



YMCA YOUTH EXCHANGES CANADA Application

Before you fill out this application, read the Guide
Fill this out 4–5 months prior to exchange
Send to YMCA Youth Exchanges Canada
42 Charles St. East, Toronto, ON M4Y 1T4
Fax: 416-928-3552 Phone: 1-877-639-9987

Applications may be submitted at any time.
September 30 is the deadline for travel between January and June.
March 1 is the deadline for travel between July and December.

1. Group Identification

Please print or type

Type of group school-based community-based

Name of school/group _____

Street address _____

City _____ Province/Territory _____ Postal code _____

Phone _____ fax _____ e-mail _____

Group organizer's name _____ Mr. Mrs. Ms.

Home address _____

City _____ Province/Territory _____ Postal code _____

Phone (home) _____ e-mail _____

In which official language do you wish to communicate? English French

With the participation of the
Department of Canadian Heritage

Canada

2. Group profile

Number of participants _____ females + _____ males + _____ adults = _____ total

Age range of youth _____ Current grade levels _____

Principal language of group English French other

Do you have previous experience in organizing an exchange? no yes

Are you applying to any other Exchanges Canada delivery organization at this time? no yes

If yes, which? SEVEC Canadian 4H Council

Canada Sports Friendship Exchange Programs other

3. Group description

Are you intending to take an existing group (e.g. members of one Grade 8 class, scout group, drama club, student council, sports team) or has your group been formed for the purpose of this exchange (e.g. 25 Grade 9 students from 120 Grade 9 social studies students)?

existing group group formed for this exchange

If forming a group strictly for the purpose of taking part in this exchange, how are you selecting participants?

We encourage the participation of youth who have traditionally been under-represented in exchanges. Please indicate if your group includes youth who fall within the following groupings (see Definitions on page 5 of the guide):

Youth with disabilities no yes About how many? _____

Youth from low-income households no yes About how many? _____

Aboriginal youth no yes About how many? _____

Youth from rural or isolated areas no yes About how many? _____

Visible minority youth no yes About how many? _____

Other than regular transportation between your community and your twin community, do you expect to need any additional support to meet the needs of these participants, e.g. sign language interpreter, modified vehicle, accessible home?

not sure no yes

Are you applying for a bilingual exchange? no yes

Are any participants in your group members of an official language minority group (i.e. Francophones outside Quebec, Anglophones in Quebec)?

no yes If yes, about how many? _____

Please describe your group:

4. Exchange Description

If you are selected to participate in YMCA Youth Exchanges Canada, and once you have been twinned, you will be asked to provide a detailed plan of your activities. This section aims to collect your preliminary ideas, knowing that your plans will change when you begin to plan with your twin group.

What type of exchange are you applying for? (See page 4 of the guide.)

- traditional exchange engagement exchange interested in either one

Check the activities you are planning to include in your exchange program to achieve these objectives and specify any plans or project you may have at this stage:

Before the exchange (check all that apply)

- research home community research twin community raise funds
 encourage participants to communicate by phone encourage participants to communicate by e-mail
 encourage group correspondence prepare introductory video develop joint project with twin group

Specific plans or project _____

During the exchange (check all that apply)

- develop group activities to encourage interaction among participants
 work on a joint project
 involve the community as a whole—potluck suppers, etc
 visit local attractions
 schedule free time with families
 document the exchange through video, journals, photos, etc.

Specific plans or project _____

After the exchange (check all that apply)

- encourage participants to keep in touch by phone, letter or e-mail
 inform the community about the exchange—presentations, media coverage
 prepare scrapbooks and photo albums
 develop a web site

Specific plans or project _____

What would you like the educational focus of your exchange project to be? (please choose no more than 2 and rank them)

- second language learning cultural enrichment geography sciences
 sports leadership history dance
 music technology Junior Achievement drama
 environmental studies other _____

5. Exchange dates

Please indicate your preferences for travelling:

On which approximate dates would you prefer to visit your twin group? _____

On which approximate dates would you prefer to host your twin group? _____

6. Specific requests (optional)

If you wish to request a specific twin or location please fill in this section. Both groups must apply separately to the YMCA, indicating they want to be twinned with each other.

A. Name of school/group requested _____

Street address _____

City _____ Province/Territory _____ Postal code _____

Phone _____ fax _____ e-mail _____

Twin group organizer's name _____ Mr. Mrs. Ms.

Phone (home) _____ fax _____ e-mail _____

B. With which province or territory does your group wish to exchange? _____

If the twin or location you requested is not feasible, will you consider other possibilities? yes no

Approval process

Each application is considered separately to determine eligibility to participate in YMCA Youth Exchanges Canada. Each group that is eligible is added to the pool of eligible candidates from its province or territory. Priority will go to groups in which at least 30 per cent come from traditionally under-represented groups. Requests for a specific twinning will be considered within provincial targets and budget availability once the eligibility of each group has been determined. The following factors will be taken into account during the twinning process: compatibility of groups; compatibility of educational objectives for the exchange project; participation history; equitable national distribution; and budget availability.

Agreement terms and conditions

1. The applying association, group or school (Organization) understands that, upon application approval, the Organization is solely responsible for
 - planning and carrying out pre-travel orientation program and post-travel follow-up program
 - establishing safety procedures and training for group leaders and parents and
 - making sure appropriate home stays are provided for participants during their visit to your area.
2. The YMCA of Greater Toronto shall not be liable for any injury, including death, or damage to property resulting in any way from participation by the Organization in the YMCA Youth Exchanges Canada Program, unless such injury, loss or damage is caused by the negligence of the YMCA of Greater Toronto.
3. The Organization shall maintain in force at all times adequate insurance including general liability coverage for its own protection against claims resulting from any act or omission of the Organization, its employees or participants, in the course of its participation in the YMCA Youth Exchanges Canada Program.

Upon application approval, the Organization shall provide the YMCA with proof of insurance coverage, in the form of a Certificate of Insurance, adding the YMCA of Greater Toronto as an additional insured. (For assistance, ask your organization administrator or insurance broker who can provide the required Certificate of Insurance.)

- I understand that, if my proposal is approved
- I am responsible, with my twin leader, for organizing the exchange.
 - I will work with my Organization to ensure plans for safety and security measures are in place.
 - I will receive and use the Handbook for YMCA Youth Exchanges Canada Leaders.
 - I will submit my group's \$40 per person registration fee.
 - I will call the YMCA office if I have any questions.
 - The YMCA office will make all travel arrangements and bookings.
 - The YMCA office requires a completed evaluation form, the final version of my host plan, and two to three paragraphs describing the exchange.

Signature of authorized signing officer of Organization

Date

Signature of Group Leader

Date