

Uniform Memorandum of Exchange

To provide the best exchange for students, host families, and Rotarians, this memorandum specifies many basic elements of an exchange between partners. It is designed to reduce misunderstandings and provide clear expectations. When decisions about an exchange need to be made, this memorandum and the Rotary Four Way Test will serve as our guide.

Rotary International's Rules and Conditions of Exchange apply to this exchange as does the Rotary Code of Policies. Rotary International encourages diversity in many areas including religion, national origin, social origin, gender, disability, age, and political opinion. Rotary International also recognizes the need to respect differing cultural sensitivities. The core values of diversity and sensitivity will be honored in our exchange.

District _____ or Multi-District _____ will host _____ student(s) and intends to send _____ student(s).		District _____ or Multi-District _____ will host _____ student(s) and intends to send _____ student(s).	
Name of Rotarian		Name of Rotarian	
Position		Position	
Are you primary contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you primary contact?	<input type="checkbox"/> Yes; <input type="checkbox"/> No
Email Address		Email Address	
Mailing Address		Mailing Address	
Mobile Number		Mobile Number	
Work Number		Work Number	
Home Number		Home Number	
Fax Number		Fax Number	
Signature or E-signature		Signature or E-signature	
Date		Date	

By signing this memorandum, we agree to exchanges as outlined in this memo and the attached exhibits. The specific requirements of each District or Multi-District are shown on the two attached exhibits. These exhibits are part of this Memorandum of Exchange.

Instructions for Completing and Assembling Uniform Exchange Agreement

1. The Uniform Memorandum of Exchange (*Memo.v1.15Nov18.final*) is the part of the agreement in which you and your partner district agree on the number of students you will exchange and the person agreeing to an exchange on behalf of a district or multi-district provides contact information.
2. Each Uniform Memorandum of Exchange has two exhibits. One exhibit contains the specific requirements of your district or multi-district; the other exhibit contains the specific requirements of your partner district or partner multi-district. The completed Uniform Exchange Agreement contains the memo, an exhibit for your district or multi-district, and the exhibit for your partner district or multi-district. A completed Uniform Memorandum of Exchange takes one of three forms:
 - a. Memo (*Memo.v1.15Nov18.final*) and two (*2a. Multi-Dist Ex.v1.15Nov18.final*) exhibit forms.
 - b. Memo (*Memo.v1.15Nov18.final*) and two (*2b. Dist Ex.v1.15Nov18.final*) exhibit forms.
 - c. Memo (*Memo.v1.15Nov18.final*); one (*2a. Multi-Dist Ex.v1.15Nov18.final*) exhibit form; and one (*2b. Dist Ex.v1.15Nov18.final*) exhibit form.
3. If a district is part of a multi-district that arranges exchanges, then the multi-district will complete the “Multi-District” (*2a. Multi-Dist Ex.v1.15Nov18.final*) exhibit form that applies to the exchange.
4. If a district is not part of a multi-district or if it is part of a multi-district in which each member district arranges exchanges, then the district will complete the “District” (*2b. Dist Ex.v1.15Nov18.final*) exhibit form that applies to the exchange.
5. Usually a district or multi-district can complete the “District” exhibit form or the “Multi-District” exhibit form once and attach the form to all exchange agreements for the district or multi-district. Occasionally a district or multi-district will make small changes to customize its exhibit form for its different partners.