



EEMA



## EEMA Camp Guidelines

These new Guidelines replace the Guidelines for EEMA Camps from 2002.

The aim of these Guidelines is to achieve a high standard of uniformity and quality and for this reason they are strongly recommended for all Camp Organisers. Youth Exchange Chairs are responsible for ensuring that the District(s) and the Clubs in their countries are aware of these Guidelines and follow them. According to RI Policy the Districts (Governors) are responsible for all Rotary Youth Exchange programs and so Camps invitations should be sent out **only** by Districts or Multidistricts and not by Rotary clubs.

### 1. Goals

- Developing friendship and understanding between young people from different cultures.
- Learning more about new cultures.
- Social interaction.
- Team Building.
- Introducing more young people to Rotary and to the Rotary programs.

### 2. How to achieve these goals?

- All Camp Organisers follow these guidelines.
- Exchange of experience/thoughts in Workshops at Youth Exchange Conferences, such as EEMA Conferences, Pre-Conventions, etc.
- Participants are selected from as many different countries as possible (1-2 participants from each country).
- At least 10, and no more than 25, participants per camp.

### 3. Themes

Sports, Nature, Music, Culture, Social Projects, etc.

Sightseeing can be part of a camp, but a camp must not consist of sightseeing only.

Be aware that for certain sport activities special insurance is needed (as per R.I. Policy).

### 4. Age / Age Groups of the participants

12 – 14

15 – 17

18 – 30

Participants under the age of 18 must not attend a Camp with participants of 18+. (Statement of Conduct for Working with Youth and Certification Requirements regarding sexual abuse and harassment).

## 5. Accommodation

Participants should be hosted by host families or a mix of host families and other forms of accommodation such as youth hostels, campuses, dormitories, tented camps, etc., but preferably not hotels, especially for participants under 18 years of age. Participants under 18 who are accommodated anywhere other than with host families (as listed above) must be chaperoned and supervised by Rotarians or other accredited adults. All host families must be screened regardless of the age of their guests.

## 6. Camp fees

Participants must not be charged for meals and accommodation. If necessary, the participants may be charged for Camp activities and for additional Insurance fees. All costs must be indicated in the invitation. It is recommended to maintain camp fees as low as possible in order to keep camps accessible to a maximum of students, independently of their socio-economical background.

## 7. How to organise Camps?

See appendix 1 Checklist.

## 8. Camp invitation

It is desirable that the first page of the invitation is in a standard format, to facilitate transcription to District, MD and related websites.

The invitation should include:

- Organiser (District/Club and Country).
- Dates of the camp.
- Min./max. number of participants and gender.
- Theme of the Camp / Description of the Camp.
- Age Range.
- Special Requirements (sport, music, etc.).
- Registration deadline.
- Cancellation date and conditions about deposit and refund.
- Name and contact details of where to send the Application Form.
- The Invitation should be a PDF-File not larger than 2 MB, the first page should be text that can be copied and pasted. It should be sent out only to Districts or MDs (not clubs).

## 9. Camp Application

A new Camps Application Form 2023 is now available. It is compliant with GDPR and SHOULD NOW REPLACE ANY OTHER FORMS IN USE FOR CAMP APPLICATIONS.

All Application Forms must be submitted securely to the email address of the (Camp Coordinator /Camp Organiser/District Chair), as indicated on the Camp Invitation. The recipient of the Application Form **must** confirm receipt of the form **by return** and **accept or reject the student within 14 days**.

## 10. Cancellation of a Camp

If by the closing date of a Camp the minimum number of accepted applicants has not been reached, the Camp Organiser shall cancel the Camp immediately, **notify applicants within 14 days** and return any fees in full as soon as possible.

If a Camp needs to be cancelled for any other reason the Camp Organiser shall return any fees in full within 30 days of cancellation, regardless of when this occurs.

## **11. Distribution / Promotion of Camp Invitations**

Distribution of the Invitations

The EEMA Website will have a protected upload area, where the invitation can be uploaded by the Camp Coordinators/Camp Organisers. All Camp Coordinators on the EEMA list may subscribe to be notified about new invitations.

Invitations should not be distributed on Social Media.

Promotion of the Camps programme within a country:

(target: prospective participants)

- Publish on the Website of each country.
- Distribute brochures at schools, fairs/exhibitions, etc.
- Promote on Social Media s (Facebook, Instagram, etc.).

(target: clubs and districts which will organise camps)

- Create a flyer (not of a specific camp, but in general) and send it to all Clubs.
- Note in their Governor's monthly Newsletters.
- Promote at District Conferences.

## **12. Safety of the participants / Conduct for Working with Youth**

Only districts which are certified by Rotary International may organise Camps with participants under the age of 18.

The safety of the participants has the highest priority.

This includes the safe arrival of the participants at the Camp destination. Provision should be made for participants (regardless of age) who arrive at airports/ main train stations to be met and escorted onward to the Camp and they should return in the same way. No participant should ever be expected to make complex travel connections in either direction on their own.

## **13. Post-Camp Survey**

So as to improve the quality of our camps, Camp Organisers are encouraged to carry out a survey among their participants before they depart, and Districts should similarly conduct a survey to be completed by their returning Camp participants.

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