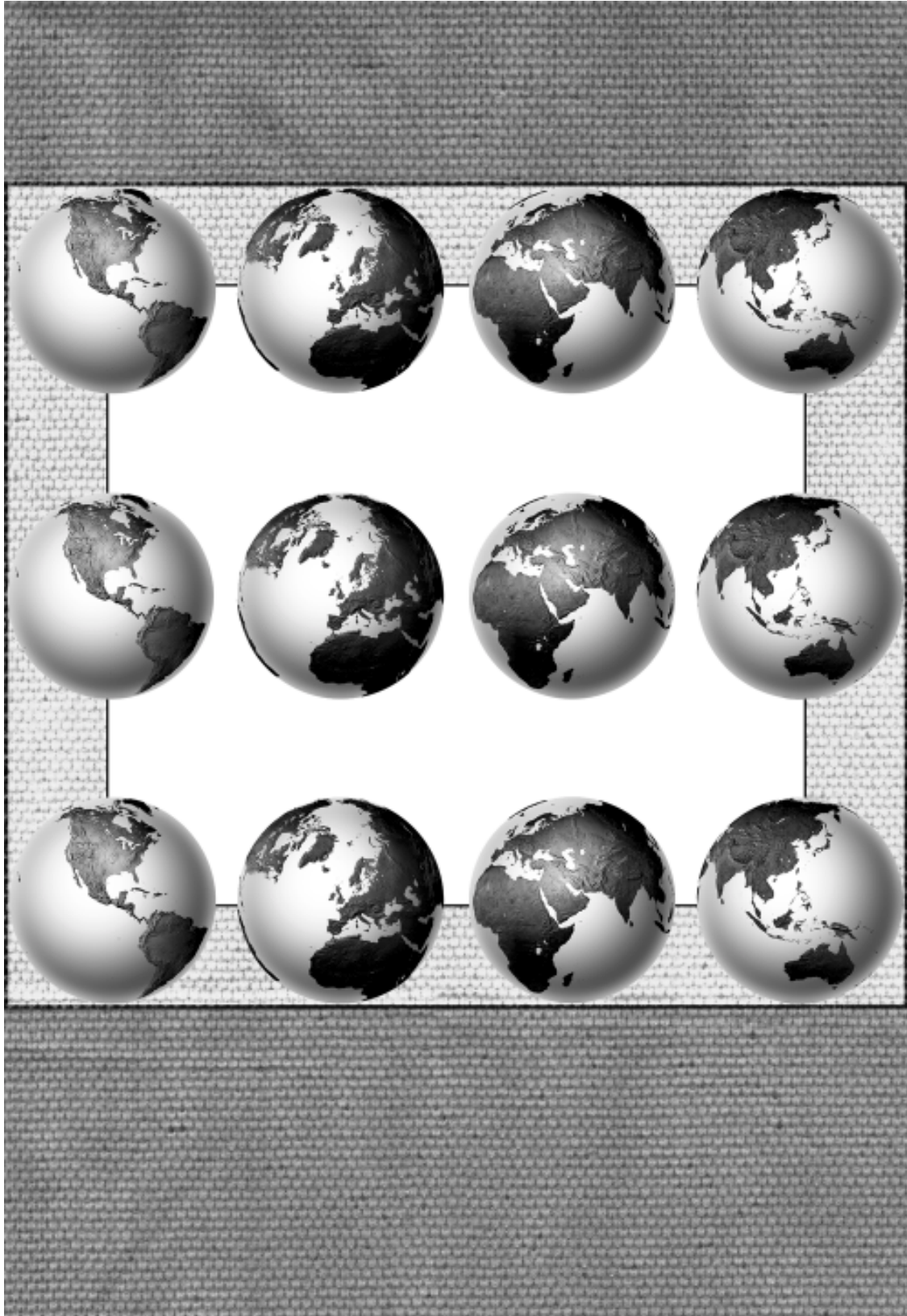




Rotary International



Rotary Friendship Exchange Guidelines

Table of Contents

Rotary Friendship Exchange Guidelines

Chapter 1: Introduction	page 1	
Visitor program	page 1	
Team program	page 1	
Uni-vocational exchanges	page 2	
Participants	page 2	
Friendship Exchange district chairmen	page 2	
Funding	page 2	
Chapter 2: Establishing Rotary Friendship Exchange in Your District	page 3	
Seeking approval	page 3	
The visitor program	page 3	
Team exchanges	page 4	
Personal contacts	page 4	
Locating exchange participants	page 5	
The itinerary	page 6	
Meetings	page 8	
Essential details	page 8	
Publicity	page 11	
Chapter 3: Being a Guest	page 12	
Guests' expenses	page 12	
Gift giving	page 12	
Religious customs	page 12	
Communication between guests and hosts	page 13	
Flexibility	page 14	
Chapter 4: Being a Host	page 15	
Arrival	page 15	
Sense of time	page 16	
Chapter 5: Conclusion	page 17	
After the exchange	page 17	
Annual reports	page 17	
Some final thoughts	page 17	
Appendix A	Rotary Friendship Exchange Promotional Sheet	page 19
Appendix B	Non-Binding Letter of Intent for a Rotary Friendship Exchange	page 21
Appendix C	Sample Guest Questionnaires	page 22
Appendix D	Sample Host Questionnaires	page 23
Appendix E	Sample Itineraries	page 24

Chapter 1:

Introduction

Rotary Friendship Exchange is Rotary's exchange program for Rotarians and their families. Friendship Exchanges allow Rotarians the opportunity to experience another culture firsthand in the homes of Rotarians in other countries. The exchanges are reciprocal, and last anywhere from a few days to several weeks. Participating in a Friendship Exchange offers Rotarians an opportunity to make a personal contribution to advancing world understanding while expanding their own horizons. Since the program's inception in 1984, thousands of Rotarians have availed themselves of this unique cultural opportunity and many long-standing friendships have resulted.

This guide has been created to assist you in establishing Rotary Friendship Exchange in your district. The suggestions and ideas in this guide are the result of the combined experience of many Rotarians. The procedures and recommendations provided here have proven successful. In fact, many districts have developed their own program manuals, and ideas from these have been adapted for this guide. It has been designed so that you can adapt the ideas and suggestions to suit your own needs.

Visitor program

There are two types of Friendship Exchanges. The first is a club-to-club visitor program in which individual Rotarians, who may be accompanied by family members, spend a few days in the home of a Rotarian in another country. It is expected that guests who participate in this type of exchange will reciprocate by serving as hosts for later exchanges. These exchanges offer a nice highlight to a family trip, or add an enjoyable respite in business travel. These exchanges are not intended to save costs by replacing hotel stays.

Team program

The second type of exchange is a district-to-district team program in which four to six Rotary couples visit several communities in a host district for a period of up to one month. The number of couples and/or length of stay may be varied by agreement of the districts involved. The following year, the guest district hosts a team from the host district. The team program is the ultimate personalized group tour.

Uni-vocational exchanges

The R.I. Board of Directors encourages districts, where feasible, to consider arranging uni-vocational exchanges. These exchanges take place between host and guest Rotarians of the same profession and offer an exciting opportunity to see how colleagues carry out their work in other countries. Uni-vocational exchanges can take place under either the visitor or team programs.

All Friendship Exchanges are arranged through district Rotary Friendship Exchange chairmen, and it is expected that all exchanges will be reciprocal.

Participants

Rotarians and immediate family members only (spouse and children) are eligible for the visitor program. For the team exchange program, only Rotarians and their spouses are eligible.

Friendship Exchange district chairmen

All Friendship Exchanges are arranged through district chairmen, who are appointed each year by the District Governor. District chairmen must serve a minimum of a two-year term of office.

Funding

Rotary Friendship Exchange is funded entirely by the individuals who participate. Generally, guests are responsible for their travel expenses and personal spending (souvenirs, etc.). Hosts are expected to provide housing, meals and sightseeing — the same courtesies that would be extended to a visiting friend.

In establishing the program, district Friendship Exchange chairmen may wish to develop some modest funding scheme within their district to cover implementation costs. The primary expenses for the district chairman are communication costs. Chairmen should be prepared to fund correspondence, faxes and phone calls.

Chapter 2:

Establishing Rotary Friendship Exchange in Your District

Seeking approval

A district that wants to establish Friendship Exchange must first obtain the approval of two-thirds of the clubs in the district. Generally, this is done through a mailing from the District Governor to all the clubs in the district. The two-thirds club approval is important for two reasons. First, it assures that there is enough interest within the district to support an exchange. Second, it provides an ideal opportunity to promote the program, thereby making the solicitation of hosts or team members a much easier task for the district chairman.

Once this approval is received, the District Governor appoints a district Friendship Exchange chairman who will serve over a two-year period. A two-year term is selected to allow the chairman to arrange reciprocal visits. For this reason, the District Governor should consult the District Governor-nominee before making this appointment.

Special Note: As district chairman, it is essential that you keep your District Governor informed about exchanges. When it is time for your district to host a Rotarian and his family or a team of Rotarian couples, the District Governor's approval, or lack thereof, becomes critical to the success of the exchange.

Once district chairmen are appointed, World Headquarters compiles a listing of all Friendship Exchange chairmen that is mailed to all the chairmen. This listing will become your primary resource for arranging exchanges.

The visitor program

The visitor program provides Rotarians and their immediate family (spouse and children) the opportunity to spend several days in the home of a Rotarian family in another country. The district Friendship Exchange chairman acts as a clearinghouse to arrange this type of exchange.

A Rotarian who is interested in participating in this type of exchange must first contact his club president. The club president then relays the request to the district Friendship

Exchange chairman. The district chairman contacts his counterpart in the district(s) that the Rotarian has requested and asks him/her to locate hosts. Once hosts are located, the district chairman forwards this information back to the club president, and all further arrangements are made at the club level, either through the club president or directly between the guest and host.

District chairmen should prepare for this type of request by maintaining a list of potential hosts in the district. This list should contain information about the Rotarian's and spouse's professions (in case a uni-vocational exchange is requested) and information on children, pets, location, etc..

The visitor program offers a wonderful way to enrich travel abroad. For this reason, you should make special efforts to publicize the availability of the visitor program so that Rotarians in your district don't miss out.

Team exchanges

Team exchanges are a district wide event that will greatly enrich cultural understanding within your district. Organizing this type of exchange takes a lot of work, but the rewards make it well worth the effort.

Many district chairmen find that the easiest way to organize a team exchange is to assemble a committee or have a co-chairman help with the work. The chairman must then establish contact with the district(s) with whom an exchange is desired. The primary way in which most Friendship Exchange chairmen make contact is through the Rotary Friendship Exchange District Chairmen Listing and Addendum published each year by World Headquarters. Chairmen typically will write other Friendship Exchange chairmen and ask if there is interest in an exchange. While this method is certainly workable, experienced Friendship Exchange chairmen report that the best way to arrange an exchange is through personal contacts.

Personal contacts

Even the most well traveled of Friendship Exchange Chairmen do not have contacts in every district with whom they would like an exchange. This means that chairmen must be creative in establishing these contacts.

One of the best ways is through the International Assembly, the training meeting held each year for District Governors-nominee. Each year over 500 Governors-nominee gather in Anaheim, California, USA to meet one another and receive training for their year as District Governor. The meeting usually takes place in March or April. Talk to your District Governor-nominee prior to this meeting about Rotary Friendship Exchange. Ask him/her to make inquiries while at the International Assembly. The support of two District Governors-nominee can do much to ensure the success of an exchange.

Other methods exist through which to establish contacts as well. For example, districts are often involved in international projects or programs through which contacts can be made. These include:

- World Community Service Projects
- Sister club agreements
- Inter-country Committees
- Group Study Exchange
- Rotary Foundation Ambassadorial Scholars
- 3-H or Matching Grants
- Rotary Volunteers
- Youth Exchange

Use your imagination. Talk to district chairmen from other programs within your district. Networking is the best way to get an exchange started.

Locating exchange participants

So, how does one locate hosts or form a team for an exchange? The first step is to publicize the availability of the exchange. There are many ways to do this, but suggestions include:

- District Governor's Newsletter: Most governors are usually looking for material for their newsletters. Help your governor by providing an article explaining Rotary Friendship Exchange and publicizing the availability of an exchange.
- Club visits: District Friendship Exchange chairmen or exchange alumni can visit clubs in their area and give presentations on the exchange.

- ❑ Club Bulletins: Do a mailing to Rotary clubs in your district providing an article on Friendship Exchange and asking that they include it in the club bulletin.
- ❑ District Conference or Assembly: Give a presentation on Friendship Exchange at your district's conference or assembly.

Appendix A can be used as a promotional brochure to distribute to interested Rotarians. If you are organizing a team exchange, ask Rotarians who have expressed interest in an exchange for a non-binding letter of intent to determine the level of interest within your district. This letter or form will help you determine who is truly interested in an exchange. A sample letter of intent is found in **Appendix B**.

Once the dates of the exchange are determined, it is time to secure firm commitments from potential exchange participants. In the visitor program, you or the club president may ask the guest or host to correspond directly with one another. For a team exchange, once you have determined the final group of exchange participants, ask the participants to complete a guest form with pertinent information about themselves to send to their hosts. A sample form can be found in **Appendix C**. Some districts choose to assemble a guest booklet, complete with photos, to send to their hosts. This information is very helpful for the host district in selecting appropriate hosts for the guests.

The itinerary

Each Friendship Exchange is a unique experience, and as such, the methods of planning and type of itinerary differ from exchange to exchange. For example, some visitor exchanges are quite informal, where the only pre-arranged factor concerns where the guest will stay. The team program tends to be more elaborate, with all details planned. The common factor in developing an itinerary in all exchanges is that communication is clear. It is very important that responsibilities are clearly defined between guest and host in advance. Bearing this in mind, here are some tips to help you get started.

Learn about the participants

In a team exchange, your first step after establishing the length of the visit and the number of participants is to learn more about your guests and hosts. This will assist you both in developing an itinerary and matching guests with hosts. In the past, many hosting districts have done this by using questionnaires. Some samples are printed in **Appendix D**.

When designing a questionnaire and planning an itinerary, it is important to bear in mind any cultural or religious differences which may impact upon activities or living arrangements. For example, a group of Hindu guests may not appreciate a Texas-style barbecue. Similarly, the guests of a vegetarian host in Strasbourg may still want to sample some local charcuterie. Education is your best tool in developing cultural sensitivity. Use the time before the exchange to learn as much as possible about each other's cultures in order to plan appropriate activities. Your fellow exchange chairman, neighboring consulate or travel bureau are all good ways to start your research.

Plan an itinerary

Designing an itinerary is fun, but it is also a challenge. You may wish to arrange a planning session with all of the hosts to come up with ideas. An important aspect of any itinerary is to allow adequate time for guests to rest and have some free time to pursue their own interests. For example, activities held on the day of arrival or first thing the following morning may be overwhelming following an overseas flight.

The itinerary you develop should be a balance of local tourist activities, social gatherings, Rotary events, time alone with the hosts, and free time for the guests to rest, shop and explore whatever interests them. It should also incorporate any special requests from your guests, when feasible. Depending on where you live, you may be concerned about finding an adequate number of activities to which to take your guests. Remember that in most cases, your guests have not been to your area before. Things which you take for granted may be of great interest to them. Activities as simple as cooking meals, attending local sporting events, concerts, weddings, local zoos and aquariums, or town council meetings can be well remembered and fascinating events for someone unaccustomed to your culture. Let your imagination and fellow hosts be your guide.

Special Note: Caution should be used in selecting more "adventuresome" activities for your guests. Guests from Tahiti traveling to Bavaria may not appreciate being pressured into trying snow skiing for the first time. On the other hand, they may be excited at having the opportunity to do so! Use your good judgment.

Prepare your guests

Prior to the exchange, an orientation packet should be sent to the guests. It should include a copy of the proposed itinerary, complete with estimated times and descriptions. Some sample itineraries from actual exchanges can be found in **Appendix E**. You may wish to include tourist brochures with the itineraries, to whet your guests' appetites for the upcoming trip. You should also be sure to include information on the weather for that time of year, and suggestions on appropriate clothing for planned events. (Should they bring a suit and tie? Hiking boots? A swimsuit?)

Finally, transportation arrangements should be very clearly defined. Make sure enough time has been allotted to travel from one locale to the next. In addition, the mode of transportation should be clearly determined. Will it be by motorcoach? If so, who pays for the motorcoach? Who will reserve it? Does the coach have enough room for everyone's luggage? Should luggage restrictions of any kind be imposed?

Clarifying questions such as these in advance will ensure a more smoothly running tour and prevent any misunderstandings.

Meetings

To ensure the success of a Friendship Exchange, it is important to hold planning meetings with the exchange organizer(s) and participants. You should organize at least two pre-trip meetings. These allow participants to meet one another, have their questions answered, and go over any concerns about the trip. This is also a good opportunity to study the country the team will visit. You may wish to order some brochures or other materials from the closest tourist office of the host country. You can also use this opportunity to learn some key phrases in the language of the country to which the team is traveling (if appropriate).

Hosts will need to meet as well to go over any last minute details on planned activities for their guests, coordinating pick up and drop off points, and any other relevant details for the activities they have planned.

Essential details

Thorough planning will help ensure a successful exchange. Be prepared for the unexpected. Despite everyone's best efforts, unwelcome incidents can occur on an exchange.

While trouble cannot always be avoided, it can often be remedied with proper advance planning. Long before departure, thought should be given to the following critical areas:

General responsibility

- Who has responsibility for ensuring that all plans are made and all necessary information is provided?
- A visitor should have answers to all (or most) of his/her travel questions before leaving home. If any questions or problems arise during the visit, he/she should be able to contact a specific individual who will find an answer or solution. Has such a contact been identified?
- Have customs requirements been defined for both entry to the guest country and re-entry to the home country? (e.g. registration of foreign-made cameras and jewelry may facilitate duty-free re-entry)

Travel arrangements and documents

- Have expense responsibilities been fully defined and communicated? Who is expected to pay for what?
- Are visitors fully briefed on the need for passports, visas and other travel documents?
- Are any immunizations required? Have these requirements been communicated to exchange participants?
- Are all travel arrangements within the host area complete? Have these arrangements been communicated to exchange participants?
- Will the visitors be expected to pay for any local transportation? Have these expenses been communicated to exchange participants?
- Will buses, trains or taxis be needed at any point?
- Will an international driver's license be required at any point?

Accommodations and meals

- Have overnight accommodations been arranged for every night between the visitor's arrival and departure from the host area?
- If, by necessity, the visitors must stay in a hotel for a night or two, who is responsible for arrangements (reservations, payment, etc.)?
- Do host families know what to expect and when?
- What meals or transportation will they be expected to provide?

Advance contact

- Who in the host area is responsible for maintaining communication with the visitor?
- Has a complete written plan been provided to the visitor and acknowledged?
- Does the visitor know about the climate he/she will be entering and the degree of formality of dress required for each occasion?
- Does the visitor have any food or animal allergies, or any other health concerns that might require some advance planning or special arrangements?
- Are there any religious practices that might require advance planning?

Incidental expenses

- What expenses should the visitor expect to have during his/her stay (meals, entertainment, tours, admission to museums, souvenirs, laundry, etc.)?

Emergencies

- Have provisions been made for emergencies?
- Is suitable treatment available for illness or injury?
- Is special insurance needed to cover any emergency expenses?
- Are lines of communication clear for reporting to the visitor's family or home club if that should become necessary?

Insurance

- What club/district liability matters need to be investigated before arranging any exchanges?
- Should “hold harmless” or “waiver of responsibility” statements be required?
- What arrangements have been made for health insurance or accidental death/dismemberment insurance?
- Do insurance arrangements affect the choice of transportation mode or supplier (common carrier versus private plane or car, visitor instructed not to drive a motorized vehicle, etc.)?
- Should trip cancellation insurance be considered? (Some commercial tours include this.)
- Who is responsible for obtaining any of the types of insurance deemed necessary?

Publicity

Finally, the long term health of the Rotary Friendship Exchange program in your district depends upon publicity of successful exchanges. Prior to the exchange, see if it is possible to organize a send-off party that can be publicized in club bulletins or the District Governor’s newsletter.

After the trip has ended, have a team member write an article on the exchange and send it to the governor or club presidents for publication in their bulletins and newsletters. Offer to give presentations both before and after the exchange. You may wish to use **Appendix A** as a promotional brochure, in addition to any more personalized material that you may have.

District chairmen should maintain accurate records on exchange participants as well. These exchange alumni can assist in developing or preparing for future exchanges.

By adequately publicizing your activities now, it will become increasingly easier to organize exchanges in the future. The more Rotarians in your district know about Rotary Friendship Exchange, the more likely they will be to volunteer as hosts or guests for future exchanges.

Chapter 3:

Being a Guest

Guests' expenses

Guests should be prepared to cover the following expenses:

- Transportation to and from the host district
- Possibly transportation between hosting districts (i.e. motorcoach, train, etc.)
- Any passport or visa costs
- Small host or hostess gifts
- Admission to tourist sites, unless otherwise agreed
- Any overnights in a hotel which may be required by the itinerary
- Lunch (or other meal) at a Rotary club meeting

These examples serve as a starting point. Any additional expenses should be clearly spelled out between host(s) and guest(s).

Gift giving

It is usually appropriate to bring a small gift to your host or hostess. The gift need not be expensive. In fact, it is wise to refrain from giving expensive gifts, because they may cause some embarrassment to your host.

The gift is a symbol of continued friendship, and therefore it should originate from your local area. Often, the best gifts are homemade items.

Different cultures respond to gift giving in different ways. In some cultures it is appropriate to open gifts in front of one another, whereas in other cultures, it is appropriate to open gifts in private. Do not take offense if the custom of your host differs from yours. After all, learning about different cultures is the reason Rotary Friendship Exchange exists!

Religious customs

Take time to learn about the predominate religion in the area you are visiting prior to the exchange. Some religions have restrictions regarding meats and alcohol. Knowing about these restrictions in advance can help you avoid embarrassing situations while on the exchange.

Communication between guests and hosts

Rotary Friendship Exchanges often take place between countries that use different languages. While this may seem intimidating at first, there are ways to ease communication and overcome language barriers.

If you are speaking with someone who is not fluent in your native tongue, the following suggestions should help make communication easier:

- Speak slowly and clearly.
- Face the person and speak distinctly.
- Speak loud enough to be heard, but do not raise your voice. A raised voice will deter communication.
- Speak a little more slowly than usual, but not so slowly that the other person becomes offended.
- Use simple vocabulary, grammar and short sentences. Avoid slang and idiomatic expressions.
- Write what you are trying to say if you are having too much difficulty in getting your point across.
- Pause more frequently than you would when speaking to a native speaker of your language.
- Encourage the other person to speak, regardless of errors. Do not interrupt to make corrections. The best way to correct is by “modeling,” that is, simply repeating what was said in a correct manner. Remember that most people are afraid of embarrassing themselves by speaking poorly. Praise efforts to speak.
- If you are not sure that you have made yourself understood, try again. Most people comprehend less than you think they do.
- Have a bilingual dictionary available so you can point to words, if necessary.
- Watch for non-verbal cues. Some cultures put more emphasis on the use of non-verbal cues (posture, facial expressions, touching, eye movements, etc.) than do others. A person may communicate one thing verbally, to avoid being rude, yet communicate the opposite by his posture. It is not uncommon for people to build up secret frustrations or anger if their non-verbal communications are not responded to “correctly.” They may not stop to consider that you have not been trained to pick up on their culturally acquired ways of communication.
- Use caution with jokes. A sense of humor is enjoyed

worldwide, but “jokes” often do not make sense across cultures. What may seem funny to you may be misunderstood by a person of another culture. One must also guard against the use of sarcasm, even in the most innocuous situations. Sarcastic remarks can easily injure or insult someone.

Flexibility

Perhaps the best piece of advice for any traveler is to be flexible. It is impossible to know everything about your host country before arrival, and learning about your host’s culture is the reason you are participating in an exchange. By maintaining a flexible attitude, you will do much to help ensure an enjoyable trip.

Chapter 4:

Being a Host

Hosting through Rotary Friendship Exchange is a lot of fun. Those of you who participate through team exchanges may have a number of activities planned through your district. Nonetheless, there will be time alone with your guest, and some general points will make your stay together most enjoyable.

Arrival

Upon your guests' arrival, give them a tour of your home. Show them where the bathroom is located, how appliances function, where the kitchen is, etc.

Your visit with your guests will be greatly enhanced if you establish any special household rules you may have. These "rules" can cover a broad range of activities, and it is better that you explain them rather than leaving it to your guest to learn them the hard way. For example, you may want your guest to feel free to help him or herself to food or drinks from the kitchen. However, you may have restrictions about where food is eaten in the house. Explain these restrictions to your guest.

If you do not permit smoking in your home, establish that fact early on and show your guests where they may smoke, if needed.

Customs vary greatly from one country to the next regarding the use of the bathroom. Be sure to explain what restrictions exist, if any, on using the bathroom. For example, if a family member routinely uses the bathroom at a certain hour to prepare for work or school, let your guest know. Bathroom layouts and fixtures also differ greatly from country to country. Clearly explain where everything is and how it functions.

Be sure to allow your guests adequate rest time during their visits. They may feel overwhelmed by language barriers or dealing with new customs and need extra rest as a result.

Encourage your guest to ask questions.

Remain flexible in your expectations.

Finally, expect the unexpected. “Normal” routines of personal hygiene, mealtime etiquette and what is considered “polite” vary greatly from culture to culture.

Sense of time

A source of much confusion for hosts and guests is the difference in time concepts. Different cultures have different definitions of what constitutes “prompt” and “late.” Because you have been brought up using one concept does not mean another culture is “wrong” to use another. Be aware of any differences in how time is perceived and accommodate it. Remember that your guests are not trying to irritate you by showing up so “late” or so “early.”

Chapter 5:

Conclusion

After the exchange

After an exchange has ended, district chairmen should call upon participants to assist in setting up future exchanges. Former participants can also do much to publicize the program. Ask them to speak at Rotary club or district meetings. They can also help at planning meetings for future team exchanges.

Annual reports

As an official program of Rotary International, the Rotary Friendship Exchange program is regularly monitored by the RI Board of Directors. In order to facilitate this process, all district chairmen are asked to submit an annual report form to World Headquarters. Information from these reports is compiled into global Friendship Exchange statistics and provided to the Board, as well as to all district chairmen.

Some final thoughts

Rotary Friendship Exchange can become a valuable part of your district's activities. Many projects and programs have been carried out between districts as a result of Friendship Exchanges.

More importantly, Friendship Exchange offers a life enriching experience for participants. The long lasting friendships that result from the exchanges do so much to promote peace and international understanding.

Rotary Friendship Exchange is a great and growing part of International Service. Don't miss the opportunity for your district to participate.

Rotary Friendship Exchange

Have you ever wanted to share an overseas travel adventure with Rotarians from another country, so you can truly learn about the many aspects of their culture—through friends that live there, rather than the hurried conversations of busy hotel clerks, overworked cab drivers, or waiters? Would you like to sample a country's home cooked cuisine, and live with the family that prepared those meals for a few days, rather than live solely on restaurant food and sleep in a succession of hotel rooms? Looking at this question from the other side, are you proud of your homeland? Would you like to share the assets of your home or city with Rotarians from other areas of the world? If so, you would enjoy Rotary Friendship Exchange.

What is Friendship Exchange?

The Rotary Friendship Exchange Program is an activity in which Rotarians and their families carry out reciprocal visits, living for a few days in the homes of Rotarians and their families in other countries. The goal of the program is to advance international understanding, goodwill and peace through person-to-person contacts across national boundaries.

There are two types of Friendship Exchanges. The first is the **Visitor Program** in which individual Rotarians, who may be accompanied by family members, spend a few days in the home of a Rotarian in another country. The second is a **Team Program** in which a number of couples, typically from four to six, visit several communities in the host district for up to one month. The number of couples and/or length of stay is flexible, and is agreed upon by the districts involved. Both types of visits are coordinated by district Friendship Exchange

committees and both are carried out at no expense to Rotary International. Also, districts are encouraged, where feasible, to consider arranging uni-vocational exchanges — exchanges where host and guest Rotarians are of the same occupation.

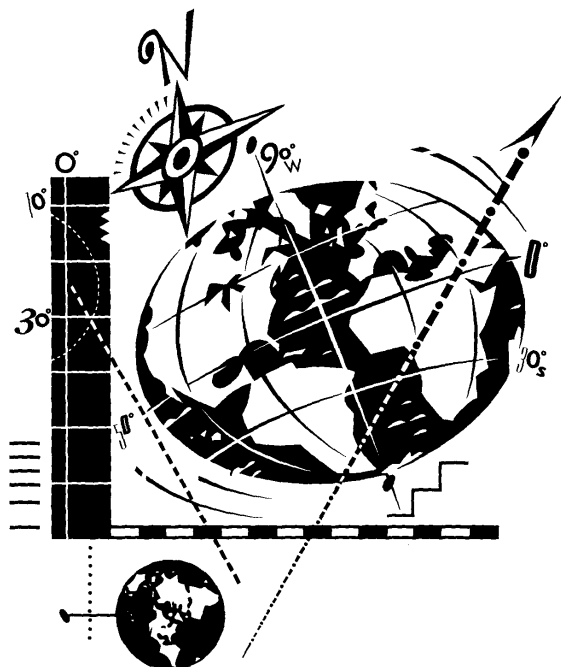
Who May Apply?

In the Visitor Program, Rotarians and their families, including children, are eligible for participation. In the Team Program, participation is limited to Rotarians and their spouses.

How Does a Rotarian Apply for Rotary Friendship Exchange?

For either type of exchange (visitor or team), Rotarians must apply through their club president, who will inform them if their district is participating in Rotary Friendship Exchange. Participating districts will appoint a district Friendship Exchange chairman, whose job will be to coordinate the program through the use of a list of Rotary Friendship Exchange chairmen from around the world, which can be obtained from R.I. World Headquarters in Evanston, Illinois, U.S.A. The chairman is responsible for contacting other RFE chairmen and/or club presidents to find out which districts are interested in exchanges and arranging details such as location, length of stay, number of participants, means of application and requirements for participation.

Participating districts will develop their own standards for the selection of participants. In all cases, Friendship Exchange must be undertaken with the consent of two-thirds of the clubs in the participating districts; with the approval of the District Governors; and with the understanding that they involve no liability to Rotary International.



When are Friendship Exchanges Available?

Generally, Friendship Exchanges may take place any time of the year that is agreeable to the clubs and districts involved. Reciprocal visits may take place during the same year, or in the following year.

Where Can Rotary Friendship Exchange Take You?

You can go anywhere in the world where there are Rotary districts that want to share fellowship and homestay.

How Can I Host a Friendship Exchange?

To become a host, a Rotarian should apply through the club president, who will contact the Rotary Friendship Exchange district chairman.

Rotarians who have participated as Friendship Exchange guests will be anxious to serve as hosts when Rotary visitors come to their home community.

How Long Does a Friendship Exchange Last?

In the Visitor Program (Rotarians or Rotary families), the length of stay is usually several days (probably no more than three or four). However, in each case it is up to the host club to determine the nature of the Friendship Exchange, the number of host families involved, and the length of each stay. Rotary district Friendship Exchange Teams, however, visit several communities in their host district, staying a few days with each individual family for a total period of up to four weeks (or a total period as agreed upon by the districts involved).

Who Pays for Friendship Exchange?

In all cases, guests are expected to pay their basic expenses. Variations from this standard are only at the host family's discretion and should not be expected.

What Constitutes Friendship Exchange?

In each case, it is up to the host club to determine how it will handle Rotary Friendship Exchange (i.e. the number of host families involved) and to make all arrangements accordingly. It is anticipated that homestay might include housing (usually in the homes of Rotarians), meals, sightseeing — the same courtesies that would be extended to a friend. It is suggested that basic arrangements be agreed to in writing by the participating clubs.

For Rotary Friendship Teams, the host district chairman will provide the guest district chairman with an itinerary of host Rotary clubs along the visitation route and information on the length of stay with each. District chairmen and host club volunteers will mutually agree upon the itinerary and arrangements before the exchange is carried out.

Why is Friendship Exchange Important as a Rotary Program?

Friendship Exchange is not simply a way to obtain friendly lodging during a business or vacation trip. The exchange of Rotary families and couples who are motivated by a sincere desire to learn about others and to share international fellowship can be an effective tool in promoting better human relations around the world.

**For more information, contact your local
Friendship Exchange chairman!**

Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, Illinois 60201 USA

Non-Binding Letter of Intent for a Rotary Friendship Exchange

(Fill in district Friendship Exchange chairman's name) has told me about the Rotary Friendship Exchange program in District _____, and I am interested in:

- possibly serving as a host or guest in a future exchange.

- learning more about the exchange planned between District _____ and District _____, scheduled to take place (enter time period — “later this year”, “this spring”, etc.) I would like to be contacted with more information about this exchange when it becomes available.

I can be reached at:

Name (please print clearly): _____

Address: _____

Phone number: _____

Fax number: _____

Signature

Date

Guest Questionnaire
District-to-District Exchange
District _____

Mail completed form to:

Rotarian's Name _____

Spouse's Name _____

Present Address _____

City, State and Postal Code _____

Telephone (Home) _____ (Office) _____

Fax or Telex number (if available) _____

Age group (optional)

- 30-40 50-60
- 40-50 60+

Length of time in Rotary _____

Present classification (previous classification if senior active) _____

What was (or is) your career field? _____

How many years? _____

What is your spouse's career field? _____

How many years? _____

Number of children _____

What are their names, ages and occupations? _____

What are your hobbies and favorite pastimes? _____

Mail completed form to:

Host Questionnaire
District-to-District Exchange
District _____

Rotarian's Name _____

Spouse's Name _____

Present Address _____

City, State and Postal Code _____

Telephone (Home) _____ (Office) _____

Fax or Telex number (if available) _____

Age group (optional)

- 30-40 50-60
- 40-50 60+

Length of time in Rotary _____

Present classification (previous classification if senior active) _____

What was (or is) your career field? _____

How many years? _____

What is your spouse's career field? _____

How many years? _____

Number of children _____

What are their names, ages and occupations? _____

What are your hobbies and favorite pastimes? _____

The following itineraries were drawn from actual Rotary Friendship Exchanges.

Sample Itinerary #1

Team program

Single district itinerary from Rotarian John Mongreig

This itinerary is a good example of an exchange with an emphasis on vocational activities.

Schedule for Brazilian Rotarians' visit to Kenosha 12-18 July 1992

Sunday, July 12	Pick up visitors at O'Hare Airport at 2:20 p.m. Reception at Rotary District Governor's home in Milwaukee
Monday, July 13	Chicago — all day. Sears Tower, museums, sightseeing
Tuesday, July 14	Kenosha Rotary lunch and afternoon and evening in Chicago
Wednesday, July 15	Tour of Rotary International in the morning and tour of Super Value distribution center in the afternoon. Potluck picnic at Heide's in the evening.
Thursday, July 16	Thursday morning — open Thursday afternoon — tour of Abbott Laboratories Pharmaceuticals Thursday evening — jazz concert at Kenosha lakefront
Friday, July 17	Friday morning — open (shop?) Friday afternoon — tour of auto agency Friday evening — open
Saturday, July 18	Morning — free Afternoon — leave for West Bend, Indiana, USA

Sample Itinerary #2

Team program

Sample itinerary from District 9900 (Australia) for a visit from District 6400 (USA)

Friday, 6th March 1992

Arrive	Depart	Expenses met by
9 a.m.	John Bullen meets guests at Melbourne	
	9:15 a.m. John Bullen takes guests on guided BUS tour (Melbourne - Bendigo)	Guests
4:45 p.m.	5:30 p.m. Bendigo . . . guests freshen up (NOT with Hosting Family)	
5:45 p.m.	John Bullen delivers Guests to Bruce McFarlane's home	
	Welcome to Bendigo — Heart of Victoria	
6:15 p.m.	Barbecue. Guests introduced to Host Family Rotarians to bring salad/sweets as requested Bruce McFarlane Rotarians to bring drinks/glasses and folding chair(s) if possible	\$5/head Guests: Free
9-10 p.m.	Host Family takes Guest(s) home Rotarians to ensure transport is arranged	

Saturday, 7th March 1992

Arrive	Depart	Expenses met by
10 a.m.	Host family deliver Guests to Strathdale Community Hall (North end of Crook Street) unless otherwise arranged with John Bullen	
	10:15 a.m. Winery Tour with Coach (Captain) John Bullen Tour guide: Bernie O'Shannessy	ALL traveling
10:30 a.m.	11:10 a.m. Balgownie: Maiden Gully	
11:35 a.m.	12:15 p.m. Water Wheel: Bridgewater Eucalyptus distillery: Inglewood	
1:00 p.m.	2:15 p.m. Logan Pub: Logan: Lunch	
2:20 p.m.	3:00 p.m. Avoca Forest Sheep Stud	

Arrive	Depart		Expenses met by
3:20 p.m.	4:00 p.m.	Welcome Stranger/Flynn Memorial: Mollagul Detour through Tarnagulla: Gold mine . . . gas lights . . . etc.	
	4:45 p.m.	Host family pick up Guests at Strathdale Community Hall unless previously arranged with John Bullen	
6 to 7 p.m.		Church services available (on Saturday)	
	7:15 p.m.	Guests and Hosts depart from Bendigo	
7:30 or 8 p.m.		Dinner and entertainment at Strathfieldsaye Sports Centre	Single ticket \$20 (drinks excluded)
	****	ENSURE Guests Dick & Jen Keator are picked up from Yates' (absent)	
	****	Double check that ALL guests have adequate transport to dinner program	
		Welcome by Bendigo-Strathdale President Bruce Ellwood District Governor Greg Ross Play by American Guests Music by Adrian Verrinder and friend Dancing At close of evening . . . Guests return to Host family	

Sunday, 8th March 1992

Arrive	Depart		Expenses met by
7-8:30 a.m.		Church services???	
		GOLF: "Our SHARK," Graham Nielsen has team of 12 to mix it with 8 Americans	
9:20 a.m.	9:30 a.m.	Host family deliver Guests to Strathdale Community Hall unless otherwise arranged with John Bullen Bring: Hat, suncream. Clubs for 8 right handers provided Bus travels to Axedale first with Golfers and Yachters	
10:00 a.m.	10:30 a.m.	Playing golf	
1:15 p.m.	2:45 p.m.	Smorgasbord lunch at Axedale Golf Club	
3:00 p.m.	3:15 p.m.	Eppalock Yacht Club	
3:30 p.m.	4:00 p.m.	Eppalock weir Look in on Queen's Shoot	

Arrive	Depart		Expenses met by
4:30 p.m.		Host family pick up Guests at Strathdale Community Hall unless previously arranged with John Bullen.	
15 AMERICANS TO BRAVE YACHTING ON LAKE EPPALOCK with “Commodore” Ian Palframan			
9:20 a.m.	9:30 a.m.	Host family deliver Guests to Strathdale Community Hall unless otherwise arranged with John Bullen BRING: Tit-fer-tat (hat), Slip Slop Slap (suncream) and Cossy (bathing costume) Bus travels to Axedale first to drop Golfers and then drops Yachters	\$10 (includes lunch)
10:30 a.m.		Sailing and swimming Lunch at Yacht Club	
	3:15 p.m.	Eppalock Yacht Club	
3:30 p.m.	4:00 p.m.	Eppalock weir Look in on Queen’s Shoot	
4:30 p.m.		Host family pick up Guests at Strathdale Community Hall unless previously arranged with John Bullen	
Sunday Evening		Free time with hosts MADISON	

Monday, 9th March 1992

Arrive	Depart		Expenses met by
9:30 a.m.		Host family deliver Guests to Central Deborah Gold Mine unless otherwise arranged with John Bullen Bendigo advertiser to take photo of Guests at Mine Inspect Gold Mine with John Bullen Tram tour to Joss House	Guests
	11:30 a.m.	Depart Bendigo on “John Bullen Special”	

End of Bendigo Strathdale “USA Friendly Program”

Farewell from Bendigo-Strathdale Rotary Club —
We hope you enjoyed your stay with us
Now can you say “G’day Mate”? Well cripes!!
You can return home as Stars — with “Stripes”

Sample Itinerary #3

Team program

Single district itinerary from Rotarian Ron Niven of District 9920 (New Zealand)

VISIT BY DISTRICT 1100 WORCESTERSHIRE SUGGESTED PROGRAMME FOR AUCKLAND HOSTS

Tuesday, 24 March Pick up guests at Mandalay if attending Newmarket luncheon, otherwise from 289 Victoria Avenue Remuera at 2 p.m. (or later by arrangement if necessary). Remainder of afternoon and evening free with guests. Suggest drive to Domain, City, Westhaven to Mt. Eden, Tamaki Drive, Achilles Point, etc. Dinner and evening at home. Consider inviting family or friends to meet guests.

Wednesday, 25 March Weather permitting — say 9:30 a.m. drive via Titirangi and Scenic Drive to Muriwai to view gannet colony, detouring or stopping en route to visit French Bay (attractive residential area) and vineyards — Selaks, Delegats for wine tasting. Return via Albany (turn off at Huapai) and East Coast Bays (turn off at Albany). Proceed along Bays to Devonport to Mt. Victoria for view of Auckland and Gulf. Suggested we try to meet at approximately 12:30 p.m. at the cottage coffee house in Albany for lunch (on the right entering Albany from north).

If wet suggest Museum, Maori Concert party 11 a.m. and tour of Maori and colonial exhibits. Lunch at Museum or Domain Kiosk. Afternoon Art Gallery, Victoria Park Market, Kelly Tarlton's Aquarium, Parnell shopping. Suggest joining with other hosts and guests for the evening.

Thursday, 26 March Deliver guests to 289 Victoria Avenue for 8:45 a.m. departure to Rotorua. Guests will not need to take all their luggage. Excess may be left at 289 or delivered to next host.

Saturday, 28 March Guests return to 289 Victoria Avenue at 4:30 p.m. Hosts are asked to pick them up promptly. Evening free with guests.

Sunday, 29 March Weather permitting, Harbour outing on Rotarians' boats (keel yachts or launch), to Rangitoto or Motuihi.

Picnic lunch — optional subject to individual guest's preference.

If wet. Same as suggestions for 25th, if not already done, or suggest scenic drive via Howick (Colonial Village) to Maraetai, Clevedon, etc. or visit special events of interest.

Consideration should be given to guests' or hosts' wishes regarding church attendance. Evening free with hosts.

Monday, 30 March Deliver guests to 289 Victoria Avenue for 8:45 a.m. departure to Bay of Islands.

Tuesday, 31 March 4:30 p.m. (to be confirmed) pick up guests from 289 Victoria Avenue.

Wednesday, 1 April Arrange delivery for various destinations not yet determined.

Whatever else happens, enjoy your guests. They are here to meet people and make friends.

Good luck — have fun!

Sample Itinerary #4

Team program

Single district itinerary from Rotarian Flemming Helleskov, District 1470

Time is coming closer where we welcome our British Rotarian friends. We are looking forward to having them with us.

Since I last wrote, we have had a meeting with the hosts and have made a plan for the stay here in our district.

COMMON ARRANGEMENTS are as follows:

Saturday evening, 23 May: We welcome our guests in the airport. As I already have written, we go to a restaurant, where the Governor during the meal will welcome our guests. I will, as district coordinator, give some practical information.

Monday, 25 May: Visit to Parliament. A member of the Parliament will give an orientation of the Danish political situation, then there will be sightseeing of the Parliament building (in Danish called “Christiansborg”). We end in the restaurant of the parliament members (in Danish called “Snapstinget”) where there is a buffet — cost approximately 80 Danish Kroner for each.

Tuesday, 26 May: Rotary meeting at 17:30 in the Rotary Club of Long-line — opposite to the Little Mermaid. Here there will be an opportunity for our British guests to bring a greeting from their clubs. One of the hosts, who recently has returned from Guernsey, where he was manager for an insurance company, will lead the meeting, which ends about 19:00.

Wednesday, 27 May: At 10:00 a visit to a brand new museum called Experitarium. After lunch an excursion to the world-known brewery TUBORG including sightseeing and ending with free drinks.

Thursday, 28 May: Ascension Day — the shops will be closed, so we will make an excursion to “Frederiksborg Castle” in North Sealand. From there we will drive to Kronborg Castle in Elsinore, and if there is good weather, we could drive to the amusement park situated in a big park and have a meal there in a cozy atmosphere.

Saturday, 30 May: We all say good-bye to our guests in the airport.



Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201, É.-U.

PA2-702-EN—(893)496

