



## 2018 Parent Training Manual

CISV Smoky Mountain Delegate and Leader Pledge	2
Purpose, Goals, and Facts about CISV	3-7
Parent and Leader Participation in CISV	8-9
Preparation for Travel – Individual Preparation	10-11
Preparation for Travel – Group Preparation	12-13
What to Expect at Camp and Upon Return	14-15
Concluding Thoughts	16
Resources	
• 2017-2018 Chapter Contacts	17-19
• Program Dates and Locations 2018	20
• CISV Dictionary	21-24
• Forms Overview	25
• Forms Instructions	26-27
• Travel and Insurance Policies and Guidelines	28
• Smoky Mountain CISV Buyer’s Guide to Booking Tickets for Your Delegation	29

## **CISV Smoky Mountain Delegate and Leader Pledge**

As I receive this program invitation  
I accept the responsibility  
To be a good representative  
Of CISV  
Of the Smoky Mountain Chapter  
Of the East Tennessee Community  
And of the United States of America.

I will remember my purpose  
Is to learn about others  
And, in turn, about myself.

I will live the values of CISV  
By being:  
Cooperative  
Friendly  
Engaging  
Enthusiastic, and  
Inclusive,  
So that I will grow  
As an active world citizen  
And contribute to  
A more just and peaceful world.

## PURPOSE, GOALS, AND FACTS ABOUT CISV

CISV Purpose:	CISV educates and inspires action for a more just and peaceful world.
Why Peace Education?:	Peace education provides us with the attitudes, skills, and knowledge we need to become agents of change, both locally and globally. The goal is to become active global citizens.
CISV Educational Principles:	<p>We appreciate the similarities between people and value their differences.</p> <p>We support social justice and equality of opportunity for all.</p> <p>We encourage the resolution of conflict through peaceful means.</p> <p>We support the creation of sustainable solutions to problems relating to our impact upon each other and the natural environment.</p>
Four Main Content Areas:	<p>Diversity</p> <p>Human Rights</p> <p>Conflict and Resolution</p> <p>Sustainable Development</p>
Educational Theory - "ASK":	<p>Attitudes – how we think and behave</p> <p>Skills – our ability to communicate, lead, reflect, and problem solve</p> <p>Knowledge – information we gain about population dynamics, community concerns, geographical facts, and environmental issues</p>
Learn by Doing:	<p>Do – a peace education activity</p> <p>Reflect – on what you have learned from the activity</p> <p>Generalize – who can this new learning be applied to a new context?</p> <p>Apply – put your new "ASK" into action</p>

## **CISV Background and Philosophy**

Following the devastating effects of World War II and the hope generated by the creation of the United Nations, Dr. Doris Twitchell Allen, a psychologist at the University of Cincinnati (USA), founded CISV. She saw CISV as a way to prevent the horrors of World War II in the future. By bringing together young people from different countries and cultures she hoped to “sow the seeds” for personal bonds and for an appreciation of cultural differences. In this way she wanted to prevent the development of prejudices as these youngsters would grow up. Her long-range goal was a more peaceful future. Many years later, these thoughts still take up a central position in CISV’s philosophy.

In 1951 the first CISV Village, a unique program for pre-adolescents, was conducted in Cincinnati, Ohio. By 1956, a constitution for the International Association of CISV was adopted at the annual meeting in Sweden. Soon members and past participants were demanding additional international programs. The Interchange Program was established in 1962 and reunion villages were reorganized into the Seminar Camp Program in 1971. Local Work was designed to promote orientation and “follow-up” work at the Local Chapter level and achieved co-equal program status in 1980.

CISV’s premise is that individuals can best build peace when they have learned to live amicably, regardless of race, creed, culture or nationality. Thus cooperation, peace education, global thinking, respect for other points of view, non-violent conflict management and cross-cultural communication are important ingredients of CISV programs. Learning-by-doing and sharing responsibility in the daily process of decision-making are elements that can be found in all CISV activities. Education in CISV is a process where all can contribute, where everyone can gain through the talents of others and where an open mind is as important as one’s experience.

Today CISV operates in over 60 countries and since 1951, more than 190,000 people have participated in more than 5,000 international activities.

## **Statement of CISV Educational Purpose**

CISV’s purpose is to prepare individuals to become active and contributing members of a peaceful society. CISV endeavors to stimulate the life-long development of amicable relationships, effective communication skills, cooperative abilities, and appropriate leadership towards a fair and just world. CISV volunteer programs and activities are planned to promote personal, cultural, intercultural, and international learning. This enables individuals to develop awareness of and positive attitudes towards others, and the skills and knowledge to live, play and work with them, irrespective of cultural background. Through participation, individuals come to better understand themselves and their own culture as well as others and their cultures.

CISV offers opportunities for interested children, young people, adults and families to explore relevant themes through independent, short-term, non-formal educational activities organized in international, national and local contexts. These may be in either residential or non-residential settings and are offered to qualified participants irrespective of gender, race, religion, ethnicity, political affiliation, socio-economic background.

## 2017 Facts in Brief

In the past year, CISV USA:

- Maintained 22 Chapters: Atlanta, Brandywine Valley, Chattanooga, Cincinnati, Columbus, Dallas/Ft. Worth, Denver, Detroit, Gulf Coast, Jacksonville, Maine, Miami County, Michigan City, New York, Northeast Ohio, Philadelphia, Pittsburg, San Francisco, Smoky Mountain, Greater Springfield, Washington DC.
- Supported 4 Developing Chapter: Austin/San Antonio, Boston, Miami, Portland.
- Sent 48 delegations of 11 year olds and adult leaders to Villages in 26 countries, including the United States. Two hundred and thirty-two (232) children and adults from 20 Chapters took part in this CISV program.
- Hosted seven Villages, in Brandywine Valley, Columbus, Dallas/Ft. Worth, Detroit, Gulf Coast, Miami County, and Philadelphia. Approximately 462 delegates, leaders, and Junior Counselors attended the seven USA Villages.
- Sent 33 Junior Counselors to Villages in 18 countries, including the United States.
- Started 15 new Interchanges with families in 11 countries. In addition, two Chapters completed Interchanges begun in Summer 2015. In all, a total of 134 delegates and leaders participated in Interchanges.
- Sent 25 delegates from 17 Chapters to Seminar Camps. The delegates attended Seminar Camps in 14 countries, including the United States.
- Hosted a Seminar Camp in Washington, DC, welcoming 30 delegates from around the world.
- Sent 33 Step Up delegations to programs in 20 countries, including the United States. One hundred and fifty-nine (159) youth and adult leaders participated in Step Ups.
- Hosted 4 Step Ups, in Brandywine Valley, Michigan City, Philadelphia, and Smoky Mountain. Approximately 180 delegates from around the world participated in these Step Ups.
- Sent 9 delegations and 43 individual participants (a total of 104 youth and leaders) to Youth Meetings in 11 different countries around the world. The Atlanta, Cincinnati, and Pittsburgh Chapters each hosted a Youth Meeting.
- Sent three delegates to International People's Projects in Brazil, Mongolia, and the USA.
- Mosaic projects were completed by the Cincinnati, Jacksonville, Maine, Michigan City, New York, and San Francisco Chapters.

## **CISV Programs**

**Village:** 11 years old

**Interchange:** 12-15 years old

**Step Up:** 14-15 years old

**Junior Counselor:** 16-17 years old

**Seminar Camp:** 17-18 years old

**Youth Meeting:** 12-13, 16-18 years old

**International People's Project:** 19 years and older

**Village Junior Staff:** 19-20 years old

**Village, Interchange & Summer Camp Leaders:** 21 years and older

**Village, Summer Camp & Seminar Camp Staff:** 21 years and older

**Junior Branch** is for youth until they reach the age of 25.

In addition to the programs offered in CISV, there are always opportunities to volunteer at the local, national, and international levels.

## Goals for Each CISV Program

### Village

The goals of the Village Program are to:

- Develop intercultural competence
- Build an inclusive community through friendship
- Develop positive attitudes towards others
- Develop an interest in Peace Education

### Interchange

The goals of the Interchange Program are to:

- Increase intercultural awareness
- Develop leadership skills
- Increase self awareness
- Increase cooperative skills

### Step Up

The goals of the Step Up Program are to:

- Develop intercultural awareness
- Develop leadership skills
- Develop self awareness
- Develop cooperative skills

### Seminar Camp

The goals of the Seminar Camp Program are to:

- Develop self and intercultural awareness
- Develop leadership skills
- Develop positive attitudes towards other people
- Empowering people for Active Global Citizenship

### Youth Meeting

The goals of the International Youth Meeting Program are to:

- Raise awareness and stimulate critical thinking
- Increase personal development in group situations
- Generate an interest in the daily environment
- Explore educational Themes within a regional context

### International People's Project (IPP)

The goals of the International People's Project (IPP) Program are to:

- Develop intercultural perspectives
- Learn to work together with IPP members, local community and/or Partner Organization
- Develop an understanding of the local and global context of the theme
- Learn to carry out a sustainable project relevant to a need of the local community and evaluate success

## PARENT AND LEADER PARTICIPATION IN CISV

### Connect to the Smoky Mountain Chapter and CISV USA (and Leaders sign up for CISV Central)

- Join the CISV Smoky Mountain Junior Branch private Facebook group to get announcements about local, regional, and national opportunities. This is for parents and leaders, too. <https://www.facebook.com/groups/2307759540/>
- Find information about our chapter at <http://www.smokymtncisv.org> and about CISV USA at <https://cisvusa.org>
- All **Leaders, older Youth Meeting participants, Seminar Camp participants, and Junior Counselors** also need to sign up on CISV Central at <https://central.cisvusa.org>  
Registration for National Leader Training will be through CISV Central.

### Parent Roles When Children Are Preparing for Travel

- It is your responsibility to get to know your child's leader. To get started, invite him or her to your home for a meal.
  - It is important for the leader to get you know you and your child.
  - Share personal information about your child with the leader.
  - By the time your child sets off for the program, it is critical that you trust the leader to be your stand-in parent!
- Attend all meetings.
  - Your child's commitment should take priority over other interests when choices must be made.
  - Meetings allow bonding and increase your child's level of comfort with peers.
  - Meetings are the time when your delegation will prepare for presentations and national nights.
  - These meetings also help the group build trust and establish the leader's role as the authority figure.
- Delegations often plan to have an overnight with the leader, hosted at one of the family's homes. Other delegations have an outing with the leader.
- A farewell party for traveling delegates and their families is an opportunity for delegates to practice their national night presentation before an audience.
- Share travel prep tasks among parents. Tasks include: making flight arrangements, buying gifts for homestays, tracking expenses incurred, buying and gathering materials needed for Open Day and National Night, coordinating making brochures, etc.
- Communicate, communicate, communicate! If a conflict arises, talk to the leader first.
- Help your child learn about the cultures that will participate in the CISV program.

### Understanding the Leader Role

- The leaders are volunteers. They deserve the full support of the parents and delegates.
- Leader responsibilities for traveling delegations:
  - Assuming responsibility for the children during the entire experience.
  - Getting children to and from the program site, including through airports and customs.



- Acting on your behalf if children are sick or injured.
- Consoling your children if they are homesick or when their feelings get hurt.
- Disciplining the kids if they act outside of CISV behavioral expectations.
- Balancing the roles of parent substitute, big sister/brother, friend, counselor, and advisor.
- Adhering to and respecting the rules and guidelines of this nation, the host country, and CISV International regarding:
  - Behavioral and cultural sensitivity
  - Inappropriate activities
  - Alcohol, drugs, and smoking
  - Arrival and departure schedules
  - Use of telephone and other facilities
  - Visitors
- Leaders are required to attend two full days of national training and one full day of local training. After your leader has completed training, he or she will be a great resource to answer your questions. Another resource for questions will be the board member mentor assigned to your delegation.
- Leaders will visit the home of each delegate to get to know each child and his or her family on a more personal level.

### **Volunteering!**

- This chapter exists and is able to offer programming through its volunteers. Without your time and energy, the organization cannot continue.
- CISV Smoky Mountain has no employees.
- There are many ways you can help. Every CISV family member has a gift or skill we can use.

### **Encourage Your Child or Children to be Active in Junior Branch**

- CISV is not just about international travel. Our active Junior Branch (“JB”) has activities throughout the year.
  - Activities include: monthly JB meetings, regional mini-camp, local mini-camp, youth service day, international peace day, cookie-a-thon, and national roles with CISV USA
  - Youth, 10 and older, are invited to be a part of the JB regardless of whether they have traveled.
- JB activities have the same purpose and educational goals as traveling programs.

## PREPARATION FOR TRAVEL – INDIVIDUAL PREPARATION

### Traveling Delegates Sign Up for CISV International

- Traveling delegates need to connect with CISV International by signing up with myCISV at [www.cisv.org](http://www.cisv.org) (you can find it on the right hand side of the home page).

### Read “Pre-Camps” From Your Camp Staff

- “Pre-Camps” are how the staff of your camp (people who will run the camp in the host country) communicates with a delegation about what to expect at the camp.
  - **Pre-Camp 1** generally comes in March for summer programs and September for winter programs. This communication tells you the official dates and times for arrival and departure. It also tells you the location of the camp, contact names, and the other countries that will be present.
  - **Pre-Camp 2** will often describe the theme of the program and will introduce the staff and the facility. This communication will often contain details about host country specific communication deadlines.
  - **Pre-Camp 3** will contain the most details. It will cover issues like weather, what to bring, what not to bring, how much money to bring, etc.

### Apply for a Passport and Research (and if Necessary, Apply for) a Visa

- If your child is traveling to an international program, apply for a **passport** immediately. Or if your child has a passport, make sure that it is valid 6 months beyond the return date.
- If you have a minor child traveling abroad, at least one **parent must have a valid passport** (valid 6 months beyond the return date) in case you need to get to your child.
- **Check immediately** to see if your destination requires a **Visa** and what is required to apply.

### Start Planning for Travel-Related Expenses

- Parents will be responsible for child's **airfare** or other transportation costs plus equal share per delegate of the **leader's travel expenses**.
- Parents should pay an equal share per delegate for the cost of an **international calling plan** for the leader during camp. This is to be used to alert parents of arrival at camp and for emergencies. The leader, like delegates, will not have access to her phone after arrival at camp.
- Pre-Camp communications usually state the dollar amount that delegates may bring to camp for **spending money** (generally in the neighborhood of \$250). It is important that everyone agrees on the amount and that all delegates bring the same amount.
- The leader should be given an **emergency fund** to deal with the unexpected. This is usually \$250 per child.
- Individual travelers should have their own **emergency fund** (separate from their spending money).

### **Complete Forms, Pay Fees, and Plan April Doctor Visit for Health Form**

- Schedule an April doctor visit (must be within 90 days of travel but before forms due date).
- Completed forms are due **at the spring chapter meeting**.

## PREPARATION FOR TRAVEL – GROUP PREPARATION

Your leader will help organize meetings to get much of the following group work done. Parents will need to help, too, and should plan to attend meetings and volunteer for other tasks. Because much of the following will involve individual parents making purchases for the group (for things like gifts, supplies to make brochures, food for the group, etc.), consider designating a person to keep track of money spent for the group and to tally the money each person should contribute to cover the total expenses incurred.

### March – Leaders, JCs and Seminar Camp Delegates and Alternates Attend Local Leader Training

#### April – Delegations Hold Initial Meeting

- Plan a date for your first meeting.
- At your initial meeting: (1) discuss the items on this list and divide responsibilities, and (2) schedule future meetings, meeting more frequently as your travel date approaches.

### After Pre-Camp 1 – Group Makes Travel Plans (In Coordination with Chapter Travel/Insurance Chair)

- Wait for Pre-Camp 1 before doing anything about travel plans. Pre-Camp 1 will tell you the airport and times for arrival and departure. It is critical that travel is scheduled to arrive before the “arrive by” time and to depart after the “depart after” time.
- Delegations must travel together from the same point of origin.
  - Family members cannot deliver delegates to camp or pick them up from camp.
  - Delegates cannot meet their peers at a connecting airport.
- Travel plans must be approved by our chapter Travel/Insurance Chairperson BEFORE you book the flights. Check out page 25 where you will find “Smoky Mountain CISV Buyer’s Guide to Booking Tickets for Your Delegation” for more details.

### At Least Three Months Before Travel – Village Delegations Start Planning for National Night and Open Day

- Village delegations will prepare a **National Night** presentation to share their culture with their hosts and the other delegations. This should include several of the following:
  - Decorations including a large **US flag**.
  - A traditional **dance** (square dance, colonial dance, Native American dance, Cotton Eyed Joe, Electric Slide), in appropriate costume, accompanied by appropriate music.
  - A **PowerPoint presentation** or **video** including information about each delegate, their family, home, pets, favorite activities. It should also include information/pictures about Knoxville, Tennessee and the US.
  - A **game or dance** that can be taught to everyone.
  - A taste of home – **food or drink** that comes from Tennessee or the US.
  - Perhaps a small **memento** that represents our region or country that can be given away.
- **Brochures** will be shared with other delegates and staff on National Night. (Information about preparing brochures is found under the “At Least Two Months Before Travel”

- Village delegations will also prepare for **Open Day** when members of the host country's community will visit camp and meet delegations. The delegation will set up a table that includes:
  - Decorations, including a large US flag (the **same decorations and flag that you use for National Night**).
  - **Brochures, a map, and other information** about our state, city, and region. The Knoxville Visitor Center can help. See <http://www.visitknoxville.com>
  - Candy, Goo Goo Clusters, Moon Pies, Little Debbie's, or other **treats** or trinkets (pens, key chains, etc.) from the U.S. to share.

### **At Least Two Months Before Travel – Start Working on Travel Shirts, Gifts (for Homestays and Camp Staff), and Brochures**

- Buy or make matching **shirts** or hoodies to wear during travel. This will help the delegation stay together in the airports.
- Delegates are expected to take a small **gift to the camp staff members**. You will learn who they are (and sometimes their shirt sizes!) in one of the Pre-Camps.
- Delegates are expected to provide a small family **gift for homestays**.
  - For Village there are two home stays – one at the beginning and one in the middle.
  - For other programs, there is one home stay at the beginning of the camp.
- Village delegations will make a **brochure** (or placemat, booklet, etc.) about the members of the delegation and about the USA, Tennessee, and our region. These will be traded with every camper, leader, and staff member. You may want to make some extras for your homestay families.

### **At Least One Month Before Travel – Start Buying, Making, and Gathering Things to Trade and a First Aid Kit**

- Help your child buy, make, and gather things to **trade** with other delegates. Most delegates trade small trinkets (keychains, magnets, postcards), bracelets, CISV merchandise, and clothing (t-shirts, sweats, ball caps, etc.) that represent our state, sports teams, region, or country.
- Put together a **first aid supplies** to send with your delegation. Even though medicine for a headache may be available at camp, it may not be in a dosage that your leader will recognize as appropriate for your child. Having their own supplies from the U.S. will make your leader and kids more comfortable.

## WHAT TO EXPECT DURING CAMP AND UPON RETURN

### Where Delegates Will Be and Security

- Camps are generally held at retreat centers, schools, or campsites. In most cases, CISV has exclusive use of the sites during the program.
- CISV International policy is that camp locations are not communicated to the public.
- They will be in a controlled safe environment.
- Whether they are in Germany or India or Detroit, the environment of camp will be much the same. It is all about the community of countries and the contained campsite.

### Homestays

- At the beginning of your child's program, and in the middle if they are at a Village, there will be a two-day stay in the home of a local family.
  - Delegates will experience life in their host country, probably see some of the local sites, eat some local food, and they might get to do some shopping.
  - For the first stay the delegates may all go to one family or the girls to one and the boys to another (it depends on how many kids a family can house).
  - For the Village mid-stay, the delegates are usually paired with delegates from another country.
- Most families will either be CISV families or families closely connected to the host CISV chapter.
- In the US, all homestay families go through background checks. If you have questions about the local country's procedure, your leader can direct a question to the program staff.
- At the beginning of the program, leaders hand their delegates off to the homestay family at the airport and then go to the campsite to plan the first few days of the program.

### What To Take, What Not To Take, and "Trading"

- Do not send anything that cannot be lost or traded.
  - ✓ Trading is a favorite activity at CISV programs – t-shirts, sweatshirts, sweatpants, blue jeans, etc. Do not send any clothing that has special meaning or significant value.
- Do not send homework.
- Send extras of critical items, like contacts and glasses.
- Send comfortable, weather appropriate clothing and shoes.
- Medications and exact dosage must be given to the leader.
- Let leaders and host staff know about any food allergies and sensitivities.

## Communications and Electronics

- Personal electronic devices (cell phones, iPods, iPads, computers, Kindles, etc.) are allowed for travel to and from the program site. They will be collected and put in a safe during the program.
- Leaders have limited access to their own phone, too. They will be able to communicate the delegation's arrival and communicate with you in the case of an emergency. Otherwise, your communication to them will be by sending an email to camp (at the address in the Pre-Camp).
- Delegates sometimes have access to a computer at their homestay, so that they may be able to send a message home. Delegates do not have access to computers when at the campsite.
- Leaders will have some access to computers at camp and may be able to send periodic updates (by email or social media). Remember, however, that the leader will probably not have a chance to get on the computer until 1 a.m. – and their choice will be email or sleep.
- Program staff will have daily access to computers. You will have an email address for the staff on site. In case of emergency, that is the best way to connect with camp. You will also have phone numbers for the program site as well as for the host chapter leadership.
- Letters and emails can be sent to your child. You may want to send a letter with the leader to be given to your child if he or she is homesick. Or put a letter or note into your child's suitcase.

## Returning Home

- Every child processes his or her experiences and encounters differently. Your child may talk non-stop upon return or it could be several days or weeks before you begin to hear the stories.
- Do not expect your child to return just like a sibling who did CISV or even like the last time this child did CISV.

## Debriefing

- Debriefing is required of all program participants and their parents.
  - There is an evaluation component to the debrief that looks at what went well and what could be better. This helps the chapter keep improving our programming.
  - We are interested in learning how the child and the family were impacted by the experience.
  - It would be easy for participants to get too busy when they get home to do a debrief. The debrief must be scheduled before the delegation travels.

## CONCLUDING THOUGHTS

- Your child is preparing to embark on an incredible journey. But do not expect it to be perfect. It involves real people and real experiences.
- Participating in CISV is not about seeing the sights or about doing “good works.” However, delegates and leaders will see a new part of the world and will represent the U.S. to their host community.
- There are many ways to achieve the same goal. Keep an open mind and communicate.
- Be committed now – to help prepare your child and his or her delegation for their experience. And stay committed after they return, because we need volunteers to make this possible for our children and the children of our region.
- Keep your eye on the purpose and goals of CISV. Remember “peace through understanding.”



## 2017-2018 CHAPTER CONTACTS

Position	First name	Last Name	Email
President	Angelique	Hickman	smokymtncisv.president@gmail.com
Immediate Past Co-President	Mark and Rita	Hussung	<a href="mailto:ritahussung@gmail.com">ritahussung@gmail.com</a> mhussung@cn.edu
VP Communications	Julie	Jones	mofoot@aol.com
VP Finance			
VP Programs	Joy	Radice	<a href="mailto:jradice@utk.edu">jradice@utk.edu</a>
Recruiting Chair	Rob	Gunter	rjgunter@chpconsultants.com
Recording Secretary	Cindy	Farabow	cfarabow@hotmail.com
Corresponding Secretary	Joy	Riddle	<a href="mailto:joilyn@gmail.com">joilyn@gmail.com</a>
Member-at-Large / JB Liason	Jen	Hamilton	wildwiresculpture@yahoo.com
Member-at-Large	Jodie	Hamilton	vacation4life4us@yahoo.com
Member-at-Large / Community Shares	Ann	Meyers	annbmyers7115@gmail.com
Treasurer	Edwin	Lay	<a href="mailto:edwinlaycpa@aol.com">edwinlaycpa@aol.com</a>
President Elect			
Travel & Insurance Chair	Sam	Hancock	smhancock@tds.net

Local Leadership Chair			
Risk Manager	Mindy	Spiller	<a href="mailto:mindyspiller@yahoo.com">mindyspiller@yahoo.com</a>
Assistant Risk Manager	Rachel	Burnett	roburnett@icloud.com
Fundraising Co-Chairs	Ana Rob	Goncalves Gunter	<a href="mailto:agoncalves@anagoncalves.net">agoncalves@anagoncalves.net</a> <a href="mailto:rjgunter@chpconsultants.com">rjgunter@chpconsultants.com</a>
Hospitality Chair	Miriam	Wilson	<a href="mailto:miriamx9@gmail.com">miriamx9@gmail.com</a>
Local Interchange Coordinator	Justin	Willocks	smokymtncisv.interchange@gmail.com
Membership Chair	Diane	Mollenkopf	diane.mollenkopf@gmail.com
Selection Chair			
Fun Days Chair			
Website Manager	David	Hickman	<a href="mailto:dhickman13@gmail.com">dhickman13@gmail.com</a>
Community Shares Committee Chair	Bob	Grimac	<a href="mailto:bobgrimac@gmail.com">bobgrimac@gmail.com</a>
Village Planner 2019	Bethann	Brun	bethannbrun@hotmail.com
Scholarship Chair	Karen	Wells	wellskj@mac.com
JB Advisor	Kiernan	Bensey	kiernanbensey@gmail.com
LJR	Marty	Lay	

LJR	Witt	Spiller	
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**PROGRAM DATES AND LOCATIONS 2018-2019**

<b>Program</b>	<b>Location</b>	<b>Program Dates</b>	<b>Participants</b>	<b>Age</b>
Village	Luneburg, Germany	July 6 - August 2, 2018`	2 Females 2 Males	11
Step-Up 14 year old	Lisbon, Portugal	July 6 - July 28, 2018	2 Females 2 Males	14
Step-up 15 year old	Trondelag, Norway	July 6 - July 28, 2018	2 Females 2 Males	15
Interchange	Graz, Austria	July 2 - August 2, 2018	3 Males 3 Females	12-13
JC	Belgique, Belgium	July 6- August 2, 2018	1 Male	16-18
Seminar Camp	Guatemala City, Guatemala	July 2- July 22, 2018	1 Male or Female	16-18
Fortnight	Pittsburgh, Pennsylvania	July 15-July 29, 2018	1 Male or 1 Female	16-18
Youth Meeting	Graz, Austria	December 27, 2018- January 3, 2019	1 Male or 1 Female	16-18
Youth Meeting	Algiers, Algeria	December 26, 2018 -January 2, 2019	1 Male or 1 Female	19+

## CISV Dictionary

Note: Both CISV International and CISV USA are in flux structurally. Some of these terms are phasing out and new ones will be coming in this is the best dictionary available at press time.

### A

**ALF** - Adult Legal Form.

**Allen, Doris** - Psychologist at the University of Cincinnati who founded CISV in 1950.

**CISV in Motion** – A meeting for CISV USA held every October open to all CISV members. Where program selection takes place

### B

### C

**CDRF/ADRF** – Child Delegate/Junior Counselor Release Form/Adult Delegate Release Form. Gives permission to CISV to use participant's name, photograph, video, artwork, or written work in the production of educational or promotional materials including web pages.

**Chapter** - Local CISV club or association.

**Chapter Development** – Regional training sessions for CISV leadership.

**CISV** – Originally an abbreviation for Children's International Summer Villages. Now the acronym is the official name of the organization.

**CISV Central** – The CISV USA computer system. This included chapter membership, committee membership, program participation, and training registration. CISV Central the central hub of communication distribution.

**Cookie-a-thon** – A favorite Junior Branch fundraising event. Usually an overnight of games, activities, and baking cookies which are then donated to local homeless shelters or other groups.

**CTAL** - Child traveling alone legal form

**CTLL** - Child traveling with leader legal form

### D

**DIF** – Delegate/Delegation Information Form.

### E

**Energizer** – Group activity usually involving song and movement (and at least a little silliness) with the goal of getting your blood, your brain and your creativity flowing.

### F

**Football Pool** - Procedure used for the distribution of program invitations at National Board Meeting.

### G

**Global Conference** – CISV International meeting, held every three years, A representative from every chapter attends.

### H

**HF** – Health Form, a declaration of participant health completed by participant’s physician.

## I

**IC** - See Interchange.

**ILT** - International Leadership Training

**Info File** - Official record of all CISV International rules, policies, guides, job descriptions, and minutes.

**Interchange** - An exchange program between two countries for youth between the ages of 12 and 15. Delegation size and exchange length vary. Unlike other CISV international programs, Interchange involves participants’ family members and takes place in participants’ homes rather than in a camp-like setting.

**IO** - International Office in Newcastle Upon Tyne, England.

**IPP** - International Peoples Project, a CISV program for adults.

**IYM** - International Youth Meeting- Often referred to as Youth Meeting or YM..

## J

**JB** - Local structure and programming for young people ages 11 to 25.

**JC** - Junior Counselor, one of six 16-17 year old leaders at a village.

## K

## L

**Leader** - An adult age 21 or older responsible for the preparation and safety of delegates, and program content and implementation.

**LIC** - Local Interchange Coordinator. Oversees selection and implementation of Interchange at a local chapter level.

**LJR** - Local Junior Representative

**LLT** - Local Leadership Training and/or Local Leader Trainer

**LMO** - Like Minded Organizations. International, regional, national and local groups with purposes similar to CISV.

**Local Work** - Includes all the activities of the local chapter, such as mini-camps, events, service days, etc.

**LT** - Leadership Trainer.

**LW** - See Local Work.

## M

**Mini-Camp** - A short retreat, usually over the weekend, for Junior Branch members of all ages. CISV Smoky Mountain usually hosts one in the spring.

**Mosaic** – A local service project that lives to the purpose and philosophy of CISV.

## N

**NLT** - National Leadership Training.

**NMC** – National Mini Camp, a weekend camp experience for Junior Branch members from across the US. Usually takes place early in the summer.

**NYBM** – National Youth Board Meeting – a meeting of the National Junior Board of Trustees held at the same time as NBM

**O****P**

**Pre-Camps** – Information sent to participants by Program Host Staff. Each program will send a minimum of two pre-camps prior to the program but may send more. Pre-camps typically contain important details including information on the program site/location, key contacts, arrival and departure dates, what to bring/what not to bring and program themes.

**Programs** - Opportunities for various age groups to meet peers from other countries and form intercultural friendships. Includes Village, Step-Up, Seminar Camp, Youth Meeting, Interchange and International People's Project.

**Q****R**

**R-07** –Behavior Policy. Describes appropriate behavior expected by CISV at all organizational levels.

**S**

**Selection** - Process by which appropriate candidates are chosen to become leaders, delegates or alternates in a CISV program.

**SC** - See Seminar Camp.

**Seminar Camp** - A three-week international program for youth ages 17 to 18 years. Unlike other programs, participants plan and lead the program themselves.

**SRMC** – Southern Regional Mini-camp, a camp experience for Junior Branch members from across the Southeast. Usually takes place Labor day weekend.

**Staff** - All adults responsible for implementing a youth program such as Village or Summer Camp including the Director, Host Staff, Leaders and Junior Counselors.

**Step Up** – A three-week international program for Leaders and youth delegations ages of 13 to 15 years. Formerly known as Summer Camp.

**T**

**TIF** – Travel Information Form. To be completed with detailed travel plans and sent by each delegation Leader or by youth traveling alone to Host Staff about one to two months prior to the program.

**TWAL** – Travel Without A Leader Form. Used by youth participants age 16 or older who are traveling alone to a Seminar Camp or Youth Meeting, or to a Village as a Junior Counselor.

**U****V**

**VDIF** – Village Delegation Information Form.

**VIL** – See Village.

**Village** – A four-week program bringing together 11 year old girls and boys from 12 different countries for fun, friendship and learning. Village was begun 1951 and remains the cornerstone of CISV's international educational activities.

**W**

**X**

**Y**

**YLIF** - Youth Legal Insurance Form.

**Z**



## Forms Overview

You may feel overwhelmed at first with all the paperwork, but trust that it all has a purpose in ensuring a safe and enjoyable experience for everyone involved. Completing all forms fully, accurately and submitting them on time is important for keeping your delegation on track and enabling your host country and program staff to prepare for your arrival. Please ask for help if you're not sure about something, and follow the instructions and

### Village, Summer Camp, Youth Meeting (group) and Interchange

1. R – 07 Behavior Policy
2. National JB Code of Conduct Smoky Mountain Chapter
3. Health Form \*
4. CTLL (child traveling with leader legal form)
5. Program Evaluation for Parents
6. Program Evaluation for Participants with Leaders
7. Leader Evaluation

### Seminar Camp and Individual Youth Meeting

1. R – 07 Behavior Policy
2. National JB Code of Conduct Smoky Mountain Chapter
3. Health Form \*
4. Travel Information Form (TIF)
5. CTAL (child traveling alone legal form)
6. Program Evaluation for Parents
7. Program Evaluation for Participants without Leaders

### Junior Counselor

1. R – 07 Behavior Policy
2. National JB Code of Conduct Smoky Mountain Chapter
3. Health Form \*
4. Junior Counselor (JC) Information Form
5. Travel Information Form (TIF)
6. CTAL (child traveling alone legal form)
7. Program Evaluation for Parents
8. Program Evaluation for Participants without Leaders

timelines provided to know what is due when.

Below is a list of all the forms you need for your specific program/position. **Each of these forms is available on our chapter website.** The home page has a tab for "Resources." Look there for the forms and links to videos on completing the forms. Some host countries may have additional forms that you will need to fill out. Those forms will be sent directly to you or your leader with pre-camp information.

### Village Leaders

1. R-07 Behavior Policy
2. National JB Code of Conduct Smoky Mountain Chapter
3. Health Form \*
4. Village Delegation Information Form (DIF)
5. Travel Information Form (TIF)
6. Adult Legal Form (ALF)
7. Programs Evaluation for Leaders
8. CISV USA Sexual Abuse Prevention Policy

### Step Up Leaders

1. R-07 Behavior Policy
2. National JB Code of Conduct Smoky Mountain Chapter
3. Health Form \*
4. Travel Information Form (TIF)
5. Adult Legal Form (ALF)
6. Programs Evaluation for Leaders
7. CISV USA Sexual Abuse Prevention Policy

### Youth Meeting (Group) Leaders

1. R-07 Behavior Policy
2. National JB Code of Conduct Smoky Mountain Chapter
3. Health Form \*
4. IYM Delegation Information Form
5. Travel Information Form (TIF)
6. Adult Legal Form (ALF)
7. Programs Evaluation for Leaders
8. CISV USA Sexual Abuse Prevention Policy

\* Requires a Physician's Signature and a complete list of immunizations

## Forms Instructions

There are videos with instructions for filling out forms at our website at: <http://smokymtncisv.org/resources/how-to-videos/>

multiple copies of the Health Form. When in doubt make extra copies.

### **R-07 BEHAVIOR POLICY & CODE OF CONDUCT**

- Read R-07 and then complete and sign the Code of Conduct.
- Parent/legal guardian of participants under the age of 21 must also read and sign the Code of Conduct.
- Submit to the Smoky Mountain T & I Insurance Chair upon acceptance of the invitation.

### **HEALTH FORM - HF**

- This form must be signed and dated by a physician within 90 days of the program start date, so summer participants need physicals in April and winter participants need physicals in October.
- Immunization and infection history must be included in the form; CISV national will not accept attachments.
- Submit the original with physician's signature to the Smoky Mountain T & I Chair at the spring chapter meeting for summer programs and Nov 1 for winter programs.
  - The T & I Chair will scan the form at the meeting for submission to CISV national. The original forms will be retained until the entire delegations forms are complete. Then, they will be delivered as a packet to the delegation leader. The leader will also receive an electronic version of the forms by email.
- The original Health Form and at least one copy\* must accompany participants to the program.
  - For group delegations, leaders should take the originals and the copies of the Health Forms to the program for all delegates as well as him/herself. Do not pack originals in checked luggage.
  - For individual travelers, delegates must carry the original and copy of their own Health Form as they travel to the program. Do not pack originals in checked luggage.
  - Parents/emergency contacts should retain at least one copy of the Health Form.
  - \* The program pre-camp may request

### **DELEGATION / JC INFORMATION FORM**

- Submit to host staff by May 1 for Summer programs and by November 1 for Winter programs
  - Village Leaders complete and submit **Village Delegation Information Form (VDIF)** to host staff
  - Youth Meeting Leaders complete and submit **IYM Delegation Information Form** to host staff
  - Junior Counselors complete and submit **Junior Counselor (JC) Information Form** to host staff
- Summer Camp and Seminar Camp do not have a standard information form so watch your pre-camps for any requested information

### **TRAVEL INFORMATION FORM**

- All Leaders, Junior Counselors, Seminar Camp and Youth Meeting (individual) delegates submit 1 copy of the Travel Information Form to the Host Staff by May 1 for summer programs and by November 1 for winter programs.
- All Leaders, Junior Counselors, Seminar Camp and Youth Meeting (individual) delegates submit 1 copy of the Travel Information form to the Smoky Mountain Travel & Insurance Chair by the spring chapter meeting for summer programs and by November 1 for winter programs.
- Remember that itineraries must be approved by the Smoky Mountain Travel & Insurance Chair or co-Chair before tickets may be purchased.

### **LEGAL INFORMATION FORM (ALF, CTLL, CTAL)**

- Leaders: Complete Adult Legal Information Form (ALF)
- JCs, Seminar Camp and Youth Meeting (individual) Delegates: Complete Youth Traveling Alone Legal Information Form (CTAL)
- Village, Step-up, Interchange, Youth Meeting (group) : Complete Youth Legal Information Form (CTLL)

- Instructions for completing **Part 5: Proof of Medical Insurance**
  - Complete the first table for private medical insurance with the name and address of your personal medical insurance company, your group number and your policy number.
  - Complete the second table in Part 5 by marking the last option: “Other medical insurance provided by your National Association.”
- The U.S. country code for phone numbers is 001.
- Submit the signed forms to the Smoky Mountain T & I Chair at the spring chapter meeting for summer programs and by November 1 for winter programs.
  - The T & I Chair will return the form as soon as it is approved. If the form is determined to be incomplete or inaccurate, a corrected original must be submitted immediately.
  - “Traveling copies” and “retention copies” should be made only after the original form is approved.
- The original Legal Form and at least one copy\* must accompany participants to the program.
  - For group delegations, leaders should take the originals and the copies of the Legal Forms to the program for all delegates as well as him/herself. Do not pack originals in checked luggage.
  - JCs, Seminar, Fortnight, and individual Youth Meeting delegates must carry the original and copy of their own Legal Form as they travel to the program. Do not pack originals in checked luggage.
  - Parents/emergency contacts should retain at least one copy of the Legal Form.

\* The program pre-camp may request multiple copies of the Legal Form. When in doubt make extra copies.

be submitted to the Smoky Mountain VP of Programs at the spring chapter meeting for summer programs and by November 1 for winter programs. The debrief is to take place within 2 weeks of return from a program.

- The debrief sessions deal primarily with the impact of the program on the individual participants and their families. Some time is spent on the evaluation of what went well, what did not go as well, and what changes need to be made.
- Issues raised in the debrief sessions are taken back to the local chapter, CISV USA and CISV International as appropriate.

#### **SMOKY MOUNTAIN TRAVEL & INSURANCE (T & I) CHAIR**

- For questions, Contact Sam Hancock at 865-320-8928 or [smhancock@tds.net](mailto:smhancock@tds.net)

#### **PROGRAM EVALUATION FORMS**

- All Leaders, JCs, and Delegates (Village, Interchange, Step Up, Youth Meeting, Seminar, Youth Meeting, Fortnight) must complete appropriate Program Evaluation Forms upon return from the program and in conjunction with a formal debriefing session.
  - A date and place for a debrief session must

## Travel and Insurance Policies and Guidelines

### NATIONAL TRAVEL POLICY

- **Delegation Travel** – Village, Interchange, Youth Meeting\*, and Step Up delegations shall travel to and from the site of the approved CISV activity as a group. Travel shall be direct and continuous to and from the CISV activity site. No side trips shall be permitted. No layover in excess of 24 hours shall be permitted unless common carrier schedules require otherwise. Delegation itineraries must be approved by the local Chapter.
- **Penalties** – Violations of Section 1 will result in disciplinary action against the Chapter or Steering Committee pursuant to the complaint procedure (BOP, III-9) of CISV USA.
- **Individual Travel** – Travel other than to and from the site of an approved CISV activity shall be deemed non-CISV travel. CISV assumes no responsibility or liability for an individual while on a side trip or layover in excess of 24 hours.

### CHAPTER TRAVEL POLICY

Delegations and individuals traveling to CISV programs may make their own travel arrangements but all itineraries should meet the published arrival and departure times as determined by the host Chapter for the specific program. In addition, all travel itineraries must be pre-approved by a designated member of the Smoky Mountain Chapter Board prior to final booking. The purpose of the pre-approval is to ensure compliance with national and international policies and insurance regulations.

- **Delegation Travel** Itineraries should be selected based on the best routing (minimum number of layovers and ample—but not excessive—connection times between flights), with every effort to keep cost as low as possible. However, efficient routes and safety should take precedence over cost. Individual members of delegations are not allowed to use frequent flyer points to secure air travel if doing so results in delays of booking or higher fares for other delegates.
- **Individual Travel** Individuals such as Junior Counselors or delegates to Seminar Camp, International People's Project or Youth

Meeting\* may use frequent flyer tickets or may elect to coordinate travel with delegates from other U.S. chapters traveling to the same CISV programs. However, deviations from direct travel to and from the program will not be covered by CISV insurance.

\*There are two types of Youth Meeting programs: one involves younger delegates traveling as a group with a Leader and is subject to Delegation Travel rules; another involves delegates at least 16 years old traveling alone and is subject to Individual Travel rules.

### POLICY FOR MOTOR VEHICLE TRANSPORTATION

It is the official policy of CISV USA that anyone transporting delegates or other persons at the request of the Chapter or Steering Committee must be **25 years of age or older** and possess a **valid driver's license**. For every **adult driver**, an annual Motor Vehicle Report and copy of his/her Personal Auto Policy with liability coverage of at least \$100,000 combined Bodily Injury & Property Damage Liability coverage is required by CISV USA's insurance carrier. Some CISV volunteers carry a Personal Umbrella Liability Policy for a limit of \$1,000,000 or higher. This insures them over and above what liability coverage they may have through their Homeowners, Renters, or personal Auto Liability policy.

### PROPERTY DAMAGE INSURANCE

CISV USA liability insurance does not cover intentional acts. Vandalism and misbehavior are considered intentional acts. Supervision is the key.

### ADULTS WHO WORK WITH YOUTH

A criminal background check is required by CISV USA's insurance carrier when a volunteer involved with children/children's activities becomes active. The background check must be done every three years, unless specific state laws require it be done more often. It is the practice of the Smoky Mountain Chapter to do background checks on all volunteers who work with children/youth annually.

## Smoky Mountain CISV Buyer's Guide to Booking Tickets for Your Delegation

1. You **MUST** get your itinerary approved by our T & I Chair **BEFORE** you book the flights.
2. Here's what the T & I Chair will be looking at:
  - a) Are you arriving and departing within the windows designated on your pre-camp information from the host site?
  - b) If you need to book a flight that falls outside the designated window (it happens), have you received confirmation from the host site that it is okay? Usually this is a simple email exchange, but it's important—they know the distances and connection options on the other end.
  - c) Have you left two hours between connections *on arrival in a different country* (the host country on the way TO the village; the US on the way home)? Your delegation will have to clear customs both ways; if they are on a crowded flight, it could take more than an hour. Then they still have to make their connection. *Note: Sometimes travel agents tell you it's okay to book flights with shorter times, please don't do that to your kids or your leader. They will have to make new arrangements on the fly, usually at the end of long flight. Delegations have spent the night in airports waiting for the next available connection—it's a lousy way to start or end a trip (Often a great story later, but one that starts with "Oh, my god, there was this time...".)*
  - d) Avoid unusually long layovers. This seems to come up occasionally on returns to the US. One delegation, to save money, hoped to book tickets with a six and a half hour layover in the middle of the return trip. Realize

that your kids and their leader will not sleep the last night they are at Village/Camp. They will have a ride to the airport, a 1 ½- 2 hour wait, a long flight (maybe they'll sleep; maybe they'll be too wired)—anyway, it's not a pretty picture if your weary leader is riding herd on a pack of little angels who are emotionally and physically exhausted for hours in an airport.

- e) When it's time to get your approval, the T & I Chair will need the pre-camp that shows the travel windows and a copy of the itinerary. We can usually do a pretty quick turnaround.
  - f) When booking tickets make sure that all of the tickets are linked so that if re-booking is necessary that all of the delegation is re-booked together.
3. Travel agent/AAA or not. It is totally up to you. One year a delegation saved hundreds of dollars booking through AAA. The next year, they found better prices on Expedia. One possible advantage to using a travel agent is their access to additional airlines for international flights – it is worth checking out all options
  4. When your flights are booked, and you send your travel form to the host country, send a copy to our T & I Chair.
  5. It wouldn't hurt to double check your flights a week or so out. This past year, we got an email from a host site saying they noticed our delegation was scheduled to fly its last leg on an airline that was in financial trouble. Two weeks later, another email reported the day's news—the airline had failed. Thanks to that notice, our group was able to rebook the tickets and avoid having to figure out what to do at the airport. It made us realize we shouldn't take for granted that nothing has changed, and we might not always be so lucky to have such a vigilant host on the other end.

2018: Travel and Insurance Chair:

Sam Hancock [smhancock@tds.net](mailto:smhancock@tds.net)