

# How to...



**You're a Scout/Guide, or a Group of Scouts/Guides.  
You plan to go abroad and you want to meet and exchange  
with other Scouts/Guides.**

**This step-by-step guide will help you to make it happen.**

- 1.** Get all your practical details: Where will you be staying? When? With how many people, what age-ranges?
- 2.** Decide what you want:  
Do you want a one-time visit to see how the local Scout Group works?  
Or do you want to be regularly involved in the Group? In which age section?  
If you're a Group, what do you want to do? Spend a week together, or just an afternoon? The better you know what you're looking for, the less chance of disappointment.
- 3.** Get in contact with your own International team/ International Commissioner (IC) and tell them about your plans. Ask if you can look for contacts in your host country yourself, or if they can do it for you.
- 4.** You can contact Scouts/Guides in your host country, by email to the IC, your personal contacts or by using social media.  
Post your request in the **Facebook group: Go Scout and Guide Abroad**. Someone will tag the people in the host country and try to help you.  
Or you can try to find the FB group or page from the NSO/MO in your host country and post your request there. The best contacts are the ones that already exist, maybe you've met someone from your host country already.
- 5.** When in contact with your hosts, make sure that both of you make your expectations clear.  
Do not forget to find out about practical details: Where do meet?  
Are you expected to wear your uniform? Do you have insurance?  
What training or induction is necessary?
- 6.** **Enjoy the exchange, learn, experience, share and open yourself to new experiences. Enjoy it!**

# How to ...



## As a Hosting Person/Group/Organisation ...

**You're a Scout/Guide, or a group of Scouts/Guides, or an International Team... You wish to host foreign Scouts/Guides and exchange with them, or you receive requests to host people.**

**This step-by-step guide will help you to make it happen.**

- 1.** Decide what you want: Are you looking for a Group to share a camp with, or are you a Scout/Guide who loves to show people around in your city, for one afternoon? When are you available?
- 2.** Contact your International Team and tell them about your idea. They might receive requests from time-to-time or they can talk to their contacts abroad.
- 3.** Make yourself a member of the **Facebook group: Go Scout and Guide Abroad**. Regular calls appear here. See a request that interests you? Go go go!
- 4.** Once you are in contact with your visitors, it is very important to get a good picture of each other's expectations and needs. By talking about this together, you ensure that the exchange will be unforgettable for everyone.  
It's also important that they are who they say they are - ask your IC, or their IC or National Office to verify their current status for you.
- 5.** Be aware of cultural differences - time-keeping, greetings, personal space, food and gifting etiquette. This can help your guests feel at ease, and also avoid misunderstandings.
- 6.** **Enjoy the exchange, learn, experience, share and open yourself to new experiences. Enjoy it!**

# How to ...



## As a Hosting Person/Group/Organisation ...

### You're an IC/International team and you receive a request to host someone/a group:

- 1.** Answer the request as soon as possible and let the other person know what your next steps are. Do not promise anything you can not fulfil and create realistic expectations.
- 2.** If information is missing that you need to find a suitable partner, ask for it. Period, location, number of people, expectations, ...
- 3.** Spread the information within your organization. Target groups or people who seem to fit what is being sought. Give them a deadline to give you an answer and make clear what is expected of them as a partner.
- 4.** No group found? Leave it to the applicant and do not keep them on the line forever.  
Group found? Bring them into contact with each other. From now on it is up to them, although you can of course follow from the sidelines if everything is going well.
- 5.** Let your colleague IC know that you will host one of their groups.
- 6. Evaluate**

# How to ...



## As a sending organisation ...

You're an International Team, staff member, IC ... and your Scouts/Guides (group or individual) wish to go abroad and exchange with local Scouts/Guides.

This step-by-step guide will help you to make it happen.

- 1.** Make sure you know what they want, what their dream scenario would be, but also how flexible they are.  
Get all their practical details:  
Where will they be staying, are they open to go where there is a possibility to meet others?  
When do they want this exchange?  
With how many people, of which age(s)?
- 2.** Tell them what you will do with their request and when they can expect an answer. Be honest and realistic.
- 3.** Contact the IC or international team in the host country and ask them if they can help. If they can't, ask them for permission to contact their local groups yourself. If that's okay make sure you post the request in our **Facebook group: Go Scout and Guide Abroad**.
- 4.** Put each side in contact, follow-up, evaluate ...