

YIP15 INTERNSHIP GUIDE

Introduction	p. 2
Purpose, Capacities Learned and Selection Process	p. 3-4
Criteria	p. 5
Choice	p. 6
Responsibility of Collaborating Partners	p. 6-7
Focus and Locations	p. 8
Budget	p. 9
Insurance / Passport copies/ Visa / Emergency / Release of Liability	p. 10
Presentations	p. 10





INTRODUCTION

Hello dear Yippies,

Welcome to YIP15. We are so excited you will be joining us on this adventure.

As you are likely already aware, the **International Youth Initiative Program (YIP)** is a societal entrepreneurship training for 18-28 year olds from all over the world. It offers a holistic educational program that expands global understanding and personal awareness. YIP aims to strengthen young people's capacity to take personal and collective initiative in the face of current global realities.

The YIP year moves through eight modules of courses which are illustrated below: Global Realities; Inner Awareness; Collaboration and Community Life; Initiative which includes the Initiative Festival; the **Internship**; Self Designed Curriculum; and Integration.

This **Internship Guide** will provide you with more information about the Internship Process, Criteria, Responsibilities and Locations. We have longstanding partnerships with inspiring organizations and at the same time, as this is an initiative program, you are also free to propose your own Internship focus and location. You can read more about the criteria and qualities in this document.

Things will change and shift during the year so please prepare to be flexible and adaptable. YIP is a permanent improvisation! We hope you enjoy exploring this part of next year's journey.

Please feel free to write to Ami (ami@yip.se) and/or Janne (janne@yip.se) if you have any questions.



DESCRIPTION

The Internship is a four to five week opportunity to experience an enterprise or network that has positive social, political or environmental change at its core in a different culture/context. Yippies will visit and apprentice with organizations, projects, and initiatives which explore YIP's principles and values of societal entrepreneurship.

During this period Yippies experience what it is like to run a social entrepreneurial organization/business/initiative on a practical day-to-day level. They practice balancing what they wish to learn and sharing the skills they can offer to support the place and world they live in.

Yippies will travel to their Internship in the week of **March 15th 2023 and will return the week of April 14th 2023.**

In collaboration with the Organizing Team (OTs) and Internship Hosts, YIP participants are the designers of their learning journey.

During this design they focus on their:

- Personal Intention and contribution - What lens am I approaching my experience with? What skills, capacities and energy can I offer? What can I learn?
- Needs of the Place - What field are we exploring together? What can we learn from this place and organization or project? How might we be in service?
- Group Focus - Which initiatives can we create together? How can we create a group in which we can support and challenge each other?

PURPOSE

For YIP Participants:

- Explore a societal entrepreneurial theme, field, organization or practice of interest
- Experience on a practical level how it is to run a social entrepreneurial organization/business/initiative
- Experience living and working in a new culture or context
- Contribute skills and knowledge gained during previous work and during the YIP year
- Practice working in groups and teams



For Internship Host Locations:

- Mentor young change makers
- Offer opportunities to exchange skills and knowledge with a group of diverse participants
- Gain energy, work force, and contributions from young social entrepreneurs
- Connect to a global network of change makers from across the world

CAPACITIES GAINED

- Ability to develop interest and wonder in the diversity of human capacity whilst maintaining a personal intention
- Learn entrepreneurial skills and practices
- Gain connection with networks and communities for future work
- Increased awareness and understanding of different cultures
- Increased understanding of how to balance learning and service
- Ability to analyze and make decisions as a group through the planning process and during the Internship
- Ability to co-design a learning process and create a budget, itinerary, care structures, travel itineraries and beyond

SELECTION PROCESS

In the beginning of the year we will have sessions to introduce the Internship focus, location, hosts, and basic organizing needs. Those who have a new idea for a Internship location will present to the group. Participants are then supported by the OTs and their YIP14 group to choose the Internship that aligns with their personal intentions and what they wish to learn and contribute. Each participant chooses where they would like to go.

After the selection process of making a conscious choice, groups of 2-7 people are formed for each location. Participants work to design and organize their Internships during the next months in small groups as they partner closely with their local host.



INTERNSHIP CRITERIA

The criteria of the Internship balances personal learning objectives with group intentions to clarify what participants wish to learn and what they are hoping to offer in service of their hosts.

Participants are invited to consider which initiative/location appeals to them, while at the same time they are able to contact and organize a Internship location outside of the ones offered by YIP if it meets the criteria.

These criteria have been created in order to create a framework for hosts and participants to organize well together and create clear and meaningful conditions for collaboration. The criteria for a YIP Internship are as follows:

- 1. Clear focus of Internship**

Each Internship has a theme, sector, skill and related initiatives.

- 2. Regional Hosts and/or mentors**

At least one person is able to be present in introduction, planning, hosting and debrief calls with the OTs and Yippies. A small honorarium of funds available to value this time.

- 3. Basic agreements between organization and YIP**

Accommodation proposal, food proposal, budget proposal and number of people are confirmed in advance. The Internship Host will submit a proposal.

- 4. Co-creation with Yippies**

Hosts are willing and able to co-create the Itinerary and complete the budget with their YIP group. The idea is that the host will prepare a 70% complete, 30% open/flexible/to be decided draft that the YIP participants can then provide feedback on.

- 5. Value exchange**

The hosts create a list of learning opportunities which they also source from Yippies' interests. Each YIP participant will submit a biography of skills they would like to contribute.



INTERNSHIP CHOICE

YIP participants have the option of :

1. Choosing and forming a group of minimum 2 people around one of the pre-defined Internship based on previous YIP years, new and ongoing relationships.
2. YIP15 participants can present an Internship location proposal. The Internship needs to meet the aforementioned criteria. If the Organizing Team sees that the Internship meets the criteria and others are interested to join, the new Internship location is added to the list for the current year and possibly future years.

RESPONSIBILITY OF COLLABORATING PARTNERS

The YIP Internship process is facilitated by the YIP Organizing Team and largely co-created by the Yippies and their Internship Hosts. These three groups work together to ensure Internship run smoothly. The relationship between the host and YIP as an organization creates a pathway for the Yippies to experience organizations. They also ensure that care structures are put in place and evaluation is possible. Internship Hosts are incredibly generous in their offering of time, relationships, and skills. We are very grateful for their support.

To keep the relationship healthy between YIP and Internship locations, the Organizing Team hosts an introductory call, a mid-way check in call, and a debrief call. Since during YIP there is such a strong care system which is not always present at other Internship locations, this structured online care system can be supportive, by keeping the communication and the needs of participants and hosts transparent and smooth.

On the following page there is a chart which provides a quick overview of the main responsibilities of each collaborating group. This shifts and changes depending on the Internship, but is helpful to gain a general understanding of the basic structure.

Some of the numbers listed here may change and there are other responsibilities and nuances of the relationship between the collaborating partners. The points summarized here are foundational and important to keep in mind.



HOST	YIP OTs	YIPPIES
Create a short video or written document introducing the focus of your Internship, the place and the organizations and initiatives they can collaborate with.	Initial call with hosts to explore the theme, dates and criteria.	Focus personal intention, balancing learning and contributing. Write a biography of skills they can offer the host organisation.
Commit to being present for a planning call, a kick off call, a check in call during and after the Internship.	Discuss and confirm the basic agreements.	Explore group intention and care structures related to health and safety. Explore how to be culturally sensitive.
Create a food and accommodation proposal, including maximum and minimum number of people.	Design and host the process to introduce Internships, choose Internships, form groups, outline key travel, health and safety information.	Explore value exchange with host and make a budget and agreement. Fundraise with your Internship group or as YIP15.
Receive an honorarium for their work - the amount is estimated at SEK 2500 depending on the number of group members.	Create templates for budget, itinerary, health, safety and a general checklist. Gather signed liability release forms.	Track budget by printing receipts with conversion rates.
	Schedule and host an introduction call, launch call with host and Yippies, a midway check in with the host and Yippies separately, and a debrief call with the host and meeting with each Internship group and as a whole.	Create itinerary in collaboration with host.
	Book flight tickets using the YIP credit card in conversation with each Internship group.	Create budget in collaboration with host.



INTERNSHIP FOCUS AND LOCATIONS

Over the last fourteen years YIP has collaborated with a number of organizations around the world to host Yippies in their Internships. We are so grateful for each and every host, country, organization, and initiative that has played a role in the personal development of Yippies from YIP1 - YIP14. Each Internship has a different character, influenced by the needs of the places, the group intentions, and personal intentions along with the different countries, people, and organizations involved.

[CLICK HERE](#) for a list of the Internship hosts confirmed for YIP15.

INTERNSHIP BUDGET

The total Internship budget per participant is a maximum of 8.000 SEK for their flight ticket, accommodation, food and local transport. The exact amount of budgeted finances available for each participant depends on how much money remains after purchasing the tickets and confirming the food and accommodation budget with the local host. There is also an honorarium fee for each Internship host.

Each Internship group has a budget keeper. The budget keeper receives the budgeted finances from YIP on their account, keeps track of how much money they need during the Internship and how much money is spent from what they received from YIP (all the YIP money needs to be recorded with the receipts and for what it was used). The YIP participants are responsible for organizing and tracking their budgets with support from the Organizing Team and local host team.

In past years, YIP participants have fundraised to cover additional Internship costs. There have been many large and small initiatives such as, selling things during Kulturhuset events, inviting guests from outside for dinners/parties/culture events, making and selling apple juice from the Kulturcentrum garden and crowd funding campaigns.

If the participants are not able to cover the costs of their Internship with the budget provided by YIP and potentially fundraising, they are responsible for covering additional costs themselves.



TRAVEL INSURANCE / PASSPORT COPIES/ VISA / EMERGENCY / RELEASE OF LIABILITY

The following documents are required for the Internship:

- Valid Passports
- Travel Insurance
- Needed visas
- Awareness of vaccines and health risks
- Signed YIP Internship Release of liability Form
- Signed YIP Internship Decision, Description and Contact Form

INTERNSHIP PRESENTATIONS

The participants are invited to create and share two presentations:

1. Preview Presentation - YIP participants will present their itinerary, budget, research, and questions to their colleagues and the Organizing Team in order to prepare for the Internship.
2. Final Presentation - Each Internship group will share their learnings and experiences in a diverse and creative way.

We hope you have enjoyed reading this and are excited for your Internship!

Please be in touch with Ami/Janne (ami@yip.se / janne@yip.se) if you have any questions.