



Lions Multiple District 410
SOUTHERN AFRICA

*Participating Club
Manual for the
Youth Exchange
Programme
Policy*

FOREWORD

This Manual has been written/recorded from years of Youth Exchange experience/s. It is to enable Clubs, District Chairpersons, outgoing Students and anyone wanting to understand and get more insight into the Lions Youth Exchange Programme.

This “document” is not set in concrete and is meant to be adapted or changed as time passes.

Personally, I hope that it is a guide or reference on this subject. There may be sections that appear to be repetition. This is meant as it is important information. However, should you the reader wish to delete certain sections, feel free.

Enjoy the read.

Kind regards.

PDG Paul Brauteseth

MD 410 Youth Exchange Chairperson

(2008 - 2012)

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UNDERSTANDING THE YOUTH EXCHANGE PROGRAMME

Since its inception in 1961, the Lions Youth Exchange Programme has developed rapidly, numerically and internationally and much has been learned from the experience of many. Where Lions and youth are involved, nothing but the best will do. Therefore, future standards of the programme demand a constant review in the light of past experience.

The following policies may appear quite detailed, even alarming in some respects. However they are designed to be comprehensive and helpful in any and all circumstances.

If followed carefully, nothing is left to chance. It takes much more than simply reading the text, however, to conduct an effective exchange programme. It requires hard work, conscientious Lions' co-operation and understanding, well-qualified youth visitors and host families, patience and an understanding of the purpose and objectives of the Youth Exchange Programme.

If all phases are closely followed, the end result will be a most rewarding experience for youth visitors, host families, sponsors and host Lions Clubs.

DETERMINING THE SCHEDULE

The majority of exchanges take place during the summer months. However, because geographical areas experience summer at different times, some countries carry out their exchanges during what is winter in the northern hemisphere. Many countries make exchange agreements six to eight months in advance to allow adequate time to find, screen and approve applications for host families and visiting youths. Some countries can host only a limited number of youths which means the implementation of the programme in the district should begin as early as possible.

NATURE OF VISIT

During an exchange visit, the youth should be treated as a member of the family. He or she should be introduced to young people of similar age, as well as the people of the community in general. The experience of thousands of participants strongly suggests a visit:

- (a) for a period of four to six weeks, and
- (b) with not more than one or two host families:

It should be stressed that this is a learning experience, there is a purpose and there is a job to be done. It is not a vacation.

Extended personal travel, tourism, schooling, job requests, etc are in violation of the purpose and objectives of this programme.

No district or club is obliged for any requests other than these stated in the Youth Exchange Policy.

YOUTH EXCHANGE PROGRAMME POLICY

The Board of Directors of Lions Club International adopted the following policy governing the various facets of this programme. Since the actual agreements to sponsor or host youth are carried out by Lions, it was deemed imperative that all Lions Clubs International Youth Exchange arrangements be controlled by one standard policy.

1. PURPOSE AND OBJECTIVES

The Youth Exchange Programme was authorised by the Lions International Board of Directors in early 1961, for the purpose of furthering the first Object of Lionism **“To create and foster a spirit of understanding among the people of the world”**.

The objectives of the Programme are:

- (a) To bring young people into contact with youth and adults of other countries;
- (b) To share family and community life of another culture;
- (c) To promote international understanding and goodwill throughout the world of Lionism.

These objectives apply to the participating youth, and to the sponsor and host Lions clubs families. All participating parties shall conduct the programme and themselves so as to preclude any element of personal profit or gain.

2. OPERATING PROCEDURES

A. COMMUNICATION

- (a) Good communications are absolutely vital to operations of the Youth Exchange Programme. It is the obligation of all participants to keep all concerned parties informed and to respond promptly to every communication of any type. The sender must be informed promptly, whether the answer is favourable or not, or to be decided upon at a later date.
- (b) Initial communication between an interested sponsor club and Host club will be through the District Youth Exchange Chairman or Multiple District Chairman where appropriate. If the name and address are unknown, this communication must be sent to the respective District Governor.

A sponsoring club or district is a club or district sending a Youth Exchange visitor to another country. A host club or district is a club or district receiving a Youth Exchange visitor.

- (c) Full information shall be sent to the Youth Activities Department of International Headquarters on the following items: - promotion, planning and initial contact, nature of response and decision, basic personal information on each youth, his family and sponsors, host club and family, dates of travel and visit, all contacts in case of emergency.
- (d) It will be the duty of the host club to advise in the first communication the details of the programme that will be conducted during the youth exchange visit.
- (e) Each youth exchange applicant shall provide, at time of the application, a personal letter of introduction to the prospective host family, containing information on hobbies
 - family members and their occupations
 - home community
 - previous travel
 - expectations for the exchange
 - dietary, health and religious requirements.

The letter shall be written in the language agreed upon as the language of communication for the exchange.

B. SCREENING YOUTH APPLICANTS

1. **Time:** All applicants shall be thoroughly screened by the sponsor Lions Club prior to acceptance.
2. **Lions Club Member's Children:** Unless so stated by the host country or District, such relationship shall not disqualify an applicant.
3. **Physically or Economically Handicapped Applicants:** May be Selected if otherwise qualified and agreed to by Host Lions.
4. **Screening Factors to be determined by the Sponsor Lions Club:**
 - (a) **Age:** Applicants should be from 17 to 21 years of age. (unless variations can be specified conscientiously by the host country or district on ground of its culture and customs).

- (b) **Character References:** Required from at least two independent Sources.
- (c) *Education:* Applicant's performance (or record) and special studies shall be considered.
- (d) *Language Ability:* Preferable, he or she should have at least a Basic knowledge of the language of the host country. Some countries, or particular hosts may require two years study, for example, or a competent conversational ability.
- (e) *Knowledge of Youth Exchange Programme:* Familiarity with all aspects of the Youth Exchange Programme, its purposes and objectives, by both youth and parents, is a must.
- (f) *Motives of Applicant:* Determine basis of his or her choice of country. He or she should have a desire to contribute to international understanding, and a desire to learn about and from other ways of life.
- (g) *Health:* This does not mean that handicapped youth or those with special needs should be disqualified. However, such factors must be stated clearly for the benefit of the hosts. Particular conditions, allergies to certain foods or medicines, a regular or potential need for some medicine, in some case even religious obligations in health or food matters are to be determined and communicated to prospective hosts.
- (h) *Appearance:* May well be a more serious matter to the people and culture of their host country than of their own. The applicants should be as understanding in this matter as they expect others to be. The photo requests will help prospective hosts identify them upon arrival.
- (i) *Parent's or Guardian Consent:* Complete agreement with programme objectives are to be verified in writing. It should be made clear that they will bear the ultimate financial obligation for emergencies or illness due to health or accident of the applicant.
- (j) Each host club may require adherence to rules in addition to those set forth in this policy.
- (k) Each youth exchange visitor must give evidence of their desire to take part in a youth exchange visit and furnish a signed statement that they and their parents or guardians are familiar with the rules of the programme, and agree to abide by said rules and objectives and purposes of the programme.
- (l) *Admission Requirement:* The sponsoring Lions are not to admit applicants into the Programme, or make travel arrangements for them, until host families have been arranged.

C. SCREENING FOR HOST FAMILIES

1. Potential host families are to be screened by the Host Lions Club. In so far as possible, the host family should be a Lion member's family. Potential host families should be willing to have their home and family situation reviewed in the light of the following:
 - (a) *Age*: The family should be in contact with youth of the approximate age of the youth visitor. Children in the host family are desirable but not a requirement.
 - (b) *Compatibility*: Character traits and attitudes of the host family and its members to be considered are: understanding, interest and ability to communicate and deal wisely with youth, open-mindedness and tolerance.
 - (c) *Language Ability*: It would be helpful if one or more members of the family speaks the youth's language and may even be necessary in some cases.
 - (d) *Knowledge of Youth Exchange Programme*: Familiarity of host family members with the Youth Exchange Programme, its purposes and objectives, is important to the success of the exchange experience. All members should understand and accept their responsibilities. If a non-Lion host family is considered, they should be well informed on the scope and Objects of Lionism and on the Youth Exchange Programme especially. Meetings including all host families shall be held.
 - (e) *Living Conditions*: Need not be luxurious, but should be adequate to Accommodate an additional person in the home without undue discomfort or financial burden.
 - (f) *Family Preferences*: Determine family attitude concerning the applicants nationality, language, religion, sex, age and special interests. These should be taken into consideration during the screening interview.
2. *Travel Quotas*: Hosting Lions are not to select host families simply to fulfil a quota.

D. HOSTING A YOUTH EXCHANGE VISITOR

1. Receiving a youth exchange visitor is an activity and the responsibility of the Host Lions Club. These responsibilities include arrangements for the youth's arrival and departure, welfare, social and cultural entertainment throughout the visit.
2. In the case of problems or incompatibility between host family and youth, appropriate host club officers must be prepared tactfully to arrange transfer of the youth to another qualified host family (for this reason it is advised that one or more alternate families be available).
3. If an extreme problem cannot be solved after all reasonable efforts have been made locally, it may be necessary to contact the visiting youth's parents, or in some cases, the sponsor club or district officers. If the decision is made to return the youth to his/her home, whoever may be at fault, arrangements are to be made by the appropriate host club officers.
4. In the host family's home, the visiting youth is to be treated as a member of the family. This relationship may be quite different from ones own home and family, but should be kept natural for the hosts. Learning customs and lifestyles is an objective of this exchange.

E. CULTURAL PREPARATION

1. It is an obligation of both host and sponsoring Lions Clubs conducting an Exchange programme, and of the adult and youth participants, to familiarise themselves with customs and expectations of the countries and peoples involved, especially those of the host country.
2. Government regulations concerning passports, visas, inoculations and Customs regulations shall be explained in detail by the sponsoring Lions.
3. The Youth visitor shall be made aware that he or she is bound by the Laws of the host country. This is especially important in areas of possession of weapons, alcoholic beverages, use or possession of narcotics and all sections of the juvenile code of that country.

F. TRAVEL ARRANGEMENTS

1. All travel arrangements and the cost of all travel for youth exchange Visitors, from home to the host community and return, shall be the responsibility of the sponsoring Lions Club.

2. Group travel arrangements must be for purposes of furthering objectives of the programme. Group travel shall not be planned only for the sake of numbers or for the sake of tourism, which places unreasonable obligations on Lions of the host country. Charter flights especially shall be arranged only with a well-established airline with excellent international experience.
3. Lions International Headquarters shall not plan nor be responsible for travel arrangements.
4. Dates of the visit and travel shall be agreed upon at least six weeks in Advance by sponsoring and host Lions. The schedule and means of travel shall be communicated as soon as arranged.
5. All changes of plans shall be mutually agreed upon if at all possible. Last minute unavoidable changes shall be communicated at once to the host Lions Club and the host family. Where one youth is substituted in place of another, he or she shall be as well screened and qualified as the original applicant.
6. Whenever Youth Exchange visitors are combined into substantial groups, they shall travel under responsible leadership. Complete travel expenses within the host country for persons requested by sponsoring Lions to act as group leaders shall be the responsibility of the sponsoring Lions.
7. Extended personal travel by Youth Exchange visitors, even if it is to visit close friends or relatives, is not allowed unless permission has been obtained at least one month in advance from each of the following parties: Youth's parents or guardian, sponsoring Lions Club, sponsoring District Youth Exchange Chairman, Host District Youth Exchange Chairman, host Lions Club, host family.

G. INSURANCE

1. It is the responsibility of the sponsoring Lions Club to verify or assure that the applicant has adequate medical, life, personal property and liability insurance to cover any and all contingencies during the entire duration of the exchange visit, including all travel time. Information on the amount of coverage considered necessary shall be obtained from the hosting Lions and/or competent insurance representative.
2. Sponsoring Lions shall furnish satisfactory proof of insurance coverage to Host Lion for visiting youth before their acceptance.
3. Sponsoring Lions Clubs shall secure Release of Liability and hold harmless agreements executed by each youth exchange visitor and his or her parents or guardian (if a minor).

4. The host Lions shall have the option of requiring any in-bound exchange youth to subscribe, at his or her own expense, to medical, life, personal property, liability, or other type of insurance, as deemed appropriate by the by the host Lions to cover the duration of the exchange visit, regardless of whether said youth is already insured under a policy issued in the youth's home country.

H. FINANCIAL ARRANGEMENTS

1. Sponsoring Club

- (a) All costs related to travel of the exchange visitor, from the youth's home to his or her host community and return shall be the responsibility of the sponsoring Lions Club. They may be paid by the Club from District funds if available, by the youth and/or his or her family, or some combination of these sources.
- (b) Costs related to travel, include actual fares, insurance, airport service fees, customs duties and any layover or overnight costs en route.

2. Host Clubs

- (a) All costs related to board and lodging and hosting of the youth shall be the responsibility of the host Lions Club.

3. Exchange Youth

Each youth shall have personal funds for incidentals, minor medical costs, souvenirs or possible social activities not planned by hosts.

I. EMERGENCY SITUATIONS

Responsibility for the exchange youth is assumed by sponsoring Lions during travel, and by host Lions during his or her stay in their country or community. Emergency situations have been extremely few, nevertheless they do occur. The following distinctions are made with respect to areas of responsibility:

1. **Unexpected Visitors:** No Lions Club can be held responsible for extending Hospitality or furthering travel arrangements for unexpected visitors - individually or in groups.
2. **Unwarranted Personal Requests:** Requests for school enrolment, training or employment, long-term board and lodging and the operation of motor vehicles (even by a bona fide exchange youth) are prohibited.

3. **Accident or Illness:** Illness of an exchange visitor will require the attention of the host family and the Host Lions Club. In case of serious illness or accident, every effort should be made to contact the youth's parents immediately and to provide them with diagnosis and recommendations determined by a doctor. All youth must have in their possession written parental or guardian permission for any necessary medical or surgical treatment.
4. **Incompatibility:** If relations between host family and the visiting youth become extremely difficult, the matter should be handled tactfully by the host Lions. In extreme situations it may become necessary to arrange for the return of the youth to his or her home.
5. **Replacement Host family:** If an assigned host family withdraws from the programme after a commitment has been made to host an exchange visitor, it shall be the obligation of the host Lions to provide a qualified replacement host family. The host Lions shall make every effort to avoid cancelling an exchange visit.

3. EMERGENCY FINANCIAL PROCEDURES

Unexpected , substantial costs requiring advance payments shall be the ultimate responsibility of the youth's parents and they shall be so informed prior to acceptance. If any such case shall arise, the position of the parents and sponsoring Lions shall be sought immediately. Only thereafter shall the host Lions consider contributing to or advancing the same. If expenses are advanced by host Lions to meet any such emergency or other unexpected and necessary action, they may report the same to the parents and sponsoring Lions, detailing the amount and expense or suggested portion thereof, which they feel should be reimbursed. All involved parties should then endeavour to resolve the reimbursement question in the spirit of complete fairness, understanding and goodwill.

YOUTH EXCHANGE PROGRAMME

PROGRAMME OBJECTS AND POLICY

The Youth Exchange Programme was authorised by the Lions International Board of Directors in 1961 for the purpose of furthering the first object of Lionism which is "To create and foster a spirit of understanding amongst the peoples of the world". We aim to bring young people into contact with adults and young people of other countries and to share community and family life of other cultures. Also to promote international understanding and goodwill throughout the world of Lionism.

This programme is not conducted for the purpose of tourism, formal education employment or career advancement, Each applicant should show a desire to share in family and community life as a goodwill ambassador.

QUALIFICATIONS

All youth male and female aged between 17 and 21 at the date of departure are eligible. Youth from Lions and non-Lions families may apply.

CONDITIONS OF PARTICIPATION

- 1) Independent travel and private tours are not permitted.
- 2) All Youth Exchangees who depart with the group MUST return home with the group.
- 3) All applicants must undergo a medical examination and obtain the examining physician's signature.
- 4) An indemnity form must be signed by the applicant's Parents or Guardians.
- 5) All applicants must be nominated by a Lions, Lioness or Leo Club.
- 6) Applicants must agree to abide by the Youth Exchange requirements as stated.
- 7) Applicants must sign the application form.

APPLICATION PROCEDURES AND PAYMENT

- 1) APPLICATIONS FOR ALL PROGRAMMES CLOSE WITH THE DISTRICT YOUTH EXCHANGE CHAIRPERSON ON 31st of MARCH.
- 2) Each applicant is to complete 4 typed Application and Indemnity forms accompanied by 4 passport size photos. They are to be forwarded to the sponsoring Lions, Lioness or Leo Club together with a deposit.
- 3) A deposit of R1000.00 is required with each application. Cheques to be made Payable to LIONS CLUB INTERNATIONAL M.D. 410

- 4) A photocopy of applicants Passport MUST ACCOMPANY APPLICATION FORM.
- 5) Before accepting the sponsorship of a Youth Exchange, the Sponsoring Club must interview and confirm the suitability of the applicant.
- 6) The Club will then authorise the application and forward all forms with the deposit to the District Youth Exchange Chairperson.
- 7) The District Youth Exchange Chairperson retains 1 Application and Indemnity form for their records and sends the remaining 3 copies and the deposit to the Multiple District Chairperson.
- 8) The Multiple District Chairperson forwards 2 copies to the chosen country and retains one copy for their records.
- 9) Application forms not typed could be returned.
- 10) VERY IMPORTANT. The balance of all payments must be received by the Multiple District Chairman on or before 31st May from which dates cancellation fees will apply. Cheques to be made payable to LIONS CLUB INTERNATIONAL M.D. 410.

SPECIAL REQUESTS

Requests are sometimes made for hosting in particular areas. This is not always possible to grant and will depend on where hosting is available.

FARE STRUCTURE – PROGRAMME COSTS

It should be pointed out that the airfares used in the Youth Exchange programmes are the lowest possible negotiated for use for the programme. Lower fees sometimes exist but their conditions prohibit their use for the programme.

PROGRAMME COSTS INCLUDE:

1. International Airfares
2. Internal travel within the host country
3. Airport taxes
4. Insurance
5. Admission costs
6. Name, Lions pins and banners
7. Final programme costs will be confirmed when tickets are issued.
8. The International Association of Lions Clubs and its members are not responsible for any losses incurred.

INDEPENDENT TRAVEL

All travel arrangements are concluded prior to departure. Exchangees who depart with the group must return home with the group. No extension of an Exchangee's variation of a flight will be considered or permitted.

DRESS

Participants are to neat and well dressed at all times. To ensure that participants are dressed uniformly the Windbreaker issued is to be worn at all formal functions and while travelling for easy recognition.

BRIEFING SESSIONS

Each District Chairperson will be holding their own briefing for the Student/s. Students will be advised timeously of the date, time and venue for the briefing.

BANNERS, PINS AND NAME TAGS

Each participant will be provided with 5 Banners and 5 pins for gifts whilst on exchange, as well as their name tag.

PERSONAL COSTS

It is suggested that each applicant takes a suitable amount of money with them to cover any personal expense.

S.A. DOMESTIC TRAVEL

As the Exchange programme commences and terminates from OR Tambo International Airport (Johannesburg) all participants are required to make their own internal travel arrangements.

PLEASE NOTE:

The costs for internal travel are not included on the Programme costs.

DOCUMENTATION AND HEALTH PASSPORTS

A valid passport is required by all Students travelling overseas. It is the responsibility of each applicant to obtain a passport as soon as possible.

NOTE:

A copy must be attached to the application form.

VISAS

S.A. Passportholders require a VISA for most countries.

NOTE:

It is the responsibility of each applicant to arrange these. We recommend you contact Travel Agent who can apply for these on your behalf. The cost of the VISAS are for your own accounts.

VACCINATIONS

All participants are advised to contact any travel agent or the Embassy of the countries to be visited for information regarding special vaccinations and medical requirements.

INSURANCE

It is compulsory for each applicant to be fully insured for the duration of the trip. Insurance is included in the costs of each programme, which includes the following cover:

1. Medical Expenses - R1 000 000
2. Personal Accident - R 50 000 (in flight)
- R1 000 000 (24 hours)
3. Cancellation - R 5 000
4. Personal Liability - R1 000 000
5. Legal Assistance - R 3 000
6. Baggage - R 3 000
- No claim for more than R1 500 per item

HOSTING

During the months of June, July and August we will be hosting youths from abroad. These exchangees are mainly from Italy, Mexico, Holland, Belgium, Czechoslovakia, Rumania, Poland and Finland.

We have a second contingent of youth arriving in December. These youth come from Malaysia.

We require Host families. Please apply direct to your District Chairman well in advance. Host families must be approved and supported by a Lions, Lioness or Leo Club. They may be Lions, Lionesses or Leo's, relatives or friends of members or residents from the wider community. It is beneficial but not essential for the family to have children of the same age as the exchange. Many successful exchangees are with families or couples who have no children living at home.

Experienced host families will tell of the rewarding experiences of having an overseas visitor in their home. Of the fun they have in communicating with their guests and understanding their different ways of living. Their guests invariably cook them a special meal in their own traditional style and bring souvenirs of their home country. Families whose young members have taken part in an exchange are invited to host a visitor in return, but it is not a requirement for them to reciprocate. Many are keen to continue their association with the Lions Youth Exchange Programme.

Cultural exchanges are very interesting. The youths come here because they want to learn about our culture. Many South African families learn a lot about their own country and culture when confronted with an enthusiastic and enquiring youth from overseas. It is great fun to discover things that perhaps would be overlooked in normal life. To see our country and natural beauty through the eyes of a visitor is surprising and enlightening. Friendships are formed which can become life-long relationships. Sometimes, return visits can be made to visit the home of a host son or daughter by family members. Sometimes youths often strike up relationships with other visiting youths from different countries, this promotes International Understanding and Goodwill which is one of the objectives of Lions Clubs International.

Please contact your District Chairperson if you are able to assist with the hosting of overseas youths during the months of June – August or December – January. All District Chairpersons are listed on the last page of this brochure.

YOUTH EXCHANGE CLUB PROGRAMME POLICY

ALL PARTICIPANTS SHOULD KNOW AND UNDERSTAND THE PURPOSE AND THE OBJECTIVES OF THE LIONS CLUBS INTERNATIONAL YOUTH EXCHANGE PROGRAMME.

,The Lions International Board of Directors adopted the Lions International Youth Exchange programme. This was part of Lions contribution to the improvement of International relations throughout the world and to the promotion of world peace through mutual understanding.

IN PARTICIPATING YOU WILL BE FURTHERING THE FIRST OBJECT OF LIONISM.

To create and foster a spirit of understanding among the peoples of the world.

THE PURPOSE AND OBJECTIVES OF THE YOUTH EXCHANGE PROGRAMME ARE:

1. To bring young people into contact with youth and adults of other countries.
2. To share family and community life of another culture.
3. To promote International understanding and goodwill throughout the world of Lionism.

GENERAL INFORMATION FOR PARTICIPATING YOUTH.

You have been selected by your Lions Club to be an ambassador for Southern Africa, Lions Clubs International and your Lions Club. Therefore, you must at all times behave in a manner which will in no way bring discredit.

From the outset you should understand that your visit is not a sightseeing tour. You will be living with and treated as part of a family/families during your stay. Your host family/families is/are under no obligation to take you anywhere, however the majority of youth do see a great deal of the country or area where they are staying.

YOUTH EXCHANGE CLUB PROGRAMME POLICY

On your application form you may have requested to be hosted in a particular town, city or state. Wherever possible, your request will be given consideration: however, the governing factor is the availability of Host families.

You are strongly advised to maintain a folder in which to file the information you will receive from the Multiple District Youth Exchange Chairperson and your District Youth Exchange Chairperson. All correspondence must be read, understood and answered immediately. Details relating to passports, visas and Department of Health requirements are frequently altered and the responsibility of keeping this information updated rests ultimately with the youth involved. By being slow to respond you will delay the finalising of the whole programme, affecting everyone in your group.

If there are any details you require concerning your trip you should enquire through the Multiple District Youth Exchange Chairperson.

PREPARING FOR THE VISIT.

You should have studied the culture of the country you are about to visit including important details of history, geography and social composition.

While fluency of the language may not be required you should know some basic phrases. You will be asked many questions about Southern Africa and the town or city where you live. Therefore, it is important to refresh your knowledge of Southern Africa. Read through the "Students Youth Exchange Manual". **It is on the MD 410 website.**

If you are going to cold climates you may find it extremely cold. You should take warm clothing, however do not forget to pack a swimming costume as there are many heated pools.

If you intend buying clothes, souvenirs etc. it is advisable to send any surplus luggage back to Southern Africa prior to your departure. If you will not require them for some time, return them by surface mail, otherwise send them back by air as unaccompanied luggage.

Youth Exchange Windbreaker will be issued once you have been accepted to your country of exchange and your deposit has been paid. Please do not forget to supply your jacket size. These help to identify with your exchange group, also to the Lions group in South Africa and your destination country.

An amount of pocket money that should be taken varies from person to person. As you are travelling overseas you should purchase travellers cheques in the currency of the country you are visiting. It is advisable to purchase approximately R100.00 in the currency of the country you are visiting to cover any unexpected emergency when you arrive e.g. telephone calls, taxi fares.

Youth Exchange pins and banners will be supplied to you.

Your hosting arrangements will be organised by the Lions club in the country(s) of your choice. You will be hosted by one or more families of that club. You will be notified of your Host family / families names and addresses as soon as that information becomes available. In some instances, you may find that you will receive correspondence from your host families before being officially notified by the M.D. Youth Exchange Chairperson. Whichever way you find out their names, you should write to them immediately.

Do not forget to buy small gifts for your Host families. Something typically Southern African would be of special significance.

DURING THE VISIT

On your arrival in your Host Country you will be met by a member of Lions who will ensure that you and your luggage are transferred to your ongoing plane, train or bus to your destination, where you will be met by your Host family. Your Host family and club have probably spent a great deal of time preparing for your visit and planning excursions. Be courteous and show interest in whatever they have planned for you.

You must be willing to adapt to a new culture and learn different customs. While you are with your Host family, you should be careful to avoid critical statements about their town or country. Do not make unfavourable comparisons between Southern Africa and your Host country.

Keep an open mind. There are usually two points of view on most issues; try to see the other side even if you do not necessarily agree. Above all, be tactful and diplomatic when your Host expresses views opposed to your own.

You may be asked to speak at a meeting of your Host Lions Club. Prepare a speech on Southern Africa and where possible show a DVD/POWERPOINT. If you are in Europe include a message of greeting or farewell in the language of your Host country.

Do not neglect to write a letter or postcard to your sponsor club and Youth Exchange Chairperson to advise of your safe arrival and activities to date.

When you leave your Host family, either when moving to another host family, or returning to Southern Africa do not forget to thank them for having you. Sometimes, in the excitement of going, young people forget this very important courtesy.

It is of the utmost importance that you must reconfirm your flight seventy two (72) hours before departure. Ask your Host family or the Host Lions to assist you.

AFTER YOUR VISIT

Upon returning home you should:

1. Send a thank you note to your Host club and Host family / families. You should endeavour to continue to write to your Host family even if it is only a postcard.
2. Send a full report to the Multiple District Youth Exchange Chairperson within 3 weeks of your return.

If not invited to do so, you should ask the President or Youth Exchange Chairperson of your Sponsoring club if you may share your Youth exchange visit by addressing the Club. In any event, write a letter of thanks to your sponsor club.

Your sponsoring club may ask your collaboration in reaching other youth for the Youth Exchange programme. Such invitation should be accepted since this is helping in a practical way to spread understanding and goodwill.

Your family may be asked to host a visitor/s to South Africa. Such invitation should be accepted since this is a way to reciprocate hospitality offered to you.

VISITORS CHECKLIST

PREPARING FOR THE VISIT

1. Do you understand the purpose and objectives of the Lions Youth Exchange programme.
2. Are you studying the culture and language of the country you are visiting?
3. Are you co-operating with the sponsoring Lions Club and Co-ordinator?
4. Have you written to your Host families.
5. Have you purchased gifts for my Host families?
6. Have you ordered your Windbreaker?

DURING THE VISIT

1. Am I cordial and respectful to my Hosts, avoiding critical remarks or unfavourable comparisons.
2. Do I try to be a part of the family, offering my services when necessary for tasks around the house.
3. Am I writing to my family and sponsoring Lions club?
4. I will remember to thank my Host families when leaving.
5. I must abide by the laws of my Host country, especially those relating to drinking and smoking.

AFTER THE VISIT

1. Have you written a thank you letter to your Host families and Host Lions club?
2. Have you paid a visit to your sponsoring Lions club and narrated your experiences during the visit.
3. Have you written a brief report on your visit, and forwarded it to my Multiple District 410 Youth Exchange Chairperson?