



Group Study Exchange/Single Focus Exchange Guidelines for Club Presidents

District 5450 typically offers participates in two exchanges each year. The District website is the best source of up-to-date information on inbound and outbound opportunities. www.rotary5450.org/gse/. The responsibilities of the presidents and their clubs are as follows:

Note: A typical GSE team consists of 4 team members from different professions, while a SFE (Single Focus Exchange) team will consist of 4 team members who are focused on a common area of interest. They may have different professional preparation. Both are led by a Rotarian team leader.

- Appoint a contact person in your club to be the GSE contact person. Even if you do not plan to host a team you can participate in recruitment.
- Set aside modest funding for hosting inbound teams, i.e. \$300.
- Determine if your club is interested in hosting a GSE team, usually for 4 days. This can be done collaboratively with a neighboring club. Respond to the call for participation which will go out from the GSE chair to all club presidents.
- The GSE contact person would be responsible for:
 - ✓ Recruiting young professionals to be team members
 - ✓ Hosting prospective team members. These individuals need to familiarize themselves with Rotary in preparation for their interview. They need the signature of the club president on their application. They must be between the ages of 25 and 40, employed full-time and may not be related to a Rotarian. *There is no financial obligation to the club for sponsoring a team member.*
 - ✓ Should your sponsored team member be chosen, this person should attend a few meeting before the exchange and would be expected to present to your club in an informal way or as a program with other team members, after the exchange. The team member will need about a dozen club banners to exchange with the host district clubs.

- ✓ If your club agrees to host a team, your club will be responsible for planning one day of vocational activities. Information on the professions of the team members will be provided as soon as possible. The vocational day should offer activities that are related to the professional work of the team member. In many cases this will mean finding 4 or 5 separate activities. If this is a Rotary International needs to have detailed itineraries for the teams **60 days** in advance of the arrival of the team so this does require early planning. Other days may be used for social/cultural and leisure activities. The coordinators will provide guidance and will make sure that your plans blend with those of other clubs.
- ✓ Your club will identify host families. It is usually preferable for team members to be housed one-member per home but it is acceptable to house team members together. This might be preferable if there is a language barrier.
- ✓ Note: The clubs and host families are responsible for expenses related to hosting the teams. This might include tickets to an event or lunches during the exchange. Team members appreciate eating normal fare and home cooked meals.
- ✓ Your club will need to work with the hosting clubs before and after your assigned time for transporting the team. The team will need mid-day transportation to various activities.