



# Brotherhood Fund Manual



2019 Edition

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# 1. Introduction



## What are the origins of the Brotherhood Fund?

1. The Brotherhood Fund started as the Bishop's Fund with the USD 800 profit from the 1931 International Convention in Cleveland, Ohio. The International Treasurer (International Secretary-Treasurer at that time) was given the mandate to use the money to begin a programme "proper for the advancement of the cause of International".
2. At the 1968 Convention in French Lick, Indiana, the name "Brotherhood Fund" was adopted.
3. Most initial income came from the sale of used postage stamps and was allocated to sponsor foreign attendance of International Conventions, then held exclusively in the USA.
4. Over the years, the programme developed, augmented by cash contributions from the local clubs, into the entity we know today.

# 2. Purpose



## What does the Brotherhood Fund Programme hope to accomplish?

1. While the initial purpose of the Fund when it was created in 1931 was simply to bring overseas Y's Men members to the International Conventions, today we have multiple objectives of which member fellowship and leadership development are key. The BF slogan approved in 2017, *Leadership through Fellowship*, highlights this focus.

2 Below is a quick look at the varied scope of today's BF programme:

### Fellowship

- Realising our common, humanitarian goals with cross-cultural understanding

### Training

- Coordinating the instruction of future leaders for our movement

### Travel

- Subsidising work-related travel of international officers through the Operating Account and of BF delegates through select grants

### Youth Development

- Supporting youth meetings (IYC primarily) and initiatives as an investment in the future of our movement

## 3. Organisation



How does the Brotherhood Fund work?

### 3.1 Categories of BF Leadership

There are three (3) core categories of Brotherhood leadership.



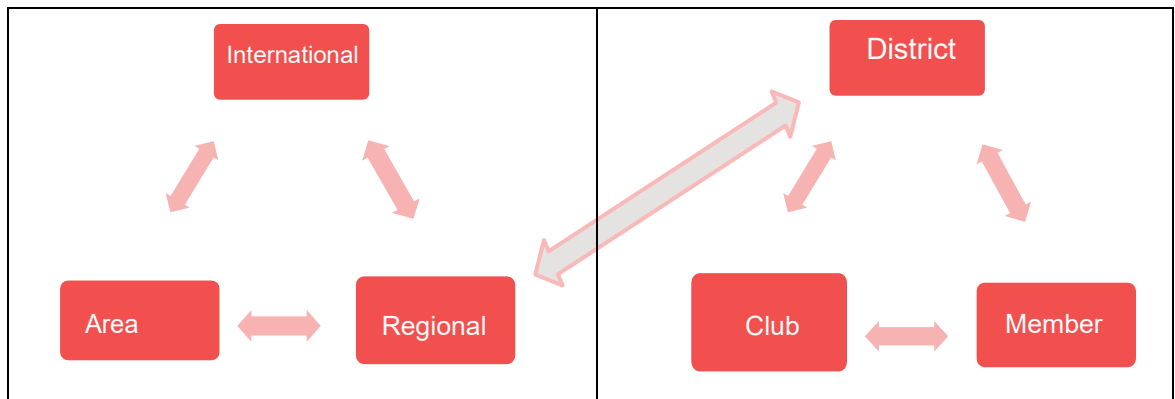
### 3.2 BF Leadership Appointments

BF leaders of all categories are appointed:

- **At the international level** by the incoming IP for his/her term or by the current IP during his/her term and approved by International Council.
- **At the Area level** by the incoming Area President (AP) for his/her term or by the current AP during his/her term.
- **At the Regional level** by the incoming Regional Director (RD) for his/her term or by the current RD during his/her term.
- **At the District level** by the incoming District Governor (DG) for his/her term or by the current DG during his/her term.
- **At the Club level** by the Club President (CP) for his/her term or by the current CP during his/her term.

### 3.3 BF Communication

All BF leaders should be in communication with and working directly with the leadership level directly above and below. There should be a regular, bi-directional, circular flow of information.



### 3.4 Positions

#### i. Brotherhood Fund Service Directors (BF Promotion)

- BF Service Directors for BF Promotion administer the annual Brotherhood Fund Campaign in the interest of meeting established contribution goals (designed to stimulate contributions by injecting a spirit of competition. (See Brotherhood Fund Contests.)

- They keep track of BF programme contributions down to the club level for the calculation of the annual BF Awards.
- They develop, maintain and circulate BF promotional and educational materials to members and potential members. The ISD BF also directs the marketing of stamps through the ASDs of BF Philately where appointed. (Note: there is no ISD BF Philately.)

## **ii. Brotherhood Fund Service Directors of Philately**

- BF Service Directors of Philately are concerned primarily with the marketing of postage stamps. Each Director is authorised to make sales agreements with stamp collectors and/or dealers for the greatest financial gain.

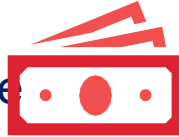
## **iii. BF Travel Coordinators**

- BF travel coordinators plan and manage the travel and visitation itineraries of BF delegates. They may also assist in the arrangements for other leaders traveling in an official capacity.
- The ITC also assumes responsibility for hospitality to BF delegates during International Conventions.
- The ATCs are responsible for all hosting and accommodation arrangements in consultation with the RDs and/or Regional Travel Coordinators.

## **iv. The Brotherhood Fund Expenditures Committee (BFEC)**

- The Brotherhood Fund Expenditures Committee is appointed by the International President to:
  - study and recommend to the International Council the BF Delegates Travel Plan
  - receive, evaluate and rule on BF grant applications
  - prepare and recommend to the International Council the BF Expenditures Budget

## 4. Funding & Finance



Where does BF money come from?

### 4.1 Income



How is BF money spent?

### 4.2 Expense



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An Area is authorised to use up to 5% of its BF cash contributions to pay for the expense of its BF leaders. 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.

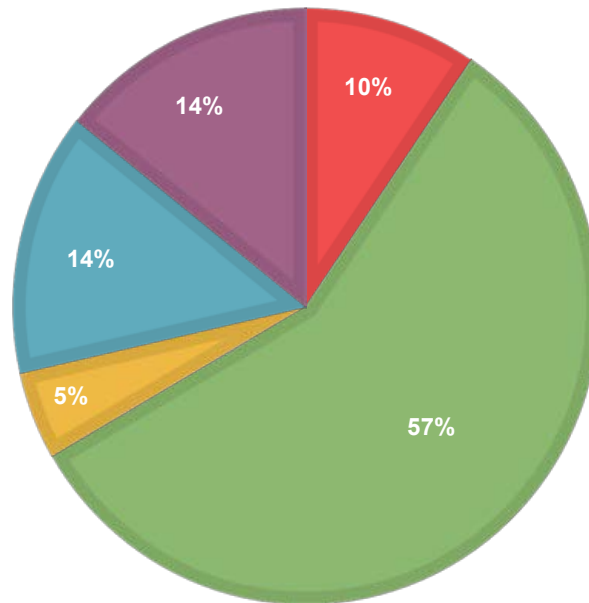
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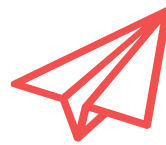
4.2.1 BF Expenses generally looks something like this:

## BF BUDGET

■ BF Admin ■ BF Grants ■ BF Reserve ■ Youth ■ International Officers



## 5. Brotherhood Fund Grants



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**What BF Grants are currently available?**

### **5.1 BF Cultural Exchange Grants**

5.1.1 There are eight (8) BF Cultural Exchange grants, one per Area/per year.

BF ECC may choose to allocate grants for Areas with no qualified applicants to The Areas with multiple eligible candidates.

5.1.2 These grants subsidise the travel of approved delegates to other Areas in the interest of fellowship, cultural exchange, experience sharing and personal /leadership development.

5.1.3 The maximum subsidy amount for BF Cultural Exchange Grants is CHF 2 400 per grant.

5.1.4 Maximum one grant per club/per year.

**More about BF Cultural Exchange Grants in Appendix II, Expectations for a Successful BF Cultural Exchange.**

## **5.2 BF Convention Grants (odd years)**

5.2.1 Each Area is allocated a set amount (CHF 1 500) for grants in years where there is no International Convention.

5.2.2 The grant money is distributed at the discretion of the Area leadership to BFEC-approved delegates from clubs in good standing for attending:

- that Area's next convention
- another Area's convention by invitation

5.2.3 These convention grants may also be used by the Area Troika to sponsor (or partially sponsor) local convention attendance by foreign (non- Area) Y's Men, Y's Menettes or YMCA members.

5.2.4 Maximum one grant per club/per year.

5.2.5 Grants exceeding CHF 800 are discouraged unless exceptional circumstances can be demonstrated.

## **5.3 BF Convention Grants (even years)**

5.3.1 Each Area should strive to send a minimum of two (2) BFEC-approved delegates from clubs in good standing to International Conventions.

5.3.2 The value available per Area will be determined annually based on BF income the preceding year (at most 15% of BF contributions) with no individual grant to exceed CHF 1 125 and covering a maximum of 75% of a delegate's travel and attendance costs.

5.3.3 The BFEC, at time of announcing the opening of the application period, will suggest to each Area a number of grants it feels the Area should be able to support, taking into consideration the distance to the IC venue.

## **5.4 BF Area Discretionary Leadership Grants**

5.4.1 These grants take the form of an annual allocation to each Area, determined in part by the contributions received the preceding YMI year.

5.4.2 Areas contributing more receive proportionately more grant money.

5.4.3 ADL funds are typically reserved for the following activities:

- Club visitations
- Conventions
- Extension
- Training

## **5.5 BF Project Volunteer Grants**

5.5.1 There are two (2) grants to volunteer at active TOF projects annually.

5.5.2 BF Project Volunteer Grants offer partial funding to recipients, up to 50% of associated and approved costs, capped at CHF 2 000.

5.5.3 Y's Youth and Young Members may apply for these grants, in addition to Y's Men and Y's Menettes.

## **5.6 BF Extraordinary Support Grants**

5.6.1 These grants provide an additional and exceptional source of support where a club, District, Region or Area may have difficulty hosting or sending a BF Delegate.

5.6.2 The annual budget for BF Extraordinary Support Grants is CHF 1 000 with no individual grant exceeding CHF 500.

## **5.7 BF Area Support Grants**

5.7.1 These grants support emerging leaders' travel to or participation in important Area or Regional meetings, where geographic distances makes the trip prohibitively expensive without subsidy.

5.7.2 The total annual budget is CHF 2 000, with the number of grants and amounts at the discretion of the BFECC.

## **5.8 BF Ambassador Grants**

5.8.1 At the discretion of the IEOs in consultation with the BFEC, these grants cover the travel costs of delegates to/from a site of club newly chartered, or in the process of chartering, where there is currently no YMI presence. The role of BF Ambassadors is to provide initial training and support to new clubs in remote locations. Dependent on the amount available in the BF reserve, the finance for these grants varies from year to year. No individual grant will exceed CHF 2 000.

## Exceptions

1. Persons who have served or been elected to serve as an International Council Member or above shall not apply for either BF Cultural Exchange or BF Convention Grants.
2. Persons who have received a grant in the last three years
3. Persons who have received a BF Cultural Exchange grant are ineligible for a 2<sup>nd</sup> but may apply for other grants after the stipulated three-year period

*In special cases, a second BF Cultural Exchange Grant may be given after some years to the same person where that person was a true and effective ambassador of YMI during his/her previous travel*

## Who can apply for BF Grants?

- In general (see Exceptions), any member from a club:
  - in good standing (i.e. which has paid its International, Area and Regional dues for all its members for the past three (3) semesters)
  - which contributed a minimum of CHF 5 per member (or CHF 75 where membership is less than 15) i.e. Alf Reynolds 1<sup>st</sup> level, to the Brotherhood Fund the preceding year

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*The BFEC may occasionally waive or make exceptions to these requirements.*

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- BF Project Volunteer and BF Cultural Exchange grants are also open to YMCA, Y's Youth and Y's Menettes.

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*BF Cultural Exchange applications must be endorsed by the Club President where the applicant is a YMI Club member. All applications must be supported by at least one recommendation.*

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## How to apply for BF Grants?

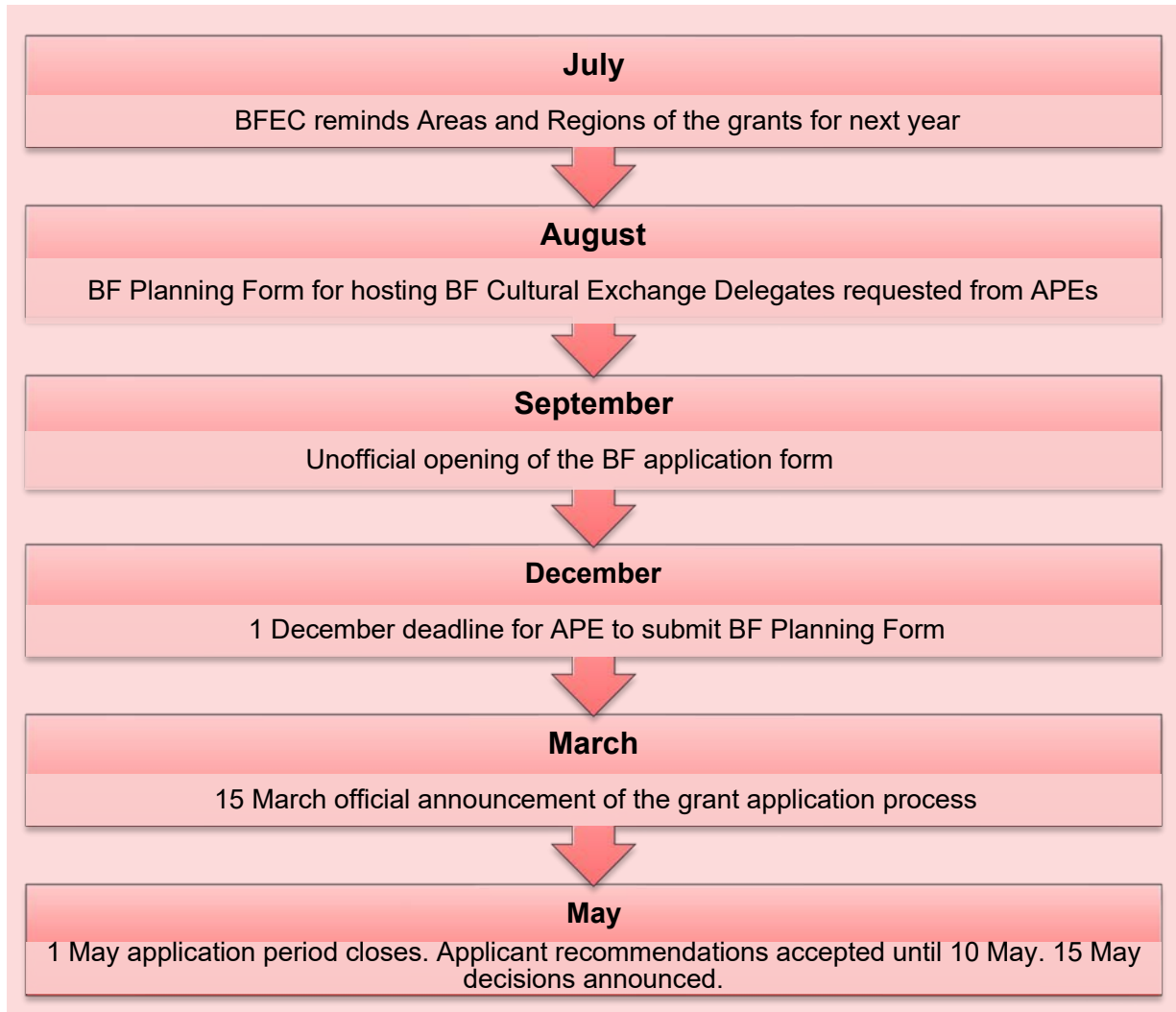
- Applications for all grants are accepted online here:

[BF Application Form](#)

## When to apply for BF Grants?

- The BF Application Form is active between 1 September and 1 May, the annual deadline for all grant requests.

## 6. BF Calendar



[BF Planning Form](#)

[BF Application Form](#)

[BF Information Form](#)

[Google BF Calendar](#)



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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, BFEC, 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 selvaige 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.







