



D5450 Group Study Exchange-Guidelines for Inbound Exchange Planning

With the goal of providing a stimulating, educational, fun and friendship-building exchange it is suggested that coordinators and club representatives utilize these guidelines. You will want to read over this entire document.

- ✚ If you are interested in hosting an inbound team or collaborating with another club in your area, please contact visit the GSE site at www.rotary5450.org/gse for dates. Contact the GSE chair and register your club's interest. **Please tell us who the GSE contact person is in your club.**
- ✚ In order to facilitate better planning we have co-coordinators for each inbound exchange. One person will work with clubs to plan host-housing, transportation, social/cultural/recreational activities, while the other coordinator will work with the clubs in planning vocational activities.
- ✚ Every effort will be made to get detailed information about the inbound team as early as possible and to share that with you to help in your planning.
- ✚ It is highly recommended that you collaborate with a neighboring club. This has the advantage of exposing more clubs to this program and sharing the burden of housing and supporting the club. It is our goal to have the team attend two club meetings per week.
- ✚ Rotary International requires that we submit itineraries **60 days** in advance of the exchange. While you do not need every detail you should have a good idea of activities for each team member and some plans for full-team activities on the social/cultural days. In order to reduce duplication of activities between clubs, submit your plans to the coordinator as early as possible. The itineraries must be approved by the inbound team leader and RI before they will issue airline tickets.
- ✚ The team will have one or two nights at the beginning of the exchange in a hotel. This allows for adjustment to different time zone and altitude before needing to interact with very many people. One Day 2, they will have an orientation meeting with the District Governor and GSE chair. If weather permits there will be an opportunity for some walking and sightseeing.

- ✚ In order to offer meaningful time with host families and to minimize moving for the team, stays with host families will average 4 days in length.
- ✚ The club coordinator will need to collaborate with the clubs (before and after your period) to arrange for transportation between sites.
- ✚ It has proven effective for host families to meet to discuss plans. This is fun and especially important if clubs are sharing the hosting responsibilities. The coordinator should share names, home and cell phone #s and e-mails for host families. There may be opportunities for joint activities and sharing of responsibilities such as driving, especially if host family members work.
- ✚ Inbound team members should be provided with as much information about host families as possible. Host families should be given information about the team member that they are hosting. Team members have appreciated getting information about the host families before they depart. Host families and their guests may wish to communicate by e-mail before the exchange.
- ✚ Host families should remember that they do not need to entertain the team member non-stop. The visitors may appreciate getting to bed early. They should have access to a computer and laundry facilities. Pre-paid phone cards are a good safeguard against unexpected long distance bills unless hosts wish to give guests permission to use the phone for calls to family members.
- ✚ It might be helpful to all concerned if the club GSE coordinator establish a consistent drop off and pick up site. It is important to **give the team some time alone** (30-45 minutes) at the beginning and/or at the end of most days to talk and problem solve. This might also help out Rotarians who need to go to work. (In Boulder, we have used a roomy lobby of a centrally-located hospital. Teams have liked having access to their coffee cart, gift shop, restrooms and café.) This same location could also work as transfer point between clubs (beginning and end of your period) and might minimize confusion.
- ✚ With the aim of strengthening the vocational component of GSE, it is proposed that there be 3 vocational days per week, recognizing that this will not be achieved during all of the weeks. During a general GSE, the team members should each have activities that are tailored to their field of employment or to an avocation or volunteer interest. When we have a SFE (Single Focus Exchange) there will be a coordinator overseeing the vocational plan, seeking the input of club members about appropriate activities in your area.
- ✚ The team should have a half day a week of rest and relaxation. This could happen as a group or each member could just have “down” time at home.

- ✚ Be sure to build in time for shopping. This may be an activity for weekends with host families on weekends.
- ✚ There should be a time during the exchange when the inbound and the outbound teams spend some time together. This might happen at the District Conference but there are years when they are not there together. The GSE chair will coordinate this.
- ✚ The team will have 2-day retreat at about the mid-point of the exchange. This should be planned with rest, relaxation and privacy for the team in mind. Rotarians should be available but not heavily involved with the team at this time.
- ✚ The team will stay at the District Conference in semi-private rooms. They will give a presentation and participate in all activities. They should be encouraged to mingle with Rotarians at the conference.
- ✚ Let's try to send the team off with an entourage. The date and time of departure will be conveyed to host families.