



## D-6080 Vocational Study Exchange (VSE) Handbook

Adopted: August 1, 2019

### I. Purpose

The purpose of the Vocational Study Exchange is to establish good will and understanding among team members and Rotarians in both districts while developing and formulating the necessary skills in one's profession to implement a service project in one of their communities within the district that has a great need. The service project must align with one of Rotary's Six Areas of Focus.

### II. Invitation to Partner on a Vocational Study Exchange

- A. The District Governor has the responsibility to identify a district for partnering for Vocational Study Exchange. He or she can delegate this to the District's Rotary Foundation Chair or Member of his/her Executive Council.
- B. Plans for an exchange should be begin at least one year ahead of the time that the DG will serve, i.e., at the beginning of the DGE year.
- C. Selection of a partner district can be achieved through multiple methods:
  - 1. Communications with District Governors serving ahead of the DG and contacts at International Assembly.
  - 2. Email invitation to target countries.
  - 3. Contact with D6080 international leaders and current or former Rotary International officers and directors.
  - 4. Recommendations by district Rotarians.
- D. All recruiting efforts should be accompanied with information about our district goals for the New Model VSE, financial commitments of both districts, an indication of openness to future projects, and a flyer with tourist-type information about our district. Notice should be given at this point that D6080 would want to negotiate a Memorandum of Understanding (MOU). Target dates may be included if there are district restrictions on the time a team may be hosted. Or target dates may be negotiated in the MOU.
- E. All recruiting should be under the name of the District Governor who will serve at the time of the exchange, regardless of who identifies target countries or conducts correspondence. ("On behalf of the 2022-2023 District Governor, Mary Smith")
- F. It is recognized that districts may have different goals and operate in different organizational and communication structures. The New Model VSE, as operated in D6080, permits these differences that, if necessary, can be outlined in the MOU.

### III. Focus of the Vocational Study Exchange

- A. The Vocational Study Exchange supports and enhances the implementation of a project in one of Rotary's Six Areas of Focus.
- B. The Vocational Study Exchange emphasizes vocational training and Study. The team represents leadership and occupations that relates to and meets the needs of the project's overall goal.
- C. Each host country's district aligns the team's schedule to meet the needs of the project and the training and Study needs of the team members.

#### **IV. Expectations of the Team Leader and Team Members**

- A. Each district is responsible for selecting a team and one team leader.
- B. The Team Leader must be a Rotarian with known leadership skills and the ability to lead the team in the service project/vocational study.
- C. Team members may include Rotarians and non-Rotarians from D6080. They are selected based on their vocational contribution, commitment, and engagement in the area of service to the project
- D. All team members must be willing to abide by the agreement between both districts and be individuals of good character.
- E. All team members are expected to fully participate in all activities arranged by the host country, except in the case of illness.
- F. Commitment that districts will provide orientation and training to the team including education of the host country.
- G. Expectation that the team members are to remain with the team and fully participate except in the case of illness or family emergency.
- H. Requirement that team members from both districts, meet travel and medical evacuation insurance requirements and submit written proof of insurance before the teams leave their home countries.
- I. Expectation that team members will attend Rotary meetings and present programs at the meetings. Team members will be continually aware that Rotarians support the Vocational Study Exchange and will conduct themselves in a manner that will ensure continued sponsorship and support.
- J. Any optional personal travel of team members must occur after the completion of the exchange and will be the financial responsibility of the team members. Airfare will only be covered to and from the team's departure and arrival cities.
- K. Team profiles, including names, contact information, vocational information, and their vocational Study and or/training goals during the exchange will be sent to the host country eight weeks before the exchange.

#### **V. Eligibility for D6080 Outbound Team Members and Leader**

- A. Rotarians, Rotaractors, and non-Rotarians are eligible for the outbound portion of the program without regard to characteristics protected by law within the U.S.
- B. All applicants must be willing to be involved in humanitarian service projects within District 6080 following the exchange and willing to give programs to Rotary clubs following the exchange.
- C. Each Rotarian applicant will need to have the club president's signed recommendation that includes information regarding involvement in club activities.
- D. All applicants must consent to the VSE chair requesting a letter of support from their immediate supervisor stating that the team member will not be expected to work during the exchange.
- E. All applicants must be U.S. citizens or permanent residents residing in District 6080 or be an active member of a District 6080 Rotary club.
- F. All applicants must be in good health and able to fully participate in all hosted activities in the partner country.
- G. All applicants must commit to fully participate in training prior to departure.
- H. All applicants must behave according to Rotary standards during training and the exchange visit and agree to represent the Vocational Study Exchange in a manner that encourages giving to The Rotary Foundation.

**VI. Application Materials**

- A. VSE Application completion by Applicant with a brief essay of why he/she desires to be a team member, experience that relates to meeting the purpose and objectives of the VSE, previous experience and achievements working in team, vocational study goals, and vocational engagement plan with Rotary 6080 and partnering district upon completion of the program.
- B. The Club’s President and selection committee reviews and interviews the Applicant. The Club President completes an evaluation and endorsement of the VSE applicant in the section provided.

**Club President Evaluation and Endorsement of Rotarian and Rotaract Applicants**

Name of Rotarian Applicant	Needs improvement	Meets expectations	Outstanding role model	Comments
Club meeting attendance and/or volunteer service hours.				
Club leadership engagement Responsibility and assignments of the role were met, projects completed on time, engage club members with team collaboration and involvement, and met goals in a timely manner.				
Participation in District events and/or expressed desire in engaging with district activities or a leadership role.				
<b>Titles and a brief description of club and leadership engagement:</b>				
<b>Endorsement of Current Club President:</b>  _____				
<b>Name (Printed)</b>	<b>Signature</b>	<b>Date</b>		

**Non-Rotarians applicants provide a letter of recommendation with their application.**

**Endorsement of Current Club President for Non-Rotarian applicant:**

<b>Endorsement of Current Club President:</b>		
<b>Name (Printed)</b>	<b>Signature</b>	<b>Date</b>

## **VII. Selection Criteria for Outbound Exchange Team Members and Leader**

- A. Understanding of and ideas for humanitarian service after the exchange
- B. Time available to fully participate in humanitarian service before, during and after the exchange
- C. Experience in community and international service
- D. Ability and willingness to be part of a team
- E. Ability and willingness to be a good guest in a different culture
- F. Willing to accept the exchange agenda, as designed by the host district, have limited opportunity and control over their schedule and limit internet usage during the times in which they are hosted in activities or with host families.
- G. Commitment to not be engaged in their work while in the host country.
- H. Preference in selection will be given to individuals that represent different Rotary clubs.

## **VIII. Selection Criteria for Team Leader – In addition to the selection criteria for team member, the TL should:**

- A. Reflect an ability to get along with different personality types in high pressure situations.
- B. Have experience in international travel and the related requirements of international travel. Able to facilitate team travel and make new plans for travel interruptions.
- C. Be open to team member's ideas and experiences for improving the exchange within the guidelines set by both districts.
- D. Be able to deal with stress and limited control or input over the exchange schedule and lack of advance knowledge about the exchange or team schedule.
- E. Able to effectively communicate with team members that are not complying with team requirements.
- F. Able to implement an effective outbound team training program.
- G. Demonstrate good communication skills.
- H. Be comfortable speaking to large groups.
- I. Be diplomatic at all times.

## **IX. Outbound Team Member and Leader Selection Interviews**

- A. District 6080 is committed to ensuring equal opportunity for all district Rotarians and will distribute applications for team leader and team member three months ahead of application deadlines to all Rotarians listed in the district communication system, currently dacdb.
- B. Interviews will be held face-to-face at a location that is central to most applicants.
- C. The interview team will be comprised of the District Governor, District Governor-elect and other Rotarians in governor line-up, past VSE/GSE/VTT team leaders, the District Rotary Foundation Chair and if possible past VSE team members. In so far as possible, interviewers should represent different clubs and different exchanges.
- D. In order to ensure the participation of the individuals listed in #2 above, the interview dates should be scheduled two-three months after posting. While a different interview team can be used for team leader and team members, the same interview team should interview all team leaders and the same interview team should interview all team members.

- E. Interview questions will be revised by the Executive Council Member/VSE Chair, as needed, to reflect district goals for the program. The same interview questions will be asked of each candidate. If a different question is asked of one candidate, it should be asked of all candidates.

**X. District Budget for the VSE Team and Team’s Personal Financial Commitments**

VSE is administered as a district grant from District Designated Funds. Sponsoring clubs may be asked for funds to help support their representative’s personal expenses. D6080 Rotary clubs also provide important support to the program by hosting events, meals, activities, and housing. The items listed below are those that would qualify for DDF. The district operation budget could support additional items.

1. All budget items should be bid if over \$150.
2. Priority expenses include the Outbound team airfare and the Inbound team hotel rooms.
3. Typical district outbound team expense categories: team airfare (economy round-trip fare), base clothing with logo, name tags, and brochures (information on D6080 projects, a letter from the DG and biographical information of the team) in English and the language of the host country.
4. Typical district outgoing team expenses for VSE: One formal uniform jacket, one oxford style shirt with emblem, themed tie/scarf, 1 casual team shirt or vest, name badge, DG host expenses (Team leader gift for the partner District Governor hosted meal with the team), printed schedules/program booklet for D6080 Rotarians, host families, district leaders and the inbound team, non-MOU hotel rooms and a contingency category for unanticipated expenses.
5. The team’s personal expenses include dress shirts/blouses and slacks/skirts that align with the uniforms, extra casual team shirts, personal gifts for host families, district leaders, day hosts, host site coordinators, etc.; visa and travel/medical evacuation insurance; meals and transportation to training before the D6080 departure; personal travel after the exchange; flight upgrades (comfort seating); extra baggage, and any other personal needs/purchases.

**XI. Team Uniforms, Travel and Arrival**

- A. Team uniforms will be determined by the team and should represent the district, Missouri and the U.S. in a professional manner and worn to official functions in the host country.
- B. At least two versions of the team uniform should be selected:
  - A formal uniform comprised of a jacket, blouse/shirt, slacks/skirt/dress and Rotary emblems.
  - A casual uniform comprised of one logo shirt and slack.
- C. Team members must agree to wear the team uniform at the times requested by the team leader.
- D. Team members must travel together and arrive at the same time in the host country, dressed in the formal team jacket.

**XII. Outbound Team Training – The team leader will develop team training, ensuring the following:**

- A. Logistics –clothing/uniform, shelter/home hosting or hotels, travel arrangements (passport, visa, travel insurance, flights), personal gifts, group gifts
- B. The Rotary Foundation (TRF) – contributions, district grants and global grants. This will help team members plan humanitarian service projects.
- C. Team brochure preparation and team presentations

- D. Team building and team member roles

### XIII. Host Site and Club Selection Process for the VSE Inbound Team

- A. District 6080 is committed to ensuring equal opportunity for all district Rotary clubs in hosting the inbound program. As soon as project and vocational Study needs are identified, The District Governor will send notice to all Rotary clubs in the district, including the club president, president-elect, foundation chair and international service chair, so they may indicate their interest in hosting the inbound team.
- B. Clubs that are interested in hosting will be required to complete a VSE interest survey that requests information about the educational and training opportunities available in their community that supports the vocational study needs of VSE project. The clubs will provide assurance of their ability to secure host families, provide meals, develop an itinerary aligned with the project, provide transportation during their stay, provide entrance fees to events and facilities, programs at Rotary clubs and description of local service projects, and provision of small gifts representative of their area (optional). The club(s) will also submit the dates they are available to host and their preferences
- C. As the New Model VSE is made possible by District Designated Funds from The Rotary Foundation and because our donors reside throughout the Rotary District, the priority selection of the host sites is determined by the club's ability to meet inbound team vocational Study needs while insuring that all clubs that meet those needs are provided the opportunity. Clubs must apply by submitting a Host Site Survey to host the inbound team.

### XIV. District and Club Scheduling

- A. The District Governor will be asked to schedule an event or luncheon to visit with the team within their first week in the district, if possible.
- B. Host site clubs must commit to providing opportunities for vocational Study that is aligned with the project and within a day's drive. "Days drive" should be interpreted to mean that within one day, the inbound team could make a round-trip and still have a minimum of 4 hours spent at a university/college or it's demonstration projects, government agency, or business, or experts in the field. This club interaction could be a university/college visit, demonstration projects vocational visit, a humanitarian service project, a club visit with program, meeting 4-6 members of the club to discuss service projects or attending a cultural event or a tourist site. ***It must involve members of the Rotary club that is being visited.*** If members of another club live geographically close to the host site club, they could serve as host families, provide vocational visits or humanitarian service projects or provide transportation for the planned schedule.
- C. Host site clubs must commit to submitting a schedule ***six weeks*** before the team's arrival in D6080 so that duplicative visits between communities can be changed and so the program booklet can be printed and distributed before the team's arrival.
- D. Priority in host site selection will be given to host site clubs that did not host in the previous year if they can meet the vocational Study needs of the project.
- E. The inbound schedule should include any major district events that occur within the district during the time they are in D6080. These include: District Foundation Dinner, District Conference, District Assembly.
- F. If a mid-term break is agreed to in the MOU, this break should occur where team members may be on their own and not reliant on Rotarians for scheduling events and transportation. From the MOU, "a midterm break will be of \_\_\_ nights accommodation at a suitable venue, free of Rotarian involvement, for the team to recuperate. Accommodation and meals are at district expense. A stipend should be provided for meals eaten away from the venue."

- G. The length of home-hosted visits may vary because of the complexity of setting the inbound program. The target home stay is 3-4 nights, but may be shorter or longer in order to complete the full schedule satisfactorily.
- H. A departure reception may be scheduled (if budget or a host is available) for all host families and district leaders or it may be held at the district conference if the timing of the inbound team permits.
- I. A group of at least five district Rotarians should meet the team at the airport upon arrival and have welcome materials (signage, balloons, pins, flowers, banners, inbound itinerary, etc.). The same procedure should be repeated for departure. If possible, this group should include the District Governor, VSE Chair, Executive Committee and District Rotary Foundation Chair. Rotarians from clubs close to the airport should be invited to greet and say farewell to the inbound team. Communications to all Rotarians within those clubs may be necessary in order for it to be distributed. Of course, this assumes arrival during the daytime or evening hours. If a team arrives or departs in the night, the Inbound Chair will plan the arrival and departure “ceremony” as best as he or she can.

**XV. Vocational Study Exchange Position Descriptions**

**A. Vocational Study Exchange Coordinator/Chair**

- 1. Responsibility: The D6080 Vocational Study Exchange (VSE) Coordinator/Chair collaborates and facilitates aspects related to developing, implementing and evaluating a VSE funded through The Rotary Foundation (TRF) District Designated Funds (DDF). A committee is recommended to execute these responsibilities.
- 2. Appointment of chair and term of office: The incoming District Governor and The District Rotary Foundation Chair appoint the chair to a three-year term in the initial year, and this is reaffirmed by the subsequent incoming District Governors in years two and three. VSE Chairs should be a previous Team Leader (GSE or VSE) or have experience coordinating inbound or outbound processes. The VSE Chair should appoint additional members to this committee, in collaboration with the District Governor and The District Rotary Foundation Chair.

**B. VSE Chair Delegation**

- 1. The VSE Chair may have more than one VSE under his or her oversight at any given time. The VSE Chair is responsible for accomplishing the following either through his/her own work or through delegation to committee members:
- 2. Communication: DG Line-up and District Foundation Chair and VSE chair in the partner (host) district.
  - a. D6080 Inbound Chair should communicate with the individual in D9520 coordinating the outbound team.
  - b. D6080 Team Chair should communicate with the individual coordinating the inbound program with our exchange partner.
  - c. All communications with the exchange partner should include a cc to the VSE leaders: VSE Chair, Inbound Chair, Outbound Chair, District Rotary Foundation Chair, and District Governor.
- 3. Promotion of VSE: Promotes VSE throughout the district to obtain inbound/host and outbound participants. Insures a fair process in recruiting a VSE leader and team. Publicizes the results of the VSE in the district to motivate increased Annual Fund giving.
- 4. Recruit team members: VSE Inbound Chair and VSE Outbound Chair/team leader in conjunction with DRFC and DG.

5. Training: VSE Committee, Outbound Team (with other district leaders).
6. Meet with district governor and district Rotary foundation chair to ensure sufficient funding to conduct hosting.
7. Oversees:
  - a. Successful inbound and outbound VSE project implementation. Provides back-up to the inbound and outbound team leaders.
  - b. Primary responsibility for facilitating and ensuring compliance with District policies, budgeting, written report, documentation and stewardship. Assists the VSE Team Leader in ensuring compliance with district policies
8. Conducts Evaluations:
  - a. Inbound team
  - b. Outbound team
  - c. Host families and site coordinators
9. Ensures all insurance and visa requirements for outbound team are met. Assists inbound team with U.S. visa requirements, if necessary.
10. Communicates with DRFC and DG if it is necessary to send an inbound team member home before the conclusion of the exchange or if it becomes necessary to bring a D6080 member home before the conclusion of the exchange.
11. Works with the DRFC and DG to remove team from the host site if natural or man-made dangers arise.

#### C. Inbound VSE Coordinator (Optional) Responsibilities

1. The Inbound Chair serves a three-year term and should be a joint appointment of the VSE Chair, District Governor and District Rotary Foundation Chair.
2. Communicates with the VSE Chair
3. Ensures a fair process is used to designate the club and host sites for the inbound team. All clubs should be notified by district leaders at the same time and given equal opportunity to request consideration.
4. Recruits site coordinators.
5. Train site coordinators, who then train VSE host families regarding the team needs, cultural differences, and Rotary goals.
6. Develops the inbound site schedule.
  - a. Ensures the inbound program focuses on identifying service project possibilities and is balanced in vocational service, community/humanitarian service and cultural experiences.
  - b. Ensures the inbound program reaches the objectives of the experience and is responsive to the needs of the international partner.
7. Maintains frequent communication with the inbound team throughout their exchange in the district.
8. Helps ensure compliance with district policies by keeping records required for TRF reporting and stewardship.
9. Promotes the results of the VSE in the district to enhance awareness of and interest in VSEs and to motivate increased Annual Fund giving.
10. Coordinates welcome and departure ceremonies for inbound team

#### D. Outbound VSE Coordinator (Optional) Responsibilities

1. The Outbound Chair term is one year.
2. Communicate with the VSE Chair
3. Assist in selection of outbound team
4. Coordinates training and trains the outbound team in all facets of VSE: preparation for the exchange, the exchange experience and goals, group dynamics, cultural differences, how to develop service project ideas, The Rotary Foundation, global grants and district grants. Ensures training is responsive to the needs of the outbound team and the international partner.
5. Complies with district policies on budgeting, written report, documentation and stewardship.
6. Oversees travel arrangements, Department of State requirements and preparation and departure
7. Works with the VSE chair, DRFC and DG to send a team member home before the end of the exchange if it becomes necessary because the team member's actions fail to live up to the behavior expected in the MOU or because of the team member's illness.
8. Communicates with outbound VSE member families
9. Promotes the results of the VSE in the district to motivate increased Annual Fund giving.
10. Ensures work occurs to implement potential humanitarian service projects by team members after the VSE experience.
11. Ensure team members are all offered opportunities and experiences to increase their involvement in Rotary at the district level and/or encouraged to become a Rotarian.