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The Manual is a collection of documents which can be used at many different levels of involvement in Youth Exchange.

In addition to the documents in the DG section the following are suggested as important reading for District Leaders (index numbers are at the foot of each document):

### Core Reference

CS Core Structure - all files

CP Certification & Protocol - all files

IN International & National - all files

IF Insurance & Finance - all files

### Operational Reference

Introduction

OS Operational Structure

D The District Youth Exchange Officer

OB The Outbound Student

IB The Inbound Student, Host Family & Counsellor

R Record Keeping & Retention

The remaining Exchange Programme files [C(O) – Outbound Camps, S - STEP, C(I) – Inbound Camps, L - LTEP] run in parallel with each other according to the particular exchange. Selecting one of these sections will give a representative view of the information given across the board.