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## **Awards**

Information about the various BF Awards are announced by the ISD BF Promotion each year and eligibility based on recorded contributions the preceding year. Only contributions which were received at IHQ by the 31 May deadline for programme donations figure in the calculations.

### **i. Director's Award**

This award is given to the Region with the largest average total contribution per club based on the number of clubs as at 1 August the preceding year. Each club in the Region receives a banner patch.

### **ii. Ernie Bell Award**

This award is a banner patch given to the ten clubs with the highest cash contribution from the sale of stamps.

### **iii. Top Ten Award**

This award is a banner patch given to the ten clubs with the highest, total contribution for the year.

### **iv. Alf Reynolds Award**

This award is a banner patch given to clubs reaching a minimum amount of contributions per member as per membership at 1 August the preceding year. Five different club patches are presented based on the average contribution per member:

- 1st level CHF 5.00 per member
- 2nd level CHF 10.00 per member
- 3rd level CHF 25.00 per member
- 4th level CHF 50.00 per member
- 5th level CHF 100.00 per member



## Expectations for a Successful BF Cultural Exchange

### Delegate Obligations

A BF Cultural Exchange Delegate is expected to:

#### **1. Be ready to travel at least three weeks**

A delegate accepting a BF Cultural Exchange Grant shall be prepared to travel for three to five weeks. A shorter period of travel, not be less than two weeks, may be requested when it is impossible for the delegate to travel for the standard three-week minimum. Reasons for such shorter travel should be stated by the requestee.

#### **2. Speak English or language of visitation countries**

Every delegate should be able to converse in English and/or the language of the country of visitation.

#### **3. Be an ambassador for his/her club, District, Region, etc.**

A BF Cultural Exchange delegate is an official representative of his local Y's Men movement (not a tourist) and is expected to act accordingly. He/she should be prepared to share information about Y's Men function in his/her locale, formally and informally, throughout the BF trip.

#### **4. Inform Travel Coordinators of travelling companions in a timely manner and cover all their costs**

A delegate may be accompanied by his/her spouse or by one immediate family member with the associated costs borne by the delegate. Other travel companions will be considered on a case-by-case basis with approval dependent on acceptance by the hosts.

#### **5. Be ready to pay other incidental expenses**

The delegate shall travel with reasonable funds of his/her own. While the delegate shall not pay any board, lodging or transportation costs during the official BF trip\*, he/she shall cover all personal expenses, including those incurred through digression from the BF itinerary.

*\*These shall normally be met by the Host Club, Region or Area or, if that is impossible, by the BFEC after previous acceptance in connection to the BF planning.*

## **6. Obtain all necessary visas**

A delegate shall make all necessary arrangements concerning visas.

## **7. Purchase economy airfare and comprehensive travel insurance as approved by the ITC**

A delegate shall purchase the cheapest, reasonable travel ticket and necessary travel insurance only after he/she is notified of the ITC's approval. The cost of these will be reimbursed by YMI (up to CHF 200 for travel insurance).

## **8. Complete and send the BF Information Form to the ATC**

Although not required, a delegate is strongly encouraged to provide the following information\* to assist local travel coordinators in developing a personalised itinerary and/or to help BF Promotion efforts:

- ❖ a recent passport-sized photograph (individual or family)
- ❖ general information concerning Y's Men and YMCA activities—offices or positions held, number of years of service, etc.
- ❖ general personal and family information—education, marital status, children, church affiliation, hobbies, etc.
- ❖ name of Brother Club if local Club maintains such a relationship
- ❖ other organisations in which delegate is active—Rotary, Kiwanis, lodges, professional organisations, etc.

*\* A delegate submitting this data accepts that it is public domain. While Y's Men International commits to using all information only as intended, it does not have the capacity to take extraordinary precautions to protect it.*

## **9. Report on his/her BF trip**

Following his/her return home a delegate shall be prepared to share his/her experiences and observations with the clubs of his/her Region. A reasonable effort shall be made to accomplish this in person. A schedule of presentations or visitations shall be submitted to the AP within 30 days of delegate's return.

A BF Delegates' Travel Report shall be sent to ITC, BFECC, IP, IHQ and APs of home Area and of Area(s) visited within 30 days of delegate's return.

## **International BF Obligations**

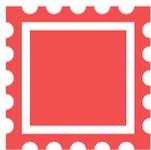
The International Brotherhood Fund is expected to cover:

- ❖ Proper certification for obtaining necessary entry visas
- ❖ Cheapest feasible round-trip tourist class transportation
- ❖ International, Area or Regional Convention expenses—registration, lodging and meals
- ❖ Travel insurance up to a value of CHF 200
- ❖ All required medications and vaccinations and up to CHF 100 for those recommended by a professional medical practitioner or entity
- ❖ Transportation to/from a delegate's home airport upon submission of receipts from the transport company
- ❖ Transportation by private car to/from home airport will be reimbursed at a rate of CHF .40 per kilometre.

## **BF Host Obligations**

Those hosting BF delegates are expected to:

- ❖ Provide convenient economical transportation to the local destinations on the official BF itinerary. (Typically costs of travel between Regions are covered by the Area, while travel within the Region, by the Region.)
- ❖ Make every effort to ensure that the delegate is met personally upon arrival
- ❖ Provide the delegate local contact information (name, address, email, telephone) prior to his/her departure from home
- ❖ Provide housing and meals—preferably in private homes
- ❖ Arrange widest possible schedule of YMCA and community contacts tempered with reasonable periods of free time for relaxation



## Processing stamps for sale

The following hints may be useful for those of you who have not worked much with stamps before.

1. First, avoid unnecessary work - some stamps cannot be sold and should not be collected at all. Ask your Area Philatelist or RSD if you do not already know about these stamps.
2. **Removal: The first step** is to remove the stamp from the envelope.
  - Some people pre-soak the end or even all of the envelope directly, but most people cut off the corner with the stamp before pre-soaking.
  - If you are cutting, keep a margin of approximately five millimetres around the stamp, on a single thickness of paper. Never peel the stamp off the envelope.
  - Throw away all damaged stamps - peeled, torn, clipped, smeared or with heavy cancellation which obliterates design. Remember that stamps in perfect condition will keep up interest in new purchases and raise the price.
  - In some Regions, the stamps are now ready to be sold. It is up to the Area Philatelist to advise if he can sell by weight if the Region does not make the announcement.
3. **Soaking: The second step** is to soak the stamps loose from the paper. This is the step that removes any remaining glue.
  - Use a lot of water! Remember that the glue from the stamps will mix with the water and will damage the stamps if the concentration of glue is too high.
  - Soak any stamps that are on coloured paper, particularly yellow, separately! If one paper discolours the water, the whole content can be ruined. Generally speaking, the chances of obtaining uncoloured stamps are very small and not worth the extra effort involved.
  - Never use hot water! The stamp may come loose more easily but it is also easier to damage the stamp through discolouring.
  - Leave the stamps to loosen from the paper themselves! Do not force them. An hour should be sufficient.

- To ensure that all the glue disappears, move the loose stamps to a bucket full of clean water. Rinse as often as necessary to remove any remaining glue.
- This is also the time for removing selvages and discarding torn or otherwise damaged stamps. Do not remove the selvage if it contains the sheet number or has special wording such as "Use zip code," "Mail early," etc. There are collectors who prize these oddities. Also, connected stamps are more valuable.

**4 Drying: The third step** is to dry the stamps.

- The best way to dry stamps is to put them with the front side down on several layers of newspaper. Stamps which are alike can be laid out in groups. Put another newspaper on top and allow to dry for at least 24 hours. Slight pressure will ensure that the stamps stay flat and do not curl.
- Do not dry stamps in the oven or near heat. This causes them to curl and scorch. Scorched stamps will not sell, and curled stamps are hard to bundle neatly.
- Work on a dark surface, with good lighting (natural light is best). Remove stamps from the newspaper with tweezers or tongs and sort by theme, set, size or chronologically, discarding any damaged stamps.

**5 Mailing: The fourth and final step** is preparing and send processed stamps to your nearest Philatelist.

- Count stamps into bundles of 105 of the same kind to allow for imperfect ones that may escape your eye. Put a paper ribbon around the bundle, large enough to keep the bundle together but small enough to allow the stamp to be recognised without problem and fasten on the back with cellulose tape.
- Do not secure bundles with rubber bands, paper clips, staples or anything which could damage the stamps. Bundles should be neat and firm, not falling apart. Do not bundle damp stamps — they dry and get loose in their banding strip.
- Ask your Area Philatelist or RSD for special advice. Some dealers want the bundles to be marked with the quantity and a reference number from a stamp catalogue.
- After this, you will doubtless have less than 100 of a lot of stamps. If you think you will receive more of the same stamp you should keep them until the next soaking. The others should be sorted, counted and put in glassine envelopes which can be purchased at stamp hobby shops. Mark the reference number and quantity on the front of the envelope. Put groups of 25 stamps facing the front and the others facing the back. If there are only a few of one kind, you can put mixed stamps of the same denomination in one envelope. Foreign stamps can be sorted like this.

- It is best to send stamps in bundles of 100 but this cannot be done with anything but current issues, so don't hang on to the "oldies" too long. Keep your storehouse as up to date as possible.
- Remember that these are general rules which may differ around the world. Ask your Area Philatelist for advice.
- When you are satisfied that your stamps are truly collectors' items - no torn ones, no stains, no creases, no glue on them, no selvages left on and no imperfections in the perforations, then forward them. Prepare your parcels carefully. Be sure that the stamps will not be damaged in transit.
- Stamps should be forwarded from clubs to RSD Philately for BF who either arranges sale personally or periodically forwards submitted stamps to the Area Philatelist.

If these hints are followed, a nice sum of money for the Brotherhood Fund may result.







