

## 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 nationally and internationally for purposes of international outreach, vocational training, 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 the Rotary Foundation agree to the following:

### Project Roles

1. In the case of the District International Outreach Program or a District Friendship Exchange, a **Chair** will be appointed 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. For all other Rotary Foundation funded travel related projects, 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 if there is one, 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 travel. All participants will comply with the district protection policies, at all times.
4. The Chair, if there is one, will retain a copy of all travelers' passport ID page, documentation of health insurance, and visa (if any) for the duration of the trip.

### 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, if there is one, 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. 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 interviews of prospective team members, meetings of the team before or after their trip, and all other events. Team members will be expected to make their best efforts to attend and participate in such district events.
3. A communications plan, under the management of the Chair or Team Leader, 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.
4. 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. These policies apply to district or club travel funded by Rotary Foundation funds, but the principals should be considered "best practices" for club-funded international travel.

Prospective traveler:

Name \_\_\_\_\_

Signature: \_\_\_\_\_

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

Revised and approved 3/2020