



# The Rotary Foundation Group Study Exchange **Team Leader Application**

Please print or type. Do not use initials.

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## CONTACT INFORMATION

**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

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Occupation/Profession \_\_\_\_\_  
COMPANY POSITION

Rotary Club \_\_\_\_\_ District # \_\_\_\_\_ Years in Rotary \_\_\_\_\_

Partner District # \_\_\_\_\_ Country \_\_\_\_\_

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 \_\_\_\_\_

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## 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

- Inform the selection committee of relationships (professional or personal) to any non-Rotarian team member applicants.
- 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.
- Confirm that vocational visits have been planned by the host district and that they conform to the team members' expectations and professional needs.
- 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.
- Facilitate the team in composing a group presentation that is adjustable in length.
- Understand that The Rotary Foundation will provide only for my transportation, not to exceed round-trip economy class fares 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\$250,000 for medical care and/or hospitalization resulting from injury or accident; \$50,000 for emergency medical evacuation; \$10,000 for accidental death and dismemberment; and \$10,000 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, immediate past governor, or the spouse of any of the aforementioned officers 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.
- Refrain from engaging in dangerous activities.

- Refrain from engaging in any type of medical practice or activity including but not limited to routine medical procedures, surgical procedures, dental practice, contact with infectious diseases. Educational program participants who engage in this type of prohibited 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.
- 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.
- Should I be required to return home prematurely due to travel safety concerns, and I choose to stay, I accept all responsibility for my safe return home and agree to forfeit my Foundation award.

**Postexchange**

- 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 postexchange debriefing and submit final reports.
- Be willing to participate on selection committees for future teams.
- Permit The Rotary Foundation (TRF) to share my name and contact details with other GSE teams and Rotary districts upon request. Unless I indicate otherwise in writing, by submission of the photos in connection with my final report, I hereby give publication rights to RI and TRF for promotional purposes to further the Object of Rotary, including but not limited to RI and TRF publications, advertisements, and Web sites. I also authorize RI and TRF to share photos from my final report with Rotary entities for promotional purposes to further the Object of Rotary. I do not authorize RI, TRF, or any other entity to use these photos for any commercial purpose.

*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.*

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NAME OF TEAM LEADER (PLEASE PRINT)

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SIGNATURE OF TEAM LEADER (MANDATORY)

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DATE

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**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.

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NAME OF CURRENT CLUB PRESIDENT (PLEASE PRINT)

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SIGNATURE OF CLUB PRESIDENT (MANDATORY)

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DATE

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**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 CURRENT DISTRICT ROTARY FOUNDATION CHAIR (PLEASE PRINT)\_\_\_\_\_  
SIGNATURE OF DISTRICT ROTARY FOUNDATION CHAIR (MANDATORY)\_\_\_\_\_  
DATE\_\_\_\_\_  
NAME OF CURRENT DISTRICT GSE CHAIR (PLEASE PRINT)\_\_\_\_\_  
SIGNATURE OF DISTRICT GSE CHAIR (MANDATORY)\_\_\_\_\_  
DATE\_\_\_\_\_  
NAME OF CURRENT DISTRICT GOVERNOR (PLEASE PRINT)\_\_\_\_\_  
SIGNATURE OF DISTRICT GOVERNOR (MANDATORY)\_\_\_\_\_  
DATE

**The completed application must be submitted to the local Rotary club sponsoring your candidature. GSE team leader candidates should not submit applications directly to The Rotary Foundation. Applications submitted directly to The Rotary Foundation by individual applicants will not be accepted and may result in missing the district application deadline.**

**Once the team is selected, the district GSE chair should fax or mail the completed application along with all team member applications and insurance and medical certificates to:**

**Group Study Exchange Department  
The Rotary Foundation  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Fax: 847-556-2143**