

Roles in a Rotary Friendship Exchange

Friendship Exchange Chair: The Friendship Exchange Chair holds the overarching responsibility for coordinating the entire Rotary Friendship Exchange (RFE) program. This role involves initiating and maintaining communication with the target district, ensuring the integrity of the exchange, and overseeing the management of the entire program. The Chair collaborates with the Exchange Committee to identify suitable target districts, finalize participants and host families, and manage any issues that arise during the planning and execution phases. The Chair also plays a crucial role in finalizing agreements with the target district, ensuring that all expectations and requirements are clearly understood and met.

RFE Team Lead: The RFE Team Lead is tasked with the overall execution of both inbound and outbound exchanges. This role involves coordinating with various team members to develop and finalize the itinerary, manage travel arrangements, and ensure that all logistics are handled smoothly. The Team Lead works closely with the Friendship Exchange Chair and the North, Central, and South Host Leads to ensure that all aspects of the exchange run efficiently. They are also responsible for organizing orientation sessions for participants, preparing welcome kits, and ensuring that all activities and events are well-coordinated and executed.

North, Central, and South Host Leads: The North, Central, and South Host Leads are responsible for managing logistics in their respective regions during the inbound visit. These roles involve coordinating with host families to confirm accommodations and ensure that all guests' needs are met. Host Leads are also responsible for planning and executing the local itinerary, including organizing tours, activities, and events specific to their region. They maintain regular communication with host families to address any issues promptly and ensure that guests have a comfortable and enjoyable experience. These Leads report back to the RFE Team Lead to provide updates and coordinate efforts across the different regions.

Processes in a Rotary Friendship Exchange- Inbound

Pre-Selection and Initial Planning (4-6 Months Before Visit): The process begins with selecting a target district and forming an Exchange Committee. The Friendship Exchange Chair and the Committee identify potential districts, initiate contact, and establish initial agreements. This phase includes forming the committee, assigning roles, and developing a preliminary plan for the exchange.

Detailed Planning and Preparation(3-4 Months Before Visit): Once the target district is confirmed, detailed planning and preparation begin. This includes finalizing participants and host families, developing a preliminary itinerary, creating a budget and fundraising plan, and securing travel arrangements. The RFE Team Lead works with the Host Leads and other team members to ensure that all logistics are covered and that a detailed itinerary is in place.

Pre-Visit Preparation (1-2 Months Before Visit): As the exchange date approaches, the focus shifts to confirming host family details, conducting orientation sessions for participants, and

preparing welcome kits. The Host Leads ensure that all host families are fully briefed and ready to accommodate guests. Orientation sessions cover cultural expectations, itinerary details, and emergency procedures to prepare participants for their visit.

Execution of the Exchange: During the exchange, the RFE Team Lead oversees the daily execution of the itinerary, ensuring that all activities and events run smoothly. Host Leads manage logistics in their respective regions, maintaining regular communication with host families to ensure participant comfort. Any issues that arise are addressed promptly to ensure a positive experience for all involved.

Post-Exchange Follow-Up (3-6 Weeks After Visit): After the exchange, feedback is collected from participants and host families to identify areas for improvement. The Friendship Exchange Chair conducts a debriefing session with the team to review feedback and discuss lessons learned. Thank you notes are sent to all participants and hosts, and a final report is prepared to document the exchange and provide recommendations for future exchanges. This comprehensive follow-up ensures continuous improvement and success for future Rotary Friendship Exchanges.

Processes in a Rotary Friendship Exchange- Outbound

Pre-Selection and Initial Planning (4-6 Months Before Visit)

1. **Establishing Contact and Agreements:**
 - Initiate communication with the target district's Friendship Exchange Chair.
 - Finalize the dates for the outbound exchange and draft initial agreements.
 - Develop a list of potential outbound participants and begin the selection process.
2. **Formation of Outbound Committee:**
 - Form an outbound Exchange Committee, including roles such as Outbound Team Lead, Regional Leads, and Participant Coordinators.
 - Assign specific tasks and responsibilities to committee members.

Detailed Planning and Preparation (3-4 Months Before Visit)

1. **Participant Selection and Orientation:**
 - Finalize the list of outbound participants.
 - Conduct orientation sessions to brief participants on cultural expectations, travel logistics, and emergency procedures.
2. **Itinerary Development:**
 - Collaborate with the target district to develop a detailed itinerary, including cultural activities, vocational visits, and social events.
 - Ensure that the itinerary includes adequate free time for participants to explore independently.
3. **Travel Arrangements:**
 - Coordinate group travel arrangements, including flights, visas, travel insurance, and transportation within the host district.
 - Ensure all participants have valid travel documents and are aware of any health or vaccination requirements.

4. Budgeting and Fundraising:

- Create a detailed budget for the outbound exchange.
- Organize fundraising activities to support travel and other exchange-related expenses.

Pre-Visit Preparation (1-2 Months Before Visit)

1. Communication with Host District:

- Maintain regular communication with the host district to finalize accommodation details and confirm all aspects of the itinerary.
- Share participant profiles with the host district to facilitate matching with host families.

2. Preparation of Travel Kits:

- Prepare travel kits for participants, including travel itineraries, contact lists, maps, local guides, and Rotary promotional materials.
- Include information on cultural norms, emergency contacts, and a checklist of essential items.

3. Final Briefing Sessions:

- Conduct final briefing sessions to review the itinerary, address any last-minute concerns, and ensure all participants are fully prepared for the exchange.

Execution of the Exchange

1. Daily Coordination:

- The Outbound Team Lead oversees the daily execution of the itinerary, ensuring all activities proceed as planned.
- Maintain regular check-ins with participants to address any concerns and provide support as needed.

2. Emergency Procedures:

- Have a clear plan in place for handling emergencies, including medical issues, lost items, or other unforeseen circumstances.
- Ensure all participants have access to emergency contact numbers and know the procedures to follow in case of an emergency.

3. Cultural Integration:

- Encourage participants to engage fully with their host families and immerse themselves in the local culture.
- Facilitate opportunities for participants to share their own culture with their hosts, fostering mutual understanding and friendship.

Post-Exchange Follow-Up (3-6 Weeks After Visit)

1. Feedback Collection:

- Collect feedback from participants about their experiences, including highlights, challenges, and suggestions for improvement.
- Gather feedback from the host district on the participants' behavior, engagement, and overall experience.

2. Debriefing Sessions:

- Conduct debriefing sessions with the outbound team to review feedback and discuss lessons learned.
- Identify areas for improvement and document best practices for future exchanges.

3. Thank You Notes and Reporting:

- Send thank you notes to the host district, host families, and participants, expressing gratitude for their hospitality and participation.
- Prepare a final report summarizing the exchange, including participant feedback, budget analysis, and recommendations for future exchanges.

Sample Outbound Leg Schedule

