



General Policies

1. Committees of liaison officers shall be established to coordinate various aspects of Youth Camps and Exchange (YCE) at the district and multiple district levels where deemed appropriate and advisable. YCE committee members shall be appointed by the respective district governor or council of governors. Members of the multiple district YCE committee may include the sub-district youth camps and exchange chairpersons.
2. In districts or multiple districts where YCE programs extend beyond the end of the fiscal year, the YCE 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.
 - a. District governors and council chairpersons shall be encouraged to give every consideration to maintaining continuity in the YCE program from year to year, by wherever feasible, continuing the YCE chairperson in office.
 - b. When a change is made, to have complete records transferred by the chairperson to their successor.
3. To certify that the district or multiple district's YCE programs comply with the board approved policies, standards and regulations detailed below, the district or multiple district YCE chairperson role should be approved by the district governor and council chairperson in MyLCI.
4. Certified YCE programs and district and multiple district YCE chairpersons shall be posted on the association's website in the official YCE International Directory.
5. The General Liability Insurance program protects Lions club(s), district or multiple district engaging in the YCE program. It is recommended for YCE programs to ensure that the youth has appropriate insurance for travel and medical emergencies that may arise.
6. Personal Data Protection
 - a. It is generally recommended:
 - i. Where personal data about a minor is collected, parental consent must be obtained.
 - ii. Only information necessary to administer the exchange should be collected
 - iii. Once the purpose of the information has been fulfilled, the personal information should be destroyed, deleted and/or erased to prevent any misuse.
 - b. Consent
 - i. All application forms should disclose in clear and distinguishable language how and what personal data may be used. The YCE chairperson is responsible for complying with any local data privacy laws and protecting any information received for the purposes of the YCE program.

- c. To post pictures or videos taken during the youth's YCE experience on social media, it is encouraged to obtain written consent from the youth, or if a minor, the parents/guardians.
7. 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.

Youth Camps 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:
 - a. "To create and foster a spirit of understanding among peoples of the world."
2. The objectives of the program are:
 - a. Bring young people of different countries into meaningful contact with each other.
 - b. Facilitate the sharing of ideas, customs and cultural viewpoints.
 - c. Promote international understanding and goodwill, and to work toward the goals of world peace.
 - d. Develop leadership potential in youth.
 - e. Encourage respect in young people for the thinking of others.
 - f. Promote international travel.
 - g. 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 to preclude any element of personal profit or gain.
4. To qualify for the designation "Lions Clubs International Youth Camp," a camping activity shall:
 - a. Use the name "Lions" in its official title in compliance with policy requirements established by the International Board of Directors.
 - b. Be of at least one week in duration.
 - c. Involve the participation of youths from different countries.
 - d. Offer a schedule of activities to be determined by the camp organizers, consistent with the program's objectives.

b) Operating Procedures

1. Camp Sponsorship
 - a. A Lions club, district or multiple district, whether singly or jointly, may sponsor and organize a youth camp.
 - b. Camp sponsors, in making arrangements for a camp, should coordinate with the district or multiple district YCE chairperson where one has been appointed.
2. Promotion

- a. The promotion of each camp will be handled by its camp committee in conjunction with the district or multiple district YCE chairperson. The district or multiple district YCE chairperson should report the scheduled dates, location, the name and the official languages of the camp to Lions Clubs International. The above information will be compiled by Lions Clubs International and published on the association's official website and in other communications as appropriate.
- b. Contact information for district and multiple district YCE chairpersons is made available on the Lions Clubs International website for the purpose of announcing and promoting camps.

3. Program

- a. The details and theme of the camp program are the responsibilities of the camp organizers, whether a club, district or multiple district Lions. The theme of the camp program may relate to Lions activities.
- b. Although the format of the camp may, for example, include travel, focus on a cultural heritage, or be structured for the handicapped, every international youth camp may include such activities as:
 - i. Visits to historical sites, industries, educational and scientific institutions, religious centers or areas of environmental interest.
 - ii. Seminars and presentations on current events and issues.
 - iii. Visits to the homes of representative families.
 - iv. Discussions on pertinent issues among camp participants and with Lion leaders, as well as business, education and government representatives.
 - v. Presentations about the camp's host country through lectures, tours, seminars or other camp activities.
 - vi. Educational presentations by campers about their own country and culture.
- c. A variety of recreational activities.
- d. Camp activities and presentations should encourage an open discussion and debate of world events and issues, while avoiding the promotion of political or nationalistic positions.

4. Communications

- a. Camp organizers shall keep all concerned parties fully informed, including camp applicants and their parents or guardians and YCE chairpersons. Lions Clubs International should be contacted with any issues or concerns that may arise. All inquiries shall be responded to promptly.
- b. Initial communications between a club interested in sponsoring a youth at a camp and the camp organizers will be through the district and multiple district YCE chairpersons where appropriate. If contact information is unavailable, initial communications will be made through the district governor.
- c. If a stay with a host family is planned in conjunction with the camp, the name and contact information of the family are to be communicated to the youth participant, his parents or guardians, and the sponsoring district or multiple district YCE chairperson well in advance of the youth's departure from home to the camp.
- d. Where a youth camp is conducted separately from a district or multiple district's youth exchange program, the camp coordinator is encouraged to keep the respective district or multiple district YCE chairpersons informed of all travel and hosting arrangements made for each youth participating in the camp.

5. Youth Protection

- a. Host Lions shall operate their exchange programs in compliance with local laws and regulations governing youth protection.
- b. All Lions youth exchange programs shall strive to create and maintain a safe environment for all youth who participate.

- c. The YCE chairperson or Camp Director should develop procedures for reporting and handling incidents, such as allegations of abuse or harassment, and inform all adult volunteers about the district or multiple district's allegation response reporting guidelines.
- d. To the best of their ability, all YCE affiliates and volunteers must safeguard the youth they encounter and protect them from physical, sexual and emotional abuse.
- e. Take reasonable steps to ensure that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in physical, sexual or emotional abuse or harassment is prohibited from working with youth.
- f. Any adult involved in a YCE program against whom an allegation of physical, sexual or emotional abuse or harassment is made must be prohibited from all contact with youth in YCE program until the matter is resolved by the YCE chairperson, in coordination and consultation with LCI as needed.
- g. YCE chairpersons should establish crisis management procedures in the event of an emergency such as a natural disaster and/or civil or political unrest.

c) Selection of Youth Camps Participants

1. Each youth camp applicant must be sponsored or endorsed by a Lions club, regardless of whether the club will assist in financial arrangements or not. The application must be endorsed by the district and multiple district YCE chairpersons, where applicable. In areas where there is not an appointed YCE chairperson, the district governor chairperson shall sign. In undistricted areas or where youth camps and exchanges are not organized at the district or multiple district level, the signature of the Lions club President will suffice.
2. Prospective applicants may be selected by means of any of the following procedures:
 - a. Through organized competitions.
 - b. By nomination by a school or community organization.
 - c. On recommendation of a Lions club member.
3. Each applicant shall be personally interviewed by the sponsor Lions before an application is submitted to the YCE chairperson or committee.
4. The number of youths to be accepted into the camp will be determined by the camp organizers and announced in the YCE International Directory on the association's website. It is generally recommended that a camp have a minimum of 30 and a maximum of 60 youths.
5. Each camp committee will determine criteria for camp participants based on the following:
 - a. Age: Each youth should fit within the age limit of the particular YCE program in which they apply to;
 - b. Education: Youth's educational performance (or record) and special studies should be considered during the screening process;
 - i. Youth should have a sincere desire to broaden their education through an international experience.
 - c. Language Ability: Each youth should have fair communication skills in the official language of the desired YCE program;
 - d. Attitude: Youth should demonstrate maturity, open-mindedness, independence, confidence and desire to learn about the ways of life in different countries;
 - e. Health: LCI 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;

- i. 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.
 - ii. It is important that religious needs of the youth are communicated to all the coordinating parties.
 - f. Special Abilities: Certain skills such as musical or athletic ability may be required to gain admittance to a particular camp;
 - g. Character References: Youth should have at least two character references;
 - i. This is not required for all YCE programs.
 - h. Financial Ability: Financial assistance, where offered, should be given to youth with demonstrated financial need;
 - i. Previous Attendance: Preference should generally be given to youth who have not already participated in a YCE program;
 - j. Knowledge of the YCE Program: Familiarity with the YCE program, its purpose and objectives, by both youth and parents, is a must;
 - k. 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; and
 - l. Parents'/Guardians' Consent: The youth's parents/guardians must verify, in writing, their complete agreement with the YCE program policy.
 - i. 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.
6. Each individual desiring to attend a youth camp shall submit an application with a photograph of themselves to the camp committee. The application must be signed by the sponsor lions, and, in it, the applicant must agree to the purpose and requirements of the camp. The application must also be endorsed by the district or multiple district YCE chairperson as applicable.
7. Camp organizers shall determine whether children of Lions club members are eligible to participate. Eligibility shall be announced in the camp's promotional materials.
8. Youth camps are not to accept applicants solely in order to fill quotas, to meet host family availability or to promote tourism.
9. Campers may be required to adhere to rules in addition to those set forth by this policy.

d) Camp Leadership

1. Camp leadership includes Lions and Leos who, together with the camp committee, plan and promote the camp, as well as professional youth workers who have experience relevant to the nature of the camp.

e) Orientation

1. All camp participants, young and adult, shall strive to be ambassadors of goodwill to create and foster a spirit of understanding among peoples of the world.
2. The sponsoring Lions shall provide all participants with information pertaining to government regulations concerning passports, visas, inoculations, insurance and customs regulations.

3. The laws of the host country and its juvenile code, especially those pertaining to the areas of use and possession of weapons, alcoholic beverages and drugs, shall be explained to all camp applicants.
4. An orientation meeting for youth participants and, if possible, their parents/guardians is recommended to explain the purposes and objectives of the camp, of Lionism and to review in detail all items pertaining to the youth's stay at the camp.

f) Travel Arrangements

1. All travel arrangements for youth camp participants from home to the camp and return shall be the responsibility of the sponsoring Lions.
2. Group travel shall be arranged only to further the objectives of the program. Group travel shall not be planned to fill quotas or promote tourism. Charter flights, if utilized, shall be arranged only with well-established airlines with excellent international experience.
3. Lions Clubs International shall not plan nor be responsible for travel arrangements.
4. The applicant's travel arrangements should be provided to the camp committee at least three weeks before departure to the camp.
5. Unavoidable changes or cancellations shall be communicated immediately to the camp committee. As a way of reducing the number of last-minute cancellations, the camp committee may require the payment of a guarantee fee to ensure commitment to the youth camp. Alternate applicants shall be as well qualified as the original applicants.
6. All travels groups must have proper adult supervision.
7. Extended personal travel by youth camp participants or leaves of absence from the camp, 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: parents/guardians of the youth, sponsoring Lions clubs, sponsoring YCE chairperson, host YCE chairperson, camp director, host Lions club and host family (if applicable).

g) Financial Arrangements

1. Sponsoring Lions
 - a. All costs related to travel of the youth camp participant from their home to the camp and return shall be the responsibility of the sponsor Lions. These costs may be paid by the club, from district/multiple district funds if available, by the youth, by the youth's family, a benefactor or some combination of these sources.
 - b. Costs related to travel include actual round-trip fares, insurance, airport service fees, customs duties and any layover or overnight costs incurred en route.
 - c. All youths attending the camp must have prepaid return tickets with reservations, as well as necessary passports, visas and required health certificates.
 - d. The youth's parents or guardians shall be informed of their responsibility for any unexpected or emergency costs requiring immediate payment by the hosting Lions.
2. Host Lions
 - a. All costs related to board and lodging at the camp and to hosting of the youth while attending the camp shall be the responsibility of the host Lions.

- b. Costs related to the camp will vary according to the program planned, travel involved, campsite selected and other factors, but should be kept to a reasonable minimum. Methods of financing youth camps may include:
 - i. A voluntary contribution by each club in the host district or multiple district.
 - ii. An assessment of each club in the district or multiple district by action of the district or multiple district convention.
 - iii. Distribution of expenses among several cooperating clubs.
 - iv. Voluntary contributions from benefactors.
 - v. Reasonable contributions for special cultural and educational activities that are part of the camp experience provided by host club.
 - c. Since host families, where involved, provide room and board, the host Lions should pay or reimburse any planned expenses incurred by such families during the visit of the participating youth. Each host family shall meet with the host Lions to reach an agreement on those planned expenses, which the host Lions will reimburse. These planned expenses may include local transportation for such activities as sightseeing, fees for visitors' attractions or entertainment events, restaurant meals, etc.
3. Youths attending the camp shall have personal funds sufficient for incidentals, minor medical costs, souvenirs or possible social activities not planned by the hosts.
 4. Lions Clubs International shall not be responsible for any financial arrangements.

h) Insurance and Indemnity

1. The Youth Camp Program and its participating affiliates are covered by the general LCI insurance liability. Meaning, LCI's general liability insurance would likely respond in the event a YCE chairperson or program affiliates were deemed legally liable for damages to another party.
2. It is the responsibility of the sponsor YCE chairperson and sponsor Lions 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.
 - a. This is important to determine before the youth travels. The sponsor YCE chairperson, the host Lions, sponsor Lions and the host family should evaluate whether there is a need for more insurance based on the risks involved with planned activities.
 - b. 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.
3. Regardless of whether or not more insurance is required, the youth must provide the host YCE Chairperson, 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.
4. The sponsor Lions may want to consider securing a release of liability from each youth or, if a minor, from the youth's parents/guardians.
 - a. This should be part of the youth participant application.

5. If a multiple district, district or club is hosting an international camp, the host YCE chairperson should do research to secure separate insurance coverage for the camp itself, Lions involved or host families depending on the activities of the camp or exchange.
 - a. Costs of such insurance coverage could be reimbursed to the camp organizers through camp fees.

i) Emergency Situations and Procedures

1. The sponsoring Lions assume responsibility for the youth during travel to and from the camp. The host Lions are responsible while the youth is staying in the host country and is at the camp.
2. Unauthorized Campers: Camp organizers shall not be obligated to extend hospitality or further travel arrangements for unauthorized campers, whether these be individuals or groups.
3. Personal Requests: Participating youth may not request to be enrolled in school, trained or employed. Requests for long-term boarding and lodging or the right to operate motor vehicles should also be denied.
4. Accident or Illness: Any illness or accident involving a camper shall require the prompt attention of the camp Director and local Lion officers. In the event of serious illness or accident, every effort shall 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 participants must have included in their application written permission from parents/guardians for any necessary medical or surgical treatment in the event parents/guardians cannot be reached during an emergency. Each camp is required to make arrangements for medical care and to have a licensed physician available.
5. Disciplinary Action: Each camp shall reserve the right to terminate the youth's participation in the camp for reasons of misconduct. In the event of disciplinary action resulting in expulsion of the camper, the parents/guardians of the youth shall be advised of this action and shall assume responsibility for any expense involved.
6. In the event that immediate payments have to be made for the youth concerning unexpected, substantial costs, the youth's parents/guardians and the sponsor Lions shall be informed immediately and agreement reached as to how these costs will be covered.
7. Crisis management procedures should be established in the event of an emergency such as a natural disaster and/or civil or political unrest.

j) Youth Exchange

1. This policy shall also apply in instances where an international youth camp is combined with a youth exchange involving family hosting.

Youth Exchange Policy

a) Purpose and Objectives

1. The Youth Exchange Program was authorized by the Lions Clubs International Board of Directors in early 1961, for the purpose of furthering the first objective of Lionism:
 - a. "To create and foster a spirit of understanding among the 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 promote international travel.
 - g. To provide a range of activities that promotes a healthy learning experience, both physically and intellectually.
3. These objectives apply to the participating youth, the sponsor and host Lions clubs and the host families. All participating parties shall conduct the program and themselves so as to preclude any element of personal profit or gain.

b) Operating Procedures

1. Communications
 - a. Good communications are absolutely vital to operations of the Youth Exchange Program. 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 favorable or not, or to be decided at a later date.
 - b. Initial communications between an interested sponsor club and host club will be through the district or multiple district YCE chairperson. If contact information is unavailable, this communication will be sent to the respective district governor or council chairperson. A sponsoring club, district or multiple district is a club, district or multiple district sending a youth exchange visitor to another country. A host club district or multiple district is a club, district or multiple district receiving a youth exchange visitor.
 - c. It will be the duty of the host Lions to advise in the first communication detail of the program that will be conducted during the youth exchange visit.
 - d. Each youth applicant shall include with their application a personal letter of introduction to the prospective host family, containing information on their: interest, studies, and hobbies; family members and their occupation; home community; previous travel; expectations for the exchange; dietary, health or religious requirements. The letter shall be written in the language agreed upon as the language of communication for the exchange.
 - e. The host family shall include, with its application to participate in the program, a letter of introduction which shall be communicated by the host Lions to the exchange visitor and their Lions sponsors at the time of the youth's acceptance. The letter shall be written in the language agreed upon as the language of communication for the exchange.
 - f. Each youth exchange applicant must be sponsored or endorsed by a Lions club, regardless of whether the club will assist in financial arrangements or not. The application must be endorsed by the district and multiple district YCE chairperson, where applicable. In areas where there is not an appointed YCE chairperson, the district governor or council chairperson shall sign. In un-districted areas or where YCE programs are not organized at the district or multiple district level, the signature of the Lions club president will suffice.
2. Youth Protection

- a. Host Lions shall operate their exchange programs in compliance with local laws governing youth protection.
- b. All Lions youth exchange programs shall strive to create and maintain a safe environment for all youth who participate.
- c. The YCE chairperson should develop procedures for reporting and handling incidents, such as allegations of abuse or harassment, and inform all adult volunteers about the allegation response reporting guidelines.
- d. To the best of their ability, all YCE affiliates and volunteers must safeguard the youth they come into contact with and protect them from physical, sexual and emotional abuse.
- e. Ensure that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in physical, sexual or emotional abuse or harassment is prohibited, by the YCE chairperson, from working with youth in a YCE context.
- f. Any adult involved in a YCE program against whom an allegation of physical, sexual or emotional abuse or harassment is made must be prohibited from all contact with youth in YCE program until the matter is resolved by the YCE chairperson, in coordination and consultation with LCI as needed.
- g. YCE chairpersons should establish crisis management procedures in the event of an emergency such as a natural disaster and/or civil or political unrest.

c) Selection of Youth Exchange Applicants

1. All applicants shall be thoroughly screened by the sponsor Lions club prior to acceptance.
2. Screening factors to be determined by the sponsor Lions club:
 - a. Age: Each youth should fit within the age limit of the particular YCE program in which they apply to;
 - b. Education: Youth's educational performance (or record) and special studies should be considered during the screening process;
 - i. Youth should have a sincere desire to broaden their education through an international experience.
 - c. Language Ability: Each youth should have fair communication skills in the official language of the desired YCE program;
 - d. Attitude: Youth should demonstrate maturity, open-mindedness, independence, confidence and desire to learn about the ways of life in different countries;
 - e. Health: LCI 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;
 - i. 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.
 - ii. It is important that religious needs of the youth are communicated to all the coordinating parties.
 - f. Special Abilities: Certain skills such as musical or athletic ability may be required to gain admittance to a particular YCE program;
 - g. Character References: Youth should have at least two character references;
 - i. This is not required for all YCE programs.

- h. Financial Ability: Financial assistance, where offered, should be given to youth with demonstrated financial need;
 - i. Previous Attendance: Preference should generally be given to youth who have not already participated in a YCE program;
 - j. Knowledge of the YCE Program: Familiarity with the YCE program, its purpose and objectives, by both youth and parents, is a must;
 - k. 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; and
 - l. Parents'/Guardians' Consent: The youth's parents/guardians must verify, in writing, their complete agreement with the YCE program policy.
 - i. 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.
3. The YCE committee shall determine whether children of Lions club members are eligible to participate. Eligibility shall be announced in the exchange's promotional materials.
 4. Each host club may require adherence to rules in addition to those set forth in this policy.
 5. 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/guardians are familiar with the rules of the program, and agree to abide by said rules and the objectives and purposes of the program.
 6. Travel Quotas/Host Family Availability: The sponsoring Lions are not to accept applicants solely in order to fill group travel quotas or host family availability.
 7. Admission Requirement: The sponsor Lions are not to admit applicants into the program, or make travel arrangements for them, until host families have been arranged.

d) Selection of Host Family Applicants

1. Potential host families are to be screened by the host Lions. 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, open-mindedness, tolerance and ability to communicate and/or deal wisely with youth.
 - 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 Program and Policy: Familiarity of host family members with the Youth Exchange Program and Policy, its purpose 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 objectives of Lionism, and on the Youth Exchange Program and Policy especially.
 - e. Living Conditions: Need not be luxurious but should be adequate to accommodate an additional person in the home without undue discomfort or financial burdens.
 - f. Family Preferences: Determine family attitude concerning the youth's nationality, language, religion, gender, age; any special interests should be determined during the screening interview.

2. Travel Quotas: Host Lions are not to select host families simply to fulfill a quota.

e) Hosting a Youth Exchange Visitor

1. Receiving a youth exchange visitor is an activity and the responsibility of the host Lions. These responsibilities include arrangements for the youth's arrival and departure, their welfare, and their social and cultural entertainment throughout the visit.
2. In the case of problems or incompatibility between host family and youth, appropriate host Lions must be prepared to tactfully 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 Lions. If the decision is reached to return the youth to their home, whomever may be at fault, arrangements are to be made by the appropriate host Lions.
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 their own home and family but should be kept natural for the hosts. Learning customs and lifestyles is an objective of the exchange.
5. Cultural Preparation
 - a. It is an obligation of both host and sponsor Lions conducting a youth exchange, and of the adult and youth participants, to familiarize themselves with customs and expectations of the countries and peoples involved, especially those of the host country.
 - b. Government regulations concerning passports, visas, inoculations, insurance and customs shall be explained in detail by the sponsor Lions.
 - c. The youth visitor shall be made aware that they are 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 sponsor Lions clubs.
2. Group travel arrangements must be for purposes of furthering objectives of the program. 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 Clubs International 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 sponsor 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, they 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 plus accommodations and internal expenses within

the host country for persons requested by sponsor Lions to act as group leaders shall be the responsibility of the sponsor Lions.

7. Extended personal travel by youth exchange visitors, even if it is to visit close friends or relatives, is not allowed unless written permission has been obtained at least one month in advance from each of the following parties: youth's parents/guardians; sponsor Lions club, district or multiple district; sponsor YCE chairperson; host YCE chairperson; host Lions club, district or multiple district; and host family.

g) Insurance and Indemnity

1. The Youth Exchange Program, as a program of a Lions club, district or multiple district, is insured under the General Liability Insurance (GLI) Program. Meaning, LCI's general liability insurance would likely respond if a YCE chairperson or program affiliates were deemed legally liable for damages. The GLI policy does not generally respond in accidents or emergencies. Therefore, accident insurance, travel insurance, medical insurance or other coverage may be necessary.
2. It is the responsibility of the sponsor YCE chairperson and sponsor Lions 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.
 - a. This is important to determine before the youth travels. The sponsor YCE chairperson, the host Lions, sponsor Lions and the host family should evaluate whether there is a need for more insurance based on the risks involved with planned activities.
 - b. 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.
3. Regardless of whether or not more insurance is required, the youth must provide the host YCE Chairperson, 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.
4. The sponsor Lions may want to consider securing a release of liability from each youth or, if a minor, from the youth's parents/guardians.
 - a. This should be part of the youth participant application.

h) Financial Arrangements

1. Sponsor Lions
 - a. All costs related to travel of the exchange visitor, from their home to their host community and return, shall be the responsibility of the sponsor Lions.
 - b. Travel costs may be paid by the club, from multiple district/district funds (if available), by the youth and/or their family or some combination of these sources.
 - c. Costs related to travel include actual fares, insurance, airport service fees, customs duties and any layover or overnight costs en route.
2. Host Lions
 - a. All costs related to board and lodging and hosting of the youth shall be the responsibility of the host Lions.

- b. Since host families provide room and board, the host Lions should pay or reimburse any planned expenses incurred during the visit of the exchange youth.
- c. Each host family shall meet with the Host Lions and reach agreement as to those activities for which the host club will provide reimbursement for expenses incurred.
 - i. Such planned expenses include sightseeing or other local transportation, fees for visitors' attractions or entertainment events, restaurant meals, etc.

3. Exchange Youth

- a. Each youth shall have personal funds for incidentals, minor medical costs, souvenirs or possible social activities not planned by the hosts. Host Lions may suggest a specific amount of personal funds for exchange youth to have on hand.

i) Emergency Situations

1. Responsibility for the exchange youth is assumed by sponsor Lions during travel, and by host Lions during their stay in the host country and community.
2. Emergency situations have been extremely few; nevertheless, they do occur. The following distinctions are made with respect to areas of responsibility:
 - a. Unexpected Visitors: No Lions club can be held responsible for extending hospitality or furthering travel arrangements for unexpected visitors, individually or in groups.
 - b. Unwarranted Personal Requests: Requests for school enrollment, training or employment, long-term board and lodging and the operation of motor vehicles are prohibited.
 - c. Accident or Illness: Illness of an exchange visitor will require the attention of the host family and the host Lions. In case of serious illness or accident, every effort should be made to contact the youth's parents/guardians immediately, and to provide them with diagnosis and recommendations determined by a doctor. All youth must have in their possession written parental/guardian permission for any necessary medical or surgical treatment.
 - d. 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 their home.
 - e. Replacement Host Family: If an assigned host family withdraws from the program after a commitment has been made to host an exchange visitor, it shall be the obligation of the host Lions to provide for a qualified replacement host family. The host Lions shall make every effort to avoid canceling an exchange visit.
 - h. Crisis Situations: Crisis management procedures should be established in the event of an emergency such as a natural disaster and/or civil or political unrest.

j) Emergency Financial Procedures

1. Unexpected, substantial costs requiring advance payments shall be the ultimate responsibility of the youth's parents/guardians. They shall be so informed prior to acceptance of the youth.
2. If any such situations shall arise, the position of the parents/guardians and sponsor Lions shall be sought immediately. Only thereafter shall the host Lions consider contributing to or advancing the same.

3. 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 sponsor Lions, detailing the amount of expense, or suggested portion thereof, which they feel should be reimbursed.
4. All involved parties should endeavor to resolve the reimbursement question in the spirit of complete fairness, understanding and goodwill.

Top Ten YCE Chairperson Award

a) The Top Ten YCE Chairperson Award shall be granted according to the following rules:

1. A nomination form and complete report shall be received at Lions Clubs International by August 15.
2. Top Ten YCE chairpersons will not be selected by the Service Activities Committee until the following October board meeting.
3. Following are guidelines for information to be included in the above report:
 - a. Number of total youth were hosted in the D/MD youth camp(s) and exchange(s).
 - b. Number of countries were represented amongst these youth.
 - c. Number of Lions clubs participated in planning and hosting?
 - d. Number of total youth were sponsored by the D/MD to attend youth camp(s) and exchange(s) abroad.
 - e. Number of countries were youth sent to.
 - f. Number of Lions clubs sponsored youth.
4. Nomination forms and chairperson's reports will be accepted by email (youthexchange@lionsclubs.org) at the Lions Clubs International.
 - a. Attachments may include newspaper clippings, photographs or other special exhibits.
5. The immediate past council chairperson may nominate one candidate from the multiple district.
 - a. This candidate can be a multiple district chairperson, or a district chairperson from that multiple district, allowing one nomination from the multiple district.
6. The immediate past district governor may nominate one candidate.
7. A multiple district with 15 or more sub-districts is allowed two nominations per year.
8. Candidates must have been officially reported in MyLCI as a district or multiple district YCE chairperson to Lions Clubs International to be considered.
9. The Top Ten YCE Chairperson Award shall be presented to each winner at a suitable, prestigious occasion by the highest ranking Lion officer available.

Youth Exchange for Political Purposes

1. It is expressly prohibited to use the YCE program, its contacts or functions, for political purposes.