

DISTRICT ROTARY PEACE FELLOWSHIP SUBCOMMITTEE MEMBER GUIDE

Congratulations on being asked to serve on your district's Rotary Peace Fellowship Subcommittee! Your work is important to furthering Rotary's mission.

The Rotary Foundation Board of Trustees have given you the following responsibilities:

- Serve as a district expert and resource on all Rotary Peace Fellowship opportunities.
- Recruit candidates by promoting the Rotary Peace Centers program in your district.
- Support candidates by providing suggestions to enhance application quality.
- Encourage club involvement in recruiting and supporting fellowship candidates.
- Interview candidates to determine which candidates should be endorsed.
- Work with the district alumni chair to identify peace fellows and involve them in district alumni activities

Recruit candidates

Here are a few ways you can recruit candidates:

- Present to local Rotary clubs and encourage them to promote the program in their networks.
- Identify local organizations or agencies that are involved in peacebuilding. Present to them or send them more information about the fellowship.
- Help candidates decide which program best matches their interests, experience, and goals.
- Look at your personal and professional networks to see if there are any potential candidates.

Resources for recruiting candidates, including a PowerPoint presentation and call-for-applications can be found on our [website](#).

Support candidates

Here are a few ways you can support candidates:

- Introduce candidates to Rotary. Show them how Rotary works in your local community and how the Rotary Peace Fellowship fits into Rotary's overarching work. Bring them to a club meeting. Introduce them to local Rotarians. Establish a relationship between the local Rotary network and the candidate.
- Help candidates choose the Rotary Peace Center that's the right fit for their goals and interests.
- Review applications and offer feedback for improvement.
- Be an effective liaison. As the candidates' main Rotary contact, you represent Rotary to them; exemplify the values of The Four-Way Test in all of your interactions with candidates.
- This application process, and Rotary in general, may be unfamiliar to many candidates. Please be patient with them and responsive to their questions.

Because your role on the subcommittee is not an officer position, you do not have access to the online application platform. The District Governor, District Rotary Foundation Chair, and District Rotary Peace Fellowship Subcommittee Chair are the only ones at the district level who have access, and can download and share a copy of the applications with you for review. Due to the personally identifiable information that candidates include in their applications, we ask that you shred or delete application copies when you are done with them. To learn more about protecting our candidates' data, complete the Protecting Personal Data course on the Rotary Learning Center.

Interview candidates

All qualified candidates must be interviewed by the District Rotary Peace Fellowship Subcommittee. We recommend that you interview candidates in person, if possible. A phone or video call is also sufficient to interview candidates that may not be able to travel to the interview location.

Sample interview questions:

- Why are you interested in the Rotary Peace Fellowship?
- What work have you done in the peace and development field?
- How do you think the fellowship will advance your career?
- What do you know about Rotary? Would you be a good representative of Rotary?
- How will you handle the stress of living in a different culture?
- How will you adapt to an academic environment?

Serve as a district expert

We want you to be a subject matter expert on the Rotary Peace Fellowship. Familiarize yourself with the program and stay up to date with what's happening at our centers. Get acquainted with the program by completing the All About the Rotary Peace Fellowship and Engaging with the peace fellowship program courses in the MyRotary [Learning Center](#).

Involve alumni

Peace fellowship alumni are located in all corners of the world. You can connect with local alumni and enlist their help recruiting candidates and promoting the program. Email alumni@rotary.org to get connected with alumni near you.

Thank you for all of your work and support of the Rotary Peace Fellowship!