

Checklist for First-Time Interchanges

This list applies to chapters or NAs that start with the Interchange program in their first years of participating in the Interchange program (called "new chapter"). Some special points for promotional countries will be mentioned.

1. Guidelines and Suggestions:

The experienced Chapter must take the initiative to contact the new chapter well in advance of the Nov. 1st deadline to confirm the items listed in the Checklist for Communication.

This contact should be:

- friendly - if possible communicate in the language of the new chapter (especially if it is a promotional chapter)
- flexible - concerning the number of delegates, date and length of the IC etc.
- helpful
 - send the "Checklist for Communication"
 - make sure the new chapter has a copy of the Interchange Guide (if they don't have it) and its additions (e.g. Information on Junior Leader) as well as ideas for training, activities. send a relevant information package about your country
 - meet the partner leader or partner group if possible
 - share evaluation follow-up until the end of the program

Additional guidelines and suggestions:

- the new chapter must travel first to experience the hosting before hosting themselves.
- communicate using different means, finding the most efficient way for that particular combination of chapters.
- establish contact with more than one person in the new chapter to diminish the risk of losing communication. Send a copy of all the communication to the alternate contact.

1. Promotional Associations:

- Interchanges with Promotional Associations can only be matched with permission of the IPC and the IIC.
- The experienced chapter must keep continuous communication with the liaison assigned by the IPC for that country.
- Especially if there is no contact between the IPC and the promotional country, IPC will inform the IIC and the interchange should be declared void by the IIC.

1. New Chapters in an experienced NA:

If an experienced Interchange nation assigns an Interchange to a chapter that hasn't participated in the Interchange Program before, the NIC should inform the NIC of the partner NA about this, so that he/she can select an experienced chapter for the IC. The experienced chapter should contact the NIC of the new chapter if necessary.

2. NAs starting the Interchange Program:

- The NA assigns a National Interchange Contact (NIC), who can concentrate on the IC program.
- The NIC should go to the IBM and if possible take part in an IC - workshop
- The NA / NIC should contact a neighboring country with experience in the IC program for help (take part in the leadership training, conduct leadership training, etc.)