



The Rotary Foundation Group Study Exchange Team Leader Application

Please print or type. Do not use initials.

Name in full (as it appears on your passport)

FIRST (GIVEN) _____ MIDDLE _____ LAST (FAMILY) _____

Male Female Date of Birth _____
DAY MONTH YEAR

Mailing Address _____
NUMBER AND STREET

CITY/TOWN _____ STATE/PROVINCE _____

POSTAL CODE _____ COUNTRY _____

HOME TELEPHONE _____ OFFICE TELEPHONE _____

FAX _____ E-MAIL _____

Country of Citizenship _____ Country of Birth _____

Person to notify in case of emergency _____
RELATIONSHIP

NAME _____ TELEPHONE _____

ADDRESS _____

FAX _____ E-MAIL _____

Occupation/Profession _____
COMPANY POSITION

Rotary Club _____ District # _____ Years in Rotary _____

Partner District # _____ Team Travel Dates: from: _____ to: _____

Club or district committee experience _____

Offices held in Rotary _____

Leadership experience _____

Community involvement _____

Travel/International experience _____

Language skills (particularly relative to host district) _____

Physical health _____

Additional relevant experience/knowledge that specifically qualifies applicant for team leadership _____

TEAM LEADER APPLICANT'S CERTIFICATION

If appointed as Group Study Exchange team leader, I will accept the appointment and agree to discharge the following obligations and responsibilities:

Predeparture

- Be well-informed on the home country and Rotary.
- Inspire the team with a sense of mission.
- Build a well-informed and cohesive group that is able to present relevant programs about their own country to Rotary clubs and Rotarians in the host district.
- Assume responsibility for facilitating all aspects of the exchange.
- Take an active role in the team's predeparture orientation to ensure that it is knowledgeable about the country(ies) to be visited and thoroughly acquainted with the aims, objectives, and ideals of Rotary and the purpose of the GSE program — to further international understanding and goodwill.
- Actively participate in a language and cultural training program if language differences exist between the paired districts.
- Help team members prepare speeches that they will be asked to give at Rotary club meetings and other functions. Also help them plan a major presentation (at least 30 minutes) for the host district conference if the team is expected to attend and be part of the conference program.
- Understand that The Rotary Foundation will provide only for my transportation, not to exceed round-trip economy class airfares between the point of departure in the home district and the point of arrival in the host district. Also accept that local Rotarians will provide for my accommodations and travel in the host district during the study tour.
- Obtain and pay for insurance valid and payable in the country(ies) visited. The insurance coverage must extend from the time the team departs for the host district through the time it returns home. Foundation regulations require a **minimum of:** US\$50,000 for medical care and/or hospitalization resulting from injury or accident; \$10,000 for emergency medical evacuation; \$10,000 for accidental death or dismemberment; and \$7,500 for repatriation of remains. Please note that higher amounts are recommended, as well as insurance coverage for luggage and personal items.
- Complete, sign, and return to the district GSE chair the official CERTIFICATION OF INSURANCE COVERAGE (included in the *Group Study Exchange Program Guide for Rotarians* [165-EN]), noting the name of the insurance company and the comprehensive dates for which the insurance coverage is valid. You should read and thoroughly understand insurance policies of this type, especially regarding any exclusions that may exist (e.g., most insurance policies will not cover death or injury occurring in a privately owned aircraft).
- Have a medical examination and submit to the district GSE chair the official MEDICAL CERTIFICATE (included in the *Group Study Exchange Program Guide for Rotarians* [165-EN]), completed and signed by the examining physician(s).

During exchange

- Represent the governor of the team's home district.
- Not be the current district governor, governor-elect, or immediate past governor when the team travels.
- Use my communication and other skills to act as adviser and counselor when the need arises and as liaison between the host clubs/district and the team.
- Be willing and able, physically and emotionally, to keep pace with the vigorous program of study planned for the team members.
- Have proficiency (preferably fluency) in the major language(s) of the host district.
- Remain with the team throughout the study tour, except during those periods when individual team member activities are scheduled. Under no circumstances will I plan to leave the GSE tour before its conclusion.
- Be available to team members to discuss any concerns and keep the team informed of my whereabouts at all times.
- Maintain standards of behavior and deportment during travels with the study team that will reflect credit on Rotary, my district, and my country.
- Have sufficient funds to meet personal and incidental expenses while abroad.
- Not be accompanied by spouse or other relatives or dependents on the GSE tour under any circumstances.

Post-exchange

- Within two months of my return home, submit a GSE Final Report (included in the *Group Study Exchange Program Guide for Rotarians* [165-EN]) of my study tour experiences and a copy of the GSE Evaluation Form to my district GSE chair.
- Ensure that all team members participate in a post-tour debriefing and submit final reports.
- Be willing to participate on selection committees for future teams.
- Permit The Rotary Foundation to share my name and contact details with other GSE teams and Rotary districts upon request. Also permit the Foundation to use information and photos from my final report for publicity purposes, unless I send a letter to the Foundation indicating that I do not give it such authorization.

I hereby release and discharge Rotary International and The Rotary Foundation of Rotary International, and their respective successors, officers, directors, agents, and employees from any and all claims, damages, liabilities, or expenses which I or my successors, dependents, beneficiaries, heirs, executors, administrators, or assigns may or hereafter have against any or all of such parties on account of or in connection with The Rotary Foundation Group Study Exchange or my participation therein. I agree that I shall indemnify and hold harmless Rotary International and The Rotary Foundation of Rotary International and their respective successors, officers, directors, agents, and employees against any and all claims, damages, liabilities, or expenses which any such party may incur on account of or in connection with my participation in The Rotary Foundation Group Study Exchange. The foregoing release and indemnity shall continue to apply to each officer, director, agent, or employee even though such individuals may cease to serve in such capacities and shall inure to the benefit of the legal representatives, successors, and assigns of such individuals. The foregoing release and indemnity shall not apply to the cost of my transportation to and from the receiving district. I agree that I will abide by all Foundation decisions related to travel safety. If the Foundation determines, in its sole discretion, at any point in the Group Study Exchange (GSE) process that my safety as a GSE participant in the host country is or could be at risk, the Foundation may require that the GSE itinerary be modified, cancelled, or indefinitely postponed. If already in the host country, my GSE team may be asked to return home immediately. In such instances, I agree to abide by the Foundation's decision as to what, if any, alternatives are available to GSE teams whose trips have been modified, cancelled, or postponed due to safety concerns.

NAME OF TEAM LEADER (PLEASE PRINT) _____ SIGNATURE OF TEAM LEADER (MANDATORY) _____ DATE _____

ROTARY CLUB ENDORSEMENT

The Rotary Club of _____ proposes _____ for district Group Study Exchange team leader and forwards his/her application for consideration by the district Group Study Exchange subcommittee.

NAME OF CLUB PRESIDENT (PLEASE PRINT) _____ SIGNATURE OF CLUB PRESIDENT (MANDATORY) _____ DATE _____

DISTRICT ENDORSEMENT

District # _____

The district Group Study Exchange subcommittee has appointed Rotarian _____ as the Group Study Exchange team leader. We further certify that the Group Study Exchange selection committee was composed in accordance with Trustee policy.

NAME OF DISTRICT ROTARY FOUNDATION CHAIR (PLEASE PRINT) _____ SIGNATURE OF DISTRICT ROTARY FOUNDATION CHAIR (MANDATORY) _____ DATE _____

NAME OF GSE CHAIR (PLEASE PRINT) _____ SIGNATURE OF GSE CHAIR (MANDATORY) _____ DATE _____

NAME OF DISTRICT GOVERNOR (PLEASE PRINT) _____ SIGNATURE OF DISTRICT GOVERNOR (MANDATORY) _____ DATE _____

The district GSE chair should fax or mail this completed application along with all team member applications and insurance and medical certificates to The Rotary Foundation, Group Study Exchange Department, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698 USA. Fax: (847) 866-0934.



The Rotary Foundation
of Rotary International
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