

Helpful Tips for Submitting YCE Information Online

FOR YOUTH CAMP AND EXCHANGE CHAIRPERSONS:

1. If you will be serving as the 2016-2017 YCE Chairperson, you may submit your own information plus any camp details through the online [Information Submission Form](#) on the LCI website as of July 1, 2016.
2. An email will be automatically generated and sent to your district governor (DG) or council chairperson's (CC) inbox. This email will inform them that you have submitted your information as appointed YCE Chairperson, indicate that you have accepted the [responsibilities](#) involved, and ask them to accept or decline the appointment by email response to youthexchange@lionsclubs.org.
3. Once confirmation is received and all LCI verifications are done successfully, your entry will receive a pin on the world map in the new YCE Directory page.
4. The form will ask if you will be organizing Exchange/Host Family Stay Only, Camp Only, or both Camp + Host Family Stay.
 - a. If "Exchange/Host Family Stay Only", the generated pop-up will be a blue pin that includes your location, name, email, and phone number so you can be contacted for arranging exchange activities with youth.
 - b. If "Camp Only" or "Camp + Host Family Stay", the generated pop-up will be a yellow pin that includes the location, camp dates, host family dates, application deadline, and a "details" link that will expand to additional information for your camp, including your contact information.
5. DG's and CC's have the ability to appoint a YCE Chairperson without submitting camp details if camp details are not known or finalized at the time they are reporting by selecting "Exchange/Host Family Stay Only." Once a YCE Chairperson is officially appointed, confirmed by email, and approved by LCI, the YCE Chairperson may use the same form to submit any new camp details at a later time.
6. Camp details now include the ability to upload up to three photos and include hyperlinks to external websites dedicated to your district and multiple district camp(s) for improved publicity of your YCE activities to the general public.
7. Once your youth camp and/or YCE Chairperson information is listed in the new YCE Directory, share the link to this page! It is free publicity for your YCE service activity and demonstrates your commitment to youth within the growing international network of Lions youth camps and exchanges.

Please send any questions or concerns to youthexchange@lionsclubs.org.