

INTERCHANGE CHECKLIST FOR COMMUNICATION BETWEEN
CHAPTERS BEFORE
NOVEMBER 1ST OF
THE FIRST PHASE OF THE INTERCHANGE

Revised September 2000

In order to have a successful Interchange, it is necessary to have early, prompt and continuous communication between the partner chapters.

Information exchanges **MUST** occur at least once a month, beginning in the month of September in the year before the Interchange begins

The areas where early communication before November 1st is essential incl.:

1. Agreement on ages of the delegates
2. Agreement on the expected dates for traveling and hosting
3. Agreement on the desired size of the overall delegation and the number of boys and girls. If one or both chapters are not sure they can find enough delegates for the usual Interchange of 10 children, the chapters may want to agree to run a smaller Interchange with a smaller delegation of 6 or 8 delegates .
4. Agreement on whether the leaders will be male or female, or of either sex. Also agreement on whether there will be junior leaders, their sex and age.
5. Agreement on a schedule of dates for delegate selection, group formation, arranging transportation etc.
6. Agreement on names, addresses and phone/fax/e-mail numbers for contact persons in each chapter. Try to include more than one contact for your chapter to avoid communication delays.
7. Information about your chapter and your country that may be useful to your partner in recruiting delegates and leaders. Send your partner information brochures about your country, your local region and your chapter that they can use to recruit delegates. In particular, you will want to assure your partner chapter about how you could deal with any potential security risks they may be hearing about in the media.