



District 5390 Professional Development Exchange Team Leader Application

Please complete the application form and seek the endorsement of your Rotary club.

PROFESSIONAL DEVELOPMENT EXCHANGE TEAM LEADER APPLICATION

The completed application form, together with any additional details, is to be forwarded to:
District Secretary Shawna Secker, district5390secretary@gmail.com

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 POSTAL 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

TEAM LEADER APPLICANT'S CERTIFICATION

If appointed as Professional Development Exchange team leader, I will accept the appointment and agree to discharge the following obligations and responsibilities:

Pre-departure

- Inform the selection committee of relationships (professional or personal) to any non-Rotarian team member applicants.
- Be well-informed on the USA and Rotary.
- Inspire the team with a sense of mission.
- Build a well-informed and cohesive group that is able to present relevant programs about the USA, and Montana in particular, to Rotary clubs and Rotarians in the host district.
- Assume responsibility for facilitating all aspects of the exchange.
- Take an active role in the team's pre-departure orientation to ensure that it is knowledgeable about the country(ies) to be visited and thoroughly acquainted with the aims, objectives, and ideals of Rotary and the purpose of the Professional Development Exchange program to further international understanding and goodwill.
- Confirm that vocational visits have been planned by the host district and that they conform to the team members' expectations and professional needs.
- Actively participate in a language and cultural training program if language differences exist between the paired districts.
- Help team members prepare speeches that they will be asked to give at Rotary club meetings and other functions. Also help them plan a major presentation (at least 30 minutes) for the host district conference if the team is expected to attend and be part of the conference program.
- Facilitate the team in composing a group presentation that is adjustable in length.
- Understand that the 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.
- 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.

During exchange

- Represent the governor of Rotary District 5390, Montana.
- Not be the current district governor, governor-elect, immediate past governor, or the spouse of any of the aforementioned officers when the team travels.
- Use my communication and other skills to act as adviser and counselor when the need arises and as liaison between the host clubs/district and the team.
- Be willing and able, physically and emotionally, to keep pace with the vigorous program of study planned for the team members.
- 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 proficiency (preferably fluency) in the major language(s) of the host district.
- Remain with the team throughout the study tour, except during those periods when individual team member activities are scheduled.
- Under no circumstances will I plan to leave the Professional Development Exchange tour before its conclusion.
- Be available to team members to discuss any concerns and keep the team informed of my whereabouts at all times.
- Maintain standards of behavior and deportment during travels with the exchange team that will reflect credit on Rotary, my district, and my country.
- Have sufficient funds to meet personal and incidental expenses while abroad.

- Not be accompanied by spouse or other relatives or dependents on the Professional Development Exchange tour under any circumstances.
- 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.

Post-exchange

- 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.
- Ensure that all team members participate in a post-exchange debriefing and submit final reports.
- Be willing to participate on selection committees for future teams.
- 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 and The Rotary Foundation, or any other entity to use these photos for any commercial purpose.

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 Professional Development 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.

NAME OF TEAM LEADER APPLICANT

SIGNATURE

DATE

ROTARY CLUB ENDORSEMENT

The Rotary Club of _____ proposes _____ for district Professional Development Exchange team leader and forwards his/her application for consideration by the district Professional Development Exchange committee.

NAME OF CURRENT CLUB PRESIDENT

SIGNATURE

DATE