City, Date

Dear International Commissioner,

We would like to introduce (complete with the name of the participant) who is a member in good standing of our association (complete with the name of the association), which is recognised by (choose the correct option (a) World Association of Girl Guides and Girl Scouts (b) World Organization of the Scout Movement (c) both the World Organization of the Scout Movement and the World Association of Girl Guides and Girl Scouts). (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*** |  | | | | | | | |
|  |
| ***Date of birth*** |  | | | | | | | |
|  |
| ***Address in host country*** |  | | | | | | | |
|  |
| ***Phone in host country*** |  | | | | | | | |
|  |
| ***Arrival date in host country*** |  | | | ***Departure date from host country*** | | |  | |
|  |  | | |
| ***E-mail address*** |  | | | | | | | |
|  |
| ***Nationality*** |  | | | | | | | |
|  |
| ***Language skills [[1]](#footnote-1)*** | Language 1[[2]](#footnote-2) | | Language 2 | | | Language 3 | | Language 4 |
|  |  | |  | | |  | |  |
| *Listening* |  | |  | | |  | |  |
|  |
| *Reading* |  | |  | | |  | |  |
|  |
| *Spoken interaction* |  | |  | | |  | |  |
|  |
| *Spoken production* |  | |  | | |  | |  |
|  |
| *Writing* |  | |  | | |  | |  |
|  |
| ***Home Association*** |  | | | | | | | |
|  |
| ***Home Scout/Guide group's name*** |  | | | | | | | |
|  |
| ***Scouting/Guiding experience in home association*** |  | | | | | | | |
|  |
| ***Scout/Guide training and useful skills****[[3]](#footnote-3)* |  | | | | | | | |
|  |
| **PARTICIPATION REQUEST** | | | | | | | | |
| ***Desirable type of participation in host association****[[4]](#footnote-4)* | |  | | | | | | |
|  | |
| ***Host association preferences****[[5]](#footnote-5)* ***(if any)*** | | ***Faith and belief*** | | |  | | | |
|  | | |
| ***Coeducation*** | | |  | | | |
|  | |
|  | | |
| ***Any other remarks or observations*** | |  | | | | | | |
|  | |
| ***Participants Personal Statement:*** | |  | | | | | | |

It would be very kind of you if you could co-operate 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 and Guiding,

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-1)
2. *These are the most useful languages for the participant and the host association.* [↑](#footnote-ref-2)
3. *Any training or skills that can be useful for the host scout/guide group.* [↑](#footnote-ref-3)
4. *It simply reflects expectations from participant. Participant and host scout group should specify involvement and participation onsite.* [↑](#footnote-ref-4)
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-5)