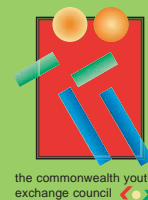
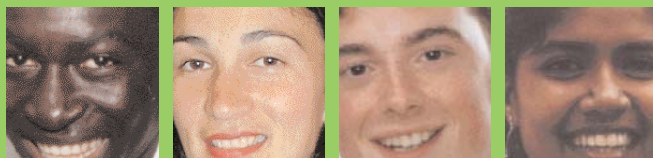


CYEC

common vision, shared future



...from arranging to exchanging,
CYEC shows you how...

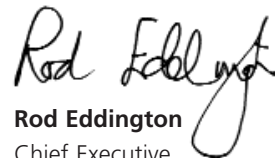


British Airways is pleased to sponsor this pack, as a tangible demonstration of our support for the work of the Commonwealth Youth Exchange Council.

Today's young people are inheriting a more open world of fast communications and global development in which national frontiers are becoming irrelevant. The need to experience, understand and respect other cultures has never been more important as we strive to build a confident, diverse and interdependent global community.

CYEC exists to promote this vital process. In addition to providing young people with exposure to the world at large, the organisation teaches important life and employment skills. Crucially, CYEC encourages active citizenship.

The objective is to give young people across the globe the ability and motivation to bring about constructive, life-enhancing change in their communities. We believe there can be few better investments for the future of our world.



Rod Eddington
Chief Executive
British Airways

BRITISH AIRWAYS



common vision, shared future



...been anywhere interesting lately?

welcome to Commonwealth youth exchange...



Getting started.

This pack will introduce you to the idea of Commonwealth youth exchange, tell you what's involved and help to get you started with the initial stages of thinking about, planning and organising an exchange. Exchanges are hard work and if they are going to be done properly they do take time – but they are perhaps the richest and most rewarding youth work project you'll ever undertake as a group.

This pack will tell you the ways in which CYEC can help your group as you undertake your exchange. And the point is, it is *your* exchange. Your group will plan it, organise it, do it, share it and celebrate your achievements with your local community. Every exchange is unique because it belongs to your group and your overseas friends and it reflects your shared interests, ideas, needs and wishes.

CYEC runs a grants programme to help groups financially, so we'll explain the model of youth exchange we can fund, what we're looking for and how and when to apply to us. Groups wanting to do an exchange with our help need to register with us; the pack provides a Registration Form for this purpose.

CYEC also holds training courses and produces publications, toolkits and other resources to help you get the most out of your exchange. And don't forget to take a look at our web site

www.cyec.org.uk

This pack is only a start. If you are really serious about doing an exchange you should also obtain a copy of *Contact! A Handbook for North-South Youth Exchange*. This has been written as a comprehensive aid to helping groups plan, project manage and deliver an international exchange project and we recommend that you buy a copy as early as possible in your planning. It will be a good investment and will stop you 're-inventing the wheel'.

If you decide to take things further, we'll look forward to working with you as your exchange develops. CYEC staff and Regional Representatives have many years experience of advising and assisting groups in planning Commonwealth youth exchanges. So please feel free to contact us to discuss your plans or queries in more detail.

Good exchanging.

CYEC

common vision, shared future



*...watching elephants bathing or watching soap on tv,
I know what I'd rather be doing...*

... instead of being a couch potato watching endless soap and 'reality' shows, why not get real, get up and go global with a group of like-minded friends? Go get connected and make a difference to your life - do a youth exchange!



Get involved in a different world where for some people there is no local take-away, where 'popping to the shop' can mean a five mile trek, or a shower a dip in the river.

And that's just the challenging part.

The exciting part is really getting involved - maybe helping to build a school classroom, learning a traditional dance, working on a health education project, or helping to protect the environment. Or maybe you're concerned about global issues - from HIV/AIDS to child labour to



global warming - and want to see what's happening for yourself? In fact, it's what your group wants it to be - every exchange has its own theme and activities.

But mainly an exchange is all about joining up with a group of overseas young people of your own age - and understanding that beneath the obvious differences you've got lots in common.



Reaching your exchange destination is just the tip of an iceberg of achievement. It will take about two years to complete an exchange - but in that time you'll have learnt new skills, grown in self-awareness and confidence and become part of a team of young people who aim to make a difference at home and overseas.



Importantly, an exchange is a group thing for young people aged 15-25 years. You can participate in a Commonwealth youth exchange through your local organisation - your youth club, community or youth organisation or school.

And it's also a two-way thing - hosting is every bit as important as visiting overseas.

common vision, shared future



...watching elephants bathing or watching soap on tv,
I know what I'd rather be doing...



So, if you want to:



make new friends across the world



experience a different culture and way of doing things



learn lots of new skills



take part in something purposeful



learn about yourself



be part of a caring and supportive team of friends



be a visitor and a host



have loads of fun

an international youth exchange could be for you.

But
don't just take our
word for it – see what
other young people have to
say later on. And check out
the CYEC website at
www.cyec.org.uk

*Interested? This pack will help your group explore the idea further
and get started.*

common vision, shared future



...what's life like in another Commonwealth country?
find out through an international youth exchange...



International

- an equal partnership between two youth groups across national boundaries

Youth

- young people of a common age (15 – 25 year olds)
- sharing some interests in common
- coming from a local community

Exchange

- of ideas, views, attitudes and culture
- learning to live and work together
- sharing similarities and differences in ways of life
- two-way (reciprocal) – groups visit and host each other

Youth exchanges are a popular way of experiencing another country and culture. They are not a holiday, but a chance to meet and have meaningful contact with young people from another country and find out about their lives. They give you an authentic experience - a chance to get under the skin of another culture and become part of a local community, not simply a tourist.

Commonwealth youth exchanges aim to contribute to better international and inter-cultural understanding. They can also help increase your understanding of a fast changing and globalising world. They are a rewarding and challenging experience of active global citizenship. They celebrate diversity and Commonwealth values.

They also aim to contribute to young people's personal and social development. Exchanges often take 2+ years to develop and complete. This allows everyone the time to participate fully in all the planning, organisation and decision-making and to learn new skills. For this reason youth exchanges are a very powerful instrument for young people's development.

There are over 50 Commonwealth countries with which you could do an exchange - check out the map. Think about where your group already has international links that could become a youth exchange partnership. CYEC's Handbook '**Contact**' gives further ideas on how to find a partner group.

common vision, shared future



...so what's in it for me?

global skills for a global age...

Youth exchanges give you lots of opportunities to try out new things and develop new skills – they increase your personal and social development. CYEC believes that exchanges help create 'world ready' youth. Are you ready for the global challenge?



this is youth exchange...

a personal **C**hallenge and sense of **a**chievement

become more **S**elf-confident

Learn about yourself

new skills for **e**mployability

team-working skills

gain **L**eadership qualities

make a difference locally and globally

understand your own **S**ociety, **C**ulture and **C**ountry

Communication skills

make new **f**riends and have **f**un

broaden your **h**orizons and see new **p**ossibilities

promote **t**olerance and challenge **p**rejudice

Everyone taking part in a Commonwealth youth exchange receives a Certificate of Participation from CYEC. You can also record your progress and development of skills using CYEC's Personal Record of Achievement.

common vision, shared future



...where can we go?

check out the map below...

The Commonwealth Family of Nations

The map shows the 53 countries which are members of the Commonwealth Association. Some countries you may never have heard of before, never mind thinking about doing an exchange with young people there!

It's a world of possibilities - so why not explore a different view of the world?



- | | | |
|---|--|---|
| 1 Antigua & Barbuda | 14 The Gambia | 46 Tonga |
| 2 Australia (External territories: Norfolk Island, Coral Sea Islands, Australian Antarctic Territory, Heard Island and McDonald Islands, Cocos (Keeling) Islands, Christmas Island, Territory of Ashmore and Cartier Islands) | 15 Ghana | 47 Trinidad & Tobago |
| 3 Bahamas | 16 Grenada | 48 Tuvalu |
| 4 Bangladesh | 17 Guyana | 49 Uganda |
| 5 Barbados | 18 India | 50 United Kingdom (Overseas territories: Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, Henderson, Ducie and Oeno Islands, St Helena and St Helena Dependencies (Ascension and Tristan da Cunha), South Georgia and the South Sandwich Islands, and Turks and Caicos Islands) |
| 6 Belize | 19 Jamaica | 51 United Republic of Tanzania |
| 7 Botswana | 20 Kenya | 52 Vanuatu |
| 8 Brunei Darussalam | 21 Kiribati | 53 Zambia |
| 9 Cameroon | 22 Lesotho | |
| 10 Canada | 23 Malawi | |
| 11 Cyprus | 24 Malaysia | |
| 12 Dominica | 25 Maldives | |
| 13 Fiji Islands | 26 Malta | |
| | 27 Mauritius | |
| | 28 Mozambique | |
| | 29 Namibia | |
| | 30 Nauru | |
| | 31 New Zealand (Includes the territories of Tokelau and the Ross Dependency (Antarctic). Self-governing countries in free association with New Zealand: Cook Islands and Niue) | |
| | 32 Nigeria | |
| | 33 Pakistan | |
| | 34 Papua New Guinea | |
| | 35 St Kitts & Nevis | |
| | 36 St Lucia | |
| | 37 St Vincent & The Grenadines | |
| | 38 Samoa | |
| | 39 Seychelles | |
| | 40 Sierra Leone | |
| | 41 Singapore | |
| | 42 Solomon Islands | |
| | 43 South Africa | |
| | 44 Sri Lanka | |
| | 45 Swaziland | |

Want to find out more?

www.cyec.org.uk Commonwealth Youth Exchange Council • www.thecommonwealth.org/cyp Commonwealth Youth Programme
 www.youngcommonwealth.org Young People's Commonwealth • www.thecommonwealth.org Commonwealth Secretariat
 www.commonwealthfoundation.com Commonwealth Foundation • www.sas.ac.uk/commonwealthstudies Institute of Commonwealth Studies

common vision, shared future

CYEC Email: Mail@cyec.org.uk Telephone: 0207 498 6151



...what can we do on an exchange?

put yourself in the picture...

This could be you...

you're a member of a youth club from County Down and your project is based on exchanging conflict resolution skills with young South Africans and exploring citizenship



your community group has just hosted a Ghanaian drumming and dance group and together you've helped run a summer play-scheme in North London and looked at services for young people



you're a member of a black young women's group from Leeds and you've looked at health issues with young women from Jamaica and created health materials for peer education

you're a member of a school-based group from Surrey linked with a Tanzanian village school and you've used sustainable development as the theme and helped to build a bio-gas converter on the school farm

you live in Sheffield and drama, dance and music are your passion; you've just done a youth theatre exchange with young Sri Lankans - you jointly developed a performance piece on identity and diversity and ran theatre workshops for local young people



you live in Devon and you're working for your Duke of Edinburgh's Gold Award - your Award group has undertaken an environmental service project and Rift Valley exploration with Kenyan award participants



you're a member of a young engineers and technologists club at a school in Glasgow and you're doing an exchange with young Australians based on sustainability and an alternative energy solution

as an active member of a venture scout unit in Avon, you've jumped at the chance to get involved in an environmental and clean drinking water project with scouts in Swaziland

your YMCA has a link with India and your exchange is looking at youth training, employment and sharing IT and enterprise skills



These are all real examples - youth exchange programmes are enormously diverse and creative. But what's important is that you agree a theme and create purposeful activities at the heart of the programme. Young hosts and visitors should participate together as an integrated group.

common vision, shared future



...what can we do on an exchange?

put yourself in the picture...

Exchange programmes usually include some of the following activities:



joint project work and hands-on activities which explore a theme or issue of relevance to young people eg health, education, employment, environment, rights, citizenship, participation, IT etc – so you can acquire new skills and increase your knowledge by undertaking interesting tasks together



cultural activities and skill-sharing workshops – so you have an enriching experience of each others culture eg dance, music, art, drama, video, photography, craft, textiles etc



community involvement – so you get an in-depth immersion into the local community and culture and how it works



informal socialising – so you can form friendships outside the 'formal' programme and get to know each other well



sharing accommodation and family visits or homestays – so you learn about family life



review and evaluation time – so you've time to digest all that's new and unusual



fun – really important

What theme would you like to explore?

common vision, shared future



...how do we get started?

the first of many questions...



why do we want to do an exchange? *where's the idea coming from?* how can we explore the idea further? **what other youth groups have done exchanges?** how can we find out more **information?** how long will it take to arrange? *what do we want to get out of an exchange?* what country do we want to visit and why? *how do we find a partner group?* what issues or themes interest us? *what are our aims and objectives?* **what do we hope to learn?** **who will host first and when?** what are our partners' needs and wishes? **what joint activities and project work will make up our programme?** *who's going to be in our group?* how will we recruit and select them? **how many participants?** **how many leaders?** what's the gender balance? *what's expected of everyone?* how will we organise our group? *what are the key task areas?* how will we create a plan? *how will we work together?* **who will make decisions and how?** *what ways of working do we enjoy best?* what training do we need? how will we prepare together? *how many residentials will we hold?* how can we learn more about our partners? **how will we communicate?** **how much will the exchange cost?** how will we raise the money? *when should we apply to CYEC?* how will we look after group funds? *what additional help can CYEC give us?* how can we get publicity? **how do we travel there?** *when's the best time of year to travel?* what jobs do we need? *what do parents need to know?* **how do we get management approval?** *how do we do risk assessments?* how will we record our progress? *how will we keep up our momentum?* **how can we involve our community?** how will we share our learning back home?

CYEC's Handbook '**Contact**' will help provide some of the answers.

common vision, shared future



...we've got our passports, so when do we leave?

here are 8 steps to getting started...



- 1 As a group explore the idea of an exchange further**
- 2 Check out CYEC's funding criteria**
- 3 Decide on an overseas country**
- 4 Find a partner group and get to know them**
- 5 Establish your own group and team build**
- 6 Map out the key planning stages and task areas for your group**
- 7 Start fundraising**
- 8 Get down to the real nitty gritty of planning and organisation**

You need to start your planning early - long distance exchanges are big projects so they need to be planned well in advance. CYEC recommends that you allow at least 18 months lead-in for the various stages of planning and preparation so that everyone participates fully and gets the most out of the experience.

You will also need to allow enough time for your fundraising campaign.

Overleaf you will find a series of questions that will help you clarify your ideas and make some decisions.

Early on you'll need to think carefully about

- who's going to be involved in the project - group recruitment
- why you want to do the exchange and what you hope to learn – your objectives
- the theme or youth issues you want to explore internationally
- how everyone will work together and make decisions
- the likely approximate costs - the budget

Before proceeding too far, check out you have the backing of your management committee – get the green light.

Then your group could decide to divide out some of the key task areas such as

- fundraising
- publicity and public relations
- travel arrangements
- programme arrangements
- learning about your partners
- learning about yourselves – and finding out if you can live together

Remember that there are publications, resources and training courses you can obtain from CYEC. The Handbook **'Contact'** will be especially helpful.

This pack also includes some taster activities to help get things started. You can get further advice from CYEC, including having a meeting with one of our Regional Representatives or a member of staff. CYEC can also put you in contact with other groups who have experience of exchanges.

You will also want to apply to CYEC for a grant. Each autumn CYEC accepts applications for youth exchange grants. More information on funding and criteria is provided in this pack.

common vision, shared future



...why does it take so long?

it's an experience, not a holiday...



Possible Flow Chart for Planning a Long Distance Youth Exchange

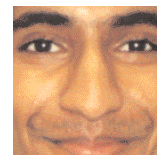
- 24 - 18 Months** Consult young people establish interest
Explore initial idea: Who? Where? Why? When?
Take advice, do research → **Contact CYEC/meet with CYEC**
Gain permission/support in principle from management body
Seek a link and identify a partner youth group
Set out initial objectives
- 18 - 12 Months** Recruit and form your group
Communicate regularly with partners
Refine aims and objectives together and agree the Theme
Draw up a Budget; plan Fundraising
Create Project Plan: agree group roles, tasks & working methods
Plan PR activities – launch project locally
Discuss outline programme/activities & agree dates
Initial Risk assess/gain management green light
- 12 - 9 Months** Make grant applications → **Apply to CYEC**
Map out group preparation & training programme
Plan Record of Achievement process
Do more Fundraising & PR activities
Liaison with parents
- 9 - 6 Months** Hold regular group meetings
Make Advance Planning Visit; risk assess all activities and venues
Hold residential training weekend(s)
Continue Fundraising & PR
Refine programme arrangements/activities
Hold briefing meetings with parents
Pay insurance-protected travel deposits
- 6 - 3 Months** Finalise programme arrangements
Check travel documents – passports and visas
More preparation/fundraising
Health preparation
- 3 - 1 Month** Finalise financial arrangements/money transfers
Detailed health briefings
Final preparation

NB:
Whilst the cycle covers the main issues, there will always be aspects of organisation peculiar to each exchange. It is important to keep in regular touch with your overseas partner and to hold regular meetings with your group.

Visit Takes Place →

Liaison with partners for 2nd Leg
Evaluation and follow-up activities
Report and dissemination activities

common vision, shared future



CYEC

Action Planning Chart



What Key Task needs doing?	How? (the action steps)	By whom?	By when?	Resources needed?
Eg. air fare research	<ul style="list-style-type: none"> • visit local travel agent • research via internet 	Jon & Anika	next meeting	access to internet; a free afternoon

Signed: _____

Date: _____

As a group, brainstorm the key task areas and start to prioritise them by plotting them in the grid above. Then plan the action steps needed to achieve the task (the how) and allocate responsibility to team members. Set a deadline date for reporting back to the group on progress and identify what resources (time, money, materials, people) are going to be needed to achieve the task.

common vision, shared future



...what is CYEC's youth exchange model?

here's a checklist of points to consider...



CYEC promotes a youth work model of youth exchange.

Check these key features against your exchange plans:

- ☐ it's a youth group activity for 15-25 year olds – managed and delivered by organisations and young people locally
- ☐ it has a clear educational purpose: to provide a structured, inter-cultural learning experience for young people's personal, social and political education
- ☐ it's delivered as a youth work project – and young people take part voluntarily and in their own time (informal education)
- ☐ it encourages the greatest possible active participation of young people in the planning, organising and evaluation of their exchange – youth participation and learning by doing
- ☐ it's reciprocal (two-way) with the same groups of young people involved in both countries – the hosting experience is every bit as important as visiting overseas
- ☐ the programme is thematic and project centred with joint activities that are relevant to both groups and take account of their interests and abilities
- ☐ it's progressive and young people are encouraged to record their development of new skills and achievements

A long distance Commonwealth youth exchange is a demanding youth work project – but youth workers frequently tell CYEC it's the most professionally rewarding piece of youth work they've ever undertaken.

But if you are new to exchange work you may wish to consider undertaking an exchange within the UK or with a European country first to help you gain the necessary skills and experience.

You can contact Connect Youth, based at the British Council, to explore European exchange work.

T: 0207 389 4030; E: connectyouth.enquiries@britishcouncil.org;

W: www.britishcouncil.org/education/connectyouth

common vision, shared future



...so, what's in a youth exchange?

a chance to explore yourself and your world...

Are you finding your line manager or colleagues aren't convinced about the value of international youth exchange work?

Here are some ideas to help win the argument!



Committed internationalists in the youth service and schools will be able to tell you with great clarity about the benefits of youth exchanges. They will talk about the work needing to be meticulously planned. They will explain that the primary methodology is a participative style. They will be passionate about the concept of thinking globally but acting locally; and they will talk about exchange programmes that challenge and stimulate young people and celebrate diversity.

In personal terms, youth workers will talk of the noticeable and quantifiable change in young people's self-confidence and self-esteem during the exchange project. They will recall the many curriculum issues addressed through tackling and preparing for the exchange. They will relate experiences about the fun and enjoyment of the exchange itself and they will often describe the fundamental change in the perspectives of young people when they return from an exchange to the community in which they reside.

What can often be overlooked is the value youth exchanges can also bring to organisations. If managed and delivered well, youth exchanges can become, by their nature, high profile within the community. Youth exchanges can enthuse and motivate others, they can provide clear and tangible case histories on how to work effectively with young people and, as importantly, can improve the residential expertise within the staff or volunteer organisational team.

So, **'What's in a Youth Exchange?'** Well, seen through the eyes of the many supporters of CYEC's work, an enormous amount. All those with a love of youth exchanges know that international work is strongly and rightly placed within the heart of the youth service curriculum. That well managed and delivered, it provides good models, both for developmental group work and one-to-one work. Managed and marketed well, it can provide kudos and credibility to the organisation delivering the work. But most importantly of all, that young people can have the opportunity to be involved in an activity which is highly participative, hugely enjoyable, vastly rewarding and can provide superb learning opportunities.

In the words of a participant,

'It's a fundamental way for young people to learn about themselves, the world they live in, and how to work together to change it.'

CYEC

This is from an article by Chris Davis, Vice Chair of CYEC and Deputy Head of Gloucestershire Youth Service, which appeared in Young People Now, published by the National Youth Agency

common vision, shared future



CYEC

...changes through exchanges,
in our own words...



*'I don't want to sit on a beach in the Costa del Sol, staying in a cloned hotel.
I want an experience that's different – and from which I will learn.
A youth exchange.'* **John** (Bangladesh)

*'There's a saying that travel broadens the mind; if that's so **my head's exploding!**
I would strongly encourage young people to get involved in a youth exchange.'*
Dan (Trinidad)

*'I've learnt that it's actually quite **easy to form friendships** with people
who don't speak the same language and don't share the same culture, creed and
colour. Such things should never be a barrier to making friends.'* **Sarah** (India)

*'Since you guys left the only problem has been how I miss you – **we shared
so much fun together**. Now I feel bored at home.'* **Ali** (The Gambia)

*'The exchange helped us to learn to accept and appreciate other team members,
discover talents and weaknesses in ourselves, and **encouraged
commitment and positive attitudes**.'* **Kwame** (Ghana)

*'Taking minutes, chairing meetings, fundraising, speaking – it's been a great and
continuous learning process and has **given me huge personal
confidence and the skills that will help me in my working
life**. I know I can do a lot of things with my life.'* **Khairun** (Namibia)

*'The whole exchange was **an education, a challenge and a
fantastic learning experience**. We learnt how to plan, team build,
problem solve and achieve our goals.'* **Samir** (India)

common vision, shared future



...changes through exchanges,
in our own words...



*'Meeting young people from a different country is a **starting point and also a taste for what there is in this world** – many beautiful and wonderful people, lands, cultures, customs and traditions.*

It's only when you are open to learning about other people and cultures that you can learn about yourself as well.' **Matt** (Mauritius)

*'Having a visitor from a foreign country makes you look at your own life from a different perspective and that can be **a very enlightening experience.***

Charlotte (Tanzania)

*'**I learnt a lot about myself and I feel more open now.***

It made me look at my life and now I see how important it is for me to further my education.' **Foyzur** (Kenya)

*'I think we've played an important role in the promotion of worldwide peace and friendship – by **bridging social, cultural and racial gaps through the exchange of ideas.*** **Ketoki** (India)

*'**We all learnt a lot from each other** and realise that although we live in very diverse circumstances, we have a lot in common and share many similar experiences.'* **Shane** (South Africa)

*'What a fantastic experience. I had never even left England before. I enjoyed staying with the families. I've left part of myself over there – so I guess I'll just have to go back and find it! **I've made the best friends ever.***

Marika (Jamaica)

common vision, shared future



...so how do we get our group started?

try out some of these taster activities...

why travel?

Aim: to explore why people travel and the impact it can have

Time: 30-40 minutes

Equipment: flipchart + pens

What to do:

1. **Brainstorm:** Have you ever been abroad? Where did you go? Why?
2. On the left-hand side of the flipchart write the places where group members have been. On the right add their reasons for going. Some people might have several reasons for travelling to a particular place.

NB. If members of the group have never travelled abroad, invite them to give examples of where they would like to go and why.

You will probably end up with a rather more complicated version of the list below:

Blackpool	→	entertainment
Spain	→	sunshine
Centre Parks	→	sports
France	→	food
Kenya	→	wildlife
India	→	family links
Italy	→	culture and history

3. Ask group members whether their visit changed or confirmed previously held ideas about the country where they were going.
4. Look again at the range of destinations and reasons for travel on the brainstormed list. Are there any other reasons why people travel? Does the group think that all reasons for travel benefit the country being visited?
5. Brainstorm the advantages and disadvantages of tourism in this country. For example, crowded tube trains in London during the summer and damage to historical sites versus the extra funds and jobs generated by tourism.

This activity has been taken from CYEC's activity pack *Crossing Frontiers*.



common vision, shared future



...so how do we get our group started?

try out some of these taster activities...

why are we going?

Aim: to focus the group on what they know of the partner country and why they want to go

Time: 30-40 minutes

Equipment: flipchart + pens
Blutac and wall space
photocopies of a large suitcase drawn onto paper
(2 per group member)



What to do:

1. First split the group into smaller groups and give each one flipchart paper and a pen. Ask them to record any words or images which come to mind when they think of the partner country. After 10 minutes display the sheets where everyone can see them and discuss. Where do these images and ideas come from? How accurate does the group think they are?
2. Give each group member a suitcase worksheet. Ask them to recall the group's thinking about why people travel. Invite everyone to think individually about the question: Why am I going on this visit? They should then fill in their suitcases with words or drawings showing their four top reasons. After five minutes invite group members to display their suitcases. Take a few minutes to look at each other's sheets.
3. Give everyone a second suitcase. Ask them to think of two things they are looking forward to and two worries or concerns. Encourage the group to be honest. They should record their thoughts on the suitcase as before. After ten minutes ask the group to display their suitcases so that the hopes and concerns can be shared. Are there similar reasons for travel, hopes and concerns within the group? Has it made them think more about what's involved in youth exchange?
4. Encourage everyone to keep their suitcases – they will be interesting to return to after the visit. Be aware of the need to return to look in more depth at concerns and fears at a later date to provide re-assurance.

This activity has been taken from CYEC's activity pack *Crossing Frontiers*.



...so how do we get our group started?

try out some of these taster activities...

the recipe for our perfect exchange!

Aim: to enable team members to identify the key ingredients for a successful exchange near the start of the project – and influence how the exchange could unfold

Time: 30-40 minutes

Equipment: several packs of coloured post-its, pens, flipchart stand or wall space

What to do:

1. Divide the group into pairs and give each pair at least 10 post-its.
2. Ask the pairs to brainstorm for 10 minutes and come up with what they consider to be the 10 essential recipe ingredients to make, for them, the 'perfect' international youth exchange. They should draw or write the name of each ingredient on a coloured post-it

eg having plenty of time to plan could be represented by a clock

It may be helpful for people to think about the exchange project in terms of 3 main phases:

- before the exchange visit
 - during the exchange visit
 - after the exchange visit
3. Each pair then shares their 10 key ingredients with the rest of the group and explains their relevance. Having heard all the ingredient ideas, the whole group must now reach an agreement and choose the final 10 ingredients they believe will help make their perfect exchange. Use the flipchart stand or a wall to post up the selected ingredients. Can you all agree?
 4. Finally, the group discusses how they plan to ensure they get the right ingredients and bake the perfect exchange 'cake' – and how they will keep track of their progress.



common vision, shared future



...so how do we get our group started?

try out some of these taster activities...

how do others see us?

Aim: to understand that people may have stereotyped views of each other

Time: 30 minutes

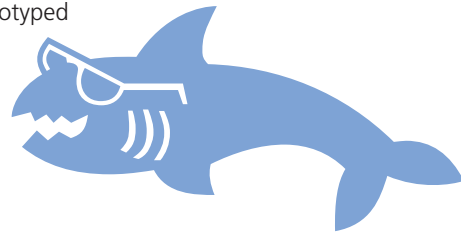
Equipment: flipchart + pens

Preparation: copy out the 4 statements listed in stage 2 onto the flipchart

What to do:

1. Ask the group to imagine they are advising a foreign TV crew visiting the UK. What would the group show the crew to represent life here? In small groups make a list of the things they would want the crew to film. Make another list of the things they would not wish to be filmed! Ask each team to feedback.
2. Ask the group to think about how others may view people in the UK. Do they think that people overseas might have stereotyped ideas of people in the UK such as:
 - everyone in Northern Ireland drinks too much
 - all English football supporters are hooligans
 - all Scottish men wear tartan skirts (and no underwear)
 - all Welsh people sing in choirs
3. Ask the group if they think these stereotypes are harmful. Why?
4. What images do group members have of your partner country and its people? Do they think some of these could be stereotypes? What sort of a programme do they think should be designed for an exchange? – only the best bits a country wants to show visitors or warts and all?

This activity has been taken from CYEC's activity pack *Crossing Frontiers*.



CYEC

...what do we need to look out for prior to exchanging?
check this out...

Discover some of the high flying opportunities of youth exchange - and how to avoid some of the pitfalls...

The game is based on Snakes and Ladders and you will need a dice and some counters. You have lift-off if you land on the tail fin of a plane – or deep frustration if you land on some red-tape and have to slide back down.

When you do an exchange for real, don't get caught in lots of red tape and despondency – plan ahead and don't leave everything to chance.



AEROPLANES

- 3** You decide to take the idea of an exchange further and contact CYEC for more advice - and sign up for a training weekend.
- 11** You make contact with another youth exchange group and they give you the low-down from the horse's mouth – it all sounds great and you're still dead keen.
- 16** Your group is full of some lively individuals and you realise you need to team build – so you plan a weekend residential to practice living together.
- 22** Your family seems very keen on the idea of exchanging you for another youth...they're very supportive and get involved in the fundraising!
- 49** As you spend time working together on the exchange you all find you're learning loads of relevant new skills and gaining self-confidence – there's no stopping you now!
- 54** Everyone feels they can have their say and that decisions are made by the group – the group contract is working well and there's hardly ever any conflict.
- 59** Your last fundraising event was well planned and organised and CYEC's confirmed a grant to boot – well done, you're on track to reach your fundraising target!
- 61** All plans have come to fruition, travel documents are in place and you reach the airport in good time – you have lift-off for the best experience of your life!
- 73** During the exchange the groups are really together and supportive - everyone makes friends and has a fun time and no one wants to come home!
- 81** You did it! Your group does a presentation for all your supporters and the local community – everyone's dead impressed!
- 88** You come back with new ideas about what you want to do with your life – and think about furthering your education or training.

common vision, shared future



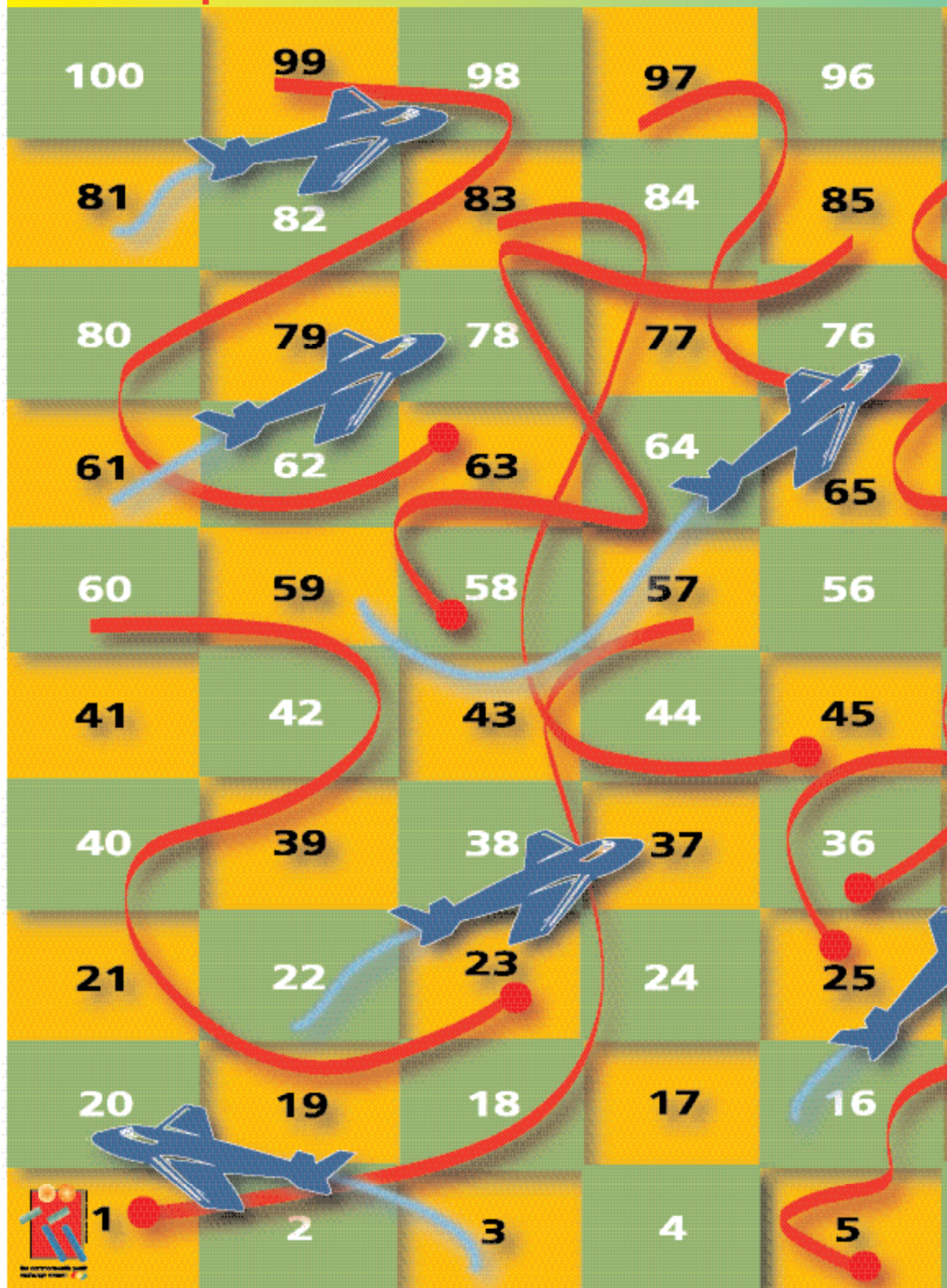


RED TAPE

- 26** Some friends say it's uncool to be interested in travel and other cultures - and you believe them!
What are you missing?!
- 32** It's proving hard work because people aren't pulling their weight – your team's in danger of disintegrating unless you do some team-building!
- 51** There's been no communication with your overseas partners for 2 months – the exchange is at risk unless you can get talking!
- 55** Your Management Committee is not feeling happy about your risk assessments – you need to postpone the exchange to undertake an advance planning visit.
- 57** A local grant making trust turns down your application for funding and you look to be short of funds – and you don't have any contingency plans.
- 60** Your overseas country introduces a visa requirement in response to UK government action – so now you're caught up in lots of red tape and form filling!
- 75** There are bad relationships within the group and cliques have formed – you haven't spent enough time getting to know each other!
- 83** Your youth leader insists on making all the decisions and acts a bit like a dictator – the group rebels and relationships and understanding need to be re-built.
- 85** The relationship with your partner group hasn't been going too well and you've found communication difficult – they pull out and you have to postpone your visit!
- 90** Your youth leader is taking on far too much and falls ill – you need to re-assess roles and responsibilities. This is supposed to be a group effort!
- 92** On arrival you find your partner group has totally different expectations about the exchange programme – you didn't spend enough time checking out each other's thinking!
- 97** Everything's very strange and different, you hate the food and you're homesick - you're suffering from culture shock! Should have done more crossing cultures preparation!
- 99** You forgot to reconfirm your departure flights – you arrive late at the airport only to find there aren't any seats left and you can't get a flight for another week!



red tape, blue tail...





...got a problem, need a helping hand?

CYEC's here to help...



Here's what's on offer

CYEC People

with a staff team based in London and Scotland along with a team of volunteer Regional Representatives throughout the UK, we're here to help you with your planning and preparation. We can arrange face-to-face meetings – or we're only on the end of the phone for a chat. We'll give you advice and support and help you problem-solve if the need arises. We can also put you in contact with other youth exchange projects so you can hear about their experiences.



Publications

from Handbooks and Toolkits to posters and board games – our youth exchange resources are designed to help you get the most out of your exchange and share good practice. And our newsletter and website will help keep you up-to-date and part of the youth exchange community.



Training

from information and taster days to weekend residential courses, we've got the right training course for you. Our courses are for youth leaders and teachers as well as for young people who have a leadership role. So give yourselves a flying start and sign up now.

Funding

we run a grants programme to provide some financial help to local youth exchange groups. You have to meet our specific criteria – so you do need to check out our Guidelines for Funding and application deadlines (normally each autumn).

Events for young people

each year we hold special events for young people – forums, residential and events to show-case achievements and share experiences.

Certificates of Achievement

every participant and organisation completing a Commonwealth youth exchange receives a special certificate from us in recognition of the achievement and skills gained.

And if, after your exchange, you'd like to put something back into the Commonwealth Youth Exchange movement and help CYEC, we'd love to hear from you! We've always got opportunities for youth exchangers of all ages to help run events, promote international work locally, do presentations, serve on committees, volunteer in the office or just keep spreading the word about CYEC and Commonwealth youth exchange!

'CYEC had an important role to play in the success of our exchange. They publicly gave their support early on and thereby made others think we might be worth supporting. They provided a wealth of information and advice and gave us marvellous support and encouragement.'

common vision, shared future



...how can we get some financial help? apply for a CYEC youth exchange grant...



If your project meets our youth exchange criteria CYEC may be able to give your youth group a grant.

Each year CYEC administers a youth exchange fund to support Commonwealth youth exchange projects. We raise the money we give out in grants from private donations and we also receive an annual grant from the British Government (cultural relations/mobility funding). The purpose of the exchange fund is to help UK youth groups make visits overseas and host their overseas friends in the UK. The grants are provided to subsidise your overall costs – but your group will need to fundraise the remaining costs.

What financial help is available?

CYEC can give your exchange a travel grant for your overseas visit (normally between 25% - 40% of return international travel costs) and a hosting grant for the incoming visit (up to 35% of your hosting costs). We can also make a grant towards the costs of an advance planning and risk assessment visit. You will need to raise the remaining funds yourselves – by group fundraising activities, participant contributions, grants and sponsorship.

Who can apply to CYEC?

Only UK organisations undertaking a youth exchange can apply for a grant. Organisations need to be properly constituted and able to show some experience of working with and for young people. Carefully check out CYEC's Guidelines for Funding (enclosed in this pack) to see if your project meets the funding criteria. If you need more help and guidance you can speak to CYEC's staff and Regional Representatives.

Overseas groups cannot apply to CYEC. We do not send money overseas.

What are CYEC's funding priorities?

- exchanges with Commonwealth countries, particularly in Africa, Asia/Pacific and the Caribbean
- participants in the 15-25 years age range
- exchanges involving young people who would not normally have such an opportunity
- projects which can show evidence of real youth ownership and participation in their planning and organisation
- programmes of joint activities and project work undertaken with a partner group and based in a local community
- projects with a clear theme and well thought-out aims, objectives and learning outcomes
- exchange groups with 5-15 members, including leaders
- exchange programmes of 3 weeks duration

common vision, shared future



...how can we get some financial help? apply for a CYEC youth exchange grant...



Remember that we promote a particular model of youth exchange which is based on the personal and group development of young people:

- a partner group exists overseas
- there are planned educational benefits from the outset
- the exchange programme has a theme or deals with youth issues
- the exchange is planned as a two-way project – you will host as well as visit
- the exchange is owned by young people – youth participation is a guiding principle

What doesn't CYEC support?

- representatives attending international conferences, jamborees, gatherings and events
- tours by sports teams and performing groups
- study/research visits, holidays, youth tourism, tours, expeditions, visits with a significant focus on family reunions
- visits and overseas placements which are primarily part of an academic or training course
- gap year volunteer and adventure/challenge programmes
- individuals (except for youth exchange advance planning visits by approved projects)

When do we apply for a grant?

Every autumn (normally in **September** and **October**), CYEC invites applications for exchange grants for the following financial year (ie for exchanges taking place in the following May and onwards). Our detailed Guidelines for Funding and grant criteria are revised annually and the application form specifies the closing dates for applications. If you want to apply to CYEC for a youth exchange grant, you need to become a CYEC-registered youth group by completing the registration form and paying the registration fee.

How do we apply?

- 1 read the Guidelines for Funding carefully (enclosed) – are you eligible for funding?
- 2 read the Notes for Applicants carefully – do you understand the questions?
- 3 complete CYEC's grant application form and enclose any attachments
- 4 complete CYEC's registration form and write a cheque for the registration/administration fee
- 5 return the application form along with your registration form and the annual non-refundable registration fee
- 6 all applications will be acknowledged and a Registration Pack of resource goodies despatched, including a copy of CYEC's Handbook for Exchange Organisers – Contact!- and Safety & Welfare Guidelines

common vision, shared future



CYEC

...how can we get some financial help? apply for a CYEC youth exchange grant...



How are decisions made?

CYEC has a Grants Committee which meets every autumn to look at applications for youth exchange funding. The Committee has representatives of youth exchange practitioners, youth services, government departments and young people.

What other help can CYEC give us?

You are welcome to contact a member of our staff or one of our Regional Representatives if you need further advice or help. You can obtain publications, resources and training courses from CYEC. You can also check out the FAQs on CYEC's web site – www.cyec.org.uk

Is there help for exchanges with non-Commonwealth countries?

If you want to do an exchange with a non-Commonwealth country (eg Europe, USA, Japan etc), contact Connect Youth at the British Council at www.britishcouncil.org/education/connectyouth
Tel: 0207 389 4030

Application Time-Table

AUTUMN Application deadlines, normally at September and October month end.

CYEC Grants Committee normally meets twice before Christmas to consider all the applications for the following financial year (ie projects taking place from the following May onwards).

Applications are assessed by the Grants Committee and are either Approved, Deferred for further information or Turned Down.

Applicants are informed of the committee's interim decision before Christmas. If applications are deferred for further information, a deadline date will be given for receipt of the requested information and the committee will re-consider your application.

SPRING Grant allocations are made to Approved projects, dependent on the overall Youth Exchange Fund for that year.

Applicants are informed of the grant decision by a letter of Grant Award.

6 weeks prior to exchange visit

Applicants submit their Exchange Confirmation Form to CYEC to claim their grant.

8 weeks after exchange visit

Applicants submit a Report and Financial Statements

common vision, shared future



...what's a quality youth exchange?

this is what CYEC is looking for...



Aims and Objectives

General Objectives

The project contributes to young people's development, offering them opportunities for personal, social and political education and making them aware of their role as active participants in the Commonwealth.

Specific Objectives and Theme

The project responds to the needs, interests and expectations of the young people and defines clearly what they want to achieve. The project has a clearly defined theme and the programme of joint activities reflects this.

Learning Objectives (Outcomes/Benefits)

The project sets out clear and achievable learning objectives for the participants, in terms of acquiring skills for personal and social development and employability. There is progression during the life-time of the project. Young people have an opportunity to record and gain recognition for their achievements.

Programme Priorities

Priority will be given to funding

- new or particularly innovative exchange programmes
- exchanges with Commonwealth countries in Africa, Asia and the Caribbean
- youth organisations which have not been previously very active in this field
- exchanges involving young Britons and their Commonwealth counterparts who would not normally have the opportunity to take part
- local British groups (rather than national ones which are only supported in certain circumstances)
- multi-racial youth groups
- exchanges with innovative themes or tackling youth issues

Approach and Methodology

Youth Work Process

The project is delivered as informal education and young people take part voluntarily and in their own time. The project is based on a 'do, review, learn, apply' process of learning by experience that helps young people develop the capacity to make sense of their experiences, themselves and their lives in the world.

Contacts between Partners

The project has been thoroughly prepared by, and with, all partners (expectations, objectives, programmes, working methods, and profile of participants).

Active Involvement and Ownership - Youth Participation

The participants are actively involved in the planning, preparation, realisation and evaluation of their project. The group receives appropriate preparation and training, including residential experiences.

Inter-cultural Learning

The exchange is based on an inter-cultural learning process so as to allow young people:

- to acquire a feeling of self-confidence when confronted with new experiences, attitudes and behaviours
- to prevent and combat prejudice, racism and all attitudes leading to social exclusion
- to develop their sense of tolerance and acceptance of diversity

common vision, shared future



...what's a quality youth exchange?

this is what CYEC is looking for...



Organisation

Project Plan

The project is properly defined, planned and implemented. Appropriate risk assessments have been undertaken. The need for an advance planning visit has been assessed.

The Programme

The programme is well balanced, corresponds to the objectives of the project, is well adapted to the theme and the needs and interests of the participants. It is jointly undertaken and facilitates sustained contact between the two participating youth groups.

Practical Arrangements

The practical arrangements are coherent with the general objectives of the project, the profile of the participants and the project plan; there is awareness of health and safety and child protection issues.

The Leadership Team

The composition and experience of the leadership team are appropriate to the activity regarding learning methods, knowledge of the theme and ability to work in an inter-cultural environment.

Global and Commonwealth Issues

Efforts have been made to promote among the young people awareness of global issues and of the Commonwealth and its values.

Finance and Formal Issues

Approval

The project obtains formal approval from its management committee and insurance cover is in place.

Co-financing

Efforts have been made by project organisers and / or participants to secure other sources of funding; young people's participation is not dependent upon their ability to pay.

Costs

The budget fits the project aims and programme and is feasible.

Justified Grant Request

The grant request is justified by the profile of the participants and / or exchange destination.

Report

It is a condition of grant funding that projects submit a report and financial accounts for their exchange visit within 8 weeks of the visit having taken place.

common vision, shared future





In order to apply for a grant you need to register your project with CYEC and pay an administration fee. You will need to register for each new financial year of application.

We wish to register our youth exchange Project with the Commonwealth Youth Exchange Council and apply for a grant.

- ☐ Our application for grant aid for a Commonwealth youth exchange is enclosed.
- ☐ We enclose a cheque/postal order for the £25 registration/administration fee, made payable to the Commonwealth Youth Exchange Council. In return we will receive a resource pack, including a copy of **Contact! A Handbook for North-South Youth Exchange**. We understand this is a non-refundable registration/administration fee.

OR

- ☐ We have already purchased a copy of **Contact! A Handbook for North-South Youth Exchange** – your reference number refers, (See inside the front cover).

We claim our £10 discount off the registration fee. A cheque for £15 is therefore enclosed. We understand this is a non-refundable registration/administration fee.

YOUR ORGANISATION: _____

PARTNER COUNTRY: _____

YOUR NAME: _____

POSITION: _____

MAILING ADDRESS: _____

POST CODE: _____

TELEPHONE/MOBILE: _____

EMAIL ADDRESS: _____

SIGNED: _____ DATE: _____

REGISTRATION CHECKLIST

- Have you
- enclosed your £25/£15 non-refundable registration/administration fee?
 - enclosed your completed application form and attachments?

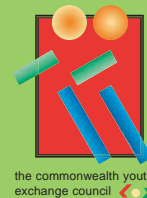
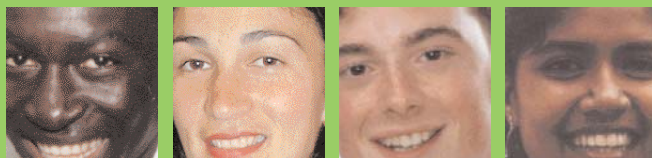
Please Note. Your project details and contact address will be held on computer by CYEC. These details will be used by CYEC for the purposes of supporting your youth exchange project and application to us. We will also send you CYEC mailings and newsletters to inform you of CYEC events or information that we consider to be of relevance for the management of your exchange. We will also let other CYEC-supported youth exchange projects have your contact details for the purposes of networking and supporting each other. Occasionally you may also receive a mailing from another carefully screened organisation if they have information or an event or publication that we consider may be of interest to you. If you object to any of this, please inform us.

common vision, shared future



CYEC

common vision, shared future



CYEC has been supporting young people's participation in two-way group youth exchange visits with Commonwealth countries since 1970. A Commonwealth youth exchange increases young people's personal development of important life and employment skills. It is a challenging and rewarding experience of active global citizenship and inter-cultural learning.

This pack will tell your youth group what's involved and how to get started - and how CYEC can help.

Commonwealth Youth Exchange Council

7 Lion Yard, Tremadoc Road

LONDON SW4 7NQ

Telephone: +44 (0)20 7498 6151

Facsimile: +44 (0)20 7622 4365

Email: Mail@cyec.org.uk

Web: www.cyec.org.uk

CYEC in Scotland

30 Wyvis Crescent, Dingwall

ROSS-SHIRE IV7 8BZ.

Tel/Fax: 01349 861110

Email: cyecscotland@btinternet.com

Registered Charity No: 1086375 • Registered Company No: 4126616

Published by CYEC 2004 • ©CYEC 2004 • ISBN 0-9537786-6-5

Written by Helen Jones • Designed by Ashley Shields, Orbit Graphics

Photography by Peter Robey, Helen Jones and Youth Exchange Groups