

# Chaperone Information

## 2019 4-H Canada Club to Club Exchange



The 4-H Canada Club to Club Exchange Program is a reciprocal home stay exchange, 7 to 10 days in length. 4-H Canada pays for the air transportation of all youth participants and two chaperones. Groups, under the guidance of their chaperones, are responsible for a \$150 registration fee for each person (youth and chaperones), planning activities while hosting, twinning the participants, fundraising to cover the costs of activities incurred when hosting, and supporting the participants emotionally and safely throughout the exchange.

4-H Canada is committed to creating experiential learning opportunities that ensure a safe, fun, inclusive environment with the support of caring adults. This program, in partnership with Canadian Heritage, aims to:

- Enhance young people's knowledge and understanding of Canada.
- Allow 4-H members to connect and create linkages with one another.
- Enhance youth participants' appreciation of the diversity and shared aspects of the Canadian experience.

4-H Canada's program objectives include:

- Developing positive values
- Developing a sense of responsibility
- Developing skill mastery
- Developing leadership skills
- Developing planning and decision making skills
- Developing a sense of purpose

### What makes up an exchange group?

Eight to ten youth participants, two adult chaperones, and host families. It is recommended that you have 1-2 alternate names.

**Participants:** Aged 12 to 17 as of the program dates; groups can draw participants from more than one registered 4-H club or invite a potential 4-H member to be part of the group.

**Chaperones:** Must be 25 years or older (as of July 1, 2019); registered and screened leaders as per their Provincial requirements; chaperones should not be related to each other.

**Host families:** Must be screened according to 4-H Canada's requirements before a residence is approved to host. If a residence is not approved, it does not mean that the son/daughter cannot participate, but other arrangements would be made for visitor accommodations.

**Please note that these are group opportunities and we are not able to accept individual applications.**

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Exchanges take place within three travel dates. Each group must indicate their preferred travel dates based on the pre-set periods of time provided by 4-H Canada. Groups will host for one period and travel for the other. Matched groups will decide between themselves the exact number of days (between 7-10 days) and the dates for the exchange.

The 2019 travel date options are:

- Wednesday, July 3 to Friday, July 12
- Sunday, July 21 to Tuesday, July 30
- Thursday, August 8 to Saturday, August 17

Chaperones are expected to work and communicate well with each other, host families and with the chaperones in their twinned group to ensure that this is an experience focused on the needs and interests of the participants in their care.

### Chaperone Responsibilities

- Fill out the on-line application on behalf of the group.
- Provide participating members and their families with information on how to fill out the required documents online.
- Support the families and 4-H Canada in completing all paperwork in the expected timelines.
- Set ground rules, in collaboration with parents and participating members, related to:
  - Expectations of all parties, as they relate to the planning of activities that will take place when the group hosts
  - Expectation of all parties with regards to participation in fundraising events
  - Finances and how the money will be used
  - Creating a team feeling and one of inclusion, for participants and their families
- Participate in conference calls held with 4-H Canada and share the information with their group
- Support the group in creating a group research project. This project should be on a topic that they will be able to experience while visiting their twin's community and ideas for the topic should be discussed between the groups beforehand.
- Obtain Certificates of Insurance, if required, for planned activities.
- Work with twin group chaperones to match members.
- Support the physical and emotional well-being of all participants in their care.
- Support, and include in planned activities, the Youth Service Leader assigned to their group.
- Read, sign and abide by the Code of Conduct and enforce the same in others.
- Complete Incident Reports, if required, and submit them to 4-H Canada.
- Ensure that the group evaluations and reports are completed.

Apply online on behalf of your group between September 4, 2018 and January 14, 2019 at [exchange.4-h-canada.ca](http://exchange.4-h-canada.ca). Successful groups will be notified by February 6, 2019.

Confirmed names of participants will be required in February if your group is selected.

Groups will be matched based on the application they submit, demographics of each group, activities and community involvement, fundraising opportunities, dates selected for travel, exchange history and how they will promote and recognize sponsor support.



## 2019 4-H Canada Club to Club Exchange

Resources are available to assist groups when planning their exchange. These will be made available to groups once they have been selected for an exchange.

*In the case where adequate funding is not achieved, the Club to Club Exchange program is subject to cancellation.*

