



ROTARY VOLUNTEERS

INTERNATIONAL VOLUNTEER SITE REGISTRATION FORM

Use this form if your Rotary club or district is seeking volunteers from another country to serve at your project site. *Re-registration is necessary every two years in order for the project to maintain an active status.*

PROGRAM GUIDELINES

- This form can be used to register your project’s needs for volunteers from another country. Volunteers may be Rotarians, spouses accompanying Rotarians, Rotaractors, Rotary Foundation Alumni, and non-Rotarians. Before completing this form, contact your district Vocational Service chairperson or club Vocational Service chairperson to see if there is a local volunteer that might fill your project’s needs.
- The project needs, along with the project contact’s name and address, will be placed on a listing which will be distributed twice yearly to registered volunteers, district leaders, and other volunteer organizations. You may wish to use your club address or a post office box as the project contact’s address for publication.
- You will receive any information RI has available about volunteers offering the type of assistance your project requires. Prospective volunteers will receive information about your project. You and the prospective volunteer(s) will then make *direct* contact and arrangements. **RI does not make arrangements or guarantee that a volunteer will be found.**
- Volunteers and host project sites make their own funding arrangements. Often, volunteers will pay their own travel and personal expenses. The host volunteer site (your club or district) will often pay for local accommodations (or offer home hospitality) and for the volunteer’s working expenses.
- If you find a volunteer who is willing to serve for four to eight weeks, it may be possible for the volunteer to receive a grant to provide the lowest available airfare and up to US\$50 per diem. For complete information, including long-term volunteer grants contact the Grants for Rotary Volunteers Coordinator at The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA, or telephone: (+1 847) 866-3336.
- **The endorsement signature of the current district Vocational Service chairperson (or, if none, the district governor) is required for every project registration or re-registration.**

CLUB/CONTACT INFORMATION: Please Print

Rotary Club Name: _____
District Number: _____

If site is to be registered as a Rotaract Club site, name of Rotaract Club: _____
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Rotarian Contact Person:		
Family Name(s)	First Name	Middle Name
_____	_____	_____
Address for Mailing/Publication:		
Street _____		
City	State	
_____	_____	
Postal Code	Country	
_____	_____	

Telephone — Residence: _____ (+ country code city code) number
Telephone — Business: _____ (+ country code city code) number
Fax: _____ (+ country code city code) number
E-mail Address: _____
Please PRINT/TYPE EXACTLY using upper and lower cases as applicable.

Contact’s preferred language(s): _____
Do you consent to having your contact information included on RI’s World Wide Web site? <input type="checkbox"/> Yes <input type="checkbox"/> No



Rotary International®

PROJECT INFORMATION:

Name of Project: _____
Those Served: _____
Location: _____ city/village, state/province, country

Is the project registered on the World Community Service Projects Exchange? <input type="checkbox"/> Yes <input type="checkbox"/> No Project number: W0_____	Other organizations/agencies, in addition to Rotary, supporting the project: _____ _____
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Project Description: _____ _____ _____ _____
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VOLUNTEER NEEDS FOR THIS PROJECT:

Skill/Qualification	Length of Service Term	Dates/or Time of Year
How many volunteers with this skill will be needed at one time? _____		
Volunteer(s) with this skill will be needed: Please check <input checked="" type="checkbox"/> <input type="checkbox"/> once <input type="checkbox"/> periodically <input type="checkbox"/> ongoing		
If the volunteer(s) will be expected to provide services other than those directly related to their profession, please describe:		

Skill/Qualification	Length of Service Term	Dates/or Time of Year
How many volunteers with this skill will be needed at one time? _____		
Volunteer(s) with this skill will be needed: Please check <input checked="" type="checkbox"/> <input type="checkbox"/> once <input type="checkbox"/> periodically <input type="checkbox"/> ongoing		
If the volunteer(s) will be expected to provide services other than those directly related to their profession, please describe:		

Skill/Qualification	Length of Service Term	Dates/or Time of Year
How many volunteers with this skill will be needed at one time? _____		
Volunteer(s) with this skill will be needed: Please check <input checked="" type="checkbox"/> <input type="checkbox"/> once <input type="checkbox"/> periodically <input type="checkbox"/> ongoing		
If the volunteer(s) will be expected to provide services other than those directly related to their profession, please describe:		

Skill/Qualification	Length of Service Term	Dates/or Time of Year
<p>How many volunteers with this skill will be needed at one time? _____</p> <p>Volunteer(s) with this skill will be needed: Please check <input checked="" type="checkbox"/> _____ <input type="checkbox"/> once <input type="checkbox"/> periodically <input type="checkbox"/> ongoing</p> <p>If the volunteer(s) will be expected to provide services other than those directly related to their profession, please describe:</p>		

What language(s) should the volunteer(s) speak?

Please use the following codes for proficiency level:

- 1 = can understand and respond to questions about personal background, can ask directions
- 2 = can communicate ideas on non-technical subjects and understand 50% of what native speakers say
- 3 = can carry on a conversation on most subjects
- 4 = can speak and respond almost as well as in native language
- 5 = native language

_____ English	_____ Finnish	_____ French	_____ German
_____ Italian	_____ Japanese	_____ Korean	_____ Portuguese
_____ Spanish	_____ Swedish	_____ Other: _____	

VOLUNTEER ARRANGEMENTS:

As a host site club or district, what can you provide for the volunteer(s)? Explain/describe:

	Yes	No	Comments
Accommodations			
Per diem/expenses			
Airfare			
Meals			

COMMENTS AND ADDITIONAL INFORMATION:

Please add any additional comments that would describe the above requirements and arrangements (please use back of form if more space is needed):

Your registration will be entered in the Rotary Volunteers database of host project sites and volunteers. Rotary International will send you any applicable information about potential volunteers. The project contact's name, address, and a brief description of the project will be included in a listing published twice yearly and distributed to registered volunteers, district leaders, and other volunteer organizations.

Sign below and forward to your district Vocational Service chairperson or, if none, to the district governor for endorsement.

Note: If either of the following signatures is missing, the form will be returned to the project contact.

Signature of Rotarian Contact Person

Please print your name

Date

DISTRICT VOCATIONAL SERVICE CHAIRPERSON/DISTRICT GOVERNOR (required):

I have assessed the appropriateness of this project and hereby endorse the request for its inclusion in the Rotary Volunteers registry.

District Vocational Service Chairperson or, if none, District Governor

District

Please print your name

Date

Please forward this endorsed registration form to:

**Rotary International Programs Department
International Support Section
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698, USA
Phone: (+1 847) 866-3361
Fax: (1+ 847) 866-6116**

