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## **H O S T C O U N S E L O R R E S P O N S I B I L I T I E S**

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Each Host Counselor is an important member of the Rotary Foundation team providing support for the scholar in the study district and a contact for the Scholarships Coordinator at World Headquarters. Host Counselor responsibilities begin before the scholar arrives and continue for the duration of the scholarship.

Your responsibilities include the following:

### **BEFORE THE SCHOLAR'S AWARD PERIOD:**

- Correspond with the scholar and introduce yourself, your family and city;
- Assist the scholar in expediting the admission process;
- Assist the scholar in locating appropriate housing, especially when university housing is not available;
- Make arrangements to meet the scholar upon arrival. In your absence, please arrange for another Rotarian to meet the scholar.
- Contact the Scholarships Subcommittee Chair or District Governor to participate in your district's scholar orientation.

### **WHEN THE SCHOLAR ARRIVES:**

- Present the first award payment from The Foundation to the scholar;
- Assist with budgeting and banking needs. Refer to your copy of the scholar's Amount of Award letter, which you will receive before the scholar arrives.

### **DURING THE AWARD PERIOD**

- Work with the scholar to fulfill ambassadorial goals through
  - fulfillment of presentation requirements - 10 to 15 visits to Rotary and non-Rotary groups per academic year (Cultural Scholars - 3 to 6 visits);
  - involvement in club and district service projects, or in a local Rotaract club;
- Invite the scholar to your weekly club meetings and to the district conference;
- Contact your Governor to suggest using the district newsletter to advertise the scholar's availability for speaking engagements and to publicize scholar activities;
- Encourage other Rotarians to share in providing home hospitality;
- If counseling a Cultural Scholar, visit the scholar's home stay location and meet the family;
- Remind your Academic-Year or Multi-Year Scholar that the first report should be submitted two months after the start of classes (Academic-Year Scholars also must submit tuition payment receipts). If these documents are not received by the scholar's coordinator in Evanston, the second payment will be sent to the host counselor and held until this requirement has been met;
- Be available to provide advice to the scholar as questions or problems arise; encourage open communication;
- Remind the scholar who is considering remaining in the study country beyond the validity of the airline tickets that the Foundation should be contacted at least four months before the end of the scholarship to allow time to provide required documentation and obtain approval.
- Remind the scholar to finalize return home travel arrangements with the airline at least two months before planned departure.

**AT THE CLOSE OF THE AWARD PERIOD:**

- Invite the scholar to make a farewell speech to your club.
- Meet with scholar to make sure that all necessary closing tasks have been completed (e.g. housing arrangements, bank accounts).

Please keep the District and Foundation Scholarships Staff informed of any unusual problems or concerns by contacting the scholar's coordinator at (847)866-3000 or by fax at (847)328-8554 or (847)866-0934.

**The Rotary Foundation of Rotary International, 1560 Sherman Avenue, Evanston, Illinois 60201-3698 USA**