

The National Mini Camp Information Guide

A collaborative guide for the annual program.



usa

building global friendship



This guide is for:

Host Chapters

NMCC

NMCC Chair

National Office

Sending Chapters

Chaperones

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The National Mini Camp Information Guide

1. NMC Overview

The National Mini Camp (NMC) has been an annual tradition in Junior Branch USA (JB USA) since 2001. Previously called the National Youth Meeting (NYM), National Mini Camp is a 4-day-long educational weekend that is hosted in a different chapter each year. With a focus on educational content and friendship-building, NMC is an impactful and memorable camp for any JBer aged 11 and up. NMC takes place each Memorial Day Weekend, bringing together over a hundred JBers from across CISV USA (and sometimes Canada).

Take a look at the history of NMC Host Chapters below:

2016 – Pittsburgh, Pennsylvania (1)
2015 – Smoky Mountain, Tennessee (1)
2014 – Dallas/Fort Worth, Texas (2/2)
2013 – Detroit, Michigan (2/2)
2012 – Brandywine Valley, Pennsylvania (1)
2011 – San Francisco, California (1)
2010 – Cincinnati, Ohio (2/2)
2009 – Atlanta, Georgia (1)
2008 - Gulf Coast/Biloxi, Mississippi (1)
2007 - Bangor, Maine (1)
2006 - Dallas/Fort Worth, Texas(1/2)
2005 - Detroit, Michigan (1/2)
2004 - Philadelphia, Pennsylvania (1)
2003 - New York, New York (1)
2002 - Chattanooga, Tennessee (1)
2001 - Cincinnati, Ohio (1/2)

As chapters are able, we would love to encourage the following chapters to host: Columbus, Denver, Jacksonville, Miami County, Michigan City, Northeast Ohio, Northwest Ohio, Springfield & Washington D.C.

NMC is truly a collaborative program. Only through frequent communication and teamwork across all parties can the program be a true success. We encourage the NMCC, NMCC Chair, National Office, Host Chapter, chaperones, and sending chapters to utilize this guide as a resource throughout the entire NMC planning and hosting process. Thank you for stepping up and adding to the rich history of NMC!

2. Roles and Responsibilities

a. National Mini Camp Committee Chair

The National Mini Camp Committee (NMCC) Chair has many responsibilities, and plays an important role in Junior Branch USA.

The NMCC Chair is expected to:

- Facilitate the planning of peace education-based content for NMC, which takes place each Memorial Day Weekend. Note that content should be both informational and fun, and appropriate for JBers of all ages.
- Promote NMC as proactively as possible, through the creation of an NMC website and pre-camp.
- Assist with the fundraising efforts of local JB's.
- Coordinate, oversee, and respond to questions regarding registration and payment process.
- Run all activities at NMC – this includes attending the entire weekend, from arriving early to leaving after participants have all departed.
- Communicate efficiently and respond quickly to emails, voicemails, etc.
- Attend and participate fully in the Winter Planning meeting.
- Prioritize the safety of all participants by communicating and enforcing all rules laid out by CISV USA, CISV International, and any site- or activity-specific rules at all programs and meetings of the NMCC and all other CISV events and programs while NMCC Chair (including but not limited to the JB Code of Conduct, R-07 *Behaviour Policy*, national, state, and local laws).
- Work with the local Host Chapter to ensure participant forms are complete upon arrival and stored in a secure, accessible location known by staff and chaperones.
- Work with the National Office to ensure that all NMC registration fees are paid by the deadline, collecting fees from participants in-person, if necessary.
- Work with the National Office to monitor chaperone registration to ensure that an appropriate number of chaperones are on site for the weekend (understanding that sending chapters may share chaperones with other sending chapters, so long as the 8:1 chaperone-to-participant ratio is maintained). The NMCC Chair should also keep in mind that unnecessary, additional chaperones pose a cost to the Host Chapter and to CISV USA, and should cut off chaperone registration once the appropriate number of chaperones has been reached.

- Work with the local Host Chapter to hold nightly chaperone meetings during NMC weekend, ensure chaperones know their assigned participants, are aware of and know what to do regarding assigned participants' health or dietary issues, and understand all responsibilities on site.
- Work with the local Host Chapter to handle any risk management concerns before, during, and after NMC.
- Understand that the Host Chapter has a personal relationship with the site, will most probably use the site again, and that the NMCC Chair and the NMCC should address any concerns regarding the site with the Host Chapter so that the Host Chapter might approach resolution with the site in the best way possible.
- Work with local Host Chapter to share needed information such as: participation information, health information, food restrictions, participant travel information, necessary materials, risk management concerns, etc.
- Be willing to work as an equal member of the committee.
- Mentor NMCC members, helping them develop new skills in their roles as leaders in JB USA.
- Lead by example throughout the term, understanding that all behavior is a reflection of the committee
- Understand that as NMCC Chair, behavior reflects upon CISV USA and JB USA, and that the position comes with a high level of responsibility.

b. National Mini Camp Committee

The National Mini Camp Committee (NMCC) has many responsibilities and plays an important role in Junior Branch USA.

Members of the NMCC are expected to:

- Plan peace education-based content for NMC, which takes place each Memorial Day Weekend. Note that content should be both informational and fun, and appropriate for JBers of all ages.
- Prepare a materials list to be given to the Host Chapter. It is recommended that a single member of the NMCC take ownership of the materials list, sending it to the Host Chapter no later than three weeks before the start of NMC. Estimate quantities needed for each item.
- Design camp t-shirts, coordinate with local vendors, and work with the chapter to schedule pick-up.

- Promote NMC as proactively as possible.
- Assist with the fundraising efforts of local JB's for NMC.
- Run all activities at NMC – this includes attending the entire weekend, from arriving early to leaving after participants have all departed.
- Communicate efficiently and respond quickly to emails, voicemails, etc.
- Attend and participate fully in the Winter Planning meeting.
- Abide by and help enforce all rules laid out by the NJRs, CISV USA, CISV International, and any site- or activity-specific rules at all programs and meetings of the NMCC and all other CISV events and programs while a member of the NMCC (including but not limited to the JB Code of Conduct, R-07 *Behaviour Policy*, as well as all national, state and local laws).
- Be willing to work as an equal member of the committee.
- Understand that the Host Chapter has a personal relationship with the site, will most probably use the site again, and that the NMCC Chair and the NMCC should address any concerns regarding the site with the Host Chapter so that the Host Chapter might approach resolution with the site in the best way possible.
- Lead by example throughout the term, as behavior is always viewed as representative of the committee.
- Understand that as a member of the NMCC, behavior reflects upon JB USA, and that the position comes with a high level of responsibility.

c. Host Chapter

The Host Chapter has many logistical roles and responsibilities for the National Mini Camp.

The Host Chapter is expected to:

- Secure a campsite for the program. The site should be secured no later than the fall of the year prior to hosting, to ensure that a site can be found. The Host Chapter must provide site information to the NMCC Chair, to ensure that distributed registration information is accurate. The Host Chapter should pay special attention to the price of accommodations, to ensure that the price of the camp is reasonable for those participants who may have to fly. They should also keep in mind chapter location in securing a site, so that they may predict the number of participants and book space accordingly. The Host Chapter should pay special attention to sleeping accommodations, so that the maximum number of male and female participants can be determined

prior to registration distribution. Finally, the Host Chapter should ensure that the site follows all CISV safety norms and includes appropriate space for sleeping, eating, and running activities. Ideally, the site will have both a large indoor and outdoor space to accommodate inclement weather conditions.

- Manage all food for the weekend. This may include a dining plan with the campsite, or the securing of food donations brought in from outside vendors. The Host Chapter should be sure to plan ahead for food allergies/restrictions when securing a food plan, and should make appropriate accommodations once registration information comes in and participant food allergies become clear. The Host Chapter should work with the NMCC Chair to ensure that all food needs are met throughout the weekend.
- Manage transportation of participants to/from airports or train stations. In the incident that many chapters are unable to drive to the campsite, the Host chapter should work with local chapter members to secure volunteers to pick up and drop off participants at airports and train stations before and after camp. The Host Chapter should work with the NMCC Chair (who should distribute a Travel Information Form with registration) to manage arrival and departure times and plan transportation accommodations with the chaperones of traveling delegations.
- Work with the NMCC to secure all necessary activity materials, which may include arts and crafts supplies and sports equipment. The materials list should be given to the Host Chapter by the NMCC.
- Work to secure a host family for the NMCC and NMCC Chair prior to and after NMC weekend, or coordinate for the NMCC and NMCC Chair to stay on-site, if available. The NMCC and NMCC Chair will arrive at least one day prior to the start of NMC.
- Act as a liaison between the campsite and the NMCC, transferring all necessary site information such as boundaries, bunk locations, mealtimes, and communicating any concerns and/or resolutions between the NMCC and the campsite.
- Before/during the weekend, maintain frequent, two-way communication with the NMCC Chair and the NMCC (if applicable) regarding logistics, site information, food plans, transportation, and all registration information so that all challenges can be addressed immediately.
- Send appropriate invoices to the National Office so that the Host Chapter may be reimbursed for supply and material costs as needed.

- During the weekend, the Host Chapter should have a board member or other representative at the site so that the camp may run smoothly. This representative should have a car at the site, in case of emergencies. This person (or persons) should work as closely with the NMCC and NMCC Chair as possible during the weekend and attend all nightly chaperone meetings.
- During the weekend, the Host Chapter must ensure that the Local Risk Manager is available and on-call at all times to assist the chapter in the event there is a risk management issue during the camp. The chapter is responsible for managing risk management concerns throughout the weekend, and should feel free to contact the Local or National Risk Managers to discuss any concerns they may have, how to avoid risky situations, or address a difficult situation once it has occurred.
- It is recommended that a Host Chapter board member or committee of board members serve as “point-people” throughout the entire NMC hosting process, so that adequate attention is paid toward hosting and no information is lost.

d. National Office

The National Office has many logistical roles and responsibilities for the National Mini Camp.

The National Office is expected to:

- Work with the NMCC Chair on all registration processes. This includes distribution of registration information through CISV Central and other communication means, as well as the processing of registration payments (online or by check) through a centralized system.
- Promote participation in NMC by posting registration and other information (such as the link to the NMC website) frequently through national communication methods and social media.
- Encourage chapters to apply to host NMC each year.
- Reimburse the Host Chapter for costs of supplies and other materials during the weekend.

e. Chaperones

Please see Section 10 entitled “Chaperones”

f. **Sending Chapters**

Sending Chapters are expected to:

- Encourage chapter members to participate in NMC, distributing any registration information to chapter members
- Find the appropriate number of chaperones for the delegation, and if unable to, contact the NMCC Chair to coordinate sharing chaperones with another chapter
- Designate someone (a chaperone or chapter board member, for example) to check that all participant forms are completed prior to departure for NMC

3. **Communication Strategies**

Strong communication should occur at all stages of the NMC planning process.

a. **Who**

- i. **Among NMCC members:** The NMCC should work as a cohesive unit, sharing activity planning responsibilities and related tasks.
- ii. **Between NMCC and Host Chapter:** Mainly between NMCC Chair and Host Chapter to ensure host site and Host Chapter arrangements are complete and understood.
- iii. **Between NMCC and sending chapters:** Frequent reminders about pre-camp, registration, packing list, travel arrangements, etc. The NMC website should be utilized as a main source for basic NMC information. Social media should be used as a tool to help promote the event, but not exclusively, following the CISV Social Media Guidelines.

b. **What**

- i. **Information to be shared within the committee:**
 1. Activity plans
 2. Material lists
 3. Promotion and registration plans
 4. Travel plans for committee members
 5. Back-up plans for activities
- ii. **Information to be shared between the NMCC (via NMCC Chair) and host chapter:**
 1. Site information
 - a. Price
 - b. max/min number of female and male participants
 - c. Space needed for activities
 - d. Space provided for activities
 - e. Site boundaries and rules

2. Food restrictions/allergies
 - a. Plus meal times
3. Material lists
4. Participant and NMCC transportation needs
5. All risk management concerns and protocols for the weekend

iii. Information to be shared between the NMCC (via NMCC Chair) and the National Office

1. Registration information (pre-camp) and deadlines
2. min/max participants needed
3. Payment information

c. When:

- i. Communication between all parties should occur frequently throughout the appx. 7 months of NMC planning. It is expected that the frequency of communication should pick up as the weekend approaches, and communication between the Host Chapter and the NMCC should occur regularly throughout the camp.

4. Content

a. Who

- i. All content for the National Mini Camp should be planned by the National Mini Camp Committee, with facilitation by the NMCC Chair.

b. What

- i. The National Mini Camp Committee should utilize the official JB USA Activity Sheet to plan all activities, paying special attention to the *reflect*, *generalize*, and *apply* sections of the document.
- ii. The NMCC should establish an official supply list early on in the planning process, to be finalized before the beginning of the camp and given to the Host Chapter with enough time to purchase/acquire the necessary supplies (at least 2 weeks before NMC start date).
- iii. The NMCC should establish contingency plans for each activity, provided there is inclement weather or lack of adequate space for an activity. The NMCC should be in contact with the Host Chapter before the planning process to gain an understanding of the spaces that will be provided (the Host Chapter describing the site to the committee), so that they may plan activities based on the layout of the camp site. Each activity should have a *plan B* in case of emergency changes.
- iv. The NMCC should stay aware of debriefing and activity sites so that all participants can hear/see directions, questions, and/or discussions.

c. When

- i. The content-planning process should begin as soon as possible after the NMCC is filled each October. The NMCC and Chair should meet on a regular basis after October. The bulk of the content may be planned during the Winter Planning meeting, to take place in January, February, or March. The NMCC and Chair should meet regularly until the National Mini Camp to ensure that the entire planning process is completed before the weekend begins. They may meet a few days before NMC to finish.

5. Site

a. Site Overview

- i. The Host Chapter is responsible for securing a site for the camp, and should try to substantially comply with the basic safety requirements set forth in CISV International's *Risk Management Checklist Report*, and *CISV USA's Room Accommodations Guidelines (issued February 2016.)*
- ii. It is recommended that a site be secured no later than the fall of the year prior to NMC to ensure that space is available and costs are low.
- iii. Site costs should be communicated to the NMCC Chair, so that they may communicate participation fees in the registration information.
- iv. The Host Chapter may pay for the site and be reimbursed by the National Office after payment, or may submit an invoice to the National Office to be paid prior to the start of NMC.

b. Site Expectations

- i. The site should have adequate sleeping space for those who identify as male and female.
- ii. The site should have both a large indoor and outdoor space to accommodate group activities. If spaces are used for both activities and food service, allow time to transition and clean up.
- iii. The host chapter should take into consideration the distance of the campsite from local airports/train stations, as they must secure volunteers for pick-ups and drop-offs.
- iv. The Host Chapter should also take into consideration the location of the campsite when communicating driving directions to certain delegations. If the campsite is hard to find, the Host Chapter should write detailed directions to be given to the NMCC Chair for inclusion in the pre-camp.
- v. The Host Chapter should work with the site staff to determine what participants must pack. For example, if there is a pool on site, the participants should bring swimsuits. If there is no bedding available, participants should bring sleeping bags. This information should also be

communicated to the NMCC Chair so that it may be included in the pre-camp.

- vi. Site rules and boundaries should be communicated by the site through the Host Chapter to the NMCC.
- vii. A site staff member should be on site all weekend to answer questions and manage risk management concerns. Questions and risk management concerns are to be shared with the Host Chapter by the NMCC Chair to be communicated to site staff member.
 - 1. It is also recommended that a local chapter member be on site all weekend for the same reasons.
 - 2. The Local and/or National Risk Managers should be reminded of the event and arrange to be on-call throughout the weekend.
- viii. It is recommended that the site include WiFi so that they NMCC can have resources for their activities.
 - 1. If a site does include WiFi, it is also recommended that access be limited to the NMCC, chaperones, and local chapter members.
- ix. It is recommended that the site have cell phone service, so that calls may be made for planning purposes or in the case of an emergency.
 - 1. Again, if a site does have cell service, it is recommended that cell phone use be limited to the NMCC, chaperones, and local chapter members.
- x. The campsite must have an available landline for use in emergency calls.
 - 1. The NMCC, chaperones, and participants should be informed of the phone's location and usage instructions should be posted.
- xi. Chaperones should sleep dispersed throughout all bunks.

c. Capacity

- i. When determining the minimum and maximum number of participants for the camp, the NMCC and NMCC Chair should first and foremost determine the number of participants they feel comfortable including. The maximum number of participants that the site can accommodate may be much larger than the NMCC would like. Therefore, the NMCC and NMCC Chair may wish to set a cut-off for participation.
- ii. In addition, the Host Chapter should work with the NMCC Chair and the site staff to determine if such numbers are gender specific (for example, if there are a number of beds left in male/female bunking rooms). These numbers should be determined early so that registration can be cut off and there is no risk of overbooking the site.
- iii. The Host Chapter should also work with the site staff and the NMCC Chair to determine sleeping arrangements for chaperones, for risk management purposes.

- iv. **Sleeping the Staff:** The NMCC and NMCC Chair may wish to sleep in the same bunk or cabin during the weekend, as they will likely be staying up much later than participants or working on last-minute activity changes. If this is the case, the NMCC should request a separate space from the Host Chapter prior to the beginning of the registration process, so that appropriate cut-offs can be made based on number of bunks. It is recommended that the Host Chapter ask the NMCC if they would like a separate sleeping space, so that expectations are met from both sides.

6. Food

a. Logistics

- i. The Host Chapter is required to manage all food for the weekend. It is their choice whether to use food provided by the campsite or to deal with outside vendors and food donations.
- ii. The Host Chapter should work with site staff as well as the NMCC to establish mealtimes for the weekend.
- iii. The Host Chapter should determine what assistance is needed for meal set-up and clean-up. For example, if the Host Chapter needs to secure local chapter volunteers to manage food arrangements, they must plan accordingly. In another example, if the site staff and the Host Chapter determine that they would like participants to help set up and clean, they must communicate this information to the NMCC so that they can budget some time for this into their schedule.
- iv. The Host Chapter should work with the NMCC to set clear food expectations, and communicate them with the site staff.
- v. The Host Chapter should work with site staff to set clear food expectations, and communicate them to the NMCC.

b. Allergies/ Accommodations

- i. The Host Chapter should pay special attention to the options available for food allergies/restrictions, and ensure that all participant needs are met. Registration deadlines should be set early enough to allow ample time to communicate needs and make accommodations for participant's dietary needs. The Host Chapter should communicate with the NMCC about the specific restrictions that will be present at the camp. If an additional caterer/resources is needed to accommodate participant food needs, this information should be communicated to the NMCC. Registration form should indicate whether the participant will provide their own food or whether the camp should provide. Necessary food accommodations may include but are not limited to:

1. Vegetarian
 2. Vegan
 3. Gluten-free
 4. Nut-free
 5. Dairy-free
- ii. The Host Chapter should pay special attention to how food accommodations may affect the budget, and all price alterations **MUST** be communicated to the NMCC Chair so that they may make changes elsewhere to keep the camp under-budget.

c. Snacks

- i. It is recommended that the site/Host Chapter provide snacks throughout the weekend, as the camp will feature long days of physical and educational activities for participants. The chapter should coordinate with the NMCC and the chaperones regarding the availability and scheduling of snacks.
- ii. It is the responsibility of the chapter to determine if the site will provide snacks or if they should be provided by an outside vendor or local chapter volunteers.
- iii. Once again, the Host Chapter should pay special attention to how snacks may affect the budget.

7. Registration

a. Who

- i. All registration processes should be streamlined through the National Office, overseen by the Executive Director (or other member of the National Office), with assistance from the NMCC Chair. The National Office and NMCC Chair should remain in constant communication with the Host Chapter, so they may know the limits on male and female participants and limit registrants accordingly. In addition, they must share registration information with the Host Chapter so that the chapter may make food/housing accommodations accordingly.

b. What

- i. The registration form is typically posted on an independent website, created by the National Office with assistance from the NMCC Chair, and distributed to the chapters.
- ii. Fee payment should also be streamlined through the National Office, with payments sent by check or electronic submission through a national website.

- iii. The National Office, NMCC Chair, and Host Chapter should work together to determine an appropriate deadline for payment receipt.

c. Forms

i. The forms needed for NMC are:

1. Health Form - Domestic (everyone in attendance) / Health Form - International (anyone outside US)
2. Youth Legal Form - Domestic (any participant aged 11-17)
3. Adult Legal Form - Domestic (anyone in attendance aged 18+)
4. CISV International's Health Form would only be required for Canadian or other non-USA member attendees.
5. The Host Chapter may also request a Travel Information Form if airport/train station pick-ups/drop-offs are needed.

ii. Additional Information

1. Original copies of forms should be checked for completion by the chaperone or sent to the chapter prior to departure for NMC
2. The NMCC Chair and Host Chapter should work together to process and maintain forms on site during the weekend. If a participant arrives without proper forms, their parent or guardian should be contacted by the NMCC Chair immediately so that proper forms can be acquired
3. The Host Chapter and NMCC Chair should pay special attention to international vs. domestic participants. International participants may need different forms, and this information should be communicated to participants prior to registration.
4. Ideally, registrants should coordinate through their chapters so that adequate chaperones can be supplied. By the registration deadline, the National Office shall inform chapters of registrants from their chapters.

d. Fees

- i. Registration fees must be paid prior to NMC weekend, through means outlined on the registration website. Fees are often paid by check or online credit card submission.
- ii. The NMCC Chair and the National Office should work together to ensure that all fees are paid prior to the NMC weekend. In the case that a participant arrives to NMC without having paid all fees, the NMCC Chair is responsible for collecting these fees on-site.

e. Deadlines

- i. It is recommended that the deadline for registration take place about 6-8 weeks prior to the camp so that fees can be received and a wait list of participants can be created.

8. Timeline

- a. **June-September:** Host Chapter works to secure a site.
- b. **October:** National Mini Camp Committee Chosen along with Chair
- c. **November:** Chair begins communication with Committee and Host Chapter
- d. **December:** Communication established between Host Chapter Contact and Chair
- e. **January:** Foundations begin to be set in place for finding a Site as well as food.
- f. **February:** Winter Planning Weekend occurs when the Committee and Chair come together to plan for NMC
- g. **March:** Campsite solidified with price estimates in order for Host Chapter and Chair to calculate a registration price for participants
- h. **April:** Registration Opens for National Mini Camp and Host Chapter and Chair monitor this. Chair also coordinates travel for participants with Host Chapter.
- i. **May:** T-shirts are ordered at the beginning of the month and preparations begin for NMC at the end of the month. NMC takes place over Memorial Day weekend.
- j. **June-September:** An evaluation by Host Chapter and Chair is done for further improvement of future NMCs and updates to this NMC Information Guide.

9. Risk Management

- a. **Overview**
 - i. The NMCC Chair, NMCC, Chaperones, and Host Chapter representative should have contact information for the site staff, Local Risk Manager, and National Risk Manager so that all risk management concerns can be communicated as they arise.
 - ii. All chaperones and participants should be aware of a landline to use in case of emergency.
 - iii. All risk management incidents should be reported to the Local Risk Manager via phone or email and the National Risk Manager in the form of an IRF (see below).
- b. **JB USA Risk Management Guide**
 - i. A detailed guidebook including risk management scenarios and checklists can be found by [clicking on this link](#).
- c. **Introduction to IRFs**
 - i. An Incident Report Form should be filled out for all risk management issues. The IRF should be written by the chaperone/staff member who

witnessed or discovered the issue, and should be completed as soon as possible so that no information is lost. IRFs are sent to the National Office.

10. Chaperones

a. Overview

- i. **Introduction:** Chaperones are an integral part of National Mini Camp. In addition to serving a vital function in risk management, chaperones can serve as role models for participants at the camp. Chaperones should be provided with the above guidelines before the program, and chapters should ensure that they have a strong understanding of what is expected of them.
- ii. **Official Policy:** For every 8 participants under the age of 18, there must be one chaperone to which they are assigned. The official ratio is 8:1.
- iii. **Finding the right number:** The NMCC Chair should work with the National Office to monitor chaperone registration to ensure that an appropriate number of chaperones are on site for the weekend (understanding that sending chapters may share chaperones with other sending chapters, so long as the 8:1 chaperone-to-participant ratio is maintained). The NMCC Chair should also keep in mind that unnecessary, additional chaperones pose a cost to the Host Chapter and to CISV USA, and should cut off chaperone registration once the appropriate number of chaperones has been reached.
 1. **Note:** In some cases, a chaperone must accompany youth who are traveling from a distance. If such a “necessary” travel chaperone registers late, some exceptions may be made to chaperone cut-off policy, but a fee shall be paid by the sending chapter for this chaperone.

c. Who

- i. Anyone aged 21 and above who is in good standing with their chapter and CISV USA is eligible to chaperone. It is recommended that at least one chaperone (but as many as possible) be aged 25 or above.
- ii. Chapters are required to acquire enough chaperones for their NMC delegation. If a chapter has a difficult time finding a chaperone, they can contact the NMCC Chair to see if anyone from another chapter can volunteer. Likewise, if a chapter has too many volunteer chaperones, they should contact the NMCC Chair to determine if any of the volunteers can help chaperone a different chapter.

b. Official JB USA Chaperone Guidelines:



Junior Branch USA Chaperone Roles & Responsibilities

Dear Chaperones,

We thank you in advance for volunteering your time to chaperone a Junior Branch USA event. Chaperones are essential in maintaining the safety and wellbeing of our events; we truly appreciate your participation. In order for you to have a clear understanding of your role, we have provided some expectations of all chaperones. In addition to these expectations, you are more than welcome to participate in all of our activities- in fact it is highly encouraged!

As a chaperone for JB USA, I am expected to:

- Be a minimum age of 21
- Remain responsible for designated participants at all times during the event
 - Possess emergency contact info for designated participants at all times
 - Care for the mental, physical, and emotional well-being of participants
 - Serve as the immediate guardian for participants at all times during the event
 - Help sort out any issues or conflicts regarding their designated participants
- Possess a cell phone at all times (in case of emergency).
- Report to the staff member responsible for chaperones when any questions or issues arise.
- Abide by all Info File R-7 standards, guidelines, and recommendations, including refraining from alcohol.

Please let us know if you have any questions prior to the event. There will also be a staff member designated for chaperones who will be available for any questions or concerns during the event.

Again, we thank you for your time and contribution- we could not host a successful Junior Branch USA event without you!

Sincerely,

The National Junior Representatives of Junior Branch USA

d. Expectations

- i. In the case of an emergency, chaperones are expected to immediately report concerns to the NMCC Chair and Host Chapter, who will work with the Local Risk Manager to handle all concerns. If a chaperone feels it is necessary, they may call 911.

ii. Setting an Example

1. It is important that chaperones set a good example for the participants at NMC. Chaperones are, at a minimum, expected to abide by CISV's Child Protection Policy, Adult Code of Conduct, the R-07 *Behaviour Policy* guidelines, and all site and event-specific rules, national, state and local laws.
2. Beyond all the rules, however, chaperones should display strong moral character and should work to ensure that NMC is a safe and inclusive environment for every participant.
3. Chaperones, the NMCC Chair, the NMCC, and Host Chapter representatives are forbidden to drink alcohol or use drugs at any point during the weekend.

iii. Participation

1. While not required to participate in every activity during the weekend, chaperones should set a good example by remaining engaged in as many activities as possible. Beyond just benefiting the NMCC, who have spent months preparing each activity and discussion, chaperone participation can bring a new dynamic to each session. When all are engaged, activities tend to have a stronger impact.

e. When

- i. Chaperones should be determined as soon as possible by each chapter. If a chapter has questions or concerns about their chaperones, they should contact the NMCC Chair as soon as possible so that appropriate arrangements can be made.

11. Evaluation

- a. Evaluation is one of the most important processes for NMC. This ensures that the following committee can make changes and alterations to fine-tune the weekend each year. The method through which the NMCC decides to acquire evaluation data may change each year. Some suggested examples are Google forms, in-person worksheets, group discussions, or a combination of all. Some suggested fields of inquiry include (but are not limited to):

- Activities (quality, impact, engagement)
- Site (bunks, activity space)

- Food (dietary restrictions, variety, nutrition)
 - Staff (inclusiveness, engagement, preparation)
 - Chaperones
 - Camp feel (inclusiveness, bonding)
- b. The NMCC Chair is responsible for delivering evaluation data to the following NMCC after they have been elected at the National Junior Branch Meeting.

12. Miscellaneous

a. T-Shirts

- i. The NMCC Chair is responsible for designing, budgeting for, and arranging the pick-up of NMC t-shirts for participants. It is recommended that they coordinate with a vendor close to the campsite so that they can pick up the shirts right before NMC weekend. The NMCC should pay special attention to deadlines for design submissions when coordinating with local vendors. Payment should be made promptly to any local vendor.

b. Store

- i. If the NMCC and Host Chapter decide to allow for “store time” in the schedule, they should encourage chapters to bring along some items from their CISV stores to sell to other participants.

13. Best Practices

- a. It is recommended that the Host Chapter designate a “point-person” to serve as a liaison with the NMCC Chair throughout the planning and execution of the weekend. This person may or may not be the Local Risk Manager or the designated on-site Host Chapter representative during the weekend.
- b. It is essential for the Local Risk Manager and/or National Risk Manager to be on-site or on-call all weekend in case emergency circumstances arise.
- c. NMC can be a great introduction to CISV International Programs. The weekend can be advertised as a “taste of CISV” for new CISVers.
- d. If the NMCC Chair is in attendance at CISV in Motion, it is recommended that they schedule at least one in-person meeting with the Host Chapter during CiM.

NOTES:

- Participants should make known their travel arrangements at least 4 weeks before NMC start date so that Host Chapter can make appropriate volunteer arrangements.
- As NMC occurs during the graduation/final exam season, leaders and participants should pay special attention to their personal schedules and plan accordingly.

**Thank you for supporting the
National Mini Camp.**



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