

602 LIST OF BOOKLETS, PAMPHLETS, KITS, ETC

INTERNATIONAL

Material Available 2008

* denotes material which can be downloaded from our website: www.ysmen.org

It is the responsibility of each RD to inform the clubs, the DGs and the RSDs about the availability of material listed below. Requests for material should be given to your Area Supply Office or IHQ.

All material is available free of charge but will only be airmailed to individuals if it cannot be downloaded from our website. Costs for shipping large quantities will be charged. Whenever possible orders should be placed early enough to allow for shipment via surface mail.

All material is available in English. If also available in other languages this is marked specifically (F = French, G = German, P = Portuguese, S = Spanish). Some Regions/Areas have some of the material translated into other languages.

Items are updated and reprinted as the need arises. The date of issue or last revision is indicated in brackets ().

1. MANUALS

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| <input checked="" type="checkbox"/> A) | ABC of Y's Men International (07/07)(S,P 12/89) | Explains Y's Men terminology in alphabetical order |
| <input checked="" type="checkbox"/> B) | Regional Director's Manual (11/89) | Deals with learning, team-building, goal-setting, planning and implementing |
| <input checked="" type="checkbox"/> C) | Regional Director Elect's Manual (5/91) | A month-by-month guide to reading, responsibilities and tasks |
| <input checked="" type="checkbox"/> D) | District Governor's Manual (4/02) (S 6/83) | Deals with administration, club support, training and extension |
| <input checked="" type="checkbox"/> E) | Club President's Manual (4/00) | Deals with club organisation, pre- and post-installation duties of Club President, with model meeting agendas, club calendar and club goals |
| F) | Manual del Dirigente de Club (2/87 - Spanish only) | Deals with history, YMI programmes, goal-setting, planning, monitoring, reporting, communications, responsibilities of Club Officers and help available to local clubs |
| <input checked="" type="checkbox"/> G) | Club Programme Manual (9/96) (S 4/85) | Deals with advance planning, meeting agenda, types of programmes, source of speakers, fellowship and participation, special emphasis months, courtesies to guest speakers, summer months and emergencies |
| H)* | New Member Orientation Manual (4/93) (F 3/04, S 4/85) | Gives advice about orientation of new members before and after induction |
| I) | International Officers Operations Manual (08/04) | Information on operation & tasks of International Officers: qualifications, roles & duties of Int'l Council Members; rules of procedure for Int'l Council Meetings |
| J) | International Convention Manual (2001) | Selection of Convention sites and leadership, Convention preparations, Convention action and Convention review |
| K)* | Service Directors' Manual (10/04) (F 2/84, S 8/85, P 1994) | Model job descriptions for Regional, Area and International Service Directors |
| L)* | Service and Fund Raising Projects Manual (3/92) (S 8/85) | Deals with service projects and fund raising ideas |
| <input checked="" type="checkbox"/> M) | Brotherhood Fund Manual (5/95 + insert 8/95) | Compilation of all manuals and material related to the BF programme |
| N)* | Bulletin Editor's Manual (4/02) | Guidelines and ideas for bulletin layout and contents |
| <input checked="" type="checkbox"/> O) | Extension - Membership - Conservation Resource Manual (10/92) (S 4/85, F 3/94) | Gives ideas on all these 3 important aspects related to the growth and vitality of Y'sdom |
| P)* | International Brother Clubs Manual (10/02) | Information, ideas and procedure relating to International Brother Club relationships |
| <input checked="" type="checkbox"/> Q)* | Public Relations Manual (6/99) | Guidelines and ideas for public relations work |
| R)* | STEP Manual (2/98) | Explains the Short Term Exchange Programme and all its procedures |
| S) | YEEP Manual (3/93) (S 2/87) | Explains the Youth Educational Exchange Programme and all its procedures. |
| T) | YEEP - Welcome to your new home (2/92) | Information for candidates accepted into YEEP - and for host families |
| U) | Trainer's Manuals for workshops on
• Budget Preparation
• *Club Revitalisation (S)
• *Communications
• *Delegation
• *Goal Setting (S)
• Increasing Club Membership
• Problem Solving
• *Project Planning | For use in providing training to Club, District, Regional and Area Officers |
| V) | Youth Representative & Mentor Manual (6/98) | Guidelines for Youth Representatives at various levels and for Mentors |
- #### 2. PAMPHLETS
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| A) | This is YOUR Opportunity... (03/08) (F,G,S 3/90) | Promotional pamphlet for first approach to potential members |
| B) | Endowment Fund | Promotional pamphlet explaining ways to contribute to the Endowment Fund |
| C)* | International Brother Clubs | Promotional pamphlet on IBCs |
| D) | Tous les hommes sont frères (2/87 - French only) | Explications concernant le programme "Clubs frères" |
| E) | Short Term Exchange Programme | Promotional pamphlet on STEP |
| F) | Time of Fast | Promotional pamphlet on TOF |
| G)* | Youth Educational Exchange Programme | Promotional pamphlet on YEEP |
| H) | Y's Menettes | Promotional two-colour pamphlet |
| I)* | How to Recruit Young People | Pamphlet with examples of how youth can get involved |
| J) | Family Membership | Promotional colour pamphlet on Y's Men and the advantages of family membership |
| K) | Welcome to Y's Men International | Promotional colour pamphlet for promotion of extension of YMI |

There are many more pamphlets, manuals and information available through the International website. The International website is www.ysmen.org.

	(2007) (F, S)	important instrument towards new developments and strength within Y's Men International
B)	Model Constitution for Region (2/99) (F 2/99)	Model Constitution and Guidelines to help Regions develop Constitutions "not in conflict with the International Constitution"
C)*	Model By Laws for Local Club (4/96) (F 9/98, G 9/91)	Broad guidelines with comments on how to adapt the document to local conditions
D)*	Model Constitution for Local Club (4/96) (F 1/01, G 11/87)	Broad guidelines with comments on how to adapt the document to local conditions
E)*	Induction Charter (8/98) (F, S)	As approved by ICM 86. Suitable for framing. To be used for inducting individual members or at the Chartering of a new Club.
F)*	Inaugural Charge (10/86) (F, S)	Original version written by Paul William Alexander, stressing the importance of the four "I"s: Idealism, Interest, Initiative, Industry. Suitable for framing.
G)	The Y's Men Emblem (11/90)	Description suitable for framing
H)	Principles of Partnership (9/81) (F, G, S)	As agreed between World Alliance of YMCAs and Y's Men International in 1981. Similar certificates are available for completion and signature on Area, national or local level.
I)	Policies and Practices (05/06)	Compilation of all policies and practices of Y's Men International as adopted by action of the International Council since 1974
J)*	International ASF Policy Guidelines (2004) (S)	Policy guidelines on use of international part of ASF as approved by ICM 84 and 85
K)	Brotherhood Fund Policy (03/07) (S)	As approved in 1975 and since amended
L)	Endowment Fund Trust Deed (1999)	Amended 1997 version
M)	Guidelines for TOF Programme (8/02) (S)	Replaces 1999 version
N)	Editorial Policy for Y's Men's World (8/01)	Replaces 1988 version
O)*	How to Start a Y's Men's Club (12/92)	Proposed step by step approach in contacting a YMCA
P)	Procedures for the Charter of New Clubs (09/00)	Procedures to be followed by Regional Directors when applying for charter of new club
Q)*	Charter Check List (F, G, P, S)	For completion by Regional Director
R)*	Charter Application (F, G, P, S)	For signature by members of club to be chartered
S)*	Y's Youth Club Formation Guidelines (2007)	Purposes and objectives of Y's Youth Clubs
4.	REPORTS, MINUTES, etc.	
A)	International Council Minutes	Sent to Y's Men leaders in September
B)	Mid-Year Meeting Minutes	Sent to Y's Men leaders in March
5.	MISCELLANEOUS	
A)	Official Family List	Names and addresses of International Executive Officers, International Council Member International and Area Service Directors and Regional Directors, RD Elects and Past RL

