



Group Study Exchange

AN INTERNATIONAL EXCHANGE PROGRAM
FOR YOUNG PROFESSIONALS

PROGRAM GUIDE FOR ROTARIANS





We are pleased to present the *Group Study Exchange Program Guide for Rotarians*, a resource for district GSE chairs, team leaders, district governors, and other Rotarians working with The Rotary Foundation's GSE program.

We hope you will use this program guide to familiarize yourself with this international exchange program for young professionals and as a comprehensive reference for the program's rules and regulations.

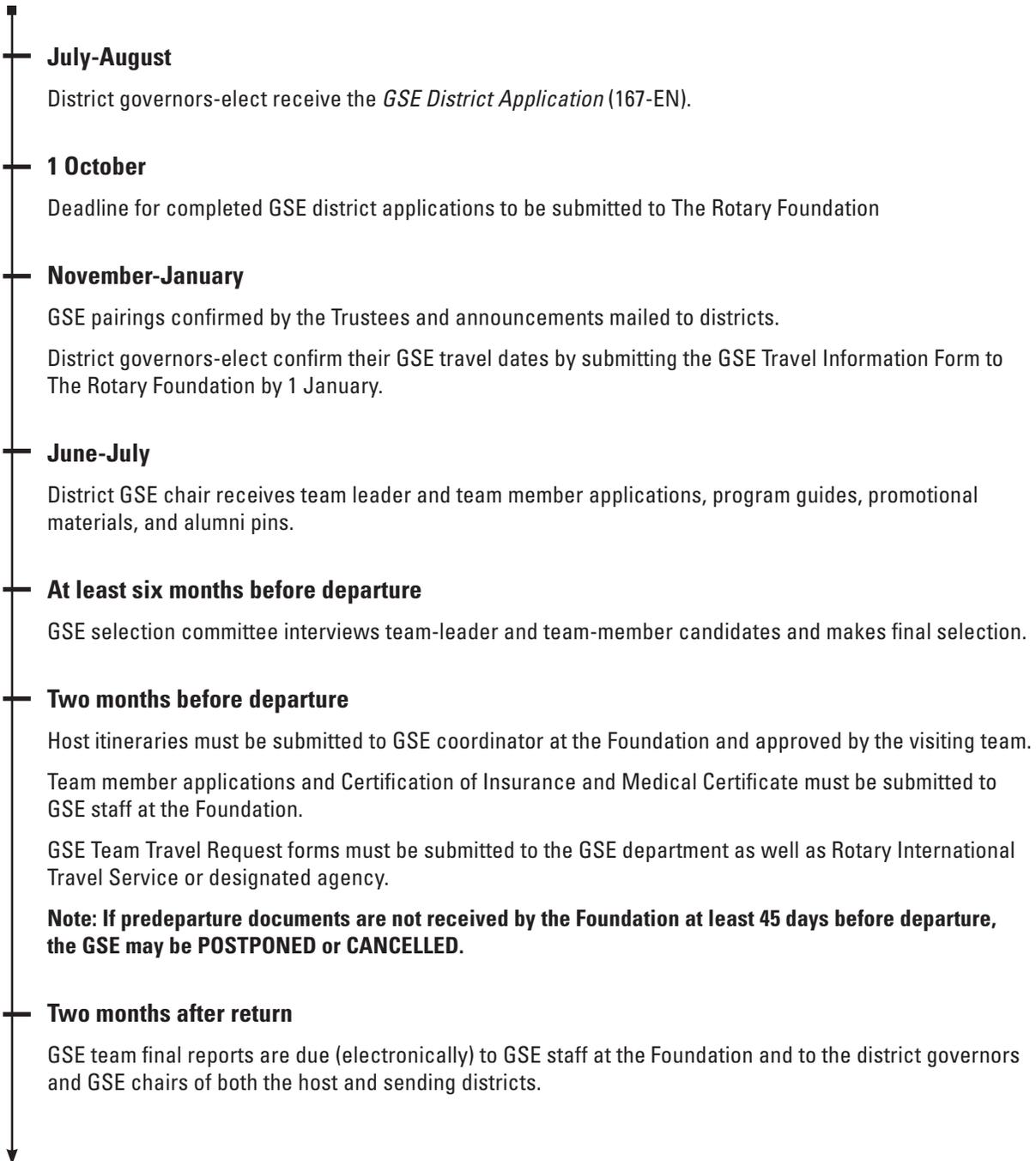
The information in this program guide is accurate at the time of publication. However, because it is produced a year in advance of the Foundation program year, the Foundation Trustees reserve the right to change program guidelines when circumstances warrant. In addition, other circumstances beyond our control may influence such details as travel arrangements and requirements for specific countries. Host and sponsor GSE subcommittees, team leaders, and team members should be aware that some requirements may have changed by the time the GSE team travels. If a policy in this program guide is contrary to a law or legal statute within your district, contact the GSE department at the Foundation to initiate a Trustee waiver procedure.

Contents

GSE Timeline	2
Introduction	3
Section 1: GSE Participation and Pairings	
Appointing a GSE Subcommittee	6
Completing and Submitting a <i>GSE District Application</i>	8
GSE Pairings	8
Pairing Announcements	9
International Assembly	9
Section 2: Hosting	
Hosting a Team	10
Section 3: Sponsoring	
Sending a Team	16
Selection and Orientation	17
GSE Travel	22
Exchange Evaluation and Alumni Development	24
Section 4: Quality Program Implementation	
Probationary Status	25
Award Withholding	25
Probationary and Withholding Procedures	26
Cultural Sensitivity	26
Sexual Abuse and Harassment Prevention	26
Complaint Resolution	27
GSE Frequently Asked Questions	27
Cancellation of a GSE	28
Resources	29
Section 5: Appendices and Forms	
Subject Index	30
GSE Team Travel Request Form	31
Rotary International Travel Service (RITS) Designated Travel Agencies	32
GSE Team Travel Local Purchase Request Form	33
Certification of Insurance and Medical Certificate	35
GSE District Conference Subsidy Request Form	37
GSE Internal Travel Subsidy Request Form	38
GSE Language Training Grant Request Form	39
GSE Forced Overnight Subsidy Request Form	40
GSE Program Enhancements <i>SHARE</i> Options Request Form	41
Electronic Funds Transfer (EFT) Information Sheet	43
Biographical Data Form	45
GSE Final Report	47-48
GSE Evaluation Form	49-50
Host District Evaluation	51
GSE Newstip	53

GSE Timeline

Below is a general timeline to aid Rotarians in successfully planning the district's Group Study Exchange (GSE).



Introduction

What Is Group Study Exchange?

Group Study Exchange is an educational program of The Rotary Foundation wherein Rotary districts in different countries are paired to send and receive professional study groups of non-Rotarian team members and one Rotarian team leader to travel for four to six weeks, staying in the homes of Rotarians when possible. A traditional GSE team consists of four team members plus a Rotarian team leader. Districts have the option to finance up to two additional team members with their District Designated Fund (DDF). (Please see the *SHARE* Program Enhancements section on page 4.)

Goals and Objectives

The Group Study Exchange program is a unique cultural and vocational exchange opportunity for young business and professional men and women in their initial years of professional life. The program is designed to develop professional and leadership skills among young adults so that they can address the needs of their communities and an increasingly global workplace. GSE offers Rotarians the opportunity to participate in sending, receiving, and sharing educational experiences of study teams that will enhance Rotary's worldwide mission.

GSE participants follow an extensive and rigorous program of international travel and team activities.

- **Vocational visits**
 - Provide opportunities to observe vocations as practiced in another country
 - Impact team members' long-term careers through participation in an organized program of study, discussion, and reciprocal exchange of ideas in their respective fields
- **Cultural experiences**
 - Allow participants to study another country and its people, language, and institutions through experiences in an organized and meaningful host program
 - Promote an appreciation of cultural diversity worldwide
- **Fellowship opportunities**
 - Encourage team members and hosts to meet, communicate, and live with each other in a spirit of fellowship and goodwill
 - Consider each other's problems, aspirations, and community concerns
 - Foster lasting friendships and international understanding
- **Rotarian involvement**
 - Offers Rotarians specific, practical, and meaningful opportunities for international service by providing young, formative professionals a different perspective of their vocation in another country and culture

The impact that Rotary International has had and is having on humanity around the globe is truly inspiring. The trips can be nothing short of life-changing, and the Rotary organization is definitely making the world a better place: one trip, one member, and one club at a time. Upon my return, I became the newest member of our local Rotary club.

— GSE TEAM MEMBER FROM DISTRICT 5570 (OKLAHOMA, USA) WHO PARTICIPATED IN AN EXCHANGE WITH DISTRICT 4480 (BRAZIL)

The Role of the GSE Coordinator at The Rotary Foundation

- Provides advice and support materials for planning a GSE
- Provides information on previous exchanges in your district
- Assists in contacting the partner district if necessary
- Receives and reviews all predeparture documents and reimbursement requests

Remember to consult this program guide before contacting your coordinator, as it contains answers to many of your questions.

GSE Awards

To apply for a GSE award, each district must submit a completed *GSE District Application* (167-EN) signed by the district governor-elect (DGE) and district Rotary Foundation committee (DRFC) chair. See page 8 for details on how to complete and submit the application. District GSE applications can be approved only if World Fund or DDF has been secured for the relevant program year.

World Fund GSE Awards

- Districts may apply for a World Fund Award to send a GSE team every program year, regardless of the district's contributions to The Rotary Foundation (TRF).
- Districts may carry out a GSE by both sending and receiving a team in the same program year. However, World Fund Awards cannot be accumulated from year to year.

Additional GSE Award

- In any program year, districts may opt to allocate a portion of the DDF through *SHARE* to cover the expenses of an additional exchange. The cost for one district to send a GSE team using DDF is US\$11,000 (or \$6,000 for a Neighboring Country GSE).
- DDF funding must be allocated through *SHARE* at the time the district applies to send a GSE team.

- Districts may send a maximum of two GSE teams per year, one through the World Fund and the other through DDF.

Donated GSE Awards

- A GSE funded by DDF donated from the partner district may be carried out by districts sending and receiving a GSE team in the same program year.
- DDF for a GSE team may be a "true donation" of US\$11,000 (\$6,000 for neighboring countries) or a "split donation." A split donation occurs when the donating district contributes half the cost of sending a GSE team (\$5,500, or \$3,000 for neighboring countries), and the partner district allocates the remaining half of the DDF cost.
- Donations may be made for either the full cost or half cost of the GSE; no other DDF increments can be donated.
- The donating district is responsible for both its donation to the partner district and funding its own GSE team, either through the World Fund or DDF.
- World Fund Awards may not be donated by one district to another nor split over two program years.

SHARE Program Enhancements

The district can plan to use one of the following enhancements if a request is made to allocate sufficient funds in the district's *SHARE* account. (An application for each enhancement is on page 41.)

Additional Team Members

- A district may include up to two additional team members by allocating from its DDF US\$2,000 per team member or \$1,000 per Neighboring Country GSE team member. Travel tickets for additional team members cannot be issued until the GSE coordinator verifies that sufficient DDF has been allocated.
- A letter of approval or indication on the GSE application by the host district governor is also required before additional team members may be authorized.

- **Team Orientation**

- Districts are eligible for a US\$500 orientation subsidy if \$500 in DDF is allocated toward this *SHARE* option.

- This enhancement is meant to offset costs of planning and conducting orientation programs for outbound GSE teams. It can also be used to defray the costs of GSE team participation in a multidistrict orientation seminar.

Twelve hours of orientation training are mandatory before departure for all GSE team members.

- **Language Training Enhancement**

- Districts are eligible for additional funding (exceeding the US\$1,000 provided by TRF) for language training if the amount is allocated toward this *SHARE* option.

The Rotary Foundation Pays for

- The least expensive transportation for each team's travel from a common point of departure in (or nearest to) the sending district to a point of entry in (or nearest to) the host district and return between the same two points
- Additional costs that may result from an unavoidable cancellation of tickets for team member(s) or team leader unable to accompany the team and the subsequent reissue of tickets for alternate team member(s) or alternate team leader
- Hotel accommodations and meals, up to US\$150 or equivalent per person, for a forced overnight stay when RITS's travel routing has deemed it necessary; or up to \$100 for a day room, including layovers due to misconnecting flights. Reimbursements are sent by TRF upon completion of the exchange and submission of all relative receipts
- Program subsidies based upon a district's eligibility and the allocation of DDF. Additional subsidies are available to **districts in low-income countries**. Program subsidies remain the same, regardless of team size (see page 41 for details)

The Rotary Foundation Does Not Pay for

- Transportation to and from airports
- Entry and exit taxes
- Visas
- Insurance costs
- Cost of inoculations/immunizations
- Expenses connected with optional 24-hour stopovers en route to host district
- Personal travel expenses
- Penalties resulting from changes in personal travel arrangements, including optional stopovers
- Any increase in airfare or fees resulting from early departure from the exchange
- Excess baggage charges, shipping charges, and flight cancellation insurance
- Increases in airfare due to late or incomplete submission of documents and information, or delay in finalizing travel arrangements

A GSE may be postponed or cancelled if the team's predeparture documents are not received at TRF at least 45 days in advance of the team's scheduled date of departure. All travel plans, including personal post-exchange travel, must be finalized one month before departure.

GSE Participation and Pairings

APPOINTING A GSE SUBCOMMITTEE

The district governor (DG) appoints a GSE subcommittee composed of at least three members whose terms are staggered. The district governor-elect (DGE) must be a member of the subcommittee and, with the DG, should select its members. The GSE subcommittee is different from the GSE selection committee, which is responsible for selecting the district's GSE team. The DG and DGE participate on both the subcommittee and committee.

The District GSE Subcommittee's Responsibilities Are:

- Ensure there is enough club and district support for the outbound and inbound teams

- Distribute GSE materials and resources
- Publicize the program
- Prepare teams before departure by organizing an orientation program
- Prepare host itinerary and logistics
- Ensure program policy adherence
- Determine important district GSE deadlines
- Act as liaison between club committees and the GSE staff at TRF
- Organize post-exchange follow-up and ensure submission of final reports to TRF

The district GSE subcommittee does not select team members. See “Building a Selection Committee” (page 17).

Obtaining Club Approval

It is no longer necessary for a district to obtain formal approval of a GSE (by ballot or resolution) from two-thirds of the Rotary clubs in the district.

Variations in the Traditional GSE

No Trustee approval is required for the following types of exchanges, with the understanding that all candidates must meet the GSE team member eligibility criteria:

Single-Vocation Teams (also referred to as univocational or special focus GSE teams)

A GSE team may be composed of members from one vocation (e.g., all physicians, ecologists, drug-abuse counselors, or teachers).

Designing your GSE

GSEs with a high degree of focus, planning, and orientation are the most successful. Consider the district's overall international service goals and determine how your GSE may contribute to them.

In what other Foundation programs does your district participate?

If your district has completed a Matching Grant project with another district, a GSE is an excellent follow-up to the project.

What are the predominant industries in your district?

Perhaps you can seek partner districts with similar industries.

What key issues is your district addressing through Rotary service: literacy, health care, the environment, or other areas?

A GSE team composed of specialists from these fields would be a unique extension of a club or district project.

What areas of the world has your district visited in the past five years?

Vary your pairing history. If your district hasn't recently sent a GSE team to Southeast Asia or a low-income country, perhaps you should work to find a partner from that area of the world.

Cultural Teams

A team may be formed by sharing its artistic, educational, or cultural backgrounds and talents (such as musicians, artists, linguists, museum curators) with the host communities involved.

Joint-District GSEs

Two adjacent districts may join to conduct a GSE, provided that the outbound team comprises members from both districts and the inbound team's itinerary will include points of interest, vocational activities, and host-family stays in both districts during the reciprocal portion of the exchange.

Neighboring Country GSEs

Districts are able to participate in an exchange with their neighbors for a reduced catalog cost of US\$6,000 of DDF.

- A Neighboring Country GSE is an exchange between any two districts located in countries that have a common border or exist in close proximity.
- In multicountry districts, the neighboring country pairing must be based on travel between localities that have a common country border or exist in close proximity.

If it is unclear whether your district qualifies for a neighboring country exchange with a particular country, contact the GSE staff at TRF.

Humanitarian GSEs

Many GSE teams have found the perfect way to build upon the friendships developed during their exchanges: seeking out humanitarian needs in the host district and returning home with a TRF grant proposal. For example, a community in the host district may have limited access to fresh water, rehabilitation facilities, or immunization services. Perhaps its schools do not have adequate supplies. Whatever the need, there is no better way to further strengthen the bonds between districts than to follow up a GSE with a humanitarian grant project. Districts should seek team members who can use their expertise to help identify projects and should request that they report on potential projects as part of the debriefing process.

Trustee Review and Approval Is Required for

GSEs to Non-Rotary Countries

Since its inception in 1965, the GSE program has primarily focused on exchanges between teams from Rotary countries. In recent years, several exchanges have taken place with countries not yet fully initiated into Rotary, such as Vietnam. On an exception basis and with Trustee approval, a district may donate its DDF to a non-Rotary country to carry out a GSE. The catalog cost of such an exchange will be equal to the cost of a regular GSE.

The two Rotary clubs in the People's Republic of China (Beijing and Shanghai) are now eligible to apply for a joint World Fund Award to send a GSE team every year. However, China is an increasingly popular GSE partner request. Therefore, TRF recommends that districts interested in pairing with the clubs in China first contact them to confirm their interest in pairing before submitting a *GSE District Application* (167-EN).

Contact the GSE department at TRF for more information on the Trustee guidelines and proposal procedures.

Finding Future Partners

If your district GSE subcommittee has specific ideas about countries it wishes to exchange with in the future, the district may wish to seek a GSE partner several months in advance. Here are a few ways that the district can increase its likelihood of finding a GSE partner:

- Send e-mails, faxes, or letters to potential partner districts.
- Take advantage of Rotary International meetings and events to establish relationships and contacts.
- Provide the DGE with a target list of districts or regions for networking at the International Assembly. There may be a special GSE meeting point for districts looking for future GSE partners.
- Encourage the DGE to distribute the district profile to potential partners and collect contact information for future years.
- Remind the DGE that agreements made at the assembly for future years should be

Creativity and focus in practice

In the 2006-07 program year, District 1670 (France) sent a univocational team of five doctors to District 6780 (Tennessee, USA). The team jointly visited more than 35 health care institutions throughout the district, including hospitals and medical schools. Members also made individual visits pertaining to their medical specialty.

Tips for success

- Enlist past team members and team leaders in promoting the program at club meetings.
- Highlight the vocational service aspect of GSE and call on Rotarians to showcase their professions.
- Emphasize the integration of GSE with other TRF programs.

discussed in the district and followed up later in writing.

- Letters of commitment between DGEs are not binding but are helpful in documenting the dialogue that eventually leads to an exchange agreement.
- Inquire about the partner district's plans to send one or more GSE teams and make sure that funding is available, or discuss a DDF donation scenario.

Districts should not make arrangements more than three years ahead of time. This allows future district leaders to play a role in determining exchanges that will take place during their tenure. *The GSE staff at TRF assists with GSE pairings for the upcoming program year only and not for future program years.*

COMPLETING AND SUBMITTING A GSE DISTRICT APPLICATION

The DGE, in conjunction with the DRFC chair, must submit the *GSE District Application* (167-EN) for his/her year of leadership. The completed application must be received (not postmarked) by the GSE department at TRF no later than **1 October** of the Rotary year preceding the exchange. Please refer to the GSE timeline (page 2).

District applications and instructions are sent to all DGEs in July of each year. The application can also be downloaded from the RI Web site at www.rotary.org. A district application must

- Indicate the type of funding that the district will use to cover the expense of sending its GSE team (see page 4 for GSE funding options)

We thought we had an agreement.

"The other district promised they would pair with us and now we find out they have a match with somebody else!" Similar situations happen every year. To prevent misunderstandings, be sure that the potential partner district's commitment is stated in writing. Remain in regular contact with the district and remind the partner DGE/DRFC chair of this agreement as the application deadline approaches.

Districts should not make commitments that they cannot keep. Making too many commitments in a single year is unfair to the districts sharing the commitment, and may leave a district without a GSE partner.

- Cite a clear purpose and goal to be achieved by the exchange
- Discuss the types of activities, locations, and sites that the visiting team might expect to see
- Present a plan for accommodating incoming team members
- Indicate the district with which a pairing has been prearranged. If the district does not have a prearranged pairing, indicate the district's top three geographical preferences for a partner district (see "GSE Pairings" section)
- Include the DGE's and current DRFC chair's signatures on the application before submission

Districts may apply to send up to two GSE teams per program year (one funded by World Fund and one funded by DDF). Each exchange requires a separate application.

GSE PAIRINGS

Self Pairing

Districts that have arranged to pair with a specific district for a given program year must indicate their intentions in the "Prearranged Partnerships" section of the *GSE District Application* (167-EN). Only districts that have reciprocally listed each other will be presented to the Trustees as a self pairing. **DO NOT** list potential or preferred partner districts that have not agreed to a pairing with your district.

The Trustees recognize the value of self pairings and give favorable consideration to those partnerships that explore diverse cultures, languages, and regions.

Trustee Pairing

Each year, approximately 40 percent of districts applying for a GSE award are unable to find a partner before the **1 October** application deadline. In this case, the Trustees will match the district with an appropriate partner based on pairing history, availability, and geographical preferences.

On the application, the district should list, in order of preference, three areas with which it would like to be paired. Do not list a specific

district as a preference unless a reciprocal agreement has been made with another district (see “Self Pairing”). TRF encourages selecting geographical regions that the district has not paired with in the last 5 to 10 years.

The Trustees reserve the right to determine how districts will be paired regarding geographical areas, socioeconomic factors, and other cultural considerations. Districts should be flexible when requesting specific geographical areas, as the pool of available partner districts varies from year to year. Once assigned a GSE partner, districts should honor the pairing and strive to make the exchange a successful one. If Trustee GSE pairings are cancelled, there is no guarantee that TRF will be able to confirm an alternate partner district.

District Profiles

Profiles of each district’s GSE pairing history can be compiled upon district request. Contact your GSE coordinator for details.

PAIRING ANNOUNCEMENTS

GSE pairing decisions are announced to applying Rotary districts by January of each year. DGEs will receive electronic confirmation of their pairing, along with a GSE Travel Information Form to complete with details about travel dates, departure/arrival city in host district, and accommodations. The completed form must be submitted to the GSE department by 1 January. When the DGE receives notification of a pairing, he or she should

- Contact the partner DGE to confirm the pairing and complete the GSE Travel Information Form together by e-mail. DGEs can get in touch with their counterparts by using the GSE Forum in the Member Access section of the RI Web site at <https://riweb.rotaryintl.org>. For more assistance in obtaining the partner district’s contact information, contact your GSE coordinator.
- Resolve concerns about the pairing by contacting the GSE coordinator.
- Inform the district of the upcoming GSE partnership through the district newsletter or a general announcement. This is also the perfect time to request club assistance in seeking team member candidates.

What to Do if You Did Not Receive a Pairing

Although the district may have submitted a GSE application, this does not guarantee that the district will receive an award. If the district does not receive a pairing by January, GSE staff will work with the DGE during the International Assembly to secure a partnership for the district. Contact the GSE department for the options available to your district.

INTERNATIONAL ASSEMBLY

DGEs should *not* plan to seek a GSE partner at the International Assembly, as almost all pairings are finalized well before then.

The GSE subcommittee should brief the DGE on the tasks that must be accomplished at the International Assembly in order to successfully implement a GSE.

DGE Tasks

- Meet the DGE of the GSE partner district in person. DGEs will be seated next to their GSE partners during one or more plenary sessions of the International Assembly. The days and times of those sessions will be announced so that partner DGEs can identify one another in the plenary hall.
- Clarify/confirm departure and arrival dates of the visiting and departing teams.
- Communicate expectations of host itineraries, number of team members, language abilities, and vocational focus.
- Ensure that both DGEs have submitted the completed GSE Travel Information Form to the GSE department to confirm details about the exchange.
- Visit TRF’s booth to clarify any GSE questions and to submit any remaining GSE documentation to TRF staff.

Tips for success

- If you have arranged a pairing with another district, submit both of your completed applications before the 1 October deadline and the Trustees will approve your pairing in advance.
- Written communication of intent to participate in GSE does not qualify as an application. All districts must submit a *GSE District Application* (167-EN) to TRF.

District self-promotion in action

The DGE comes to the International Assembly with 5 to 10 district profile packets. The packets include samples of prior year GSE itineraries; photos or videos of places of historical, cultural, or civic interest in the district; contact information for the district GSE chair; and a proposal for a future GSE. The DGE uses these packets when meeting with DGEs from targeted districts and proposes a future exchange.

SECTION 2

Hosting

HOSTING A TEAM

The Host District's Financial Responsibilities

All financial responsibilities begin from the time the visiting team arrives in the host district. These include

- Meals and lodging for the team
- Internal travel during the tour, including transport from and to the airport (low-income districts should see the GSE Internal Travel Subsidy Request Form on page 38)
- Public accommodations (hotels, motels, etc.) when necessary or homestays aren't available
- Participation in the district conference, if the GSE team will be attending (see GSE District Conference Subsidy Request Form on page 37)

Publicizing the Program

- Send news releases to leading newspapers throughout the district promoting the GSE program.
 - Emphasize the educational and ambassadorial purpose of a GSE.
 - Specify the country the team will visit and the time of travel, if it has been determined.
- Explain that applicants for team membership should apply through their **local Rotary clubs**.
- Arrange for speakers at weekly Rotary club meetings to promote the program. Speakers may include past GSE team members and team leaders residing in the district and GSE subcommittee members.

- Network with Rotarians, other local residents, and international organizations whose members may have lived in the country your team will visit.
- Request assistance from Rotarians who are in advertising or public relations.
- Advise local business, professional, and other groups that speakers are available to promote this international opportunity to potential team members.

Communicating with the Partner District

- Determine the duration of the visit.
- Agree on the point of arrival and departure in the host district (or nearest to it, if necessary). **The GSE team must arrive and depart from the same city in the host district.**
- Send information on your district's country(ies) to the GSE subcommittee of the partner district. Information on climate, clothing, customs, etc., is particularly helpful.
- The sending district should provide the visiting team members' biographical and vocational data to the host district at least three months before the team's departure. Details about each team member's professional qualifications and vocational expectations must be clearly outlined to the host district to ensure that the vocational aspect of the exchange meets the team's needs. If the host district does not receive this information, it will be unable to organize a rewarding and appropriate host district itinerary tailored to the team's professional background.

Finding Host Families

- Ask clubs to recommend potential host families and provide their names, addresses, telephone and fax numbers, e-mail addresses, and any other useful information, such as number of family members in the household, ages of children, and occupations of working family members.
- Ask clubs to send suggestions to the committee at least four months before the visiting team arrives.
- Consider creating a sign-up sheet where Rotarians can commit to hosting for specific dates and lengths of time.

Hosting Teams in Alternate Accommodations

Program policy requires that districts host the GSE team in Rotarians' homes. However, this may not always be possible and the host district will assume responsibility for finding suitable alternative accommodations.

- Explain in the *GSE District Application* (167-EN) why your district cannot provide homestays.
- The host district is responsible for covering the costs of alternate accommodations such as hotels or motels.

Preparing a Host Itinerary

The host district is required to provide a final itinerary to the visiting team and TRF at least **two months before the team's departure**. **Failure to do so may result in postponement or cancellation of the team's travel.** Before travel tickets are issued for the team, the sending district should approve the final itinerary, indicating that it agrees with the type and number of vocational days provided and the contact information available.

Your itinerary is a day-by-day, location-by-location listing of the activities planned for the team's visit. Include contact information for each stop along the way so that GSE team members may inform their families at home.

Host districts must host visiting GSE teams for **four to six weeks**. Any exceptions to the duration of the exchange must be petitioned to TRF.

- **Five vocational study days per team member**
 - Assign a GSE subcommittee member to coordinate the vocational aspect of the exchange.
 - The five days required per member for vocational study need not be consecutive but can be separated, depending on when members have opportunities to meet individually with representatives of their respective fields.
 - Vocational study days must match the team members' professions. **The importance of vocational study cannot be overemphasized.** It is often difficult for professionals to take an extended leave of absence from their jobs. Valuable vocational visits are essential to reinforce to employers the specific professional benefits that GSE can bring to both the company/organization and the employee.
- **One or two days of complete, isolated rest** immediately following the welcoming ceremonies after the team's arrival and before the official study tour begins to help the team overcome jet lag

The rest period is **required** and must be in a hotel rather than in Rotarians' homes. There should be no planned activities and as little Rotarian contact as possible. The host district is responsible for expenses during this rest period.
- **At least a half day free** in the middle of each week and one free day each weekend for team members to relax. Free time means that no activities are planned for the team either by host Rotarians or host families.
- **A one- or two-day, midtour isolation period** at the host district's expense with no Rotarian contact — somewhere away from it all, perhaps in a quiet resort hotel — to provide the team an opportunity to compare impressions, assess the tour's progress, and strengthen team spirit

Include an opportunity for the team leader to meet the host district GSE chair or DG, preferably right after the one- to two-day isolation period. This will allow time for a debriefing on any problems with the GSE and provide an opportunity to correct them.

Tips for a successful GSE

- Prepare the host itinerary at least four months before the GSE study tour.
- GSE chairs should be in contact at least five months before the scheduled visit to plan their districts' activities.
- GSE teams should spend an adequate amount of time with host families.
- Ensure that all host clubs are trained and ready to accept a GSE team.

The GSE subcommittee can plan a travel route for the visiting team, using the team's daily schedule of activities and a map of the host district that shows each Rotary club's location. In doing so, the subcommittee should remember

- A study tour does not have to cover the entire district. Large districts should develop a plan so that over several years, various GSE teams will visit each region of the district in turn.
- The team must remain together at all times, except when it is with host families and possibly during vocational study days, if one particular city cannot provide opportunities for all team members to study their individual professions.
- Team members should live with each host family from four to seven days to help them reduce travel fatigue and get to know their host families better.

Tips for a successful host itinerary

The itinerary should include as many of the following sites as possible:

- *The city.* Local architecture, public transportation system, important buildings, historical sites
- *The country.* Areas of natural resources and scenic beauty, historical locations
- *Government.* Seats of government, discussions with officials
- *Justice system.* Judicial courts, law offices, prisons, police headquarters
- *Education.* Schools, colleges and universities, technical institutes, ministry of education
- *Social services.* Government and voluntary welfare agencies, service institutions
- *Agriculture.* Animal and crop farms, dairies, ranches
- *Commerce.* Banks, shopping malls, stock brokerages, business establishments
- *Industry.* Manufacturing firms, food processing plants, local industrial trade centers
- *Research.* Laboratories, research and development institutions
- *Religion and culture.* Places of worship, museums, opera and concert halls, art galleries
- *Recreation and sports.* Resort, beach, and recreational areas, sports arenas

- Avoid scheduling too many Rotary functions and do not plan more than three Rotary club meetings per week. Organize multicity or multiclub meetings where possible.
- Avoid scheduling redundant tours or vocational visits. Select the highlights in each city and vary the itinerary so teams do not repeat tours of schools, places of worship, or hospitals in every town they visit.

A GSE lasts four to six weeks. Any exception to the duration of the exchange must be petitioned to TRF.

At least **two months** before the visiting GSE team arrives, distribute the final program itinerary (with contact information) to

- Your DG
- The DG of the sending district
- The GSE chair of the sending district
- Each club in the host district
- The host district Rotarian who plans the district conference and assembly, intercity meetings, or other pertinent district meetings
- Media contacts that may be covering the GSE story
- Any interested non-Rotarian persons, agencies, or organizations
- The GSE coordinator at TRF

Potentially Dangerous Activities and GSE Team Safety

- The team must refrain from engaging in activities that could unnecessarily endanger or threaten the health, safety, or well-being of the individual or other participants. Such activities would include, but not be limited to, skydiving, bungee jumping, extreme sports, and operating heavy machinery.
- The team must refrain from engaging in any type of medical practice or activity including, but not limited to, routine medical procedures, surgical procedures, dental practice, and contact with infectious diseases. Educational program participants are reminded that if they engage

in this type of prohibited activity, they are solely responsible for any and all liability that may arise, including providing for adequate insurance.

- Should the team be required to return home prematurely due to travel safety concerns and a participant chooses to stay, the participant accepts all responsibility for safely returning home and also agrees to forfeit his/her Foundation award.

Transporting the Team

- Arrange well in advance for the team's daily transportation and from one host club to another. All internal travel expenses are the host district's responsibility. (Low-income districts may apply for an internal travel subsidy to help defray costs.)
- Do not include any transportation or pleasure/sightseeing flights on noncommercial airplanes, as most insurance companies will not cover expenses incurred or a loss caused by or resulting from flying in a privately owned aircraft. Because of potential insurance and liability issues, team members and leaders may not operate a motor vehicle during the exchange.
- Teams must be accompanied by a host Rotarian while being transported throughout the host district.

Other Planning Tips

- Select area representatives who will ensure a problem-free tour in each area of the district that the team will visit.
- Select one Rotarian (perhaps a member of your GSE subcommittee) who will receive mail for the visiting team members and deliver it to them. Advise the sending district of this person's name and address before the team leaves so the information can be given to the visiting team members' families.
- Inform the visiting team of the names, addresses, e-mail addresses, and telephone numbers of the main host Rotarians and any other key personnel.
- Plan a meeting for the end of the visit to discuss the team's views on the host program.

Note: All of the itinerary's activities should take place within the host district's boundaries. In some cases, however, brief visits to areas outside the host district — usually to adjacent districts — are clearly beneficial to the team. This travel can be included in the itinerary on the condition that it

- Relates clearly to one or more specific areas of interest included in the exchange (commerce, education, government, etc.)
- Does not obviously duplicate available resources in the host district
- Is included and explained in the draft itinerary sent to GSE staff
- Does not exceed one or two days in duration
- Includes only costs that the host district is willing and able to absorb
- Occurs with the complete understanding and agreement of the other district(s) involved

Suggestions from Former GSE Participants

- Put team members together with hosts of the same profession, hobbies, or interests.
- Expose the team to people in the same age groups as the team members.
- Limit the number of areas team members visit so they can absorb life in your country without rushing from place to place.
- Plan reasonable workdays — not 12- to 15-hour days.
- Overlap the exchange with the outbound GSE team so that team members from both partner districts have some one-on-one time in both countries.
- Allow time to meet with Rotary Youth Exchange students, Ambassadorial Scholars, and Rotary World Peace Fellows while in the host district.
- Create more interaction with young people, especially college and high school students.
- Share profiles on the Rotary host families and provide photos.
- Include more vocational days.

Cooperation at the border leads to water improvement project

Districts 4110 (Mexico) and 5520 (Texas and New Mexico, USA) embarked on a unique GSE that focused on water needs and problems on both sides of their countries' shared border. The teams initially worked together in the vicinity of El Paso, Texas, and Ciudad Juarez, Mexico, visiting government and private institutions responsible for water management operations. This GSE provided a Matching Grant proposal that continued to address and resolve water concerns of both countries and promoted future collaboration between the two Rotary districts.

- Include more time to join in the day-to-day life of hosts, possibly during Rotary projects.
- Provide an orientation and training for host families.
- Make sure that host districts schedule sufficient presentation time at Rotary dinner meetings.

Tips for Host Families

Effective host families will:

Welcome the team member. If possible, one or more family members should be among the welcoming delegation that meets the GSE team upon arrival in the host district. Families should introduce themselves to the team member(s) assigned to them and assure that they are looking forward to the visit.

Share their home and lifestyle. While the team member is living in local homes, the daily routine should be disrupted as little as possible. Host families are encouraged to share their culture as it exists in everyday life. This does not mean hosting elaborate parties and entertainment but allowing the guest to participate in daily family activities, religious pursuits, community involvement, etc.

Be aware of language factors. Preparation and communication are key to the success of any GSE. District governors are encouraged to appoint a team leader who is proficient in the language.

If families have difficulty communicating with their guest, they should speak very slowly, pronounce each word distinctly, and avoid using colloquialisms. Occasionally, it may be necessary to seek help from someone fluent in the guest's native language: the GSE team leader, a teacher, or a translator assigned by the host district's GSE subcommittee to provide this service, or perhaps a visitor from the guest's home country.

Provide for meals and laundry. Unless otherwise stated in the team's itinerary, team members are usually not with their host families for lunch. Before the team member arrives, determine if he or she adheres to any dietary restrictions.

When the Visiting Team Arrives

The Briefing Meeting

- Brief the visiting team immediately after it arrives in the host district, allowing some rest time for jet lag recovery. The session should include a review of the itinerary and an opportunity for team members to ask questions, make special requests, and discuss their expectations of the visit.
- District representatives should also explain their expectations, so any conflicts can be addressed right away. This can be an opportunity for team members to provide more details about their vocational goals so that the committee can adjust vocational day plans to ensure members an optimal experience.
- Also notify the team that it will be debriefed at the end of the study tour.

During the Study Tour

Maintain control of the program itinerary. Do not allow clubs to add extra, unplanned activities. Any additions could force cancellation of some previously planned activities and/or reduce the time allotted for the visiting team's rest and relaxation.

Check that Rotarians responsible for meeting and/or transporting the team at various points along the route know exactly what is expected of them.

Hold a midtour briefing session with the visiting team to openly discuss areas of concern, what is going well, what could be improved (logistics? type of vocational days? enough rest time?). Determine how the team or host district can address these issues and reach a compromise that everyone can agree on.

When the Visiting Team Departs

Completing the Host District Evaluation

To improve the quality of the GSE program, it is important that TRF receive feedback from the district that hosted the GSE team. Be sure to complete the Host District Evaluation (see page 51) and send it to your GSE coordinator at TRF.

Applying for Subsidies/Grants

Please note that to receive reimbursements, districts must submit the appropriate completed request form, receipts, and other documentation of its participation (see forms in section 5 for details).

- **Internal Travel Subsidy.** Districts in Rotary-designated low-income countries may request a single subsidy per exchange of up to US\$600 or equivalent to help defray expenses for transporting the visiting GSE team within the district. Multi-country districts containing one or more low-income countries will also be eligible for an additional \$2,500 or equivalent in airfare to defray the costs of transporting visiting GSE teams between countries within the district. Please contact your GSE coordinator for details.
- **District Conference Subsidy.** Districts may request a single subsidy per exchange of up to US\$500 or equivalent to defray the cost of participation by the visiting team in the district conference. Team members must participate in a 30-minute GSE conference presentation and attend a substantial portion of the conference.
- **Language Training Subsidy.** Districts may request a maximum of US\$1,000 or equivalent per team for use in a flexible language training program. Districts must submit receipts for reimbursement of expenses for study materials, lessons, or classes.

All required documentation must be received by TRF **no later than two months** after the expenses were incurred. Program subsidies remain the same regardless of team size. Except where otherwise noted, subsidies are covered through the World Fund budget if a GSE team travels on a World Fund Award, and through DDF if it travels on DDF allocated in *SHARE*.

See page 4 for additional GSE enhancement subsidies that are available through the allocation of *SHARE* funds.

Sponsoring

SENDING A TEAM

- A district should select the most qualified candidates to participate in the exchange and should not predetermine the composition/gender of the team.
- Your DG should verify the eligibility of the selections and subsequently endorse the applications.
- Each district should select its final team at least six months before the scheduled departure date.

The following completed predeparture documents must be received by your GSE coordinator at TRF **two months** before your team departs for the host district.

GSE Team Member Application (161-EN)

- The Rotary Club Endorsement on page 4 of the *GSE Team Member Application* must be completed and signed by the president of each team member's sponsor Rotary club.
- The District Endorsement on page 4 of the application must be signed by the current DRFC chair, GSE chair, and DG.

GSE Team Leader Application (260-EN)

Team leader applications must be completed and signed by the current

- Team leader (or alternate)
- Rotary club president
- District Rotary Foundation chair
- GSE chair
- District governor

All team members, team leaders, and alternates must submit the signed **Certification of Insurance and Medical Certificate** (see page 35).

GSE Team Travel Request Form

The GSE chair or team leader must submit the GSE Team Travel Request Form (see page 31) directly to the GSE department and Rotary International Travel Service or designated affiliate to arrange the team's round-trip transportation. *Travel tickets cannot be released until the GSE coordinator has received and approved all the previously listed predeparture documents.*

Financial Responsibilities of Team Members and Team Leader

Please note that TRF will not cover any of the following expenses:

- Personal and incidental expenses
- Visa, passport, and inoculation expenses
- Transportation to and from the common point of departure in the sending district
- Transportation to and from airports
- Excess baggage charges
- Insurance coverage of at least US\$250,000 or equivalent for medical care and hospitalization, \$50,000 or equivalent for emergency medical evacuation, \$10,000 for accidental death and dismemberment, and \$10,000 or equivalent for repatriation of remains. This insurance must be valid in the country(ies) in which the team will travel and study during participation in the GSE program, and must begin on or before the date of departure from the sponsor district until the team member returns home (including personal travel). Please note that higher coverage amounts are recommended. Members should consider supplemental insurance for luggage and personal items (cameras, laptop computers, etc.). GSE team mem-

GSEs may be postponed or cancelled if the team's predeparture documents are not received at TRF at least 45 days in advance of the team's scheduled date of departure. This policy will be enforced without exception.

Districts are encouraged to submit all predeparture documents to the GSE department by fax or e-mail.

bers who engage in any type of hands-on medical activity are reminded that they are solely responsible for any and all liability that may arise from their participation in this activity, including providing for adequate insurance.

- The cost of any personal travel after the study tour
- Any increase in airfare resulting from avoidable delay in completing predeparture arrangements on schedule (Rotary districts may absorb this expense if they wish.)
- Any increase in airfare or fees resulting from early dismissal from the exchange
- Exit taxes and transit taxes

SELECTION AND ORIENTATION

Building a Selection Committee

A district GSE selection committee must include

- The district GSE chair as chair of the committee
- The DG, DGE, and immediate PDG
- Three Rotarians on a rotating basis, each on a staggered term
- Nonvoting advisers to the committee such as past team leaders and members, Permanent Fund donors, experts in international relations and cross-cultural communications, local business people, and local government officials

Note: GSE chairs may be appointed to a one-year or multiyear term. Districts should determine in advance the length of the GSE chair's term.

Suggestions for the Selection Process

- Start the selection process as soon as possible.
- Widen the range of applicants to include a diverse pool of candidates.

- Identify alternate team members and leaders in case one of the original team members is unable to go. Not securing enough members might prevent the entire team from traveling.
- Conduct in-depth team member interviews lasting more than just 20-30 minutes. The selection committee needs to know prospective team members well enough to understand their compatibility with other team members.
- Select a team leader who is not more than 20 years older than the youngest team member. As age cohesion in the team is important, team leaders should be alert, energetic, and flexible.

Selecting the Team Leader

The GSE selection committee selects a team leader after reviewing the applications and evaluations. The DG verifies the eligibility of the selection and endorses it. The final appointment must not be made until after the district is officially granted a GSE award.

Qualifications and Responsibilities

The team leader must

- Be an experienced Rotarian, especially in international service, well-informed on the home country and Rotary
- Not be a current DG, an immediate PDG or DGE, nor the spouse, lineal descendant, or stepchild (whether adopted or not adopted) of the current DG, immediate PDG, or DGE of the district making the appointment. Other PDGs may serve as team leaders, provided there has been an open selection process. Where special GSE requirements exist, such as language, vocation, or other needs, the PDG must prove to be the best-qualified candidate. The team leader need not have held any previous district office.
- Assume complete charge of the team and act as liaison between the team and the host clubs

- Remain with the team for the duration of the study tour, except in the case of separate team member activities. **Under no circumstances should the team leader plan to leave the tour before its conclusion.**
- Be alert, energetic, and physically and mentally able to keep pace with a rigorous host program
- Have proficiency (preferably fluency) in the major language(s) of the host district
- Not be accompanied by a spouse, companion, fiancé(e), or other relatives or dependents on the GSE tour under any circumstances
- Assist team members in preparing speeches for Rotary club meetings and other functions (e.g., presentation for the host district's conference)
- Play an active role in the team members' predeparture orientation to ensure they are well-informed, motivated, and cohesive as a team
- Be the primary contact between the team and Rotary International Travel Service agent, and ensure that the team has completed all necessary predeparture documents and fulfilled all predeparture obligations/responsibilities
- **Future leaders.** GSE is an excellent stepping stone for future district leadership. Choose Rotarians who have shown initiative in proposing projects for their club or district or great leadership potential in handling a certain event or program.
- **Future GSE chairs.** Consider for team leadership people who would be excellent future GSE chairs. A GSE chair with international exchange experience will provide great insight into the position.

Seeking Team Member Applicants

Promoting the Opportunity

- Educate club members about the GSE program.
- Publicize the program in the clubs' respective communities, using local newspapers, radio and TV stations, Internet Web sites, and e-mail listserves.
- Encourage Rotarians to seek qualified candidates in their own businesses and professions and from among their acquaintances.
- Contact former GSE team members and team leaders in the district. (Ask the district Foundation alumni subcommittee chair or DRFC chair for a list of alumni names and addresses.) Solicit their help in publicizing the program by speaking at meetings of Rotary clubs and other local organizations. The GSE chair and members should also make themselves available for speaking engagements.
- Make appointments to meet with administrative personnel of businesses, trade organizations, and associations in the district and explain the advantages and long-range benefits of GSE, not only to potential participants in the program but to their employers as well. Ask administrators to recommend prospective GSE applicants from among their employees.
- Send GSE leaflets, team member applications, promotional posters, and an explanatory cover letter to all clubs in the district. Urge them to arrange immediate and widespread publicity for the exchange and to search for qualified candidates.

A good team leader can make a big difference in the quality of the team's GSE experience. Districts should strive to find multiple applicants for this position. Selecting the same Rotarian as a GSE team leader more than once is highly discouraged.

Attracting Ideal Team Leader Candidates

In the district newsletter, promote the upcoming GSE and the need to fill the team leader's position. Where possible, the DG should announce this opportunity during club visits. Make sure candidates know that they need not have held a district position in the past to apply.

- **Club leadership.** Club presidents and other club leaders are excellent possibilities for qualified team leader candidates. These individuals have experience in leading a group and have been exposed to Rotary's international service objectives.

Selection of GSE Team Members

Conditions for Team Membership

Team member candidates must

- Be currently employed for at least two years in any recognized business or profession on a full-time basis and be 25 to 40 years of age **at the time of application**
- Work or live in the sending district
- Be citizens of the country in which they reside

Failure to comply with team member eligibility criteria can lead to misunderstandings and last-minute changes in the GSE team's composition. Contact the GSE coordinator at TRF as soon as possible with any questions as to whether team member candidates meet the GSE program's eligibility criteria.

To fulfill the rigorous and extensive demands of international travel and active participation in multiweek activities, candidates must also be

- In good health
- Neat in appearance and able to express themselves clearly and logically
- Of a sound, general educational background and cultural awareness
- Interested in and clearly enthusiastic about their chosen vocations, and possess outstanding vocational skills
- Open-minded, tolerant, and flexible
- Proficient (preferably fluent) in the major language(s) of the host district
- Able to travel for four to six weeks with their employer's consent
- Able to receive a visa to the host country or already have one
- Able to depart from the same location and on the same date as the rest of the team

Note: Qualified Rotaractors are encouraged to apply for team membership if they meet all eligibility criteria. Relatives of a deceased Rotarian may also be eligible for membership, if they meet the above qualifications.

Ineligibility Rules

The following are ineligible for any award or grant, including GSE team membership, from TRF:

- A Rotarian or honorary Rotarian
- A member of a provisional Rotary club, or an employee of a Rotary club, district, or other Rotary entity or Rotary International
- Any Rotarian's (or honorary Rotarian's) or Rotary employee's spouse, ancestor (parent or grandparent by blood), lineal descendant (child or grandchild by blood and stepchild of a Rotarian, **legally adopted or not**), or spouse of a lineal descendant
- The spouse of another team member
- A former Rotarian (or honorary Rotarian) or Rotarian's spouse, ancestor (parent or grandparent by blood), lineal descendant, or spouse of lineal descendant (child or grandchild by blood and stepchild of a Rotarian, **legally adopted or not**) who resigned for the express purpose of becoming a team member. A former Rotarian must have been resigned from Rotary at least three years at the time of application for him or her or any of the previously mentioned persons to be eligible for team membership.

Application Review and Interview Process

Before receiving applications from clubs, the GSE subcommittee should decide on the process for selecting team members. Whatever the selection method, the team leader may act as an adviser at the interviews.

After receiving applications from clubs and at least six months before the team's departure date, the selection committee

- Should interview all candidates (or, if the number is large, the most promising candidates)
- Should verify that candidates **meet all of the GSE team member requirements**
- Should review each candidate's essay (part of the *GSE Team Member Application* [161-EN]) on what he or she wishes to gain from the GSE

Tips from former GSE organizers

- Set a goal for a percentage of club members to post GSE brochures at their workplaces.
- Ask GSE alumni to assist in targeting potential candidates.
- Promote GSE with professional organizations for young adults.
- Have a GSE fair (like a job fair) to attract candidates.
- Put GSE ads in company newsletters and e-mail bulletins.
- Contact professional associations in your area.
- Post brochures at local community centers and on appropriate Web sites.
- Schedule late-night ads on TV/radio; they tend to cost less.
- Request free gifts from local companies to take to the host district. This will promote their business and encourage them to promote the program among their employees.

Tips from former GSE participants

- When recruiting, put out a call for individuals in a predominant industry in the paired district.
- Invite all candidates to a social gathering to talk about GSE and mingle.
- While interviewing, use “scenario” questions to determine potential team members’ reactions to a particular situation. What would they do if asked about their country’s government or religious customs? How would they handle delicate situations diplomatically?

(continued)

- Should review letters of recommendation from employers (or others) to ensure that the best-qualified individuals are selected
- May wish to consider applicants who, because of previous experience in the host country, are familiar with its language(s) and customs
- Should select one or more alternates to replace team member(s) who may later be unable to participate in the GSE. **Do not wait until the last minute to interview alternate candidates.** Alternate team members’ qualifications are the same as those for regular team members. Alternates must attend team orientation meetings and obtain all proper travel documents (passports/visas). If alternates are called on to participate, they must also arrange transportation on the same flight as the rest of the team.

All Rotarians serving on a club or district GSE selection committee must notify the committee chair of their relationship with any candidate (personal, business, etc.). If there is a perceived conflict of interest, the selection committee chair will decide if this person should participate in the selection process for the candidate.

Following the Selections

- Ensure that team members and alternates fill out and return the Certification of Insurance and Medical Certificate (completed by each member’s personal physician) to your GSE chair, team leader, or GSE subcommittee. These documents and each team member’s application (endorsed by the club president, DRFC chair, GSE chair, and DG) must be submitted to the GSE coordinator at TRF. Alternates’ applications (endorsed by all required Rotarians) must also be submitted to the GSE coordinator. Faxed and e-mailed copies of these items are acceptable and encouraged.
- Check immediately with your local consular office about requirements for passports and visas to the host country(ies) and any other countries to be visited and how to obtain them. Passport and visa application can be a very lengthy process — early application is essential to avoid last-minute delays in passport/visa issuance.

TRF cannot intervene directly with consulates or embassies on behalf of program participants applying for visas.

- Inform the team of any inoculation requirements for travel to the host country.
- Send team photographs and biographical information to host Rotarians as soon as possible so they can arrange appropriate vocational days for each team member while visiting the district.
- If the team is scheduled for language and cultural training or to attend a multidistrict orientation program, reconfirm that members are able to participate before the team’s departure.
- Advise team members and alternates that they may be removed from the team at any time if the sending district deems it appropriate.

Predeparture Preparation for the Team

Once the district selects a qualified GSE team, train and prepare members for their study tour abroad, beginning three to four months before departure. This will help the district maximize the program’s benefits. At least 12 hours of orientation are mandatory for each member.

Orientation

Arrange a preorientation meeting for the DG, DGE, GSE subcommittee, team leader, alternate leader, team members, and alternate members and their spouses.

Don’t delay introducing team members to each other! Consider participating in a multidistrict GSE/scholar orientation weekend in your region so that team members can interact and meet GSE program alumni. If a full weekend orientation is not possible, organize a series of short-term sessions where the team can focus on certain issues and study different aspects of GSE.

Brief team members and alternates in a series of orientation meetings on

- Rotary International and its Foundation, including Rotary’s structure at international, district, and club levels

- Rotary's ideals and achievements in promoting international understanding
- TRF's Educational Programs, Humanitarian Grants Program, and the campaign to eradicate polio
- The cultural, geographical, and demographic background of the country the team will be visiting
- The activities that team members will participate in when they arrive in the host country (make available host itinerary or sample itinerary)
- Practice using words and phrases of the host country at team meetings.
- Make team members aware of special considerations necessary for traveling to a less-developed country.
- Prepare a short video or PowerPoint presentation about the home district or country.
- Try video conferencing or Internet calling (Skype) with the team and partner district to introduce teams to one another.

Goals of an Orientation

- Establish team rapport and build group dynamics.
- Discuss logistics and coordinate travel arrangements.
 - Prepare documents necessary for visas and TRF processing.
 - Discuss the option of team uniforms.
 - Arrange for team name tags.
 - Arrange for team member business cards.
 - Prepare personal photo albums to share with host families.
 - Exchange address, telephone, and e-mail contact lists.
- Learn about the GSE program, Rotary International, and The Rotary Foundation.
- Learn about the country to be visited through general knowledge, language study, and cultural training.
- Review facts about the home district and country.

Other Suggestions

- Ask the team to prepare a research project together on the host country.
- Invite the team to club meetings in the sponsor district before its departure.
- Go to an ethnic restaurant characteristic of the area the team will be visiting.
- Have team members prepare a scrapbook of where they live, work, their families, etc.

- Invite guest presenters to the orientation, such as Rotarians who have worked or lived in the host country, Rotarians originally from that country, other nationals, or Rotary Youth Exchange students or Ambassadorial Scholars from the host country now living in the community.
- Many districts hold outbound Ambassadorial Scholar seminars that include content about cultural differences, adapting to new surroundings, handling situations diplomatically, and Rotary culture. Contact TRF for a list of scholar orientation seminars in your area and information on how GSE teams can be included.

Language Training

Districts may apply to TRF for a language training grant of up to US\$1,000 or equivalent per GSE team. Districts qualify for the grant if the team is traveling to a district where the language is different from its own and a common language is not widely spoken.

The grant can defray the costs of group language classes, tutoring for team members, or intensive language training workshops. It can also cover the cost of self-study materials such as CD-ROMs, DVDs, audio- or videocassette language training programs, dictionaries, country guides, and workbooks. However, it does not cover shipping these items. The sponsor district selects the language training programs and administers the training process. See the back of this program guide for the grant application.

Tips, continued

- Ask each applicant to take on the role of team leader and then of member in different scenarios. For example, what would he or she do if a team member were lost in the host district? This will help you determine how well applicants might react in both roles as part of the team.
- Include discussions about ethical topics (politics, capital punishment, racial discrimination) to determine how open-minded applicants are.
- Conduct part of the interview in the host country's language, where possible.

Districts desiring more extensive language training involving costs over US\$1,000 may request an allocation of the District Designated Fund for this purpose. See the GSE Program Enhancements *SHARE* Options Request Form on page 41.

GSE TRAVEL

Travel Arrangements

Your GSE subcommittee should plan the team's transportation to and from the host district. **To avoid confusion, one person, preferably the district GSE chair or team leader, should handle all GSE team travel matters.** The designated person must consult with the host district about dates and arrival and departure locations. Travel arrangements and the purchase of airline tickets must be made through the Rotary International Travel Service (RITS) or appropriate designated agency listed in this program guide.

Before submitting your GSE Team Travel Request Form (see page 31), the sponsor district must verify with the host district the dates of travel and arrival and departure cities. This form must be **completed electronically** and submitted to the appropriate RITS office (see page 32) at least 45 days before departure. No handwritten forms will be accepted.

Documenting the event

The GSE team is encouraged to take pictures and videos during the tour, and the district is encouraged to document both outbound and inbound GSE teams. Photographs are not only a visual history of the exchange but also present an excellent opportunity to feature districts in many TRF publications and other media. Here are a few tips for taking quality photos of GSE teams:

- Take pictures of team members in action (e.g., during club presentations, vocational visits, community activities, and family homestays).
- Try to include the RI or TRF logo in the pictures, if appropriate.
- Use digital cameras, when possible. (Note: Digital photos for Rotary publications must have a resolution of at least 1 megabyte.)
- Send the photos with accompanying captions to your GSE coordinator or include them in the team's final report.

Airline tickets will not be issued until your GSE coordinator at TRF has received all completed required team documents and the district contact person has approved the proposed RITS itinerary. Once tickets are issued, the sponsor district is responsible for costs related to any changes made to the tickets or itinerary.

GSEs may be postponed or cancelled if the team's predeparture documents (including a copy of the host district itinerary) are not received at TRF at least 45 days before the team's scheduled departure date. All travel plans, including personal post-exchange travel, must be finalized one month before departure.

Making Travel Arrangements

In arranging transportation for the team, the following requirements apply.

- Team members and the team leader must travel the most economic route from a common point of departure in (or nearest to) the sending district to a point of entry in (or nearest to) the host district and return between the same two points.
- Travel to the common point of departure is the responsibility of the district and/or each team member.
- TRF **will not** cover the cost of transportation to and from the airport or exit taxes.
- TRF **will not** cover an overnight stay once the team has arrived in the host district.
- If a team independently elects to make a 24-hour stopover overnight en route to the host district, the sponsor district or team members are responsible for all related costs. A team may only make one stopover en route to the host district *for a maximum of three days*, which must be approved by TRF **in advance** and paid for by personal credit card.
- TRF pays for hotel accommodations and meals, up to US\$150 or equivalent per person, for a forced overnight stay deemed necessary by RITS; or up to \$100 for a day room, including layovers due to misconnecting flights. **You will be notified by RITS if your district's team is eligible for a forced overnight stay.** Reimbursements are sent by TRF upon completion of the exchange and submission of all relative receipts.

- Districts must initiate travel arrangements **at least 45 days** before the team's departure. **Failure to arrange travel on a timely basis may increase the cost and decrease availability of tickets, resulting in postponement of the exchange, additional expenses for the district, or cancellation of the exchange.**
- Team members may make their own arrangements for personally funded travel after their study tour *for a maximum of four weeks*. If team members wish to arrange personal travel through RITS, a typed itinerary listing dates and locations **must** accompany the original GSE Team Travel Request Form submitted by the GSE chair or team leader. Team members must pay directly for any personal travel arrangements. TRF highly discourages personal travel before the start of the GSE.
- Your GSE coordinator will not authorize release of tickets or travel funds until all of the following arrive at TRF:
 - Completed team member applications
 - Completed team leader application
 - Completed Certification of Insurance and Medical Certificate from all participants
 - Confirmation that travel visas, if required, have been obtained for all team members
 - Travel itinerary for all team members
 - Host district's planned vocational itinerary for the team
- TRF will cover costs resulting from unavoidable ticket cancellations, excluding personal travel, for original team members and the subsequent reissue of tickets for alternate team members. However, if ticket cancellation is due to the district's late submission of documents or failure to follow GSE guidelines, the district will be responsible for cancellation fees.
- Airline tickets will be issued to the GSE chair or GSE team leader three to four weeks before the team's departure, provided all predeparture requirements have been fulfilled on time.

- The GSE chair or GSE team leader should not distribute tickets to team members before the date of travel.
- When transportation plans are complete, the GSE subcommittee should notify the host district of the
 - Name of the airline(s) on which the team will travel and the flight number(s)
 - Time and place of arrival in the host district

Before the Team Departs

- Organize a ceremony marking the team's departure. Invite Rotarians, local dignitaries, representatives of the host district or country, families of team members, and representatives of the local news media.
- Prepare suggested articles for your district governor's monthly newsletter, giving progress reports on the exchange.
- Publicize the team's activities in the host district on your Web site and through newspaper clippings, correspondence, photographs, and reports from the team throughout its stay abroad.
- Use *The GSE News Kit*, available for download at www.rotary.org, for tips such as how to draft public service announcements and advertisements to effectively promote GSE in your community.

When the Team Returns

- Welcome the team home with a special ceremony, inviting a group similar to that present at the departure ceremony. If the team travels as a group directly from the host district to its home district, the ceremony may take place upon its arrival home. However, if some team members plan to travel in the host district after the conclusion of the study tour, the official welcoming ceremony should be delayed until all team members have returned home.

Creating goodwill and friendships across borders

GSE is a fantastic experience. The international understanding, goodwill, and peace which is attained by GSE cannot be matched by any other program. I would strongly recommend extra GSEs between countries fighting against each other, like India and Pakistan. It would make a world of difference.

— DR. NIKHIL KIBE,
GSE TEAM LEADER
FROM DISTRICT
3030 (INDIA) TO
DISTRICT 1550
(NETHERLANDS)

- The Rotary Foundation strongly encourages team members' employers to attend at least one Rotary club meeting after the exchange to hear the team's post-GSE presentation. This will allow employers to understand the significance of the exchange experience.

EXCHANGE EVALUATION AND ALUMNI DEVELOPMENT

GSE Reports

Within two months after returning home, the sending district must electronically submit a report and evaluation to TRF on the GSE team's experience and impressions of the study tour. Use the GSE Final Report form on page 47 and the GSE Evaluation Form on page 49 of this handbook as guides. The final report should be an electronic collation of the one- to two-page accounts *from each team member* and include

- The nature and extent of cooperation with the host district
- The process for selecting the team
- Excerpts from the individual accounts of GSE team members
- Quotes from team members and team leaders

Attachments should include

- Completed copies of GSE Evaluation forms (included in the *GSE Team Handbook* [164-EN])
- Completed copies of your Host District Evaluation (see page 51)
- GSE newstips (see page 53)
- Examples of professional experiences from each team member's vocational days, indicating how his/her professional life will be impacted
- Photographs and news clippings of the team's visit to the host district
- Any subsidy requests the district is applying for, with related receipts

Your GSE chair should collect all forms from the individual team members and send copies of this report to the subcommittee's members, governor of the sponsor district and partner district, and district alumni chair, as well as to your GSE coordinator at TRF.

GSE Team Members as Foundation Alumni

Alumni Reunions and Recruitment

Keeping in touch with GSE alumni is an important part of the program's goals. If they warranted selection as GSE team members, then they most likely will warrant your attention upon their return. GSE team members are a great channel for promoting Rotary to the community at large. If they enjoyed their experience in GSE, they will pass the word about the great things Rotary is doing in your area of the world and internationally.

- Encourage qualified GSE alumni to consider membership in Rotary, and continue to invite them to Rotary meetings and events in the community.
- Encourage all GSE alumni to participate in orienting the outbound GSE team for the next year. If possible, send GSE alumni to a regional, multidistrict orientation seminar where they can share their experiences with a group of outbound team members.
- Organize a multiyear TRF alumni reunion to share collective experiences, reminisce about Rotary host families and districts, and discuss current Rotary projects in the district.
- If team members are under age 30, talk to them about Rotaract membership and introduce them to members of your district's Rotaract club.

Quality Program Implementation

The information in this program guide was developed to reinforce the quality and integrity of the GSE program. However, breakdowns sometimes occur. When two districts cannot work together to successfully complete an exchange, the Trustees may initiate action leading to probationary status or withholding of a GSE award.

If a district is placed on probationary status, its GSE involvement will be closely monitored during the subsequent program year to ensure that no infractions are repeated. The partner district(s) will be informed of the district's probationary status.

If a district is placed on withholding status, the district will not be permitted to participate in the GSE program (either through the World Fund or DDF) in the subsequent Rotary year.

Probationary Status

Districts are subject to GSE probationary status for the program year following certain violations, including

- Late submission of predeparture documents or the GSE Team Travel Request Form
- Lack of or late submission of a host program that follows specified guidelines
- Noncompliance with host program by hosts or team members
- Failure to communicate with the paired district and/or RI staff on a timely basis
- Selection of team members inconsistent with the program's goals and objectives
- Failure to finalize travel arrangements according to established schedule
- Failure to submit team documents according to established schedule
- Lack of sufficient orientation or preparation for the team before its departure
- Excluding key elements in the itinerary such as vocational study, homestays, or rest time
- Failure to follow stated program guidelines and policies
- Any other violations that merit probation, as determined by the Trustees

Award Withholding

Certain violations will be subject to award withholding during the program year(s) subsequent to the violation, including

- Highly inappropriate behavior by one or more team members, such as sexual harassment, alcohol or substance abuse, etc.
- Lack of adequate vocational days provided by the host district
- Spouse participation of any kind during the exchange
- Selection of a Rotarian team member, unless previously approved by the Trustees
- Unethical or inappropriate selection processes for team members or team leaders
- Inappropriate host programs, containing visits or activities contrary to the spirit of the program
- Repeated violations of established procedures and guidelines while on probationary status
- Other serious violations as determined by the Trustees

Probationary and Withholding Procedures

Should a district be placed on probation or withholding for violations that occurred in the previous Rotary year, it will be required to follow monitoring procedures in the subsequent year. The district will be required to submit quarterly reports to the GSE department, indicating the steps it is taking to address infractions from the previous year, and to communicate frequently with its GSE coordinator at TRF throughout the year.

At the end of the year, TRF will review the reports and communications submitted by the district. If the district is found to have sufficiently improved its GSE procedures in order to carry out a quality GSE program, it will be permitted to participate in the program in the next Rotary year. However, TRF reserves the right to maintain the district's probationary or withholding status if marked improvement and cooperation are not demonstrated.

Cultural Sensitivity

Cultural differences will become apparent during an exchange, as reflected in societal customs, roles assumed by men and women, and ways of dressing, eating, and living. Team members and hosts are asked to show tolerance and respect for these differences. Any disrespect, whether real or perceived, reflects poorly on the GSE program, TRF, and countries represented.

Sexual Abuse and Harassment Prevention

District leaders must make every effort to anticipate and prevent potential problems before they occur, including sexual harassment. Districts should educate host Rotarians and GSE team members about concerns of sexual harassment, particularly what constitutes or is perceived as inappropriate behavior. All GSE participants should be informed that unwanted, unwelcome, or unsolicited sexual conduct will not be tolerated by the GSE program and may result in immediate cancellation of the exchange. Such behavior may also affect

a district's future participation in the GSE program. Discuss in advance with team leaders, team members, and host families what situations they might encounter and how to handle them.

All Rotarians, clubs, and districts are required to follow the statement of conduct for working with youth guidelines established by RI, and these guidelines adopted by TRF Trustees:

1. TRF has a zero-tolerance policy against sexual abuse and harassment.
2. An independent and thorough investigation must be made into any claims of sexual abuse or harassment.
3. Any person involved in a TRF program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with TRF program participants until the matter is resolved.
4. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with TRF's zero-tolerance policy.
5. The Rotary Code of Policies provides guidelines pertaining to Rotary clubs and their members who are found to be involved with sexual harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with TRF program participants in a Rotary context.
6. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of TRF program participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any TRF program participants with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the person shall be permanently prohibited from working with TRF program participants in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to TRF program participants. It can also benefit the person in preventing additional accusations from other TRF

program participants. A person who is accused but later cleared of charges may apply to be reinstated to participate in TRF programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

7. The RI general secretary shall take steps to ensure a Rotary district's compliance with these guidelines, should it be determined that a district is not adhering to them.

Complaint Resolution

As two districts work together to establish an exchange, difficulties may arise. However, should partner districts experience any of the infractions mentioned in this section of the program guide, either during planning or implementing the exchange, they are encouraged to report this information to TRF. The GSE department will contact the Rotarians and/or districts involved to investigate any claims. Should further action be required, the GSE department will continue to follow up with both districts to determine whether disciplinary action is necessary.

GSE Frequently Asked Questions

Q: Our partner district does not respond to my e-mails.

A: Phone the GSE chair. Make sure you have tried to contact all district officers (DG, DRFC chair). Ask your regional Rotary Foundation coordinator for assistance and set a deadline for a response. Make sure the contact information you have is correct.

Q: We have not received a host itinerary from our partner district.

A: Contact the district directly by phone, fax, or e-mail to request the itinerary. Ask if it has enough information about your team to prepare the program. Stress the itinerary's importance to your team, specifying why you need it and what your expectations are. Your sense of urgency may differ from your host's. Set a deadline for receiving the itinerary, and send the district a copy of your host program to indicate what you're looking for.

Q: There aren't enough vocational days in the host itinerary and the team is already there.

A: Contact the GSE chair or DG and request a briefing session. Employ all diplomatic and negotiating skills to convey the need for the briefing. Enlist your hosts' help by asking if they know people in your team members' professions. Try to determine the underlying reason for the absence of vocational days. (Difference in definition? Language obstacles? Never heard of your profession?) Suggest specific examples of vocational days that would personalize the tour for your team.

Q: The visiting team is complaining about the itinerary.

A: Hold a briefing session to achieve a consensus about the principal areas of concern, identify which ones the district can address, determine what the team's expectations are, explain the rationale for developing the itinerary, and reach a compromise that everyone can live with.

Q: What do we do if a team member has become seriously ill or has an emergency at home?

A: Get qualified emergency medical attention immediately. Refer to the team member's Certification of Insurance and contact the insurance company for instructions on filing a claim. Notify your GSE coordinator at TRF and the host district's leadership, and contact the local airline ticket office to change tickets if necessary.

Q: Visiting team members or hosts have made allegations of inappropriate behavior.

A: Collect verifiable facts. Immediately address the issue with the GSE chair or DG. Separate the individuals involved (reassign a host, move a team member temporarily to a hotel, house team members separately). Meet with those involved and establish an agreed-upon code of behavior. If appropriate or necessary, brief the team as a group on the expected code of behavior. Notify TRF of the allegations and the persons involved. Any person involved in a TRF program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with TRF program participants until the matter is resolved.

Q: We can't agree on dates for the exchange.

A: Both parties need to fully understand the reasons the other has requested certain dates (travel dates affect both districts). Remember that the length of each team's stay does not have to be the same, but each team must travel between four and six weeks. Months for travel within a program year may be re-arranged if mutually agreed upon by the partner districts. Any changes from the original travel dates should be communicated to TRF.

Q: We can't get visas for the team.

A: Determine consular criteria that need to be met, and include them in the district's selection and recruitment criteria. (Avoid interviewing individuals who may be ineligible for visas.) Obtain letters of recommendation for the team members and leader. Use the letter of visa support prepared by TRF to confirm the validity of the program and quality of the candidates proposed for visas. TRF cannot intervene directly with consulates or embassies on behalf of program participants.

Q: Our team doesn't speak the language.

A: Use the language training subsidy (see page 39) to defray the team's language training expenses before departure. The DG and GSE chair should enlist Rotarians in the district who can translate correspondence, make occasional phone calls, or volunteer other services on the district's behalf. Ask visiting Youth Exchange students, Rotary Ambassadorial Scholars, or former GSE team members to help with translation. Alternatively, contact high school or local college language instructors for volunteers, or employ a local translation service (at the district's expense).

Note: If these problems persist, contact your GSE coordinator at TRF for further assistance. Also, be sure to document these problems in your final report and evaluation.

Cancellation of a GSE

Cancellation of a GSE is a worst-case scenario and should only be considered if all attempts to reach an agreement have failed. Your GSE coordinator at TRF will work with you and your partner district to provide support and guidance to avoid a cancellation. If partner districts communicate with each other openly and often, most difficulties can be overcome. (See "GSE Frequently Asked Questions," page 27, for help and recommendations.)

One objective of the GSE program is to build better relationships between Rotarians in different countries. Overcoming obstacles can be a valuable part of the GSE experience.

In extreme circumstances, a district may recommend immediate cancellation of a current exchange. If your partner district fails to communicate with you in a timely manner and in accordance with GSE guidelines, even after intervention by GSE staff, the Trustees will accept recommendation for an immediate cancellation of the exchange. However, the district recommending cancellation must have demonstrated a concerted effort toward the success of the exchange.

If a district intends to cancel an exchange, it must make this recommendation to its GSE coordinator at TRF and the paired district. In the case of cancellation, however, an alternate pairing cannot be guaranteed for either district.

If the cancelled exchange was chosen as a *SHARE* option and funded by a DDF allocation, the unused funds will be returned to the district's DDF (or to the donating district's account, if the DDF was a donation). If the exchange was funded by a World Fund Award, the award will simply go unused, as these awards cannot be accumulated from year to year.

When a problem comes to TRF's attention, it will immediately notify the governors of the districts involved to obtain further details about the allegation(s) or concerns. Your GSE coordinator will provide guidance to you and your partner district to avoid similar problems in future exchanges.

RESOURCES

GSE Publications

The GSE News Kit: A Guide for Promoting Group Study Exchange. Target users: Rotarians who wish to promote GSE in their districts through various media outlets. This guide is found *only* on the RI Web site.

Group Study Exchange Team Handbook (164-EN). Target users: GSE team members and team leaders. Helps teams prepare for their study tour.

Group Study Exchange Brochure (160-EN). Target users: Rotarians, employers, and potential GSE team member candidates. Ideal for promoting the GSE program throughout the community.

These publications are available by download from the RI Web site at www.rotary.org.

Other Relevant Publications

This Is Rotary (001-EN) gives a brief overview of Rotary International and its Foundation.

The Rotary Foundation Quick Reference Guide (219-EN) summarizes TRF's programs and services.

Rotary Foundation Facts (159-EN) is a brief statistical overview of contributions and program expenditures.

The Rotary Foundation Annual Report (187B-EN) provides an overview of TRF programs and finances.

The Internet

Many information resources are available on the Internet, including:

Rotary International Web site
www.rotary.org

To find GSE materials and forms click on the Service and Fellowship tab, then Fellowship at the top, then Group Study Exchange to the left.

Telephone dialing guide and access codes
www.business.att.com/bt/dial_guide.jsp

The World Clock — Time Zones
www.timeanddate.com/worldclock

CNN Interactive
www.cnn.com

Oanda Currency Converter
www.oanda.com

Translation Web Site
www.worldlingo.com/wl/translate

World Embassy & Consulate Database
www.embassyworld.com
www.tyzo.com/planning/embassies.html

The Centers for Disease Control and Prevention
www.cdc.gov

Other Resources

- Embassies and consulates of the countries where team members will be studying can provide information about the host country and its educational system.
- The Peace Corps or various international educational organizations may provide information on how to cope with culture shock and improve intercultural communication skills.
- Universities in the host and sponsor countries may provide Rotarians with additional information/resources on cultural differences.

The Internet as a GSE resource

- Exchange e-mail addresses with your partner district. This convenient, low-cost form of communication is a great way to open dialogue with your partner.
- Develop a Web page and blog for your GSE team.
- Research your host country through the online resources previously mentioned and many others.

Appendices and Forms

Subject Index

A

Accommodations, 11
Award withholding, 25
Awards (World Fund, additional, donated), 4

C

Cancellation of a GSE, 28
Club approval, 6
Communication, 10
Cultural sensitivity, 26

D

Deadlines, 2, 8, 17
Duration of awards, 4

F

Financial responsibilities
 district, 10
 The Rotary Foundation, 5
 team member, 16
Finding a partner, 9

G

GSE coordinator, 4
GSE Frequently Asked Questions, 27
GSE selection committee, 17
GSE subcommittee
 responsibilities, 6
 selection, 6
GSE variations, 6, 7
 cultural teams, 7
 humanitarian GSEs, 7
 joint-district GSEs, 7
 neighboring country GSEs, 7
 single-vocation teams, 6

H

Host families, 11, 12, 13, 14
Host itinerary, 11
Hosting a team, 10

L

Language Training, 21
 Grant Request Form, 39
Local Purchase Request Form, 33

N

Non-Rotary countries, 7

P

Pairings, 8
Probationary status, 25
Publicizing GSE, 10
 GSE Newstip form, 53

R

Reports
 Explanation of Host District
 Evaluation, 15
 Host District Evaluation, 51
 team reports, 24, 47
Resources, 29

S

Selecting the team leader, 17
Selection committee, 17
Sexual Abuse and Harassment
 Prevention, 26
Subsidies, 15
 GSE District Conference
 Subsidy Request Form, 37
GSE Forced Overnight
 Subsidy Request Form, 40
GSE Internal Travel Subsidy
 Request Form, 38
GSE Language Training
 Grant Request Form, 39
GSE Program Enhancements
 SHARE Options Request
 Form, 41

T

Team leader
 attracting candidates, 18
 qualifications and
 responsibilities, 17
Team members
 additional, 4
 conditions, 19
 eligibility, 19
 seeking applicants, 18
Team orientation, 20
 goals, 21
Travel Request Form,
 GSE Team, 31
Timeline for GSE program,
 inside cover
Travel arrangements, 22
 Local Purchase Request Form,
 GSE Team Travel, 33
 RITS designated agencies, 32
Types of GSE awards, 4
 additional, 4
 donated, 4
 World Fund, 4

GSE Team Travel Request Form — refer to travel guidelines on page 22

This form must be submitted to the GSE department at The Rotary Foundation and to the appropriate RITS agency at least 45 days before departure. Forms must be completed and submitted electronically. No handwritten forms will be accepted.

- To minimize the number of changes to your travel reservations, research your travel plans with your host district and organize your team before submitting this form. RITS will only communicate with the GSE chair/team leader.
- All travel arrangements must be finalized with RITS **at least one month before departure**.
- Once tickets are issued, they cannot be altered. Please review all flight proposals carefully and verify that participants' names are spelled correctly and as they appear on their passports.
- Tickets cannot be released until completed predeparture documents are submitted to the Foundation and travel has been authorized by the GSE coordinator.
- RITS requires at least one month to purchase tickets. If the completed predeparture documents are not received on time by the Foundation, team travel may be postponed or canceled.

COORDINATOR OF TRAVEL ARRANGEMENTS (GSE Chair or Team Leader)

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	E-MAIL
-------------	---------------	----------------	--------

TELEPHONE (RESIDENCE)	TELEPHONE (BUSINESS)
-----------------------	----------------------

SENDING DISTRICT	HOST DISTRICT
------------------	---------------

TEAM LEADER *Please indicate name as it appears on passport.*

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
-------------	---------------	----------------	-------------

STREET ADDRESS	CITY/TOWN
----------------	-----------

STATE/PROVINCE	POSTAL CODE	COUNTRY
----------------	-------------	---------

E-MAIL	FAX
--------	-----

TELEPHONE (RESIDENCE)	TELEPHONE (BUSINESS)
-----------------------	----------------------

TEAM MEMBERS *Please indicate names as they appear on passport.*

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
-------------	---------------	----------------	-------------

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
-------------	---------------	----------------	-------------

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
-------------	---------------	----------------	-------------

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
-------------	---------------	----------------	-------------

STOP! Has the district allocated *SHARE* funds and received host district approval for additional team members? *Please indicate names as they appear on passport.*

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
-------------	---------------	----------------	-------------

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
-------------	---------------	----------------	-------------

TRAVEL

DEPARTURE CITY IN SENDING DISTRICT	ARRIVAL/DEPARTURE* CITY IN HOST DISTRICT	ARRIVAL DATE
------------------------------------	--	--------------

DEPARTURE CITY IN HOST DISTRICT	RETURN DATE
---------------------------------	-------------

***Per Rotary Foundation guidelines, all teams must fly into and out of the same city in the host district.**

Personal Travel: If team members wish to do personal travel after the exchange, please provide details in the space below. Team members must prepay personal air travel expenses at the time that all other tickets are booked. The RITS agent will calculate any charges associated with the personal travel and notify the team leader with the amount.

Rotary International Travel Service (RITS) Designated Travel Agencies

If a RITS agency is not located in your country, please submit travel request to the RITS office in the USA.

<p>ARGENTINA, CHILE, URUGUAY Rotary Contact - Martha Sanchez Eduardo Sanchez Viajes y Turismo Florida 833 2 Piso Of. 202 "H" 1005 Buenos Aires ARGENTINA Tel: 54 11 43 11 6141 Fax: 54 11 43 13 8091 E-mail: martha@sanchezviajes.com.ar AFTER HOURS ONLY 54 11 4613 0067</p>	<p>AUSTRALIA Melbourne AUSTRALIA Tel: 61 3 96337651 Fax: 61 3 9633 6718 E-mail: selecttravelsolutions@aexp.com AFTER HOURS ONLY 1 800 644379 International Dialing – 61 3 9633 6482 – Reverse Charge Emergency Travel Assistance whilst in the USA call toll free 1 866 895 9023 E-mail: emergencytravelcentre@aexp.com</p>	<p>BRAZIL Rotary Contact - Rosely Tamashiro Flytour Business Travel Alameda Jurua, 641 Alphaville Barueri, SP BRAZIL Tel: 55 11 4502 2600 Fax: 55 11 4502 2625 E-mail: rosely.tamashiro@flytour.com.br AFTER HOURS ONLY 0800 11 86 87 or 55 11 4503 8687</p>
<p>INDIA & SRI LANKA Rotary Contact - Bejoy Samuel Lionel India Ltd. c/o Birla Textiles Kamla Nagar New Delhi, 110 007 INDIA Tel: 91 11 23822315 Fax: 91 11 23820205 E-mail: rotary@lionelindia.com AFTER HOURS ONLY 91 93105 77200</p>	<p>JAPAN Rotary Contact - Akihiko Soga Tonichi Travel Service (TNK) Rotary Section Tsukiji KY Bldg. 4th Flr 4-7-5 Tsukiji, Chuo-ku Tokyo 104-0045 JAPAN Tel: 81 3 5148 1730 Fax: 81 3 5148 1827 E-mail: rot@tonichi.co.jp AFTER HOURS ONLY 81 90 1799 2736</p>	<p>KOREA Rotary Contact - Kerry Park Sejoong Namoo Travel Service 19th FL., Samsung Life Bldg. 150, Taepyeongro 2-Ga Jung-gu, Seoul, 100-716 KOREA Tel: 82 2 2126 7897 Fax: 82 2 753 3114 E-mail: kerry.park@kr.fcm.travel or tagiya@sejoong.com</p>
<p>NEW ZEALAND Rotary Contact - Debbie Fraser Gilpin Travel DX CP31045, PO Box 99381 Auckland NEW ZEALAND Tel: 64 9 3548066 Fax: 64 9 3548201 E-mail: debbie@gilpin.co.nz AFTER HOURS ONLY 64 9 3548200</p>	<p>PHILIPPINES Rotary Contact - Ms. Mignone (Migs) Sumera The Baron Travel Corporation Ground Floor, Cityland 10 (Tower 2) 6817 Ayala Avenue North corner dela Costa Street, Salcedo Village, Makati City PHILIPPINES Tel: 632 817 4926 Fax: 632 819 2993 E-mail: corp2@barontravel.com.ph AFTER HOURS ONLY 63 921 9285110 or 63 917 3201006</p>	<p>USA American Express Rotary International One Rotary Center 1560 Sherman Ave. 12NW Evanston, IL 60201-3698 USA Tel: 847 866 3411 Fax: 847 866 6297 E-mail: ritsonline@rotary.org AFTER HOURS ONLY 800 842 0242 or 313 271 7887</p>

GSE Team Travel Local Purchase Request Form

Please complete and submit this form and an official travel itinerary to the RITS office in Evanston, IL, USA (fax: 847-866-6297), **at least 45 days** before departure. **Form must be completed electronically. No handwritten forms will be accepted.** Please provide an additional copy to your GSE coordinator at The Rotary Foundation (fax: 847-556-2143). Your travel itinerary must be from a travel agent or airline and show the flight numbers, flight times, airline, and airfare.

- Districts will not be reimbursed for this local purchase until completed predeparture documents are submitted to the Foundation and travel has been authorized by the GSE coordinator.
- Districts may not be reimbursed for this local purchase unless predeparture documents are submitted at least 45 days before departure.

Important: *Travelers may submit requests for local purchase authorization if they believe they can purchase a lower cost airfare through a non-RITS-designated travel agency (cost per ticket should be at least US\$100 lower than RITS price).*

Please type all information below.

Sending District _____

Host District _____

TEAM LEADER *Please indicate name as it appears on passport.*

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)
STREET ADDRESS		CITY/TOWN
STATE/PROVINCE	POSTAL CODE	COUNTRY
CITIZENSHIP	TELEPHONE	
FAX	E-MAIL	

TEAM MEMBERS *Please indicate names as they appear on passport.*

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP

STOP! Has the district allocated *SHARE* funds and received host district approval for additional team members? *Please indicate names as they appear on passport.*

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP

GSE District Conference Subsidy Request Form

A single subsidy of up to a maximum of US\$500 or equivalent in local currency

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue,
Evanston, IL 60201-3698, USA

To qualify for a subsidy:

- 1) Districts must include receipts for every expense item, including transportation tickets.
- 2) Visiting GSE teams must make a 30-minute presentation at the district conference.
- 3) Districts must include a district conference program indicating when the visiting team gave a presentation.
- 4) Districts must submit this request within two months of expenditures. The Rotary Foundation cannot guarantee reimbursement for any requests submitted after that time.
- 5) Districts must include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically.

District conference dates _____

Applicable conference expenditures:

Accommodations	_____	Cost	_____
Meals	_____	Cost	_____
Registration fees	_____	Cost	_____
Transportation	_____	Cost	_____

Total subsidy request: _____

Important: The Foundation will not authorize payments of subsidies without original receipts and complete documentation such as district conference programs.

Please print or type.

Request submitted by District _____ Partner District _____

NAME _____ E-MAIL _____

TITLE _____ DISTRICT _____

SIGNATURE _____

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT) _____ E-MAIL _____

ADDRESS _____

CITY/TOWN _____ STATE/PROVINCE _____ POSTAL CODE _____ COUNTRY _____

Detach and return this form to your GSE coordinator at the Foundation.

GSE Internal Travel Subsidy Request Form

*ROTARY-DESIGNATED LOW-INCOME COUNTRY DISTRICTS ONLY

A single subsidy of up to a maximum of US\$600 or equivalent in local currency to defray costs of transporting the visiting GSE team within the district

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

To qualify for a subsidy:

- 1) Districts must include receipts for every expense item, including transportation tickets.
- 2) Visiting team's internal travel must be by commercial transportation only. The Rotary Foundation will not reimburse expenses incurred by individuals.
- 3) Districts must submit this request within two months of expenditures. The Foundation cannot guarantee reimbursement for any requests submitted after that time.
- 4) Districts must include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically.

Applicable travel expenses:

From _____	To _____	Distance _____	Cost _____
From _____	To _____	Distance _____	Cost _____
From _____	To _____	Distance _____	Cost _____
From _____	To _____	Distance _____	Cost _____

Total subsidy request: _____

Important: The Foundation will not process or authorize payments without original receipts and complete documentation.

Please print or type.

Request submitted by District _____

Partner District _____

NAME

E-MAIL

TITLE

DISTRICT

SIGNATURE

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT)

E-MAIL

ADDRESS

CITY/TOWN

STATE/PROVINCE

POSTAL CODE

COUNTRY

Detach and return this form to your GSE coordinator at the Foundation.

GSE Language Training Grant Request Form

A single subsidy of up to a maximum of US\$1,000 or equivalent in local currency

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue,
Evanston, IL 60201-3698, USA

Please print or type.

Request submitted by District _____

Partner District _____

NAME

E-MAIL

TITLE

DISTRICT

SIGNATURE

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT)

E-MAIL

ADDRESS

CITY/TOWN

STATE/PROVINCE

POSTAL CODE

COUNTRY

District eligibility: Your team must be traveling to a district where the language is different from your own or a common language is not widely spoken.

To qualify for a subsidy before district expenditure, you must

- 1) Provide the following types of support materials: brochures, letters of agreement, price lists, or other documentation indicating the price and content of the proposed purchase
- 2) Submit this request to The Rotary Foundation two months before the team's departure
- 3) Include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically

To qualify for reimbursement, you must

- 1) Include receipts for every expense item and a brief description of the expenditure
- 2) Submit this request to The Rotary Foundation within two months of expenditures. The Foundation cannot guarantee reimbursement for any requests submitted after that time.
- 3) Include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically

Expenditure Type	Expenditure Description	Currency	Expenditure Amount
Classes	_____		
Self-study materials	_____		
Publications and books	_____		
Other	_____		

Total request (Cannot exceed US\$1,000 unless *SHARE* allocations have been made) _____

Important: If you are applying for a reimbursement, the Foundation will not authorize payments without original receipts and complete documentation. Only one request will be processed per team.

SHARE Allocation Approval: If the total request exceeds US\$1,000 and the district has allocated additional language training through *SHARE* funds, please complete the GSE Program Enhancements *SHARE* Options Request Form.

Detach and return this form to your GSE coordinator at the Foundation.

GSE Forced Overnight Subsidy Request Form

A single subsidy of up to a maximum of US\$150 per person (lodging and meals) or equivalent in local currency or up to \$100 per person or equivalent for a day layover. The Foundation reimburses these expenses at the conclusion of the exchange if receipts are provided. The Foundation will not cover the cost of transportation to and from the airport or exit taxes, or an overnight stay once the team has arrived in the host district.

If a team independently elects to make a 24-hour stopover overnight en route to the host district, the sending district or team members are responsible for all related costs and cannot apply for reimbursement.

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

To qualify for a subsidy, districts must

- 1) Include receipts for every expense item regarding lodging and meals
- 2) Have prior approval by RITS for a forced overnight stay or layover
- 3) Submit this request within two months of expenditures
- 4) Include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically

Applicable forced overnight expenses: *Please type information below:*

Accommodations	_____	Cost	_____
Meals	_____	Cost	_____
Total subsidy request: _____			

Important: The Foundation will not process or authorize payments without original receipts and complete documentation.

Request submitted by District _____ Partner District _____

NAME _____ E-MAIL _____

TITLE _____ DISTRICT _____

SIGNATURE _____

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT) _____ E-MAIL _____

ADDRESS _____

CITY/TOWN _____ STATE/PROVINCE _____ POSTAL CODE _____ COUNTRY _____

Detach and return this form to your GSE coordinator at The Rotary Foundation.

GSE Program Enhancements *SHARE* Options Request Form

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

ADDITIONAL TEAM MEMBERS (see page 4)

Cost: US\$2,000 District Designated Fund (DDF) per additional team member (maximum two per team)
US\$1,000 DDF per additional team member for a Neighboring Country GSE (maximum two per team)

District eligibility:

- Districts must have allocated the necessary *SHARE* funds for this Program Enhancement.
- Districts must submit written hosting approval from the host district governor.

DDF amount to be used US\$ _____

TEAM ORIENTATION (see page 20)

Cost: US\$500 DDF per team

District eligibility:

- Districts must have allocated the necessary *SHARE* funds for this Program Enhancement.
- District must submit original receipts for every expense item within two months of expenditure. The Rotary Foundation cannot guarantee reimbursement for any requests submitted after that time.
- A minimum of 12 hours orientation is mandatory per team regardless of funding request.
- Districts must include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically.

DDF amount to be used US\$ _____

LANGUAGE TRAINING (exceeding US\$1,000 provided by the Foundation, see page 21)

Cost: Unlimited DDF

District eligibility:

- Districts must have allocated the necessary *SHARE* funds for this Program Enhancement.
- Districts must submit original receipts for every expense item within two months of expenditure. The Rotary Foundation cannot guarantee reimbursement for any requests submitted after that time.
- Please see *GSE Language Training Grant Request Form* (page 39).
- Districts must include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically.

DDF amount to be used US\$ _____

Total DDF amount to be used (mandatory) US\$ _____

SIGNATURE OF DISTRICT ROTARY FOUNDATION CHAIR (FOR USE OF *SHARE* DDF; MANDATORY)

DATE

SIGNATURE OF DISTRICT GOVERNOR (FOR USE OF *SHARE* DDF; MANDATORY)

DATE

Request submitted by District _____

Partner District _____

NAME

E-MAIL

TITLE

DISTRICT

SIGNATURE

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT)

ADDRESS

CITY/TOWN

STATE/PROVINCE

POSTAL CODE

COUNTRY

Electronic Funds Transfer (EFT) Information Sheet

SECTION A

Bank Account Name:
Please use exact name of account _____

Bank Account Number: _____

SECTION B

EFT INSTRUCTIONS:
(NOTE: FOR INTERNATIONAL EFT PAYMENTS, YOU MUST ALSO COMPLETE SECTION C)

Ultimate Beneficiary's Bank Name: _____

Bank Address:
(street, city, state, country) _____

Phone: _____

ACH ROUTING # (U.S. Banks only) _____

ABA ROUTING # (U.S. Banks only, for Wire Transfers) _____

SWIFT CODE: (Non-United States Banks only) _____

OR IBAN Number*: (Non-United States Banks only)
*IBAN # is preferred for electronic transfers in Europe. _____

Special Instructions: _____

SECTION C

Intermediary or Correspondent Bank Name: _____

Bank Address:
(street, city, state, country) _____

AND ABA ROUTING NUMBER: _____

NOTE

If you do not have the EFT instructions on hand, please contact your bank and request the exact EFT instructions to transfer funds. The requested information above is needed in order to process the EFT by the requested date. Incomplete or inaccurate payment instructions will delay payments significantly.

Biographical Data Form

Note: This is not a GSE Team Member Application (161-EN). Please obtain that application from the GSE chair of your sponsor district.

Please print or type.

I am a GSE (check one) Team leader Team member

Applicant's Photo

CONTACT INFORMATION

SPONSOR DISTRICT NUMBER

COUNTRY

FIRST NAME

MIDDLE INITIAL

LAST NAME

Male Female

Date of Birth _____ / _____ / _____
DAY MONTH YEAR

TELEPHONE RESIDENCE

TELEPHONE BUSINESS

FAX

E-MAIL

MARITAL STATUS (FOR HOST DISTRICT USE)

NUMBER OF CHILDREN

NAMES AND AGES OF CHILDREN

VOCATIONAL INFORMATION

VOCATION

YEARS IN VOCATION

TYPE OF INDUSTRY

SPECIFIC TASKS RELATED TO VOCATION

SPECIFIC SITE VISIT REQUESTS RELATED TO VOCATION

VOCATIONAL GOALS FOR GSE EXPERIENCE

ACCOMMODATIONS & ADDITIONAL INFORMATION

NATIVE LANGUAGE

ADDITIONAL LANGUAGES

SPECIAL ACCOMMODATIONS

SPECIAL DIETARY OR MEDICAL NEEDS

I would prefer to be placed in the same homestay as a fellow team member. Yes No No preference

SUBMIT TO THE GSE CHAIR THREE MONTHS BEFORE DEPARTURE

The GSE chair should send copies of the team members' Biographical Data forms to the host district immediately upon selection of the team.

GSE Final Report

Also available for download at www.rotary.org

Please print or type.

I was a (*check one*) Team leader Team member

NAME		EXCHANGE YEAR
PERMANENT ADDRESS		
CITY, STATE/PROVINCE	POSTAL CODE	COUNTRY
FAX	E-MAIL	
SPONSOR DISTRICT AND COUNTRY		HOST DISTRICT AND COUNTRY

Please answer the questions below. If more space is necessary, please attach additional pages to this form. Send copies of this report to the GSE chair of the sponsor district.

What were your reasons for participating in a GSE? Did this exchange meet your expectations?

How did the materials or training that you received from the Foundation and your sponsor district prepare you for the exchange? What specific suggestions do you have for improving the orientation process?

How has your experience changed your outlook on your host country and sponsor country? What professional experience did you gain from the exchange? What was the most important aspect of the exchange?

Give specific examples of activities that you and your team participated in during the exchange.

What advice or information would you give future GSE participants?

How will you continue to stay involved in Rotary? If invited, would you become a member of a Rotary or Rotaract club?

SUBMIT TO GSE CHAIR TWO MONTHS AFTER RETURN. FAILURE TO SUBMIT POST-GSE REPORTS MAY RESULT IN DELAY OF THE DISTRICT'S PARTNERSHIP FOR THE SUBSEQUENT ROTARY YEAR.

GSE Evaluation Form

To be submitted with GSE Final Report to your GSE chair.

Please print or type.

I was a (*check one*) Team leader Team member

NAME		EXCHANGE YEAR
PERMANENT ADDRESS		
CITY, STATE/PROVINCE	POSTAL CODE	COUNTRY
FAX	E-MAIL	
SPONSOR DISTRICT AND COUNTRY	HOST DISTRICT AND COUNTRY	

Please use the following scale to evaluate the items listed below. For each item, choose the rating value that best agrees with your opinion. Write that number in the space provided to the left. The Rotary Foundation will treat all information as confidential.

- 0 Does not apply
- 1 Lowest possible rating
- 2 Low rating
- 3 Medium rating
- 4 High rating
- 5 Highest possible rating

I. Please rate:

1. The guidance and cooperation you received from:
 - _____ a. Your sponsor GSE chair
 - _____ b. Your team leader (team members only)
 - _____ c. Your host GSE chair
 - _____ d. Your GSE coordinator at RI World Headquarters (team leaders only)
 - _____ e. GSE materials and literature
2. The effectiveness of your orientation before the study tour on:
 - _____ a. Life and culture in the host country
 - _____ b. The goals and objectives of Rotary
 - _____ c. The goals and objectives of the GSE program

- _____ d. Your role/mission as a team member and ambassador of Rotary
- _____ e. Rapport, teamwork, and group dynamics

We did not receive an orientation.

3. _____ Host family experiences
4. _____ Effectiveness of vocational days and experiences
5. _____ Quality of service provided by Rotary International Travel Service or affiliate (team leaders only)
6. If the language of the host district was not your native language, how would you rate your ability to speak that language:
 - _____ a. Before the study tour or Foundation-funded language training, if applicable?
 - _____ b. After Foundation-funded language training, if applicable?
 - _____ c. During and after the study tour?
7. _____ Your overall opinion of the GSE program

II. Please list the approximate number of presentations you gave during and after the tour to:

1. _____ Rotary clubs during tour
2. _____ Other groups during tour
3. _____ Rotary clubs after tour
4. _____ Other groups after tour

III. Please check the appropriate response(s) below.

1. How did you find out about the GSE program?

- Employer
 Rotarian
 Former team member
 Rotaractor
 Other _____

2. Before being selected as a GSE team member, I was a(n):

- Ambassadorial Scholar
 Rotaractor
 Foundation alumni
 None of the above

3. Did you engage in at least five full days of vocational study during the study tour?

- Yes No

4. Did you attend a Rotary district conference in your host district during the study tour?

- Yes No

5. Did you attend a Rotary district conference in your sponsor district before or after the exchange?

- Yes No

6. Did you travel on your own after the exchange?

- Yes No

If yes, for how long?

- Less than one week
 1-2 weeks
 More than 2 weeks

7. If asked, would you be interested in becoming a Rotarian or Rotaractor?

- Yes No

8. Did the GSE program meet your expectations?

- Yes No

9. Do you foresee the GSE experience having a significant impact on your personal and professional life?

- Yes No

IV. Comments (please attach an additional page, if needed)

1. Can you suggest ways to enhance the GSE program's effectiveness?

2. What suggestions do you have for future GSE team members?

Return this form to your GSE chair for onward submission to TRF.

Group Study Exchange Department
The Rotary Foundation
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA

FAILURE TO SUBMIT POST-GSE REPORTS WITHIN TWO MONTHS OF RETURN MAY RESULT IN DELAY OF THE DISTRICT'S PARTNERSHIP FOR THE SUBSEQUENT ROTARY YEAR.

Host District Evaluation

To be completed by the host district upon conclusion of the study tour and submitted to your GSE coordinator at The Rotary Foundation.

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

NAME TITLE E-MAIL

HOST DISTRICT VISITING DISTRICT

Your Opinions

1. Did you provide a host itinerary before the visiting team arrived? Yes No
2. Were language skills of the visiting team adequate to benefit from the exchange? Yes No

Please use the following scale to evaluate the items listed below. Choose the rating value that best agrees with your opinion. Write that number in the space provided to the left. The Rotary Foundation will treat all information as confidential.

1 = Lowest possible rating 2 = Low rating 3 = Medium rating 4 = High rating 5 = Highest possible rating

1. _____ Unity and rapport of the visiting team during the study tour
2. _____ Communication with visiting team's district before the visit
3. _____ Effectiveness of visiting team presentations
4. _____ Suitability of the visiting team members
5. _____ Suitability of the visiting team leader

STATISTICS

1. _____ Number of families that were available to host team members
2. _____ Number of clubs participating
3. _____ Total number of vocational study days
4. _____ Number of team rest days
5. _____ Number of club visits and presentations

ADDITIONAL COMMENTS:

GSE Newstip

Please share your Group Study Exchange stories, articles, and photos.

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue,
Evanston, IL 60201-3698, USA

Where it happened or will happen _____

When it happened or will happen _____

Person(s) who can tell us more:

NAME (PERSON COMPLETING THIS FORM)

ADDRESS

CITY, STATE/PROVINCE

POSTAL CODE

COUNTRY

TELEPHONE

FAX

E-MAIL

NAME

ADDRESS

CITY, STATE/PROVINCE

POSTAL CODE

COUNTRY

TELEPHONE

FAX

E-MAIL

From correspondence, telephone call, or personal conversation, I have learned about the following Rotary event, anecdote, or interesting Rotarian or Foundation alumnus as a potential news article or feature story. I understand that my newstip will be duplicated and shared with others in the Public Information and Communications divisions as appropriate.

Description of what happened or will happen:

How this event is of interest to Rotarians and others:

Please attach relevant correspondence, clippings, or photos, if available.



The Rotary Foundation
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Evanston, IL 60201-3698 USA
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Fax: 847-556-2143
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