

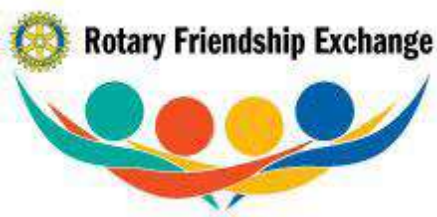
District RFE Guidelines Draft

The purpose of this document is to guide the District Rotary Friendship Exchange committee in selecting teams and preparing teams to travel. It will be revisited at least every 2 years and adjusted according to what has been happening on exchanges.

Remembering that District Rotary Friendship Exchanges are to experience Rotary International and how it operates in different countries, to share service opportunities and to build understanding of cultures and customs and to build good will between Rotary Districts, we develop these basic guidelines for exchanges. Rotary RFE teams are not on a travel vacation experience but are a team of individuals representing our Rotary district in the world. All team members selected must be prepared to see and participate in Rotary projects and attend Rotary meetings as team members.

FOR INCOMING TEAMS:

1. Our exchanges in each area will be 4-5 days with the transition being on the last day. This is to allow visitors to get to know their hosts and the area of the district which they are visiting. They will include at least 3 stops in our district.
2. It is a general rule that a host area will host no more than one team per year – with the exception of Eugene/Springfield which will have 3 host clubs/pairs which each will host one exchange team.
3. Funds collected from outgoing team members will be divided evenly between host areas to help defray SOME of the costs to incoming team members and host clubs.
4. Host areas will assist in the transportation of the team from one area to the next. This will be organized by the team leaders in each host area.
5. Our District will host teams of 8-10 (using no more than 6 beds) and send outgoing teams using this same model.
6. Rotary clubs hosting may incur costs above what they receive from the District committee. This needs to be the responsibility of the club or individuals in the club. It is suggested that clubs wishing to host budget some money in a GSE/RFE line item. Activities in the area should be planned according to this budget. If incoming team members need to cover costs for entry fees, dinners or special events, this should be included on the itinerary.
7. District 5110 will plan 3 RFE exchanges per year with one exchange targeted to be shorter and possibly within the United States.



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8. Host contact information, area itineraries and costs should be submitted to the District RFE chair no less than one month prior to the exchange.

FOR OUTGOING EXCHANGES:

1. Exchange teams can consist of a Rotarian with an adult child, a Rotarian with a parent, a Rotarian with a significant other, a Rotarian with adult sibling, a single Rotarian or a Rotarian with spouse, or a couple consisting of two Rotarians. Our District will welcome Incoming Team Members as selected by their District.
2. For the Rotary year 2015-16, each outgoing team member will contribute \$125. in appreciation for the hosting they receive. The funds will be divided evenly between clubs hosting visitors to help defray SOME of the costs to incoming team members and host clubs.
3. The team may participate in a ½ -1 day service project selected by the host district. Each team member will make a contribution to an identified project during the exchange. The team will decide which project and the amount of the individual contribution. Suggested amount is \$50 per team member.
4. By no later than ONE month prior to the exchange, each team member should have necessary immunizations, passports, visas and round trip airfare. Two months are preferred. This is to allow alternates to go if an individual on the team cannot go
5. Health insurance information shall be given to the team leader. Additional insurance shall be purchased to cover emergency hospitalization, transport, treatment expenses, etc., and shall be submitted to the team leader. It is strongly recommended that each team member purchase the AIG insurance.
6. The team leader will be selected by the District RFE chair and treasurer will be selected by the team or leader prior to the departure of the team.
7. It is the goal that each team will meet twice before departing.
8. Teams will be selected 6 months prior to the beginning of the exchange. Applications will be available on the District 5110 website and through DACdb.
9. Incoming team host areas will be selected 6 months prior to hosting an incoming team