

## GUIDELINES FOR ROTARY CLUBS SPONSORING GROUP STUDY EXCHANGE TEAM MEMBERS AND LEADERS

*The following guidelines are designed to assist Clubs and applicants to prepare for the selection process for GSE Team Member or Team Leader.*

- Clubs are encouraged to seek out applicants as early as possible so that the appropriate training is carried out. This will prevent any embarrassment to the applicant or Club.
- Applicants need to have good general knowledge about Rotary, the sponsoring Club, the Foundation, Australia and the Rotary District the GSE Team will be visiting. Much of this information is available on the Internet. It is suggested that a small committee from the Club be set up to ensure the success of the training.
- A copy of the “Study Syllabus” is enclosed.
- If a Club receives a number of applications but only wishes to sponsor one, they are encouraged to contact another Club requesting their support or contact the District GSE Committee Chairman who will endeavour to find a sponsoring Club.
- Applicants should be encouraged to dress appropriately. Ladies in smart business attire and gentlemen in a tie and jacket.
- Applicants are invited to take part in morning tea, afternoon tea or lunch, whichever is close to their interview time. This provides an opportunity for them to interact with the Committee in a relaxed environment.
- The first selection process usually consists of a short written test and an interview conducted by the Selection Committee.
- Team Leader Applicants will also be required to deliver a ten-minute presentation on a GSE Teams Orientation.
- A sponsoring Club will be required to supply a Team Jacket.
- De-briefing following a Team’s visit usually takes place on the first weekend of the next GSE Team Members Selections.
- Clubs and applicants are reminded that the emphasis on GSE Team, is **TEAM**.
- If Clubs are unsure about any of the selection criteria, please contact the GSE Chairman or a Committee Member. (*Contact details are in the District Directory*)