

PROGRAM GUIDE FOR ROTARIANS

AMBASSADORIAL SCHOLARSHIPS



www.rotary.org

We are pleased to present the Program Guide for Rotarians, a resource for volunteer Rotarians working with The Rotary Foundation's Ambassadorial Scholarships program. This publication provides all of the information clubs and districts need to successfully sponsor and host a Rotary Foundation Ambassadorial Scholar. As outlined here, the district scholarships subcommittee chair should be involved in all aspects of this program. We hope you will refer to this publication often as you work to create ambassadors of goodwill through the Foundation's Educational Programs. To obtain updated information that may have been released after publication of this guide, readers should consult the Rotary International Web site at www.rotary.org.

Contents

| | |
|---|----|
| Program Objectives | |
| Introduction | 1 |
| Promotion and Selection | 4 |
| <i>Funding and Availability</i> | 4 |
| <i>Distribution of Materials and Promotion</i> | 5 |
| <i>Donated, Named, and Endowed Scholarships</i> | 6 |
| <i>The Selection Process</i> | 7 |
| <i>Trustee Approval and Study Institution Assignments</i> | 9 |
| <i>Replacement Candidates</i> | 11 |
| Orientation | 12 |
| <i>Orientation Objectives</i> | 12 |
| <i>Sponsor Counselors</i> | 13 |
| <i>Planning and Implementing an Orientation Seminar</i> | 13 |
| <i>Resources</i> | 16 |
| Hosting Scholars | 17 |
| <i>Host Counselors</i> | 17 |
| <i>Inbound Scholar Orientations</i> | 18 |
| Alumni Outreach | 19 |
| Appendixes | |
| Appendix A, Questions to Ask Candidates | 21 |
| Appendix B, Sample Ambassadorial Scholarship Interview Evaluation | 22 |
| Appendix C, Guidelines for the Committee after Candidate Interviews | 23 |
| Appendix D, Language Proficiency Requirements | 24 |
| Appendix E, Profile of the Ideal Ambassadorial Scholarship Candidate | 25 |
| Appendix F, Encouraged Study Regions for Ambassadorial Scholars | 26 |

Ambassadorial Scholarships Program Objectives

The Ambassadorial Scholarships program supports The Rotary Foundation's ultimate goal of world understanding and peace by:

- Increasing awareness of and respect for cultural differences by sending ambassadors of goodwill to study in another country
- Instilling in scholars the Rotary ideal of Service Above Self through active participation in Rotary service projects
- Encouraging scholars to dedicate their personal and professional lives to improving the quality of life for the people of their home community and country
- Developing leaders who can address the humanitarian needs of the world community
- Impacting all areas of the world through a balanced geographical distribution of scholars
- Encouraging Rotarians worldwide to increase the educational opportunities for scholars from low-income countries
- Fostering a lifelong association between Rotary and its scholars

INTRODUCTION

Ambassadorial Scholarships is the oldest and best-known program of The Rotary Foundation — a tradition of excellence since 1947. Rotarians worldwide provide the funds that make this program such a success. These generous contributions are an investment in today's scholars: they represent Rotary's faith that these promising students will become tomorrow's leaders and will make substantial contributions both to their communities and to the world.

The Trustees of The Rotary Foundation have established seven objectives listed on the previous page for the Ambassadorial Scholarships program. These objectives were endorsed to provide Ambassadorial Scholars and their sponsor and host Rotarians with a broader understanding of how the Ambassadorial Scholarships program can be effective in furthering the mission of the Foundation.

The Ambassadorial Scholarships program will only be successful in furthering these objectives if attention is paid to four essential program elements. Rotarians who support Ambassadorial Scholarships know that their investment in a single scholar must be nurtured through a careful selection process, thorough orientation, enthusiastic hosting, and alumni outreach. Without Rotarian participation, the Scholarships program would provide students with funding assistance only. With your guidance and leadership, the program will continue to produce Rotary Foundation Ambassadorial Scholars — men and women with the education, compassion, and understanding to provide solutions to the humanitarian needs of the world community.

1. Promotion and Selection

The district scholarships subcommittee is responsible for promoting scholarship availability, attracting strong candidates, and selecting the most qualified scholars with support from The Rotary Foundation's Scholarships Department. The subcommittee should

- Promote the program to Rotary clubs in the district, as well as at colleges and universities, and encourage all clubs to nominate one candidate for each available scholarship. Clubs should appoint a sponsor Rotarian counselor for each applicant to serve as his or her link to Rotary.
- Assemble a strong selection committee. Time permitting, the district governor and district governor-elect should be a part of the selection process. Alumni (past scholars) may also participate.
- Select scholars who best represent the ideals of Rotary and will support the program objectives. A profile of an ideal candidate can be found in appendix E, and a list of countries in which the Trustees would like more scholars to be hosted can be found in appendix F. In addition, the Trustees encourage districts to select candidates whose study fields will have a **strong humanitarian impact**. For example:
 - Peace and conflict prevention/resolution
 - Disease prevention and treatment
 - Water and sanitation
 - Maternal and child health
 - Basic education and literacy
 - Economic and community development

2. Orientation

The second essential element of a successful program in your district — scholar orientation — is achieved through a one-on-one relationship between the sponsor counselor and scholar, and a district or multidistrict orientation seminar. It is mandatory for scholars to attend an *outbound* orientation seminar. Districts are encouraged to participate in multidistrict orientations held in the area or to send their scholars to an existing orientation in another area. A list of available orientation seminars can be found at www.rotary.org. Scholars who do not attend orientation seminars available to them may forfeit their awards.

Orientation has four goals:

- Provide scholars with an understanding of the history, goals, and ideals of Rotary International and The Rotary Foundation. In line with the Scholarships Program Objectives, this is an opportunity to instill the ideal of Service Above Self.
- Give them a thorough understanding of their responsibilities as ambassadors of goodwill before, during, and after their scholarship, with an aim toward achieving the first objective of the Scholarships program: increasing awareness of and respect for cultural differences.
- Encourage fellowship among scholars, Rotarians, and alumni.
- Establish an ongoing relationship between the scholar and Rotary — this is where fostering a lifelong association between Rotary and its scholars begins.

3. Hosting Scholars

The next essential element of a successful program — hosting scholars — depends on several key people for success. Rotarian sponsor counselors prepare scholars for their time abroad and connect them to Rotary in the home country. The host district governors must appoint for the scholar a host club and a specific Rotarian host counselor within that club. The host counselor is a Rotarian who is responsible for providing guidance and support to the scholar throughout the study period. The scholarships subcommittee or other

Rotarians and alumni in the host district can enhance the hosting experience by organizing activities to welcome scholars and involve them in the host community.

Why are host counselors so important?

- They link the scholars to Rotary during and — in some cases — many years following the scholarship period.
- They help them fulfill their ambassadorial obligations (such as giving speeches, participating in club/district service projects, promoting the program to non-Rotary groups, etc.). **The academic and ambassadorial aspects of the scholarship will be given equal importance, and host counselors will be asked to report to the Foundation on the success of their inbound scholars in both areas. In some instances, they receive the scholar's first payment.**
- They involve scholars in community and family life.

4. Alumni Outreach

When the scholar returns home, the district's work is not finished. The final objective of the program is to foster a lifelong association between Rotary and its scholars. Districts must welcome their scholars back and integrate them into district activities. The sponsor counselor again plays an essential role by maintaining ties with the scholar as an alumnus/alumna.

How can a long-term relationship be maintained with your district's alumni?

- Give alumni the opportunity to thank the Rotarians in their district for the experience and explain what it has meant to them. Many scholars express concern that they are not provided with enough opportunities to properly thank their sponsor Rotarians and explain how their scholarship year has impacted their lives.
- Encourage them to establish or become involved with an existing Rotary Foundation alumni association in their area.
- Involve them in the selection and orientation of next year's scholars; their energy and enthusiasm will motivate others.

- Don't lose touch with them. Keep good records of their contact information. Alumni are an excellent resource for your district and in time may become Rotarians.
- Encourage them to remain in contact with the Foundation Alumni Relations staff.

With strong Rotarian involvement in these four basic elements, the program creates Rotary ambassadors of goodwill who will further the mission of the Foundation. The following pages provide the information you will need to successfully fulfill your role in this important task.

PROMOTION AND SELECTION

Funding and Availability

The *SHARE* System

Under *SHARE*, all district general contributions to the Annual Programs Fund are totaled at the end of the year and then divided into two funds, the District Designated Fund (DDF) and the World Fund. The district uses funds in its DDF to participate in Rotary Foundation programs such as Ambassadorial Scholarships. In January, the Foundation sends a *SHARE* System Report to each district governor, listing the district's available DDF balance two years hence. The Foundation also sends with the report a description of the Trustee-approved *SHARE* options available. Your district Foundation committee then determines what programs the district will participate in and how the district will use its DDF. These decisions are authorized by the signatures of the district governor and district Foundation committee chair. You will need to contact the district Foundation chair to determine what funding will be available for scholarships in your district.

DDF Adjustment for Lower-Cost Scholarships

Districts are no longer credited with the lower-cost scholarship credit at the end of the program year, due to the flat grant structure of funding scholarships.

Academic-Year Ambassadorial Scholarships

Academic-Year Ambassadorial Scholarships are for one regular academic year (usually nine months) at a study institution assigned by the Foundation Trustees. The scholarship may be used for almost any field of study; however, it cannot be used for unsupervised research, medical internship or residency, or for employment on a full-time basis in the host country. Since candidates are expected to be proficient in the host country's language, generally this scholarship is not appropriate for study of a foreign language. Because the scholarship is limited to one academic year, recipients may not be able to earn degrees, certificates, or diplomas during the study period. The award cannot be used to study at more than one institution or in more than one country.

Funding is intended to defray costs associated with round-trip transportation, one month of intensive language training (if assigned by the Foundation), required fees for a normal course load, room and board, and some educational supplies. The Foundation will not pay additional costs resulting from personal living preferences. The award provides a flat grant amount of US\$26,000 or its equivalent. Applicants who request and are assigned to an institution where costs exceed \$26,000 must pay all additional costs.

Distribution of Materials and Promotion

Each November, scholarship leaflets are sent to district scholarships subcommittee chairs. The chairs are responsible for forwarding these materials to each club in the district and informing them how much funding is available for scholarships through the district. Each club should be encouraged to endorse one candidate for each scholarship the district plans to offer. The subcommittee must also advise clubs of the district deadline and any other district-specific information, and should be available to answer questions from clubs about the application process.

The club scholarships subcommittee is expected to

- Respond to inquiries from interested candidates
- Provide materials and guidance to interested candidates
- Screen applications to ensure they are complete
- Interview promising candidates
- Endorse the best candidate for district consideration (no more than one for each scholarship that will be offered)
- Appoint a Rotarian sponsor counselor for each endorsed candidate (see page 13)

Application deadlines must be set by individual Rotary clubs in accordance with district deadlines. Club deadlines may be as early as March or as late as August of the year before the scholarship term would begin. For example, a candidate interested in studying abroad starting in August 2011 would need to submit a completed application to a local club between March and August 2010. Clubs should remain in close contact with the district to ensure that club-endorsed applications are received by the district committees according to district deadlines.

Media

District and club scholarships subcommittees are encouraged to use various media to help attract scholars and promote the Scholarships program generally. If you have funds available, consider taking out advertisements in university or college newspapers to attract candidates.

Colleges and Universities

Local colleges and universities are the best places to find promising candidates. Contact the study abroad or fellowships offices to inform them about the Ambassadorial Scholarships program. Let the study abroad adviser on campus know who the local Rotarian contact person is. Consider holding an informational meeting on the university or college campus.

The Rotary Foundation also e-mails Scholarships information to select universities around the world, encouraging them to establish contacts with local Rotary clubs to facilitate promotion of available scholarships.

Rotaract Clubs/Rotary Youth Leadership Awards Recipients

Another good place to promote the Scholarships program is at Rotaract clubs. Rotaract club members are usually familiar with the goals of Rotary, are committed to serving their communities, and have strong leadership potential. Rotary clubs can also encourage recipients of Rotary Youth Leadership Awards to apply for Ambassadorial Scholarships when they become eligible.

World Wide Web

The Internet is a popular way for students to research scholarship opportunities. If your district has a Web page, consider including scholarships information and a local contact. You may also wish to link your site to the RI Web site at www.rotary.org, which provides a wealth of information about Ambassadorial Scholarships for prospective scholars, current scholars, and Rotarians, including answers to frequently asked questions. The scholarships application (139-EN) may also be downloaded from the Web site.

Donated, Named, and Endowed Scholarships

Your district governor will be notified by The Rotary Foundation if your district is the recipient of a Donated, Named, or Endowed Scholarship. These special scholarship categories, which do not require the use of your District Designated Fund, may have restrictions that will affect your selection process. Likewise, if your district is donating a scholarship to a non-Rotary country, you should understand all of the requirements that may affect your selection.

Donated Scholarships

The *SHARE* system provides the opportunity for a district to donate a scholarship to a district of its choice. This is an important way of increasing scholarship opportunities for scholars from low-income countries. To further Rotarian involvement and develop a partnership between the districts, a combined selection process is used to choose candidates for donated scholarships. In brief, the receiving district (i.e., the district to which the donation has been made) interviews and selects potential candidates for the award, taking into consideration any restrictions placed on the scholarship by the donating district. These selections are submitted to the donating district for final selection and endorsement. In this way, Rotarians in both districts work together to choose the best candidate.

Receiving District

If you are the scholarships subcommittee chair of a district *receiving* a donated scholarship, the Foundation will notify your district governor if a scholarship has been donated to your district. You should then contact the donating district to clarify any conditions specific to the selection of the candidate. In many cases, the donating district will specify that the candidate must study at a university, college, or language institution within the donating district.

The conditions of the donated scholarship should be widely publicized and all candidates must be informed of the study institutions in the region where they would be required to study. To comply with the conditions of the donated award, candidates for these scholarships may list only one or two study institutions instead of five preferences. At least two applications endorsed

by your district for each donated scholarship should be submitted to the donating district for final selection and endorsement. You should forward the applications to the donating district no later than 1 September to allow the donating district sufficient time for final endorsement by 1 October.

Donating District

If you are the scholarships subcommittee chair of a district *donating* a scholarship option to another district, you must initiate communication with the receiving district to clarify your district deadlines and any restrictions placed upon the award. Districts should also communicate these restrictions to the Foundation at the time the donation is made by submitting the Educational Programs and Rotary Centers Fund Pool Donation Form by 1 March. If your district is donating a scholarship to study at an institution in your district, please send university catalogs and applications to the receiving district, if possible. Experience has shown that communication between the donating and receiving district is the key to a successful donation.

NOTE: The deadline for donated scholarships is the same as for any other scholarship. Complete, endorsed applications should be submitted to the Foundation by 1 October. Because of the extra time involved with choosing candidates for a donated scholarship, your committee should contact the receiving district well in advance to ensure this deadline will be met.

Donated Scholarships to Non-Rotary Countries

Districts may also, at their discretion, award a scholarship to a citizen of a non-Rotary country. Although no formal donation procedure is required, such an award is considered a donated scholarship to a non-Rotary country. Should your district choose one of these options, please note the following requirements:

- The donating district is responsible for identifying and selecting the scholar, giving preference to applicants whose field of study has practical use in the scholar's home country.

- The scholar must meet all scholarship eligibility requirements except for citizenship in a Rotary country. A list of non-Rotary countries is available on the RI Web site.
- The donating district is considered the scholar's sponsor and expected to fulfill all responsibilities of a sponsor district.
- The district also may, if it chooses, be the host district and ask the scholar to list study institutions within that district, provided the scholar has not already lived or studied in that country.
- If the scholar has lived in the sponsor district for more than two years at the time of application, the scholar must list study institutions in a different country from the sponsor district and his/her home country.
- The scholar must return home to his/her country after the scholarship period, and the sponsor district must obtain suitable assurances that the scholar intends to do so.

Named Scholarships

A Named Scholarship is made available through a single contribution by an individual, a corporation, or a tax-exempt foundation equal to the *SHARE* option cost of the scholarship award (e.g., US\$26,000). The donor may establish specific conditions for the selection of a candidate with which the sponsoring district must comply. The Rotary Foundation will notify your district governor of specific restrictions if a Named Scholarship is available in your district.

Before submitting the application, the scholarships subcommittee chair should ensure that all conditions are met and that the appropriate line on the District Endorsement page of the application form is filled in to indicate the funding source (Named Scholarship).

Endowed Scholarships

The Rotary Foundation currently administers over 60 fully funded Endowed Scholarship funds; others may be available in the future. An Endowed Scholarship becomes available when the projected income from the endowment equals or exceeds the cost of the specific scholarship program option for that year. Many Endowed Scholarships have restrictions relating to study fields and study sites.

If an Endowed Scholarship is available in your district, the Foundation will notify your district governor in May. Before submitting the application, the scholarships subcommittee chair should ensure that all conditions are met and that the appropriate line on the District Endorsement page of the application is filled in to indicate the funding source (Endowed Scholarship).

The Selection Process

Rules of Eligibility

All Ambassadorial Scholarship candidates must meet the following requirements:

- Candidates must have completed at least two years of university or college course work at the time the scholarship period begins or have a secondary school education with employment in a recognized vocation for at least two years.
- Candidates must be citizens of a country in which there is a Rotary club.
- Candidates cannot be Rotarians, honorary Rotarians, or employees of a club, district, or other Rotary entity or of Rotary International. Spouses, lineal descendants (child or grandchild by blood, adopted or not adopted), spouses of lineal descendants, and ancestors (parent or grandparent by blood, adopted or not adopted) of persons in the foregoing categories are also ineligible. Please note that Rotarians and their relatives remain ineligible for scholarship awards for 36 months after a Rotarian has discontinued club membership.
- Application must be made through a local Rotary club in the applicant's legal or permanent residence or place of full-time study or employment.
- Study or training must be undertaken in another country or territory where there are Rotary clubs, but not in the sponsor Rotary country or district. (Recipients of donated scholarships may study in the donating district.)

- There are no age or gender restrictions on Ambassadorial Scholarships.
- Rotaractors are eligible and encouraged to apply, provided they meet all other eligibility criteria.
- Persons with disabilities are eligible for Foundation awards. If otherwise qualified for the scholarship, such applicants should not be overlooked. With the support of Rotarians in the sponsor and host districts, students with disabilities have served as successful Ambassadorial Scholars in the past.

Club Endorsement

The club scholarships subcommittee plays a crucial role in introducing each applicant to Rotary. The subcommittee should review the purpose of the scholarship with all interested applicants. It should interview candidates before endorsing applications to be submitted to the district selection committee. The subcommittee may endorse one applicant for each scholarship the district plans to offer. Please see “Interviewing Candidates” in this section for the criteria used to assess scholarship candidates.

A sponsor counselor should be appointed for each endorsed candidate. The sponsor counselor can be available to assist candidates with their applications and help them prepare for the district interview. Ideally, the sponsor counselor is someone who can act as both a resource and mentor.

District Selection Process

The district scholarships subcommittee must perform several tasks to ensure successful scholar selection. These include preparing for candidate interviews, conducting the interviews, evaluating candidates, and making decisions after the interviews.

The district should assemble a strong selection committee. If possible, the committee should include the district governor, the district governor-elect, a past scholar, and a member with language skills who can assess an applicant’s foreign language abilities.

Before District Interviews

In preparation for district interviews, the selection committee should screen applications to formulate questions and review each candidate’s background and goals. Screening applications provides an opportunity to make sure that applications are complete and accompanied by all required supporting documentation (essays, information sheets, language ability forms, recommendation forms).

Before interviews, it is a good idea to invite all candidates to a meeting to explain the scholarship’s purpose and requirements. Include the district governor-elect, if possible. At this meeting, the committee should review with the candidates all points on the Applicant’s Certification page of the *Ambassadorial Scholarship Application* (139-EN) to ensure that they thoroughly understand all terms of the scholarship.

Interviewing Candidates: What to Look For

In selecting candidates, committees should consider how potential scholars will help further the program objectives (appendix E contains a profile of an ideal candidate). For example, to develop leaders who can address the world community’s humanitarian needs, committees should seek out candidates with strong leadership skills.

In addition, the Trustees encourage districts to select candidates who will help address humanitarian needs through study in fields such as peace and conflict resolution, water and sanitation, maternal and child health, etc.

At both club and district interviews, the committee should note whether or not the candidate has thoroughly researched the proposed study institutions. The candidate should have goals that are well-defined and realistic about both study field and university choices, and should ensure that a program in his/her study field is available at each study institution listed on the application. Such candidates help ensure that the Ambassadorial Scholarships program will impact all areas of the world through a balanced geographical distribution of scholars. Candidates should be flexible about their study institution assignment. Candidates with only one study institution in mind usually are not the best qualified.

Most important, the committee should look for the candidate's potential as an **ambassador of goodwill** who will increase awareness of and respect for cultural differences. Consider how candidates will represent their home countries and Rotary, as well as how they will adapt to a new culture.

During the interview, the selection committee should make clear to the candidate the objectives of the Scholarships program. The committee should emphasize that the academic and ambassadorial aspects of the scholarship have equal importance. A scholarship recipient is expected to maintain a high level of academic achievement while abroad. The candidate must also understand that a Rotary Scholarship is designed to further world understanding and peace, linking together Rotarians in the sponsor and host districts.

Another responsibility of the selection committee during the interview is to make sure that candidates have sufficient fluency in the language of each proposed study country. The Foundation suggests that, if possible, a portion of the interview be conducted in the appropriate foreign language.

Finally, the selection committee should again review all points on the Applicant's Certification and District Endorsement pages of the *Ambassadorial Scholarship Application* (139-EN) to ensure that candidates completely understand all items listed.

Please refer to appendix A, page 21, for examples of questions to ask candidates during the interview process. To assist in evaluating candidates, you may wish to develop a form similar to the sample provided in appendix B, page 22.

During the interview, explain to candidates that if they are selected as scholars, they will be expected to attend an orientation program before they leave. Ask for a commitment to attend.

After Candidate Interviews

Following interviews, the committee should take time to evaluate each candidate and judge who would make the best Rotary scholars, considering the candidate's outstanding qualities, leadership skills, communication skills, maturity level, and flexibility, with emphasis

on the candidate's potential as an ambassador of goodwill. The candidate selected will be expected to represent Rotary and his or her country not only during the scholarship year but for many years to come.

Please refer to appendix C, page 23, for questions designed to help selection committees determine the best candidates after interviews have taken place.

NOTE: Clubs and districts should not publicize endorsed candidates until they receive Trustee approval.

Trustee Approval and Study Institution Assignments

District-endorsed scholarship applications awards must be received by The Rotary Foundation no later than 1 October of the calendar year before the scholarship program year in question. For example, applications for candidates interested in studying abroad after 1 July 2011 but before 30 June 2012 are due to the Foundation by 1 October 2010. Applications are acknowledged and processed by Educational Programs staff beginning in July. The applications are checked for completeness and evaluated. If items are missing from any application, Foundation staff will notify the district. **No action can be taken on an incomplete application, so districts should ensure that all forms are enclosed at the time of submission.**

Immediately following Trustee approval, study institution assignment notifications are e-mailed to scholars, with copies e-mailed to district scholarships subcommittee chairs, district Rotary Foundation chairs, and district governors. Initial announcements will be completed by 15 December as long as the applications are received at the Foundation by the 1 October deadline.

Geographical Distribution of Scholars

In placing scholars in study institutions worldwide, the Trustees aim for an equitable geographic distribution. **Appendix F contains a list of countries in which the Trustees would like to see more scholars study.** Candidates are not guaranteed assignment to one of their institution preferences, even if a district submits candidates' applications before the 1 October deadline.

By carefully reviewing the goals of the program with applicants, the selection committee can help ensure that they have realistic expectations and will enthusiastically accept any reasonable study institution assignment.

A few study institutions enjoy particularly prestigious reputations. The Trustees cannot assign an inordinate number of scholars to them for the following reasons:

1. The assignment of many scholars to a few institutions does not achieve the program objective of balanced distribution of scholars throughout the Rotary world.
2. Rotarians in districts where popular universities are located cannot effectively host large numbers of scholars each year.
3. Many districts do not frequently host scholars and request to host more scholars. The Trustees make every effort to meet those requests.

In a typical year, for example, scholars list over 200 universities in London and Oxford, England; Paris, France; and New York, USA.

As the Trustees seldom can assign more than 15 scholars to any one Rotary district, accommodating all requests for assignment to the most popular areas and universities is impossible. Assignments to popular areas will be done on a rolling basis and once a popular district has been assigned the maximum number of scholars, no other scholars will be considered.

Please note that scholars will not be assigned to a country where they have already lived or studied for 12 months or longer.

Unusual circumstances that may be considered as exceptions to this rule include:

- The candidate lived/studied in the area before the age of 10.
- The candidate's language interest or abilities restrict assignment to a particular geographic area. (For example, a student who speaks Danish wishes to return to Denmark; a student who speaks Tagalog wants to return to the Philippines.)

To maximize geographic distribution and cultural exchange, **only one candidate from a sponsor district may be assigned to study in a particular host district.**

Candidates must be proficient in the official language of their preferred study country. However, in areas that do not host many Rotary scholars, if there is a second language that is widely spoken, the proficiency requirement in the official language is not as stringent. For example, in Egypt both Arabic and English are commonly spoken. Candidates requesting assignment to Egypt who are not fluent in Arabic but are fluent in English may be assigned to an Egyptian study institution. Please see appendix D, page 24, for a list of language proficiency requirements for various countries.

A Note on Diversity

Annually, only 11 percent of all Ambassadorial Scholars are assigned to study in low-income countries. **The Trustees strongly encourage districts to diversify the countries to which they send scholars and seek candidates who are interested in studying in unusual or new areas of the Rotary world. Districts should also consider where their scholars have studied in the past to ensure that some cultures or geographical regions are not overrepresented.** For example, if a selection committee is presented with two equally qualified candidates, one wishing to study in England and the other in Kenya, the committee should consider the advantages of choosing the latter. (Kenya hosts few scholars while England hosts many.)

Replacement Candidates

Even after your committee has interviewed and endorsed candidates, and your district and the Trustees have approved those selections, some candidates will relinquish their scholarships. Approximately 10 percent of all Trustee-approved candidates decide not to accept their scholarships each year.

Districts are asked to send only applications for principal candidates to the Foundation. Applications for alternate candidates should be kept at the district level until needed. If a principal candidate relinquishes an award, the Foundation will notify the district and request the application for an appropriate replacement candidate.

A replacement candidate

1. Should utilize the same type of scholarship as that awarded to the principal candidate or another option of the same or lower cost
2. Will be considered only if the principal candidate relinquishes his/her award by **1 February** of the same calendar year as when the scholarship program year starts
3. Must begin his/her studies during the same academic year as the candidate whom he/she replaced

If a scholar relinquishes an award after 1 February, the DDF amount for the scholarship will be credited back to the district for use toward Foundation programs in the future.

ORIENTATION

Once a district has carefully selected its outbound Ambassadorial Scholars, it must begin preparing them for their scholarship terms.

It is **mandatory** for scholars to attend an outbound orientation seminar. Scholars who do not attend orientation seminars available to them may forfeit their awards. An orientation program provides a forum for bringing outbound scholars together in a friendly setting where they can learn what is expected of them, and sets the stage for a lifelong commitment to Rotary. Sponsor counselors also play an important role in the scholar's preparation.

Rotary Foundation funding is now available to help offset the costs of regional orientation programs, both for outbound and inbound scholars. This Trustee initiative underscores the importance of proper orientation in creating successful Ambassadorial Scholars who will give back to Rotary after their return home. If your district is interested in planning a multidistrict orientation seminar impacting a significant number of scholars (at least 10), contact the Scholarships Department Manager for more information on orientation grants.

Orientation Objectives

Although a district may determine which elements to include in its scholar orientation program, the Foundation requires the following minimal objectives be addressed:

1. To promote the purpose of The Rotary Foundation Ambassadorial Scholarships program — which is the furthering of understanding and friendly relations among peoples of different nations
2. To provide outbound scholars with an understanding of the history, goals, and ideals of Rotary International and The Rotary Foundation
3. To emphasize the ambassadorial role scholars must play before, during, and after their terms of study abroad
4. To provide scholars with training on how to develop and make speeches and presentations
5. To prepare scholars for the cultural differences they may encounter during their study terms
6. To create an atmosphere of fellowship among scholars, alumni, and sponsoring Rotarians
7. To prepare scholars on how to handle sexual harassment and inappropriate behavior
8. To establish and reinforce an ongoing relationship between the scholar and Rotary
9. To orient Rotarian sponsor counselors to the Scholarships program and impress upon them the vital role they play in assuring the program's long-term impact

Sponsor Counselors

One of the unique features of Rotary's Ambassadorial Scholarships program is the role of the sponsor counselor. This is a Rotarian, appointed by the sponsor club, who will act as an information resource and mentor to the outbound scholar.

The sponsor counselor is expected to assist the scholar in various ways. Many of the counselor's tasks are essential to providing good orientation for outbound scholars. Some of these tasks include

- Introducing the scholar to Rotary and assisting with preparation for district interviews
- Discussing Rotary's ideals and establishing ambassadorial goals
- Helping the scholar gather information about his/her home community, region, and country for use in presentations in the host country
- Reviewing the *Ambassadorial Scholar's Handbook* (133-EN) with the scholar; familiarizing the scholar with the financial aspects of the scholarship.
- Working closely with the scholar to ensure all predeparture requirements are met

To assist sponsor counselors in fulfilling their roles, they should review the *Ambassadorial Scholar's Handbook* at www.rotary.org and the list of sponsor counselor responsibilities provided by Foundation staff.

Planning and Implementing an Orientation Seminar

One of the first things to decide is who will attend your district orientation seminar. Obviously, you will invite your outbound scholars and their sponsor counselors. You will also need discussion leaders and speakers. This group should include former scholars, Rotarians who can provide practical information about the Scholarships program, and individuals and educators who can provide useful information about foreign countries and cultural issues. Foundation alumni can be especially helpful in providing information, enthusiasm, and inspiration to outbound scholars. They can encourage scholars to stay in contact with Rotary long after their scholarship period is over.

Scholar orientation seminars can take several forms, including weekend, one-day, and informal programs. Although the weekend format is highly recommended, a one-day or informal program can successfully achieve most of the same objectives. In planning a program, keep in mind that the most effective — and most enjoyable — activities involve interaction. Panel discussions and role-playing games (where participants “act out” the role of scholars in a new country) can help keep the session lively as well as educational. Such activities build a sense of fellowship.

The Weekend Program

The weekend program is best suited for a multidistrict event. A typical weekend program would begin on a Friday evening and conclude on Sunday morning, with participants staying over two nights. Friday evening might include registration, dinner, and a welcome address, followed by a social hour. Saturday might include discussions and presentations on The Rotary Foundation and the Scholarships program, interaction with alumni, short speeches by the scholars, meals, and opportunities for fellowship. Sunday is a time for wrap-up and closing comments.

NOTE: A weekend program can also be done with just one overnight. The advantage of the two-night program is that time can be given to valuable informal interaction.

The One-Day Program

The one-day program is best suited for a one- or two-district event. A typical one-day program would start early in the morning with registration and welcome/introductions, followed by an overview of Rotary International and The Rotary Foundation, lunch, presentations from former scholars, and discussions of what is expected of a Rotary scholar. The program might conclude with closing remarks from Rotarian leaders with adjournment before the evening meal.

Informal Programs

Do not feel that your district is limited to hosting one- or two-day orientation programs. Informal programs or meetings can also meet the goals of outbound scholar orientation. Sponsor districts are free to use the ideas presented here to develop an orientation program that is best suited to their own needs.

- Invite scholars to attend the district conference. Have scholars form a panel for discussion about the Scholarships program.
- Arrange a half-day orientation for sponsor counselors, district officials, and scholars. Ask scholars to introduce themselves and give a short speech about their plans for their term abroad. Assign each Rotarian to share important information on Rotary at the club, district, and international levels.
- If it is impossible to organize a group orientation, set up one-on-one meetings between the scholar, sponsor counselor, and district officials. Provide them with materials on Rotary and discuss their responsibilities before, during, and after their scholarship term.
- Invite scholars to attend sponsor club meetings and social activities, participate in a service project and, if possible, serve on a club committee. Arrange for scholars and Rotarians to go out for lunch or coffee afterward.
- Arrange for scholars to receive the club bulletin, district governor's newsletter, and *The Rotarian* magazine.

Whatever the format, it is important that each district prepare its outbound scholars to serve as ambassadors of goodwill. Once your district finds an orientation format that works, continue to develop it into a program that will be easy to organize year after year.

Here are some steps to take when organizing your orientation seminar, whichever format is used.

1. **Appoint a volunteer seminar leader.**
Choose a Rotarian who is actively involved in the Ambassadorial Scholarships program, such as the chair of the district scholarships subcommittee or the alumni subcommittee. This volunteer will be responsible for coordinating the logistics of the orientation program and issuing invitations to both the coordinators and program participants.
2. **Determine the scope of the program.**
Early in the planning stage, the district should determine whether to plan and present its own orientation program or to join with one or more neighboring districts in a cooperative effort. Because most districts sponsor only a few scholars, the Foundation recommends that you consider putting on an orientation program in concert with neighboring districts. While teaming up with other districts can make logistics more difficult, it does provide you with more volunteers to share the work. Larger groups also offer a greater opportunity for Rotary fellowship. If a multidistrict event is organized, be sure to keep all appropriate Rotarians apprised of all planning stages.
3. **Set up a schedule.** When choosing a date for the program, select a time that corresponds with the period when scholars are preparing for their study period. Try to find a date that will accommodate most, if not all, of your outbound scholars.
4. **Select and invite program presenters.**
Keep program objectives in mind when selecting program speakers. Look for candidates (Rotarians and others) with diverse backgrounds and qualifications so that participants are exposed to a variety of perspectives. Potential presenters may include
 - *District Rotarian officers.* This group includes past and current district governors, past and current Rotary Foundation chairs, and scholarships subcommittee chairs. They offer scholars the “big picture” of Rotary — the history of Rotary International and its

Foundation and the goals and objectives of the Ambassadorial Scholarships program. In addition, these volunteers from the different levels of Rotary International can help scholars understand their duties and responsibilities during their scholarship terms.

— *Club presidents and members.* These Rotarians help the scholars understand how Rotary works at the community level. They can also help participants understand their responsibilities to their sponsor clubs before, during, and after their scholarship terms.

— *Alumni of Rotary Foundation programs.* Past participants of Rotary Foundation programs — former scholars, Group Study Exchange team members, Rotary World Peace Fellows, and recipients of Rotary Grants for University Teachers — can offer personal insights that will prove helpful and inspirational to outbound scholars. Such insights can include how to adjust to a different culture or prepare for presentations and make time for visits to Rotary clubs while maintaining a full academic schedule.

5. **Reserve facilities.** Some facilities must be reserved many months in advance. Choose a location that is convenient to all participants. If you are planning a weekend orientation program, choose a facility that offers overnight accommodations.
6. **Set a registration fee.** A number of factors must be considered when setting a registration fee. How many meals will be served? Is there a charge for the use of workshop rooms? For overnight programs, what is the cost of sleeping accommodations? What are the costs for materials? Will the districts sponsoring the seminar underwrite the expenses of program alumni?
7. **Find sources of funding.** The district or sponsor club often pays the registration fee charged to participants; the scholars themselves might be responsible for transportation to and from the program location. In addition, Foundation funding may be available to offset the costs of multidistrict seminars which impact a large number of scholars. For more information and a grant application, contact the Scholarships Department Manager.

8. **Include information on preparing and making presentations.** The Trustees request that scholars' orientations include training to assist scholars in preparing for and giving their required speeches and other presentations.

9. **Include information on cultural awareness.** The Foundation strongly recommends that a substantial amount of time be devoted to sensitizing scholars to cultural differences. Scholars may have preconceived notions about the country and the people they will be visiting ("all Japanese are hard-working," or "all Americans are rich," for example) that should be addressed.

Relationships between men and women, the young and elderly, and teachers and students vary widely from country to country. Scholars need to be made aware of local customs and act according to accepted standards in host areas. Casual dress, language use, and bathing practices are a few examples of customs that may vary. Scholars can help avoid unpleasant confrontations and misunderstandings by learning local customs and adapting accordingly.

If your district is sponsoring female scholars, you may wish to pay special attention to women's issues abroad. Due to differing perceptions of gender roles, women may face unique challenges in their role as ambassadors of goodwill. For example, they should be aware of differing degrees of women's involvement in Rotary around the world and should learn what behaviors may or may not be acceptable for women in their host countries. Past scholars and female Rotarians who have traveled may be able to provide helpful insight in this regard. Being aware of these issues in advance may help prevent awkward or even dangerous situations in the host country.

In addition, health care and educational systems vary widely throughout the world. Encourage scholars to fully investigate these matters. A speaker from the international student office of a local university may be able to answer questions from scholars and refer them to useful resources for country-specific questions.

10. **Address sexual harassment and inappropriate behavior,** emphasizing the Foundation's stance on the topic.

11. **Provide an evaluation sheet.** Your program should include an opportunity for scholars to critique the event. Few events are flawless, but you need feedback from your participants to help you build on the areas where you have been successful and improve areas that need more work. Such evaluations can be anonymous, but you should emphasize the importance of honest assessments so that you can improve your orientation program for the next year.

Resources

Sample Activities

The Scholarships staff at RI World Headquarters has sample orientation programs available for use when planning your district orientation program. Here are some examples of orientation discussion and presentation topics.

- **“Icebreakers.”** A good way to begin any scholar orientation is by helping the participants relax and get to know one another. For example, each participant finds a partner, asks him/her a set of predetermined questions and, based on the answers, introduces the new acquaintance to the group.
- **Group discussions.** Set up two separate discussion groups — one for counselors and one for scholars. For example, the counselors could explore the role of a sponsor counselor, while the scholars could discuss Rotary International and The Rotary Foundation.
- **Question-and-answer session.** Scholars break into small groups and “brainstorm” on their knowledge about RI and the Foundation. Each group shares its list with the whole group. After discussing these points, scholars rejoin their small groups and list questions they still have about RI and the Foundation, providing a forum for further education about Rotary.
- **“How we see it.”** Former Ambassadorial Scholars discuss their perspectives on the ambassadorial responsibilities of the scholarship.
- **Show and tell.** Former scholars share their mementos and memories and help prepare outbound scholars for the cultural differences they may encounter during their scholarship terms.
- **The local Rotary club in action.** A Rotary club member discusses the role of the local Rotary club in the community and how the club fits into the “big picture” of Rotary International.
- **The scholars’ responsibilities before, during, and after their study term.** An appropriate Rotarian, or in some cases a Foundation staff representative, discusses the responsibilities scholars must carry out during the various stages of their scholarship. It may be useful to follow with a panel discussion and question-and-answer session.
- **Developing cultural sensitivity.** Scholars break into small groups based on destination (e.g., Europe, Asia) with one Rotarian and one alumnus/alumna serving each group as a resource person. Discuss the cultural differences scholars may encounter and methods to cope with these challenges.
- **Conference speeches.** Scholars give short speeches on topics they are given at the start of the session. Feedback and suggestions are provided by the group. Purpose: to help improve public-speaking skills.

Regional Orientation Seminar Planning Kit

Foundation staff have compiled a kit to assist Rotarians planning an orientation seminar, including sample programs and related correspondence. To request a copy, contact the Scholarships Department Manager.

Rotarians

Other Rotarians involved in organizing scholar orientation programs are also excellent resources for planning your program. There may even be an existing multidistrict orientation within traveling distance that your outbound scholars can participate in. The Scholarships staff at RI World Headquarters keeps a list of Rotarians and districts actively involved in such programs. For Rotarian contacts, please contact the Scholarships Department Manager or visit the RI Web site at www.rotary.org.

HOSTING SCHOLARS

Host Counselors

As mentioned in the previous section, the Rotarian sponsor counselor plays an essential role as a resource and mentor to scholars before the scholarship period.

The Rotarian host counselor's role actually begins before the scholar even leaves for the study country. It is important for the host counselor to contact the scholar, answer any questions, and arrange a meeting to alleviate the anxiety about arriving in a new country. Host counselors are asked to report to The Rotary Foundation on their activities and the performance of their scholars.

In April of each year, the Scholarships staff requests that district governors-elect appoint a host club and a host Rotarian counselor in that club for all scholars who will study in their districts during their year as district governors. The information sent to the governors-elect includes a list of all inbound scholars, their assigned study institutions, and biographical information. A copy of the request is sent to the scholarships subcommittee chair or the district Foundation chair in the absence of a scholarships subcommittee chair.

Like sponsor counselors, host counselors act as important resources for scholars. The host counselor is expected to assist the scholar in many ways, including

- Arranging to meet the scholar upon arrival and welcoming him/her to the host district
- Helping the scholar to settle in and locate appropriate housing, if necessary

- In some cases, receiving the scholar's first award payment before his/her arrival and presenting it to the scholar
- Explaining issues such as medical facilities, laws, banking arrangements, and budget considerations
- Helping the scholar to fulfill ambassadorial obligations by scheduling required speeches and inviting the scholar to participate in club and district service projects
- Providing assistance and contact information to secure invitations to make speeches and presentations
- Serving as liaison between the scholar and the Foundation, monitoring progress through frequent meetings and bringing serious problems or questions to the attention of the scholar's coordinator at RI World Headquarters in Evanston
- Involving the scholar in community and family life
- Ensuring the scholar submits his/her final report one month before the scholarship period ends

Host counselors and host club presidents should review the *Ambassadorial Scholar's Handbook* (133-EN) on the RI Web site at www.rotary.org and a list of their responsibilities provided by Foundation staff.

Inbound Scholar Orientations

Host Rotarian counselors play an important role in helping newly arrived scholars to get off to a good start and in seeing that everything goes smoothly during the scholarship period. But Rotarians and alumni in the host district also can help welcome scholars and organize events that serve as an orientation.

Each September, for example, the French alumni association (*Association des anciens boursiers de la Fondation Rotary*) organizes a Welcome Weekend in the Paris area for incoming scholars. The event includes meals with Rotarian families, a Chamber of Commerce reception, and sightseeing tours.

Foundation Fellows Link, the first Ambassadorial Scholarships alumni association, has similarly welcomed arriving scholars for the past three decades. The group's Link Weekend provides orientation and home hospitality for scholars assigned to universities in the United Kingdom and Ireland. The event offers receptions, group activities, and the opportunity for scholars to glean advice from alumni and Rotarians.

ALUMNI OUTREACH

The activities of scholars after their time abroad are an important, though often overlooked, part of the Ambassadorial Scholarships program. A common complaint from Rotarians is that they don't hear from scholars after their return to their home countries. Many scholars, on the other hand, lament that they are not invited to participate in Rotary activities. It is the responsibility of the club or district scholarships subcommittee, in cooperation with the alumni subcommittee, to ensure that Foundation Scholar alumni — that is, scholars who have completed their ambassadorial terms abroad — are welcomed home and kept involved in Rotary.

In addition to the responsibilities discussed on page 13, sponsor counselors are expected to welcome the scholar home. After the scholar is resettled, invite him/her to speak at clubs in the district and assist with arranging these engagements. This gives club members the opportunity to learn of the scholar's experiences, helps publicize The Rotary Foundation's programs, and gives Rotarians in the district an example of Foundation programs in action. It also gives the scholar a sense of belonging to "the Rotary family" and an opportunity to share his/her experiences. In addition, the sponsor counselor should ensure that the scholar completes the required presentations to Rotary and non-Rotary audiences.

In addition to providing alumni pins that can be presented to scholars even before their departure, the Foundation provides Certificates of Achievement for districts to present to scholars upon their return. Presentation of the certificates can be a starting point for actively maintaining contact with the scholars on their return home.

An important alumni resource is Rotary Foundation alumni coordinators (RFACs), a worldwide task force of 43 members appointed by the incoming Foundation Trustee chair. The RFAC's role is to increase Rotarians' awareness of Foundation alumni and promote their use as district and club resources for service projects, club and district activities, and effective advocates of Foundation programs. These coordinators work with district subcommittee chairs to develop human interest stories on program alumni to be submitted to Foundation staff for inclusion in *Reconnections* and other appropriate publications. For more information, consult the *Official Directory* or the RI Web site for the RFAC in your area.

Another excellent way for former scholars to stay in touch with Rotary is through the many Foundation alumni associations that are active worldwide. If an association is in your area, make sure it receives returning scholars' contact information. If your district doesn't have an alumni association, consider helping alumni to start one.

You can then work through the association to maintain contact with alumni, who can also be considered for membership in local Rotary or Rotaract clubs. The association can perform various activities, such as hosting a reception for inbound scholars to your district each year or participating in club or district service projects.

Contact the Foundation's Alumni Relations staff at RI World Headquarters in Evanston for information on starting an alumni association. Information about Foundation alumni can also be found on the RI Web site at www.rotary.org.

The Foundation has a database that districts can use to locate alumni in their areas. In addition, the Foundation produces *Reconnections*, a bimonthly online newsletter available at www.rotary.org. The newsletter asks alumni for information about their postscholarship activities and publishes their stories. Districts can help keep the database up-to-date and facilitate the circulation of *Reconnections* by encouraging scholars to update the Foundation on their contact information.

Other initiatives that districts can take to keep scholar alumni involved with Rotary include

- Creating an alumni directory or database by obtaining addresses from returning scholars and keeping it current. Use this information to invite alumni to Rotary activities or events, such as the district conference.
- Using alumni to help find missing alumni through Internet resources
- Inviting alumni to assist in club, district, or Rotaract community and international service projects
- Connecting a returning scholar planning to move out of the district with Rotarians in the new district of residence

Most Ambassadorial Scholars are extremely grateful to their sponsor Rotarians for giving them the opportunity of a lifetime. Keeping Foundation alumni involved provides scholars with an opportunity to give back to Rotary, ensuring the long-term positive impact of the Scholarships program.

Appendix A

QUESTIONS TO ASK CANDIDATES

Rotary Foundation staff and previous scholarships committee members have found the following questions useful in helping to determine the overall knowledge and suitability of Rotary scholar candidates.

Candidate's knowledge of his/her own country and the world:

What do you consider a major problem facing your country today? What possible solutions to this problem would you propose?

What changes would you like to see take place in your own country?

What image of your country do you hope to convey to others? How would you accomplish this?

What do you consider to be major world problems? Can you suggest solutions?

Can you answer these questions in the language of your first-choice country?

Candidate's knowledge of Rotary and Rotary Foundation Ambassadorial Scholarships:

What is the worldwide goal of Rotary International?

What are Rotary's objectives in providing scholarships, and how do you plan to help further these objectives?

What is your definition of the term "ambassador of goodwill"?

What is your understanding of your responsibility to Rotary before, during, and after your year abroad?

What is your purpose in seeking a Rotary scholarship as opposed to another type of scholarship?

What are your expectations of the scholarship?

What do you expect to "give" to Rotary in return?

Appendix B

SAMPLE AMBASSADORIAL SCHOLARSHIP INTERVIEW EVALUATION

Suggestions for Use

When interviewing many candidates, it is often difficult to remember all of the facts about each one when the time comes to make a final decision. An evaluation form can assist committee members in recalling their impressions of each candidate. Use a scoring system everyone understands, such as 1 to 10 (where 1 is the weakest score and 10 is the best score). After the interviews are complete, total the scores and rank the students, taking into consideration your subjective sense of the student's Ambassadorial Scholar potential and how the candidate may help achieve program objectives.

This form is provided as a sample only and may be adapted for your district's use.

| | Candidate Number | | | | | | | | | | Maximum Points |
|---|------------------|---|---|---|---|---|---|---|---|----|----------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| From Application | | | | | | | | | | | |
| Academic Achievement | | | | | | | | | | | |
| Community Service | | | | | | | | | | | |
| Personal Statement | | | | | | | | | | | |
| Ambassadorial Qualities from Interview | | | | | | | | | | | |
| Leadership Skills | | | | | | | | | | | |
| Personality | | | | | | | | | | | |
| Enthusiasm | | | | | | | | | | | |
| Speaking Ability | | | | | | | | | | | |
| Maturity/ Seriousness of Purpose | | | | | | | | | | | |
| Knowledge of Proposed Study Country | | | | | | | | | | | |
| Something Extra (e.g., uniqueness of study destination, humanitarian field of study) | | | | | | | | | | | |
| Total Evaluation | | | | | | | | | | | |
| Rank | | | | | | | | | | | |

This form is based on one created and used by District 5000 (Hawaii, USA).

Appendix C

GUIDELINES FOR THE COMMITTEE AFTER CANDIDATE INTERVIEWS

The following questions are designed to help you make distinctions among candidates and to judge who would make the best Rotary ambassadors of goodwill. Applying these questions to each candidate should assist you in the decision-making process.

Is this candidate helping to fulfill program objectives?

Why do you consider this candidate outstanding in either an academic or a vocational sense?

Did either the academic or employment background indicate that he/she is the most outstanding applicant this year?

Will the candidate's study field have a strong humanitarian impact?

Did this candidate demonstrate leadership skills?

Is there a significant difference between this person's record and that of the next most-qualified applicant? If not, why would you choose one over the other?

What is the candidate's level of maturity?

Did he/she have thoughtful responses to all the questions?

What was the quality of this candidate's verbal communication skills?

What was this candidate's attitude toward the questions and the committee?

Did he/she have a strong self-image?

Does this candidate understand the purpose of the award?

Is the candidate flexible with regard to the study institution assignment?

What is his/her level of sophistication in comprehending social and political problems in the world?

Does the candidate hold positions that would inhibit a good interchange of ideas?

Does the candidate have the ability to establish good rapport with others?

Does he/she have good listening and/or public speaking skills?

Has the candidate ever studied abroad? Will he/she be able to study abroad without this scholarship?

Appendix D

LANGUAGE PROFICIENCY REQUIREMENTS

Each year, the Foundation receives questions about language ability requirements for certain countries. The following list contains countries where proficiency in an alternative language may be accepted in lieu of proficiency in the native language. This is because in many cases, local Rotarians have expressed interest in hosting scholars who may not be proficient in the native language(s), but who do speak a language widely used in the study country.

Proficiency in the native language of these countries is not required at the time of application. However, scholars are expected to develop conversational abilities in the native language and may be eligible for one month of Foundation-funded language training in the study country during the month preceding their studies. If no alternative language for a country is listed, applicants must be proficient in the country's native language.

Asia

| Country | Native language | Alternative |
|--------------------|------------------------|-------------|
| Hong Kong | Chinese (Cantonese) | English |
| Indonesia | Indonesian | English |
| Israel | Hebrew | English |
| Malaysia | Malay | English |
| Philippines | Tagalog | English |
| Singapore | Chinese (Mandarin) | English |
| Taiwan | Chinese (Mandarin) | none |
| Thailand | Thai | English |

Europe (Scandinavia & Low Countries)

| Country | Native language | Alternative |
|------------------------|-------------------------------------|-------------------|
| Belgium | | |
| <i>Wallonia</i> | French | none |
| <i>Flanders</i> | Dutch | English or French |
| Denmark | Danish | English |
| Finland | Finnish | English |
| Hungary | Hungarian | English |
| Iceland | Icelandic | English |
| Luxembourg | French, German, or Luxembourgian | none |
| The Netherlands | Dutch | English |
| Norway | Norwegian | English |
| Sweden | Swedish | English |

Switzerland

In Switzerland, the scholar must speak the language used in the region where the study institution is located. The language proficiency requirements for several cities in Switzerland are listed below.

French: Fribourg, Geneva, Lausanne, Neuchâtel

German: Basel, Bern, Luzern, St. Gallen, Winterthur, Zurich

Italian: Locarno, Lugano

Africa

The language proficiency requirements for selected African Rotary countries are as follows. [Countries where Arabic is also an official language are marked with an asterisk (*).]

English: Botswana, Egypt*, Ethiopia, Ghana, Kenya, Lesotho, Malawi, Mauritius, Namibia, Nigeria, Sierra Leone, South Africa, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe

French: Algeria*, Benin, Burkina Faso, Cameroun, Central African Republic, Chad, Côte d'Ivoire, Democratic Republic of the Congo (Zaire), Gabon, Guinea, Madagascar, Mali, Mauritania*, Morocco*, Niger, Republic of the Congo, Réunion, Senegal, Togo, Tunisia*

Appendix E

PROFILE OF THE IDEAL AMBASSADORIAL SCHOLARSHIP CANDIDATE

To assist Rotary club and district selection committees in choosing outstanding Ambassadorial Scholarship candidates, The Rotary Foundation has identified the following traits (in no particular order) that should be considered standard for any Rotary ambassador of goodwill. Each candidate does not need to possess all of these traits to be a successful Ambassadorial Scholar, but those who possess more of the traits than other candidates are likely to succeed as ambassadors.

The ideal Ambassadorial Scholarship candidate

- ☐ Possesses excellent leadership skills and potential
- ☐ Understands his/her award obligations, especially speeches to Rotary and non-Rotary audiences
- ☐ Has a proven record of success in his/her academics and/or vocation
- ☐ Is articulate and proficient in the study country's language
- ☐ Is well-groomed and has a professional appearance
- ☐ Has demonstrated a personal commitment to community service
- ☐ Is interested in participating in and possibly identifying Rotary service projects while abroad
- ☐ Has well-defined and realistic goals
- ☐ Possesses maturity and seriousness of purpose
- ☐ Is an excellent public speaker, skilled in presentations to both small and large audiences
- ☐ Knows the history, culture, and politics of both his/her home community and study country
- ☐ Is diplomatic and articulate when discussing world affairs and sensitive topics
- ☐ Has concrete ideas on how he/she will improve world understanding and peace
- ☐ Has thoroughly researched his/her preferred study institution, including alternative locations
- ☐ Is willing to study in a country that typically does not host Ambassadorial Scholars
- ☐ Is interested in a study field that has a direct impact on the world's humanitarian needs
- ☐ Intends to apply the ideals of Rotary to his/her personal and professional life
- ☐ Is flexible and possesses a good sense of humor
- ☐ Is sincere about maintaining a lifelong relationship with Rotary after the scholarship period

Appendix F

ENCOURAGED STUDY REGIONS FOR AMBASSADORIAL SCHOLARS

| REGION | COUNTRY | LANGUAGE REQUIRED FOR ASSIGNMENT | ADDITIONAL PROFICIENCY HELPFUL |
|--------|-------------|-------------------------------------|--------------------------------------|
| Africa | Benin | French | - |
| Africa | Cameroun | French | - |
| Africa | Ghana | English | - |
| Africa | Kenya | English | Swahili |
| Africa | Malawi | English | - |
| Africa | Morocco | French | Arabic |
| Africa | Nigeria | English | - |
| Africa | Tunisia | French | Arabic |
| Africa | Zambia | English | - |
| Africa | Zimbabwe | English | - |
| Asia | Hong Kong | English | Cantonese Chinese |
| Asia | India | English | regional language |
| Asia | Jordan | English | Arabic |
| Asia | Malaysia | English | Malay |
| Asia | Nepal | English | Nepalese |
| Asia | Philippines | English | Tagalog |
| Asia | Singapore | English | Mandarin Chinese |
| Asia | South Korea | Korean | - |
| Asia | Sri Lanka | English | regional language |
| Asia | Thailand | Thai | - |
| Asia | Turkey | English | Turkish |

| REGION | COUNTRY | LANGUAGE REQUIRED FOR ASSIGNMENT | ADDITIONAL PROFICIENCY HELPFUL |
|---------------|----------------|----------------------------------|--------------------------------|
| Europe | Czech Republic | English | Czech |
| Europe | Denmark | English | Danish |
| Europe | Finland | English | Finnish |
| Europe | Greece | English | Greek |
| Europe | Hungary | English | Hungarian |
| Europe | Iceland | English | Icelandic |
| Europe | Lithuania | Russian | Lithuanian |
| Europe | Luxembourg | French or German | Luxembourgian |
| Europe | Norway | English | Norwegian |
| Europe | Poland | English | Polish |
| Europe | Portugal | Portuguese | - |
| Europe | Romania | French | Romanian |
| Europe | Slovakia | English | Slovak |
| Europe | Ukraine | Ukrainian | Russian |
| Latin America | Belize | English or Spanish | - |
| Latin America | Bolivia | Spanish | - |
| Latin America | Brazil | Portuguese | - |
| Latin America | Colombia | Spanish | - |
| Latin America | El Salvador | Spanish | - |
| Latin America | Honduras | Spanish | - |
| Latin America | Nicaragua | Spanish | - |
| Latin America | Panama | Spanish | - |
| Latin America | Paraguay | Spanish | - |
| Latin America | Peru | Spanish | - |
| Latin America | Uruguay | Spanish | - |



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