

There are in excess of a hundred places each year for Outbound Camps & Tours which take place mostly in June/July/August. Although there are a few private arrangements between clubs and districts most of the camps invitations circulate between districts or multidistricts which are listed on the European Camp Coordinators' list, currently operated by Rotary Youth Exchange in Switzerland.

Camps vary as to dates, length, theme, and the number and age of students, within the age range 15 to 25. What they have in common is a group of international students, none of them from the host country, who arrive together and bond almost instantly. Normally one student is accepted per country, occasionally two, and the decision as to who will represent RIBI is made centrally by the Outbound Camps Coordinator. Students need to be adaptable, good at making friends and must enjoy being part of a crowd.

The language of the majority of the Camps is English - exceptions are specifically indicated on the invitation.

Students initially contact the website www.youthexchange.org.uk and register their interest in a camp on the C&T drop down menu. Progressively we are finding that this is happening very much earlier each year and in ever greater numbers. The Camps Coordinator picks it up and it is cascaded to the DYEO and then the Club. Once accepted and with a completed application form the student is put on the mailing list and will receive invitations to the camps when they begin to come out. These arrive in a steady and random stream from December onwards, slowing down towards the end of March. Interested Rotarians may also apply to be on the mailing list but may not apply for places on behalf of students. Invitations are also placed on the www.youthexchange.org.uk website.

Early Bird Registration

In order to stimulate greater participation in districts and enable districts with small programmes to get a foothold and expand we have a quota system whereby up to two school age students (Early Birds) from each district may have priority choice of camp nominated by the DYEO from among those in the district whose application is fully processed by 31st DECEMBER annually. Invitations not taken up in this way will be filled by the 'First to Respond' system.

How DYEOs select an Early Bird is entirely up to them. They could just put forward the first two applicants whose application form is ready by the deadline. Otherwise it is perfectly valid to choose a student who is particularly deserving for some reason, from among the applicants – or maybe to go out and look for a student who fits that category, provided that the application form is ready by the closing date.

Detailed information is given in [C\(O\)6 – 'Securing a Place on an Outbound Camps & Tour \(Rotarian Information\).'](#) and DYEOs need to send this to clubs. This information is also on the website.

The process selects the student who will be put forward for a place on a camp provided that this student has successfully completed the application process.

Invitations will go up on the website and the public can see them but this is after they have been circulated on the mailing list. This often results in applications for camps from those who have not yet registered their interest. They must do this and be interviewed and accepted by a club before the Camps Coordinator will allocate to them a place on a camp. At this stage the DYEO and the

Club must move very quickly if the student is to succeed.

Despite the competition for places applicants who persist and are flexible, particularly about dates, usually do get to go on a Camp. However, urgency is key as there is a very small window in which to operate once a camp invitation has been received as it is not a foregone conclusion that a student from RIBI will have a place.

Having said that, there appear to be a significant number of vacancies close to the date of the camps as a result of students dropping out so there is always a chance for those who have otherwise missed out.

The website gives all the details of Camps & Tours invitations received in the past season. They will give an idea of what is offered but will not predict what is to come. Certainly some camps seem to take place year after year but a number of districts/clubs operate a three year cycle and then change to something else. Others, such as the Cremona Music Camp, are biennial.

As with all our exchange programmes a student who is actually placed on a Camp immediately becomes liable for a non-returnable administration fee of £25 to be paid to the RIBI Districts Youth Exchange Association. The Camps Coordinator will advise as to how payment should be made.

The Outbound Camps Coordinator has an increasingly pressured task starting for the beginning of the Rotary year with an accumulating number of students registering their interest at the website. S/he passes these on to districts where a suitable sponsor club is found and the application process is carried out. S/he retains direct contact with the students through the mailing list, the circulation of invitations and provisional selection of the students, up until the point where the student is placed on an actual camp and is communicating effectively with the Camp Organiser.

Here below are details of the role:

Registration of Interest at the Website:

Receives & processes registrations.

Locates appropriate district & sends details to the DYEO.

Ensures that the DYEO knows what to do regarding the interview and selection process and offers immediate support where necessary.

The Application Form

Emails the accepted student with information as to how to access WEBAPP, the online application form, and attaches a letter requesting the administration fee, with details of how to pay. Emphasises to the student that both application form must be complete and the fee paid before placement will begin.

Liaises with the student, the DYEO and the Club YEO in producing a complete and fully signed form.

Mailing List

Places students on the mailing list once they have completed their application form and paid their fee.

For Early Bird applicants:

After the 31st December deadline compiles an Early Birds list based on the recommendations of relevant DYEOs and then puts them in order of the date of their ROI.

Invitations to Camps:

Informs all applicants as to the evening and time when the invitations will be sent out.

Sends out invitations to all students (and DYEOs and interested Rotarians) on the mailing list at the same time but will offer the Early Birds the chance to email in their request for the provisional place half an hour earlier than the rest.

Allocates that place to the Early Bird student with the earliest ROI date of those EBs who email in. The reserve place goes to the first non Early Bird to email in.

If no Early Bird is interested both the provisional place and the reserve will be allocated to non-Early Birds.

Arranges for all the invitations to be placed on the website.

Placement on Camps:

Negotiates places with the Camp Organiser for students as they apply for specific camps.
Negotiates extra places where requested.

Forwards application forms to the relevant Camp Organisers.
Advises the student as to how the Administration Fee may be paid and on receipt of payment releases to the student the contact details of their Camps Organiser to enable each to deal with the other directly.

Support:

Gives support to the students up until their place is confirmed and is a link between the student and the Camp Organiser in case of communication difficulties.

NO LATER THAN 31 JANUARY (or else the student may not join the online application process).



C(O)3. The Role of the District YE Team for Outbound C&T



The DYEO is the first point of contact in the District for any potential applicant who registers his/her interest on the Association website. Anyone interested in a place on a Camp or Tour needs to be directed to the website www.youthexchange.org.uk where s/he can register her/his interest and ultimately be placed on the Camps Mailing list.

The District team led by the DYEO:

- Provides support for the CYEOs and in particular aims to generate and maintain a high level of momentum so that the necessary objectives are met in time.

These objectives are:

- Completion of the Interview/Selection process,
- Completion of the Online Application Form. (*OS5: WEBAPP – The Online Application System in GB & Ireland.*)
- Ensuring that all students are in contact with the Outbound Camps Coordinator over Camps information.
- Ensuring that the mailing list is reaching his/her students.
- Encouraging the student to apply for a Camp and to persevere if not immediately successful.
- Preparing the student to go out on the Camp (Orientation).

The specific tasks of the District Team are:

- to find a suitable club for the registered student.
- to process students early enough for the District to benefit from the Early Bird System.
- to find suitable sponsor clubs and provide them with current copies of *C(O)6 - 'Securing a Place on an Outbound Camp & Tour – Information for Rotarians'*.
- to provide interview training for the Club members who will make home visits. hold. Ideally one District Representative should attend home interviews where possible. See *OB3 – Student Selection – All Programmes*.
- to Inform the Outbound Camps Coordinator of a successful candidate NO LATER THAN 31 JANUARY (or else the student may not join the online application process).
- to personalise *OB3C: An Outbound C&T Applicant's Guide to Youth Exchange* and send it to the student.
- to ensure that the student logs in to WEBAPP and keep him/her on track to complete the AF.
- to work with the Outbound Camps Coordinator on the Online Application Process.

- to give the Camps Coordinator the names of up to two Early Birds whose Application Forms are completed by the deadline, which is 31st December annually.
- to works with the CYEO once the student has definitely been placed on a Camp to ensure that the link between the student and the Camps Organiser is maintained and that concerns about joining instructions or any other information are noted and addressed.
- to organise an Orientation event singly or jointly with other DYEOs and work with the CYEO to ensure that the student, parents and CYEO attend. (usually end March/ early April). (*OB6 Outbound Orientation*)
- to arrange a Feedback event in September where the student shares his/her experience of the exchange and produces a written report.

The District Team retains contact with the returning outbound student (now ROTEX) and involves him/her in promoting Youth Exchange and in networking events

The Team led by the Club Youth Exchange Officer:

- Takes part in the Interview/Selection Process (*See OB3 – Student Selection – All Programmes*)
- Ensures that students are accepted early enough to enable them to qualify as Early Birds.
- Assists with the completion of the Application Form, notably dealing with signatures, being aware of the need for urgent action (a lot of potential last minute applications) but being particularly aware of the 31st DECEMBER deadline for a student to qualify as an Early Bird. (*See C(O)6: Securing a Place on an Outbound Camps & Tour (Rotarian Information)*).
- Informs the DYEO of all successful candidates so that s/he can initiate the Application form and inform the Camps Coordinator.

Once the Invitations begin to come out (from December to March):

- Ensures that the student is receiving information on the RIBI Camps Mailing List.
- Encourages the student to keep applying for a camp place until s/he is successful.
- Invites the placed student plus at least one parent to the Club as soon as possible and before Orientation Day (usually end March/ beginning April).
- Reinforces the requirement for the student and at least one parent to attend Orientation Day.
- Attends Orientation Day or sends a deputy from the club.
- Checks the student's Insurance. (*See IF5 - Travel Insurance for Students*). Ensures that the student takes into account any special insurance requirements arising from the Camp's activities.
- Checks on whether the student has received joining instructions for the camp and if not contacts the DYEO.

After the student returns from the Camp:

The CYEO:

- Attends Feedback Day when all returning students give their reports to District.
- Arranges for the returning student to come to a club meeting to give a presentation on their exchange.
- Keeps in touch with the student, encouraging his/her involvement with Rotary projects not only connected with Youth.
- Encourages the student to be an active member of ROTEX.
(*See IN4: ROTEX -The Alumni of Rotary Youth Exchange*)

Camps and Tours are organised by districts across Europe and usually one student from RIBI may apply for a place, occasionally more. Invitations come out from December until around March via the RIBI Outbound Camps Coordinator who administers the selection of the student from those sponsored by clubs.

PREPARATION FOR OUTBOUND STUDENTS

REGISTRATION / INTERVIEW / SELECTION

1	<p>However the potential applicant is found he/she must visit the website youthexchange.org.uk to register interest in Camps & Tours as applications may be made online only.</p> <p>The Registration of Interest data is passed by the Camps Coordinator to the appropriate DYEO who then contacts the club.</p>	<p>Website</p> <p>Camps Coord. DYEO</p>
2	<p>THE DYEO sends to the student the current copy of <i>C(O)6 - Securing a Place on an Outbound Camp & Tour – Information for Rotarians</i> to the CYEO</p>	DYEO
3	<p>The candidate is interviewed by two Rotarians at home with both parents if available.</p> <p>(see <i>OB3 – Student Selection – All Programmes</i> and download <i>OB3A: The Student Interview Support Pack</i> and distribute to interviewers.)</p>	CYEO & DYEO or Club Member

ONLINE APPLICATION

4	<p>The Club Interviewer reports back to the Club. The Club decides and informs the DYEO who informs the Camps Coordinator (no later than 31 January) and sends the successful student the e-booklet <i>OB3C: An Outbound Camps Applicant's Guide to Rotary Youth Exchange</i>. The DYEO enables the student and the CYEO to gain access to the online application form (AF).</p> <p>The Camps Coordinator writes to the student to request the admin fee. DYEO ensures smooth completion of the AF by student and Club.</p> <p>(see <i>OS5: WEBAPP – The Online Application System in GB & Ireland</i>)</p>	<p>CYEO DYEO Camps Coord</p>
5	<p>Once the Signature page has complete student, Club and District data the CYEO takes it back to the student to witness student's & parents' signatures.</p> <p>Rotarian witness takes away the signed copies and passes everything to the President and CYEO (or Secretary) for their signatures.</p> <p>CYEO then posts the hard copy (recorded delivery) to the DYEO. DYEO signs and scans and uploads the Signature page.</p> <p>DO NOT LET THIS PROCESS DRAG ON!</p> <p>The Early Bird Registration deadline is 31st DECEMBER!</p>	<p>CYEO & DYEO</p>

PLACEMENT PERIOD

6	The CYEO will ensure that the Club invites the student and parents to a meeting or an event as soon as possible.	CYEO
7	The DYEO informs the Camps Coordinator of his/her choice of Early Bird applicant. The Camps Coordinator places on to the mailing list students who have paid the fee and completed their application form.	DYEO Camps Coord
8	Camp invitations begin to arrive. Camps Coordinator sends out all invitations (as previously indicated) to everyone on the mailing list. Early Birds may apply from 9pm and Regular applicants from 9.30pm. (See C(O)6: Securing a Place on an Outbound Camp – Information for Rotarians) for full details.	Camps Coord.
9	As soon as the student is accepted for a camp the Camps Coordinator sends the Camp Organiser the completed AF.	Camps Coord
10	Upon placement the Host district sends to DYEO the completed GF. DYEO sends one copy to student and one to CYEO.	DYEO

ORIENTATION & PREPARATION FOR THE EXCHANGE

11	ORIENTATION DAY - usually end of March/ beginning of April This is a DISTRICT EVENT - obligatory attendance by all outbound students & parents (for student not yet 18). CYEO, Club President, Counsellors and other interested Rotarians/ ROTEX also attend.	District YE Team
12	The CYEO supports student and family over travel arrangements/visas etc and checks that the Insurance policy fits RI criteria (given to them in OB3C) – if not the CYEO refers it back for the DYEO to deal with it..	CYEO

THE RETURN OF THE OUTBOUND STUDENT

13	FEEDBACK DAY - usually mid September. This is a DISTRICT EVENT - attended by all returning students. CYEO, Club President, and other Rotarians/ ROTEX also attend. Returning students give a short presentation about their exchange as well as completing OB8R(C): 'The Post Exchange Report & Evaluation form (C&T)' for District.	District YE Team
14	The CYEO invites the student to the club to give a presentation on his/her Exchange. Parents are invited, also DYEO. CYEO maintains contact with the student to encourage participation in projects.	CYEO
15	The Student is now ROTEX and is encouraged to continue to network with others and support Rotary activities.	Clubs DYEO

When students have been interviewed by a Club, accepted as suitable for place on a Camp & Tour, paid their administration fee and their application form is complete, they are put on the Regular Mailing list for invitations which come out for Camps from about mid December onwards, generally fading out towards the end of March.

Early Bird System

In RIBI we have considerably more applicants for Camps than there are invitations, even supposing that we were able to send someone on every Camp. In order to spread opportunities about and provide incentives to districts we have brought in the Early Bird system which aims to offer a limited quota to those who can find applicants early in the season but without penalising districts which attract a lot of applicants. We want to make sure that the places are filled but also want to be fair to all.

DYEOs may nominate up to two students as Early Birds (see below for criteria) from those students in the district whose application form are complete and ready to send away by the deadline of 31st DECEMBER. The Camps Coordinator produces a separate Early Bird mailing list of these students in order of the date of their ROI.

Securing a Provisional Place on a Camp

For the great majority of cases a provisional place is granted to one student only per camp according to a selection system described as follows:

Invitations begin to be sent out to everyone on both Mailing lists from approximately mid December between 7pm and 8pm on the same evening every week**** (as indicated earlier by the Camps Coordinator) and then interested students are invited to email their request for a place. Early Birds may email in from 9pm and Regular students from 9.30pm.

The provisional place will go to the Early Bird with the earliest ROI. The Stand-by place will go to the first Regular student to respond after 9.30pm. APPLICATIONS RECEIVED BEFORE 9.30PM FROM REGULAR STUDENTS WILL BE IGNORED.

****If there is a need to vary the timings, the day of the week or even add an extra day when invitations arrive in quantity the Camps Coordinator will email those on the mailing list to warn them.

PLEASE NOTE

1) If no Early Bird applies for it both the provisional place and the stand-by place will go to the first Regular student.

2) An Early Bird may hold the stand-by place only if no one else applies for it.

3) If there is more than one place available for a Camp:

- no more than one Early Bird student will be given a provisional place unless no one else requests it.

- two students from the same school or the same family will not normally be put forward by the Camps Coordinator as applicants for the same camp.

- it is not normally acceptable for two students from the same district to go on the same camp but this may happen only if there is no other student from a different district applying.

4) Any student may request up to two places on different Camps in any one week.

5) A request for any particular camp or tour is no guarantee of an actual place on it.

6) A student's name is removed from the mailing list once s/he has been allocated a provisional place on a Camp. However, it will be reinstated if the place is not confirmed by the Camp Organiser.

7) Before applying for a place students need to check and be sure that:-

- a. They are, or will be, the correct age at the time of the camp/tour
- b. They will not be in school or taking examinations at the time of the camp/tour
- c.. Their family do not have other arrangements for them, such as a family holiday, at the same time as the camp/tour.
- d There are no conflicting summer courses/activities for which their school/college expects their attendance.
- e They have checked out the fees for the camp and they or their parents are willing to pay the cost.
- f They or their parents are fully aware of any additional costs of the camp/tour for which they are applying.

Students who apply for a place and subsequently withdraw because they have not taken into account any of the above will not be considered for another camp/tour place for two weeks.

WHO CAN BE AN EARLY BIRD?

Early Birds are chosen from the students whose application form is complete and ready to go by 31st December.

They could be the first two students from that district to apply – or DYEOs could use their discretion and choose someone who was particularly deserving of being given priority. The Camps Coordinator would give guidance as to who might be eligible in this category.

Often, however, districts will have only one or two students whose applications are ready and they become de facto Early Birds.

BUT:

The Early Bird system applies only to school age students and only to those students who have not been on a Rotary Camp or Exchange before.

Older applicants (18+ to 25) receive invitations on the Regular mailing list and apply from 9.30pm. They do not usually meet too much competition for their chosen place. Even so, their application form should be complete and ready to go as early as possible.

Students who wish to apply for Music camps, where selection is by audition, are also exempt from Early Bird registration.

The Status of Invitations on the Website.

The status of the camps is indicated on the website as follows:

- OPEN – We do not have a British /Irish students applying for it yet. It may be that the camp is already filled by students from other countries - but it is always worth asking.
- RESERVED – Our Camps Coordinator has allocated a provisional place but the Camp Organiser has yet to confirm it.
- CLOSED – The number of places available to British and/or Irish candidates have been taken, or it is past the closing date of the Camp/Tour.