

Guidelines for the LEO EXCHANGE program

- 1 The Leo Exchange program, inspired by the promotion of international cooperation declared in the aims of Leo Club, pursues friendship and cooperation between Leo clubs located in different geographical areas.

In particular, its objective is to stimulate the reciprocal hospitality of LEO members belonging to the different European Multiple Districts.
- 2 The program is dedicated to Leo members aged between 22 and 30 years, by 30 June of the current social year. The program will be available only and exclusively for the Leo multiple Districts belonging to the European area that may express request.
- 3 Those who are willing to participate in the Youth Exchange Program must fulfill the following requirements:
 - Basic knowledge of English;
 - Approval, by signature (to be included in the application form) of its Club President, or alternatively, of the person who plays the role of legal representative of the Club, or the Leo Advisor in the case that the club President is a minor;
 - Approval, by signature (to be included in the application form) of the President of the Sponsor Lions Club.
- 4 The Leo Exchange program has a variable duration, from 2 to 7 nights, at the participant's discretion.
- 5 By virtue of the principle of reciprocity, the members participating in the program are required to offer, to another participant, hospitality in their territory for a stay of variable duration from 2 to 7 nights, at the discretion of the participant.
- 6 The host family is committed to providing board and lodging to the guest Leo. The signature on the host family form of at least one of the two parents of the host family or, if there is one or more persons who pro rata or integrally exercise a right to any title on the house subject to the Exchange, the signature of the latter is required.
- 7 All application forms must be sent to the address info@leoclub.it within **October 15th** for departures during the winter period and the **December 31st** for departures during the summer period (*please note that this deadline is postponed for this first year*). Only those applications that meet all the necessary requisites will be deemed valid and liable for acceptance.

8 Each application must contain:

- Application form compiled in all its parts;
- Host Family Form filled in all its parts;
- A copy of the candidate's passport;
- A presentation letter written by the candidate for the host family;
- A copy of the applicant's identity card or passport (passport if necessary to travel to one of the required destinations).
- A copy of the European Health insurance Card, for European citizens, the details of the RC and health insurance policy. The insurance is compulsory, the policy number will be required only when both the period and the destination of the exchange will be confirmed.
- The privacy form filled in all its parts.

9 Within 30 days from the deadline of submissions, the pairings will be divulged considering both the exchange period and, to the extent possible, the preferences regarding the destinations.

10 For the Italian applicants, in case of non-availability, different destinations from the three destinations indicated as preferences can be proposed according to the origin of the Leo participating in the program from other Multiple Districts. For foreigner applicants the destination will be automatically Italy, in fact this is a service of hospitality proposed by MD LEO 108 Italy to the other European Leo MD members. The stay will not be less than 2 nights. The possibility to leave will be subject to the number of available seats and the compatibility criteria inferable by the application form and the host family form (e.g. genre).

Will constitute preferential criteria:

- The seniority of the candidate;
- Not taking part in the Leo Exchange program before
- The compatibility of availability periods and hosting (a greater extent of periods will make it more likely to find a pairing)
- The gender and age compatibility as indicated in the host family form.

11 It is desirable that, during the period of the exchange, the participant is involved in activities of the Leo club, the District or, where appropriate, the host Multiple District.

- 12 The participant is responsible for any damage, of any nature, he may cause during the stay in the program at the hosts. Lions Clubs International, the Club, the district and the multiple district that sponsored the application are exempt from all responsibilities.
- 13 Applicants will answer an evaluation questionnaire about the Leo Exchange program and will write a report within 30 days of the end of the exchange.
- 14 For those who wish to serve the Association by offering the only hospitality for participants in the program (without leaving), the following documents are required:
- Host family form duly filled in all its parts,
 - Privacy form duly completed in all its parts;
 - Copy of the signatory's identity document;
 - A photograph of the host.
- 15 Once all the pairings are accepted by both parties, the participating Leo, as well as his host family will receive their respective data, as provided in the Application form and the host family Form. Officers specially appointed by the Multiple District Presidents of the foreign Countries that take part in the Leo Exchange program will receive all and only the application forms of the participants directed to their country and the Host Family forms of the participants departing from their country.
- 16 These guidelines, as approved in the XXII Conference of the Multiple District Leo 108 ITALY, held in Naples (NA) On 20 and 21 April 2018, will enter in force from the day 1 July 2018.
- These guidelines can be modified according to the procedure ex Art. 72 of the Leo Multiple District regulation.
- 17 Please refer to the Lions Club International statutes and regulations for everything not expressly regulated here. For eventual and further fulfilment, please refer to the legal provisions in force in the territories of the States that take part in the service.