



Y's Men

Taiwan

行其義毋計其利·享其權須致其功



事工手冊

國際聯青社台灣總會

聯青事工·關懷弱勢

Short Term Exchange Programme Manual

短期交換計畫手冊



PREFACE

This manual is designed as a reference for clubs and students interested in the Short Term Exchange Programme (STEP). It forms part of a package which also includes application forms and promotional material for students interested in the STEP programme. It is hoped this manual will enable clubs to promote the STEP programme to students and answer their questions.

The manual was written by Ginny Gulyas in 1997, based on the original version by Ole Hansen.

序

這本手冊是爲了有興趣於短期交換計劃活動的聯青社和學生設計的參考資料。這手冊包括申請書和推廣資料。希望這手冊白色爲聯青社向學生推介短期交換計劃的資料及他們一些問題的答案。

這本手冊在1997年根據Ole Hansen (歐洲籍)最初書寫的版本，由Ginrv Gulvas (美洲籍)改寫而成。



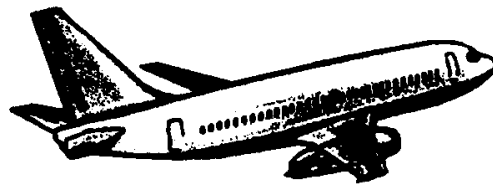


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PURPOSE AND OBJECTIVES

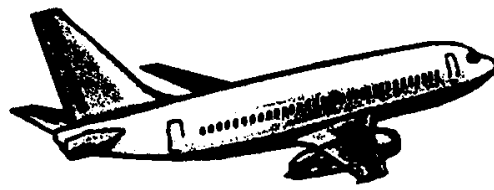
STEP is an exchange programme for youth whereby they spend 3ll weeks with a Y's Man' family in another country or region of a country. It developed out of a desire for a programme that offered the opportunity for international experience to those who are unable or do not wish to participate in the longer exchange offered by the Youth Educational Exchange Programme (YEPP).

In contrast to YEPP, STEP does not involve attending school in another country. Rather, the focus is on participation in activities of interest to both the student and the host family, club and community. Examples include: club fundraising activities, involvement in YMCA camps or Time of Fast (TOF) projects.

STEP share many of the same objectives as YEPP such as to promote better world understanding among people of different cultures and to provide international experience to future leaders of Y'sdom. Some of the many benefits of STEP are:

- Experiencing different cultures, customs and languages.
- Experiencing the joys of world brotherhood and peaceful association among nations.
- Learning about the activities of Y'sdom worldwide.
- Growing in self-confidence, responsibility and maturity.
- Bringing an international flavour to the host club and community.
- Learning about one's own country from a different location (if participating in an exchange within the country).





宗旨與目的

短期交換計劃(STEP)是一種提供給青年3週到11週的時間，生活在其他國家或同一個國家其他區域中的聯青社友的家庭的交換計劃。這個計劃是爲了不能參與較長期的青年教育交換計劃(YEEP)的學生們發展出來，可以提供國際性活動的經驗。

與YEEP不同，STEP 沒有包括在其他國家的學校讀書的部份，比較強調在對學生及提供住宿家庭聯青社和它的社區，兩方都感到興趣的活動。例如聯青社的基金籌募活動，參與青年會的活動或節食基金的活動。

STEP 活動的目的，有許多與YEEP的活動相同，例如在不同文化的人民中促進世界性更好的瞭解;提供給未來聯青國度的領袖們國際性的經驗。STEP的一些利益列舉如下:

- 體會不同文化、習慣和語言
- 體會世界兄弟友誼的快樂和國家之間和諧的和平。
- 學習世界性聯青國度的活動。
- 增加自信、負責任、和人相處的能力。
- 帶一些國際性風味給提供住宿的聯青社和它的社區。
- 學習在一個國家中不同地域的相異性。

(假如參與STEP的活動是在同一個國家)





ELIGIBILITY

The programme is open to students aged 15-25 years old. Those who apply for this programme should be mature enough to be ambassadors for Y'sdom and live away from home for a period of 311 weeks. Applicants must belong to one of the following groups:

- a) be a child/grandchild of a Y's Man and/or Y'sMenette
- b) have been inducted as a Y's Man/Y's Menette
- c) if neither of the above, have participated in the screening and introduction process of a local Y's Men's club. *(please note: people in the first two categories will be given higher priority.)*



Only the official STEP application form will be accepted by the ISD. The form must include 3 photos of the student, and the dates of travel which are stated on the form must be very specific. The application must be received by the ISD at least 6 months before the exchange is to

begin, so there is time to find a placement.

A brief essay must be included with the application. Please include information on hobbies, career goals, Y's Men activities, involvement in other organisations, leadership experience and special interest activities. Please type or print the essay in block letters.

All students must pay an application fee of 30 Swiss Francs by bank draft payable to Y's Men International. This should be attached to the application form. Upon placement they must pay a placement fee of 36 Swiss Francs by bank draft payable to Y's Men International.

The following steps proceed in the following order:

The student completes the application form and submits it to the sponsor club.



合格者

這活動是對18歲到25歲的學生開放。申請這計劃的學生必須能成為聯青國度的大使，離開自己的家3週到11週的時間，申請者必須屬於下述的團體。

- a. 是一位杜友及/或倩聯的小孩/孫子。
- b. 曾宣誓成為聯青社友/倩聯。
- c. 假如不是上述現狀，必曾參加過當地聯青社說明介紹的過程。(請注意:前二類的人員較有優先權。



申請程序

國際事工督導只接受STEP正式的申請書。申請書須附3張學生的相片及希望旅行的日期必須清楚註明。這項申請必須在交換開始至少5個月前抵達國際事工督導的手中，這樣才有足夠的時間安置。

一份簡單的短論必須附在申請書上，其中說明自己的興趣，交換的目的，聯青社的活動，參與其他機構活動的領導的經驗及特別感興趣的活動。請打字或清楚的寫出。

所有的學生必須附30瑞士法郎銀行本票註明支付給國際聯青社國際協會的申請費在申請書中，等安置家庭決定後須再付35瑞士法郎的銀行本票給國際協會。

申請手續得處裡須按照下列程序：

- 學生填好申請書後向發起社提出



- . The home Region's RSD receives the application from the sponsor club, along with the essay, 3 photos and a bank draft for 30 Swiss Francs and forwards everything to the ASD.
- . The home Area's ASD reviews the application and forwards the application form immediately to the ISD and the cheque to IHQ.
- . The ISD reviews the application, assigns an international registration number and forwards copies to each of the Areas requested by the applicant.
- . ASDs forward the application to RSDs who attempt to match the applicant with a suitable family who has found an appropriate project for the student to participate in during the stay.
- . When a match is found, a Confirmation of Placement Form is completed by the host Region's RSD and sent to the sponsor Region's RSD. Copies are also sent to the sponsor and host ASDs and ISD. A placement fee of 35 Swiss Francs is sent to IHQ.
- . At this point, direct communication between student and family begins, as well as any necessary preparations for the exchange. These include travel arrangements, dates, visas, insurance and a plan of activities for the exchange. The responsibilities of each individual are outlined in the following section.

RESPONSIBILITIES OF THE PARTICIPANTS



STEP STUDENT AND/OR FAMILY

1. Responsible for properly completing the application form and essay and forwarding them to the sponsor club along with 3 photos and a bank draft for 30 Swiss Francs. Also responsible for paying a placement fee of 35 Swiss Francs.
2. Responsible for all travel expenses and arrangements. (May include Youth Conferences and/or Conventions.)
3. Responsible for personal expenses during the exchange (clothing, souvenirs...).
4. Responsible for arranging passport and visa. Usually a tourist visa is sufficient for STEP.
5. Responsible for living with the host family as a normal family member and accepting the privileges and responsibilities that go along with this.
6. Responsible for ensuring that the student is properly insured during the exchange.



- 發起的區域的區域事工督導，從發起社收到申請書所附短論、三張相片、30瑞士法朗的銀行本票後，全部寄給洲域事工督導。
- 發起的洲域事工督導檢視合格後將申請書及其他附件立刻寄給國際事工督導，銀行本票貝U給國際協會辦公室。
- 國際事工督導檢視申請書合格後，編定一個國際註冊號碼，將申請書附本寄給申請者要求旅行的有關洲域。
- 主辦洲域事工督導將申請書寄給區域事工督導、區域事工督導從可提供給學生居留時間適當相配的活動的家庭中選擇相配的家庭。
- 找到相配的提供住宿家庭後，主辦區域事工督導將完成安置的確認書，寄到發起區域的事工督導。附本寄給雙方的洲域事工督導及國際事工督導，並將安置費用35瑞士法朗寄到國際協會辦公室。
- 這時學生或提供住宿的家庭可以開始直接連絡，同時準備必須的工作。包括旅行安排、日期、護照、保險及參加者的責任。

參與者的責任



- 1.適當的完成申請書及短論，並同3張相片、30瑞士法朗的銀行本票寄到發起社的責任。等到安置好後，付35瑞士法朗安置費的責任。
- 2.負責所有旅行費用及安排。(可能包括青年會議及/或大會)
- 3.負責交換期間內個人的費用。〈衣物、禮品....等〉
- 4.負責申請護照和簽證。一般觀光簽證就可以
- 5.負責與提供住宿家庭住宿，像他們的家人一般，並接受隨之而來的權利和義務。
- 6.在交換期間確定學生適當的參加了保險。



7. Responsible for participating in the project(s) that are agreed upon between student, host family, host club and RSD.
8. Responsible for preparing a presentation on the student's home country and club to be given to the host club and/or other groups.
9. Responsible for completing a Confirmation of Travel Form if the student wishes to do extra travelling before or after the exchange. This form must be signed by parents and sent to the host family.
10. Responsible for being a mature ambassador for Y'sdom.



SPONSOR CLUB

1. Promotes the STEP programme and provides interested students with the necessary information and application forms.
2. Receives and reviews the application to determine if the student is a suitable candidate for STEP.
3. Forwards the application to the RSD for STEP.
4. Assists the student in obtaining local information such as slides and photos for his/her presentation which should include information about the sponsor club's activities.
5. May consider assisting the student's family with some costs.

HOST FAMILY



1. Extends a general invitation to the student describing the family, community and hosting arrangements.
2. Responsible for providing the student with board and lodging during the exchange, preferably a private room unless another arrangement is satisfactory.
3. Responsible for accepting the student into their home as a normal family member during the exchange. The student should be informed beforehand about the normal lifestyle of the family.
4. Along with the host club, RSD and the student, decides on suitable project(s) for the student during the exchange



- 7.負責參加已得到學生、主辦家庭、主辦社和區域事工督導同意的 節目。
- 8.負責準備發表會在學生的母國和發起社和/或其他團體。
- 9.假如學生希望在交換前後另外做旅行時，須完成旅遊確認表。這 份表須獲得學生父母的簽名並寄到主辦家庭。
- 10.負責成爲一個聯青國度中成熟的大使。



發起社

- 1.推動青年短期交換計劃(STEP)並提供申請書 及需要的資訊給感到興趣的學生。
- 2.接受並檢視申請，並決定這學生是否適合作爲 STEP的申請候補者。
- 3.向STEP的區域事工督導提出申請。4.幫助學生得到當地資訊，像是幻燈片或相片，做爲他/她發表之用， 這些資訊須包括發起社的活動。
- 5.可以考慮幫助學生家庭一些費用。



主辦〈提供住宿〉的家庭

- 1.對學生表示一般性的邀請說明家庭、社區或 提供的安排。(活動)
- 2.負責供應學生在交換期間的飲食和住宿，最 好是一個私人房間，除非其他的安排是令人 滿意的。
- 3.在交換期間負責接受學生進入他們的家，像一般正常家人一樣。
- 4.在學生交換期間，與主辦社、區域事工督導和學生決定適當的活動節目。



5. Covers the student's expenses for normal family activities such as excursions and travel with the family.

HOST CLUB



1. Along with the, RSD, host family and student, decides on suitable project(s) for the student during the exchange.

2. Should encourage full club participation in the exchange by involving all members and inviting the student to all club events.

3. Should encourage the student to visit other clubs, attend conventions and become involved in the local YMCA.

4. May consider assisting the student with some costs.



RSDs, ASDs AND ISD

The responsibilities of the various service directors for STEP are outlined in the *Service Director's Manual*. It is vital that all service directors understand their role and responsibilities.

IDEAS FOR STUDENT PROJECTS

The projects or activities a STEP student participates in must be voluntary. Some projects that have been done by past STEP participants are outlined below. There is really no limit to the possibilities: it is up to everyone involved to develop ideas that suit the individual student, family, club and community. It is important that these projects be decided and agreed upon by everyone involved in the exchange prior to the exchange.

- Participate as a counsellor or leader at a YMCA camp. Depending on the student's interests and the opportunities available this could include baby-sitting, outdoor activities, science camp etc.
- Participate in a TOR project.
- Assist in club fundraising projects.
- Speak to youth and adult groups about country/club.



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5. 負責學生的費用，有關正常的家庭活動，像是與家庭一起觀光旅行。



主辦社

1. 在學生交換期間，與區域事工督導，主辦家庭和學生決定適當的活動節目。

2. 鼓勵全社參與交換計劃，以要求所又社友參與和邀請學生參加社所有的活動。

3. 鼓勵學生訪問其他的社，參加大會，參與地方青年會。

4. 可以考慮支助學生一些費用。



區域事工督導、洲織事工督導、和國際事工督導

短期交換計劃不同的事工督導的責任歸劃在事工督導手冊中。最重要的是所有事工督導必須瞭解他們的角色和責任。

學生活動的一些想法

短期交換計劃學生參與的活動必須是自願性的。一些以前已經實施過的活動列舉如下。實際上有無限的可能性，每一個參與者可以發展出適合於學生、家庭、社和社區的想法(觀念)。重要的是所有經過每個短期交換參與的人所同意和決定的活動必須在短期交換計劃開始前完成。

- . 參加者可以做為青年會露營的指導者或領導者。根據學生的興趣和提供的機會，這些活動包括照顧嬰孩、戶外活動、科學營等。
- . 參與節食基金籌募活動。
- . 幫助社籌募基金。
- . 對青年團體或成人團體說明國家/社的情形。



CONCLUSION

STEP is a programme with endless possibilities. It is important that clubs promote it so that students are made aware of this fantastic opportunity for international experience and growth. The programme benefits not just the student, but also the host family and community and our entire movement because it helps fulfil one of the ultimate purposes of the Y's Men/YMCA: world fellowship. By providing this opportunity to youth, we can ensure that future generations will be involved in and excited about Y'sdom.



STEP is **not** a holiday, though applicants do choose their holiday time to participate in the programme so that it does not interfere with their education. Since the time period is shorter than YEOP it is best if the language used is the same as the student's to ensure good communication, although this may not always be possible. Also, the student may have learned other languages in school or at home and wish to be placed in an area where he/she can improve those language skills.

This programme will succeed in its aims providing all participants open their minds to new and innovative ideas. It is necessary that the club, host family and student co-operate together to ensure that everyone benefits from the experience. The host family provides the loving home environment as well as club members who give the applicant as many opportunities as possible to learn about Y'sdom in action.





結論

短期交換計劃是具有無限可能性的計劃。重要的是社推動這計劃，使學生們覺醒到這是可以擁有國際經驗和成長的奇特的機會。這個節目不只利益學生，而且利益主辦家庭、社區和我們整個運動，因為它幫助實現聯青社/青年會基本的宗旨之一：世界性的友誼。對青年們提供這種機會，我們可以保證未來的一代會參與聯青國度中並對它發生興趣。



短期交換計劃並不是一個假期，雖然申請者利用確實選擇放假時間參與這活動，因而不干擾他們受教育的機會。因為交換的時間比青年教育交換計畫到的時間短，因此雙方使用的語言是相同的話最好，這樣可以確保雙方有好的溝通，雖然這未必是可能的。也許是學生已在學校或家庭已學習了其他的語言，希望被安置在他/她可以改善他們語言的環境洲域裏。

這個計劃可以提供所有參與者，開放他們心胸，接受新的和革新的想法而達到它的目的。這是必要的，就是社、主辦家庭和學生一起合作，確保每個人都從這經驗中得到利益。主辦家庭提供可愛的家庭環境，而社友儘可能提供給申請者許多在行動中學習聯青國度的機會。





Y'S MEN INTERNATIONAL
SHORT TERM EXCHANGE PROGRAMME
CLUB REGISTRATION FOR STEP



Sponsor Club Host Club

TIME PERIOD: The number of weeks and the month(s) most suitable for placement

No. of weeks: _____ Preferred month(s): _____

Club Name:

Club President:

Address:

Telephone:

Fax:

E-mail:

*Please attach STEP form 3 - **HOST FAMILY APPLICATION FORM** if any at the time of registration.*

Please send the forms to your ASD for STEP.





Y'S MEN INTERNATIONAL

SHORT TERM EXCHANGE PROGRAMME



STEP Form 1

Please print or type all information

<p>1. Family Name:</p> <p>Given Names:</p> <p>2. Date of birth: 3. Sex: Female <input type="checkbox"/> Male <input type="checkbox"/></p> <p style="padding-left: 100px;"><i>dd/mm/yyyy</i></p> <p>4. Address:</p> <p style="padding-left: 40px;">.....</p> <p style="padding-left: 40px;">.....</p> <p>Country:</p> <p>Telephone:</p> <p>Fax:</p> <p>Email:</p> <p>5. Primary language:</p> <p>Other languages:</p> <p>6. Current grade or class level:</p> <p>7. When do you wish to be placed? From To</p> <p style="padding-left: 100px;"><i>dd/mm/yyyy</i> <i>dd/mm/yyyy</i></p> <p>For how many weeks?</p> <p>8. Country of choice: (1) (2) (3)</p> <p>Would you consider placement in any country other than the three you have listed?</p> <p>If so please add them</p> <p>9. Any special health problems or dietary requirements (e.g. allergies)?</p> <p>.....</p> <p>.....</p> <p>10. Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>11. Do you take alcohol? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Int. Reg. No:</p> <hr/> <p style="text-align: center; font-weight: bold;">PHOTO</p> <p style="text-align: center;"><i>(Three colour photographs to be included)</i></p>
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	<i>Family Name</i>	<i>Given Name</i>	<i>Signature</i>
12. Name of Father:			
Name of Mother:			
13. Y's Men membership information:			
Name of Y's Men's Club:			
Member since:			
14. Name of Club President:			
Address:			
.....			
.....			
Signature:			
15. Signature of applicant:			
Date:			

Approved by RSD

Comments:

.....

.....

Name:

Signature:

Date:

dd/mm/yyyy

Approved by ASD

Comments:

.....

.....

Name:

Signature:

Date:

dd/mm/yyyy

Approved by ISD

Name:

Signature:

Date: