

GSE Language Training Grant Request Form

A single subsidy of up to a maximum of US\$1,000 or equivalent in local currency

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

Please print or type.

Request submitted by District _____

Partner District _____

NAME

E-MAIL

TITLE

DISTRICT

SIGNATURE

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT)

E-MAIL

ADDRESS

CITY/TOWN

STATE/PROVINCE

POSTAL CODE

COUNTRY

District eligibility: Your team must be traveling to a district where the language is different from your own or a common language is not widely spoken.

To qualify for a subsidy before district expenditure, you must

- 1) Provide the following types of support materials: brochures, letters of agreement, price lists, or other documentation indicating the price and content of the proposed purchase
- 2) Submit this request to The Rotary Foundation two months before the team's departure
- 3) Include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically

To qualify for reimbursement, you must

- 1) Include receipts for every expense item and a brief description of the expenditure
- 2) Submit this request to The Rotary Foundation within two months of expenditures. The Foundation cannot guarantee reimbursement for any requests submitted after that time.
- 3) Include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically

Expenditure Type	Expenditure Description	Currency	Expenditure Amount
Classes	_____		
Self-study materials	_____		
Publications and books	_____		
Other	_____		

Total request (Cannot exceed US\$1,000 unless *SHARE* allocations have been made) _____

Important: If you are applying for a reimbursement, the Foundation will not authorize payments without original receipts and complete documentation. Only one request will be processed per team.

SHARE Allocation Approval: If the total request exceeds US\$1,000 and the district has allocated additional language training through *SHARE* funds, please complete the GSE Program Enhancements *SHARE* Options Request Form.

Detach and return this form to your GSE coordinator at the Foundation.