



Common Stay Information Form

As the YMCA Youth Exchanges Canada Program is a group reciprocal home stay program, common stay arrangements are considered an exception and subject to approval by the National Office of the Program. Please complete the following form with as much detail as possible and if necessary, use a separate piece of paper. Both the hosting and visiting Group Leaders are required sign the following form for all common stay arrangements.

Date of Application:	
Exchange:	Hosting Group: Visiting Group:
Name and Type of Common Stay:	Hostel: Dorm: School: Camp Ground: Other:
Address of Common Stay:	
Phone Number:	
Key Contact at Common Stay:	
Key Contact Email Address:	
Website:	
Have you visited the site?	Yes <input type="checkbox"/> Date: No <input type="checkbox"/> Reason:
Reservation Details:	Date Reserved: _____ until Reservation Number: No <input type="checkbox"/> Reason:
Room arrangements:	Total number of rooms reserved: For female participants: For male participants: For female leaders: For male leaders: Number of beds per room: Type of beds (bunk, twin, double, cots, etc.):
Funding Requested from YMCA:	Yes <input type="checkbox"/> Amount: No <input type="checkbox"/>
Breakfast included in cost:	Yes <input type="checkbox"/> I have verified that the breakfast provided is sufficient for the group, and is included in the quote. No <input type="checkbox"/> What is the plan for breakfast?
Quote attached:	Yes <input type="checkbox"/> Amount:
<p>I have verified the following:</p> <p><input type="checkbox"/> The site's health and safety policies.</p> <p><input type="checkbox"/> The site has working fire alarms, smoke detectors, and emergency exits.</p> <p><input type="checkbox"/> If the visiting group can access common areas <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> If the rooms will be cleaned by cleaning staff.</p> <p>In addition, if at a campsite, I have verified:</p> <p><input type="checkbox"/> The necessary equipment (cooking gear, sleeping bags, tents, bed foams, plates, utensils, etc.) and who is responsible to provide what.</p> <p><input type="checkbox"/> Amenities at camping area: Bathrooms, showers, water (drinking and cleaning), cooking, food storage, waste disposal, fire regulations, and fire wood (if no showers – how can you arrange to meet needs for cleanliness).</p>	



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YMCA Youth Exchanges Requirements/Recommendations:

- Each participant has their own bed.
- There are a minimum of two youth in a room.
- No **adult shares** a one-on-one accommodation with a youth that is not their child/ward
- Washroom and Shower facilities are not shared with other guests.
- When making reservations, request rooms on the same floor and the same area of the floor

Description of Site	
Is the site accessible?	(e.g. check entrances, stairs, working elevators, washrooms/showers are wheelchair accessible)
Washroom/Shower Facilities:	(e.g. Private to room, shared to floor, etc.)
Beddings and Towels:	Bedding and towel service <input type="checkbox"/> Provided <input type="checkbox"/> Not provided Additional cost for towel changes <input type="checkbox"/> Yes <input type="checkbox"/> No
Meals:	Kitchen Facility on site: <input type="checkbox"/> Yes <input type="checkbox"/> No What appliances are available? What is the plan for meals while at the common stay: Who is responsible for preparing meals?
Safety and Security	What are any apparent risks while at the common stay? (i.e. location, access to licensed establishments, pools, lakes, access to the public, wildlife, unmarked trails, etc.) What Safety and Security Measures will you have in place to minimize those risks? What other general Safety and Security measures will you have in place?



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Supervision:	While in the common stay, how will you ensure that youth are appropriately supervised? Will hosting Group Leaders be available to provide additional support?
Transportation:	How will the group get to and from the common stay location throughout the host plan?
<p>We have both reviewed and discussed our school board/districts or organization's policies regarding common stays. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>We have both reviewed the common stay arrangement and agree to what is described above. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Group Leader Signature Hosting Group: _____</p> <p>Group Leader Signature Visiting Group: _____</p>	