

YouthLINC Site Selection and Partnership Agreement

Amended January 2006

Section A: Introduction

This document exists to provide guidelines for selecting new YouthLINC international sites and defining our international partnerships.

It is YouthLINC policy to work with an international site for approximately four years to accomplish the goals agreed to in the partnership. We feel this is enough time to accomplish much together, without creating dependencies on either side of the partnership.

Given the approximate four year partnership, the YouthLINC organization should:

- Provide funds in the projected budget to travel to a new potential international site at least one year before the final visit to a partnered international site.
- Designate an appropriate and experienced YouthLINC staffer to make the site visit. Ideally, the site visit team should include the proposed team leader for the new site.
- Send the Site Selection and Partnership Agreement to the potential international sites prior to the visit, and review the information while in-country with potential community partners.
- Establish new international sites after these visits and after consultation between the site visit team and YouthLINC leadership.

If there is a valid reason a site visit can not be made, then a new international site can be approved after consultation with YouthLINC volunteer staff, in-house or international, who are knowledgeable about the proposed international site and can attest that the site meets the requirements set forth in this document.

If an international community fails to meet the partnership requirements specified in this document, YouthLINC can and should exit the relationship before four years.

If YouthLINC determines that an extra year would enhance accomplishments, and all partnership requirements have been met, the relationship can be extended to five years.

Section B: Pre-requisites for International Site Selection

1. There is evidence that the community has significant problems in the areas of health, safety, and education which they can not deal with on their own, and they are not receiving sufficient support from outside donors to become self-sufficient.
2. Projects to significantly improve quality of life and self-sufficiency can be accomplished within four years through a YouthLINC/Community Partnership.
3. The community can benefit from the expertise of YouthLINC volunteer professionals.
4. There is an additional international sponsor, such as a Rotary Club or other humanitarian organization, willing to partner with YouthLINC and the community to accomplish identified projects, and to seek and administer grants towards these ends.
5. The community provides a unique cultural experience for YouthLINC participants.
6. The community provides YouthLINC participants with a safe and secure environment.
7. The community is convenient to airports, and travel to the community is not inordinately difficult.
8. The community has safe, secure accommodations for YouthLINC participants.
9. The community has food outlets that are safe for tourists.

10. The environs offer sightseeing and shopping opportunities for YouthLINC participants.
11. There is a qualified individual within or near the site who is willing to work with YouthLINC to price and coordinate transportation, safe lodging, meals and tourist activities at a reasonable cost to YouthLINC participants, and to provide invoices and receipts for such expenses.
12. There is an individual or individuals within the community willing to serve as the in-country Coordinator(s) for YouthLINC. In-country Coordinators communicate regularly with YouthLINC staff about projects and progress toward goals, help ensure a safe and secure travel experience at a reasonable cost for YouthLINC participants, and arrange for translators if necessary when the YouthLINC group is serving at the international site.
13. There is an individual or individuals within the community willing to serve as Project administrator(s). This individual or individuals will provide invoices and receipts for all projects where funds are applied for and/or expended. This individual or individuals will coordinate projects, oversee and evaluate progress, enlist a community work-force to donate labor as needed, ensure completion of all identified projects in a four year period of time.

N.B. An individual or a team of individuals may perform the tasks outlined in items 11, 12, 13.

Section C: YouthLINC International Partner Responsibilities

1. Community leaders have discussed their previous donors and the projects that have been accomplished in the community before the YouthLINC partnership.
2. The community has identified and prioritized projects that will significantly improve the quality of life and self-sufficiency for the community. A portion of the projects should require active “hands-on” participation of the students and professionals who are part of each YouthLINC team.
3. Community leaders have worked with YouthLINC to determine which projects on the list of priorities can be accomplished through grants, the limited financial resources of the YouthLINC organization, and whatever resources available to the community. Community resources could include mental or physical labor, materials, or funding if possible.
4. The community and its leaders will ensure that all projects undertaken with YouthLINC are maintained after our four year partnership period.
5. A five year maintenance plan for all projects and a plan for self-sufficiency must be presented at the time of the third visit of the YouthLINC team.
6. The community will further the mission of YouthLINC by providing a quality experience for the young people participating in our program that will nurture their life long commitment to service.

Section D: YouthLINC Partnership Responsibilities

1. A YouthLINC Site Selection Team will visit the proposed international community to review all pre-requisites listed in Section B and all International Partner Responsibilities listed in Section C. If this is not possible, then the information will be communicated via an in-country representative and/or via e-mail.
2. Once an international community enters a partnership, YouthLINC will work to assist as needed in the completion all of the responsibilities in Section C.
3. YouthLINC will work to seek funding, as possible, of all identified projects in partnership with the international site as indicated in Section C.
4. YouthLINC will recruit volunteer staff members with the necessary skills required to address the specific needs of the international service site. These professionals may include doctors, nurses, educators, vocational specialists, etc.

5. YouthLINC students earn the right to participate in international service experiences by volunteering in their own communities as much as 100 hours during a 7-8 month period prior to the international service trip.
6. YouthLINC conducts monthly meetings for 7-8 months prior to visiting the international site. At these meetings, participants plan the service they will do and receive information about the country they will visit, including information about recommended health and safety precautions and relevant language instruction.
7. YouthLINC arranges air transportation to the international site, secures travel insurance in case of medical emergency. YouthLINC staff will ensure that all participants have obtained required passports and/or visas prior to trip date.
8. YouthLINC staff will work closely with the designated in-country Coordinator(s) to obtain travel costs. All program costs are the responsibility of the YouthLINC participants and are to be maintained at reasonable levels to encourage participation by students.
9. YouthLINC staff will wire funds as needed to satisfy deposits and costs for in-country travel, lodging, food, etc. as well as wiring money for identified projects that have been successfully funded.
10. During the months of June or July for each year of the partnership, YouthLINC will bring a group of volunteer professionals and students to the international site for approximately two weeks to work on identified projects and participate in cultural exchange. The group size is typically 30-35 individuals.
11. YouthLINC provides a Team Leader and volunteer staff who are responsible for providing participant oversight while serving at the international service site. However, we rely on our international hosts to help provide a safe and secure environment.
12. YouthLINC agrees to work with our international partners to develop a site maintenance relationship when identified projects have been accomplished.