



Lions Clubs International

YCE Chairperson Handbook

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Introduction

Congratulations on taking on the role of a Lions Clubs International Youth Camps and Exchange Chairperson (YCEC)! Being a YCEC is a guaranteed rewarding experience for your multiple district, your district, your club and the Exchange Youth. This YCEC Handbook serves as a resource for you to understand the roles and responsibilities of being a YCEC. If your multiple district, district or your club is starting a YCE program for the first time, or starting up a program after a long hiatus, this guide will help you with the rules and expectations of a YCEC to ensure that the YCE experience is successful for everyone involved.

Youth protection

- All participating YCECs must strive to create and maintain a safe environment for all youth who participate.
- Please establish procedures for reporting and handling incidents, such as allegations of abuse or harassment.
- You have the ability to prohibit any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in physical, sexual or emotional abuse or harassment while working with youth.
- You should consider removing any adult with an allegation of physical, sexual or emotional abuse or harassment from all contact with youth.
 - This includes if an allegation has been made during an ongoing YCE program.
- Please establish crisis management procedures in the event of an emergency such as a natural disaster and/or civil or political unrest for your program.
- It is recommended that YCECs follow and abide by all local laws and regulations regarding youth protection.

Personal data protection

- It is generally recommended:
 - That where personal data about a minor is collected, parental consent should be obtained.
 - That once personal data has been used and the purpose of the information has been fulfilled, the personal information be destroyed, deleted and/or erased to prevent any misuse.
 - You should ensure that a standard procedure, such as specific time lengths, is implemented for keeping personal data of YCE participants (youth and adults) after the program is complete. This will minimize the potential for complaints at a later time.
- Consent
 - All application forms should disclose in clear and distinguishable language how and what personal data may be used. As a YCEC, you are responsible for complying with any local data privacy laws and protecting the information that you receive in this role.
 - To post pictures or videos taken during the Exchange Youth's YCE experience on social media, it is encouraged to obtain written consent from the youth, or if a minor, the parents/guardians.

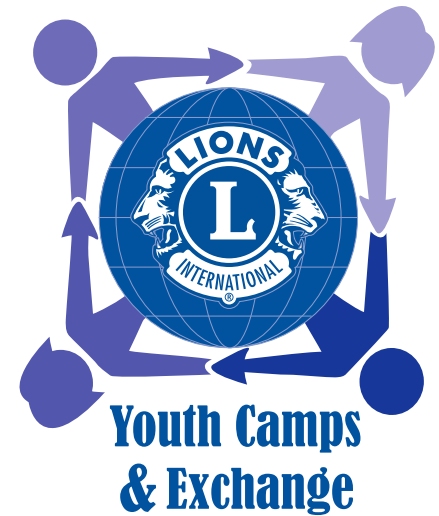
Youth Camps and Exchange

History

The Youth Exchange Program was authorized by the Lions International Board of Directors in early 1961 after a successful summer-long exchange program between Lions in the United States and Japan. Later, the Youth Camp Program was authorized in 1974. Both aspects of the program were established for the purpose of furthering Lions International's first objective of "creating and fostering a spirit of understanding among peoples of the world."

Definition of program

YCE does not involve tourism, academic study or employment. Instead, youth are encouraged to use their travel opportunity to share their own culture while experiencing a new one. The YCE program is comprised of two major parts: international exchanges and International Camps.



YCE policy

- You must follow and abide by the rules in the Lions International YCE Policy (See Appendix A: YCE Policy).
- Be sure to have copies of the YCE Policy and the YCE Handbook Suite for those that need it or request it.
- The YCE Policy and YCE Handbook Suite will help inform you to answer any and all questions from program participants.
- It is your responsibility to ensure that each YCE Program under your leadership is following and abiding by the YCE Policy.

Typical YCE program basics

Length of program

- The exchange and International Camp components of this program last during the middle of the year (summer months in many places), but can happen during any time of the year.
- Exchanges typically last for 2-6 weeks.
- International Camps typically last from 1-2 weeks.

Participants of the YCE Program

- Exchange Youth
 - Age range of youth can vary from 15-22 years old.
 - This age range is determined by the YCEC for their specific program.
 - Some age ranges may go younger or older than the above suggested range.
- Host Family
 - Prospective Host Family are typically found through friends, fellow Lions or Leos, current Host Family or from the community.
 - The Host Family do not need to be Lion or Leo members.
 - Families whose children have been YCE participants are good prospective hosts.
- Host multiple districts, districts or clubs
 - The host multiple districts, districts or clubs are those that host the incoming youth from abroad.
 - They may host international camp.
 - They help recruit and screen the Host Family.
 - They include the youth in club activities such as meetings or service projects.
- Sponsor multiple districts, districts or clubs
 - The sponsor multiple districts, districts or clubs are those that help send the outgoing youth abroad.
 - They help recruit and screen the youth.
 - They help the youth coordinate, plan and execute their YCE program participation successfully.
- YCECs
 - The roles of YCECs vary by different YCE programs, but in general, this role is in charge of overseeing all of the participants and logistics of the YCE program.
 - Some YCECs set up a YCE committee including Co-Chairperson, Secretary, Treasurer and other applicable positions.
 - In some cases, YCE programs split duties among the committee to handle the sponsor and host duties of a YCE program.
- Coordinating Lions
 - In some special cases, YCE programs are run by a group of “Coordinating Lions” such as a YCE committee lead by the YCEC.

Tips for starting a new YCE program

- Become familiar with the YCE Policy and YCE Handbook Suite.
- Review the history of the YCE program from your multiple district, district or club.
 - Take note of the success and failures to inform how you will manage your YCE program.
- Organize the appropriate hosting and sponsoring information.
- The suggested time frame for organizing a successful YCE program is 6-8 months.

YCEC responsibilities

Tasks that need YCEC approval

- Selection of outgoing youth
- Communication with each host YCEC
- Organizing travel of outgoing youth
 - Assisting each youth acquire their travel documents
 - In some cases, this means providing the youth a Letter of Invitation to help in securing a travel visa.
- Helping with orientation of the outgoing youth
- Selection of incoming youth
- Communication and facilitation with each sponsor YCEC
- Organizing travel of incoming youth
 - Assisting and organizing travel arrangements for youth once they have arrived
- Selection and preparation of Host Family
- Conducting Exchange Youth and Host Family Orientations
- Communication with camp staff and management

Expectations of YCE Chairpersons by Lions International

- Lions International expects that YCECs are nominated through MyLCI each year by their respective district governor. If there is a multiple district YCEC, this person must be nominated by their respective council chairperson.
 - This nomination is critical. If you do not notify Lions International of your position, you will not be included in mass communications about the YCE program or in public facing YCE resources on the Lions International website, nor will you be eligible for the Top Ten YCE Chairperson nomination. This could impair the success of your YCE program.
- To submit your YCE program information for the International Directory, please follow these steps:
 1. Access the YCE Chairperson Information webpage
 2. Click, "Information Submission Form"
 3. Enter information
 4. Click submit
 - You will know your information has been approved when it appears on the International Directory.
 - The list will be updated every 7 business days.
 - Please note that you should only be submitting one Information Submission Form per year.
 - Please fill out this form only when you have all of your YCE program information. This helps to avoid administrative backlog.
 - To access the International Directory, please access the YCE Landing Page and click on the International Directory link at the top of the webpage.
- Please note that if you are a MD YCE Chairperson submitting information for individual districts, please advise your District YCE Chairpersons not to submit a separate form.

Communication expectations

- Seamless communication between each participant of the YCE program is vital. Without good communication, the YCE program may result in an unsuccessful experience.
- The YCEC is responsible for initial communications among host and sponsor multiple districts, districts or clubs.
- The sponsor multiple district, district or club will help facilitate communication between you and the youth.
 - The youth will work with you and the host YCEC to determine logistics, activities and expectations of them for their participation in the YCE program.
- You will be the point of contact for the Host Family regarding:
 - Their choice of youth
 - All questions regarding the rules and regulations of the program
 - Any other matters that arise throughout their hosting experience

Publicize your program

- Create promotional materials to post at local high schools and other community buildings. Language classes are a great place to promote the YCE Program.
- Reach out to local Lions and Leo clubs and districts.
 - Bring a youth who has recently participated in the program to provide a testimony to Lions and Leos about the benefits of the YCE program.
- Send out a press release to your local media channels
 - See Appendix B: Sample Press Release
 - Press releases can be beneficial for securing international camp sponsorship. If your YCE Program chooses this route, be sure to publicize your program with plenty of time to secure a sponsor.
- Write a public service announcement for your local radio stations.
- Using social media (Facebook, Twitter, Instagram, etc.) is an excellent way to promote your program.
 - Use the hashtag #LionsYouthExchange when promoting your program on social media.

Recruitment and screening of Exchange Youth

Recruitment, screening and placement of youth are done in conjunction with the sponsor multiple district, district or club.

How to recruit

- Prospective youth are typically found through family, friends, fellow Lions or Leos or from the community.
 - The youth do not need to be Lions or Leo members.
 - The youth's parents do not need to be Lions members.
 - Ages 15-22 (age requirements vary from program to program).
- Qualified youth should have an interest in other cultures.
- The youth should have a good reputation.
- Each potential youth should complete an application form.
 - See Appendix C: Youth Participant Application Form Template
 - This Appendix is a template only. YCE programs are at liberty to make changes to this form to accommodate the information that they need for their specific YCE programs.
- Following a review of the application, the youth should be interviewed.
- It is recommended to have a waitlist of youth in the event that it is needed.
- You will have final approval of the youth application.

Screening the Exchange Youth

- You are responsible for helping during the screening process of potential youth. Screening items include, but are not limited to:

- o Age: Each youth should fit within the age limit of the particular YCE program in which they apply to.
- o Education: Youth's educational performance (or record) and special studies should be considered during the screening process.
 - Youth should have a sincere desire to broaden their education through an international experience.
- o Language ability: Each youth should have fair communication skills in the official language of the desired YCE program.
- o Attitude: Youth should demonstrate maturity, open-mindedness, independence, confidence and desire to learn about the ways of life in different countries.
- o Health: Lions International encourages youth with disabilities to apply for participation in YCE programs. Every reasonable effort will be made to accommodate disabilities so that the youth may benefit from the YCE experience. Youth with disabilities may be eligible to participate in programs, provided they meet the requirements for that particular YCE program.
 - You should know if the youth has particular medical conditions, allergies to certain foods, substances (pollen, dust or fur) or medicines, a regular or potential need for medication and specific requisites of hygiene or diet dictated by religious obligations.
 - It is important that religious needs of the youth are communicated to all the coordinating parties.
- o Special abilities: Certain skills such as musical or athletic ability may be required to gain admittance to a particular camp.
- o Character references: Youth should have at least two character references.
 - This is not required for all YCE programs.
- o Financial ability: Financial assistance, where offered, should be given to youth with demonstrated financial need.
- o Previous attendance: Preference should generally be given to youth who have not already participated in a YCE program.
- o Knowledge of the YCE Program: Familiarity with the YCE program, its purpose and objectives, by both youth and parents, is a must.
- o Motives of applicant: Youth should have a desire to contribute to international understanding, and a desire to learn about and from other ways of life.
- o Parents'/guardians' consent: The youth's parents/guardians must verify, in writing, their complete agreement with the YCE program policy.
 - Parents/guardians must understand that they will bear ultimate financial responsibility for any emergency, illness, accident or unexpected costs involving the youth and not covered by insurance.
- o See Appendix D: Sample Screening Questions
- Any special interests should be determined during the screening interview.
- Youth should not be selected in order to fulfill a quota.
- You will be in charge of coordinating and placing the youth with the Host Family.
- The youth screening process is a great opportunity to include Leos.

Recruitment and screening of Host Family

Recruitment, screening and placement of Host Family are done in conjunction with the host multiple district, district or club.

How to recruit

- Prospective Host Family are typically found through friends, fellow Lions or Leos, current Host Family or from the community.
 - o The Host Family do not need to be Lion or Leo members.
 - o Families whose children have been Lions exchange participants are good prospective hosts.

- Qualified families should have an interest in other cultures and enjoy discussions with youth.
- The Host Family should have a good reputation and have adequate space in their home to house the youth.
- Each potential Host Family should complete an application form.
 - See Appendix E: Host Family Application Template
 - This Appendix is a template only. YCE programs are at liberty to make changes to this form to accommodate the information that they need for their specific YCE programs.
- Following a review of the application, the Host Family should be interviewed.
- The Host Family must be endorsed by both you and the host club in order to host incoming youth.
 - An endorsement from the incoming youth's sponsor club is a plus, but not required.
- It is recommended to have a waitlist of Host Family in the event that it is needed.
- You will have final approval on Host Family Applications.

Screening the Host Family

- Potential Host Family must be screened. Screening items include, but are not limited to:
 - Age: The family should have experience with youth of similar age as the incoming youth.
 - Though not required, children of the same age as the youth in the Host Family are desirable.
 - Character: The Host Family should be understanding, interested in other cultures, open-minded, tolerant and have ability to communicate and/or deal wisely with youth.
 - Language ability: It would be helpful if one or more members of the family speaks the youth's language and/or English (most YCE programs require English as the preferred language), and could be necessary in some cases.
 - In some cases, youth are restricted to very few phrases in the host language required by the YCE program. Therefore, it is important to know a Host Family's capacity for hosting a youth with limited language abilities.
 - Knowledge of the YCE program and policy: Host Family should have some familiarity with the YCE program and/or hosting youth. This quality guarantees a more successful outcome of the exchange experience.
 - If a non-Lion Host Family is considered, they should be well informed on the scope and objectives of Lionism, and on the YCE program and policy.
 - Living conditions: Host Family should be able to accommodate an additional person in the home without discomfort or financial burden.
 - Family preferences: Determine family preference regarding the youth's nationality, language, religion, gender or age.
 - Religious needs: In some cases, families may have religious food restrictions or specific practices they follow.
 - These are important details to communicate to all the participating coordinating parties of the YCE program.
 - Availability: It is important for the Host Family to make sure their schedule allows accommodation to spend enough quality time with the youth.
 - If there is a possibility that the youth will be left alone during work/school hours, be sure the Host Family has plans for other arrangements so that the youth is not left alone. Other arrangements could include activities with other Host Family, other Lions/Leo clubs or Lions/Leo service projects.
- Any special interests or hobbies should be determined during the screening interview for the allocation of youth for better matching.
- Please do not select Host Family simply to fulfill a quota.
- It may be helpful to create a checklist or list of questions to refer to during the screening process.
 - See Appendix F: Sample Host Family Screening Questions

Exchange Youth and Host Family Orientations

Exchange Youth Orientations

- Provide a fun and engaging orientation for the youth. Orientation is a way for you to get the youth excited about their upcoming experience.
- Orientation topics can include, but are not limited to:
 - o Rules and regulations of a YCE program
 - o Before, during and after the exchange
 - Expectations of the youth
 - How/what to pack
 - Plans for delay in travel or lost items
 - Homesickness
 - o Travel documents
 - Passports
 - Visas
 - Immunizations
 - Customs regulations
 - Letters of Invitation or Consent to the Travel of a Minor
 - o Cultural preparation
 - Food, religions and culture of host country
 - Thank-you gifts for the host YCEC and Host Family
 - o Country presentation
 - While the youth is abroad, they may be expected to give a country presentation to the host club and/or at the international camp which they are attending.
 - It is recommended that they prepare this presentation before their arrival.
 - Fun information to include (but is not limited to) in the country presentation could be:
 - Political leaders, national heroes and major sports or entertainment figures
 - Capital, major cities
 - Their school, home town or village
 - Their daily life
 - Cultural food from their country
 - Activities done for fun in their area
 - Religions, educational systems and national holidays
 - Incorrect stereotypes about their country
 - o Roles of all the participants of the YCE Program (Host Family, host club, sponsor club, coordinating Lions and YCECs)
 - Communicating with YCE program participants
 - o Meeting past Exchange Youth

Host Family Orientations

- Provide a fun and engaging orientation for the Host Family.
 - o This orientation is provided in conjunction with the host multiple district, district or club.
 - o Host Family orientations are often done through person-to-person meetings, meetings with experienced families or electronically by webinar.
- Orientation topics can include, but are not limited to:
 - o Roles of Host Family
 - o Rules and regulations for Host Family
 - o Expectations of Host Family
 - o Explaining/preparing for cultural differences
 - o Meeting past Host Family to share hosting experience

Insurance

- The YCE Program and its participating affiliates are covered by the general Lions International insurance liability. Meaning, Lions International's general liability insurance would likely respond in the event of an accident or emergency if a YCEC or program affiliates were deemed legally liable for damages.
- It is the responsibility of the sponsor YCEC and sponsor club to verify that the youth has sufficient travel, accident, life, personal property, health and liability insurance to cover any and all contingencies during the YCE program.
 - This is important to determine before the youth travels. You, the host club, sponsor club and the Host Family should evaluate whether there is a need for more insurance based on the risks involved with planned activities.
 - It may be in the best interest of the youth to ensure that their travel insurance includes medical transportation coverage in the event that the youth needs to be transferred home due to a medical emergency.
- Regardless of whether or not more insurance is required, the youth must provide you, the host club, sponsor club, coordinating Lions (if applicable) and Host Family all of the specific details such as phone numbers or local branches of the youth's chosen insurance company in case a claim arises.
- Your club may want to consider securing a release of liability from each youth or, if a minor, from the youth's parents/guardians.
 - This should be part of the youth participant application.
- If your multiple district, district or club is hosting an International Camp, you should do research in case you need to secure separate insurance coverage for the camp itself, Lions involved or Host Family depending on the activities of the camp or exchange.
 - Costs of such insurance coverage could be reimbursed to the camp organizers through camp fees.

Financial responsibilities

- In the event that your host multiple district, district or club needs to make immediate payments for the youth concerning unexpected or substantial costs, you, the youth's parents/guardians and the sponsor multiple district, district or club must be informed immediately, and an agreement must be reached as to how these costs will be covered.
- You will need to help determine the specific financial responsibility of the host multiple district, district or club regarding exchanges and international camp (if applicable).
 - In many instances, host multiple districts, districts and clubs choose to charge a camp fee to overcome operational costs.
 - Camp fees are at the discretion of the YCE Chairperson for each YCE Program.
- You will need to help coordinate the financial responsibilities of the host multiple district, district or club in regard to an International Camp.

Travel arrangements for Exchange Youth

You will be responsible for the final travel arrangements of the youth.

- Last minute unavoidable changes should be communicated immediately to all coordinating parties.
- Travel arrangements include arrangement for the youth you are sending abroad as well as the youth your multiple district, district or club intend on hosting.

Early release, extended travel, personal requests or unauthorized visitors for Exchange Youth

Early Release, extended personal travel by youth or leaves of absence from the YCE program, even if to visit close friends or relatives, are not allowed unless written permission has been obtained at least one month in advance from each of the following parties: you, the parents/guardians of the youth, sponsor club, sponsor YCEC, Camp Director (if applicable), host club and Host Family (if applicable).

Incompatibility with Host Family or need for removal of the Exchange Youth

- If relations between the Host Family and the Exchange Youth become extremely difficult, the matter should be handled tactfully. You and the host multiple district, district or club officers should be prepared to arrange transfer of the youth to another qualified Host Family.
 - In extreme situations, it could become necessary to arrange the return of the youth to their home at the burden of their own cost.
- In some rare cases, youth need to be removed from their Host Family situation because they cannot overcome culture shock or jet lag. The Host Family will contact you should this become an issue.

Accidents/illness or emergencies

- Any illness or accident involving a youth requires the prompt attention of the sponsor YCEC, International Camp Director (if incident happens at camp), any Coordinating Lions (if applicable) and/or host multiple district, district or club officers.
- In the event of serious illness or accident, every effort should be made to contact the youth's parents/guardians immediately to provide them with complete information, including a doctor's diagnosis and recommended treatment.
 - All youth application forms must include written permission from parents/guardians for any necessary medical or surgical treatment in the event parents/guardians cannot be reached during an emergency.
 - You are responsible for contacting and informing the youth's parents in the event of a medical emergency.

Organizing an International Camp

Objectives

- To bring youth together from around the world.
- To allow for the sharing of ideas and cultural viewpoints among youth.
- To promote international understanding and goodwill to work toward the goals of world peace and human understanding.
- To encourage respect of different cultures in youth.

Criteria for approval

In order for Lions International to approve your international camp information, it must meet the following criteria:

- Use the name “Lions” in the official title.
- Be at least 1 week in duration.
- Include youth from different countries.
- Offer a schedule of activities consistent with the above listed international camp objectives.

Planning your International Camp

- Remember that planning an international camp takes a lot of effort and cooperation from many different individuals.
- Multiple districts, districts or clubs can host international camp.
- Areas of operation that you may want to consider when planning include:
 - Transportation
 - Food/meals
 - Finances
 - Program
 - Lodging
 - Family hosting
 - International camp budget
 - Including how many funds need to be raised, and a fundraising plan of action
 - Camp policies and objectives
 - Insurance for camp
 - Health and safety of all camp participants and employees
 - Procedures on how to handle legal situations
 - Surveys for camp staff, Lions or Leos involved and campers to provide feedback at the end of camp staff trainings and orientations
- It is recommended that a committee of camp staff be formed to help delegate tasks for running an international camp.
 - Be sure to include different positions with job descriptions, such as a Camp Director or Camp Staff Lead, in your camp committee.
 - It is vital that camp information is reported to Lions International.
- International camps can have themes.
- Include an agenda of fun activities such as:
 - Visits to historical, governmental or cultural buildings
 - Visits to the local Lions/Leo club
 - Participation in a service activity with the local Lions/Leo club
 - Peace and understanding conversations
 - Country presentations

Top Ten YCE Chairperson Award

The Top Ten Youth Camps and Exchange Program Chairpersons Award is an award granted to the top ten YCECs each fiscal year. This award is decided and awarded based on the decision of the Board of Directors.

The criteria for the Top Ten YCEC award is as follows:

- A nomination form should be sent to Lions International no later than August 15 in email format.
- The Service Activities Committee of the Lions International Board of Directors will vote on nominees at the October Board of Directors Meeting.
- Nominations may include newspaper clippings, photographs or other special exhibits.
- If at all possible, all nominations should be submitted in English.
- If nominating a Multiple District YCEC, the nomination must be submitted by their Council Chairperson.
- If nominating a District YCEC, the nomination must be submitted by their District Governor.
- Only one nomination per district per year is allowed.
- Multiple districts comprised of 2-14 sub-districts are limited to one nomination per year.
- Multiple districts with 15 or more sub-districts are limited to 2 nominations per year.
- This award should be presented to each winner at a suitable and prestigious occasion by the highest-ranking Lion officer available.
- See Appendix G: Top Ten YCE Chairperson Nomination Form

The following information should be included in the nomination report:

- Number of youth hosted
- Number of youth sponsored
- Number of countries represented
- Number of participating Host Family
- Number of clubs involved in YCE program
- Number of Lions clubs participating

Appendix A: YCE Policy

Youth Camp and Exchange Policy

General Policies

- a. Committees of liaison officers shall be established to coordinate various aspects of Youth Camp and Exchange at the district and multiple levels where deemed appropriate and advisable. Youth Camp and Exchange committee members shall be appointed by the respective governor, at the district level, or council of governors, at the multiple district level. Members of the multiple district Youth Camp and Exchange committee may include the sub-district youth camp and exchange chairpersons.
- b. In districts or multiple districts where Youth Camp and Exchange programs extend beyond the end of the fiscal year, the youth camp and exchange chairperson or committee may be permitted by the new district governor or multiple district council of governors, as appropriate to supervise the successful completion of youth camps and exchanges which had been arranged before June 30.
- c. To certify that the district's Youth Camp and Exchange programs comply with the board approved policies, standards, and regulations detailed below, the district governor shall complete the Annual District Youth Camp and Exchange Report Form (YCE 510) by September 30 each year. Similarly, the council chairperson shall complete the Annual Multiple District Youth Camp and Exchange Report Form (also YCE 510) for youth camps and exchanges organized at the multiple district level.
- d. Certified Youth Camp and Exchange programs and district and multiple district Youth Camp and Exchange chairpersons shall be posted on the association's website in the official Youth Camp and Exchange Directory.

Youth Camp Policy

a. Purposes and Objectives

- (1) The Youth Camp Program was authorized in 1974, for the purpose of furthering Lions Clubs International's first objective:
"To create and foster a spirit of understanding among peoples of the world."
- (2) The objectives of the program are:
 - (a) To bring young people of different countries into meaningful contact with each other;
 - (b) To facilitate the sharing of ideas, customs and cultural viewpoints;
 - (c) To promote international understanding and goodwill, and to work toward the goals of world peace;
 - (d) To develop leadership potential in youth;
 - (e) To encourage respect in young people for the thinking of others.
 - (f) To provide a range of activities that promotes a healthy learning experience, both physically and intellectually.
- (3) A Lions Clubs International Youth Camp shall not be conducted for the purpose of tourism. All participating parties shall conduct the program and themselves so as to preclude any element of personal profit or gain.
- (4) To qualify for the designation "Lions Clubs International Youth Camp," a camping activity shall:

Appendix B: Sample Press Release



(Name of Lions club) seeks Host Family for Exchange Youth

(Name of Lions club) Lions club is looking for Host Family in (Name of your town or city) who can open up their hearts and homes while sharing their culture from (insert Host Family date range from beginning to end) to host a Lions Youth Camps and Exchange (YCE) Exchange Youth. The YCE program brings young adults from various parts of the world to further the Lions Clubs International mission, “To create and foster a spirit of understanding among peoples of the world.”

(Name of YCE Chairperson) currently has (number of incoming youth) unplaced incoming Exchange Youth for this YCE season.



Host Family do not need to be Lions members. They also do not need to have children or youth at home. Host Family are responsible for Exchange Youth’s room and board. Visiting young adults come with spending money and additional activities will be at your discretion.

If you are interested in becoming a Host Family, please contact:

(YCE Chairperson) at (phone number) or (email) or visit (if applicable, YCE program website).

Appendix C:

Youth Participant Application Form Template

		Lions Clubs International			
LIONS YOUTH CAMPS AND EXCHANGE (YCE) YOUTH PARTICIPANT APPLICATION					
This form may be completed by potential YCE participants. It is the responsibility of the YCE Chairperson to maintain records on YCE participants' and parental consent in compliance with local laws and standards. Completed forms should be kept on file with the YCE Chairperson; forms should not be sent to International Headquarters.					
Please attach: • <i>Applicant's recent passport photograph or photo from government-issued ID</i> • <i>Photograph of the applicant's family</i> • <i>Applicant's introduction letter to host family</i>					
I. TO BE COMPLETED BY THE APPLICANT					
A. PERSONAL INFORMATION					
Name		Date of Birth		Gender	
Address		City		State/Province	
				Country	
Home Telephone		E-mail			
How will this exchange be financed? Be specific.					
Do you reside in a: <input type="checkbox"/> rural area <input type="checkbox"/> small city <input type="checkbox"/> large city					
Have you ever traveled abroad? <input type="checkbox"/> yes <input type="checkbox"/> no					
Have you ever participated in YCE before? <input type="checkbox"/> yes <input type="checkbox"/> no					
When?					
What is your primary language?					
Other languages spoken					
What school do you attend?					
Field of study					
Are you a Leo club member? <input type="checkbox"/> yes <input type="checkbox"/> no					
Do you smoke? <input type="checkbox"/> yes <input type="checkbox"/> no					
Please list any activity or dietary restrictions you may have as a result of physical limitations or personal beliefs:					
B. DESTINATION PREFERENCES					
1st		2nd		3rd	
<input type="checkbox"/> rural area <input type="checkbox"/> small city <input type="checkbox"/> large city <input type="checkbox"/> no preference					
Preferred dates of exchange: from to					
C. AGREEMENT TO TERMS OF PROGRAM					
I agree to abide by the policies of the Lions Youth Camps & Exchange Program. I understand that unauthorized extended personal travel or leaves of absences during the program are prohibited. My participation is not for tourism, formal education or employment. I will not operate a motor vehicle during my stay in the host country. Any serious violation of the program's policies on my part may, at the discretion of the host Lions officer, result in the immediate termination of my visit at my expense.					
I understand that by participating in the YCE program, I may be filmed or photographed at various meetings, projects and events. Furthermore, I understand that my personal data will be provided to the sponsoring Lions club, host Lions club and YCE Chairpersons for the purposes of administering the program. I hereby consent to sharing the information I have provided on this form for the purposes stated herein.					
Signature			Date		

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Appendix D:



Sample Screening Questions* for Prospective Youth

1. What do you hope to achieve by participating in the YCE program?
2. How would you describe your home culture and country?
3. How will this cross-cultural experience help you in your personal development?
 - a. What about your professional development?
4. How will you finance this trip?
5. What are your hobbies?
6. Have you been abroad before? When? Where? How long? Why?
7. Which languages do you speak? At what level?

*Please note that these are sample questions only. These questions may change to accommodate the needs your specific YCE program.

Appendix E:

Host Family Application Template

	Lions Clubs International			
LIONS YOUTH CAMPS AND EXCHANGE (YCE) HOST FAMILY APPLICATION				
<small>This form is intended to be completed by potential YCE host families. It is the responsibility of the host Lions club to maintain records on YCE host families for security purposes. Completed forms should be kept on file with the host Lions club. Forms should not be sent to International Headquarters.</small>				
Please attach: • A recent photograph • A letter of introduction describing the family's home and community life				
I. HOST FAMILY DATA				
Name(s) of Parent(s)/Guardian(s)				
Address		City	State/Province	Country
Home Telephone		E-mail		
Parent/Guardian 1 occupation		Parent/Guardian 1 business phone		
Parent/Guardian 2 occupation		Parent/Guardian 2 business phone		
National origin:				
Parent/Guardian 1:		Is Parent/Guardian 1 a Lion? <input type="checkbox"/> yes <input type="checkbox"/> no	club name	district number
Parent/Guardian 2:		Is Parent/Guardian 2 a Lion? <input type="checkbox"/> yes <input type="checkbox"/> no	club name	district number
Name, age and sex of children living at home:				
Languages spoken in home				
Home's religious affiliation/preference				
Family interests, pastimes				
Is home located in an <input type="checkbox"/> urban area <input type="checkbox"/> rural area <input type="checkbox"/> small city <input type="checkbox"/> other		Population of town/city		Usual temperature
Pets in the home		Is there smoking in the home? <input type="checkbox"/> yes <input type="checkbox"/> no		
Previous hosting experience (include details)				
II. HOST FAMILY PREFERENCES				
We would prefer: <input type="checkbox"/> a female; <input type="checkbox"/> a male; <input type="checkbox"/> either <input type="checkbox"/> smoker <input type="checkbox"/> non-smoker				
Age		Nationality and/or other preferences		
Complete if requesting a specific youth:				
Name				
Address				
City		State/Province	Country	
Sponsoring Lions Club	Length of time we can host	Earliest date of arrival	Latest departure date	Airport preferred for arrival/departure
<input type="checkbox"/> We confirm that a parent/guardian will remain at home during the visitor's stay. In fairness to the youth and other host family(ies) involved, we understand we must relinquish contact with the youth while he or she is visiting with another host family.				
YCE1402 LCI_YCE_Application_Host_01a 09/18 EN				
1				

Appendix F:

Sample Host Family Screening Questions*

1. How did you hear about this opportunity?
2. What interested you in hosting an Exchange Youth?
3. What is your interest in different cultures?
 - a. Have you traveled personally or professionally to another country?
 - i. Which countries?
 - b. Does your family or any member in your family speak another language?
 - i. Which language(s)?
4. Have you ever hosted an Exchange Youth before?
5. Will the Exchange Youth have appropriate living quarters with their own bed and enough space to feel comfortable as well as safe transportation for activities throughout their stay?
6. How do you intend to help the Exchange Youth adapt to issues like jet lag or culture shock?
7. How will you help the Exchange Youth adapt to being part of your everyday family life?
 - a. Will you assign them daily or weekly chores? What would those be?
8. What kind of cultural activities do you plan to do with the youth?
 - a. Do you plan to schedule activities with the local Lions or Leo club?
 - b. What kind of service projects could the youth participate in?
9. How do you plan on handling tough situations that may require reporting the issue to myself or the hosting Lions club?

*Please note that these are sample questions only. These questions may change to accommodate the needs your specific YCE program.

Appendix G: Top Ten YCEC Nomination Form



TOP TEN YOUTH CAMPS & EXCHANGE CHAIRPERSON AWARD NOMINATION FORM

A Youth Camps and Exchange (YCE) Chairperson who has performed outstanding service may be nominated for the Top Ten Youth Camps & Exchange Chairperson Award. Preference is given to YCE Chairpersons that find innovative ways to include service, youth leadership, and/or the integration of other LCI youth programs or LCI Global Causes into their programs.

Nominations are due on August 15th annually in the fiscal year immediately following the nominee's term. Award recipients are selected at the October/November meeting of the International Board of Directors.

Each council chairperson may nominate one candidate from the multiple district. A district governor may nominate one candidate from a single district (not sub-district of a multiple district). A multiple district with 15 or more sub-districts is allowed two nominations per year. Candidates must have been officially reported as a district or multiple district YCE chairperson to Lions Clubs International to be considered.

The winners will receive a special award package and be recognized on the Lions Clubs International website for this prestigious honor.

Nominee _____	Member Number _____
Youth Camps and Exchange Chairperson of:	<input type="checkbox"/> Single District _____ <input type="checkbox"/> Multiple District _____
Lions Club Name _____	Lions Club Number _____
E-mail _____	
Name(s) of Camps Overseen _____	

A. (INCOMING) YOUTH CAMPS AND EXCHANGE PARTICIPANTS

1. How many total youth were hosted in the D/MD youth camp(s) and exchange(s)? _____
2. How many countries were represented amongst these youth? _____
3. How many host families participated? _____
4. How many Lions clubs participated in planning and hosting? _____

B. (OUTGOING) YOUTH CAMPS AND EXCHANGE PARTICIPANTS

1. How many total youth were sponsored by the D/MD to attend youth camp(s) and exchange(s) abroad? _____
2. How many countries were youth sent to? _____
3. How many Lions clubs sponsored youth? _____

C. Please check all components included in your D/MD YCE program:

- ☐ Local cultural excursions, cultural discovery, or tourism activities
- ☐ Leadership lessons
- ☐ Team building activities
- ☐ Motivational speakers
- ☐ Hands-on service projects
- ☐ Leo camp staffing
- ☐ Other Leo activities (Describe) _____

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Please complete both sides of this form

