



# BUILDING FELLOWSHIP (BF) POLICY 2022



<https://www.ysmen.org/downloads/manuals-brochures/>  
For more information see this site.

## 1. Policy Statement

- This document was developed from the preceding Brotherhood Fund Policy, following a thorough programme review completed by a special task force chaired by PAP David Lua of Asia Pacific Area in 2021/2022.
- Its primary purpose is to serve as a reference for the management and distribution of BF money and the grants it supports. Additional information about the programme itself and its leadership can be found in the [Building Fellowship Manual](#).

## 2. Programme History

- The Bishop's Fund was established at the 1931 International Convention "for such purposes as the International Secretary Treasurer deemed proper for the advancement of the cause of International". It was primarily used to support the attendance of International Conventions, then held exclusively in the United States, by non-American club members and leaders.
  - It was renamed the Brotherhood Fund in 1967/68.
- Over the years the number of grants increased, and the scope of the programme expanded.
- It became the Building Fellowship programme as adopted International Council vote in Dubai in May 2022.

## 3. Purpose

- This programme aims to build fellowship among club members and inspire leadership in the YMI movement.

## 4. Organisation

The categories of BF leadership are:

- BF Promotion
- BF Travel Coordination
- BF Expenditure and Grant Selection

### 4.1 Building Fellowship Service Directors

#### *Promotion*

- Service Directors BF Promotion shall define and administer the programme's annual awareness building and fundraising initiatives, respecting international guidelines and objectives.



## BUILDING FELLOWSHIP (BF) POLICY 2022

- Regional Service Directors BF Promotion shall be responsible for the annual calculation of BF awards for their Region's clubs and transmit the details to IHQ and the ISD BF Promotion.

### *Philately*

- Service Directors for Philately are concerned primarily with the marketing of postage stamps in places where the traditional collection and sale of used stamps remains an active form of fundraising for the programme.

### *BF Travel Coordinators*

- BF Travel Coordinators are responsible for the logistical organisation of BF travel. Some responsibilities include helping to plan visitation itineraries, finding host families, researching travel options, issuing invitation letters, etc.

### **4.2 The Building Fellowship Expenditures Committee (BFEC)**

- The BFEC committee is appointed by the International President to:
  - receive, evaluate and rule on BF grant applications
  - prepare and recommend to the International Council the BF Expenditures budget
  - Review grant categories and BF processes and recommend changes as needed
- The Chairperson of the BFEC shall normally be an ICM or Past ICM.
- The International Travel Coordinator (ITC) and ISD BF Promotion shall normally be members ex officio, providing support to the BFEC but not actively participating in its work.

### **5. Awards**

BF awards shall be issued annually and take the form of certificates of recognition issued from IHQ, signed by the International President (IP) and the ISD BF Promotion.

#### **5.1 Club Level Awards**

- Club level awards shall be determined based on a points system, as follows: •
- Each BF travel grant successfully used during the year, with a report submitted – 2 points
    - Each BF ambassador hosted during the year – 4 points
    - Cash donation – 1 point per CHF 40
    - Cash Donation from the sale of stamps only – 1 point for each CHF 10



## BUILDING FELLOWSHIP (BF) POLICY 2022

**BF Bronze Award – 2 points (minimum to be considered for a BF Grant)**

**BF Silver Award – 5 points**

**BF Gold Award – 10 points**

**BF Platinum – 20 points**

### 5.2 Regional Level Awards

#### ***Ernie Bell Award***

This award shall be given to the Region with the greatest financial contribution to the BF fund from the sale of stamps in the preceding year.

#### ***Alf Reynolds Award***

This award shall be given to the Region with the highest total recorded monetary contribution to the BF fund in the preceding year.

Information about the awards is announced by the ISD BF Promotion each year and eligibility based on recorded contributions the previous year. Only contributions received at IHQ by the 31 May deadline for programme donations will be considered.

## 6. Finance

### **6.1. Income Sources**

- Club contributions paid to International Headquarters
- Revenue from stamp sales transferred to International Headquarters

### **6.2 Expense Allocation**

- BF administration
- Grants and subsidies

The Areas shall assume responsibility for the reimbursement of expenses of the Building Fellowship leaders within their jurisdiction, as they see fit. The Area/Region may use up to 5% of BF cash contributions for this purpose. Such use of contributions must be reported to the ISD BF and to IHQ. The original amounts will be considered in the calculation of awards

### **6.3 Budget**

The BF annual budget shall be determined, as follows:

- Travel Grants- 40% preceding year's income
- Youth and Leadership Development Grants – 20% preceding year's income
- Area Discretionary Leadership Grant (ADL) – 20%

preceding year's income • Carbon Offset – 5% preceding year's income

- Standard Programme Admin – 10% preceding year's income
- BF Reserve – 5% preceding year's income

[See sample budget.](#)



3

## BUILDING FELLOWSHIP (BF) POLICY 2022

### 7. Grants

There shall be four categories of grants, subdivided as follows:

#### 7.1 Travel Grants

- BF Cultural Fellowship Grants to visit clubs during a period of 10 to 30 days
- BF Convention Grants to International, Regional or Area Conventions
- RDE Summit Grants to partially support the attendance of RDEs from financially weak Regions
- BF Training and Mentorship Grants to support and foster strong new clubs

#### 7.2 Youth and Leadership Development Grants

- iGo Grants for approved interns demonstrating financial need
- IYC Participant Grants for convocation attendees as defined by the IYC Planning Committee and the ISG, typically a percentage of the registration fee
- IYC Host Support Grants to subsidise venue and accommodation costs

#### 7.3 Area Discretionary Leadership Grant (ADL)

- Annual allocation per Area with 50% payable in the first semester upon submission of the Area account details to IHQ and 50% payable upon submission of receipts for the first 50%. [See ADL formula.](#)

#### 7.4 Carbon Offset Grants

- “Green” projects approved by the Environmental Committee and International Council

Any grant involving travel is capped at a maximum of 75% of the associated cost, covering expenses such as airfare, visa applications, necessary inoculations, etc. No grant shall exceed CHF 2 400. Decisions regarding the annual grant allocation shall be at the discretion of the BFEC in consultation with IHQ. There shall be no more than one BF Grant per club/per year. BF grants are issued to a club member, to a group of

club members or to the club itself. ADL is the exception as it is paid to the Area Treasury and may be more than CHF 2 400 depending on the Area's contributions the preceding year.

## 8. Grant Approval

- 8.1. Applications shall be received from interested candidates with demonstrable leadership potential and high interest in the movement via the online form: BF Application
- 8.2. BF grants are an investment in future governance and are not to be given as a reward to past Y's Men leaders.
- 8.3. Those who have been a member of the International Council or Executive Officers are ineligible for BF grants.
- 8.4. BF travel is strongly discouraged during a leader's term in office.
- 8.5. Applications must be endorsed by the applicant's home club and the contact details of the CP provided in the application so that their recommendation may be acquired. For a



## BUILDING FELLOWSHIP (BF) POLICY 2022

CP applying, endorsement from either the District Governor or Regional Director is essential.

- 8.6. The BFEC, in cooperation with IHQ, shall share copies of received applications with the relevant Area and Regional Troikas for comment. A lack of feedback from these leaders shall be interpreted as endorsement/ support of the application.
- 8.7. The BFEC advises the International Council of the grant decisions. 8.8. The BFEC informs candidates of the outcome of their applications. 8.9. A BF grant may be allocated to a Y's Menette in good standing for support of travel which is in the interests of the Y's Men movement.
- 8.10. A BF grant may be allocated to a professional YMCA staff person for support of travel which is in the interests of the Y's Men movement.
- 8.11. The BFEC and/or ITC should recommend alternative recipients should a grant be declined or revoked where the number of quality applications makes this possible. 8.12. The BFEC is authorised to withdraw any BF travel grant which has not been satisfactorily planned by either the host or ambassador, or for which there were no qualified applicant.
- 8.13. Anyone receiving a BF grant shall not normally be eligible for another one for a minimum period of three years.
- 8.14. Every BF ambassador must have the interest of the movement at heart, be globally minded and actively engaged in advancing the organisation as a whole.
- 8.15. Only applicants from clubs which are fully up to date with their obligations (reports, rosters and dues, i.e., in good standing) to the International Association shall be considered.
- 8.16. Any applicant for a BF grant must be from a club which has qualified at a minimum for a BF Bronze Award the year preceding any application.

- 8.17. The BF Bronze Award requirement may be waived if the BF ambassador is not a Y's Men / Y Service Club member or if, in the opinion of the BFEC other factors are deemed of greater importance.
- 8.18. BF ambassadors should be able to converse in English and/or the language of the country/ies of visitation.

### 9. Obligations Assumed by BF Ambassadors

- 9.1. A BF ambassador accepting a BF Cultural Fellowship Grant shall be prepared to stay a minimum of 10 days visiting clubs on their itinerary.
- 9.2. It is recommended that BF ambassadors come with reasonable funds of their own since they may be required to pay for certain living costs during their trip. These costs shall be outlined before travel and are subject to the acceptance of the delegate. However, refusal or inability to accept the costs may lead to suspension or termination of the grant.
- 9.3. BF ambassadors shall adhere to the itinerary outlined by the Area and/or Regional Travel Coordinators but may make reasonable requests for certain inclusions, such as a visit to a nearby tourist attraction. The feasibility of these requests shall be duly considered.



5

## BUILDING FELLOWSHIP (BF) POLICY 2022

- 9.4. BF ambassadors shall make all necessary arrangements concerning visas with the support of the ITC.
- 9.5. BF ambassadors shall purchase the cheapest, reasonable travel ticket and necessary travel insurance only after they are notified of the ITC's approval. The cost of these will be reimbursed by YMI (including up to CHF 150 for travel insurance).
- 9.6. BF ambassador may wish 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.

BF ambassadors submitting this data accept that it is in the public domain and while Y's Men International shall not share the information for other than its intended purpose, neither does it have the capacity to take extraordinary precautions to protect it.

9.7. BF ambassadors are requested to share their 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 and their travel report submitted to the ITC, BFECC, IP, IHQ and APs of home Area and of Area(s) visited within 30 days of the ambassador's return home

## 10. BF Programme Support

10.1 In accordance with the classification of the grant, part or all of the following will be assumed by the Building Fellowship programme and/or International:

- Proper certification for obtaining necessary entry visas.
- Cheapest feasible round-trip economy class transportation.
- Reasonable effort to ensure that the ambassador is met personally upon arrival at port of entry.
- Economical transportation from port of entry to port of departure— including club visitation itinerary *en route*.
- International, Area or Regional Convention expenses—registration, lodging and meals.
  - Travel insurance up to a value of CHF 150
  - 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.

6



## BUILDING FELLOWSHIP (BF) POLICY 2022

### 11. Obligations of Clubs Accepting Visitation

11.1 Each club accepting visitation by a BF ambassador shall be prepared to:

- Meet the ambassador personally upon arrival in the community

- See that the ambassador has contact information (name, address, email, telephone) for at least two club members prior to their departure from home
  - Provide housing and meals — preferably in private homes

- Provide an engaging and informative itinerary with both fellowship and experience sharing, tempered with reasonable periods of free time for relaxation
- Ensure delegate's departure on time to next point on visitation itinerary.