**YMCA Youth Exchanges Canada Exchange Plan Review**

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| **Elements of the Exchanges Plan** | **Excellent****(5)** | **Very Good****(4)** | **Satisfactory****(3)** | **Needs Work****(2)** | **Unsatisfactory****(1)** | **Assessment by Regional Coordinator** |
| Pre-Exchange Activities | Complete and detailed. Group has added their own pre-exchange activities. Dates are specific. | Complete with some detail. | Complete. | Incomplete. | Not completed at all. |  |
| Program and Key Learning Objectives | Very clear description of activities that will contribute to program objectives. Key learning objectives are very clearly articulated. | Clear description of activities that will contribute to program objectives. Key learning objectives are clearly articulated. | Some description of activities that will contribute to program objectives. Key learning objectives are articulated. | Little description of activities that will contribute to program objectives. Key learning objectives are not clearly articulated. | No description of activities that will contribute to program objectives. Key learning objectives are not articulated. |  |
| Community Service Project | Complete and detailed. Very clear links to program and key learning objectives. Dates are specific. Alternate plan is equally thought out. The project appears to be at least 8 hours long per participant. | Complete with some detail. The project appears to be at least 8 hours long per participant. | Complete. The project appears to be at least 8 hours long per participant. | Incomplete. Community service project does not appear to be min 8 hours. | Not completed at all. |  |
| Financial Report | Complete and detailed. Varied fundraising initiatives. It is clear how the group will raise money to pay for the estimated expenses. | Complete with some detail. Different fundraising initiatives are listed. The report is clear to the reader. | All sections are complete. The exchange appears financially feasible. | Incomplete. There are no fundraising initiatives listed. The estimated expenses and revenues are not clear. The exchange does not appear financially feasible. | Not completed at all. |  |
| Participant Hours | All sections are complete and detailed and appear to be a reasonable and accurate estimate of hours. | All sections complete and seems reasonable. | Most sections are complete. | Incomplete, and may not be accurate or reasonable. | Not completed at all. |  |
| Youth Engagement | Very clear description that reveals strong youth engagement. | Solid description that reveals good youth engagement. | Well-developed youth engagement with evidence that some youth engagement is occurring. | Brief statements with no evidence of youth engagement. | Not completed at all. |  |
| Host Plan | Very clear description that reveals very strong link to program and key learning objectives.  | Solid descriptionthat fullydiscloses theexchange. Some link to program and key learning objectives. | Factualdescription ofsequence ofevents. Somedeveloped links to program and key learning objectives. | Brief orgeneralstatementwith fewdetails. Weak description of links to program and key learning objectives. | Little descriptionat all, or brief,perfunctorystatements. No link to program or key learning objectives. |  |
| Post Exchange Activities | Complete and detailed. Group has added their own post-exchange activities. Dates are specific. | Complete with some detail. | Complete. | Incomplete. | Not completed at all. |  |
| Emergency Plan | Complete and very detailed. Risks are carefully considered, and mitigation plans are in place. | Complete with detail. Risks and mitigation plans have been considered. | Complete. Risks and mitigation plans have been considered. | Incomplete. Some important details are missing. Emergency protocols are not detailed appropriately and it does not appear the group has a plan for dealing with potential risks and emergencies. | Not completed at all. |  |
| Total Score |  |  |  |  |  |  /45 |

**YMCA Exchanges Canada Exchange Plan Feedback Process:**

* Your Regional Coordinator will receive your Exchange Plan with your group paperwork.
* Exchange Plan will be reviewed at the Regional Office and comments will be inserted into the plan where there are areas for further development.
* The Exchange Plan feedback tool will be completed by your Regional Coordinator and a score out of 45 will be assigned.
* Both the Exchange Plan and the feedback tool will be emailed back to the Group Organizer.
	+ It will be attached to the email assessment of the overall paperwork package.
* Once your updates are made and the Plan is ready for the National Office, it will be submitted with the group paperwork by your Regional Coordinator.
* If based on the Feedback tool we have determined that your group is not ready yet to host, your tickets along with the tickets of your twin will not be purchased.
* The Exchange Plan is our way of assessing readiness.