

A Camp & Tour may originate in a number of ways but it will always need to 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.