

Host Counselor Handbook

Duke-UNC
Rotary Peace Center



To make peace in the world, we need more peace-builders.

The Rotary Peace Centers program, a dynamic and ambitious project of The Rotary Foundation, identifies highly qualified professionals and trains them to become agents of peace. Rotarians are vital to recruiting candidates. You can help advance peace around the world by supporting the peace fellows.

Thank you for supporting the program by hosting a Rotary Peace Fellow. As a host counselor, you play an important role in the partnership between the fellows and the Rotary Peace Center. While we believe your role as a Host Counselor will prove to be rewarding, it also one of the most valuable resources that is provided to each Peace Fellow.

"My host counselor Randy and Pam Fraser have been my great supporters for the past 18 months. They treat me like a family member and show what Southern Hospitality means. I sincerely appreciate it." -- Pranisa Ekachote

"The Rotary Peace Fellowship is the only program that has a host counselor structure like this and makes such a difference in the fellows experience and their experience with Rotary.

My host counselors (Bart and Cindy Cleary) were really helpful and supportive through the two years of the fellowship, but their support when I first arrived, was key to quickly adapt to a new culture and the demands of the program.

When I first arrived they picked me up at the airport, hosted me in their house for a few days until they helped me find an apartment close to school that was in a safe neighborhood. They also provided me with furniture, helped me move into my new apartment and set up simple things such as the internet, phone service, etc. This was really helpful because it allowed me to concentrate on my studies right away.

During the two years, they have continued to be very supportive, I saw them regularly and I really enjoyed learning about their projects in Rotary. Having a host counselor family to share the fellowship experience helped me better understand American culture and increased my understanding of Rotary." – Daniela Tort



MISSION STATEMENT



The Center's mission is to promote peace through a holistic approach to training which combines conflict resolution methods, peace-building and conflict prevention with an emphasis on more sustainable economic, political and human development.

Host Counselor Information Guide



The Sanford School of Public Policy at Duke

Terry Sanford, then president of Duke University, established the school in 1972 as the Institute of Policy Sciences and Public Affairs.

Sanford's experience as governor of North Carolina and, later, as a U.S. Senator, convinced him the country needed leaders who were not only politically savvy, but also ethically grounded and capable of rigorous analytical thinking. He urged students to set "*outrageous ambitions*," a call to action that remains at the core of the school's identity.



At the heart of campus stands the visual symbol of the University of North Carolina at Chapel Hill. For many years the Old Well served as the sole water supply for Old East and Old West dormitories.

In 1897, the well was given its present decorative form at the direction of President Erwin A. Alderman, who described his beautification project as largely derived from the Temple of Love in the Garden of Versailles.

In 1954 the well was given added beauty with brick walks, plantings, and benches. Students can bring good luck with a drink from the Old Well on the first day of classes.

Rotary Peace Fellows are leaders promoting national and international cooperation, peace, and the successful resolution of conflict throughout their lives, in their careers, and through service activities. The Duke-UNC Rotary Peace Center is one of six in the world funded by Rotary International. Up to 10 Rotary Peace Fellows join the Center each fall, divided between Duke's Master of International Development Policy (MIDP), and UNC Master's programs under various relevant departments. The area host coordinator will appoint each Rotary Peace Fellow with a host counselor to assist them during their fellowship.

The Duke-UNC Rotary Peace Center is a partnership between the faculty, staff, and fellows who form it. Each participant in this partnership shares the responsibility of maximizing the potential for academic excellence, networking possibilities, and the mutually supportive spirit within the center as well as its outside reputation both with the two Universities and the Rotary Foundation.

The Duke-UNC Rotary Peace Center is jointly managed by the [Duke Center for International Development](#) (DCID) and UNC's [Center for Global Initiatives](#). The Center maintains an office on each campus, in order to serve our students and faculty at both locations. In addition to providing academic and cultural support to the fellows, the Center organizes additional seminars and events throughout the academic year.

The Center is served by two Faculty-Directors, who represent each campus:

- From Duke: Catherine Admay, Visiting Professor, Sanford School
- From UNC: Peggy Bentley, Associate Dean for Global Health

The daily management of the Center is handled by Managing Director [Susan Carroll](#) and Program Assistant [Amy Cole](#).

Ways to Support Incoming Rotary Peace Fellows

1. Get to know your Peace Fellow long before they arrive in the country.

When a host counselor is assigned to each incoming Peace Fellow, they are given your name, a little bit about you and your email address. By the same token, you will have also received information about them from the Host Area Coordinator. The Peace Fellows are asked to get in contact with you upon receipt of that information. Unfortunately, some of these fellows may be living and working in countries without good internet access and may not be able to do that. So if you have not heard from them by the end of June, please contact them yourself so as soon as they are able to have internet access, or have a break from a demanding job, they will have waiting for them in their email some information about you.

When you send that email please include:

- Information about yourself and your family. Include a family photo (including your pets).
- Tell them about your Rotary club. Tell them how many members are in your club, when and where you meet and what projects your club participate in.
- Invite them to stay in your home while they are looking for an apartment.
- While the Host Area Coordinator should have already gotten this information and shared it with you, ask them if they have a family that will be arriving with them.

2. Make arrangements to meet them at the airport.

Many of the incoming fellows have been traveling for many, many hours. It is such a good feeling for them to know that they will be met at the airport when they arrive in North Carolina. If for some reason you are unable to meet them at the airport, make arrangements with someone in your Rotary club to meet them. Remember, when you become a host counselor, your club becomes the host club!

3. They've arrived – now what?

Prior to their arrival, make arrangements that will allow you to spend time with them assisting them in transitioning to their new life in North Carolina. Ask them to send you the to-do list they received for things that need to be attended to at the university before classes start. Help them work through that list. At least until they have their own apartment, it may be necessary to get them to the campus and back to your house at the end of the day as you may not be on a public transportation line.

- **Housing**

Prior to their arrival, look into potential housing options. More information about housing options can be found on the [Duke-UNC Rotary Peace Center Website](#). If you can, get in touch with current Peace Fellows to find out where they are living and if they would recommend those apartments. Encourage your Fellow to NOT sign a lease prior to arriving in North Carolina.

Important factors to keep in mind when selecting an apartment:

- Is it on a bus route? Do the buses run on the weekend in that area?
- Are they within walking distance to a grocery store?
- Does the rent amount fit into their budget?
- What is included in the rent? Will they also have to pay electricity, heating costs and cable?
- Is it in a safe neighborhood?
- Do other Peace Fellows live in the area?
- Will they want to have a roommate?

- **Furnishing their apartment**

Incoming Fellows arrive with a couple of suitcases. While they may not have all the needs we have become accustomed to in the States, they will need at least basic furniture, dishes, towels & sheets and other misc. household items. Start with your club members, everyone has items they no longer use but are still in good condition. Collect those items for use by the Fellow while he/she is in the States. You may want to tell them that at the end of their fellowship you want the items back or want to put them into the District's warehouse to be used by the next class of fellows. The District's warehouse is also a source of household items for your fellow but it will no doubt be necessary to collect some items.

Keep in mind that the majority of these fellows are coming from developing countries and in many cases have had jobs that did not pay well. Most of them do not come with a lot of available cash so anything you and your club can provide at no cost to them will be very much appreciated.

- **Cell phone and utilities**

Help them get set up with a cell phone and connect any utilities they may need to have at their apartment not covered in the rent.

- **Banking**

While it is hard for most of us to comprehend, many fellows arrive in the States with no knowledge of banking and how to use banks. A very important service a host counselor can provide is the specifics of our banking system and how to get started.

- Before heading to the bank with your fellow, ask a banker in your club if they will set up an account for your fellow without charging them for the checks, etc.
- Go to the bank with the fellow to set up the account and explain how to make out a deposit slip.
- Once the account is set up, explain to them how to write a check if they have never done so and if that is how they are going to handle their funds. In many cases, using a debit card is the way they will handle their money. Explain to them how to reconcile their account each month and most importantly, explain bank fees, especially drawing funds when the money is not there.
- And offer them advice on budgeting. They will be receiving a very large check upon arrival but that money will need to last them for several months. Prior to their arrival, ask the Host Area Coordinator just how long that money will have to last before they get another check.

NOTE: Some Fellows may not need as much assistance as others, especially if they have been living in a developed country and on their own for a long period of time. Other Fellows may need your help but are reluctant to “impose” on you. You need to use your best judgment to determine the case with your fellow.

4. Classes have started and your Fellow is settled in their own apartment – now what?

- **Keep in touch**

Your fellow is going to be very busy, especially during the first several weeks while settling into the routines of an American university. While we hope they will reach out to you to stay in touch, the truth is that most of them are so busy trying to keep up that they may not have the time. In that case, you need to reach out to them. It can be as simple as a quick text to ask how they're doing, a phone call, or even an email. Be sure they know you are there if they need you for anything.

- **Extend an invitation**

Invite your fellow to dinner with your family, or take them out to lunch or dinner. If you are inviting them out for a meal or other activity, please be sure to cover their cost. They have a pretty limited budget!

Invite them to your home for the holidays, especially the ones not celebrated in their countries like Thanksgiving. If you are traveling for the holiday, see if someone in your club would like to host them.

- **Get them involved in your Rotary Club**

Invite them to your meetings, not necessarily to be the speaker but to get to know the members of your club. Invite them to participate in your service projects and any social events your Rotary Club has.

NOTE: These Fellows have a full academic load. They are graduate students and have all the course work that goes with their program as well as the specific seminars set up by the Rotary Peace Center that they must attend. So, don't be offended or stop inviting them if they tell you they can't accept your invitation. They are trying to manage their full academic responsibilities as well as their commitment to Rotary.

OBJECT OF ROTARY

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- **FIRST:** The development of acquaintance as an opportunity for service;
- **SECOND:** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- **THIRD:** The application of the ideal of service in each Rotarian's personal, business, and community life;
- **FOURTH:** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

