |
|----------------|-------------|---------|

|        |     |
|--------|-----|
| E-MAIL | FAX |
|--------|-----|

|                       |                      |
|-----------------------|----------------------|
| TELEPHONE (RESIDENCE) | TELEPHONE (BUSINESS) |
|-----------------------|----------------------|

**TEAM MEMBERS** *Please indicate names as they appear on passport.*

|             |               |                |             |
|-------------|---------------|----------------|-------------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
|-------------|---------------|----------------|-------------|

|             |               |                |             |
|-------------|---------------|----------------|-------------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
|-------------|---------------|----------------|-------------|

|             |               |                |             |
|-------------|---------------|----------------|-------------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
|-------------|---------------|----------------|-------------|

|             |               |                |             |
|-------------|---------------|----------------|-------------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
|-------------|---------------|----------------|-------------|

**STOP!** Has the district allocated *SHARE* funds and received host district approval for additional team members? *Please indicate names as they appear on passport.*

|             |               |                |             |
|-------------|---------------|----------------|-------------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
|-------------|---------------|----------------|-------------|

|             |               |                |             |
|-------------|---------------|----------------|-------------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
|-------------|---------------|----------------|-------------|

### TRAVEL

|                                    |  |                           |
|------------------------------------|--|---------------------------|
| DEPARTURE CITY IN SENDING DISTRICT | ARRIVAL/DEPARTURE* CITY IN HOST DISTRICT | ARRIVAL DATE (DD/MM/YYYY) |
|------------------------------------|--|---------------------------|

|                                 |                          |
|---------------------------------|--------------------------|
| DEPARTURE CITY IN HOST DISTRICT | RETURN DATE (DD/MM/YYYY) |
|---------------------------------|--------------------------|

**\*Per Rotary Foundation guidelines, all teams must fly into and out of the same city in the host district.**

**Personal Travel:** If team members wish to do personal travel after the exchange, please provide details in the space below. Team members must prepay personal air travel expenses at the time that all other tickets are booked. The RITS agent will calculate any

charges associated with the personal travel and notify the team leader with the amount. RITS does make return bookings from other cities for personal travel requests.

## Rotary International Travel Service (RITS) Designated Travel Agencies

If a RITS agency is not located in your country, please submit travel request to the RITS office in the USA. Please type "RITS" into the search box on the [www.rotary.org](http://www.rotary.org) website to find the most up-to-date list of agencies.

|   |   |   |
|---|---|---|
| <p><b>ARGENTINA, CHILE, URUGUAY</b><br/>                     Rotary Contact - Martha Sanchez<br/>                     Eduardo Sanchez Viajes y Turismo<br/>                     Florida 833<br/>                     2 Piso Of. 202 "H"<br/>                     1005 Buenos Aires<br/>                     ARGENTINA<br/>                     Tel: 54 11 43 11 6141<br/>                     Fax: 54 11 43 13 8091<br/>                     E-mail:<br/> <a href="mailto:martha@sanchezviajes.com.ar">martha@sanchezviajes.com.ar</a><br/> <b>AFTER HOURS ONLY</b><br/>                     54 11 4613 0067</p>  | <p><b>AUSTRALIA &amp; NEW ZEALAND</b><br/>                     Rotary Contact - Debbie Fraser<br/>                     Gilpin Travel<br/>                     DX CP31045, PO Box 99381,<br/>                     Newmarket, Auckland<br/>                     NEW ZEALAND<br/>                     Tel: 64 (09) 361 4730<br/>                     Fax: 64 (09) 361 4731<br/>                     E-mail: <a href="mailto:rotary@gilpin.co.nz">rotary@gilpin.co.nz</a><br/> <b>AFTER HOURS ONLY</b><br/>                     64 9 3614 4730<br/>                     Freephone: 0800 800 798<br/>                     dial 1 (in New Zealand only)<br/>                     outside New Zealand -<br/>                     1-800.244.914</p> | <p><b>BRAZIL</b><br/>                     Rotary Contact - Rosely Tamashiro<br/>                     Flytour American Express Business<br/>                     Travel<br/>                     Avenida Jurua, 641<br/>                     Alphaville<br/>                     Barueri, SP<br/>                     BRAZIL<br/>                     Tel: (55)-11-4502 2613<br/>                     Fax: (55)-11-4502 2625<br/>                     E-mail:<br/> <a href="mailto:rosely.tamashiro@flytour.com.br">rosely.tamashiro@flytour.com.br</a><br/> <b>AFTER HOURS ONLY</b><br/>                     55-11-4506 7766<br/>                     Other regions of Brazil 4004-0007<br/>                     São Paulo 4706 77 66</p> |
| <p><b>INDIA</b><br/>                     Rotary Contact - Bejoy Samuel<br/>                     RI South Asia Office<br/>                     Thapar House<br/>                     New Delhi, 110 001<br/>                     INDIA<br/>                     Tel: 91 11 42613838 or 422.50156<br/>                     Fax: 91 11 42250191/92<br/>                     E-mail: <a href="mailto:ritsindia@rotary.org">ritsindia@rotary.org</a></p>   | <p><b>JAPAN</b><br/>                     Rotary Contact - Akihiko (Aki) Soga<br/>                     Tonichi Travel Service (TNK)<br/>                     Rotary Section<br/>                     Tsukiji KY Bldg. 4th Flr<br/>                     4-7-5 Tsukiji, Chuo-ku<br/>                     Tokyo 104-0045<br/>                     JAPAN<br/>                     Tel: 81 3 5148 1730<br/>                     Fax: 81 3 5148 1827<br/>                     E-mail: <a href="mailto:rot@tonichi.co.jp">rot@tonichi.co.jp</a><br/> <b>AFTER HOURS ONLY</b><br/>                     81 90 1799 2736</p>   | <p><b>KOREA</b><br/>                     Rotary Contact - Kerry Park<br/>                     Sejoong Namoo Travel Service<br/>                     19th FL., Samsung Life Bldg.<br/>                     150, Taepyeongro 2-Ga<br/>                     Jung-gu, Seoul, 100-716<br/>                     KOREA<br/>                     Tel: 82 2 2126 7897<br/>                     Fax: 82 2 753 3114<br/>                     E-mail: <a href="mailto:kerry.park@kr.fcm.travel">kerry.park@kr.fcm.travel</a> or<br/> <a href="mailto:tagiya@sejoong.com">tagiya@sejoong.com</a></p>   |
| <p><b>PHILIPPINES</b><br/>                     Rotary Contact - Cecile Vergara<br/>                     The Baron Travel Corporation Ground<br/>                     Floor, Cityland 10<br/>                     (Tower 2)<br/>                     6817 Ayala Avenue North corner dela<br/>                     Costa Street, Salcedo Village, Makati<br/>                     City<br/>                     PHILIPPINES<br/>                     Tel: 632 817 4926<br/>                     Fax: 632 819 2993<br/>                     E-mail:<br/> <a href="mailto:corporate@barontravel.com.ph">corporate@barontravel.com.ph</a><br/> <b>AFTER HOURS ONLY</b><br/>                     63 921 9285110 or 63 917 3201006</p> | <p><b>USA</b><br/>                     American Express<br/>                     Rotary International<br/>                     One Rotary Center<br/>                     1560 Sherman Ave. 12NW<br/>                     Evanston, IL 60201-3698<br/>                     USA<br/>                     Tel: 847 866 3411<br/>                     Fax: 847 866 6297<br/>                     E-mail: <a href="mailto:ritsonline@rotary.org">ritsonline@rotary.org</a><br/> <b>AFTER HOURS ONLY</b><br/>                     800 842 0242 or<br/>                     313 271 7887 (outside U.S.)</p>   |   |



## GSE Team Travel Local Purchase Request Form

Please e-mail the completed form to [ritsonline@rotary.org](mailto:ritsonline@rotary.org) or to the RITS-designated agent assigned to your region at least 45 days before departure. All requests must be submitted electronically. No handwritten forms will be accepted. Please attach your formal priced itinerary to your e-mail. Please copy your GSE coordinator on your e-mail request. Your travel itinerary must be from a travel agent or airline and show the flight numbers, flight times, airline, and airfare.

- Districts will not be reimbursed for this local purchase until completed predeparture documents are submitted to the Foundation and travel has been authorized by the GSE coordinator.
- Districts may not be reimbursed for this local purchase unless predeparture documents are submitted at least 45 days before departure.

**Important:** Travelers may submit requests for local purchase authorization if they believe they can purchase a lower cost airfare through a non-RITS-designated travel agency (cost per ticket should be at least US\$100 lower than RITS price).

Please type all information below.

**Sending District** \_\_\_\_\_

**Host District** \_\_\_\_\_

**TEAM LEADER** Please indicate name as it appears on passport.

|                |               |                |
|----------------|---------------|----------------|
| FAMILY NAME    | FIRST NAME(S) | MIDDLE NAME(S) |
| STREET ADDRESS |               | CITY/TOWN      |
| STATE/PROVINCE | POSTAL CODE   | COUNTRY        |
| CITIZENSHIP    | TELEPHONE     |                |
| FAX            | E-MAIL        |                |

**TEAM MEMBERS** Please indicate names as they appear on passport.

|             |               |                |             |
|-------------|---------------|----------------|-------------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |

**STOP!** Has the district allocated *SHARE* funds and received host district approval for additional team members? Please indicate names as they appear on passport.

|             |               |                |             |
|-------------|---------------|----------------|-------------|
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |
| FAMILY NAME | FIRST NAME(S) | MIDDLE NAME(S) | CITIZENSHIP |

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

Completion of this form is **mandatory** for travel ticket release. *Please type your insurance information below.*

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 for the entire duration of the Group Study Exchange, valid in the country(ies) in which I will travel, visit, and study during my participation in the program from the date of departure through the official end of the trip. 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 medical care and hospitalization 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 and dismemberment**

---

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

**US\$20,000 or equivalent for repatriation of remains**

---

NAME OF COMPANY ISSUING REPATRIATION OF REMAINS COVERAGE AND POLICY NUMBER

By requiring insurance herein, Rotary International/The Rotary Foundation does not represent that these coverages and limits will necessarily be adequate to protect the Participant. Participants should consult with an insurance professional to determine which coverages and limits will be adequate to cover them in the geographical location(s) visited. Rotary International/The Rotary Foundation do not provide **any** type of insurance to the Participants of these programs.

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 and hospitalization for basic major medical expenses, including accident and illness expense, hospitalization and related benefits, emergency medical evacuation, accidental death and dismemberment, and repatriation of remains. It is valid in the country(ies) in which I will travel, visit, 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 official end of the trip.

By signing below, I acknowledge that I have read and understood this form.

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

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

---

NAME OF GSE PARTICIPANT (PLEASE PRINT)

DISTRICT

---

SIGNATURE OF GSE PARTICIPANT

DATE (DD/MM/YYYY)

### **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 your GSE coordinator. Please send predeparture documents for the entire team together.

---

## 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 your GSE coordinator. Please send predeparture documents for the entire team together.



## The Rotary Foundation Group Study Exchange **Host District Itinerary Template**

This template is intended as a guide to be used in forming a host district itinerary. GSE requirements for the *entire tour* include five vocational days per team member, one or two days of isolated rest after arrival, a half day midweek to rest, one weekend day to rest, and two days of midtour rest.

***This itinerary should be sent to the sponsor district and GSE department no less than 45 days before the date of arrival. Teams will not be cleared for travel without an itinerary approved by The Rotary Foundation.*** Please be thorough to ensure that in the event of an emergency all visiting GSE team members can be contacted quickly and effectively.

***This template represents up to one week of activities; please copy as needed. Boxes expand as you type. Please complete in language of sponsor district if possible.***

**Sponsor District:** \_\_\_\_\_

**Host District:** \_\_\_\_\_

| Week  | Morning | Afternoon | Evening | Rotary Club |
|-------|---------|-----------|---------|-------------|
| Date: |         |           |         |             |
| Date: |         |           |         |             |
| Date: |         |           |         |             |
| Date: |         |           |         |             |
| Date: |         |           |         |             |
| Date: |         |           |         |             |
| Date: |         |           |         |             |

|             |                      |
|-------------|----------------------|
| Host family | Team Leader:         |
| Dates:      | Contact Name: Phone: |
| Address:    | E-mail:              |
| Host family | Team Member:         |
| Dates:      | Contact Name: Phone: |
| Address:    | E-mail:              |
| Host family | Team Member:         |
| Dates:      | Contact Name: Phone: |
| Address:    | E-mail:              |
| Host family | Team Member:         |
| Dates:      | Contact Name: Phone: |
| Address:    | E-mail:              |

## GSE District Conference Subsidy Request Form

A single subsidy of up to a maximum of US\$500 or equivalent in local currency  
Submit electronically to your GSE coordinator via e-mail or fax at 847-556-2143.

### To qualify for a subsidy:

- 1) Districts must include receipts for every expense item, including transportation tickets.
- 2) Visiting GSE teams must make a 30-minute presentation at the district conference.
- 3) Districts must include a district conference program indicating when the visiting team gave a presentation.
- 4) Districts must submit this request within two months of expenditures. The Rotary Foundation cannot guarantee reimbursement for any requests submitted after that time.
- 5) Districts must include a completed Rotarian Payee Information Form in order for the Foundation to reimburse the district electronically. It is strongly recommended that the district's bank account information be provided on the form.

District conference dates \_\_\_\_\_

### Applicable conference expenditures:

|                   |       |      |       |
|-------------------|-------|------|-------|
| Accommodations    | _____ | Cost | _____ |
| Meals             | _____ | Cost | _____ |
| Registration fees | _____ | Cost | _____ |
| Transportation    | _____ | Cost | _____ |

Total subsidy request: \_\_\_\_\_

**Important:** The Foundation will not authorize payments of subsidies without copies of receipts and complete documentation such as district conference programs.

*Please type.*

Request submitted by District \_\_\_\_\_

Partner District \_\_\_\_\_

NAME

E-MAIL

TITLE

DISTRICT

SIGNATURE

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT)

E-MAIL

ADDRESS

CITY/TOWN

STATE/PROVINCE

POSTAL CODE

COUNTRY

Submit this form to your GSE coordinator at the Foundation via e-mail or fax at 847-556-2143.



# GSE Internal Travel Subsidy Request Form

## ROTARY-DESIGNATED LOW-INCOME COUNTRY DISTRICTS ONLY

A single subsidy of up to a maximum of US\$600 or equivalent in local currency to defray costs of transporting the visiting GSE team within the district

Submit electronically to your GSE coordinator via e-mail or fax at 847-556-2143.

### To qualify for a subsidy:

- 1) Districts must include receipts for every expense item, including transportation tickets.
- 2) Visiting team's internal travel must be by commercial transportation only. The Rotary Foundation will not reimburse expenses incurred by individuals.
- 3) Districts must submit this request within two months of expenditures. The Foundation cannot guarantee reimbursement for any requests submitted after that time.
- 4) Districts must include a completed Rotarian Payee Information Form in order for the Foundation to reimburse the district electronically. It is strongly recommended that the district's bank account information be provided on the form.

### Applicable travel expenses:

|            |          |                |            |
|------------|----------|----------------|------------|
| From _____ | To _____ | Distance _____ | Cost _____ |
| From _____ | To _____ | Distance _____ | Cost _____ |
| From _____ | To _____ | Distance _____ | Cost _____ |
| From _____ | To _____ | Distance _____ | Cost _____ |

Total subsidy request: \_\_\_\_\_

**Important:** The Foundation will not process or authorize payments without copies of receipts and complete documentation.

*Please type.*

Request submitted by District \_\_\_\_\_

Partner District \_\_\_\_\_

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

TITLE \_\_\_\_\_ DISTRICT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT) \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

Submit this form electronically to your GSE coordinator at the Foundation via e-mail or fax at 847-556-2143.

# GSE Language Training Grant Request Form

A single subsidy of up to a maximum of US\$1,000 or equivalent in local currency

Submit electronically to your GSE coordinator via e-mail or fax at 847-556-2143.

*Please type.*

Request submitted by District \_\_\_\_\_

Partner District \_\_\_\_\_

NAME

E-MAIL

TITLE

DISTRICT

SIGNATURE

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT)

E-MAIL

ADDRESS

CITY/TOWN

STATE/PROVINCE

POSTAL CODE

COUNTRY

**District eligibility:** Your team must be traveling to a district where the language is different from your own or a common language is not widely spoken.

## To qualify for a subsidy before district expenditure, you must

- 1) Provide the following types of support materials: brochures, letters of agreement, price lists, or other documentation indicating the price and content of the proposed purchase
- 2) Submit this request to The Rotary Foundation two months before the team's departure
- 3) Include a completed Rotarian Payee Information Form in order for the Foundation to reimburse the district electronically. It is strongly recommended that the district's bank account information be provided on the form.

## To qualify for reimbursement, you must

- 1) Include receipts for every expense item and a brief description of the expenditure
- 2) Submit this request to The Rotary Foundation within two months of expenditures. The Foundation cannot guarantee reimbursement for any requests submitted after that time.
- 3) Include a completed Rotarian Payee Information Form in order for the Foundation to reimburse the district electronically. It is strongly recommended that the district's bank account information be provided on the form.

| Expenditure Type       | Expenditure Description | Currency | Expenditure Amount |
|------------------------|-------------------------|----------|--------------------|
| Classes                |                         |          |                    |
| Self-study materials   |                         |          |                    |
| Publications and books |                         |          |                    |
| Other                  |                         |          |                    |

**Total request** (Cannot exceed US\$1,000 unless *SHARE* allocations have been made) \_\_\_\_\_

**Important:** If you are applying for a reimbursement, the Foundation will not authorize payments without copies of receipts and complete documentation. Only one request will be processed per team.

***SHARE* Allocation Approval:** If the total request exceeds US\$1,000 and the district has allocated additional language training through *SHARE* funds, please complete the GSE Program Enhancements *SHARE* Options Request Form.

Submit this form to your GSE coordinator at the Foundation via e-mail or fax at 847-556-2143.

---

## GSE Forced Overnight Subsidy Request Form

A single subsidy of up to a maximum of US\$150 per person (lodging and meals) or equivalent in local currency or up to \$100 per person or equivalent for a day layover. The Foundation reimburses these expenses at the conclusion of the exchange if receipts are provided. The Foundation will not cover the cost of transportation to and from the airport or exit taxes, or an overnight stay once the team has arrived in the host district.

If a team independently elects to make a 24-hour stopover overnight en route to the host district, the sending district or team members are responsible for all related costs and cannot apply for reimbursement.

Submit electronically to your GSE coordinator via e-mail or fax at 847-556-2143.

### To qualify for a subsidy, districts must

- 1) Include receipts for every expense item regarding lodging and meals. Include credit card statement showing exchange rate applied at the time of the transaction.
- 2) Have prior approval by RITS for a forced overnight stay or layover
- 3) Submit this request within two months of expenditures
- 4) Include a completed Rotarian Payee Information Form in order for the Foundation to reimburse the district electronically. It is strongly recommended that the district's bank account information be provided on the form.

**Applicable forced overnight expenses:** *Please type information below:*

|                |       |                        |       |
|----------------|-------|------------------------|-------|
| Accommodations | _____ | Cost                   | _____ |
| Meals          | _____ | Cost                   | _____ |
|                |       | Total subsidy request: | _____ |

**Important:** The Foundation will not process or authorize payments without copies of receipts and complete documentation.

Request submitted by District \_\_\_\_\_

Partner District \_\_\_\_\_

NAME

E-MAIL

TITLE

DISTRICT

SIGNATURE

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT)

E-MAIL

ADDRESS

CITY/TOWN

STATE/PROVINCE

POSTAL CODE

COUNTRY

Submit this form to your GSE coordinator at The Rotary Foundation via e-mail or fax at 847-556-2143.

## GSE Program Enhancements *SHARE* Options Request Form

Submit electronically to your GSE coordinator via e-mail or fax at 847 556-2143.

☐ **ADDITIONAL TEAM MEMBERS** (see page 5)

Cost: US\$3,000 District Designated Fund (DDF) per additional team member (maximum two per team)  
US\$2,000 DDF per additional team member for a Neighboring Country GSE (maximum two per team)

**District eligibility:**

- Districts must have allocated the necessary *SHARE* funds for this Program Enhancement.
- Districts must submit written hosting approval from the host district governor.

**DDF amount to be used US\$** \_\_\_\_\_

☐ **TEAM ORIENTATION** (see page 21)

Cost: US\$1,000 DDF per team

**District eligibility:**

- Districts must have allocated the necessary *SHARE* funds for this Program Enhancement.
- District must submit original receipts for every expense item within two months of expenditure. The Rotary Foundation cannot guarantee reimbursement for any requests submitted after that time.
- A minimum of 12 hours orientation is mandatory per team regardless of funding request.
- Districts must include a completed Rotarian Payee Information Form in order for the Foundation to reimburse the district electronically. It is strongly recommended that the district's bank account information be provided on the form.

**DDF amount to be used US\$** \_\_\_\_\_

☐ **LANGUAGE TRAINING** (exceeding US\$1,000 provided by the Foundation, see page 22)

Cost: Unlimited DDF

**District eligibility:**

- Districts must have allocated the necessary *SHARE* funds for this Program Enhancement.
- Districts must submit original receipts for every expense item within two months of expenditure. The Rotary Foundation cannot guarantee reimbursement for any requests submitted after that time.
- Please see GSE Language Training Grant Request Form (page 47).
- Districts must include a completed Rotarian Payee Information Form in order for the Foundation to reimburse the district electronically. It is strongly recommended that the district's bank account information be provided on the form.

**DDF amount to be used US\$** \_\_\_\_\_

**Total DDF amount to be used (mandatory) US\$** \_\_\_\_\_

SIGNATURE OF DISTRICT ROTARY FOUNDATION CHAIR (FOR USE OF *SHARE* DDF; MANDATORY)

DATE (DD/MM/YYYY)

SIGNATURE OF DISTRICT GOVERNOR (FOR USE OF *SHARE* DDF; MANDATORY)

DATE (DD/MM/YYYY)

Request submitted by District \_\_\_\_\_

Partner District \_\_\_\_\_

NAME

E-MAIL

TITLE

DISTRICT

SIGNATURE

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT)

ADDRESS

CITY/TOWN

STATE/PROVINCE

POSTAL CODE

COUNTRY

---

## Rotarian Payee Information Form

All Rotarians requesting payment from Rotary International must complete this form. Payment will be delayed if incomplete or incorrect information is provided, so please follow the instructions. This form and any accompanying paperwork (e.g., copies of receipts) must be submitted to The Rotary Foundation within two months of expenditures. The Foundation cannot guarantee reimbursement for any requests submitted after that time.

### Form Instructions

---

#### 1. Filling out the form

**Section A:** Complete this section regardless of your method of payment.

**Section B:** Indicate your choice of payment by putting an X in one of the boxes. Refer to the [Payment Guidelines](#) to determine payment method, currency, and required banking information for your country. If your bank account is located in a country other than your country of residence, look up the country where payment will be sent. Note: Payment may come from a different country, so the banking requirements may be different from sending a domestic transfer.

- **EFT:** Most payments are sent via electronic funds transfer (EFT), which is the safest and most economical payment method. For EFT, please provide the exact name on the account and all required information. It is strongly recommended that the district's bank account information be provided.
- **Check:** Check payments are a valid option in only a few countries (see [Payment Guidelines](#)). Checks are sent directly to your personal address.

**Section C:** Complete this section if your payments will be paid by EFT. U.S. Correspondent Bank Information is required if you are receiving an international EFT in U.S. dollars. Your bank can assist you in providing the correct information.

#### 2. Submitting the form

E-mail is the preferred submission method. Please e-mail your completed form to your Group Study Exchange coordinator. If you are unable to e-mail this form, fax your signed and dated form to your GSE coordinator at 847-556-2143. We strongly recommend that this form be typed. If you complete the form by hand, print legibly in black or blue ink.

**Questions?** Contact your Group Study Exchange coordinator.

The [Payment Guidelines](#) are located at [www.rotary.org/RIdocuments/en\\_pdf/rits\\_payment\\_guidelines\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/rits_payment_guidelines_en.pdf), or from [www.rotary.org](http://www.rotary.org) click [Members > General information > Travel services > Payment Guidelines for Rotarians](#).



# Rotarian Payee Information Form

Please e-mail your completed form to your Group Study Exchange coordinator. If you are unable to e-mail this form, fax your signed and dated form to your GSE coordinator at 847-556-2143.

## SECTION A: Personal Contact Information

|                                   |  |
|-----------------------------------|--|
| First Name                        |  |
| Last Name                         |  |
| Rotary ID                         |  |
| Address                           |  |
| City, State, Postal Code, Country |  |
| Primary Phone                     |  |
| Primary E-mail                    |  |
| Payee Name (for check payments)   |  |

## SECTION B: Payment Option

Indicate the payment option you prefer (see [Payment Guidelines](#) to determine accepted payment methods for your country):

- ☐ **Check/draft** to personal address (Section A address)  
☐ **EFT** (fill out Section C)

## SECTION C: Complete this section if your payments will be paid by EFT.

Indicate the payment option you prefer (see [Payment Guidelines](#) to determine accepted payment methods for your country):

|   |  |
|---|--|
| Exact Account Name (required):                    |  |
| Bank Account Number:                              |  |
| Account Currency (USD or name of local currency): |  |

### Receiving Bank Information:

|  |  |
|--|--|
| Bank Name:   |  |
| Address/City/Postal Code/Country<br>(city and country required):   |  |
| Phone:   |  |
| Direct Deposit ABA Routing # <i>(required for all U.S. EFTs):</i>  |  |
| SWIFT Code/BIC <i>(required for all international transfers):</i>  |  |
| IBAN <i>(required for all European payments):</i>  |  |
| Other required bank codes<br>(e.g., BSB, Sort, Branch, IFSC or Bank Clearing code; please specify the code accordingly): |  |

### U.S. Intermediary/Correspondent Bank Information (for international USD EFTs):

|                           |  |
|---------------------------|--|
| Bank Name:                |  |
| Address/City/State:       |  |
| Phone:                    |  |
| ABA Routing # (required): |  |

**Rotarian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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 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.

---

## GSE Final Report

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

*Please 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. INCLUDE DIGITAL PHOTOS (IF AVAILABLE). FAILURE TO SUBMIT POST-GSE REPORTS MAY RESULT IN DELAY OF THE DISTRICT'S PARTNERSHIP FOR THE SUBSEQUENT ROTARY YEAR.**

# GSE Evaluation Form

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

Please 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 the Foundation.**

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.**



## Host District Evaluation

To be completed by the host district upon conclusion of the study tour and submitted to your GSE coordinator at The Rotary Foundation.

Submit electronically to your GSE coordinator via e-mail or fax at 847-556-2143.

|               |       |                   |
|---------------|-------|-------------------|
| NAME          | TITLE | E-MAIL            |
| HOST DISTRICT |       | VISITING DISTRICT |
| Your Opinions |       |                   |

1. Did you provide a host itinerary before the visiting team arrived? ☐ Yes ☐ No
2. Were language skills of the visiting team adequate to benefit from the exchange? ☐ Yes ☐ No

Please use the following scale to evaluate the items listed below. 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.

1 = Lowest possible rating 2 = Low rating 3 = Medium rating 4 = High rating 5 = Highest possible rating

1. \_\_\_\_\_ Unity and rapport of the visiting team during the study tour
2. \_\_\_\_\_ Communication with visiting team's district before the visit
3. \_\_\_\_\_ Effectiveness of visiting team presentations
4. \_\_\_\_\_ Suitability of the visiting team members
5. \_\_\_\_\_ Suitability of the visiting team leader

### STATISTICS

1. \_\_\_\_\_ Number of families that were available to host team members
2. \_\_\_\_\_ Number of clubs participating
3. \_\_\_\_\_ Total number of vocational study days
4. \_\_\_\_\_ Number of team rest days
5. \_\_\_\_\_ Number of club visits and presentations

### ADDITIONAL COMMENTS:

---

## GSE Newstip

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

Submit electronically to your GSE coordinator via e-mail or fax at 847-556-2143.

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/na as a potential news article or feature story. I understand that my newstip will be duplicated and shared with others in the Public Relations and Communications divisions as appropriate.

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

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

*Please include relevant correspondence, news clippings, and photos.*



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)