

District 7780 Rotary Foundation Sponsored Travel

Policy and Guidelines

Our Rotary District and Clubs within our District sponsor exchange teams of Rotarians and non-Rotarians who travel to other countries and Rotary Districts for purposes of cultural exchange, vocational training and service work, and more. These are terrific opportunities to provide both service and fellowship within Rotary.

These projects, when they include funding from The Rotary Foundation, must adhere to the policies described in "Terms and Conditions for Rotary Foundation District Grants and Global Grants" available on the District website and rotary.org as well as the basic "rules" of our organization as defined by the Four-Way Test. Additionally, all Clubs and individuals (Rotarians and non-Rotarians) who participate in activities funded by Rotary agree to the following:

Project Roles

1. A Chair will be appointed by the sponsoring Club or (in the case of a District exchange) by the District Governor. This Chair will be a 7780 Rotarian, active and in good standing in his/her club. He/she will NOT travel with the team, but will be responsible for organizing and overseeing all activities of the exchange that take place within the United States.
2. A Team Leader will be appointed by the sponsoring club or (in the case of a District exchange) by the District Governor. The Team Leader will be a 7780 Rotarian, active and in good standing in his/her club. He/she WILL travel with the team and, in consultation with the Chair, set guidelines for the team for the duration of the project. While the team is outside the United States, the Team Leader will be understood to be responsible for the team.
3. If minors or other protected persons are involved in Rotary-sponsored travel, a Protection Officer, duly approved under guidelines established by the District, will be assigned to the project. This person is distinct from the Chair and the Team Leader. He/she will be available to the protected persons at all times for the duration of the project. His/her role and responsibilities will be explained to the protected persons as well as to all Rotarians and others who may have opportunity to meet with the protected persons during the course of their stay in our District. All participants will comply with the district protection policies, at all times.

Project Responsibilities

1. All travelers whose travel (in whole or part) is paid by The Rotary Foundation will observe the schedule and activities set forth by the Chair and Team Leader. All travelers will remain with the team and participate in established programs and activities unless specifically discussed and approved by the Team Leader and, as appropriate, the Chair and District Governor. All travelers must obey the laws of the country they are in, and treat all Rotarians, hosts, and others involved in their stay with respect and courtesy. It is understood that any traveler who abridges these rules can and will be removed from the team and sent home at his/her own expense.

2. All Rotary protocol will be observed during the project. This includes (but is not limited to) receiving approval from the District Governor prior to scheduling any event designed to present the team's activities to the District, to which all District 7780 Rotarians will be invited.

The agenda for such District gatherings will be reviewed in advance by the District Governor and District Foundation Chair (whenever possible, at least one week prior to the event). At all team events, the Chair will insure that the District Governor is appropriately recognized and included.

As a courtesy, the District Governor and District Foundation Chair will be invited to all in-District activities of the team, including but not limited to interviews of prospective team members, meetings of the team before or after their trip, and all events designed to present the team to District Rotarians at large or to the public. Team members will be expected to make their best efforts to attend and participate in such district events.

3. The Chair will retain a copy of all travelers' passport ID page, documentation of health insurance, and visa (if any) for the duration of the trip.
4. A communications plan, under the management of the Chair, will be established for the project. While overseas, the communications plan will be the responsibility of the Team Leader. Needs will vary depending upon circumstances, but it will be remembered that the District Governor is the senior Rotary officer in the District and must be kept informed of and up-to-date on all circumstances. For example, if a team member falls ill while overseas, or if a decision is imminent that may change either a significant purpose or the makeup of the team, the District Governor must be kept "in the loop" and consulted to the extent possible. The communications plan will include procedures for dealing with emergencies that may occur. The communications plan will also recognize that the District Foundation Chair is the senior point of contact between the District and Rotary Foundation staff in Evanston.
5. After the outgoing team returns to District 7780, it is understood that the District Governor may wish to invite team members to participate in a District event (Conference, World Peace and Understanding Dinner, Assembly or other event).

Travel for service and fellowship is a critical Rotary activity, vital to our organization. Adherence to these guidelines will ensure that our Rotary Foundation dollars are spent in ways in which we can all be most proud.

Revised and approved 1/14/2016

Prospective traveler:

Name _____ Signature: _____ Date: _____