



BUILDING FELLOWSHIP MANUAL

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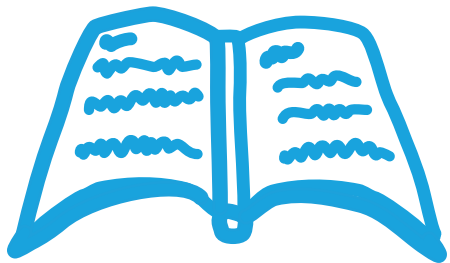
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INTRODUCTION

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What are the origins of Building Fellowship?



The Building Fellowship programme 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".

In the late 1960s the name "Brotherhood Fund" was adopted.

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.

Over the years, the programme developed, augmented by cash contributions from the local clubs, into the entity we know today.

It became the Building Fellowship programme as adopted by International Council vote in Dubai in May 2022.

PURPOSE

What does Building Fellowship hope to accomplish?

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. The current tagline "*Inspiring Leadership*" was adopted in 2022.



ORGANISATION

How does the Building Fellowship work?

There are three core categories of BF leadership:

BF PROMOTION **Service Directors**

educate, inspire and enthuse membership participation in the programme, aiming to increase contributions and applications

BF COORDINATION **Travel Coordinators**

organise the visitation programmes of BF ambassadors and help make their travel arrangements

BF EXPENDITURE **Expenditures Committee**

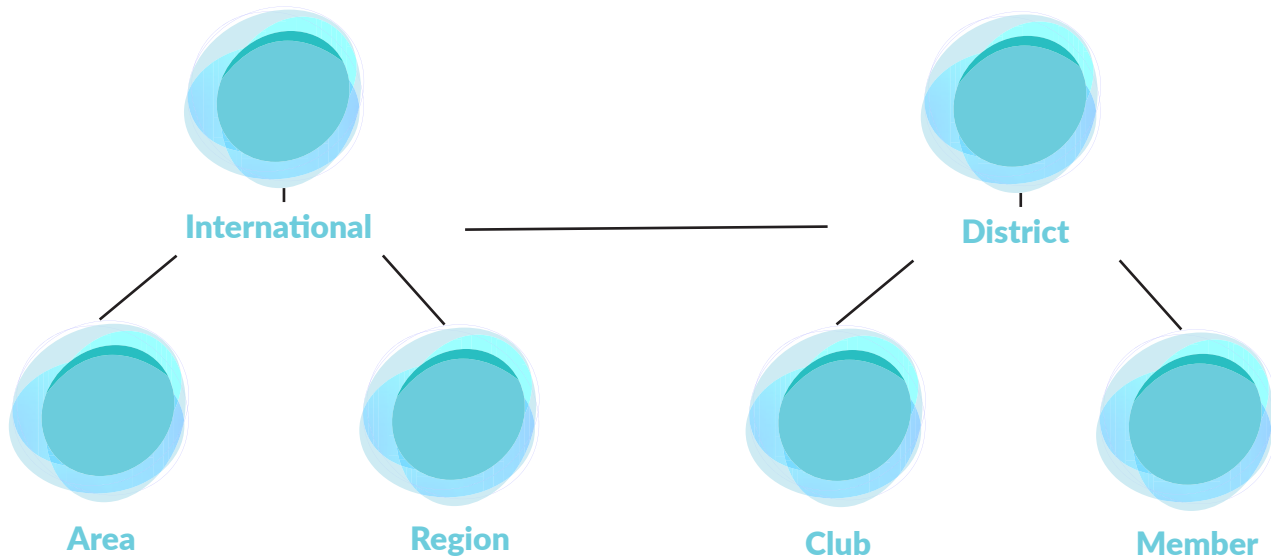
determines the annual programme budget, reviews programme applications and makes recommendations regarding grant recipients and allocations to the International Council

While the BF Expenditures Committee functions uniquely at the international level, BF Service Director and Travel Coordinator appointments are strongly encouraged at the Area and Regional level, and may extend down to the District and club, as well. More information is also available in the [Service Directors Manual](#) and [Building Fellowship Policy](#).

COMMUNICATION

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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.



FINANCES

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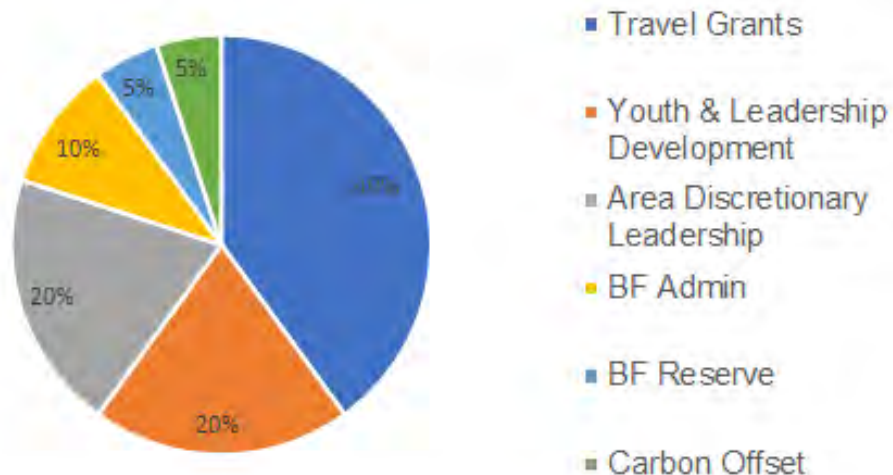


Building Fellowship income comes primarily from cash donations made by clubs and club members, typically remitted to IHQ in the second semester. Some places (where knowledge, infrastructure and interest allow) continue to honour the tradition of raising money through the collection and sale of stamps. This activity is typically managed by locally appointed philatelists. Each country or District has different rules on how to dispose and redeem used stamps.

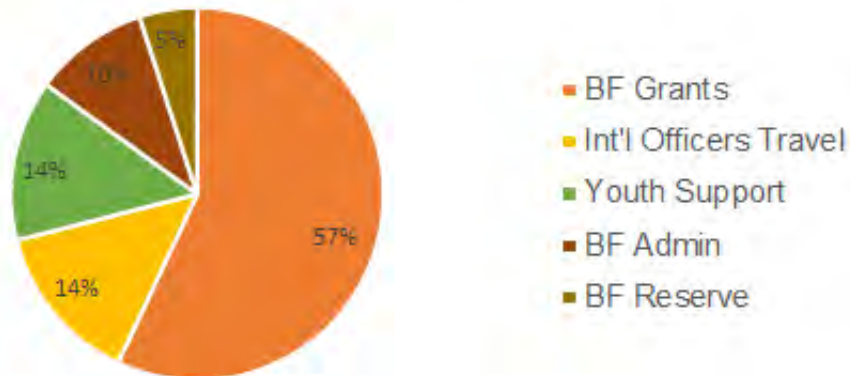
Most expense comes from the travel support provided to club members for international trainings, meetings and visiting clubs in a different country. However, the BF fund is exceptionally diverse, providing money for carbon offset projects, the International Youth Convocation and when needed, IEO travel.



BF Fund Distribution from 2022/23



BF Fund Distribution average expense
distribution prior 2022





TRAVEL GRANTS

- BF Cultural Fellowship Grants to visit clubs during a period of 7 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 the development of strong new clubs



YOUTH 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



AREA DISCRETIONARY LEADERSHIP GRANTS

- 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



CARBON OFFSET GRANTS

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



Internships 4 Global Outreach
#IgowithYMI

BF AWARDS

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Club Level Awards

BF Bronze Award – 2 points

BF Silver Award – 5 points

BF Gold Award – 10 points

BF Platinum Award – 20 points

Points are given based on the following achievements:

- Cash donation – 1 point per CHF 40 per club
- Cash from Stamp Sales – 1 point per CHF 10
- Each BF ambassador hosted in the preceding year – 4 points
- Each BF ambassador sent the preceding year who submitted a travel report – 2 points

Regional Level Awards

Ernie Bell Award

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

BF TRAVEL GRANT ELIGIBILITY

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 semesters)
- which has qualified for a minimum of BF Bronze award based on its contributions the preceding year

How to apply for BF grants?

Applications for all grants are accepted online here:

[BF Application Form](#)

How to apply for BF grants?

The BF Application Form is active between 15 January and 1 May. Provisional results will be announced by the BFEC by 15 May, and finalised by ICM vote.

BF Grants 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.

EXCEPTIONS

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Persons who have served or been elected to serve as an International Council Member or above

Persons who have received a grant in the last three years

The BFEC may occasionally waive or make exceptions to the general regulations.

BF SUPPORT

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The following expenses may be claimed from the Building Fellowship programme:

75% of the total claim up to CHF 2 400

- Proper certification for obtaining necessary entry visas.
- Most economical, feasible round-trip economy class transportation.
- 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 CHF150
- 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 kilometer.

BF AMBASSADOR OBLIGATIONS

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Visit between seven and thirty days.

Have at least a conversational level of English or the language(s) of the country(ies) being visited.

Be a courteous and engaged representative of their club, District, Region, etc.

Any BF ambassador should be prepared to share information about how Y's Men function in their locale, formally and informally, throughout the BF trip.

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

Pay for all personal expenses and contribute to certain living costs during their trip if so requested.

These costs shall be outlined before travel and are subject to the acceptance of the ambassador.



Adhere to the itinerary outlined by the Area and/or Regional Travel Coordinators

Reasonable requests for certain inclusions, such as a visit to a nearby tourist attraction may be made and their feasibility will be duly considered.

Make all necessary arrangements concerning visas with the support of the International Travel Coordinator (ITC).**Report on their BF trip**

Following their return home a BF ambassador shall share their experiences and observations with the clubs of their 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 the trip's completion, and a BF Delegate's Travel Report, including photos, shall be sent to the ITC, ATC, AP, BFECC and IP.



ABF ambassador is 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...
- 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 HOST OBLIGATIONS

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Those hosting BF delegates are expected to:

Provide convenient economical transportation to 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 ambassador is met personally upon arrival

Provide the ambassador local contact information (name, address, email, telephone of host and/or coordinators) prior to their travel

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

APPLICATION PROCESS

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1

JULY

BFEC reminds Areas and Regions of the grants for the current year

2

AUGUST

BFEC requests BF Planning Form for hosting BF ambassadors from Regions/ Areas

3

DECEMBER

1 December deadline for submission of BF Planning Forms

4

JANUARY

15 January announcement of grants and opening of the online BF application form

5

MARCH

15 March official announcement of the grants

6

MAY

1 May application period closes. Recommendations due 10 May.

ADL CALCULATION

The lowest Area BF contribution becomes the flat rate. The balance of the annual ADL budget is divided proportionately as follows: $(20\% \text{ total ADL contribution} - \text{total flat subsidy}) \times (\text{total Area contribution} / \text{total ADL allocation})$.



