Lions Youth Camp and Exchange



Guidelines & Norms

Preface

The growing complexity of the Lions Youth Camp and Exchange demands a guideline that can be used by all the volunteers, old and new ones, involved in this organization.

It should become a growing document, partly by adding the decisions made at the Europe Fora, partly by the experiences of the participants.

I really hope that this document will be the source of a basic procedure, and help new Youth Camp and Exchange Commissioners to enter the organization and his procedures on a simple but effective way.

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Chapter 1

General rules for Youth Camp and Exchange Procedures

Basically the Youth Camp and Exchange starts with filling in and sending an Application Form (AF) to everyone who needs to know.

Therefore it is of great importance that we all use the same AF, each year distributed by the Secretary of the European Organization of the Youth Camp and Exchange, but used worldwide.

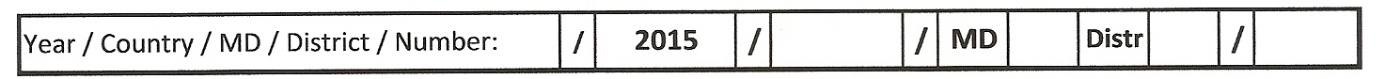
The Students can subscribe until February 1. After this date they can only apply for places that are still available.

Claims on places in a country should last until March 15. After this date a country can fill in not claimed places.

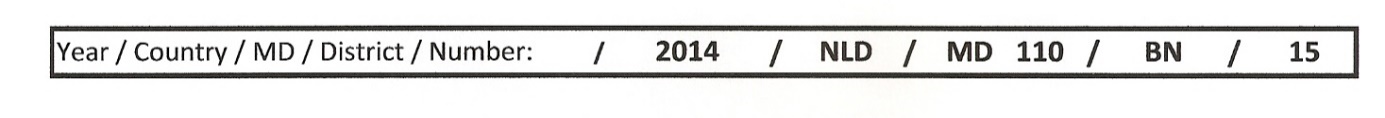
In 2013 we made an attempt to put those items together, that belongs together. We also re-arranged the blocks.

The Application Form will be available at the Secretary’s website. See chapter 3.

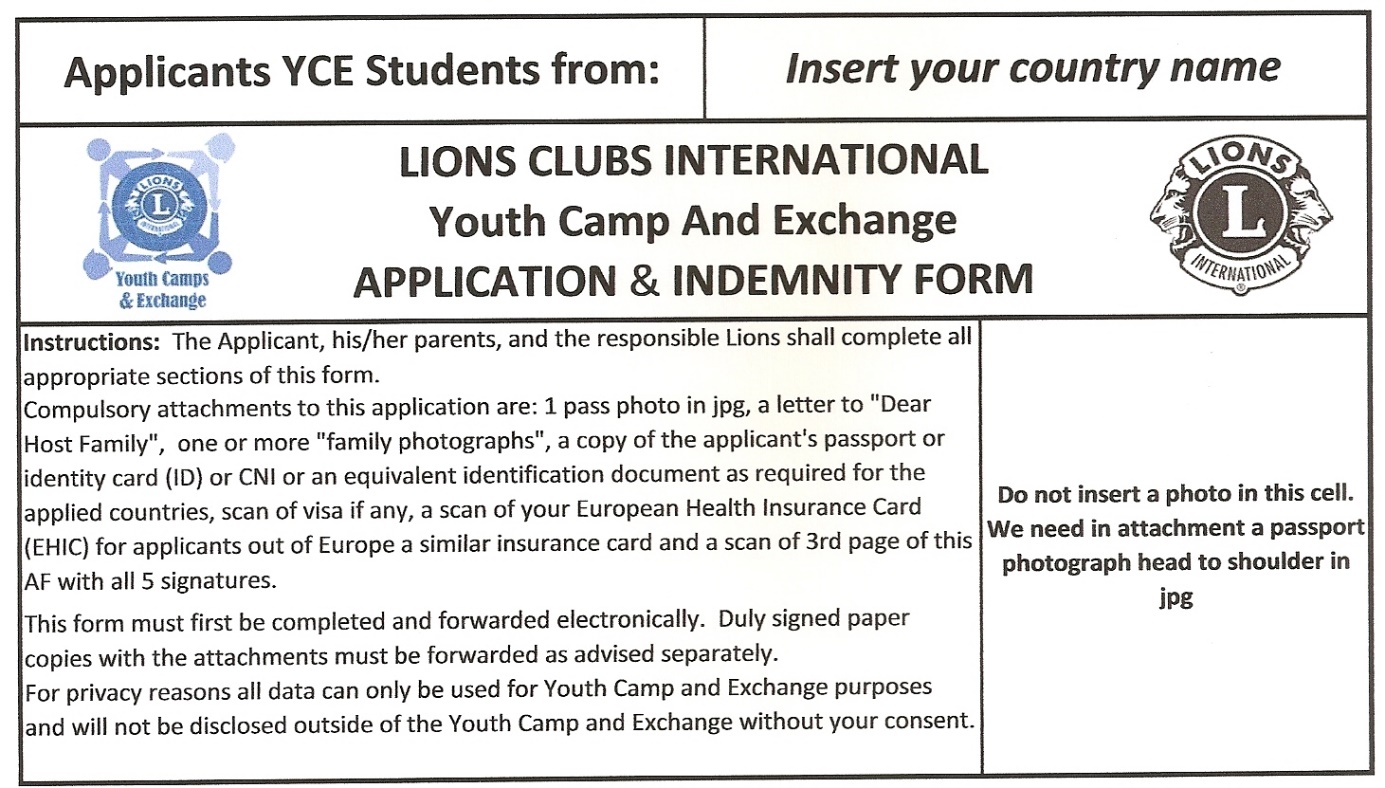
In the following pages we walk through this form and make remarks.



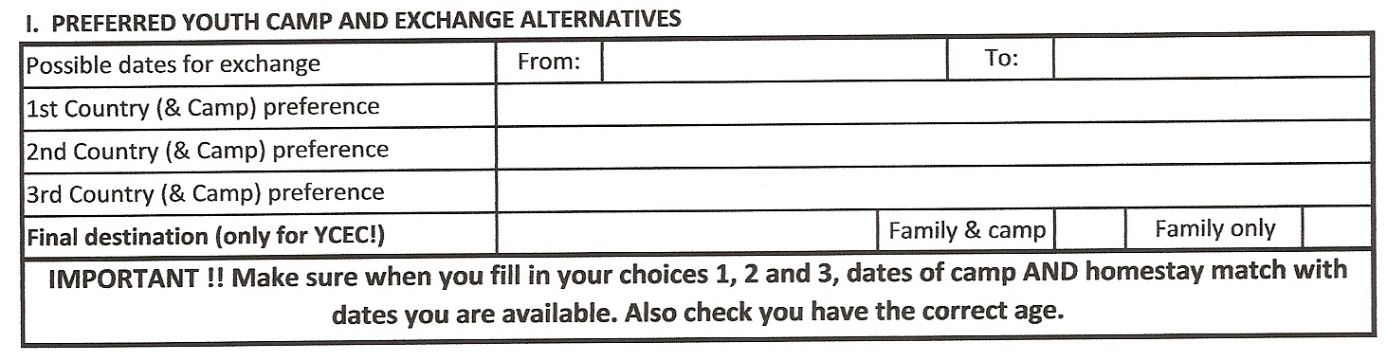
Insert only your country, district and your own number, for example:



The Country name can be inserted in the second part (line 2):



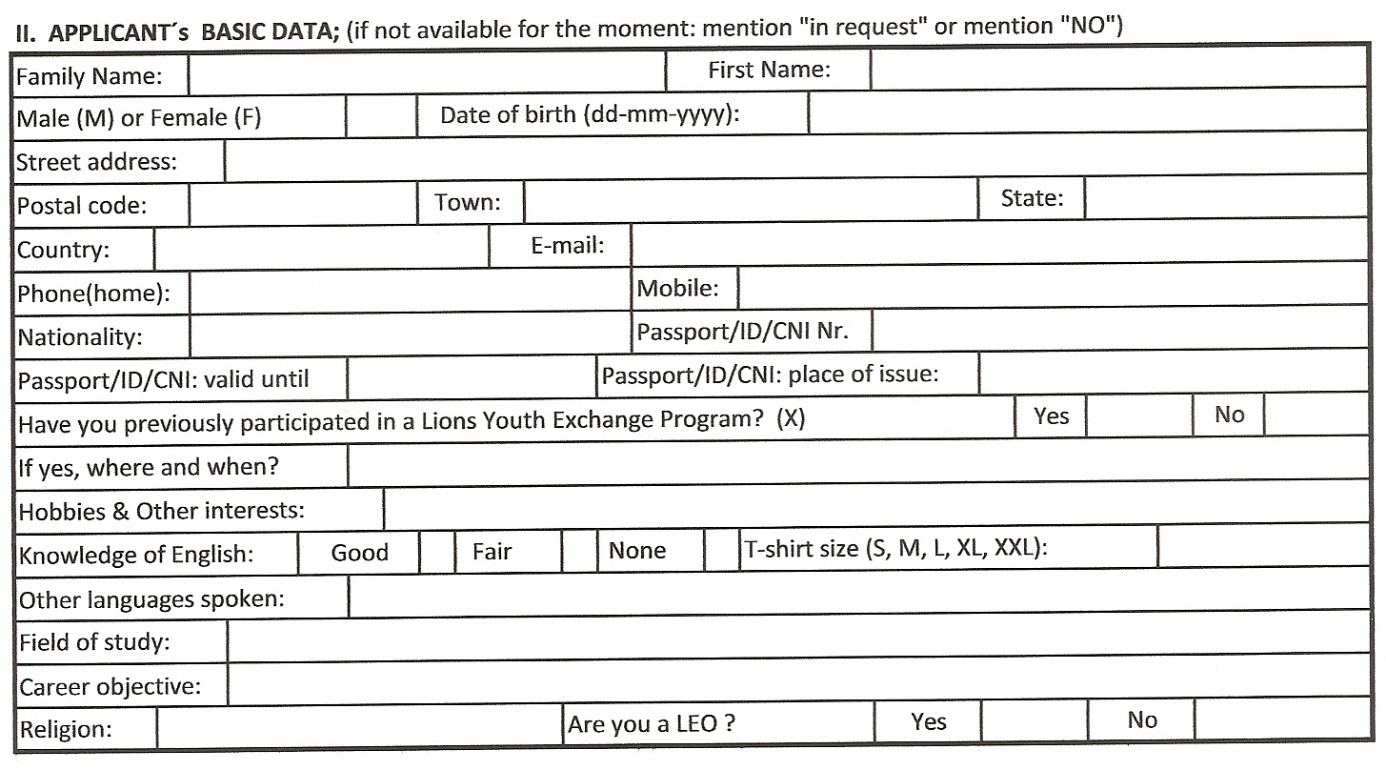
You have to send a separate photograph of the candidate in jpg.



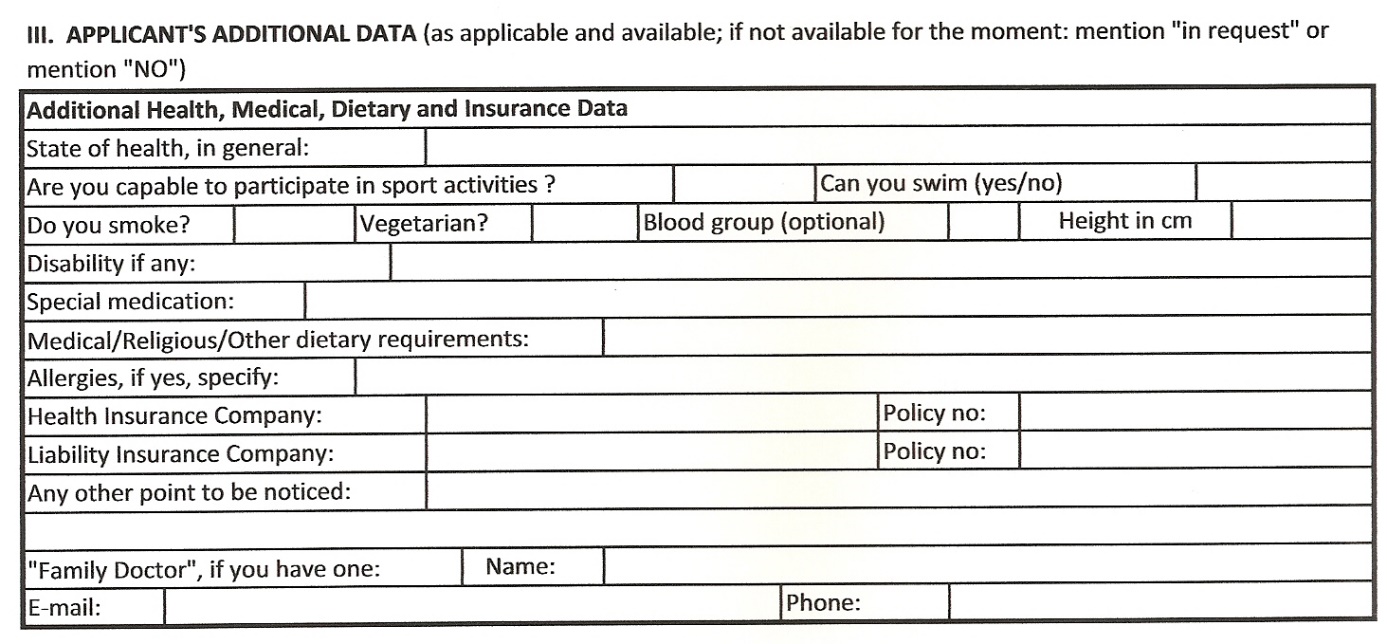
Check the right period that the candidate is available;

Check if the candidate has the right age to participate.

The choice is: Three different countries as well inside Europe as outside Europe, also mention the name of the camp if available.

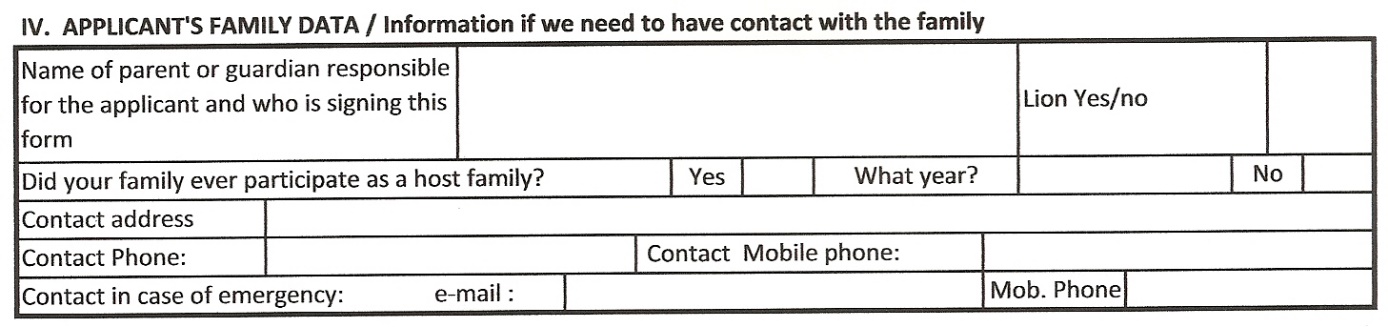


1. Check carefully the e-mail address and phone numbers of the candidate. (See chapter 4)
2. Check the passport: number and “valid until”



1. Check the part of the family doctor;

2. Special attention for the Health- and Liability Insurance details.

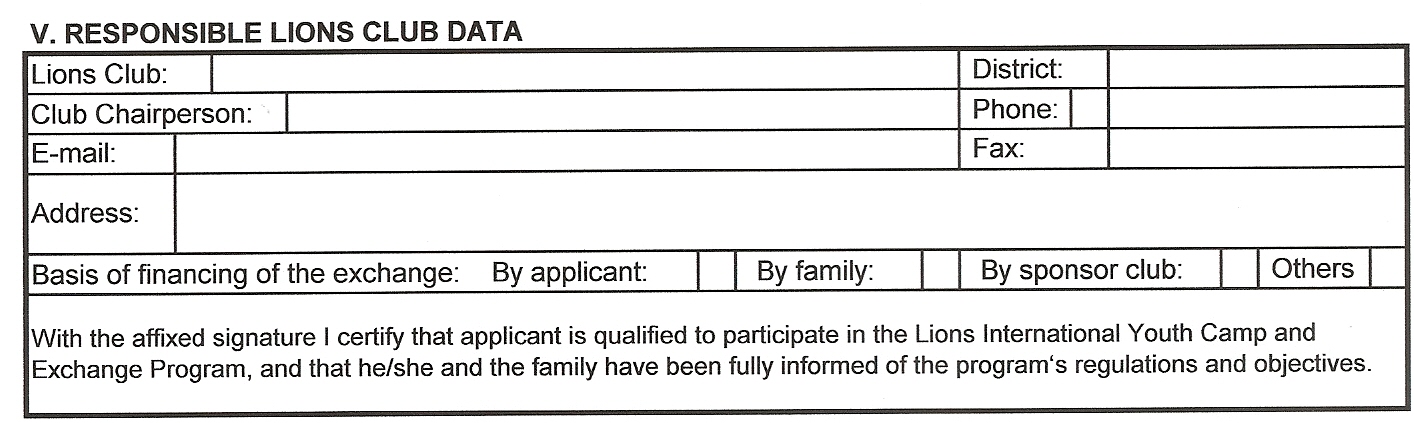


1. Check the parent’s telephone numbers;

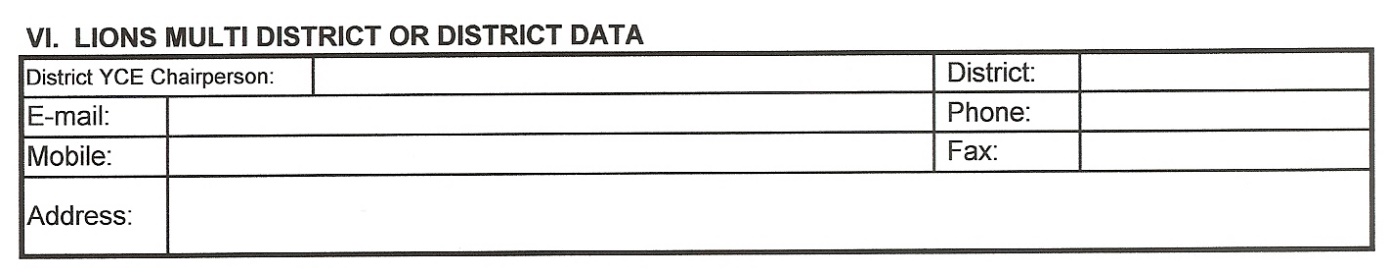
2. Check the parents e-mail address;

3. Check the participation as a host family;

4. Check the contact in case of emergency.

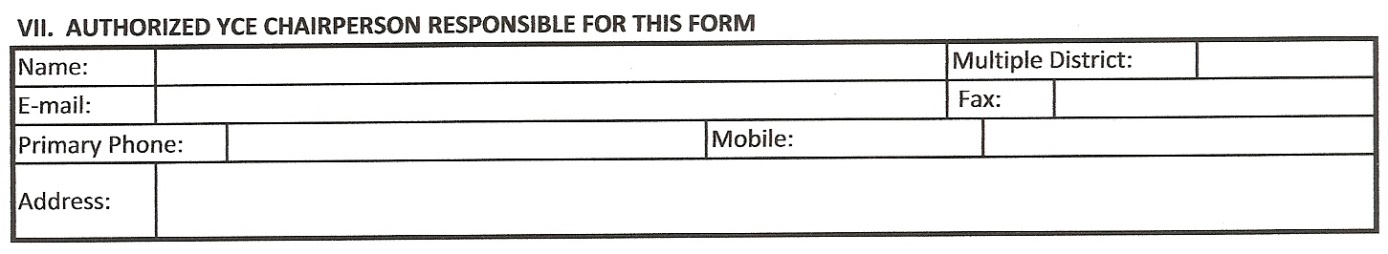


1. This is a very important paragraph; if it is not filled in, the application cannot be considered as a serious request.

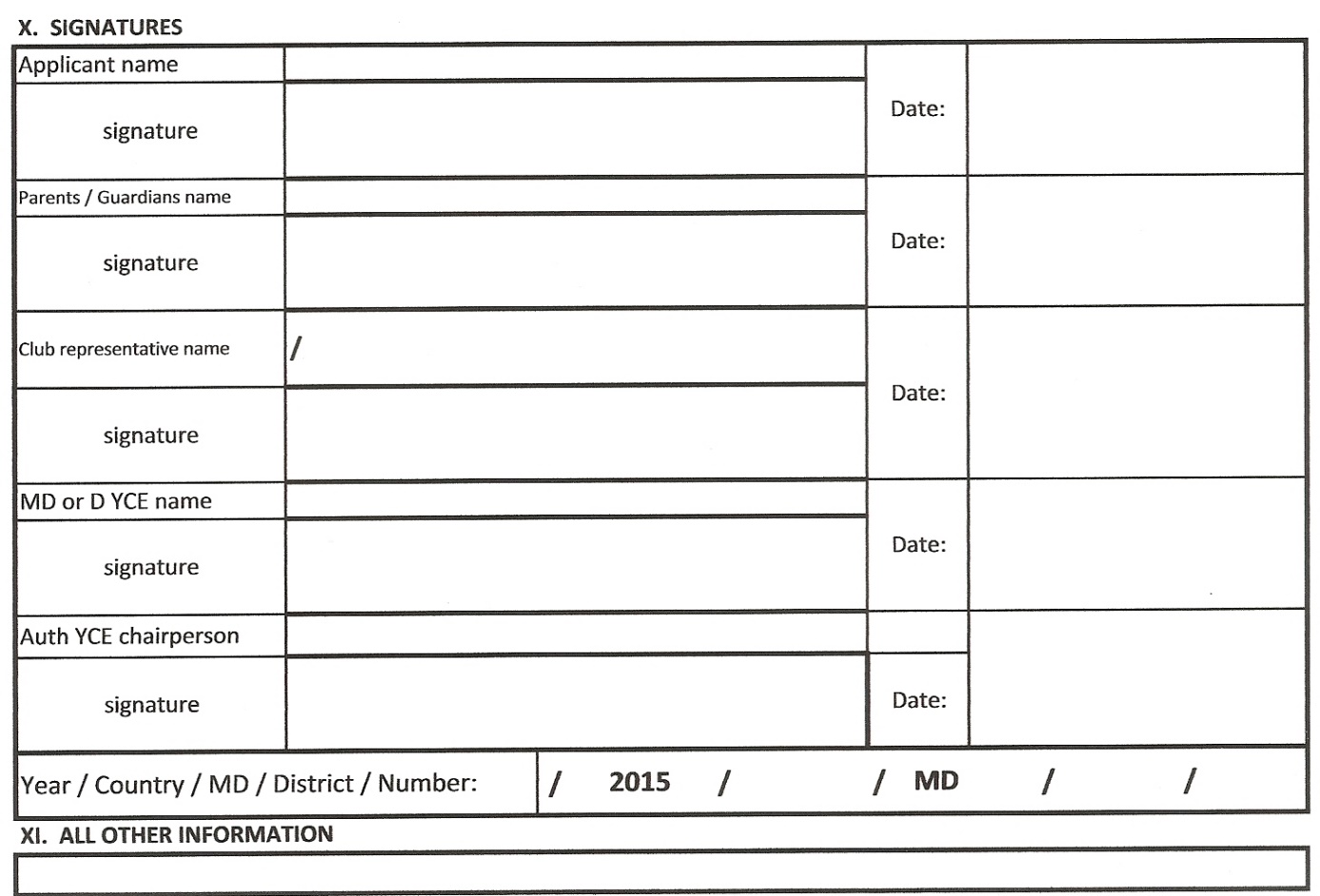


This is the part for the responsible YCEC;

Complete this and block it, because the students like to fill in the responsible Lions Club representative;



. The (multiple) district chief.



It needs five signaturesChapter 2

Country Procedures: *(Your country)*

*Each country YCEC can fill in this chapter as he likes, with possible additional annexes such as:*

*How to organize a camp;*

*Rules for your countrymen to pick up, welcome and host the incoming youth;*

*Rules for outgoing students;*

*Home stay family rules*

Annex 1 to Chapter 2

Country Procedures: *YOUR COUNTRY*

Fill in your country

procedures.Chapter 3

Europe Fora Decisions

**All subjects can be found at the Secretary website:**

<http://www.yce-europe.eu>

**Decisions from the Europe Forum**

**Vienna 2003**

**Quality norms (See annex 1)**

**Bournemouth 2006**

**Age restriction problem**

**Communication**

**Late cancellation applicant**

**Representation LCI in EF**

**Travel Fee**

**Acceptance form**

**Application form**

**Bucharest 2007**

**Camp fee**

**Data base**

**Endorsement**

**YCE meetings in EF**

**Last minute places**

**Cannes 2008**

**Who is authorized to send**

**Application forms**

**Camp fee**

**YCE Board**

**Procedures sending AF sign 3rd page**

**Tampere 2009**

**International Board Policy Manual**

**Cancellation of Camps**

**Corresponding with YCES**

**YCES send home before end of the camp**

**Application form**

**Bologna 2010**

**YCE Board**

**Alcohol in camp**

**Guide book**

**Acceptance form**

**Blood group**

**Low cost flights**

**Training camp leaders**

**EU Data Protection Directive**

**YCES send home before end of the camp**

**Maastricht 2011**

**Guide book**

**Agreements “bazaar”**

**Only two successive days for YCE meetings**

**Accept AF/Authorized YCEC/Data base**

**Brussels 2012**

Application form  
Acceptance form  
Free places  
Knowledge of English  
Agreements "bazaar"

Istanbul 2013

Approving minutes  
Procedure to send AF  
Camp hopping  
Alcohol  
Camp fee  
Communication   
Acknowledge AF

Birmingham 2014

Application form  
Alcohol  
Communication  
Drugs  
Fee

**Annex 1**

**Lions Clubs International Youth Camp and Exchange Program.  
Common YCE Quality Norms  
as agreed at the YCE-meeting in Vienna, September 2003**

All information and important experiences should be shared among the MD-YCEC & D-YCEC working together in promoting and developing The International Youth Exchange Program.  
The common Youth Exchange quality norms concerning:  
A) Tasks for the MD/D YCEC-group,   
B) Tasks concerning YCES going abroad and  
C) Tasks concerning YCES coming from abroad  
should be observed by YCEC all over the world as guidelines.

|  |  |
| --- | --- |
| *TOPICS TO BE DISCUSSED AND DECIDED*  *BY THE MULTIPLE / DISTRICT YCEC-GROUP* | *OK* |
| * The ideology for International Youth Camp and Exchange |  |
| * The internal distribution of tasks and the Common Quality Norms |  |
| * The national long term plan for YCE-camps (3 to 5 years) |  |
| * The routines for Communications |  |
| * The manual (preferably in internet) for camp directors, host families and other manuals (preferably in internet) |  |

This Common YCE Quality Norm, adopted by us all, has to be improved yearly:  
*All information and important experiences will be shared among the YCEC of the world, working together in National, Regional, European as well as International Conventions in promoting and developing International Youth Camp and Exchange.*

|  |  |
| --- | --- |
| * *ROUTINES TO BE OBSERVED FOR YOUTH EXCHANGE STUDENTS GOING ABROAD* | *OK* |
| * All contract suggestions for pre-reservation has to be ready before EF, and signed by the participating countries during EF. |  |
| * General information about all international YCE-camps has to be posted on the international webpage by the end of September. |  |
| * Detailed information about all international YCE-camps has to be posted on the international webpage by the end of December. |  |
| * All applications, complete and readable, has to be sent to the receiving YCEC before the final deadline, March 31st |  |
| * Applications has to be accepted and confirmed to the sending YCEC by April 30th |  |
| * Information about places and dates for arrival and departure has to be sent to the sending YCEC (available early enough to provide the best travel fares). The deadline is April 30th |  |
| * Information about host families has to be sent to the sending YCEC by May 31st. (A bit more important than “a wishful thinking”). |  |
| * Information about flight numbers and time has to be sent to the receiving YCEC one month before the arrival (or at least 2 weeks). |  |
| * Information about the camp program and ”what to bring with you” has to be received by the YCES in due time. |  |
| * All YCES has to be briefed about Lions. They has to be informed about what is expected of them as YCES, and they should be given a handbook as a reminder. |  |
| * All YCES should wear some kind of uniform, allowing the receiving Lions to recognize them at the place of arrival (airport, railway station etc.) |  |
| * All YCES has to make a written report to their District YCEC about their experiences, by the end of August. These reports should be used in order to improve the routines. If possible, a debriefing should be arranged, where the YCES can discuss their experiences, and be informed about the activities of the LEOs. |  |
| * All YCES should share their experiences with their sponsoring club, thus stimulating the interest in the YCE. |  |

Chapter 4

Hints for YCEC’s

1. Notification of phone numbers: +31 599 41 68 80

+31 6 12 34 56 78

2. Notification of data: dd/mm/yyyy (alpha numeric)

For example: 7 June 2013

3. Abbreviations: AF : Application Form

ACF : Acceptance Form

YCE : Youth Camp and Exchange

YCEC : Youth Camp and Exchange Chairperson

YCES : Youth Camp and Exchange Student

4. YCE Commissioners will answer e-mail from colleagues within 24 hours.

Chapter 5

Frequently asked Questions

Sending home YCE Students before ending program.

1. Draw up camp and host family rules.
2. On arrival of the student, or even before sending the acceptance form, let the YCE Student sign for agreement of these rules.
3. In case of violation of these rules, or in case of any other bad behavior:
4. The decision of the possibility to send YCES home is to be taken in common agreement by the D/MD YCEC of the receiving country, the YCE camp leader and his staff.
5. They can decide to send the YCES immediately home or to give him a second chance.
6. They have to give the YCES the possibility to explain his situation and to defend himself.
7. The decision of the D/MD YCEC receiving country is final and definitive and can’t be contested neither by the YCES, neither by the YCEC of the sending country neither by the parents or guardians of the YCES
8. In both cases: second chance or immediately sending home, the YCEC responsible for sending the student: this is the YCEC mentioned on feature III of the application form, has to be contacted and explain to him the situation.
9. He, the YCEC responsible for sending the student, has to inform the parents and explain them the situation.
10. In case the YCES has to be send home immediately, all expenses (changing tickets, new tickets, all travel expenses and all other expenses) has to be paid by the parents or guardians of the sending country as mentioned in feature VIII of the application form.
11. An invoice will be send to the D/MD YCEC of the sending country and the sending country is responsible for the payment of the invoice. Of course YCE of the sending country can recover these expenses from the parents, guardians or any person they want.

p.s. if 3.h will be maintained we have to adapt the AF in feature VI and ask for agreement in Oak Brook.

Chapter 6

Acceptance form (ACF)

It is recommended, that the country that has accepted a candidate will send an acceptance form (ACF).

This form will be send from the YCEC of the country, who has accepted the candidate (incoming YCEC) to the YCEC of the sending country (sending YCEC).

When the sending YCEC has received the ACF, he is responsible for spreading this received form to all the parties that are interested: the candidate, his/her parents, the Lions Club…...

Avoid sending an ACF directly to a candidate: a lot of involving persons will be not completely informed.

It is possible, that the incoming YCEC has to send this form two times:

First a general acceptance;

The second time when all the details are completed: Host family etc.

Let the candidate print the second edition and take it with them: he/she has a document with all the necessary information.

You will find an original Acceptance form on the website as shown in annex 1.

Maybe it is too complete for you: if you have no camp fee, it is not necessary to copy the part “Bank account details”.

Annex 1



