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**IPA Procedure for**

**the International Youth**

**Holiday Programme**

**International Social Commission**

**1. INTRODUCTION**

The International Social Commission has been allocated the responsibility of co-ordinating the Youth Holiday Programme at International level. In order that this is achieved in a successful and professional manner, it is imperative that a comprehensive set of rules and regulations be introduced to assist those who operate this project.

This aspect of IPA work has been examined by the ISC prior to its drafting of the initial document that was presented at the World Congress, Paris, in June 1985. In the interim, Sections have had the opportunity to submit their ideas and suggestions, as well as National Regulations and Guidelines, where in existence.

**2. TITLE**

2.1 The scheme shall be known as the International Youth Holiday Programme, catering for the children and grandchildren of IPA members herein after referred to as young person(s).

**3. DEFINITION**

3.1 The International Youth Holiday Programme is the exchange or hosting of the children and grandchildren of IPA families either within the National Section or between Sections, enabling the young person to experience another culture and at the same time eliminating ‘Cultural Shock’.

3.2 A programme operated by IPA and IPA parents or grandparents in the interest of their children or grandchildren.

**4. AIMS AND OBJECTIVES**

4.1 To give young persons an opportunity to further their educational and cultural experience in the safety of the family circle.

4.2 To provide a facility whereby the student can pursue language interests.

4.3 An occasion to experience the great joy of being accepted by an IPA family in another Section (or Region, in the case of internal exchange), thus enkindling a sense of appreciation and friendship.

4.4 The facility whereby the young person can expand their knowledge of the host country, in a historic, geographic and social context.

**5. YOUTH HOLIDAY PROGRAMME COORDINATOR**

5.1 National Sections ought to appoint a Youth Holiday Programme Coordinator or alternatively allocate the responsibility for the promotion of this scheme to an elected Office Holder.

5.2 The Youth Holiday Programme Coordinator shall provide the facilities whereby information on the scheme is available to all IPA members.

5.3 He shall research the feasibility of exchange on a reciprocal basis with other National Sections where the opportunities exist. Encourage families to participate by a willingness to host a visiting youth even where reciprocation is not applicable.

5.4 Make the initial contact with the Section where the proposed hosting is requested.

5.5 Bring to the notice of the visiting youth the conditions governing the project especially the responsibilities applicable to the applicant.

5.6 Ensure that the family of the visiting youth provides the finance necessary for the return journey as well as sufficient pocket money for the duration of the exchange.

5.7 Communicate any specific wishes or instructions of the proposed host family to the visiting youth and his parents or grandparents.

5.8 He shall also encourage other Sections to organise their youth to avail of such a scheme by extending an invitation to host young people in his Section, without a reciprocal pre-condition. This practice would thus stimulate interest in the project, resulting in greater participation internationally.

### 6 PARTICIPANTS

The participants in the Youth Holiday Programme comprise two principal parties i.e. the ‘Visiting’ party and the ‘Host’ party.

6.1 ‘Visiting’

(a) The young person of similar age visiting a foreign Section (or another Region within his Section).

(b) The parents or grandparents of that young person.

6.2 ‘Host’

(a) The young person of similar age who will receive the visitor.

(b) The parents or grandparents who will host the visitor.

6.3 To ensure that the programme is satisfactory for all participants both the visiting youth i.e. the recipient and his parents or grandparents as well as host youth and his parents or grandparents, it is necessary for each party to have an understanding of their roles.

### 7 VISITING YOUNG PERSON

7.1 Must have an IPA parent or grandparent.

7.2 Ought to be between the age of 15-19 years or in the case of a college student up to the age of 22 years. Where the applicant is under the age of 15 years, the International Youth Holiday Programme is a matter for the parents involved.

7.3 The visiting young person must be prepared to respect the wishes of the host family, especially in relation to issues affecting his general wellbeing and health i.e. alcohol, smoking, drugs and sex.

7.4 Daily guidelines for the young visitor:

- inform the host family when one proposes to leave the house.

- keep the host appraised of ones movements.

- indicate the proposed return time to the house in the evening.

- seek permission for long distance travel from host home in advance.

- do not use the telephone in host home without permission of host.

- invite guests to house, only with permission of host.

- alcohol should not be used unless with parents or grandparents consent and then only when served in the presence of host family or similar situation.

- the use of drugs is forbidden.

- driving any type of motor vehicle is prohibited.

- smoking in ‘no smoking’ area of house is not permissible.

- the use of the general facilities of the house should be with consent of host family.

- pocket money ought to be used for extra sustenance requirements and entertainment.

### 8 PARENTS OR GRANDPARENTS OF VISITING YOUTH

8.1 The IPA parent or grandparent of the visiting youth who proposes to avail of hosting with an IPA family internationally or within his Section where the facility exists, ought to make application in good time to the National Youth Holiday Programme Coordinator, ideally one year in advance.

8.2 In the event of the exchange being organised directly with the proposed host family where the parties are already friends or have been introduced through a mutual friend, it shall be the responsibility of the parent or grandparent to notify his Youth Holiday Programme Coordinator.

8.3 All travel costs for the young person from his home to his destination and return is the responsibility of his parent or grandparent.

8.4 Where connecting flights are necessary and the young person has a lay-over at an Airport en route (and where assistance at that point is desirable to ensure the safety of the young person) his parents or grandparents ought to request such assistance from local IPA.

8.5 Take out Travel Insurance covering medical, personal money, loss of baggage etc.

8.6 Inform the host family of any chronic medical condition or prescribed medication requirements.

8.7 Convey family rules governing the applicant to the host family.

8.8 Supply sufficient ‘pocket money’ to the young person to cover the duration of exchange.

8.9 Be prepared to host a child or grandchild from the other family on a reciprocal basis.

### 9 HOST YOUTH

9.1 The young person whose parents are providing the hosting shall use this opportunity to gain some knowledge of the visiting youth’s country thus stimulating a desire to visit the home of his guest.

9.2 He shall have respect for any conditions conveyed by the parents or grandparents of the visiting youth.

### 10 HOST PARENT

10.1 The host parent shall provide full board accommodation and general care, support and supervision to the visiting young person.

10.2 House rules should be conveyed to the visitor at an early stage.

10.3 Where conditions have been laid down by the parents or grandparents of the visiting youth have been communicated to the host family prior to the exchange, the young person concerned ought to be appraised accordingly, at the outset.

10.4 Contravention of the procedure as at 7.4 should be resolved when they occur. When the matter is sufficiently serious as to warrant a return home (i.e. use of drugs), the host family should inform his IPA Section, through the Youth Holiday Programme Coordinator.

### 11 APPLICATIONS

11.1 All enquiries for the International Youth Holiday Programme should be on the prescribed Application Form, channelled through the International Youth Holiday Programme Coordinator.

11.2 Requests for hosting should be made well in advance. Ideally, plans should be made 12 months prior to the exchange.

11.3 General information i.e. interests and hobbies of the young person requesting the exchange should be supplied at the time of making the booking.

**12. RESPONSIBILITY**

12.1 While the Section(s) involved will utilise the structure of IPA and unique back-up service, the responsibility rests with the parties who participate in the exchange.

12.2 The International Youth Holiday Programme is a project operated by IPA parents or grandparents in conjunction with the International Youth Holiday Programme Coordinator to provide a non-profit making service for the sons and daughters of members. It is an ideal example of the aims of our Association - ‘Service Through Friendship’.

**Conclusion:** This document is intended to assist members wishing to participate in The International Youth Holiday Programme and should be interpreted accordingly.

XII IPA World Congress, 1988, in the Netherlands

# Amended at the 27th IEC Conference, 24 October 1996, in Australia

Amended at the XIX IPA WC, 8 October 2009, in Turkey

# IPA INTERNATIONAL YOUTH HOLIDAY PROGRAMME

**APPLICATION FORM – YOUTH APPLICANT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1 – INFORMATION ABOUT YOUTH** | | | | | |
| 1 | From Section/Country | | | | |
| 2 | Family Name | 3 | First Name | | |
| 4 | Male Female | 5 | Date of Birth | | |
| 6 | Full Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 7 | Tel: (Home) (E-Mail) | | | | |
| 8 | Mother’s Name: Father’s Name: | | | | |
| 9 | IPA Membership No. | | | | |
| 10 | Copy of IPA membership card both sides: Yes No  If No, state reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 11 | Our family size is: Father Mother Brother(s) Sister(s) . | | | | |
| 12 | My Language is: | | | | |
| 13 | Other Languages: French English German Spanish Other | | | | |
| 14 | Photo of Applicant Attached | 15 | Smoker Non-Smoker | | |
| 16 | Hobbies: | | | | |
| 17 | Other information about the applicant (in English) | | | | |
| 18 | Signature of IPA membership card holder | | | 19 | Date: |
|  | **2 – REQUIREMENTS OF YOUTH** | | | | |
| 1 | To Visit (Country): | | | | |
| 2 | Duration of Visit: 1 Week 2 Weeks 3 Weeks 4 Weeks | | | | |
| 3 | Period during which visit is required (indicate month): | | | | |
| 4 | If possible, I would like to stay in: Large City Town Village Countryside | | | | |
| 5 | If possible: A family with animals A family without animals | | | | |
| 6 | Do you have any Special Medical Conditions? | | | | |
| 7 | Other information about the request or the applicant (English) | | | | |
| **FOR OFFICIAL USE** | | | | | |
| **MEMBER’S IPA SECTION TO SEND COMPLETED FORM TO:**  1. International Youth Holiday Programme Co-Ordinator, Dr Eran Israel  E-Mail: ieran100@gmail.com Mob. 972-50-6272250  2. The requested National Section, Secretary General (where appropriate).  I certify that the Youth Applicant is the child of an IPA member. Please communicate direct with the Applicant in the event of a placement. I have acknowledged receipt of this Application Form. Thank you for your assistance.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

# IPA INTERNATIONAL YOUTH HOLIDAY PROGRAMME

**APPLICATION FORM – HOST FAMILY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3 – HOSTING FAMILY INFORMATION** | | | | | | | |
| 1 | From Section/Country | | | | | | |
| 2 | Family Name First Name | | | | | | |
| 3 | Age | 4 | Age of Children (if applicable) | | | | |
| 5 | Full Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| 6 | Tel: (Home) (Work) (E-mail) | | | | | | |
| 7 | Our Language Is | | | | | | |
| 8 | Other Language Spoken: French English German Spanish Other | | | | | | |
| 9 | Our Home is Located In: Large City Town Village In the countryside | | | | | | |
| 10 | We Live In a: Flat/Apartment House | | | | | | |
| 11 | We Have: Animals No Animals  Type of Animal(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| 12 | Photo of Hosting Family Attached | | | | | | |
| 13 | Other Information About Hosting Family (in English) | | | | | | |
| 14 | Smokers Non-Smokers | | | | | | |
| 15 | Signature of IPA Membership Card Holder | | | | | 16 | Date |
| **4 – REQUIREMENTS** | | | | | | | |
| 1 | Desire to Host a Young Person From: (Country) | | | | | | |
| 2 | Boy Girl | | | 3 | Age | | |
| 4 | Most Suitable Time for Hosting: (Month) | | | | | | |
| 5 | Other Information About the Request (in English) | | | | | | |
| **FOR OFFICIAL USE** | | | | | | | |
| **MEMBER’S IPA SECTION TO SEND COMPLETED FORM TO:**  1. International Youth Holiday Programme Co-Ordinator, Dr Eran Israel  E-Mail: [ieran100@gmail.com](mailto:ieran100@gmail.com) Mob. 972-50-6272250   1. The requested National Section, Secretary General (where appropriate).   I certify that this IPA family can host a child of an IPA member.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
|  | | | | | | | |

## INTERNATIONAL POLICE ASSOCIATION

### YOUTH HOLIDAY PROGRAMME QUESTIONNAIRE

In order to evaluate the merits of this project, IPA members who have hosted and/or the family member taking part in the youth exchange program, are requested to complete this questionnaire.

#### PART A: FOR PARTICIPANT

NAME OF IPA MEMBER: ……………………………………………..………………….…………….

NAME OF YOUTH: ……………………………………………………..……………………….

ADDRESS: ……………………………………………………………………………..

…………………………………………………………………………….

WHERE WERE YOU HOSTED: ………………………………………………………… (SECTION)

DATE OF HOSTING: ………………………….……….

NAME OF HOST FAMILY: ……………………………………………………………………….………

EXCELLENT GOOD FAIR

HOW WAS YOUR EXPERIENCE OF

THE EXCHANGE PROGRAM

KNOWLEDGE OF LANGUAGE GAINED

HOW DO YOU ASSESS THE

CULTURAL EXPERIENCE

WHAT IS YOUR OPINION OF YOUR HOSTING

DO YOU HAVE ANY IDEAS AS TO HOW THE PROGRAM CAN BE IMPROVED?

……………………………………………………………………………………………………………….…………………

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**PLEASE SEND COMPLETED FORM TO –**

1. International Youth Holiday Programme Co-Ordinator, Dr Eran Israel

E-Mail: ieran100@gmail.com Mob. 972-50-6272250

2. The Secretary General of your National Section.

## INTERNATIONAL POLICE ASSOCIATION

### YOUTH HOLIDAY PROGRAMME QUESTIONNAIRE

In order to evaluate the merits of this project, IPA members who have hosted and/or the family member taking part in the youth exchange program, are requested to complete this questionnaire.

#### PART B – FOR HOST FAMILY

NAME OF IPA MEMBER: …………………………………………..…….………………………………….

ADDRESS: ……………………………………………………………..…………………………….…………

…………………………………………………………COUNTRY .……………………………

NAME OF YOUTH HOSTED: …………………………………………………….……………..…………….

COUNTRY: …………………………………………………….

DATE OF HOSTING: …………………………………………

EXCELLENT GOOD FAIR

HOW WAS YOUR EXPERIENCE OF

THE EXCHANGE PROGRAM

DID YOU HAVE ANY PROBLEMS: YES NO

IF YES, PLEASE GIVE DETAILS: …………………………………………………………………………..

……..…………………………………………………………………………………………..………………….

ARE YOU WILLING TO HOST AGAIN: YES NO

IF YES, WHEN ……………………………………….AND FOR WHAT PERIOD

…………….………………. WEEK(S) ………………….……………. MONTH(S)

**PLEASE SEND COMPLETED FORM TO –**

1. International Youth Holiday Programme Co-Ordinator, Dr Eran Israel

E-Mail: ieran100@gmail.com Mob. 972-50-6272250

2. The Secretary General of your National Section.