

2011 Agreement between the International YMCA and [NAME of HOST ORGANIZATION]

Global Teens

Go Global

Study Tours

Please circle above the program for which [ORGANIZATION 1] is interested in hosting.

This Agreement is made as of the ___ day of ____, 2011 by and between the International Branch of the YMCA of Greater New York, a non-profit organization organized under the laws of the State of New York and located at 5 West 63rd Street - 2nd Floor, New York, New York 10023 USA (the "YMCA") and [ORGANIZATION 1], a non-profit organization, registered in [COUNTRY] and located at [ADDRESS].

I. PURPOSE

The mission of the International Branch of the YMCA of Greater New York ("YMCA") is to serve YMCA youth, members and communities through values-based programs that have positive local and global impact, enhance understanding of the world, promote active global citizenry, and enable people to work together toward peace and justice.

The YMCA wishes to collaborate with [ORGANIZATION 1] in serving as a host-site for the program indicated above. This agreement shall be valid during the period of _____ in 2011 and will be renewed annual upon the approval of both the YMCA and [ORGANIZATION 1].

II. HOST SITE INFORMATION PLEASE PRINT OR TYPE CLEARLY

Legal Name of Host Site: _____

Name and Title of Project Director: _____ E-mail: _____

Address: _____ City: _____ Province: _____

_____ Postal Code: _____ Country: _____

PHONE (include country/city code) Office: _____ Mobile: _____ Fax: _____

Additional Host-Site Emergency Contact Information (other than staff-in-charge):

Name and Title of Emergency Contact: _____

Mobile/Office Phone: _____ E-mail: _____

Please list all other staff or volunteers (name/job duties/title) that will be involved with hosting the group or volunteer:

- 1.
- 2.
- 3.
- 4.

III. FOR GLOBAL TEENS, GO GLOBAL GROUP and STUDY TOUR HOST SITES:

Please confirm that ALL documents & information detailed below have been submitted or are attached to this agreement. In order for this agreement to be valid, all documents and information requested below must be received by the International YMCA. Please initial in each box to certify these document/information are attached.

1) Detailed Program Budget: Itemized costs should include accommodations, meals, ground transportation, special events & program admission, etc. We require a specific and itemized breakdown of expenses by participant and day. **If accepted, host-sites will receive 50% of the agreed payment amount 1 month prior to the group's arrival and the remaining 50% within 7 days of the group's return to the U.S.**

2) Complete Itinerary: Please take into consideration that group members will need some 'down' time to relax and reflect upon the time that they are spending in your country. It is understood that the itinerary will be somewhat flexible and subject to change. However, [ORGANIZATION 1] is expected to notify the YMCA of any such changes if they occur prior to the group's arrival in the host country. The itinerary should be relevant to the group you will be hosting.

Please provide the best two week time period for you to receive the group: _____

3) Description of Community Service (mandatory for Global Teens Host-Sites): The service-learning activity should be of value to the community, and should constitute roughly 20% of the program time. Please prepare & attach a separate sheet detailing the project, and what tools will be used. Project costs should also be reflected in the program budget you submit.

4) Home-Stay Arrangements: If your site will be providing home-stays, please attach each families' names, relation to [ORGANIZATION 1], age and gender of all family members, and a description of the screening process used for selection.

Please note: the YMCA requires Global Teens, Go Global Group and Study Tour host sites to provide at least one staff coordinator who will accompany the group for the duration of their stay in the host country. We ask for YMCA trip leaders to be given private rooms (if possible) for the duration of their stay in the host country.

IV. FOR GO GLOBAL (non-group) HOST SITES: What Length of Volunteer Placement is [ORGANIZATION 1] interested in?

2 Week (Alternative Break—GROUP) 2-6 Months 1-2 Years Other: _____

Will room and board (housing and food) be provided for the volunteers? Yes No

****NOTE: YMCA Go Global WILL NOT place volunteers at any location where room and board are not provided**

Go Global volunteers with [ORGANIZATION 1] will stay with: Host Families Resident Camp YMCA Hotel /Hostel

Other, please specify in detail: _____

Will the volunteer be provided a stipend? Yes No If yes, please estimate amount per week in \$US: _____

****NOTE: Providing a stipend is not mandatory to receive a Go Global volunteer**

Are there any program fees or other expenditures that the volunteer is required to pay to [ORGANIZATION 1]?

Yes No If yes, amount: US\$: _____ Explanation: _____

Is fluency in a language besides English required to volunteer with your organization? Yes No

If yes, which language and to what degree? _____ Please be as honest as possible as we want to ensure that volunteers are able to succeed and flourish while working with [ORGANIZATION 1].

Community Service Project(s) Description: Please be as descriptive and specific as possible in detailing what type of project(s) the Go Global volunteer will be taking part in (i.e. painting/building structures, teaching, etc.), where the volunteer's work will take place and the length of time during the week that the volunteer will be working (approx how many hours per day and number of days per week). **Please attach additional job description and any other helpful information.**

V. EMERGENCY PLANS AND PROTOCOL: Please attach the emergency protocols & plans that [ORGANIZATION 1] has in place in the (host) country and how your organization will assist and care for the group or volunteer(s) under your care in the case of the following types of emergencies: terrorist attack, natural disaster, medical emergency, political or social unrest, and other unforeseen occurrences.

As a host site, [ORGANIZATION 1] agrees to immediately contact the YMCA (and local U.S. embassy if needed) at the emergency number provided below, and inform the trip leader(s)/volunteer in the case of any emergency, incident or issue that could impact or jeopardize the safety/security of the group/volunteer.

1. Do you have any concerns about the safety of traveling to your country, specifically for young American travelers? Yes No

2. Have there been any incidents involving violence or danger to any foreign travelers within the last two years? Yes No

3. Do you feel there is a strong anti-American sentiment in your country? Yes No

Please attach any relevant information regarding issues of political instability, terrorist activity and/or levels of crime in your country.

VI. PRE-DEPARTURE COMMUNICATION and ARRIVAL

[ORGANIZATION 1] hereby agrees to provide the trip leader(s)/volunteer with all requested logistical and programmatic information prior to their departure. Additionally, [ORGANIZATION 1] will provide the group/volunteer with a comprehensive orientation upon their arrival in the host country.

VII. TERMS OF AGREEMENT

A. Compliance and Termination: Program mismanagement, evident lack of overall supervision of participants, violation YMCA policies or any failure to comply with the terms of this Agreement may be cause, at the YMCA's sole discretion, for (a) suspension of the YMCA's commitment to send a group/volunteer to [ORGANIZATION 1]; and/or (b) immediate termination of this Agreement by the YMCA and any further relationship between the YMCA and Org1. If the violation or failure is of sufficient gravity to endanger the reputation of the YMCA or the health, safety and well-being of program participants, the YMCA may elect to terminate the Agreement and any further relationship between the YMCA and your agency/organization.

B. Force Majeure: In the event the YMCA is unable, in whole or in part, to perform any of its obligations under this Agreement on account of any event or circumstance beyond the reasonable control of the YMCA, the YMCA shall (i) have the right, but not the obligation, to take such measures as the YMCA, in its discretion, deems reasonable and prudent to address such force majeure event and (ii) be relieved of its obligations under this Agreement to the extent of (a) such force majeure event and (b) any actions taken by the YMCA to address such force majeure event.

By signing below, we agree to the guidelines stipulated above, have read the attached **2011 'Outbound Programs' Host Site Manual**, and have completed the **Host Site proposal** (for Global Teens, Go Global Group and Study Tours). This agreement is not valid unless signed by both parties.

Thank you for choosing to work with the International YMCA, and we look forward to a long and meaningful partnership with [ORGANIZATION 1]. If you have any questions or need additional clarification on any part of this agreement, please do not hesitate to contact us through the information provided below.

For: International Branch, YMCA of Greater New York

For: [ORGANIZATION 1]

By: _____ Date: _____
Sandra Mitchell, Executive Director

By: _____ Date: _____
NAME, TITLE (CEO/General Secretary)

International YMCA Contacts:

Chad Nico Hiu, Program Director
+1.646.996.3108 (mobile) or chiu@ymcanyc.org

John Cruz, Assistant Director
+1.212.875.4334 (office) or cruzj@ymcanyc.org