



Rotary District 5730

Rotary Friendship Exchange (RFE) Handbook

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WHAT IS ROTARY FRIENDSHIP EXCHANGE (RFE) - A RECIPROCAL PROGRAM

The Rotary Friendship Exchange program gives Rotarians and their families the opportunity to experience other cultures firsthand by participating in reciprocal visits with Rotarians from other countries and their families. Introduced in 1984, this program aims to advance international understanding among Rotarians. It provides Rotarians with the opportunity to form personal contacts, make long-lasting friendships, experience cultures of other countries, and be a part of service and project opportunities while exploring different areas of the world.

You genuinely experience another culture guided by friends in Rotary. Prospective exchange teams communicate with one another while selecting the purpose of the exchange, the format, timing, logistics and duration of each visit. Your D5730 RFE Committee is ready to assist you!

YOU ARE NEVER A TOURIST ON AN EXCHANGE!

NOTE: This is not an organized tour operated by a travel company, but is a reciprocal exchange with another Rotary district with the itinerary organized by the hosts. Our team members are ambassadors for D5730 and Texas, both on outbound trips and when the inbound team arrives. For exchange program questions, please contact: susan.brints@gmail.com 806-781-1753

BENEFITS OF AN EXCHANGE

- Broaden international understanding
- Explore a profession or job in a different context
- Build enduring friendships
- Establish a foundation for peace and service
- Gain opportunities for active project involvement and support
- Learn about a region's people, food, languages, customs, and history
- Find partners for grants

EXCHANGE TYPES - VISITOR (INDIVIDUAL) OR TEAM?

(D5730 has a preference for District Team Exchanges)

1. **A Visitor (individual) Exchange** gives individual Rotarians, who may be accompanied by family members, the opportunity to spend a few days in the home of a Rotarian in another country. The typical visitor exchange ranges from three to seven days. All RFE program requirements should be met by this exchange.
2. **A Team Exchange** can be either District (travelers from more than one club) or Club (travelers from the same club) and provides the opportunity for individual Rotarians, spouses/partners to travel to different communities in a host district for a period of 2 weeks. Team size is not less than six (6) or more than twelve (12) Rotarians and spouses/partners.

DEFINE YOUR EXCHANGE FOCUS OR PURPOSE

Friendship exchanges are organized around at least one of three themes: service and projects, vocation, and culture.

SERVICE & PROJECTS	VOCATION	CULTURE
When Rotarians from Romania and Moldova visited the United States, they experienced the strength of working with a community while building homes for low-income families.	In Lhuwhawha, Uganda, Rotarians from England helped at a medical clinic and delivered clothes, medicine, mosquito nets, boots, and latex gloves.	When Rotarians from Malaysia visited the United Kingdom, they broadened their international understanding through cultural immersion and meetings with leaders.

CHOOSE A DESTINATION

Explore Rotary's Exchange Finder Map to view current exchange locations and the districts that serve them. <https://www.rotary.org/en/our-programs/friendship-exchange>

Connect with the district's Rotary Friendship Exchange Chair for help finding potential international hosts and planning your itinerary. susan.brints@gmail.com 806-781-1753

Make contact with previous districts you have visited, participated in projects, met at International Conventions, or worked in Rotary programs such as RYLA, RYE, Group Study Exchange, Rotary Fellowships or Rotary's Scholarship Program.

FUND YOUR EXCHANGE

Your Costs: Both as an Outbound Team and as a Host for the Inbound Team

RFE is funded by the participants from each exchange team, expenses outlined below.

Additional financial information is also included under:

- 2. TEAM SELECTION AND RESPONSIBILITIES, pages 6-7
 - 4. PREPARATIONS FOR THE OUTBOUND TEAM, page 8
- When you travel outbound, each participant funds his/her airfare plus incidental and personal expenses.
 - Expenses are incurred by each host team for the visiting team. Hosts provide accommodations, most/all meals of the visiting team in their homes or in restaurants, team travel while in the host district, and entertainment, depending upon the agreement between the two districts before exchanging.
 - For a District Team Exchange, there is a small stipend in the D5730 budget for the reciprocating inbound team to D5730 only. For a Club Team Exchange, support and funding might be allocated from the team's Rotary Club.

- Gift expenses: Gifts for the host district are a personal expense for the visiting team. Gifts are presented to Rotarians, club presidents, RFE host team members, and PDGs in the host district. Number of gifts needed may be coordinated with the host RFE Chair.
- Additional Team expenses: team shirts, district pins, club and district banners, RFE visiting team welcome banner.
- Any expenses incurred by either team on free days are considered personal expense.
- Travel insurance is acquired and paid for by each individual traveling. (suggestions for coverage – credit cards, AIG-Travel Guard, your current insurance policy)

AFTER A FRIENDSHIP EXCHANGE

Following a successful Friendship Exchange, the RFE team helps coordinate activities that will improve and extend the reach of your district's program.

Evaluation

Both guests and hosts should have the opportunity to provide feedback to the committee. The evaluation can be a formal questionnaire or brief account of the positive aspects of the exchange and areas that need improvement. Consider the following topics:

- Overall exchange experience
- Preparation of exchange participants
- Travel arrangements, food, and accommodations
- Itinerary and exchange activities
- Ideas for improving future exchanges

Share Your Exchange – Share Your Story

Former Rotary Friendship Exchange participants are valuable assets. Upon returning they can:

- Publicize the program and offer advice on future exchanges
- Share experiences with clubs throughout the district
- Write an article on the exchange for district or club newsletters and websites
- Submit a report about your experiences to rotary.service@rotary.org as well as friendshipexchange@rotary.org and our district 5730 website www.rotary5730.org
- Send information and photos to the local media

Maintain Exchange Relationships

Rotary Friendship Exchange can become a valuable part of your district's activities for these reasons:

- Connections for international projects and programs
- Lifelong friendships with clubs and districts
- Play an important role in Rotary's efforts to promote peace and international understanding

POLICIES OF D5730 ROTARY FRIENDSHIP EXCHANGE PROGRAM

The RFE policies included below are meant to inform, guide and assist Rotary Friendship Exchange teams not only for program consistency but also to insure a meaningful and rich exchange.

1. ROTARY FRIENDSHIP EXCHANGE GUIDELINES FOR D5730

- 1.1 Team exchanges build a sense of community in both our district and the districts we choose to visit.
- 1.2 Participants must be team players as the group will travel together for the duration of the exchange.
- 1.3 Each member must be prepared to complete the full exchange.
- 1.4 Each Rotarian traveling must be part of the exchange team.
- 1.5 Number of district exchanges per year:
 - a. No more than two (2) district team exchanges will be planned for a fiscal year.
 - b. Personal/Individual exchanges with club involvement will follow guidelines but will be left up to the individuals planning the exchange.
- 1.6 Rotarians chosen for an outbound exchange will be required to help plan and host the inbound exchange team.
- 1.7 District funding:
 - a. Personal/Individual Exchanges – No district funding is available. Individual exchanges are welcome throughout the district but will not be coordinated through the District Friendship Exchange Chair or Committee. We will be happy to provide information on these exchanges.
 - b. District Team Exchanges – For district team exchanges (not club exchanges), minimal district funding will be available for the incoming exchange teams only, for expenses such as travel while in D5730, fees to museums/ exhibitions, some meals, etc. Funding does not cover any of D5730 host team's expenses.
- 1.8 Team size:
 - a. Personal/Individual team size is determined by the host and visiting teams.
 - b. District teams will be no fewer than six (6) people and no more than twelve (12) people. Number of team members outbound and inbound will be determined by the two districts exchanging. (i.e., if the host team sends 10 Rotarians, they agree to receive 10 Rotarians.)
 - c. If the district team does not meet the minimum required number of six (6) participants and no other Rotarians join the team, the trip may be cancelled. Or the team may revert to an Individual Exchange, but no district funds may be used for the exchange.

- 1.9 Visiting teams are home hosted by Rotarians for 2 to 5 nights in each community depending on availability of host families and the district.
- 1.10 The itinerary is designed by each host team in their respective districts to incorporate visits to Rotary clubs where the visiting team is invited to give a program on their respective district. An average of 4-5 Rotary club presentations is typical per exchange.
- 1.11 Accommodations, meals, transportation within the district, and entertainment are provided by the host team. Personal and day-off expenses are paid for by individual team member. All expenses are determined by both districts before the exchange.

2. TEAM SELECTION AND RESPONSIBILITIES

Once an invitation has been received from another district for RFE, details of the exchange are advertised along with the RFE D5730 Handbook. If there is interest and the minimum for a team is met, the application process begins.

- 2.1 Each Rotarian, spouse/partner wishing to participate in a team exchange must individually fill out an application and submit to the RFE team leader with a copy of their current passport. FYI – the expiration date of passport must be six (6) months beyond your initial date of entry into the country. (Item A, page 10)
- 2.2 A closing date for applications will be advised.
- 2.3 Applications will be reviewed by the RFE committee. For a district team exchange, an effort will be made to represent every area of the district fairly and impartially.
- 2.4 Once selected, each team member will have a designated time to commit to participation in the trip. If the district RFE coordinator does not hear from a selected Rotarian within this time period, the slot will be forfeited and offered to the next Rotarian interested.
- 2.5 If selected, team members agree to participate in any required orientation/education sessions that are established for the trip.
- 2.6 While on an exchange RFE participants must agree to prepare and present a program on their district, i.e., a slide show/Power Point presentation. On their return the team agrees to share their RFE experience with other district clubs.
- 2.7 Team members agree to pay a deposit per person (to be determined by the team for expenses such as host gifts, printing, materials purchased for the trip) within an appropriate period of time before the exchange begins. These funds will be held by the RFE coordinator and/or treasurer for the communal expenses to be managed by the treasurer of the group on exchange.
- 2.8 Each group may decide to reserve remaining communal funds from their exchange to offset expenses of hosting the incoming group on reciprocal exchange. The treasurer of the outgoing exchange will oversee these funds if the team so stipulates.

- 2.9 Team Responsibilities: The outgoing team will have a team leader, a treasurer and a historian (if needed) as part of each team. Additional involvement by team members will be as needed.
- a. The team leader will organize the team, lead group sessions prior to departure, act as liaison for the group while out of the country, and serve as facilitator for the team during the exchange. This person will also have the responsibility of facilitating the inbound team exchange.
 - b. The treasurer will hold community funds for the group, will pay for all items that cannot be divided while in country (such as group meals that cannot be split), will provide a proper accounting of incoming and outgoing funds, and will receive funds to cover expenses or return any remaining monies equally to team members upon the conclusion of the exchange.
 - c. The historian will record the day-to-day activities of the group while on exchange, will act as official exchange photographer, and will be the leader responsible for the team blog posts.
 - d. Other team member responsibilities before the exchange might include:
 - A member to develop the slide show/power point presentation
 - A member to research gifts purchased for the host district
 - A member to develop the Bio Cover Sheet (Item B, page 11) and Individual/Couple Bio Profile (Item C, page 12) for members on the team. These bios will be emailed to the host district before the exchange takes place so the host team will be familiar with the visiting team.
- 2.10 Rotarians agreeing to act as host families for an inbound RFE team will receive weighted preference when applying for a future outbound exchange, subject to the rules and limitations above.
- 2.11 Your costs, such as travel, insurance, gifts you take with you to the host district, and your costs for the incoming exchange team to D5730, are addressed above, pages 3-4, "FUND YOUR EXCHANGE".

3. WORKING WITH A RFE DISTRICT PARTNER

- 3.1 Whenever practicable, a set of General Conditions of Exchange must be agreed upon with the partner district before applications are made available for team members.
- 3.2 Whenever practicable, agreements shall be reached with the partner district on the exact number of team members exchanging on both teams, no fewer than six (6) or more than twelve (12).
- 3.3 Where cultural and/or language issues arise during the exchange, the General Conditions of the exchange may provide arrangements for an interpreter for the team.

- 3.4 The questions of what expenses will be borne by the RFE team should be agreed upon before applications are accepted.
- 3.5 At the beginning of the exchange, the visiting team members are expected to join their team at an agreed-to rendezvous location in the host district and to stay with the team for the duration of the exchange.

4. PREPARATIONS FOR THE OUTBOUND TEAM - After Selection

- 4.1 As soon as the trip is confirmed and applicants are selected, the team leader begins communication with the team by email, Zoom, etc., about their responsibilities, commitments, and the plan of action in preparation for and during the exchange.
- 4.2 Important details for team preparation include:
- a. Review of the general conditions of the exchange
 - b. Review of the itinerary
 - c. Updated passport and Visa requirements for the host country. FYI – the expiration date of passport must be six (6) months beyond your initial date of entry to the country. Take several copies of your passport with you.
 - d. Selection of team members for identified responsibilities in preparation for exchange
 - e. Budget estimate of expenses both before departure and during exchange
 - f. Sharing of travel plans, plane reservations, before or after excursions, etc.
 - g. Take time as a team to learn about the culture and the area you will be visiting, addressing any cultural or language issues
 - h. Food and safe water issues
 - i. Any electronic needs and adapters
 - j. Prescription and medication needs, health and/or immunization requirements
 - k. Clothing list - needs for daytime touring, Rotary meetings, and special events, being sensitive to the customs of the culture you are visiting
 - l. Emergency contact information packet for team members while on exchange
 - m. Travel insurance acquired and paid for by each team member (suggestions for coverage—credit cards, AIG-Travel Guard, your current insurance policy)
 - n. Rotary items needed in preparation for the exchange:
 - Team “shirts” and or dress
 - Badges – may be provided by the host team
 - Team information (which may be emailed ahead of time to the host club)
 - District pins for give-away for club members and host families
 - Both district and club banners for host clubs
 - Gifts for the host RFE Chair, host families and presidents of clubs as well as any PDGs or special Rotarians in host clubs

5. PREPARATIONS FOR HOSTING A TEAM EXCHANGE - The Reciprocation

The D5730 team members are the official coordinators and hosts for the incoming team. All expenses incurred by the host team are reconciled/divided at the end of the exchange.

- 5.1 When determining itineraries and host clubs for visits by inbound teams, the RFE Committee must consider:
 - a. The time of year and duration of each inbound team visit so not to overwhelm the district
 - b. Provide opportunities for as many clubs as possible to participate in the program and vary exchange itineraries from other RFE inbound teams to involve as many district clubs as possible with RFE

- 5.2 An itinerary framework must be compiled by the host team/team leader to include:
 - a. Incoming flight schedule for each visiting team member
 - b. List of Rotarians meeting the incoming flights
 - c. Banner to welcome team members that can be used throughout the exchange
 - d. Nametags with lanyard for each incoming team member
 - e. Bio information on all team members
 - f. Special needs and dietary restrictions/allergies of each incoming team member
 - g. Contact names and cell numbers needed during the exchange:
 - All host Rotary families in each location
 - All Emergency contact information for each inbound team member
 - All Contact information for clubs to be visited during the tour and any special arrangements when visiting the club. (i.e. – The club president needs to be contacted ahead of time with these questions - will a slide presentation be appropriate in the club meeting location, will the club absorb the meal cost of the visiting team, remind host Rotary club that there will be a few presentations to the president of the club such as pins, banner, other gifts.)
 - All those involved in transporting visiting team while in D5730
 - h. All contact information listed in “g” above **MUST** be made available to all the following:
 - Rotary inbound team
 - D5730 host committee and anyone involved with transportation
 - All host Rotary families
 - All host Rotary clubs
 - i. A general itinerary for each day of the tour provided to all host and visiting team members, allowing for planned **personal time** for washing, resting, shopping
 - j. Appropriate transportation for duration of incoming team visit, and expenses approved by the host team
 - k. Complimentary water and snacks provided by the host team each day

*Enjoy your exchange! You are spreading good will from Rotary District 5730
and planting seeds you may never see grow in your lifetime,
while experiencing the joy of international relationships with this exciting opportunity!*

Date _____

**Please attach passport copy
to Application**

1 Application per traveler



**Participant
Application/Questionnaire
District 5730**

PLEASE TYPE OR PRINT

Country: _____

Exchange dates: _____

Travel before/after exchange, dates/location: _____

Rotarian Name: _____ Nickname _____
(Full Legal Name EXACTLY as it appears on your passport) (If applicable)

Partner Name: _____ Nickname _____
(Full Legal Name EXACTLY as it appears on your passport) (If applicable)

Home address: _____ City _____ State Texas

Home phone _____ Cell _____ email address _____

Passport #: _____ Exp.Date _____ Country of Issue: _____ DOB: _____

In case of emergency, contact name, address, phone with area code (other than travel partner)

Rotary Experience:

Home Rotary Club: _____ Years in Rotary _____

Rotary positions you currently hold: _____

Rotary positions you have held: _____

Professions: _____

Have you ever participated in RFE? _____

Are you prepared to help host an incoming RFE team from the country you are visiting? _____

Will your club help host the incoming RFE team from the country you are visiting? _____

Have you been previously been involved in GSE? _____

Physical or health limitations/allergies- pets or food restrictions : _____

Do you smoke? _____ Do you prefer a smoke-free environment? _____

Hobbies/Interests: _____

Signature of Rotarian (or Partner): _____ Date: _____

Signature of Club President: _____ Date: _____



Rotary District 5730

The Texas Panhandle, South Plains & Permian Basin



Rotary Friendship Exchange to Thailand D3360

January 5 – 20, 2019

Our region of Texas is located at the southern end of the Great Plains of the United States, geographically a vast, flat high plains, with a few hills, settled in the 1800's by pioneers who loved the wide open spaces where the sun shines 265 days per year. Our D5730 includes 62 counties, or areas, with major agricultural interests in cotton, wheat and grain sorghum, significant ranching and petroleum developments, and a fast-growing wind power industry utilizing our strong, steady winds.



*Thank You for
Hosting Us !*



RFE Team 2018

- PDG Susan and ADG Cal Brints
- ADG Brenda and PP Mike DeBons
- ADG Cindy and Jack Fisher
- Kim and DG Dan Linebarger
- DGN Bonnie and Mike Pendleton

www.rotary5730.org



Our Rotary District 5730 Rotarians represent 51 clubs and 1 satellite club, a total of 1618 members, who focus on community, youth, and outreach. Our goals include membership retention and growth, supporting the Rotary Foundation, encouraging a greater participation in global development and humanitarian service, and training and leadership development of our membership.



"Your life is your message to the world. Dare reach your hand into the darkness and pull another into the light!"





2019 THAILAND Rotary Friendship Exchange District 5730



Dan and Kim Linebarger



Dan was born and still resides in Midland, Texas. He is one of four children. After graduating from High School, Dan became self employed as a Realtor and Insurance agent. In his mid-twenties, the oil and gas industry captured his attention and he formed his first of four oil and gas operating and service companies with emphasis on drilling, pipeline construction and operations. At age 49, he became semi-retired and now spends the majority of his time traveling and volunteering.

Dan's journey with Rotary began in 1992 when he was selected as a team member for District 5730's Group Study Exchange team to South Korea. Upon his return, he joined the Rotary Club of Midland. Since that time, his involvement in Rotary has led him to be the Club's President twice. At the District level, Dan has served for 15 years as the District's representative to the Wheelchair Foundation leading numerous wheelchair deliveries into Mexico along with his personal involvement with flying medical supplies into the central Baja peninsula of Mexico. In 2010 Dan lead the District's Group Study Exchange team to District 3360 in Thailand. He has served two terms as an Assistant Governor and is currently the Governor of District 5730.

Dan feels blessed to be able to share his year as District Governor with his new wife and Rotary partner, Kim.

Kim was born and raised in the small farming community of Columbus, Kansas. She is the oldest of 3 siblings and enjoyed a wonderful childhood there with her family who raised wheat and soybeans. After graduating from high school, Kim earned a Bachelor of Science degree in Nursing at Pittsburg State University in Kansas. In 1986, she moved to Midland Texas and began her nursing career on a pediatric unit. She became a certified pediatric nurse and went on to obtain a Masters in Nursing at Texas Tech University Health Sciences Center in Lubbock, Texas. In 1991, she began teaching nursing at Midland College. Kim also served as the director of the nursing program for 5 years. Kim met Dan in 2016. He introduced her to Rotary, which she has thoroughly enjoyed and is now a member. She recently retired, after marrying Dan in March of 2018, in order to travel and help him with his District Governor duties and to share her passion of raising awareness on the problem of human trafficking. She enjoys Rotary and most of all, being with her best friend who happens to be her new husband!

Between Dan and Kim, they share three boys, one girl and two grand-children. Their combined hobbies and interests include: flying, camping, deep sea fishing, travel, muscle cars, cooking, reading, grandkids, quilting and most of all, volunteering.