



Annual **District** Youth Camp & Exchange Report Form 2015-2016

Please note that this form is meant for district use only.

The Lions Clubs International Youth Camp and Exchange (YCE) Program requires districts to comply with board-approved YCE policies and guidelines. To confirm compliance, and have your district camp(s) and chairperson posted on the LCI website, district governors need to submit this form each year. Once the form has been completed and signed, please submit it to the Service Activities Division at International Headquarters by **September 30**. (Please note that forms without the appropriate authorizations will not be accepted.)

The district governor and YCE chairperson agree that the district will comply with all LCI Youth Camp and Exchange Program policies and guidelines, including those listed below:

- The district YCE chairperson will inform all Lions clubs in the district about the Lions International Youth Camp and Exchange Program.
- Initial communications between an interested sponsor club and a host club will be through the district YCE chairperson.
- The district YCE chairperson will ensure that the host club screens the host families and provides orientation to host families on the objectives and requirements of the program.
- The district YCE chairperson will ensure that the youth camp and exchange applicants are screened by the sponsor Lions club prior to their acceptance into the program, and given orientation once accepted.
- The sponsoring/hosting Lions club will verify and comply with local laws and customs dictating the provision of background checks of adults working with young people.
- The district YCE chairperson will communicate travel arrangements, insurance and indemnity requirements, and other needs to all involved parties in a timely manner.
- The district YCE chairperson will take appropriate measures to prepare for possible emergency situations.
- The district YCE chairperson will work with camp directors (if appointed) to ensure applicants and arrangements are in compliance with policy.
- To qualify for the designation "Lions International Youth Camp" a camping activity shall use the name "Lions" in its official title; be of at least one week in duration; involve youth from different countries; offer a schedule of activities to be determined by camp organizers, consistent with the program's objectives; and follow the YCE Program policies outlined in Chapter XXIII of the Board Policy Manual.
- The district YCE chairperson will report YCE activity annually to the Service Activities Division at International Headquarters using the online YCE Activity Report Form or an alternative method.
- The district YCE chairperson will work closely with the appointed multiple district YCE chairpersons (if appointed) to implement all policies and guidelines listed.

District Youth Camp and Exchange Chairperson Information:

(Contact information provided in this box will be included in the Youth Camp and Exchange Directory posted on the LCI website. Please inform the Service Activities Division if your contact information changes.)

District Number _____

First Name _____ Last Name _____ Member # _____

Street Address _____ City _____

State _____ Postal Code _____ Country _____

Preferred Phone _____ E-mail _____

I have reviewed and agree to follow all LCI Youth Camp and Exchange Program policies and guidelines.

YCE Chairperson Signature: _____ Date: _____



Youth Camp Information: *(Please inform the Service Activities Division if any camp details change.)*

Country, State/Province: _____

Official Camp Name (must include "Lions"): _____

Exact Camp Dates: _____ Application Deadline: _____

Age Requirements*: _____ Total Number of Participants Accepted: _____

(*Recommended ages are 16 through 22 per LCI board policy)

Camp Activities Will Include: _____

Official Language(s): _____ Camp Fees (if any): _____

Camp Website (preferably in the official language of the camp): _____

Travel Arrangements Information: _____

Other Information: _____

Camp Director Contact (if applicable):

First Name _____ Last Name _____

Street Address _____ City _____

State _____ Postal Code _____ Country _____

Preferred Phone _____ E-mail _____

Host Family Stay Information:

Is a host family stay part of the program? Yes No

If yes, please check one: Before camp? After camp? Exact family stay dates: _____

DISTRICT GOVERNOR USE ONLY

I have appointed the above Lion to serve as the District Youth Camp and Exchange Chairperson for the 2015-2016 fiscal year. I have also reviewed and agree that our district will follow all LCI Youth Camp and Exchange Program policies and guidelines.

Print Name

Signature

Date

Return by September 30 to:

Service Activities Division, Lions Clubs International
300 W. 22nd Street, Oak Brook, IL, USA 60523-8842 USA
Telephone: 630-571-5466 Fax: 630-571-1692
E-mail: youthexchange@lionsclubs.org