



## **YMCA STUDY TOUR to Cape Town, South Africa**

*November 28<sup>th</sup> to December 12<sup>th</sup>, 2009*

### **Greetings YMCA Friends and Colleagues,**

In the spirit of promoting international awareness, peace and tolerance on a global scale, the International Branch of the YMCA of Greater New York is pleased to sponsor the 2009 YMCA Study Tour to Cape Town.

This amazing and inspirational opportunity is open to YMCA volunteers, staff and friends of the movement, who would like to experience first hand the amazing, challenging and inspirational work of the YMCA in Cape Town, South Africa.

This is the third year this study tour has offered an opportunity for YMCA staff and volunteers to see the truly wonderful and enlightening work of the YMCA movement on a global scale, and learn about the rich history and background of South Africa. and our first ever study tour to Cape Town! Join us for the inaugural adventure!

In this packet, you will find answers to most of your questions, but if you would like to know more or want to speak with us in person, please do not hesitate to contact us. We would be glad to hear from you!

### **Program Dates:**

*November 28<sup>th</sup> to December 12<sup>th</sup>, 2009*

### **Leadership:**

The trip will be led by one YMCA of Greater New York staff member and former Harlem Branch YMCA Senior Executive Director, Elaine Edmonds.

### **Host:**

Our “home” YMCA will be the Cape Town YMCA, which is very comfortable and is in a very safe part of the city. Please see the sample itinerary in this packet for more details and information on our host.

### **Program Overview:**

The trip program will include:

- Tours of YMCA activities and program sites;
- Visits to historical and socially significant sites (Robben Island, District Six Museum, etc.);
- Meetings with YMCA members and staff;
- Opportunities for informal dialogue with YMCA South Africa/Cape Town leaders and volunteers;
- Loads of inspiration, life-changing experiences, and memories to last a lifetime.

### **Who:**

1. YMCA staff, volunteers, board members, family and friends from across the United States
2. Group Size: Minimum of 18 participants

## Our Goals:

To enable YMCA trip participants to:

- Gain first-hand knowledge of the amazing work of the Cape Town YMCA;
- Develop an understanding of the challenges facing this region and explore a model for peace, tolerance and understanding;
- Enjoy all the wonders of Cape Town as a sought after tourist destination.

## Program Fees: US\$3,150 (\$3,500 for a single room)

Program fees include:

- Round trip airfare from NYC to Cape Town & Ground Transfers
- Professional guide, most meals and entrance fees for the duration of the program

Fees DO NOT include: passport, personal expenses, beverages, medical or trip cancellation insurance, etc.

## Payment Schedule:

- Non-refundable deposit - \$300 with full application is due on **Friday, August 14<sup>th</sup>, 2009.**
- **FINANCIAL ASSISTANCE APPLICATIONS are also due FRIDAY, August 14<sup>th</sup>, 2009.**
- Full balance of payment is due September 18<sup>th</sup>, 2009. No exceptions will be possible.

## Security:

- Security is always a primary concern on YMCA trips.
- All participants will be urged to take trip cancellation insurance.

## Photo/Graphics Release:

In consideration of the good will, public service and community aids provided by the YMCA of Greater New York, I hereby grant permission to take and publish photographs, video tapes, motion pictures and recording of me for any legitimate purpose including use in the media or in YMCA promotional materials.

I release all rights to such photographs, video tapes, motion pictures and recordings, and I acknowledge that the YMCA will be the sole owner of all rights arising out of their use for all purposes.

I hereby relinquish my option to pursue legal action against the YMCA for the use of any material containing or using, intentionally or unintentionally, the likeness of me. I understand that I shall receive no compensation for their use from any source whatsoever.

## Financial Assistance:

Several donors have generously donated funds to be used for scholarships for this amazing opportunity. These funds were donated in memory of William Sword, Sr. The International YMCA will award scholarships to qualified YMCA professionals (Age 30 and younger) with strong international interests and motivations. Financial assistance application material is provided in this packet. Preference will be give to those who have not yet traveled outside the United States. Please contact Shane with any questions. Please note that applications for financial assistance are due on Friday, August 14<sup>th</sup>, 2009 to Shane Lavin.

## Staff Contact Info:

Chad Nico Hiu  
Program Director  
International YMCA  
212.875.4328  
[chiu@ymcanyc.org](mailto:chiu@ymcanyc.org)

Shane Lavin  
Manager – Fund Development & Special Projects  
International YMCA  
917.441.2601  
[slavin@ymcanyc.org](mailto:slavin@ymcanyc.org)



## REGISTRATION FORM

### 2009 YMCA STUDY TOUR to CAPE TOWN

Please PRINT or TYPE your name exactly as it appears in your passport.

Mail with deposit to Chad Nico Hiu, International YMCA, 5 West 63<sup>rd</sup> St. - 2<sup>nd</sup> Floor, New York, NY 10023 Phone: 212.875.4328 Email: [chiu@ymcanyc.org](mailto:chiu@ymcanyc.org)

Family name: \_\_\_\_\_ First name: \_\_\_\_\_  
 Middle name: \_\_\_\_\_ Name-tag name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Home Street address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Passport #: \_\_\_\_\_  
 Phone – Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Home YMCA: \_\_\_\_\_  
 YMCA address: \_\_\_\_\_  
 Position at YMCA: \_\_\_\_\_ # of years in position: \_\_\_\_\_

#### Emergency Contact Information:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone – Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

#### Accommodation Options: *(Please check one option)*

- Double room** – Sharing with *(name of person)*: \_\_\_\_\_ **(\$3,150 per person)**  
 **Double room** – Willing to share with any other participant of the same gender **(\$3,150 per person)**  
 **Single room** – \$350 additional cost **(\$3,500 per person)**

#### Trip Conditions:

I understand that this trip includes roundtrip coach airfare from NYC, hotels and meals, in-country transportation, tour guide and entrance fees. It *does not* cover personal items, alcoholic beverages, tips or other incidentals. I certify that I am in good health and able to handle the stress associated with this trip. I understand that I must provide my own health insurance and that I have the option of purchasing medical/trip cancellation insurance (brochure to be provided) through the YMCA.

#### Cancellation Policy:

Notice of cancellations must be done in writing (via email or fax) and submitted to [chiu@ymcanyc.org](mailto:chiu@ymcanyc.org) or faxed attn: Chad to 212.724.2344. You will receive a confirmation via email or phone once your cancellation has been received. Refund amounts schedule is as follows:

- Prior to August 14 - full refund less the \$300 deposit
- August 14 to September 18 – all recoverable fees at the time of cancellation will be refunded (less the \$300 deposit)
- After September 18 – no refund will be issued

#### Indemnity Agreement/Release Waiver:

I hereby indemnify, defend and hold harmless the YMCA of Greater New York and its branches, officers, directors, partners, agents and employees from and against any and all demands, claims causes of action, damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or resulting from any act taken or committed by any party hereto pursuant to my election to become a member of the YMCA Study Tour to Cape Town, including any and all representations, or eligibility requirements made to or imposed by any governmental department or agency of any country. I HAVE CAREFULLY READ, I UNDERSTAND, AND AS AN INDUCEMENT TO THE YMCA OF GREATER NEW YORK TO ALLOW MYSELF TO BECOME A MEMBER OF THIS DELEGATION, I AGREE TO THE FOREGOING.

#### Payment Options: *(check one option)*

- By **personal check**. My check for \$300 made out to the YMCA International Branch is attached. I will send the balance (\$2850 double, \$3200 single) by September 18, 2009  
 By **credit card**. Please charge my card \$300 now and the balance on September 18, 2009.

Credit card company/type: \_\_\_\_\_ Name of holder: \_\_\_\_\_  
 Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Billing address: \_\_\_\_\_

*I agree to all information provided in this application packet – Participant Signature:* \_\_\_\_\_

## TENTATIVE ITENERARY FOR YMCA STUDY TOUR

November 28 – December 12, 2009

### Day 1 – November 28/29

Welcome and Orientation @ Cape Town YMCA

Visit to Waterfront – Dinner @ Waterfront ([www.waterfront.co.za](http://www.waterfront.co.za)) (Average Cost \$5 - \$10)

### Day 2 – November 30

Morning: Western Cape YMCA & NYC Delegation – Mentorship Program

**Lunch@ Cape Town YMCA:** NYC Delegation with Cape Town YMCA Board Members

Afternoon: 1. NYC delegation (Executives/CEO/Board Members) meet with Cape Town YMCA Board  
2. Program staff to continue with Mentorship Program

### Evening: Dinner @ YMCA

### Day 3 - December 1<sup>st</sup>, 2009

Morning: Visit to Khayalitsha YMCA + township visit

**Lunch on the Road – own account (Average cost \$5 - \$10)**

Afternoon: Visit and participate in Youth Club Program of Khayalitsh YMCA

### Evening: Dinner @ YMCA

### Day 4 – December 2<sup>nd</sup>, 2009

Morning - Cultural Visit to District Six Museum - [www.districtsix.co.za](http://www.districtsix.co.za)

**Lunch at the Waterfront – own account (\$5 - \$10)**

Afternoon – Cultural Visit to Robben Island Museum - [www.robben-island.org.za](http://www.robben-island.org.za)

### Evening: Dinner @ YMCA

### Day 5 – December 3<sup>rd</sup>, 2009

Morning – Visit and participate in program at De Novo Drug Rehabilitation Centre (only state-owned drug treatment centre in the Western Cape)

**Lunch – Spier Wine Estate – Stellenbosch - [www.spier.co.za](http://www.spier.co.za) - own account. (Ala carte menu: \$10 - \$15 or Buffet menu \$ 35)**

Afternoon – Visit and participate in Cape Town YMCA Youth Club in Kraaifontein (Disadvantaged community on the Cape Flats.)

### Evening: Dinner @ YMCA – no cost

### Day 6 – December 4<sup>th</sup>, 2009

Morning – Afternoon : Visit to Athlone YMCA

**Evening – Cape Town YMCA Annual Christmas Dinner function – no cost**

### Day 7 – December 4<sup>th</sup>, 2009 (Saturday)

Day Off - Shopping/Wine Tour – optional

**(Evening – Dinner @ Moyo Restaurant – African Cuisine - \$ 35 ) - optional**

### Day 8 – December 6<sup>th</sup>, 2009 (Sunday)

Morning – Visit to local Church (optional)

**Lunch @ Cape Town YMCA or on your own.**

Afternoon – Shopping (Craft Markets)

### Evening: Dinner @ YMCA – no cost

Evening – Cape Town YMCA Camp Counsellors meet to plan for Summer camp starting next day .

(Any NYC staff/volunteers involve in camping can join.

### Day 9 – December 7<sup>th</sup>, 2009

Morning – Visit and participation in Cape Town YMCA Camp Program

**Lunch: Hout Bay Fish Market - [www.houtbay.info](http://www.houtbay.info) (Average cost \$ 10 - \$15)**

Afternoon: Visit to Cape point - [www.capepoint.co.za](http://www.capepoint.co.za) and Simon's Town (Home of the Africa Jack-ass Penquin)

### Evening: Dinner @ YMCA – no cost

### Day 10 – December 8<sup>th</sup>, 2009

Morning – Visit to Juvenile Justice Program at Pollsmoore Prison

**Lunch on the Road – own account (Average cost \$5 - \$10)**

Afternoon/Evening Mentorship Program with Leadership and Key Program Staff of the Western Cape YMCA at Little Stream, Constantia. **Dinner @ Little Stream – no cost**

### Day 11 – December 9<sup>th</sup>, 2009

Morning – Afternoon : Possible Board Development Training

**Lunch / Dinner @ Cape Town YMCA – no cost**

### Day 12 – December 10<sup>th</sup>, 2009

Morning: Wrap-up/Evaluation Session

Afternoon: Time Off

**Evening: Thank you/Farewell Dinner : Traditional South African “Braai” Barbeque – no cost**

### Day 13 – December 11<sup>th</sup>, 2009 Day off – Shopping

**Lunch/Dinner: Either at the YMCA or on your own – depending on what the group wants to do.**

**NB: Breakfast will always be at the YMCA**

# FINANCIAL ASSISTANCE APPLICATION – Participant Section 2009 YMCA Study Tour to Cape Town

*Financial Assistance Applications Deadline: August 14<sup>th</sup>, 2009*

**WHAT:** Scholarship funds to help pay the cost of the 2009 YMCA Study Tour to Cape Town

**WHY:** To honor William Sword Sr.; to expand the base of international involvement in the YMCA

**WHO:** Open to all YMCA professionals age 30 and younger who have strong international interests

**INSTRUCTIONS:** Fill out the regular Study Tour Application form **AND** this form. Submit both at the same time. Send all info to:

Shane Lavin  
International YMCA  
5 West 63<sup>rd</sup> Street – 2<sup>nd</sup> Floor  
New York, NY 10023  
Fax: 212.724.2344  
Email: [slavin@ymcanyc.org](mailto:slavin@ymcanyc.org)

All scholarship **applications are due on August 14<sup>th</sup>, 2009**. Decisions will be announced via email/phone on August 24<sup>th</sup>, 2009.

Applicant name: \_\_\_\_\_ Current YMCA Position: \_\_\_\_\_

YMCA Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Number of years as YMCA professional: \_\_\_\_\_ Email address: \_\_\_\_\_ DOB \_\_\_\_\_

1) Tell us about your work history with the YMCA. What motivates you to work for the YMCA?

2) Describe your international interests and any international experiences you have had.

3) Why do you want to participate, and how will you use this experience when you return home?

# SCHOLARSHIP APPLICATION – Supervisor Reference Sheet

## 2009 YMCA Study Tour to Cape Town

***Deadline: August 14<sup>th</sup> 2009***

*Give this page to your supervisor and request they submit the form directly to:*

*Shane Lavin*

*International YMCA*

*Fax: 212.724.2344*

*Email: [slavin@ymcanyc.org](mailto:slavin@ymcanyc.org)*

I believe this applicant is worthy of receiving a scholarship to participate in the 2009 YMCA Study Tour to Cape Town. He/she has my support and, if selected, will be free and able to participate in the entire trip from November 28<sup>th</sup> to December 12<sup>th</sup>, 2009. I understand that the full amount of scholarship available per participant may vary. Our YMCA and/or the applicant will be responsible to pay the balance. I will see to it that this applicant has many opportunities to share the experience and tell the story of their adventure throughout our YMCA and the community we serve.

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please tell us why you are recommending this staff member:

Why do you feel this applicant would benefit from the experience of participating in the 2009 YMCA Study Tour to Cape Town?

Is there any other information you would like to share about the applicant?