



YMCA OUTBOUND PROGRAMS

(Programs Exiting the U.S.)

Host Site Manual

_____ 2010 _____



“Changing our World... One Life at a Time”

 **New York City's YMCA**
We're Here for Good.

Revised August 10th, 2009

INTERNATIONAL YMCA

Providing International Exchange Programs and Services since 1911

Aloha YMCA Outbound Programs Host Site:

Thank you for choosing to work with the International YMCA!! We recognize you have many options and are very grateful for your business and partnership.

Annually, the International YMCA sends roughly 150 youth and adults abroad to participate in service, cultural exchange, and educational programs, in addition to sponsoring over 5,000 students from over 84 countries around the world to experience living and working in the US as a J-1 Exchange Visitor.

The role host-sites play in the experience participants have is a powerful one. As an International YMCA Overseas Host Site, you have the opportunity to empower, inspire and positively impact the youth and adults you host.

The International YMCA is committed to providing the highest possible level of service and support to our host-sites and program participants. Currently, there are three outbound programs which you may apply to host groups/volunteers from:

The **YMCA Global Teens Program** is a leadership development program which engages teens in the powerful adventure of international travel. Program elements include meaningful service projects, youth to youth interaction, home stays (where applicable), and awareness of cultural and social issues. Groups travel primarily during the months of June and July. Host sites must be YMCAs.

YMCA Go Global is a voluntary service and capacity-building program that places skilled American adults (18+) at YMCAs around the world. Go Global volunteers fully immerse themselves in the culture of their host country and assist YMCAs or other agencies/organizations in capacity building, and self-sufficiency. Group and individual placements/programs are available.

The **YMCA Study Tour Program** offers opportunities for YMCA staff, community leaders, volunteers and interested professionals to visit destinations of interest, in an experiential, networking-oriented, short-term travel program, designed to educate and expose participants to our global community, while learning about the YMCA's impact on an international level.

Office hours are Monday through Friday
10:00 am to 5:00 pm (Eastern Standard Time)

From Abroad: **+1-212-727-8800**

Toll Free (*from within the US*): **1-888-IPS-YMCA** (1-888-477-9622)

Fax: **+1-212-724-2344**

24-Hour Emergency Cellular (Director's Cell): **+1-646-996-3108**

24-Hour Emergency Cellular (Branch Phone): **+1-917-841-4498**

(Available during non-business hours)

If you have questions about any information provided in this manual, need clarification, or would simply like to chat, please feel free to contact us. We also appreciate feedback and suggestions as we look to continually improve the programs and services we provide you.

We are here to assist you in any way possible!!

Yours in service,

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Benefits of Working with the International YMCA:

- Value driven programs and participants aimed at promoting cultural education, global consciousness, awareness of social issues, intercultural communication, peer to peer interaction, peace & understanding through international exchange programs.
- Health Insurance for all participants is covered and facilitated through Nationwide by the International YMCA/YMCA of Greater New York for the duration of the program period.
- All participants are interviewed, screened and receive adequate orientations regarding culture, international travel, group dynamics and safety tips by the International YMCA prior to arriving with you.
- 24-Hour emergency support is provided via a branch emergency cellular (+1-917-841-4498) which is accessible by all program participants and overseas host-sites at any time.
 - In addition, the program Director can be reached via a mobile unit for additional assistance and support
- Y to Y Partnerships can be developed or strengthened through hosting a youth group, study tour or volunteer/group from a YMCA in the US that your YMCA or organization is interested in partnering with.
- Connection to a world-wide network of YMCAs dedicated to community development, personal empowerment and facilitating need based, value-oriented programs in more than 124 countries around the globe.
- The International YMCA will arrange all airline travel for groups (Study Tours, Go Global Group Programs, and Global Teens), and assist participants in making their own travel arrangements (for Go Global).
- Possibility of serving as a designated 'Recruitment Officer' (RO) for our J-1 "Inbound" programs:
 - Summer Work & Travel
 - ICCP – International Camp Counselor Program
 - Internship
 - Trainee

For more information on these amazing J-1 Exchange Visitor programs, please contact:

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Director of International Relations
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rmarquez@ymcanyc.org

Expectations of Host Sites:

- Maintain **open and consistent communication with International YMCA** staff during the course of pre-program preparation and budget development, during the actual program period and through the end of the evaluation stage.
- Provide participants with **appropriate & secure room and board** for the duration of the agreed-upon program period.
 - For Group programs, trip leaders should ideally have their own rooms.
 - Global Teens accommodations should always be within the same building/floor if possible.
 - Housing/accommodation should be in a safe and secure neighborhood/location and within easy commuting distance to the work-site or host YMCA/organization offices.
- Develop and facilitate **comprehensive program orientation** for groups/volunteer and conduct within 24 hours of arrival into the host country. Orientation should include:
 - Cultural norms/niceties – be up front and honest
 - General overview of work done by YMCA/agency
 - Host Site Emergency Contact information
 - Detailed emergency procedures of the host site/country
 - Nearest hospital, police station, dentist (approved and vetted in advance by host site personnel)
 - How to navigate the city/area using public transportation
 - Basics in the primary spoken language of the city/region/country
 - "Do's and Don'ts" of the host country/region
 - Fact sheet should also be compiled by host-site and submitted to the International YMCA for inclusion in pre-program training.
 - Warnings of behavior that is dangerous or unacceptable in the host country/city
- Provide a **dedicated "Program Coordinator/Project Manager"** to oversee the group or individual for the duration of the program. The Coordinator/Manager should be a full-time YMCA staff person with international (and youth) work experience and a good understanding of cultural communication, risk management and group facilitation.
 - Ensure continuous supervision of the volunteer/group for the duration of the program
- Inform the International YMCA **within 12 hours** (via emergency cellular numbers provided) **if the group or volunteer does not arrive** as scheduled.
- Ensure that all program activities and related staff/volunteer **operate in accordance with YMCA values**, the program policies outlined in this manual, and the **laws of both the United States of America and the host country**.
 - Guarantee that adequate program supplies, food/water, and necessary/requested resources are available to group members, trip leaders or volunteers throughout the program.
 - This may include:
 - Regular Internet Access
 - Regular access to a phone capable of making international calls (land or mobile)
 - Transportation to and from the work-site/program activities
- Ensure appropriate and **adequate vetting and screening of all overnight accommodation locations**, activity sites, and other locations visited by the group or volunteer prior to a visit by the group/participant.
- Ensure adequate and **appropriate screening** (criminal history, background check, drug testing) of the **host site program officer/project manager and all staff/volunteers** who will work directly with the group or Go Global volunteer.

- Identify and **develop relationships/understanding with local hospitals**, a primary care physician and **dentist** should the need arise to get consultation on medical issues/accidents involving program participants.
 - Names, credentials and contact information for the hospital, dentist and physician should be kept on file with the Host Site/YMCA and submitted to the International YMCA upon request.
 - **Ensure timely and adequate access to appropriate medical facilities for all program participants.**
- Ensure all **transportation companies** utilized to host groups/volunteers are satisfactorily vetted to ensure the safety of all group/volunteers, and can provide proof of insurance, driving records, etc. upon request of the International YMCA.
- Develop and implement appropriate and invigorating **program itinerary for group participants or volunteers**. Please see detailed descriptions and program specific guidelines below.
- Inform the International YMCA (and Group Leaders/Go Global Volunteer) of **any expenses not covered** by the host site budget or provided by the host site for the volunteer at least 30 days prior to the group's scheduled arrival date.
- Ensure a detailed **comprehensive emergency plan is in place** in the event of the following occurrences:
 - Natural Disaster (Flood, Earthquake, Hurricane, Tsunami, etc.)
 - Terrorist Attack (Within country, and locally – within 100 miles of host site offices/housing)
 - Growing political/government instability
 - Direct threat made to American citizens
 - Other unforeseen disasters or occurrences
- All host sites must complete and return page 8 of this Manual ("Emergency Protocol Information Sheet") with the Signed Agreement before being considered as an International YMCA 'Outbound Programs' Host Site.
- Host Sites are requested to inform the International YMCA immediately if they **anticipate cancelling hosting arrangements** for any International YMCA Program. The International YMCA reserves the right to require all fees paid to be returned.

Visas and U.S. Embassy Relations:

- Generally, groups of U.S. citizens traveling for a period of 30 days or less does not require a visa. However, all **host-sites are required to provide information** to the International YMCA of any **country (or region/city-specific) guidelines regarding necessary visas**, or other government documentation or permission needed for travel.
- The International YMCA registers all individuals or groups traveling abroad with the U.S. Embassy nearest to the travel destination in the host country.
 - However, all host-sites are required to develop a relationship with key officials in the U.S. embassy nearest to them to help facilitate effective communication in the event of a natural disaster, terrorist attack, or other unforeseen occurrences.
- Host Sites are required to **communicate any change in organizational or political stability** of either the host organization, local, regional or national government to the International YMCA immediately, as this may affect the decision to send groups/volunteers, and may require emergency extraction of volunteers/groups.
- The International YMCA **reserves the right to cancel arrangements** for any volunteer/group at any time due to concerns related to the safety or security of our volunteers, groups or staff.

Program Specific Guidelines/Requirements:

Global Teens: Group itineraries should be age-appropriate (13 to 15 or 15 to 18) and consist of a balance of the five program elements listed below. Ideally, trip itineraries are developed and designed by the host YMCA coordinator who will also be "on-site" with the group during the actual program. The program **should also center around a specific 'social issue'** which serves as the focus of major service projects for the group locally in NYC and while abroad.

- **Teen to Teen Interaction:** (25%) Teens should be able to actively engage with their counterparts within your YMCA. Activities should be developed to facilitate:
 - Cross cultural communication
 - Compare and contrast similarities and differences of "daily life"
 - Discussion of issues facing youth in host country
 - Overview of existing youth/teen programs offered by host YMCA
 - Opportunities for social interaction
 - Visit with families in a group setting (outside the home, and with presence of project coordinator/Global Teens Trip Leaders)
- **Meaningful Service:** (25%) Host Sites are requested to organize a meaningful, time & age-appropriate and tangible service project or opportunity for the group. This could be done in conjunction with youth/teens/families from the host YMCA/community. **Ideally the service project will focus around the 'social issue'** agreed upon by the International YMCA & the host site. Potential projects should benefit the larger community and can include:
 - Light construction/refurbishing of schools, classrooms, activity areas, playgrounds, program offices, community gardens, etc.
 - NOTE: Host Sites are responsible to ensure proper safety equipment is provided. This cost should be factored into the overall program budget.
 - Direct service with younger children (3 years +) in recreational, academic or camp settings (project goals should be outlined and social background of children served should be communicated to teens prior to engaging in the project).
 - English language instruction (must be communicated to program staff so teens can be trained in basic techniques prior to arriving in the host country).
 - Other culturally and country-specific activities identified by the host-site
- **Cultural Activities:** (20%) Host YMCAs are asked to schedule and/or facilitate activities designed to expose teen participants to the intricacies and unique nature of the host country's cultural and historical background.

- This should be done in a non-academic setting giving teens an opportunity to actively engage in learning about the host culture.
- Basic, but non-assertive exposure to the religious diversity within the host country is also recommended.
- These activities should be “hands on”, interactive and activity based.
- **Educational Activities:** (15%) Host YMCAs are asked to facilitate a small number of education experience oriented around:
 - Language – giving participants a basic knowledge of most commonly spoken language(s)/dialect(s)
 - History of host YMCA – how did it begin, what programs and Services does it provide, where does the majority of funding come from, etc.
 - Social issues – what are the primary social issues facing your people/country today? What is the YMCA doing to try to address these? What is the root of these issues?
 - Government – what type of government does your country have, how long has this form been active, and how does it work?
 - How are the current relations between the host country and the United States? What historical events/occurrences caused this?
- **Social Activities:** (15%) As is the case with all teen programs, elements geared toward fun, fellowship and social interaction should be woven into the program itinerary. These elements should be intentionally placed in the itinerary to provide a balance to the other “heavier” aspects of the program, but should NOT become the main focus of the itinerary.

Study Tours: This program is designed as a tour/educational opportunity for YMCA professionals, volunteers, board members and other friends of the movement from the U.S./Canada to learn, observe and experience the amazing and inspiring work done by YMCA colleagues around the world while networking with colleagues and laying foundations for new partnerships and business development.

- Program itineraries should be designed to include a balance of:
 - YMCA branch/program site visits
 - Visits to points of tourist-focused interest
 - Meetings with key YMCA staff, board members, volunteers and other interested parties
 - Opportunities for networking and relationship building with YMCA staff, volunteers
 - Social activities
 - Free time for exploration and adventure

Go Global: Program itineraries (for groups) or job duties/descriptions (for individuals) should be prepared with the input of the participant and guidance from the International YMCA. Host sites must demonstrate the capability to provide a positive and meaningful experience to volunteers in line with the mission of the YMCA and the goals of the Go Global program. Sites are requested to submit:

- **Detailed job descriptions** of what type of work prospective volunteers would be engaged in while with your YMCA/organization.
- **Pictures of work-site/office locations, housing** and other relevant images should be shared with the YMCA/prospective volunteer to ensure a clear picture of living and working conditions is communicated prior to the volunteer’s arrival with you.
- Go Global Volunteers should be seen as program participants and not “extra hands” to get things done.
 - Volunteers expertise, interests and talents/skills should be utilized in the development of their job/training plan.
 - Volunteers should not be requested (or required) to work more than 40 hours per week.
- Host Sites are requested to consult with International YMCA staff prior to allowing a volunteer to either shorten or extend the length of their program/volunteer commitment.
- Host Sites are requested to provide all (individual) volunteers with a **detailed personal evaluation** consisting of the following elements:
 - Personal performance – did the volunteer fulfill the duties requested of them?
 - Cultural communication – was the volunteer able to adapt to the cultural and organizational norms of the host country, host organization and co-workers/peers?
 - Personal Growth – does the volunteer feel they grew personally from the experience with the host YMCA/agency? If so, how?
 - Specific skill development – what skills/knowledge did the volunteer gain in working with the host YMCA/agency?
 - Challenges & Opportunities – what are some areas where the volunteer had trouble and how can they improve for future international/service experiences? (be as specific as possible)
- **Evaluations should be discussed with the volunteer prior to their departure from the host country** and a copy sent to the International YMCA to be kept in the participant portfolio. This is to help ensure that the participant receives helpful feedback to facilitate growth and development from their experience.

Payment & Finance:

- **No payments are made** to host-sites sponsoring **Go Global** placements (group or individual) as the reward/benefit to your agency/organization is a committed, energized volunteer trained and supported by the International YMCA to help and assist in the good work your agency accomplishes. Exceptions are made at the discretion of the Program Director.
- **Payment schedule for Global Teens and Study Tours** Host Sites shall be as follows:

- The final budget will be negotiated by the Host Site Project Director and the International YMCA Program Director. Once approved, payments will be made to the host-site in the following schedule:
 - 50% of payment will be sent at least 30 days prior to the group's intended arrival date (pending extenuating circumstances)
 - The final 50% of payment will be sent within 7 to 10 business days of the group's return to the United States.
 - **All payments will be sent via wire transfer** unless this is not possible. Please provide your YMCA/company's current wire transfer information to our staff.
- If your site will require a different payment schedule, please inform us as soon as possible.
- **All budget submissions should be submitted as follows:**
 - Each cost should be explained and broken down with as much detail as possible, and submitted in US\$:
 - **EXAMPLE BUDGET:**
 - Food: \$8/day X 17 (13 teens, 4 adults) X 14 days = US\$1,904
 - Airport Shuttle: \$2.50/person X 17 people X 2 ways (round trip) = US\$85
 - Kantoke Dinner & Celebration: \$10/person X 17 people = US\$170
 - Daily Transportation: \$8/person X 17 people X 14 days = US\$1,904
 - Bahia-by-Night Dinner & Show: \$12/person X 17 people = US\$204
 - Lodging: \$15/day X 15 teens (2 adults free) X 14 days = US\$3,150
 - Operating/Administrative Support = US \$1,500
 - TOTAL PROGRAM EXPENSES CHARGED TO INTERNATIONAL YMCA = US\$8,917
 - Host Sites are able to include administrative or operation costs, to be **no more than 15%** of the overall program budget submitted.
 - If revenue generated by hosting a Study Tour or Global Teens group will go toward a specific social service program (i.e. street child project, HIV/AIDs prevention, youth programs, community development, etc.), please indicate this on your budget proposal in as much detail as is possible.
 - Host Sites will be selected based on the ability of each site to provide a meaningful and powerful experience for participants at a reasonable and realistic cost.
- **Financial Guidelines:**
 - **Global Teens:** Based on program fee calculation, host YMCAs are requested to design itineraries at a cost of no more than \$700/participant for a 10 day to 2 week experience geared toward teens.
 - **Study Tours:** Based on program fee calculation, the International YMCA is able to pay no more than \$1,200 per participant to host YMCAs for a 10 day to 2 week experience geared towards YMCA professional staff, volunteers and board members.
 - **Go Global:** Host Sites are asked (but not required) to pay a stipend of some form to volunteers staying longer than 3 months to help cover some living costs while abroad.
 - Go Global Volunteers may NOT be paid hourly wages.

YMCA of Greater New York Youth Program Standards (for Global Teens):

- As a branch of the YMCA of Greater New York, all teen programs operated by the International YMCA must comply with association Teen standards.

Youth Program Philosophy:

The YMCA prepares youth for success in life through programs that build self-esteem and teach important life skills using an assets-based approach. They YMCA believes that building competence and confidence in youth is accomplished by enhancing literacy, emphasizing service learning and teaching healthy behavior and positive values. The YMCA seeks to prevent violence, criminal activity, educational failure, substance abuse and teen pregnancy through its youth programs. The YMCAs four core values (Respect, Responsibility, Honesty and Caring) should be woven into the fabric of all program activities and interactions with participants.

Overall Program Principles:

Teen programs are designed to incorporate the principles in the Developmental Assets, including;

- Fostering social responsibility
- Increasing self reliance
- Improving health, fitness and nutrition
- Promoting social and emotional growth
- Improving cognitive functioning
- Providing a full range of recreational activities
- Exposing participants to a range of cultural experiences
- Improving reading, writing and speaking skills
- Building an appreciation for higher education as an important (preferred) post-high school option

Specific Youth Program Requirements:

- All staff/volunteers associated with hosting a Global Teens group or supervising a Go Global volunteer must be at least three years older than all program participants they supervise.
- All **discipline issues should be communicated to the Global Teens trip leaders** by host YMCA staff/volunteers for further action. Host YMCA staff are NOT to discipline or provide consequences without consulting the GT Trip Leader.
- Global Teens **Trip Leaders are ultimately responsible for the health, safety and well-being of all teens** under their care and are authorized to make immediate decisions if they feel teens are in danger or may be put in danger.
- Staff/volunteers are **not permitted to be alone with a teen** participant at ANY time.
- Teens are **not to be transported in private vehicles** of any kind.
- Teens are **not permitted to swim** unless supervised by a YMCA of the USA certified lifeguard with certifications on file with the International YMCA.

- Staff/volunteers are always expected to **related to teens in a positive way**, and are not permitted to strike or hit teens at any time.
- Staff/volunteers should be aware of teen's individual needs and consider the abilities, temperaments, feelings and talents of each individual teen.
- Staff/volunteers are **not to relate to teen participants** in anyway outside of sanctioned YMCA program activities.
- Staff/volunteers should be **firm, fair and consistent** in their handling of all teen participants.
- **Participant confidentiality must be respected** and sensitive information communicated in a professional manner to the GT Trip Leader and relevant parties only.
- The GT Trip Leader should be informed of any and all occurrences related to Global Teens participants.
- When youth/teens from the host YMCA are involved in activities, there must be a **ratio of at least 1:15** maintained by host YMCA staff to host YMCA youth.
- There is to be **no drinking, drugs, smoking or sexual activity of any kind** by participants, trip leaders, host YMCA staff and volunteers during participation in any YMCA program.
- **Teens are not to operate any motorized vehicle, or ride any animal** during the program.
- GT Trip Leaders & Host YMCA staff/volunteers should take **frequent face-counts**, especially when arriving to or departing from a destination, or while in crowded, chaotic areas.
- If the group is allowed to separate in secure public areas (at discretion of Trip Leaders), the following protocol should be observed:
 - Check-ins at least every ½ hour at a centralized meeting point.
 - Local cellular numbers for the host YMCA coordinator should be provided to all teens, in addition to emergency numbers for Global Teens staff in New York.
 - Clear boundaries must be set in accordance with direction from the host YMCA coordinator.
 - Teens must be in groups of four or more, and must not mix or change groups once they break.
 - Trip Leaders and Host YMCA staff/volunteers should scan the areas constantly to help ensure the safety and well being of all participants.
- All YMCA of Greater New York teen staff are mandated reports, which means they are legally obligated to inform their supervisor if they become aware of a danger to the health, safety or well-being of another teen or staff/volunteer – we expect the same level of vigilance and commitment from host YMCA personnel involved with hosting a teen group.

Behavior Guidance Principles:

In the event that a teen engages in inappropriate behavior or actions, the following guidelines should be followed;

- Stage One: Casually confront teens on the poor behavior
- Stage Two: Sit down and discuss the behavior and the consequences of its continuance
 - Clear consequences (relevant to the host country, logistical constraints and other variables) should be outlined for the teen with the possibility of being sent home at the expense of their parents mentioned.
 - If appropriate, host YMCA staff should be involved at this point to provide support and "back-up"
- Stage Three: Remove them from desired program activities (i.e. shopping, teen social, etc.) – require that they are at the side of a trip leader at all times.
- Stage Four: Inform program Director of situation, action which has been taken and recommendations for follow-up. Director will inform participant parents and involve higher authorities at the host-site if necessary.
- Stage Five: If participant does not exhibit a desire to change the behavior, arrangements may be made to have the teen return to the United States.

The exception to the above rule is if behavior or actions cause danger or threat to the health, safety or well-being of any teen participant (U.S. or host YMCA), staff/volunteer or other human. Trip Leaders are responsible to determine in each individual instance if they should inform Global Teens staff in New York of what is going on (prior to stage four).

TIPS ON CARING FOR YOUR INTERNATIONAL VISITORS/VOLUNTEERS!

- ✓ Make your Go Global volunteer's adjustment smoother with **advance correspondence!** We have found that participants who correspond with their host sites regarding job details and expectations before arriving adjust faster than those who do not. Connect via email, facebook, twitter, or whatever suits your fancy. Great way to share pictures, bring the volunteer into your 'family' before they arrive.
 - It is highly recommended that host site coordinators communicate directly & consistently with Go Global Volunteers prior to arrival.
 - NOTE: for Study Tours/Global Teens, this will be taken care of through the International YMCA staff.
- ✓ Your Go Global volunteer will arrive tired, confused, and maybe even disoriented. **They will need rest, encouragement and support.** Remember they are adjusting to a new time, job duties, people, food, climate, customs and language. Understand their confusion in a new culture. Give them a warm welcome and allow them to overcome jet lag.
- ✓ **Assign a mentor**-a sympathetic and experienced staff/volunteer to make the transition easier. The mentor may be a returning counselor or a full-time staff person who can welcome your international staff person, offer personalized support, help with adjustment, and assist with questions during their time with you.
- ✓ **Assist with planning for time off** and for the end of their stay. Go Global volunteers will benefit from having some type of host family experience, but if this is not possible, please help to identify locations they may want to visit, places they may want to explore or other helpful hints to enable them to maximize their "personal time".
- ✓ Support your Go Global Volunteer by encouraging their input, making international programming an important part of your organizational culture **helps us all to achieve our goal of fostering international understanding, encourage cross-cultural education, and promote world peace and justice.**
- ✓ Notify the International YMCA promptly of any problems you are having with your Go Global volunteer

REVISED (8/10/09): International YMCA Outbound Programs Emergency Information Sheet

Please describe in detail how the host site staff will respond to the following emergency situations:

- **Growing Political Instability:**

- **Natural Disasters (Earthquake, Flood, Hurricane, Tsunami, etc.):**

- **Terrorist Attack (Country-Wide: anywhere with-in the host country)**

- **Terrorist Attack (local: within 100 miles of host-site/housing)**

- **Recent Direct Threat made to Americans**

What is your organization's communication plan in the event that cellular and land-based phones become inoperable. How will you facilitate the group/volunteer making contact with YMCA staff in the United States?

Please describe (and attach if possible) your YMCA's emergency preparedness/risk management plan.

Are there any concerns you have about groups of Americans (youth or adults) traveling visibly in your city or country? (Circle One) YES NO Explain:

How will your organization facilitate the ground transportation of the group/volunteer while in your country? Please note that we recommend a dedicated vehicle accompany the group at all times.

What is the name/arrangement you have with the transportation company used?

Report Completed by: (Name, Title) _____ Date: _____

Emergency Contact (please provide at least two):

Name/Title:

Mobile Phone (as dialed from the US):

Email Address:

Name/Title:

Mobile Phone (as dialed from the US):

Email Address:

International YMCA Outbound Programs "Country-Specific Do's & Don'ts"

The goal of this questionnaire is to help provide insight for prospective volunteers or travelers into the specific customs and norms unique to the host country, so they can be as prepared as possible for their visit/experience.

We want our participants to serve as the best possible cultural ambassadors for both the YMCA and the people of the United States. PLEASE COMPLETE YEARLY.

Please describe behaviors that are not appropriate in your country which may be acceptable in the United States (i.e. sexual harassment, acceptable language, etc.)

Is there any style of clothing or dress which volunteers or participants traveling to your country should be aware of?

Are there any laws or regulations which are unique to your country that Americans (youth or adults) should be aware of?

How is gender, age, skin color, sexual orientation or weight accepted (or not) as a standard in your country?

What kind of clothing do you recommend participants to wear while traversing your city on a daily basis?

Are there any other concerns or comments you have regarding social and cultural norms of the host country that you want to make aware to groups/participants before they travel?

What will the general temperature range be for the time period the group/visitor will be with you?
