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### Why run an Inbound Camp?

There are a few answers to that question.

#### It's a good place to start for districts without much of a Youth Exchange programme

The great advantage of running an international Inbound Camp is that it gives a district a controlled introduction to Youth Exchange and a chance to make a lot of international contacts all at once. Finding students to join the Camp is usually far from being a problem and as the task is tangible it should be relatively easy to build a team to run it. The hard work goes into planning the first one – and the second follows and then onwards. There is no problem about repetition – the students change every year so it is new to them, but of course you tweak what you thought did not work, and then there is the call from Rotarians in other parts of the district wanting to take part too. Gradually the expertise will grow, as will the awareness that your own students could themselves benefit from taking part in a international camp and suddenly the Youth Exchange programme takes off.

#### It's a good way for districts with Youth Exchange programmes already to 'give back' for the hospitality and wonderful experiences which their own students have had.

The Camps & Tours programme is not a one for one exchange as such but in mainland Europe in particular there are large numbers of Rotarians who work tirelessly to produce between them over one hundred Camps & Tours opportunities every year, to each of which we are invited to send one student (very occasionally two). In GB & Ireland we also provide similar events and reciprocate as best we can. So the act of districts giving back to each other produces the Exchange. The more contact that Rotarians and Clubs have with the students and with involvement in their own camps the more they see the benefits to be gained, to the overall advantage of the whole Youth Exchange programme. What is more, the team approach which is necessary to run a Camp dispels any misgivings that may have hung around the notation that the programme is too much of a burden to take on. As the team members become more comfortable with their own roles they are well placed to take on additional tasks and once they find that they enjoy it they are not considering anything to be too much trouble.

#### ..and of course ....

All participants of all ages have such fun that they come back and back for more.

#### What is the purpose of Camps & Tours

The composition of Youth Exchange Camps is a group of students, consisting normally of no more than one student from each country - maybe two for camps of 15 or more – but with no student from the host country.

As with all Youth Exchange programmes the main aim is to bring young people together from different countries to foster international friendships and tolerance of other people's views. The different activities bring out independence, resilience and self awareness in the students while they learn not only about the country they are visiting but also to appreciate the cultural differences among all the other students.

Camps are themed – outdoor activities which may include sports, arts and crafts, cultural tourism, music, environment etc. The list is limited only by the imagination and interest of those organising the Camp and no two are alike. You will get a very comprehensive picture of the range and

variation of what is offered by visiting the Camps & Tours menu of the website and studying past and current invitations.

Camps in RIBI are held annually, others in alternate years. One or two are combined with a RYLA to give it an international flavour.

### What does a would be Camps Organiser need to do?

This question is answered in two parts. Follow the references:

#### 1. From blank page to Invitation:

For advice as to how to set about starting a Camp see [C\(I\)15: Planning for an Inbound Camp](#). As well as general advice you can download a template [C\(I\)15A: Checklist for Building an Inbound Camp](#). to help you work through the process and [C\(I\)15B: Completed Checklists from Past District Camps](#) so that you can see what others have done.

#### 2. From Invitation to Departure Day.

See [C\(I\)5: Managing an Inbound Camp](#). This concerns your chosen students as they prepare to come on the Camp and once they have arrived, and also the adults associated with them.



## C(I)2. The Role of the Multidistrict Inbound C&T Coordinator



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This is a new role arising from the increase in the number of Inbound Camps now established in Great Britain & Ireland and the number of Camps envisaged in the future.

All Districts are completely free to devise and organise a Camp and/or Tour in any way that they want. However, it is desirable for an Inbound Multidistrict Coordinator to maintain an overview for a number of reasons:

- To encourage districts to run an Inbound Camp as a means of introduction to Youth Exchange.
- To provide a focus for established or potential Camps Organisers to gain advice.
- To be in the position to encourage variety in the variety in the choice of programmes and a spread of provision across all four countries in RIBI as new Camps are being developed.
- To provide one voice to the outside world, not in terms of placement (that is entirely the prerogative of the Camps Organiser) but to be able to indicate to overseas partners where and when Camps are being planned.
- To help balance the interest from abroad so that the 'one' place per nation on our Camps does not go exclusively to the same well organised district within a country without a multidistrict structure – especially when that country runs many camps across all its districts.



## C(I)3. The Role of the District YE Team for Inbound C&T



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The involvement of the District Youth Exchange Officer for Inbound Camps & Tours is very much dependent on circumstances.

The minimum is:

The DYEO signs the Guarantee Forms of the participants and return copies when complete to Rotary International one month before the Camp or Tour starts.

The DYEO supports the club(s) in the process of selecting and training Host Families (where relevant) and a Counsellor

The DYEO provides Orientation materials for the Inbound students before they leave home and hold an Orientation event as soon as they arrive.

A Camp & Tour may originate in a number of ways but it will always need endorsement of at least one Rotary Club.

This document deals with the framework of the youth exchange process, not the organisation of the Camp itself. Further details and practical advice may be found in [C\(I\)15: Planning and Practical Advice for Organising an Inbound Camp](#)

The Camp Organiser and Team have four concerns:

### 1. Finalising the arrangements for the Camp activities, including:

- carrying out a Risk Assessment for the activities involved in the Camp. Risk assessment forms [IF4C: Risk Assessment Form for Youth Exchange](#) may be downloaded here.
- having a system in place for Arrivals and Departures and communicating this to the students.

### 2. Selection and Orientation of Students:

See [IB1: Arrangements for the Inbound Student](#)

Students need orientation before leaving home and immediately upon arrival.

- Customise and send out to students [C\(I\)10A: Preparation Pack for Inbound C&T Students](#) as soon as the Camp is full or the closing date has been reached.
- Customise and send out [C\(I\)10B: Welcome Pack for Inbound C&T Students](#) just before they leave home, then hold an Orientation event as soon as possible at the beginning of the Camp with the support of the DYEO.

### 3. Selection of Host Families (if needed) and the Camp Counsellor(s):

Organisers need to read [IB3C: Host Family Selection Pack – C&T](#) and [IB2C: The Counsellor's Selection Pack – C&T](#) and follow the procedure which is set out by Certification. Certification requirements apply to Camps & Tours regardless of the ages of the students.

All completed documents connected with Host Family and Counsellor selection need to be sent to the DYEO for electronic storage.

- Potential Host families and Counsellors need a DBS Certificate if any of the students are under 18 and Organisers are referred to [CP5: Screening Adults for Youth Exchange](#) for more information so that they can arrange for screening if necessary. Part of this is to send out to Hosts and Counsellors [IB8: Dealing with the DBS Application Form](#) for their guidance.

#### 4. Training of Host Families and the Camp Counsellor(s)

- Organisers need to read *IB6: Training Hosts and Counsellors*.
- The relevant training materials are '*C(I)9A: The Host Family Preparation Pack for Inbound C&T* ([downloadable from here](#)) and *C(I)7A - The Counsellor's Preparation Pack for Inbound C&T*, ([downloadable from here](#)), both of which may be customised.

• Bear in mind the principle behind these documents, that they contain copies of what is being given to the students so that the Host families and Counsellor are kept in the loop. Any customising of documents needs to be consistent across the board.

#### Record Keeping

The Organiser downloads and customises *R4A: The Inbound Student Records Folder* for each student and puts it on Dropbox, giving access to the DYEO, Counsellor and Host family (where applicable).

At the end of the Camp the records are sent to the DYEO for electronic storage.

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You have sent out your invitation and have received applications from colleagues in Europe and beyond – so what now?

### Acceptance

If your Camp has a fee you will be busy converting provisional acceptance to complete acceptance as parents deal with payment. This can take some time but it will help if parents send a scanned copy of their receipt, particularly as some bank transfers do not make it easy to identify the source of the money.

During this process pressure can come to bear in two ways;

#### 1. The Most Frequently Asked Question – When can I book my flight?

**Quick answer:** Definitely not until the student has been fully accepted on to the Camp.

Some invitations specify the preferred arrival airport. If you do not do so you risk the parents choosing one which could cause you logistical difficulties. Also suggest that students book afternoon flights home to allow time for travelling and security at the airport for the whole group.

If your preference is not stated on the invitation it is in your interests to inform the participants as quickly as possible before they take the decision out of your hands.

#### 2. Visa Applications.

Be aware that there may be students coming on your Camp who are required to apply for a visa before entering our country. Some will probably tell you very early on and possibly before the fee is paid and ask for a letter to accompany their application but it is worth mentioning it in your Welcome letter in case they are not concentrating. An example of a letter sent out by D1260 Camp to meet this situation is at *IB1A: Inbound Student Invitation (for visa purposes)*.

#### Students' Introductory email

When the closing date has passed or your Camp has filled and everyone has paid the fee this is a good time to write to all the students. They will probably already have been asking for information (see above) but you will make a rod for your own back if you answer individually every email asking the same routine questions – of course if there is a compelling reason you respond.

Make your initial email a 'Welcome All' email rather than one packed with information. Ask the students to respond somehow so that you can test the email address which is on their AF as well as giving yourself an idea of how easy it is going to be communicate with some of them. Some email addresses are their parents' and it is sometimes difficult to persuade them to allow their 'child' to communicate directly with you. The best approach to obtain an email address for each and send to students and parents separately

#### Competent Swimmer

Your risk assessment may require you to have this assurance from parents/students. Be sure to ask, even if you are going on or near water without intending to get a foot wet.

## Introducing Students to each other

Form a closed or secret Facebook Group for these students as early as possible and include the Rotarians/ Rotaract/ ROTEX/ Hosts.

This may be the only effective way that you can communicate with the students. Documents can be uploaded and easily accessed, while also emailing them so that the parents can see them too. By the time that they meet they will already know each other a little and they will post their photographs and continue their friendships years after the Camp is over.

## Student Preparation

For a Camp the preparation has two components: Orientation, which prepares the student for the experience, and information about the Camp and the host family.

- **Information about the Camp**

Sending the students as detailed an itinerary as soon as possible, with a disclaimer that changes may need to be made, is much better than maintaining a silence until the last minute.

- Send the students and the hosts each other's contact details so that they can communicate, also so that they can get to know any other student who will be staying with them. It does not matter who writes first.

- **Orientation**

This is an important and detailed topic and it dealt with in full in *C(I)10: Orientation of the Inbound C&T Student*.

## Insurance for Inbound Students

Rotary International's basic criteria for student insurance may be seen at *IF5: Travel Insurance for Students*. The onus is upon the host district to check that every inbound student is suitably insured and this is particularly important if the Camp is going to involve high risk activities and the policy needs to be supplemented. The Host district can insist upon a particular policy and this is beneficial for a Camp where the participants speak different languages and use different currencies.

In GB & Ireland the policy which we require all our inbounds students to use is detailed at *IF4D: CISI=Bolduc Insurance Policy for Rotary Youth Exchange*. Full insurance information is at *IF4: Risk Assessment and Insurance for Youth Exchange*.

## Information for Hosts

Hosts need operational details such as itineraries and timings. They should be sent '*C(I)10A The Host Family Preparation Pack*' and given access to *R4A: The inbound Student Records Folder* for that student. This is put on Dropbox and accumulates all the personal information about their student and all the documents which have been sent to him/her.

## Last Minute Information Email

There is bound to be some point which the Camp Organiser needs to emphasise before the students leave home. This is not the same as the email written by the DYEO but could synchronise with it.

Also the students should be sent a signed letter of welcome on letter headed paper which may be shown to the Border Agency in the event of the student being stopped and questioned. The letter should give an outline of the Camp, give the name and postal address of the student's host family and the name and mobile phone number of the person receiving the students as they come through Immigration. An example is at *IB1B: Letter of Introduction for inbound at Port of Entry*:

## Feedback Reports

Feedback from Camp participants is worth collecting before Campers return home. Camp organisers will want to produce their own form for this so nothing is provided here.