



The following rules and guidelines have been set for Rotarians to participate in any Friendship Exchange of District 6420. Before acceptance to become a team member, each participant must submit the checklist of items, which includes the understanding of the rules below of any Friendship Exchange of District 6420.

1. The District 6420 Friendship Exchange is arranged for Rotarians of District 6420 and a spouse/ partner who may accompany the Rotarian. Rotary District 6440 Friendship Exchange may be invited to fill any remaining team member positions available after the deadline of application has occurred for Rotarians of District 6420. Expenses of a Friendship Exchange are the responsibility of the Rotarian and will include the following:
  - Passport and/or VISA costs
  - Small gifts for hosts
  - Transportation to and from the host district
  - Admission to tourist sites, museums, recreational activities and performances, unless otherwise agreed by hosts
  - Any overnight stays in a hotel that may be required by the itinerary before the designated start time of the Exchange will be arranged by the Rotarian at own expense
  - Meals at Rotary Club meetings or at restaurants, unless otherwise agreed by hosts
  - All costs for personal items, souvenirs, camera supplies, medications, possible laundry, etc.
  - Travel insurance or additional medical health insurance while out of the United States
  - Any immunizations required for entry into the hosting country
  - Custom fees upon re-entry, if any
2. All travel arrangements are made by the Rotarian. Additional time in a country or on a stopover en route or on return are at expense of Rotarian.
3. District 6420 teams will consist of 4 – 10 persons and will be accepted as team members with all required documentation in the order received. To the extent that applications exceed available "slots," priority will be given to qualified applicants on a first-received basis.
4. Friendship Exchanges will be for 10 – 14 days.
5. All applications must include the checklist completed with an application fee of \$100/person for district to provide name badges, booklet introduction of team members , pre-departure sessions to prepare the team members for the culture and preparation of a PowerPoint program to be presented at Rotary meetings when invited to present by a hosting club, postage and phone expenses to arrange the exchange,

- and a district send-off prior to departure.
6. The application fee will be returned *only* if the applicant is not selected to become a team member. Once accepted as a team member, the application fee is nonrefundable.
  7. One team member will be designated the contact person while on the exchange.
  8. All members must designate emergency contact information prior to departure to District 6420 Friendship Exchange and to host district.
  9. Signature of each team member on a 'Hold Harmless' waiver of responsibility of District 6420 on the checklist below.
  10. Attendance at pre-departure meetings is mandatory to prepare the team members for their exchange
  11. Read the Rotary International Friendship Exchange Handbook found at <http://clubrunner.blob.core.windows.net/00000050068/en-us/files/sitepage/friendship-exchange/handbook.pdf/702en.pdf>.

### **Checklist for District 6420 Friendship Exchange Participants**

I agree to the following: (Please initial each item)

- \_\_\_\_\_ 1. I have read the rules above and agree to each.
- \_\_\_\_\_ 2. I have included an application fee of a check for \$100 made payable to District 6420 with memo line stating Friendship Exchange application fee.
- \_\_\_\_\_ 3. I understand that my application fee will *only* be returned if I am not accepted as a team member.
- \_\_\_\_\_ 4. In consideration of the District's investment of time, training, travel, administrative services, and expenditures for materials, I hold harmless District 6420 and the Friendship Exchange Committee and hosting district and its Friendship Exchange Committee for any loss of property, injury, or death.
- \_\_\_\_\_ 5. I understand that I may arrange for additional travel on my own at my own expense and my own arrangement prior to and after the official Friendship Exchange itinerary.
- \_\_\_\_\_ 6. I am including this checklist with initials at each item and signature below with my application and a signed check payable to District 6420 for \$100.

\_\_\_\_\_ (Signature of applicant) \_\_\_\_\_ (Date)

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(for office use)

Date received: \_\_\_/\_\_\_/20\_\_\_ Check # \_\_\_\_\_ Bank of \_\_\_\_\_