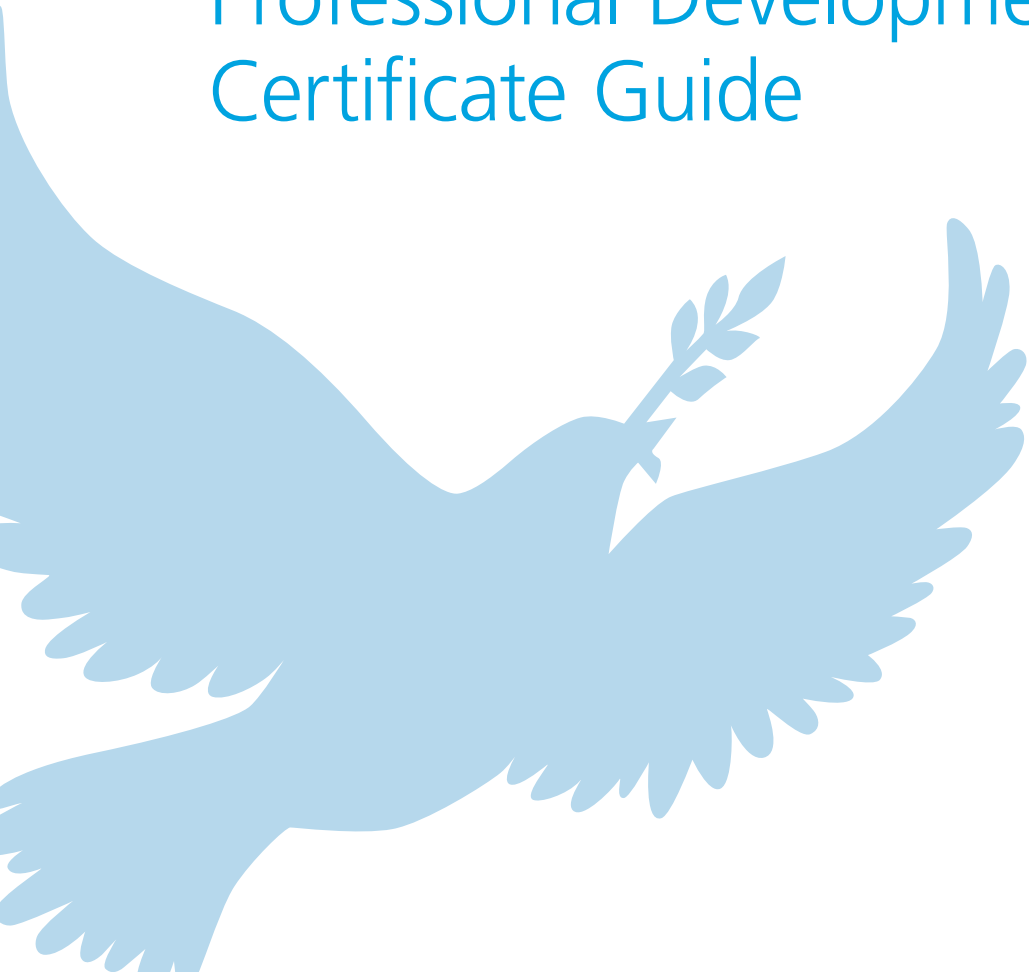


The
Rotary
Foundation



ROTARY PEACE FELLOWSHIP

Professional Development
Certificate Guide



Congratulations on your selection as a Rotary Peace Fellow assigned to the Rotary Peace Center at Chulalongkorn University. This guide explains how to prepare for your session and meet the terms of your fellowship.



A GUIDE TO YOUR ROTARY PEACE FELLOWSHIP

Professional Development Certificate

The Rotary Peace Centers program promotes the mission of The Rotary Foundation to improve health, support education, and alleviate poverty by:

- Supporting research, teaching, publication, and practical field experience related to issues of peace, causes of conflict, and world understanding
- Inspiring people to work for a culture of tolerance and peace while enhancing their capacity, knowledge, and skill by promoting interaction between practitioners and academics
- Providing advanced educational opportunities in peace and conflict resolution
- Enabling The Rotary Foundation and Rotarians to more effectively promote tolerance and cooperation among peoples, advancing the goals of world understanding and peace

CONTENTS

Your Rotary Support Team	1
Your Responsibilities	2
Funding	3
Orientation	4
Travel	4
Rotary Participation	6
Your Lifelong Relationship With Rotary	7
Sexual Harassment Policy	8
Appendix: Rotary Peace Centers Contact Information	9

YOUR ROTARY SUPPORT TEAM

Several key people will provide information and support before, during, and after your session.

Rotary Foundation peace centers specialist

The peace centers specialist assigned to you is your primary contact at The Rotary Foundation as you prepare for the program and throughout your studies.

Your peace centers specialist can:

- Provide general information about The Rotary Foundation and your fellowship
- Track your documents
- Monitor your progress
- Work with the Rotary Peace Center at Chulalongkorn University

During your fellowship session, you must inform your peace centers specialist of your whereabouts at all times. Include information on the duration of any absence from the Rotary Peace Center, your destination, and your contact information during that absence. If you fail to provide this information, you may lose funding and be denied your certificate.

Rotary Peace Center staff

The staff at the Rotary Peace Center at Chulalongkorn University is your source for information about the program's academics and logistics as well as visa paperwork. Staff members will work with you as you prepare for the program and throughout your studies. One of them will contact you shortly after you accept the fellowship.

The center staff can:

- Provide program logistics, course overviews, arrival information, and program expectations, as well as tips on what to bring and about life in Bangkok
- Provide contact information for program lecturers
- Provide information for your student visa application, including a visa request letter written in Thai
- Monitor your progress

Host counselor

Your host counselor and a host Rotary club are appointed by your host area coordinator. They are your connections to Rotarians and Rotary activities in the Bangkok area.

Before you depart:

- Send a letter or email of introduction to your host counselor and include a photo of yourself.
- Ask your host counselor to meet you when you arrive at the airport, as this is a good opportunity to become acquainted and to set future appointments.
- If children will accompany you to Bangkok, inform your host counselor as soon as possible. A parent undertaking a demanding academic course in a foreign country faces significant practical difficulties, so planning far in advance is essential. Host counselors are under no obligation to assist you, but may be able to provide information on schools and child care in the area.

During your program session:

- Get involved with Rotary projects and activities in your host area.
- Utilize links to the host club and district websites, and ask to be added to distribution lists for regular communications from the area district and your host club.

Host area coordinator

Each Rotary Peace Center has a designated host area encompassing the Rotary district where the center is located and surrounding districts. The strong collaborative relationship between the Rotary host area and the Rotary Peace Center will enable you to strike an appropriate balance between academic and Rotary obligations during your fellowship period.

The host area coordinator is a Rotarian trained by The Rotary Foundation and is the primary contact between host area Rotarians and the Rotary Peace Center staff.

Your host area coordinator:

- Works with The Rotary Foundation to promote the Rotary Peace Center's activities
- Coordinates training and events
- Encourages host area clubs and districts to participate in events
- Manages your speaking engagements at Rotary events

YOUR RESPONSIBILITIES

In accepting a Rotary Peace Fellowship, you have specific responsibilities, which are explained in detail in this guide.

Before you depart:

- Submit confirmation of your acceptance of the fellowship to your peace centers specialist.
- Submit biographical information to your peace centers specialist, along with a high-resolution digital photo of yourself, preferably a headshot, in JPEG or PNG format.
- Save your Rotary travel insurance ID and coverage policy
- If possible, meet with representatives of your sponsor Rotary district and/or peace fellow alumni in your area.

After you arrive:

- Attend the mandatory on-site orientation.
- Meet with your host counselor.

During your session:

- Participate in Rotary activities and make presentations at Rotary club meetings in your host area.
- Communicate regularly with your host counselor.

After your session:

- Submit an evaluation to The Rotary Foundation.
- Make presentations at Rotary club meetings and other Rotary gatherings.
- Provide your contact information to The Rotary Foundation's alumni staff.
- Continue your involvement with Rotary; see suggestions on page 7.

FUNDING

Funding for Rotary Peace Centers and Rotary Peace Fellowships comes from the generosity of Rotarians around the world.

Your fellowship pays for these program expenses:

- Tuition and fees
- Housing on the Chulalongkorn University campus
- Lunch on session days; breakfast, lunch, and some dinners during field studies
- Modest daily stipend to cover remaining meals and incidentals
- Fieldwork expenses
- Travel insurance for the duration of the program
- Costs such as visa fees, paid from a contingency fund

With the exception of travel insurance, The Rotary Foundation makes program payments on your behalf directly to the Rotary Peace Center at Chulalongkorn University.

Fellowship period

Fellowships are valid only during the assigned session. Neither Rotary International, The Rotary Foundation, Chulalongkorn University, nor any Rotary district, club, or individual Rotarian is in any way responsible for enabling you to pursue your studies after your session. If you choose to pursue studies beyond that period, all expenses will be your responsibility.

Deferral of fellowship study

The Rotary Foundation may grant a one-time deferral of enrollment only in cases of mandatory military service, documented medical emergency, or employment circumstances beyond your control. Deferment must be requested one month before the start of the assigned session and can be granted until the next session only. If you cannot attend the next session, you must reapply to the program.

Relinquishment of fellowship

If you decide to forgo your fellowship, contact your peace centers specialist as soon as possible before the start of the session. Deferrals or relinquishments within one month of the start of the assigned session may prevent you from applying to the fellowship in the future.

Personal expenses

You should take enough money to pay for all expenses that are not covered by your fellowship. Most personal and miscellaneous expenses, as well as the following items, are not paid for by The Rotary Foundation:

- Entertainment and personal travel
- Excessive baggage and travel change fees
- Unexpected medical costs not covered by Rotary's travel insurance
- Computer hardware and software and internet access
- Professional or technical equipment and supplies
- Purchase, lease, or maintenance of an automobile, motorcycle, bicycle, or any form of personal transportation

If possible, you should bring an internationally recognized credit card. You may also wish to have a debit card from your home country bank.

If your spouse/partner or children accompany you to Bangkok, their expenses will be your responsibility.

Taxes

Depending on tax laws in your home country and Thailand, the fellowship may be taxable in part or in full. It is your responsibility to investigate tax regulations related to your fellowship funding. Allow adequate time to meet any deadlines. For questions about taxes on your fellowship, consult a qualified tax adviser. Your peace centers specialist cannot provide any advice or recommendations concerning taxes on your fellowship.

Auditing

The Rotary Foundation occasionally audits grants. Therefore, you are asked to keep receipts for the duration of your fellowship.

ORIENTATION

Your peace centers specialist will provide orientation material shortly before the start of your session to enhance your overall understanding of the program and your role as a Rotary Peace Fellow.

The center holds a mandatory orientation at the start of the session to familiarize you with the program, the peace center, and the university. It also includes tours of the campus and Bangkok.

TRAVEL

Your Rotary Peace Fellowship covers roundtrip airfare between your home city and Bangkok at the start and end of the academic program.

Unless you are a current resident of Bangkok, you will arrange your travel through Rotary International Travel Service (RITS).

You may need to have a confirmed RITS ticket in order to apply for a Thai visa. Inquire about this at a Thai consulate or embassy before booking your visa appointment.

Travel expenses

Complete the [Rotary Travel Request Form](#) to book your travel through RITS.

Rotary Foundation grants cover the following travel expense:

- Round-trip economy-class tickets: lowest-cost airfare to and from Bangkok

Rotary Foundation grants do not cover the following travel expenses:

- Optional stopovers that deviate from your approved travel dates and route
- Penalty charges for changes in travel arrangements
- Accompanying travelers (spouse/partner, child)
- Charges for excess and overweight baggage, shipping charges, flight or trip cancellation insurance

Requesting airline tickets

Rotary International Travel Service provides efficient, low-cost travel services from convenient global locations. Tickets issued by its affiliate offices are entered into the RITS traveler tracking system.

1. Complete your [Rotary Travel Request Form](#). Research itineraries and select a recently priced itinerary to send with your request.
2. Email your completed form and itinerary to RITSONline@rotary.org or to the [RITS-designated agent](#).
3. RITS will email you an itinerary and pricing information. If you submitted a proposed itinerary and RITS finds a lower-cost alternative, you'll receive information for both.
4. Respond to the RITS email within 24 hours and approve the itinerary.
5. Send the peace center staff, host area coordinator and your host counselor a copy of your final itinerary.

Paying for airline tickets

Your peace centers specialist manages the logistics that will enable Rotary to pay for your airline tickets directly.

RITS may charge a fee if your reservations must be rebooked because you did not authorize ticketing before the original fare expired. Please authorize ticketing within 24 hours to avoid any deductions from your fellowship funding.

Personal travel

If you must travel for personal reasons during your fellowship term, indicate your request in the appropriate field on the travel request form. Send a copy to your peace centers specialist when you submit the form to RITS. You must pay for personal travel with a personal credit card.

Submitting the travel request form

On the form, indicate any of the following, for which you must pay:

- Personal travel
- Accompanying unfunded travelers
- Upgrades

If you have frequent-flier status with an airline that does not charge baggage fees or that offers other benefits, include this information with your form.

Email your completed form to RITS, making sure to include your preferred itinerary and airline as well as your cost estimate. RITS will email you a proposed itinerary and, if one is available, a lower-cost alternative. You must respond to the quote within 24 hours.

If you are booking personal travel, use the invoice provided to make your payment directly to RITS.

RITS will email you electronic tickets.

For questions about travel itineraries and logistics, contact your assigned RITS agent.

Travel insurance

All Rotary Peace Fellows in the certificate program receive travel insurance through Rotary's preferred insurance provider, Cultural Insurance Services International (CISI). The fellowship covers the cost of enrollment into the Option 1 policy, which includes:

- \$500,000 maximum medical coverage per illness or injury
- Worldwide coverage
- 24/7/365 emergency assistance
- Payment guarantees to hospitals worldwide
- Ability to reimburse in foreign currencies
- Round-trip tickets for a family member to join you if you are hospitalized
- Emergency medical evacuation and repatriation
- Security evacuation

For more information about the policy, visit the [CISI website](#).

Paying for insurance

Your peace centers specialist manages the logistics that will enable Rotary to pay for travel insurance directly to CISI. You will receive coverage for the duration of the fellowship term.

The fellowship does not include insurance for personal travel before and/or after the fellowship term. You may purchase insurance through CISI using a personal credit card if you will conduct personal travel.

ROTARY PARTICIPATION

Your active participation in Rotary meetings and events demonstrates to Rotarians the success of the Rotary Peace Centers program.

Presentations and activities

During your study session, you will receive requests from Rotarians to attend Rotary club meetings and district and regional events, and will often be asked to speak at them.

Rotary clubs and districts that invite you may pay for your travel to meetings and conferences and some out-of-pocket expenses, depending on their individual policies and the functions involved. Never accept a fee for participating in a Rotary-sponsored event.

Program evaluation

At the end of your fellowship session, you are required to complete an evaluation. The center will provide the survey at the end of the program.

YOUR LIFELONG RELATIONSHIP WITH ROTARY

Continuing your association with Rotary after your studies is an important part of your role as a Rotary Peace Fellow. We encourage you to participate in The Rotary Foundation's efforts to evaluate and improve the peace centers program. You are also asked to send the Foundation regular career updates for use in Rotary publications, for marketing the Rotary Peace Fellowship to future candidates, and for assessing the program's impact.

Stay connected

Here are some ways you can stay connected with Rotary:

- Maintain contact with your host counselor and sponsor Rotary district.
- Subscribe to the Rotary Peace Centers e-newsletter, Peace in Action, and contribute updates about your career.
- Subscribe to Reconnect, a Rotary e-newsletter for all Foundation alumni.
- Follow Rotary Peace Centers and alumni news on [Facebook](#), Twitter, and other social media.
- Share your story and experiences on the [Rotary blog](#).

Stay involved

Here are some ways you can stay involved in Rotary:

- Speak about your experiences at club, district, and community events.
- Submit articles about your fellowship experience to local media.
- Organize an annual reunion for other Foundation alumni in your area.
- Recruit participants for Foundation programs.
- Assist with orientation sessions.
- Mentor current fellows.
- Participate in Rotary service projects.
- Attend Rotary club meetings.
- Join or form a Rotary Foundation alumni association.
- Attend the Rotary Peace Symposium and the annual Rotary International Convention.
- Advise Rotarians on service projects and peacebuilding initiatives.
- Join a local Rotary or Rotaract club.

Learn more about alumni activities and events at [Rotary.org](#). The Rotary Foundation's Alumni Department is dedicated to increasing the connections between fellows, alumni, universities, potential employers, and the Foundation.

SEXUAL HARASSMENT POLICY

The Rotary Foundation has a zero-tolerance policy concerning sexual abuse and harassment.

Cases involving Rotarian-to-fellow claims

An independent and thorough investigation must be made into any claims against Rotarians of sexual abuse or harassment. Any Rotarian against whom such an allegation is made will be temporarily removed from all contact with Rotary Foundation program participants until the matter is resolved. Recurring complaints, even without a finding or admission of guilt, may result in the Rotarian's removal from the program.

Cases involving fellow-to-fellow claims

An independent and thorough investigation must be made by the Rotary Peace Center at Chulalongkorn University into any claims against a Rotary Peace Fellow of sexual abuse or harassment. The center will implement appropriate safeguards that all parties must follow during the investigation. The center will be responsible for ensuring that appropriate action is enforced. Action may include program dismissal of the accused Rotary Peace Fellow. To the extent possible, and in a timely manner, the center must notify The Rotary Foundation of its actions.

APPENDIX: ROTARY PEACE CENTERS CONTACT INFORMATION

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16th Floor
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