



DISTRICT 9640 GROUP CULTURAL EXCHANGE

TEAM LEADER PARTICIPATION AGREEMENT

This Agreement is to be attached to, and becomes a part of, the Application form.

GCE Team Leader Applicant name: _____
PLEASE PRINT

Please read the following terms and conditions. I agree that if I am selected for the team, I will comply with these obligations and responsibilities, and sign the document acknowledging this Agreement as a binding document.

Application Requirement:

I have obtained permission from my employer to participate in this Exchange, if successful as a Team Leader.
(If approval has not been obtained please explain):

Pre-Trip Obligations, I will:

1. Actively participate in team preparation, for the purpose of forming a cohesive team that is well informed and able to manage the expectations of them, as members.
2. Learn about and share Rotary information, at a local, regional and international level
3. Ensure presentation information and documentation used by the team is professional and reflective of the ideals of Rotary.
4. Actively participate in a language and cultural training program if language differences exist between the paired districts.
5. Work with the District GCE committee in an Ambassadorial role to ensure the future of GCE across the District, facilitating communication with Rotary clubs, potential Team Leaders and among a range of professionals in community.
6. I attest that I am physically and mentally fit to thoroughly participate in an intensive program of study and travel, and I will obtain and pay for a medical exam confirming this. **Details found on the Medical Fitness Certification document.**
7. I understand and agree to self-payment of the following expenses involved in the Exchange.

- **My Visa for country of travel - Additional information for USA:** While a Visa is not required for Travel to USA, you must have an e-passport in order to use the Visa Waiver Program. An e-passport contains an electronic chip.

The USA regulations now require all travellers to apply for an Electronic System for Travel Authorisation (ESTA) before boarding your flight. The following restrictions for applying, include:

The US Government announced on 6 March 2017, that temporary immigration measures would come into force on 16 March 2017 for citizens of Iran, Libya, Somalia, Sudan, Syria and Yemen for a period of 90 days. Australian passport holders travelling on their Australian passport (including dual nationals of Iran, Libya, Somalia, Sudan, Syria and Yemen) are not affected by these measures. With limited exceptions, Australians who have travelled to Iran, Iraq, Libya, Somalia, Sudan, Syria or Yemen since 1 March 2011 must apply for a United States visa as they are no longer eligible to have an ESTA or enter the United States under the VWP.

- **Vaccinations** – as determined by you, in consultation with your Travel and/or medical advisor for the USA
 - **Travel & Medical Insurance** – is covered by the Rotary Australia National Insurance Scheme.
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 - **Gifts for host families, Presentation and Marketing material for Rotary Clubs, my own personal expenses, all pre-exchange arrangements, including visits to Rotary meetings and the selection weekend costs.**
8. The GCE selection committee has the final authority on the team leader Team leader selection and no negotiation or appeals process is applicable
 9. The Round-trip airfare is paid by District 9640, traveling economy class, with the point of departure determined by the sending district (D9640) and the point of entry determined by the receiving district.

Exchange Safety:

1. If the sponsoring or host district determines, in its sole discretion, at any point in the GCE process, that GCE participant's safety in the host country is, or could be, at risk, the District may require that the GCE itinerary be modified, cancelled or indefinitely postponed. If already in the host country, the team may be asked to return home at short notice. In such instances, I agree to abide by Rotary's decision as to what, if any, alternatives are available to the GCE team where a trip has been modified, cancelled, or postponed due to safety concerns.
2. Should I be required to return home prematurely due to travel safety concerns, and I choose to stay, I accept all responsibility for my return trip and my safety whilst in the country.

3. I will refrain from engaging in dangerous activities for the entirety of the GCE exchange. When in doubt, I will discuss with the GCE Chairman from District 9640, for clarification by the District, before undertaking the activity.
4. While on exchange, I will participate in Vocational and Cultural activities, but understand that I cannot perform any procedures or professional activities, regardless of my registration and/or authorisation in Australia, that would place another person at risk. I understand that Professional Indemnity cover as a professional is not binding under the scope of this GCE Exchange.
5. While participating in GCE, I may be involved in some activities that: expose me to disease, injury, sickness, strenuous physical activity, inclement weather, political unrest, cultural misunderstandings, physical injury or harm, crime or fraud. I understand these risks in relation to the country of the exchange, and personally assume responsibility for all risks involved with this GCE experience.
6. If I, because of serious illness, injury, or for personal reasons, am unable to complete the Exchange and must return home, District 9640 will not be responsible to pay for transportation arrangements above the original cost of purchased tickets. Under certain situations, I may be asked to reimburse this Rotary District for airfare costs paid for by this District. Nor will Rotary International, neither the District nor its clubs, assume any additional costs including the cost of any medical care or treatment, now or in the future.

Exchange Responsibilities:

1. A high standard of behavior and deportment is expected from the Team Leader that reflects credit on Rotary, District 9640 and the exchange country. If inappropriate behavior warrants dismissal from the team, the Team Leader will be responsible to reimburse District 9640 the cost of the round-trip airfare that was paid.
2. I will obey all applicable laws of the host country.
3. I agree to travel with the team during all scheduled team or host family activities, except during those periods when individual activities are specifically provided.
4. I will have sufficient funds to meet personal and incidental expenses while abroad.
5. I am solely responsible for my actions and property while participating in and traveling to and from GCE activities.
6. I do hereby release Rotary International, this Rotary District and its clubs from liabilities, responsibility and obligation, either financial or otherwise, beyond providing the opportunity to be part of this Group Cultural Exchange experience.
7. I agree not to make arrangements with friends or family with whom I have acquaintance and who are living/visiting in the host district or area for the entire length of the exchange.
8. Family members or friends may not accompany the team during the tour under any circumstances.
9. Post Exchange travel is an option as the team does not need to arrive home from the Exchange at the same time, however, understand that all Rotary responsibilities and liabilities cease at the completion day of the GCE.
 - a) Where additional travel requires a change to the flight arrangements, and additional costs incur as a result of the change, the individual is responsible to pre-pay the district for the additional costs.
 - b) All arrangements to extend a tour must be communicated to the Team Leader and to the hosting GSE Chair.
 - c) All arrangements to extend a tour must be finalised prior to departure. Arrangements are not to be made or changed during the GCE, this includes during touring hours and also during time spent with a host family.

Post-Trip Obligations. I will:

1. Participate in the preparation of a post-tour presentation for use at Rotary club meetings, district conference, foundation events, or other Rotary events as requested.
2. Within three months of my return home, I will complete and submit a GCE End of Exchange Evaluation of my tour experiences. The Team Leader is responsible to submit all forms to the GCE chair.
3. Take every opportunity after the tour to share what I have learned through informal contacts and by addressing Rotary clubs, Rotary events, and other appropriate organisations.
4. Seek approval from my employer for them to provide feedback to the GCE Committee regarding my professional growth and development resulting from the GCE.
5. I authorise Rotary to share photos from my Evaluation, or from other sources, for promotional purposes to further the Object of Rotary, including but not limited to Rotary publications, advertisements, and websites. I do not authorise Rotary, or any other entity to use these photos for any commercial purpose.

By my signature, I attest that I have read, understand, and agree with the above Terms of Participation, and that if I am selected to be a member of the GCE team, that I will comply with all of the above Terms of Participation.

Signature

Date

CHECKLIST OF INFORMATION TO BE PROVIDED TO THE GCE COMMITTEE

GCE Leader Application – signed and dated	Yes/No
One (1) page attachment of additional information	Yes/No
Rotary Club endorsement signed	Yes/No
GCE Team Leader Participation Agreement – signed and dated	Yes/No
I accept that the initial assessment of applicants will be on the basis of my application as submitted. Short-listed candidates only will be invited to the weekend selection where candidates must pay the cost of their accommodation and meals estimated at up to \$130 (as arranged by the District Committee)	
	Yes/No
Health Certification Document signed by Medical Practitioner attached	Yes/No

Signature of Applicant Date.....

Phone..... Mobile phone.....

e-mail.....

Applications must be forwarded to the following address after processing by the Sponsoring Rotary Club:

Sue Lea

10 Pinaroo Crescent

ASHMORE

QLD 9726

leasuekev@bigpond.com

Emailed applications are preferred, but mailed responses are acceptable

If any issues arise with application uploads, please call Sue on **0417 817 964**