



# The Rotary Foundation Group Study Exchange Team Leader Application

Please print or type. Do not use initials. Underline family name.

Name in full \_\_\_\_\_

first

middle

last

Male

Female

Date of Birth

day

month

year

Mailing Address \_\_\_\_\_

Number and Street

City/Town \_\_\_\_\_

State/Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

Home

Office

Fax

E-mail

Country of Citizenship \_\_\_\_\_

Country of Birth \_\_\_\_\_

Person to notify in case of emergency (relationship, name, address, phone and fax numbers and e-mail address)

Occupation/Profession \_\_\_\_\_

Firm

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 which specifically qualifies applicant for team leadership \_\_\_\_\_

## Qualifications and Obligations of GSE Team Leader

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### The team leader must:

#### Predeparture

- Be an experienced Rotarian (especially in international service), well-informed on the home country and Rotary.
- Imbue the team with a sense of mission.
- Build a well-informed and cohesive group that is able to present timely 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 they are knowledgeable about the country(ies) to be visited and thoroughly acquainted with the aims, objectives, and ideals of Rotary and with 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 which they will be asked to give at Rotary club meetings and other functions, and help them to plan a major presentation (at least 30 minutes) for the host's district conference if the team is expected to attend and be a part of the conference program.
- 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 US\$50,000 for medical care and/or hospitalization resulting from injury or accident; a minimum US\$10,000 for emergency medical evacuation; a minimum US\$10,000 for accidental death or dismemberment; and a minimum US\$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 subcommittee the official CERTIFICATION OF INSURANCE COVERAGE (included in the *Group Study Exchange Team Handbook* [164-EN]), noting the name of the insurance company and the comprehensive dates for which the insurance coverage is valid. The insured should read and thoroughly understand insurance policies of this type, especially with regard to 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 the official MEDICAL CERTIFICATE (included in the *Group Study Exchange Team Handbook* [164-EN]), completed and signed by the examining physician(s), to the district GSE subcommittee.

#### During tour

- Represent the governor of the team's home district.
- Not be the current district governor, governor-elect, or governor-nominee when the team travels.
- Not be an immediate past district governor when the team travels.
- Possess outstanding personal and communication skills to act as advisor and counselor when the need arises and act as liaison between the host clubs/district and the team.
- Be willing and able, physically and otherwise, 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 for the duration of the study tour, except during those periods when individual team member activities are scheduled. Under no circumstances should the team leader plan to leave the tour before its conclusion.
- Maintain standards of behavior and deportment during travels with the study team that will reflect credit on Rotary, his/her district, and his/her country.
- Have sufficient funds to meet personal and incidental expenses while abroad.
- Not be accompanied by a spouse or other relatives or dependents on the GSE tour under any circumstances.

#### Post-Tour

- Within two months of my return home, submit a 1-2 page written account of my study tour experiences to my GSE chair.
- Ensure that all team members participate in a post-tour debriefing.
- Be willing to participate on selection committees for future teams.

## Team Leader Applicant's Certification

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If appointed as Group Study Exchange Team Leader, I will accept the appointment and promise to discharge to the best of my ability the obligations and responsibilities described in this application.

I 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. I understand that local Rotarians will provide for accommodations and travel within the host district during the study tour.

In concurrence with the existing rules of the Group Study Exchange program, I further agree that:

- I will provide sufficient funds to meet my personal and incidental expenses.
- I will actively participate in a language and cultural training program when language differences exist.
- I will obtain, before departure, insurance valid in the areas to be visited adequate to cover a minimum US\$50,000 for medical care and/or hospitalization resulting from injury or accident; a minimum US\$10,000 for emergency medical evacuation; a minimum US\$10,000 for accidental death or dismemberment; and a minimum US\$7,500 for repatriation of remains; and that I will provide certification that I have the minimum required insurance coverage before departure.
- I will undergo a physical examination and, before departure, provide certification signed by the examining physician(s) attesting to my good health.
- no relatives or dependents will accompany me on the Group Study Exchange, even at my personal expense.

*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.*

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Team Leader's name (please print)

Team Leader's signature (mandatory)

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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Club President's name (please print)

Club President's signature (mandatory)

Date

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Club Secretary's name (please print)

Club Secretary's signature (mandatory)

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 to policy per Trustee mandates.

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GSE Chairperson's name (please print)

GSE Chairperson's signature (mandatory)

Date

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District Governor's name (please print)

District Governor's signature (mandatory)

Date

**Group Study Exchange chairpersons should fax or mail completed application along with all team member applications, insurance and medical certificates to The Rotary Foundation, Group Study Exchange Department, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201, USA.**

**Fax: 847-866-0934**

