



PROGRAMMES D'ÉCHANGE D'AMITIÉ DU SPORT DU CANADA

CANADA SPORTS
FRIENDSHIP EXCHANGE PROGRAMS

RECIPROCAL CULTURAL EXCHANGES
FOR YOUTH BETWEEN THE AGES OF 12-17

APPLICATION FORM

5555 Westminster - Suite 209 • Cote St-Luc • Quebec • H4W 2J2

Phone: (514) 482-7108

Fax: (514) 482-1605

Toll Free: 1-866-73CSFEP

Email: info@csfep.com

www.csfep.com

Funded by the
Government
of Canada

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du Canada

Canada

CSFEP APPLICATION FORM

1. Group identification

**Name of school/
sport group**

Type of
group:

School-based

Community-based

Street
Address

City

Prov./Terr.

 ▾

Postal code

Telephone
Number

Extension

Fax Number

E-mail
Address

Website

School board (for school groups)

Group Organizer

First Name

Last Name

Home
Address

City

Prov./Terr.

 ▾

Postal code

Home phone
#

Cell phone #

E-mail

Language of correspondence

English

French

Alternate contact

First Name

Last Name

Home phone #

Cell phone #

E-mail Address

2. Group Profile

Estimated number of participants: Females
 Males
 Adults
 Total

Age range of youth: to

Main language of participants in the group: English French Other _____

Can you be flexible in the size of group? Yes No

If yes, please indicate minimum #: maximum #:

Do you have previous experience in organizing an exchange? Yes No

Are you applying to any other Exchanges Canada delivery organization at this time? Yes No

If yes, which

3. Group Description

Are you taking a pre-existing group (e.g. members of a grade 8 class, scout group, drama club, student council, sports team), or has your group been formed for the purpose of this exchange.

Pre-existing group Group formed for this exchange Group not yet formed

If forming a group strictly for the purpose of taking part in this exchange, how are you selecting the participants?

We encourage the participation of youth who have been traditionally under-represented in exchanges. Please indicate if your group includes youths who fall within the following categories:

Youth with Special Needs and/or Disabilities? Yes No

If yes, approximately how many total?

Youth from low-income households? Yes No

If yes, approximately how many total?

Visible minority youth? Yes No

If yes, approximately how many total?

Aboriginal youth? Yes No

If yes, approximately how many total?

Youth from rural or isolated areas? Yes No

If yes, approximately how many total?

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. financial assistance for low income participants, accessible home, etc)?

Yes No Not sure

If Yes, please explain _____

What is the nearest major airport to your community

What is the distance (in km) between your community and this major airport? km

4. Exchange Description and objectives

What is the primary educational focus of your exchange project:

Specify:

Are you applying for a bilingual exchange? Yes No

Is your group an Official Minority Language Community (OMLC) group? (At least 75% of participants are Francophone living outside of Québec or Anglophones in Québec)

Yes No

If you are not an OMLC group, are any participants in your group members of an Official Language Minority Group?

Yes No If yes, approximately how many?

The objectives of CSFEP programs are:

- To develop a greater understanding of Canadian History and Heritage;
- To offer young Canadians opportunities to learn about Canada and to experience the cultural richness of our country;
- To foster appreciation of both the diversity and the shared aspects of the Canadian experience;
- To foster a strong sense of Canadian identity and pride;
- To help young Canadians connect to one another and create friendships and memories that last a lifetime.

If your group is selected to participate in the Canada Sports Friendship Exchange Programs, once you have been twinned, you will be asked to provide a detailed “Plan of activities” before, during and after the exchange. The next section aims at collecting your preliminary ideas, knowing that some activities might change once you begin to plan the exchange with your twin group.

Please check the activities that you are planning to include in your exchange program to achieve Exchanges Canada's objectives:

- Before the exchange *(Please check any that apply)*

- Research home community
- Research twin community
- Develop joint project with twin group
- Inform your community about the exchange
- Encourage parents to communicate
- Encourage participants to communicate by e-mail
- Encourage participants to communicate by phone
- Encourage group correspondence
- Prepare introductory video
- Fundraising
- Create a Facebook page for the exchange
- Specific plans _____

- During the exchange *(Please check any that apply)*

- Develop group activities to encourage interaction among participants
- Work on a joint project
- Involve the community as a whole — potluck suppers, etc.
- Visit local attractions
- Schedule free time with families
- Document the exchange through videos, journals, photos, etc.
- Specific plans _____

- After the exchange *(Please check any that apply)*

- Encourage participants to keep in touch by phone, mail or e-mail
- Inform the community about the exchange — presentations, media coverage
- Prepare scrapbooks and photo albums
- Prepare presentation and deliver it to local schools, and school boards
- Develop project website
- Specific plans _____

5. Specific Requests *(Optional)*

Are you requesting a specific twin group?

If you are requesting a specific twin, please complete the following session. Both groups must apply separately to CSFEP, indicating that they wish to be twinned.

Name of the Twin Group Requested

Street Address

City

Prov./Terr.

Postal Code

Telephone Number

Fax Number

Twin Group Organizer

First and last name

E-mail Address

Telephone Number

Exchange Dates

Preferred Travel Month

Preferred Hosting Month

If the specific twinning or location you have requested is not approved, will you consider other possibilities?

Yes No

How did you hear about the CSFEP? _____

Please note: All groups applying to the program are considered individually for eligibility. Requesting a specific twin group does not change your group's eligibility. **CSFEP** must respect established provincial/territorial targets to ensure the equitable national distribution of the funds allocated to this exchange program. Requests for specific twinning or locations are considered in light of these provincial and territorial targets and budget limitations, once the eligibility of both groups has been determined.

Due to a high demand for exchanges, not all applications to the program will result in an approved exchange. CSFEP tracks all groups' history to ensure that everyone has equal access to the program.

AGREEMENT OF GROUP ORGANIZER

In submitting this application, I, the undersigned acknowledge and agree that upon application approval and in consideration of the funding provided through Canada Sports Friendship Exchange Programs (CSFEP), I will assume the following responsibility, that;

- I am a fully authorized representative of the youth group and have submitted the application in full knowledge and all necessary approvals from the school or organization;
- I will fully inform parents and obtain parental consent for all aspects of the exchange;
- I will establish and conduct safety procedures and information sessions;
- I will ensure appropriate, safe, and secure home-stays or alternate accommodations for visiting exchange participants, and the participant's safety and security throughout the exchange;
- I will ensure that all reference checks are carried out in accordance with the CSFEP policies;
- I will Plan and carry out all aspects of pre-exchange orientation of participants, their parents and all others involved in the exchange, as well as all aspects of post-exchange follow-up;
- I will ensure that CSFEP is kept fully informed on all aspects of the exchange and that I will reply to and provide CSFEP with any and all relevant information or documents concerning the exchange in a timely manner or as requested;
- I understand that the travel arrangements between the two provinces of the twinned groups will be made through CSFEP, and the local transportation cost and other expenses while hosting the twin group, will be taken care of by host group;
- I agree that my contact information could be shared with a potential twin organizer;
- I am responsible along with my twin organizer for organizing all aspects of the exchange and will maintain regular and timely communication with him/her;
- I will ensure that all participants and anyone else involved in the exchange execute a waiver of liability in favor of CSFEP in a form and content acceptable to CSFEP.

Date

Organizer's Name (please print)

Organizer's Signature

AGREEMENT OF SCHOOL/SPORT GROUP/ORGANIZATION

In submitting this application, the undersigned acknowledges and agrees that upon application approval and in consideration of the funding provided through the CSFEP, and as representative of the School / Sport group / Organization:

- I accept responsibility at all times for the safety and security of all participants involved in the exchange, and ensure that the Group Organizer abides by the CSFEP's policies and procedures in accordance to the Organizer's Manual;
- I will collaborate with the Group Organizer for planning and carrying out all aspects of pre-travel orientation of participants, the parents and chaperones involved in the exchange, as well as all aspects of post-travel follow up;
- I will collaborate with the Group Organizer to ensure that information sessions will cover topics such as safety procedures, codes of conduct, responsibilities, timelines, and other pertinent information;
- I will ensure to fully inform parents and obtain parental consent for all aspects of the exchange as applicable;
- I will ensure that all deadlines are respected including but not limited to payments, waivers, all necessary documentation requested by the CSFEP;
- I will ensure the CSFEP is kept fully informed of all aspects of the exchange and that CSFEP is provided with all relevant information or documents concerning the exchange;

The School / Sport Group / Organization shall fully indemnify and hold harmless the CSFEP and/or Board of Directors against any and all claims for loss, damage or injury of whatever kind or nature, in any way associated with or arising from the participation in the exchange, by the School or sport group / organization or its authorized employees, agents, organizers, participants, parents or anyone else, unless the claim arises from the negligence of the CSFEP, Her Majesty or their respective employees and agents. The School or Sport Group / Organization further acknowledges and agrees that neither it or its authorized employees, agents, organizers, participants, parents or anyone else is or shall become an agent of CSFEP. The School or Sport Group / Organization shall maintain at all times adequate public liability and property insurance coverage and shall provide CSFEP with proof of such coverage as required.

The School / Sport Group / Organization approves _____ as a Group Organizer and recognizes him/her as representative of the School / Sport Group/ Organization

Signature of Authorized Signing Officer of School / Sport Group/Organization
(Must be different person than Group Organizer)

Date

Name (please print) _____

Telephone # _____

Title _____

E-mail _____

Name of School / Sport Group / Organization _____

CHECK-OFF LIST

REQUIRED FORMS PROVIDED FOR PARTICIPATION

APPLICATION FORM ←

AGREEMENT OF GROUP ORGANIZER

AGREEMENT OF SCHOOL / SPORT GROUP / ORGANIZATION

SAMPLE HOSTING ITINERARY

REGISTRATION FEE \$ 635.00