

4-H Canada Club to Club Exchanges - Application Form

Questions marked with a * are mandatory. To avoid issues, please use Firefox or Google Chrome as your browser when completing these forms.

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

Group *

So that you have the support of your community during the hosting portion of the exchange, please ensure that your 4-H Association is aware you are applying to be part of the Club to Club Exchange program.

Name of group/club/organization:

Province/Territory:

Primary Contact *

In some cases the contact is not a chaperone. If selected for an exchange, communication will be between the chaperone(s) and 4-H Canada.

Group Contact's First Name:

Group Contact's Last Name:

Street Address:

City:

Province/Territory:

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories

- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon

Postal Code:

Telephone (xxx-xxx-xxxx):

Email:

In which official language do you wish to communicate?

- English
- French

Please identify who your chaperone(s) will be and provide their email address

Once your application is approved, any communications from 4-H Canada will be made with the chaperone(s).C2C Chaperone Information 2019

Chaperone 1 Name:

Chaperone 1 Email:

Chaperone 2 Name:

Chaperone 2 Email:

Please note that participants must be 12-17 years old at the time of the program. This is not their 4-H age. In order to participate in this program, youth participants must be: 12 years old by July 1, 2019 18 years old after August 18, 2019 For anyone 18 and older wishing to experience an exchange - applying to become a Youth Service Leader is a great option!

We understand that you may not have a final list of participant names at the time of your application, but please provide the following information, to the best of your knowledge. This information will be used when selecting and matching groups, so please be as accurate as possible.

To facilitate group twinning, please identify how many participants you anticipate in each category: *

Girls

Boys

Chaperones

Age 12

Age 13

Age 14

Age 15

Age 16

Age 17

Principal language of group *

- English
- French
- Other

Do you have previous experience in organizing an exchange? *

- Yes
- No

If so, please provide the following information: *

Destination:

Year:

Did your group participate in an exchange in 2018? *

- Yes
- No

If yes, what province were your twinned with?

GROUP DESCRIPTION

This application is for: *

- A group of members of one club
- Group formed for the purpose of an exchange, combining multiple clubs

How far apart are the groups? Will this be a challenge during the hosting part of the exchange?

We, along with our supporting partner Canadian Heritage, encourage the participation of youth from under-represented groups. Please indicate if your group includes youth from any of the following categories *

- (i) Youth with disabilities? No

Yes

Approximately how many

(ii) Youth from low-income households?

No

Yes

Approximately how many?

(iii) Indigenous youth?

No

Yes

Approximately how many?

(iv) Youth from rural or isolated areas?

No

Yes

Approximately how many?

(v) Visible minority youth?

No

Yes

Approximately how many?

(vi) Special Needs

No

Yes

Approximately how many?

Are any participants in your group members of an Official Language Minority Group (i.e. Francophones outside Quebec, Anglophones in Quebec)? *

Yes

No

Approximately how many? *

Comments

APPROVAL PROCESS

Once we have received all applications and completed the initial group twinning, groups will be contacted. The following factors will be taken into account during the twinning process: compatibility of groups educational objectives participation history equitable national distribution budget that supports planned activities

TRAVELING PREFERENCES

You have the option of traveling and hosting during the times listed below: Please rank your preference. This will be used as one of the matching criteria, but it is not guaranteed that your first choice will be possible. The length of the exchange may be shortened to 7 days if both parties are in agreement. Please respect the fact that farming commitments may dictate the length of time a group can commit to being away or hosting. Once you have been twinned, you will work with your twin to determine host/travel dates.

Date your group would like to HOST: *

Click on and drag the date to drop it into the order of preference

	1st Choice	2nd Choice	3rd Choice
July 3 to July 12, 2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
July 21 to July 30, 2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
August 8 to August 17, 2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Date your group would like to TRAVEL: *

Click on and drag the date to drop it into the order of preference

	1st Choice	2nd Choice	3rd Choice
July 3 to July 12, 2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
July 21 to July 30, 2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
August 8 to August 17, 2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are you requesting a specific twin? *

Please note that, if awarded an exchange, we will try to match you with this group, but it is not guaranteed.

- Yes
- No

If yes, please complete the following:

Name of group:

Name of Contact:

Closest airport to you?: *

Please list one airport

Driving time to airport:

Other than regular transportation between your community and your twin community do you expect to need any additional support to meet the needs of these participants e.g. sign language interpreter, modified vehicle, accessible home? *

Please note that the Government of Canada, through the Canadian Heritage department, provides funds for special measures. Please contact our office to see if your group would qualify.

- Yes
- No
- Not sure

Are you applying for a bilingual exchange? *

As our country is officially bilingual, we encourage groups to explore both the English and French attractions in the country and learn more about the cultural traditions of both.

- Yes
- No

If not applying for a bilingual exchange, how will you work awareness of both official languages into your exchange?

EXCHANGE DESCRIPTION & PREPARATION

This section aims at collecting your preliminary ideas, knowing that your plans might change when you begin to plan the exchange with your twin group.

PREPARATION

If awarded an exchange, Part 1 of the Group Project would be due April 3, 2019

Please click on Club to Club Exchanges Group Project Guidelines to download the Group Project Guide. If awarded an exchange, you will connect with your twin group to determine a suitable topic.

PRE-EXCHANGE

You will be asked to identify a member who will be participating in the exchange who will act as the club contact for the Youth Service Leader assigned to your group. This person will be asked to join the call on February 11.

Will your exchange promote youth engagement? *

We encourage this to be a youth directed program and suggest that your members be actively involved in the planning and decision-making process, identifying and leading events and activities and being encouraged to take initiative and share their ideas and experiences.

- Yes
- No

Please explain how:

What would you like the educational focus of your exchange project to be (cultural enrichment, geography, sciences, leadership, history, second language learning, etc.)? *

Please describe some pre-exchange activities that are currently taking place or that have taken place in order to prepare participants for the exchange, such as research on your community, activity planning, fundraising activities, etc. *

What activities, project, or plan will you implement to increase and foster positive youth development?*

We recommend the promotion of local attractions within a 2hr radius *The focus of the exchange should not be tourism* We recommend having conversations with your twin once you are paired to help guide the planning of activities as the topic of their research project should be worked into your plans

What type of communication is your group planning to use with your twin (videos, telephone, e-mails, Facebook, etc.) prior to the exchange? *

Please describe the fundraisers you plan on running in order to raise funds for this exchange. *

There is no minimum amount expected to be fundraised and the amount raised will vary from province to province. This is not about tourism but rather an opportunity to discover the history, culture and environment found in another part of Canada.

Please describe how you would engage and communicate with the parents of your members during the planning and execution of the exchange. *

DURING THE EXCHANGE

4-H Objectives of Club to Club Exchanges are: Contribute to improved knowledge and understanding of Canada among Canadian youth, enabling them to learn first-hand about the history, geography, the economy, institutions, cultures, communities, languages and other facets of their country. Help young Canadians connect to one another and create linkages throughout the country and among groups, thereby helping to strengthen the fabric of Canadian society. Foster appreciation of both the diversity and the shared aspects of the Canadian experience. To strengthen youth participation in the community, promote diversity and equality of opportunity, and help youth achieve their potential

Please provide a suggested program of hosting activities. These activities should meet the objectives listed above. *

Breakdown of allotted time when planning activities: 50% Activities (visits to historic, cultural, economic, or government sites, time with host families, community, or 4-H events) 20% Time with the host family (experience life in their new community with their host family) 20% Community (Community Service Project, participate in regular community and 4-H activities, involve community leaders and politicians) 10% Free time and reflection (the amount of time will depend on the maturity of both groups and on your community) Final activity list will be due June 17, 2019

	ACTIVITIES - please indicate the length of time you are allocating for each activity (e.g. Visit museum - half day)	WHICH 4-H OBJECTIVE (see above) DOES THIS TARGET? (Just the #)
Day 1	<input type="text"/>	<input type="text"/>
Day 2	<input type="text"/>	<input type="text"/>
Day 3	<input type="text"/>	<input type="text"/>
Day 4	<input type="text"/>	<input type="text"/>
Day 5	<input type="text"/>	<input type="text"/>
Day 6	<input type="text"/>	<input type="text"/>

Day
7

Day
8

Day
9

Day
10

A representative from 4-H Canada may ask to participate in your exchange activities for up to two days to observe and solicit feedback to improve future exchanges. Are you willing to accommodate them? *

- Yes
- No

Will there be any media involvement / opportunity during your exchange? If so, please describe when and where. *

How will you promote the Government of Canada's support of the exchange? *

POST EXCHANGE

For reporting purposes, Canadian Heritage requires an online questionnaire to be completed within 1 week of your exchange ending. 4-H Canada requires that each participant, chaperone and host family complete an online survey by September 16, 2019. Articles, media clips and photos can be uploaded onto <https://exchange.4-h-canada.ca/> after the exchange is over. Your group will also be required to complete a Final Report detailing the experiences of your exchange. All reporting is due to 4-H Canada by September 16, 2019.

Please explain how you are going to guarantee that every member of your group completes both of the surveys? *

Please describe the activities you are planning after the exchange to prolong the experience and to share it with your community and 4-H in your province (e.g. prepare scrapbooks and photo albums, presentation to the school, inform the community about the exchange - presentations, media coverage letter, etc.)? *

Please describe the activities you are planning after the exchange to maintain a connection between the twinned exchange participants (e.g. encourage participants to keep in touch by e-mail, social media, annual group Skype chat, etc.) *

BUDGET

Please provide a budget for your exchange detailing total anticipated Revenues and Expenditures.

REVENUES *

Parents Contribution	<input type="text"/>
Fund Raisers(i.e. bake sales, car wash, etc.)	<input type="text"/>
Community Sponsorships	<input type="text"/>
Club Funding	<input type="text"/>
Exchanges Canada Sponsorship(2nd Chaperone subsidies)	<input type="text"/>
Other	<input type="text"/>
TOTAL REVENUE	<input type="text"/>

EXPENSES *

Group Registration Fees (\$150 per person)	<input type="text"/>
Local Transportation (school buses, public transportation)	<input type="text"/>
Hosting Activities Tours/Admission Fees	<input type="text"/>
Food (group dinner, lunch)	<input type="text"/>
Miscellaneous (water, snacks, gift bags, postcards, etc.)	<input type="text"/>
TOTAL EXPENSES	<input type="text"/>

I acknowledge that the information provided in this application is true to the best of my knowledge.

- Yes
- No

I am a registered 4-H leader and am applying on behalf of a registered 4-H club in Canada.

- Yes
- No

Name

Do you agree to allow 4-H Canada to add your contact information to our internal database? This information will NOT be shared with outside sources and will be used only to promote 4-H Canada national opportunities and to share information from our office. You may choose to unsubscribe at any time.

- Yes
- No

Signature

Please use your mouse to sign in the space below.

Date

___/___/___ (YYYY/MM/DD)