



**DISTRICT 5390  
PROFESSIONAL DEVELOPMENT EXCHANGE  
TEAM MEMBER APPLICATION**

Before completing this application, please read the Professional Development Exchange brochure to ensure that you are fully aware of the program’s eligibility criteria and objectives before applying.

**PROFESSIONAL DEVELOPMENT EXCHANGE  
TEAM MEMBER APPLICATION**

The completed application form, together with any additional details, is to be submitted to a sponsoring Rotary club for endorsement.

The sponsoring Rotary club is to forward the application to:  
District 5390 Secretary: Shawna Secker [district5390secretary@gmail.com](mailto:district5390secretary@gmail.com)

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**APPLICANT INFORMATION**

Name in full (as it appears on your passport)

\_\_\_\_\_

FIRST (GIVEN)

MIDDLE

LAST (FAMILY)

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Rotary ID (if known): \_\_\_\_\_

**Mailing Address**

\_\_\_\_\_

NUMBER AND STREET

\_\_\_\_\_

CITY/TOWN

STATE

ZIP CODE

\_\_\_\_\_

HOME TELEPHONE

MOBILE

\_\_\_\_\_

E-MAIL

**Person to notify in case of emergency**

\_\_\_\_\_

RELATIONSHIP

\_\_\_\_\_

NAME

\_\_\_\_\_

NUMBER AND STREET

\_\_\_\_\_

CITY/TOWN

STATE

ZIP CODE

\_\_\_\_\_

HOME TELEPHONE MOBILE

\_\_\_\_\_

E-MAIL

**EMPLOYMENT RECORD** (*List last three positions held starting with current position*)

1. Name and address of employer:

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Dates of employment:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Title of position and main responsibilities:

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2. Name and address of employer:

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Dates of employment:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Title of position and main responsibilities:

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3. Name and address of employer:

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Dates of employment:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Title of position and main responsibilities:

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**EDUCATIONAL DATA** (*Academic, Technical, Professional*)

_____ QUALIFICATION	_____ NAME OF INSTITUTION	_____ YEAR OBTAINED
_____ QUALIFICATION	_____ NAME OF INSTITUTION	_____ YEAR OBTAINED
_____ QUALIFICATION	_____ NAME OF INSTITUTION	_____ YEAR OBTAINED

**AWARDS**

List any special recognition you have received, including scholarships, honors, awards and prizes:

**LANGUAGES**

List any languages (other than English) in which you are proficient in reading, writing and speaking:

**MEMBERSHIPS**

Provide details of any educational, community, professional or other organizations of which you are, or have been, a member. Indicate offices held, if any, and for how long:

**TEAM MEMBER'S ESSAY OF INTENT**

A unique feature of the Professional Development Exchange program is to provide outstanding business and professional people opportunities for studying their profession in another country. Please tell us what you hope to gain professionally by your participation in the program and how you intend to use the Professional Development Exchange experience to enhance your long-term career path.

**Please attach your response on an additional page.**

**TEAM MEMBER APPLICANT'S CERTIFICATION**

To be a candidate for a Professional Development Exchange team, you must currently be employed full-time in any recognized business or profession and must have worked in your vocational field for at least two years by the time of application. You must also plan to remain in the workforce for a considerable amount of time after the exchange, so that the travel experience will have a significant impact on your professional career. You must be between the ages of 25 and 40 at the time of application and a citizen of the United States. You must either be employed or reside in Montana.

If I am selected to be a member of the district Professional Development Exchange team, I agree to the following conditions of award. I will:

## Pre-departure

- Obtain details of travel insurance coverage provided by Rotary and agree to pay for obtain insurance that may be necessary above that cover. Participants should consult with an insurance professional to determine which coverages and limits will be adequate to cover them in the geographical location(s) to be visited.
- Have a medical examination and submit to the District Professional Development Exchange chair a MEDICAL CERTIFICATE completed and signed by the examining physician(s) on the form to be provided.
- Actively participate in a language and cultural training program if language differences exist between the paired districts.
- Participate in 12 hours of orientation or a regional GSE orientation seminar if offered in my area.

## During exchange

- Accept the decisions of the team leader at all times.
- **Remain with the group throughout the study program**, except during those periods when individual activities are specifically provided, unless excused by the team leader. Inform the team leader of my whereabouts at all times.
- Maintain standards of behavior and deportment during my travels with the study team that will reflect credit on Rotary, my district, and my country.
- Refrain from engaging in dangerous activities.
- Refrain from engaging in any type of medical practice or activity including but not limited to routine medical procedures, surgical procedures, dental practice, contact with infectious diseases. Educational program participants who engage in this type of prohibited activity are reminded that they are solely responsible for any and all liability that may arise from their participation in this activity, including providing for adequate insurance.
- Have sufficient funds to meet my personal and incidental expenses while abroad.

## Post-exchange

- Participate in a post-exchange debriefing.
- Within two months of my return home, submit a Professional Development Exchange Final Report of my study tour experiences to my district Professional Development Exchange chair.
- Consider Rotary or Rotaract membership, if invited.
- Take every opportunity after my return home to share what I have learned through informal contacts and by addressing Rotary clubs and other appropriate organizations.
- Attend at least one Rotary club meeting with my employer to hear my team's post- Professional Development Exchange presentation. This will allow my employer to understand the significance of the exchange experience.

*I hereby release and discharge Rotary International and The Rotary Foundation of Rotary International and their respective successors, officers, directors, agents, and employees from any and all claims, damages, liabilities, or expenses which I or my successors, dependents, beneficiaries, heirs, executors, administrators, or assigns may or hereafter have against any or all of such parties on account of or in connection with The Rotary Foundation Group Study Exchange or my participation therein. I agree that I shall indemnify and hold harmless Rotary International and The Rotary Foundation of Rotary International and their respective successors, officers, directors, agents, and employees against any and all claims, damages, liabilities, or expenses which any such party may incur on account of or in connection with my participation in the Professional Development Exchange. The foregoing release and indemnity shall continue to apply to each officer, director, agent, or employee even though such individuals may cease to serve in such capacities and shall inure to the benefit of the legal representatives, successors, and assigns of such individuals. I agree that I will abide by all Foundation decisions related to travel safety. If the Foundation determines, in its sole discretion, at any point in the Professional Development Exchange process that my safety as a Professional Development Exchange participant in the host country is or could be at risk, the Foundation may require that the Professional Development Exchange itinerary be modified, cancelled, or indefinitely postponed. If already in the host country, my Professional Development Exchange team may be asked to return home immediately. In such instances, I agree to abide by the Foundation's decision as to what, if any, alternatives are available to Professional Development Exchange teams whose trips have been modified, cancelled, or postponed due to safety concerns.*

I freely accept the conditions outlined above, understanding that:

- The Professional Development Exchange committee or selection committee has the final authority to select team members. Team members or alternates may be disqualified at any time, if deemed appropriate.
- I will reimburse Rotary International / The Rotary Foundation any relevant costs if my standard of behavior warrants dismissal from the team.
- Funding provided by Rotary District 5390, with assistance of a Rotary Foundation District Grant, will not cover all expenses related to the exchange. Also accept that local Rotarians will provide for my accommodations and travel in the host district during the study tour.
- Should I be required to return home prematurely due to travel safety concerns, and I choose to stay, I accept all responsibility for my safe return home and agree to forfeit an appropriate portion of any Rotary funding provided for the exchange.
- I certify that I am not: 1) a Rotarian; 2) an employee of a club, district or other Rotary entity, or of Rotary International; 3) the spouse, a lineal descendant (child or grandchild by blood and stepchild, legally adopted or not), the spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any person in the foregoing two categories, or the spouse of another team member on the same team.
- I certify that the selection committee is aware of my relationship (professional or personal) to any Rotarians sponsoring my candidacy.
- To promote understanding and goodwill, when appearing in my own country as a member of a Professional Development Exchange team, I will recognize the right of each person to his/her own opinions and will therefore be cautious about expressing my own personal opinions concerning any controversial, political, racial, or religious issue.
- I shall permit Rotary International and The Rotary Foundation to share my name and contact details with other Professional Development Exchange teams upon request.
- Unless I indicate otherwise in writing, by submission of the photos in connection with my final report, I hereby give publication rights to Rotary International and The Rotary Foundation for promotional purposes to further the Object of Rotary, including but not limited to Rotary International and The Rotary Foundation publications, advertisements, and websites. I also authorize Rotary International and The Rotary Foundation to share photos from my final report with Rotary entities for promotional purposes to further the Object of Rotary. I do not authorize Rotary International, The Rotary Foundation, or any other entity to use these photos for any commercial purpose.

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NAME OF TEAM MEMBER APPLICANT

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SIGNATURE DATE

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**ROTARY CLUB ENDORSEMENT**

After consideration of \_\_\_\_\_ applicants, the Rotary Club of \_\_\_\_\_ proposes \_\_\_\_\_ for membership on the district Professional Development Exchange team and forwards his/her application for consideration by the district Professional Development Exchange committee.

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NAME OF CURRENT CLUB PRESIDENT

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SIGNATURE

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DATE