



EXCHANGE GUIDELINES

District 5110 Rotary Friendship Exchange Guidelines

The purpose of this document is threefold: (1) to guide the District 5110 Rotary Friendship Exchange Committee in the selection of outbound teams, (2) to prepare them for travel, and (3) to provide basic information to inbound RFE teams. It will be reviewed at least every two years.

The goals of Rotary Friendship Exchanges are to experience how Rotary operates in different countries and other parts of the United States, to share service opportunities, to build understanding of different cultures and customs, and to build good will between Rotary Districts. These guidelines were created with these goals in mind. First and foremost, please be aware that a RFE trip is not a vacation experience. Second, District 5110 team members are ambassadors for our District in the world. To this end, all team members must be prepared to see and participate in Rotary projects and attend Rotary meetings as team members.

FOR INCOMING (INBOUND) TEAMS:

1. Inbound teams will usually spend 15 days in District 5110. Teams will normally spend five days in three different areas of the district, with travel between areas occurring on the fifth day. This schedule allows visitors to get to know their hosts and the part of the district in which they are visiting.
2. Host areas will assist in the transportation of an inbound team from one area to the next. This will be organized by the team leaders in each host area.
3. District 5110 will host teams of eight to ten individuals (using no more than six beds) and send outbound teams using this same model.
4. We include a short service project as part of each exchange.

FOR OUTGOING (OUTBOUND) TEAMS:

1. Outbound teams can consist of:
 - Rotarian couples,
 - single Rotarians,
 - Rotarians with a spouse or significant other,
 - Rotarians with an adult child, or
 - Rotarians with a parent or adult sibling.

2. The District 5110 RFE Committee is primarily self-funded. To cover expenses associated with its operation and help defray some of the costs for hosting inbound teams, the Committee collects fees from all outbound team members. These fees are set on an annual basis and are non-refundable. In addition to these fees, outbound team members are responsible for
 - Passport and Visa,
 - airfare and related travel costs,
 - gift for each host,
 - some restaurant meals, and
 - other incidental costs, such as admission fees, sightseeing excursions, etc.
 - accommodations outside host family home stays

Team members often contribute a set amount to a team treasury to cover these latter expenses.

3. The team may participate in a half-to-full day service project selected by the host district. Each team member will also make a financial contribution to an identified project during the exchange. The team will decide which project and the amount of each individual contribution. (Suggested amount is \$50 per team member.)
4. By no later than ONE month prior to an exchange, each team member should have a passport and necessary visas and immunizations, round trip tickets for travel, and travel insurance. Two months are preferred. This is to allow alternates to go if one or more individuals selected for the team cannot go.
5. The team leader will be selected by the District 5110 RFE Chair. The team treasurer will be selected by the team or leader prior to departure of the team.

Contact Camille Ronzio or Ted Stevens, 2018-19 District 5110 RFE Co-Chairs at ajronzio@comcast.net or tedstevens520@gmail.com.