

The Manual is a collection of documents which can be used at many different levels of involvement in Youth Exchange. It should make informative reading for anyone but the following seeks to enable Clubs to gain at least the minimum knowledge and understanding and then to guide them to further reading as required. (Index numbers are at the foot of each document)

### Contents for Clubs

#### General information

Introduction & Main Menu

OS3: Jargon & Abbreviations in Youth Exchange

CL1: An Overview of Youth Exchange for Clubs

CL3: Club to Club Exchanges – Managing them within Certification Requirements

#### Operational Information which applies to all programmes:

OB3A: The Student Interview Support Pack – All Programmes

OB3B: The Student Interview Support Pack – Essential Background Information for interviewers

IB2(S): The Counsellor Selection Pack for STEP

IB3(S) The Host Family Selection Pack for STEP

CP10: Rules and Conditions of Youth Exchange

OS5. WEBAPP – THE Online Application System for GB & Ireland

#### The Role of Clubs for the Exchange programmes: (refer to as necessary)

Camps & Tours (Outbound): all files C(O)1 – C(O)7

STEP: S1 – S5

LTEP: L1 – L5

#### For Clubs interested in running an inbound Camp:

Camps & Tours (Inbound): C(I)1 – C(I)5 and C(I)17