City, Date

Dear International Commissioner/Group leader/International Team,

We would like to introduce (complete with the name of the participant) who is a member in good standing of our association, National Organisation of Romanian Scouts, which is recognised by the World Organization of the Scout Movement. (Choose as appropriate: He/She/This person) is planning to stay in your country.

Please find below participant's relevant information regarding his/her stay, personal details, scouting/guiding experience and contact information. You can also find below a personal statement from the participant.

|  |
| --- |
| **PARTICIPANT'S INFORMATION** |
| ***Family Name(s)*** |  |
|  |
| ***Given Name(s)*** |  |
|  |
| ***Gender*** |  |
|  |
| ***Age*** |  |
|  |
| ***City in host country*** |  |
|  |
| ***Period of the stay or exchange*** |  |  |  |
|  |  |
| ***E-mail address*** |  |
|  |
| ***Language skills [[1]](#footnote-0)*** | Language 1[[2]](#footnote-1) | Language 2 | Language 3 | Language 4 |
|  |  |  |  |  |
| *Listening* |  |  |  |  |
|  |
| *Reading* |  |  |  |  |
|  |
| *Spoken interaction* |  |  |  |  |
|  |
| *Spoken production* |  |  |  |  |
|  |
| *Writing* |  |  |  |  |
|  |
| ***Home Association*** |  |
|  |
| ***Scouting/Guiding experience in home association*** |  |
|  |
| ***Scout/Guide training and useful skills****[[3]](#footnote-2)* |  |
|  |
| **PARTICIPATION REQUEST** |
| ***Desirable type of participation in host association****[[4]](#footnote-3)* |  |
|  |
| ***Host association preferences****[[5]](#footnote-4)* ***(if any)*** | ***Faith and belief*** |  |
|  |
| ***Coeducation*** |  |
|  |
|  |
| ***Any other remarks or observations*** |  |
|  |
| ***Participants Personal Statement:***  |  |

It would be very kind of you if you could help us out with this project by finding a local Scout/Guide group that he/she/this person could join during his/her stay in your country.

Looking forward to receiving a positive reply, we would like to thank you advance for your kind collaboration.

Yours in Scouting,

XXXX (IC name)

XXXX (IC digital signature)

1. [*Common European Framework Reference for Languages.*](https://rm.coe.int/168045bb52) *Levels: A1, A2, B1, B2, C1, C2* [↑](#footnote-ref-0)
2. *These are the most useful languages for the participant and the host association.* [↑](#footnote-ref-1)
3. *Any training or skills that can be useful for the host scout/guide group.* [↑](#footnote-ref-2)
4. *It simply reflects expectations from participant. Participant and host scout group should specify involvement and participation onsite.* [↑](#footnote-ref-3)
5. *If this section is left blank, participant is open to any kind of host association, and therefore will respect any faith or belief of the host association.* [↑](#footnote-ref-4)