



SUMMER CAMP

OFFICIAL PROGRAMME GUIDE



international
building global friendship

ABOUT THIS DOCUMENT

This is one of seven Programme Guides. The Guides contain all the information needed to host or participate in CISV's international Programmes. Much of the content is the same in all seven of the Programme Guides and some is specific to the particular Programme.

UPDATES



It may be necessary to revise and update the Programme Guide. Therefore, any updated version of the Guide will be uploaded on Resources once a year in January. In future editions of the Guides any changes that have been made will be noted on this page and will be highlighted throughout the document by this button (left).

As all of the Programme Guides have just been revised and restructured, there are no 'Updated' buttons in this version.

STRUCTURE AND CONTENT

Content in this Guide that is specific to the Summer Camp Programme is indicated with a small icon (with a "Su" for Summer Camp) and a dotted, coloured line, like this:



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur arcu urna, lobortis vitae blandit ac, rhoncus eu ipsum. Aenean sollicitudin felis id felis porta porta. Morbi nisl sem, porttitor a pulvinar eu, accumsan quis odio. Sed sed tortor non leo imperdiet venenatis.

Sometimes, this Guide will refer to other CISV documents.



This button refers to linked, external resources such as documents and websites. All CISV internal resources are stored on CISV Resources (<http://resources.cisv.org>). In case the button refers to...

- An **InfoFile** document - you can find a list of all InfoFiles on [Resources](#) under "Infofile".
- A **Guide** - you can find a list of all guides on [Resources](#) under "Guides".
- A **form** - you can find a list of all guides on [Resources](#) under "Forms".
- A **committee** - you can find a list of all international committees on [Resources](#) under "Committees".

There are three main sections for each Programme Guide: Role Profiles; Programme Practicals; and Education. In the Guides for the five camp-based Programmes and Interchange, the Practicals section is divided into 'Hosting a Programme', 'During a Programme' and 'Sending Participants to a Programme'.

CISV tries to ensure that all Programmes are of a consistent quality and approach, but each

one is unique and certain things may be done differently from Programme to Programme. Some of the information in this Programme Guide provides advice and best practice and it is up to Chapters, staff or participants to follow this in the best way for their particular Programme. However, it is essential that certain things are done in a particular way, so this Guide also includes some 'rules', which must always be followed.

WHO SHOULD READ IT?

Anyone involved with hosting, sending or participating in a Programme should read the appropriate Programme Guide. Certain sections of the Programme Guide are specifically for people with certain roles:

RELEVANT SECTIONS

- ◆ -- Highly Relevant
- ◆◆ -- Be Familiar With

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆◆	◆	◆
Parent	◆	◆			◆◆	
Participant	◆	◆			◆◆	
Chapter/NA person with Programme responsibility	◆	◆	◆	◆	◆	◆

COMMON ABBREVIATIONS

Throughout this document you will find a variety of abbreviations which are not explained every time they appear. Below you find an overview of abbreviations commonly occurring in this Guide:

NA = CISV National Association
PA = CISV Promotional Association
IO = CISV International Office

International Programme Committees

IIC = International Interchange Committee
IMC = International Mosaic Committee
IPP = International People's Project Committee
ISU = International Summer Camp Committee
IVC = International Village Committee
SCC = International Seminar Camp Committee
YMC = International Youth Meeting Committee

Roles

JC = Junior Counsellor
NIC = National Interchange Coordinator
LIC = Local Interchange Coordinator

Documents

PDPEF = Programme Director's Planning and Evaluation Form
InfoFile = CISV's collection of policies and procedures available on our website

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SUMMER CAMP / INTRODUCTION

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆◆◆	◆	◆
Parent	◆	◆			◆◆◆	
Participant	◆	◆			◆◆◆	
Chapter/NA person with Programme responsibility	◆	◆	◆	◆	◆	◆

ABOUT CISV

CISV has a vision of a more just and peaceful world. We believe that through the choices we make, through debate and action, we can all take responsibility for making this possible. In other words, that we all have roles as Active Global Citizens.

OUR PURPOSE

CISV educates and inspires action for a more just and peaceful world

This statement is supported by our four Educational Principles, which unite and inspire us as members of CISV.

OUR PRINCIPLES

- We appreciate the similarities between people and value their difference
- We support social justice and equality of opportunity for all
- We encourage the resolution of conflict through peaceful means
- We support the creation of sustainable solutions to problems relating to our impact upon each other and the natural environment

It is because we hold these beliefs and have a desire to learn more about them and act upon them, that we are part of this organization.

Peace Education is a way of learning about issues that are seen to be the cause of social injustice, conflict and war. In line with our principles, we have four areas of Peace Education content:

- Diversity
- Conflict and Resolution
- Human Rights
- Sustainable Development

The purpose behind our Peace Education is to provide us all with the attitudes, skills and knowledge we need to be agents of change, both locally and globally – to become Active Global Citizens.

CISV PROGRAMMES

Since 1951, CISV has been offering a range of local activities, international camps, family-hosted exchanges and community-based projects. All CISV Programmes have a Peace Education focus, which we use to inspire our participants to become Active Global Citizens. Over the years, these Programmes have provided opportunities for thousands of participants to meet and develop friendships with people from different countries, backgrounds and cultures.

OVERVIEW OF CISV PROGRAMMES

CISV has seven international Programmes, with something for everyone from age 11 onwards. Each of our Programmes is designed for a particular age-group and participants are offered increasing levels of personal responsibility within a Programme, in line with their maturity.

Each of the seven Programmes has four educational goals, or things we expect them to achieve. Each goal has up to four indicators of success, to enable CISV to evaluate or measure how well the Programme is doing. The goals and indicators also help CISV to see how best to develop the Programme. See the Education section in this Guide for details of CISV's educational approach and content.

VILLAGE

Early life experiences shape the way we see the world. CISV Villages are international camps that inspire children to imagine a more just and peaceful world. Children come together from many different countries to take part in a variety of educational, cultural and fun activities. A Village creates a safe setting in which children from around the world learn about each other's lives and how to communicate, cooperate and live together. The Village learning experiences, and the friendships made, last a lifetime.

AGE GROUP 11	DURATION 28 days	SIZE 12 delegations of participants, each with 2 girls, 2 boys
LEADER	<ul style="list-style-type: none"> • Each delegation has 1 adult leader • Have up to 6 junior counsellors (JCs) 	
STAFF	<ul style="list-style-type: none"> • Must have at least 4 adult staff • Can have 1 junior staff (from the host NA) in addition to the minimum 4 adult staff. • It is recommended that 1 staff member have prior experience as a Village leader and/or have attended Village training at a Regional Training Forum. 	
STAFF/LEADER AGE	<ul style="list-style-type: none"> • Adult staff must be at least 21 years old. • At least 1 member of staff must be 25+ years old. • Junior staff must be 19+ years old. • Leaders must be at least 21 years old. • JCs must be 16 - 17 years old. 	
PARTICIPATION	<ul style="list-style-type: none"> • You can only take part in one Village as a participant or JC 	

INTERCHANGE

Our cultures begin in our homes. This exchange Programme for teens promotes aspects of Peace Education by placing participants with host families from a Chapter in another country. The exchange has two phases, one in each country, allowing each delegate to be both a visitor and a host. Not only is this a profound cultural experience for the young delegates, but it also engages the whole family, and potentially the broader community, in the learning experience.

AGE GROUP 12-13 13-14, or 14-15	DURATION 2 phases of 2 - 4 weeks	SIZE 2 delegations of participants, each with 6 - 12 youth
LEADER	<ul style="list-style-type: none"> • Each delegation has 1 adult leader. For delegations of 8 +, there must be 2 leaders or 1 adult leader and 1 junior leader. 	
STAFF	<ul style="list-style-type: none"> • There are no staff, as this is a family-based experience. • However, the Local Interchange Coordinator (LIC) serve a similar role. 	
STAFF/LEADER AGE	<ul style="list-style-type: none"> • Leaders must be at least 21 years old. • Junior leaders must be at least 18 years old and a minimum of 4 years older than participants. 	
PARTICIPATION	<ul style="list-style-type: none"> • You can take part in more than one Interchange. 	

SUMMER CAMP

Young people learn when given the chance to lead. International Summer Camps encourage the youth to take a leading role in planning and organizing activities. The participants and adult leaders use CISV's Peace Education to provide a theme around which the activities are planned, for example, identity, democracy, and environmental protection. Summer Camps provide great opportunities for youth to learn about how these issues are thought about and dealt with in different countries and cultures and learn how they can make an impact once back home. Just as importantly, they make friends and gain a wider appreciation of how life is for people in different countries.

AGE GROUP 14 or 15	DURATION 23 days	SIZE 9 delegations of participant, each with 2 girls, 2 boys
LEADER	<ul style="list-style-type: none"> • Each delegation has 1 adult leader 	
STAFF	<ul style="list-style-type: none"> • Must have 3 - 6 staff. • Can have only 1 junior staff and the person must be from the host NA. • Can have 1 or more international adult staff. • 1 staff member must have prior experience as a Summer Camp leader or have attended Summer Camp training at a Regional Training Forum. 	
STAFF/LEADER AGE	<ul style="list-style-type: none"> • Adult staff must be at least 21 years old. • 1 staff member must be at least 25 years old. • Junior staff must be at least 19 years old. • Leaders must be at least 21 years old. 	
PARTICIPATION	<ul style="list-style-type: none"> • You can take part in more than one Summer Camp. 	

SEMINAR CAMP

Exchanging ideas; a powerful tool for global learning. This personally challenging, intensive Programme is coordinated by the young people who are participating in it. They develop their own agenda and explore global issues based on their own backgrounds and interests, through activities and in-depth discussions. Seminar Camp's group-living environment encourages them to collaborate, and to take a creative approach to problem-solving and resolving differences that can arise from healthy discussion.

AGE GROUP 17-18	DURATION 21 days	SIZE 24 or 30 participants, with up to 4 from the same NA
LEADER	<ul style="list-style-type: none"> • None 	
STAFF	<ul style="list-style-type: none"> • Must have 4 – 6 adult staff or 1 staff for every 6 participants. • No junior staff are allowed at Seminar Camps. 	
STAFF/LEADER AGE	<ul style="list-style-type: none"> • Staff must be at least 21 years old. • The Programme director must be at least 23 years old. • There must be 2 home staff from the host NA, 1 Programme director and 1 or 2 more international staff. 	
PARTICIPATION	<ul style="list-style-type: none"> • You can only take part in one Seminar Camp as a participant. 	

YOUTH MEETING

Small gatherings inspire big ideas. Youth Meetings bring small groups of participants together from different countries within the region. They explore aspects of Peace Education related to a specific theme and share their different perspectives. They also think about how they can apply what they have gained from their experience, such as knowledge of the theme along with planning and communication skills, within their own community.

AGE GROUP 12 - 13, 14 - 15, 16 - 18, or 19+	DURATION 8 or 15 days	SIZE For ages 12 - 15, 5 delegations of participants, each with 6 youth. For ages 16 and up, 25 individual participants, with up to 6 participants from each NA
LEADER	<ul style="list-style-type: none"> • Each delegation of participants aged 12 - 15 must have 1 adult leader. 	
STAFF	<ul style="list-style-type: none"> • Must have 3 - 5 adult staff. • Can have only 1 junior staff, and the person must be from the host NA. 	
STAFF/LEADER AGE	<ul style="list-style-type: none"> • Adult staff must be at least 21 years old. • At least 1 member of staff must be at least 25 years old. • Junior staff must be at least 21 years old. • Leaders must be at least 21 years old. 	
PARTICIPATION	<ul style="list-style-type: none"> • You can take part in more than one Youth Meeting. 	

INTERNATIONAL PEOPLE'S PROJECT (IPP)

Go out, find out, help out. International People's Projects are innovative learning Programmes, which actively contribute toward identified needs within a community. In partnership with a local organization, a group of participants from different countries works together on community projects related to a specific theme, like environmental degradation or immigration. When they are not working on the project, participants bring knowledge of the chosen theme from their own cultural contexts and take turns leading educational activities.

AGE GROUP 19+	DURATION 14 - 23 days	SIZE 15 - 25 participants, with up to 5 participants from the same NA.
LEADER	<ul style="list-style-type: none"> • None. 	
STAFF	<ul style="list-style-type: none"> • Must have 3 - 6 adult staff. • Can have only 1 junior staff and the person must be from the host NA (provided there are already 3 staff). 	
STAFF/LEADER AGE	<ul style="list-style-type: none"> • Staff must be at least 21 years old. • At least 1 member of staff must be at least 25 years old. • Junior staff must be at least 19 years old. 	
PARTICIPATION	<ul style="list-style-type: none"> • You can take part in more than one IPP. 	

MOSAIC

Local communities are reflections of the wider world. Mosaic offers our Chapters a model for community-based Peace Education. Each project responds to local needs and interests in meaningful ways. Most of the projects are planned and delivered in cooperation with partner organizations and come in many shapes and sizes. Mosaic projects create an authentic learning experience for local participants of all ages and deliver a benefit to the wider community.

AGE GROUP All ages	DURATION No specific length	SIZE No specific size
LEADER	<ul style="list-style-type: none"> • None 	
STAFF	<ul style="list-style-type: none"> • Every Mosaic project must have a project coordinator and a group of staff. 	
STAFF/LEADER AGE	<ul style="list-style-type: none"> • Adult staff for Mosaic projects must be at least 18 years old, and must be the age of legal responsibility in that country. 	
PARTICIPATION	<ul style="list-style-type: none"> • You can take part in more than one Mosaic project. 	

THE SUMMER CAMP PROGRAMME



SOME FACTS ABOUT INTERNATIONAL SUMMER CAMP

- During the 3 weeks of the Programme adults have in addition to that, 2 planning days at the beginning of the camp when the leaders stay with the staff at the campsite while the youth have their home-stay.
- All participants must be present for the whole duration of the Summer Camp
- As English is the official language of the Summer Camp, the delegates should be willing to communicate in English during the camp.
- The Summer Camp has a theme that should be decided by the staff and developed by the leader while preparing and training his/her delegation before camp.
- Use the Summer Camp reference number in all communications.
- Visitation to the Summer Camp is only during the Open Day.
- Each delegation will prepare a cultural activity related to the theme of the camp and each one's country that will be held during the summer camp.
- There will be an evaluation during and after the Summer Camp.

KEY CHARACTERISTICS OF THE PROGRAMME

This is a multi-cultural camp, which is developed around a particular theme. All activities and discussions are focused on the theme. The emphasis of the Summer Camp is on youth leadership through adult facilitation. **Beware! A Summer Camp is not a Village, but also not a Seminar Camp! Please be aware of the major differences between these Programmes!**

SUMMER CAMP	VILLAGE	SEMINAR CAMP
14 or 15 year old	11 year old	17 or 18 year old
NO JC, YES leaders	16-17 year old JC, YES leaders	NO JC and NO leaders
Leaders are facilitating the group of youth	Leaders are leading the group	No leaders
NO national costumes	National costumes	NO national costumes
NO booklets	Booklets	NO booklets
Youth plan activities (Facilitated by leaders)	Leaders and staff plan activities	Participants plan activities
Just 1 home stay at the beginning	2 home-stays	Every activity should lead to a discussion
Camp theme required	Camp theme not required	Participants decide
Excursions should be theme related	Excursions anyplace	LMO activity + one excursion
Cultural activities	National nights	Up to participants
Longer activities periods	Shorter activity periods	Up to participants
Activities mostly related to theme	Activities unrelated to theme	Up to participants
Youth help to plan the Open Day (along with staff and chapter)	Open Day: kids perform with national costumes	Participants and staff plan the Open Day
Youth have cleaning and planning times	Kids have cleaning time	Participants clean and plan anytime
Camp meeting	Village meeting	Open meetings
9 delegations of 4 youth 2 girls and 2 boys	12 delegations of 4 kids 11 year old	Participation is individual. The number of participants can vary
3 weeks long plus 2 days in home stay	4 weeks long	Always 3 weeks long

HOW SUMMER CAMP DEVELOPED AND IS AN INTEGRAL PART OF CISV

Historically, as more and more eleven-year-olds returned from Villages, fired with enthusiasm about their experiences, other young people, often those who had been unable to attend a Village, felt that they too would like to have their own Village-type experience. After a good deal of debate, it was decided to hold a number of experimental Summer Camps, but to ensure that the content and format were suited to the older age group. These proved so successful and the educational concept was so well developed that the Summer Camp was finally approved as an official Programme in 1995.

OUR GENERAL PROGRAMME RULES

Each CISV Programme is designed to play a distinct role in achieving CISV's educational purpose. As members of a global organization CISV NAs have a responsibility to promote, host and participate in all of the CISV Programmes.

As an organization working mainly with children and youth, CISV must always have the health, safety and well-being of its participants and volunteers as its highest priority. To support our goal of building inter-cultural understanding, we must try to provide an environment where participants, and their families, are free from worry about basic concerns of health, safety and legal issues.

Programme coordinators, host families, staff, parents and adult delegates all serve as guardians of the children and youth given into our care to participate in CISV's educational Programmes. CISV Programmes must further observe differing cultural, legal, moral and educational perspectives. If parents and participants do not have confidence in our integrity as an organization and in our ability to run high-quality, safe Programmes, then we will have no participants or Programmes.



BASIC CISV PROGRAMME RULES

(See [InfoFile C-03](#) for the complete set of basic rules for all Programmes.)



CISV's Guidelines on Behaviour and Cultural Sensitivity can be found in [InfoFile R-07](#).

The rules and procedures developed and adopted by CISV for all aspects of the organization are intended to maintain or improve our operations and Programmes. This is as true of rules about the age of leaders as it is of rules about educational and training standards and rules about what insurance we must have in place.

CISV's international Programmes **MUST** be developed in accordance with CISV rules and policies. It is important that persons in a position of responsibility within CISV, internationally, nationally or locally are familiar with all the CISV rules and procedures and adhere to them at all times.

All policy statements and Guides containing additional rules that are specific to each Programme must also be followed. Where there are any differences between InfoFile C-03 and the Guides, C-03 is the authority (please notify the International Office – IO - if you notice any differences between a Guide and C-03).

NAs are free to adopt stricter or additional standards for their own Chapters and members (as long as they do not contradict CISV rules). However, no NA may impose stricter or additional requirements upon any other NA.

COMPLYING WITH LEGAL REQUIREMENTS

As an international organization, CISV exists in over 60 countries. CISV's International Office (IO) is based in Great Britain and must observe the laws of Great Britain. National associations (NA) and their Chapters must observe the laws of their own country/province/state/city. It is, therefore important that NAs and Chapters find out about the relevant laws that govern how they can operate and deliver CISV Programmes.

It is the responsibility of each NA to ensure that all their Chapters comply with CISV basic rules and legal requirements. NA/Chapters are responsible for organizing the practical aspects of the Programme and ensuring that all health and safety and risk management issues are addressed.

RISK MANAGEMENT RESPONSIBILITIES OF CISVERS



CISV International has an international risk manager who works with the Secretary General and the International Executive Committee. Each NA and Chapter must also have a risk manager. Details of their responsibilities are found in [InfoFile U-14](#). However, risk managers are not the only ones responsible for risk management in the organization. Every CISVer has some level of responsibility for risk management and has further responsibility for notifying their risk manager of any concerns they may have or incidents they may have witnessed.

As an organization, CISV must take reasonable action to meet both legal and CISV International requirements in a timely and accurate way. We must understand that in many countries, both CISV and its volunteers can be held legally responsible for negligence or lack of care or attention. Individuals are personally liable for criminal violations in any country.

If we do not manage risk in a reasonable and responsible way, we increase the possibility of incidents and crises. We also expose the organization to claims of liability and, most importantly, we risk endangering the very people with whom we seek to work.

ORGANIZATIONAL STRUCTURE FOR PROGRAMME ADMINISTRATION AND SUPPORT

Our purpose, to educate and inspire action for a more just and peaceful world, is why CISV exists. Our Peace Education Programmes are the main way we achieve that purpose, so it is right that the Programmes are the focal point of our structure and operations.

WHO'S WHO INTERNATIONALLY?

At CISV International, the Programme Committees are those involved most closely in developing and promoting our Programmes and supporting NAs to host and participate in them. Most of the administrative work to enable NAs to host and participate in our Programmes is done by the International Office (IO). The Programme Committees and IO also work with other international committees, such as risk management and the education committees in order to ensure the quality of our Programmes.

INTERNATIONAL OFFICE (IO)

The IO communicates with NAs through the National Secretary. All mailings (paper or electronic) are sent to the Secretary, who then distributes the material to the appropriate people within that country.

The IO is responsible for centralising the administration (invitations, paperwork, reporting, etc.) for all CISV's international Programmes. This is handled by our Programme Administrators. For more information on the IO, please see [Resources](#) and the IO Terms of Reference in [InfoFile O-06](#).



Hours of Operation

The office is open Monday - Friday
FROM 08:00 TO 17:00 (EXCEPT FOR U.K. PUBLIC HOLIDAYS).

Contact Us

You can reach the IO at:

*CISV International Ltd.
MEA House, Ellison Place
Newcastle upon Tyne
NE1 8XS, England*

*Tel: +[44 191] 232 4998
Fax: +[44 191] 261 4710
E-mail: international@cisv.org*

INTERNATIONAL PROGRAMME COMMITTEES



Each CISV Programme has a specific international committee. Each committee will work with the other international committees on relevant issues. Please see the Terms of Reference for Programme Committees at [InfoFile O-20](#).

Programme committees work to ensure the high quality and sustainable growth of CISV's international Programmes. In order to achieve these goals, Programme committees:

- Network with NA and Chapter Programme coordinators
- Provide general advice on the management and content of Programmes to NAs and IO
- Monitor the quality of Programmes and ensure that they are conducted in line with the CISV Educational Principles and specific Programme goals
- Monitor and enforce Programme rules
- Ensure that Programmes are evaluated and that the data collected is used to review and improve the quality of the Programmes
- Review, report and take action based on the findings from evaluation data
- Serve as a 'trouble shooter' to Chapters or national associations that are having difficulties in beginning or maintaining a Programme consistent with CISV rules, standards or recommendations
- To cooperate with the other committees on areas of common interest and responsibility
- To keep the Programme specific section of the Guide up-to-date
- Consult with IO on administrative issues
- Be in contact with all Programme directors during the Programmes and provide readily available advice should any questions or problems arise.
- Maintain committee web pages to provide ongoing information on the committee and the Programme.
- Maintain and update Programme-specific training resources
- Deliver Programme-specific training at Regional Training Forums
- Cooperate to develop and implement long-range Programme hosting and participation plans

PROGRAMME ORGANIZATION ON A NATIONAL OR LOCAL LEVEL

Every NA of CISV must have a National Programme coordinator/committee, ideally with members from all Chapters. The size of this committee depends on the NA's individual situation, as each is structured differently. Some NAs have one Chapter; others have several. So, in some NAs, the local and the national levels will be the same; in others, they will be separate. In multi-Chapter NAs, it has been shown to be more efficient to have a local Programme committee, working in close cooperation with the national Programme committee throughout the year, with some of its members taking part at the national level as well. It is up to the NA/Chapters to organize themselves to manage the work of hosting, including:

- Dealing with invitations to Programmes inside and outside of their NA, and involving participants from their NA
- Handling CISV correspondence relating to all Programmes
- Dealing with international fees
- Organizing and funding Programmes.

OBJECTIVES OF NATIONAL / LOCAL PROGRAMME COORDINATOR/COMMITTEE

The Programme is formally organized by the national association, but in most cases this is delegated to the Chapter and local Programme coordinator/committee. This committee must report to the Chapter/national board. As in every CISV Programme, decisions can only be taken within the framework of CISV's international guidelines for Programmes.



Please refer to the role profile of NA/Chapter Programme coordinator (usually the chair of the NA/Local Programme committee) at [InfoFile U-20](#). The objectives of the national /local Programme committees are to:

- Promote the specific Programme, nationally and locally
- Recruit and select participants
- Assist in staff recruitment
- Train home staff or arrange for them to attend Regional Training Forums (e.g. for Seminar Camp home staff)
- Help prepare and provide support for Programmes
- Evaluate Programmes held nationally
- Keep administrative contact with, and give feedback to, IO and the international committee
- Comply with administrative deadlines
- Encourage local participants to become actively involved in their local Chapter
- Keep records of previous Programmes (being careful to keep appropriate documents confidential and destroy them after the period of time, required by the law of the country)
- Ensure there are participants from the host NA at each Programme

SUMMER CAMP / ROLE PROFILES

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆◆◆	◆	◆
Parent	◆	◆			◆◆◆	
Participant	◆	◆			◆◆◆	
Chapter/NA person with Programme responsibility	◆	◆	◆	◆	◆	◆

ABOUT THIS SECTION

The responsibilities and tasks for each role have been divided into 4 different areas:

Administration

Educational Content and Training

Communication and Assistance

Practical Responsibilities

Additionally, you will find small letters in brackets at the end of most responsibilities which indicate the timeframe in which these should be fulfilled:

(p)

Permanently (has to be considered throughout the preparation as well as during and after the Programme)

(b)

Before the Programme begins

(d)

During the Programme

(a)

After the Programme

SUPPORT FROM CISV INTERNATIONAL

Every year CISV has thousands of participants and over 200 Programmes taking place internationally. All of them are organized and run by local Chapters and staff. The overall global coordination is done by CISV International.

As an NA plans, hosts or participates in a Programme, there may be questions that arise. If the answer is not in the Guide, ask your Chapter or NA Programme coordinator/committee.

Additionally, the IO can help with questions relating to administration, forms, invitations, fees and procedures.

The international Programme committee is there to support NAs on issues relating to the Programme itself; planning, the educational experience and outcomes.



See [InfoFile O-20](#) Terms of Reference: Programme Committees for more details, (available on <http://resources.cisv.org> under InfoFile).



SUPPORT FROM THE INTERNATIONAL SUMMER CAMP COMMITTEE

<http://resources.cisv.org/isu/>

NATIONAL AND CHAPTER COORDINATION

NAs and Chapters organize themselves in different ways. It is up to the NA and Chapter to find the best ways and structures to coordinate Programme activity within the NA and make sure that all the Chapters within the NA are connected with each other. As Chapters deliver Programmes, this Guide will focus on the role of Chapter volunteers and their interaction with Programme staff, who may or may not be from that Chapter, or with the local Interchange coordinator (who is from the Chapter).

The role of Programme coordinator (sometimes called organizer or planner) differs somewhat from Programme to Programme and from Chapter to Chapter. However, there are many elements and responsibilities that are the same.

The Programme coordinator has the following responsibilities:

Administration

- Ensure that Programme deadlines are kept for hosting and sending, Programme fees, penalty fees
- Keep up-to-date on sending opportunities and act on them as needed
- Ensure that invitations are assigned
- Ensure that appropriate selection of Programme participants take place
- Ensure that appropriate recruitment, selection of leaders and Programme staff takes place in line with CISV International guidelines
- Coordinate with the relevant parties in the NA to ensure that all Programme forms and reports and any other official documents are submitted to the IO and/or other NAs on time
- Ensure that Programme rules and guidelines are respected

Educational Content and Training

- Keep up to date with CISV Education Principles and content
- Be familiar with the specific Programme, its goals and structure

Communication and Assistance

- Work with the NA Board to develop a long-term hosting and sending plan for the Programme. This plan must be in line with the regional/international plan
- Liaise with the IO and the regional coordinator (from the Growth Promotion Sustainability Committee) should any changes to the hosting plan be needed
- Liaise with the treasurer to ensure that all Programme fees and penalties are understood and paid and any host fees are recovered
- Liaise with the training coordinator to ensure that participants, parents and leaders and staff receive appropriate training prior to participation in a Programme
- Work with risk manager to plan Programmes, assess sites and activities to ensure that CISV International rules are followed (including completion of health and legal forms, dealing with and reporting any incidents)

- When hosting, provide support to the staff team/Interchange leaders when needed before, during and after the Programme
- Work with the training coordinator to ensure that follow-up evaluation is conducted with participants, parents, leaders and staff after participation in an international Programme
- Liaise with the international Programme committee and IO as needed.

Practical responsibilities

- Promote the Programme to encourage growth in hosting and sending



See [InfoFile U-20](#) NA/Chapter Model Role Profile: NA/Chapter Programme coordinator for more details



CHAPTER'S ROLE DURING SELECTION AND PREPARATION

Administration

- Careful selection of leaders and participants is important to maintain the quality of the CISV Programmes.

Educational Content and Training

- Educational content and training;
- Make sure that training is provided to Summer Camp youth, leaders and staff
- Hold debriefing session for all participants after the experience
- Provide orientation for leaders, families, youth
- History, goals and philosophy of CISV; purpose of CISV Programmes / activities
- Description of Summer Camps goals
- Chapter, national and international participation requirements for: leaders, youth and families

Communication and Assistance

- Provide assistance for all travel arrangements

TEAMWORK BETWEEN STAFF AND HOST CHAPTER

The Programme staff and the hosting Chapter should share the expectations they have for the Programme. A meeting between the hosting Chapter and Programme staff is good for working out expectations and to help ensure good cooperation during the Programme.

The relationship between the host Chapter and the host staff may be structured in a variety of ways. It must be developed in the way that works best in the host country. Once developed, the relationship must be documented so that everyone can get an overview of how things are supposed to work and the lines of responsibility. A role profile for each committee and staff member helps everyone to understand their specific contribution to the successful running of the Programme.

As soon as staff start working, they should inform the hosting Chapter about any special needs or requests for the Programme e.g. equipment or excursions.

Arrangements for the arrival of participants and their lodging are the joint responsibility of the home staff and hosting Chapter.

The staff and participants of a Programme are an educational unit. To protect the educational unit, the local Chapter and NA should try to interfere as little as possible with the day-to-day life of a Programme. The role of the hosting Chapter during the Programme is to support it in practical ways and cooperate with the Programme staff. This gives staff and participants the opportunity to develop a good environment for the Programme together. Home staff should be released from any local work that would take them away from their Programme responsibilities. During the Programme, the Chapter, the NA, the international committees and the IO can serve as advisors in special situations. They should be contacted as needed where staff or the hosting Chapter are unsure what to do, in circumstances such as policy or disciplinary problems.

IDEAS FOR HOW A LOCAL PROGRAMME COMMITTEE CAN BE STRUCTURED

The local Programme committee is made up of people who are not going to run the Programme, but who play a key role in planning it and supporting the Programme staff or Interchange leaders during the Programme.

In summary, these are some areas where the help of the Programme committee is required:

- Finance (budget)
- Kitchen (food and service for the Programme or mini-camp site)
- Tours and transportation
- Accommodation (Programme or mini-camp site, host homes)
- Communication, promotion and publicity
- Health and safety
- Materials (including special requirements)
- General supplies
- Laundry (if there are no facilities on site)
- Special events (i.e. special trips, Open Day)
- Research
- Programme policies (e.g. visits from Chapter)
- Site/home security

Hospitality of participants

A hosting Chapter may be asked to host participants (for no more than two days before and after the Programme dates) where travel arrangements cannot be made for the specific starting and ending dates. Alternatively, the Chapter is expected to help participants make hotel arrangements.

Designated arrival point for participants

The designated point of arrival stated in the Pre-Camp/Interchange information is where participants are expected to arrive. The host Chapter is responsible for transportation from the point of arrival to the Programme site/host family homes and back.

Points to consider

- Choose a committee structure that will work best for your NA.
- The committee structure should be documented so that everyone can see how things are expected to work.
- A role profile should be prepared for each of the committee tasks (note that one person may be responsible for two or more tasks) to avoid working at cross-purposes or duplicating functions.

- Clear division of work between the local Chapter and staff or between LIC and Interchange leaders should be made. This will help to prevent uncertainties and disagreements before, during and after the Programme (over who is responsible for what). This is best agreed in a common meeting at the beginning of the preparations.



RESPONSIBILITIES OF THE SUMMER CAMP LOCAL COMMITTEE

Administration

- Recruit and select the Programme director and together with him/her discuss selection of Summer Camp host staff members (b)
- At least one member of the staff should have been to a Summer Camp before as an adult. If this is not the case, at least one of the Staff members should attend a Summer Camp Workshop at a Regional Training forum
- Check that all staff members are current members of CISV (b)
- In case of international staff, make sure he/she is over 21 and has Summer Camp experience. If the International Staff is not experienced in the Programme, he/she should attend a Summer Camp workshop t a Regional Training Forum (b)
- Check that all international procedures for invitations are followed and completed (b)
- At least one person on staff should be from the host chapter and must be familiar with the local area, emergency phone numbers, location of medical facilities, and campsite (b)
- Make sure that host staff members complete the CISV health and legal/insurance forms (b)
- Ensure that the Summer Camp has insurance coverage (b)
- Make a budget and know how to finance the camp (b)
- Ensure that all staff members complete the official international host staff application form, have two references on file and that a police background check is on file at the local Chapter (b)
- Confirm dates for the Summer Camp prior to November 15th (b)
- Make sure that pre-camp 1 is sent to IO by March 1st (b)
- Appoint kitchen staff and plan for the 3 weeks of food you will be providing the campers (b)
- Return extra funds and finalize the budget (a)
- Make sure the staff sends all final forms to the IO (a)
- If not all participants are registered on CISV friends please send a complete address list to the IO (a)

Educational Content & Training

- Make sure the director and host staff attend the required leadership training and necessary staff training (b)

- In cooperation with the staff, train and prepare local host families on welcoming delegations and hosting rules (b)
- Work with the host staff on the camp calendar: check and confirm dates, times and events (b)
- Ensure there is a proper Youth Training delivered to the delegations you are sending. The Youth Training should be delivered with the assistance of the local Junior Branch. (b)

Communication & Assistance

- Give job responsibilities to each committee coordinator at first Summer Camp committee meeting (b)
- Assist the staff with anything they may need, including transportation, general supplies and excursion details according to what is decided by the staff (b, d)
- Be available in case of incident or crisis and support the staff with problem solving, and with completing the Incident Report Form (IRF), if needed (d)
- Assist staff with the re-entry process by conducting a debriefing with them and the local chapter (a)
- Send thank-you cards to the local Summer Camp community, staff, and sponsors (a)
- Encourage involvement in CISV activities (e.g. Mosaic) to all potential new members from the local community, who helped or were involved with the organization

Practical Responsibilities

- Select a site with appropriate facilities for a Summer Camp (the possibility of doing laundry somehow is a necessity) (b)
- Walk through the camp site with the staff to check for any possible risks that might be apparent; decide what should be done to take care of problems before the Programme starts (b)
- Prepare camp-polices in cooperation with the staff (b)
- Set up a calendar for regular meetings with the camp committee (b)
- Monitor continuously the progress of the local Summer Camp committee (b)
- Involve the local community in the organization of the camp and invite them to official events such as Open Day (b, d)

PROGRAMME STAFF

Just as the Chapter and Programme staff need to organize themselves and agree on who does what, the staff team also needs to discuss responsibilities, set expectations and agree on how they will accomplish their roles.

RESPONSIBILITIES

Staff members have the following responsibilities:

Administration

- Follow all national and local laws, as well as CISV rules and guidelines (p)
- Check that participants have travel and medical insurance (b)
- Distribute appropriate Pre-Camp information by international deadlines (b)
- Ensure that all participants are registered on the CISV Friends database (b,d)
- Report any incidents using the Incident Report Form and submit to the local/national risk manager and the IO(d)
- Use, complete the [Programme Director's Planning and Evaluation Form](#) (PDPEF) and submit it within the deadline given (d,a)
- Deal with relevant forms and Address List and submit to the IO (d,a)

Education content and training

- Participate in and fulfil the requirements of CISV training (b)
- Understand and be committed to CISV's vision, purpose and principles (b)
- Oversee Programme planning to ensure that CISV Educational Principles and Programme goals are being met and upheld (b,d)

Communication

- Use personal skills in ways that complement the skills of others (p)
- Support other staff, leaders and participants (p)
- Deal with problems in a discreet and responsible manner (p)
- Seek and facilitate active participation from all leaders/participants (d)

Practical responsibilities

- Ensure the site is fully prepared (b)
- Provide first aid and support to the participants and leaders (b,d)
- Follow CISV procedures if a crisis arises (b,d)
- Treat information on the site in a confidential manner(b,d)
- Accompany anyone who is injured or becomes ill for any medical treatment (a hospitalised participant should have a Chapter or staff visitor at all possible times) (d)

- Coordinate the daily running of the Programme (d)
- Maintain site hygiene and other health and safety standards (d)
- Manage participant contact with outside parties (d)

Some of these responsibilities will be shared with the local risk manager or Chapter.

CONSIDERATIONS FOR HOST STAFF

- Ensure that the Programme provides the conditions needed to encourage positive experiences in multi-cultural living.
- Encourage the development of cooperative, sharing and respecting attitudes among the participants as they learn to know each other.
- Create a model of a peaceful global society, where everybody gets the opportunity to participate in creative decision-making.
- Ensure that everybody leaves the Programme with a growing understanding for and appreciation of different cultures.
- Inspire a wish to go home after the Programme and work actively for peace, both on a local and global level.
- The staff team of a CISV Programme are the key to its success. Only when a staff team understands and promotes CISV's purpose and principles, can the Programme goals be realised.
- Staff write the Pre-Camp information pack, which gives the participants some idea of what the Programme will be like. If carelessly written, the information might cause negative expectations.
- Staff are responsible for the organizational structure of the Programme.
- Staff provide the opportunity for participants and leaders to influence the organization or daily routine of the Programme
- The role of staff in encouraging open communications and relationships between participants cannot be overestimated. It is important that staff members show a positive interest in everyone participating in the Programme and are not seen to have 'favourites'.
- Staff should show full attention and care for the well-being of all participants.



SPECIFIC RESPONSIBILITIES OF THE SUMMER CAMP STAFF

Administration

See above

Educational content & Training

- Create a camp theme that is related to CISV Educational Principles (b)
 - Discuss the camp theme clearly in the pre-camp information when introducing the theme (b)
 - Gather and prepare activities to develop the camp theme (b).
 - Plan to use excursions, etc. during the camp that are related to the camp theme (b,d)
- Prepare a training plan with the leaders for the youth in how to create and plan activities, to be held during first days of camp (b,d)
- Be able to focus participants on the aims and goals of Summer Camp and the chosen theme (b,d)
- Monitor Programme content for appropriateness of activities (d)
- Take an active part in leaders' meetings and daily camp activities (d)
- Staff should always be present at every activity unless there is an emergency (having a "staff of the day" could be an idea, see below) (d)
 - One staff member each day can be present at all the activities, make all the announcements, etc. This allows time for the other staff to participate in the activities, go to the bank, do paperwork, etc. (d)
 - It has to be on the big schedule who is staff of the day so that the youth and planning groups know who to go to (d)

Communication & Assistance

- Work closely and be a liaison with the host chapter and Summer Camp coordinator (p)
- Work in close contact with the International Summer Camp Regional Coordinator. Make sure you know who he/she is and establish a constant and efficient communication.
- Notify the coordinator, involved NAs, risk manager, and ISU Chair of incidents (accidents, illness, injuries, conflicts, etc.) as soon as possible (p)
- Work in cooperation with the camp local committee in training and preparing local host families for welcoming delegations and acquainting them with hosting rules (b)
- Help delegates and leaders in setting their expectations (b)
- ensure the delegates understand their role at the camp (b)
- Clearly explain and discuss all national and local laws, as well as CISV rules and guidelines (b,d)
- Provide a basic model of the Summer Camp to share and discuss with leaders (d)
- Schedule and conduct or facilitate adult orientation/meetings including daily leaders' meetings (d)

- Liaise with local junior branch and cooperate with them making sure they are coming to camp to deliver the **JB** activity
- Assist with necessary telephone, postage, banking needs and confirm participants' tickets for return flights (d)
- Assist host Chapter with future camps and leaders' training sharing your experience (a)
- Keep contact with delegations and follow up with them after the experience (a)

The safety and wellness of the youth is always your most important responsibility

Practical responsibilities

- Plan the leaders' weekend to be held during the first weekend while youth stay with families (make sure there is a small leaders' training included) (b)
- Prepare leaders' handbook (b)
- Check for birthdays to be celebrated during camp (b)
- Arrange for all the practical things will be present or needs to be taken care of at the site for example: (b,d)
 - cleaning supplies
 - kitchen staff and food
 - arts and crafts
 - audio visual equipment
 - sports equipment
 - religious services
 - camp picture/video
 - transportation
 - safety box (to store participants passports, tickets and valuables),
 - open day
 - leaders night out
 - camp shop
 - laundry and finances (including money exchange)
- Coordinate leaders day off (d)
- Conduct a debriefing with staff, camp local committee and host Chapter (a)
- Return extra funds and budget of expenses occurred during the camp (a)

PARTICULAR RESPONSIBILITIES OF THE PROGRAMME DIRECTOR:

Administration:

- Assume ultimate legal responsibility (p)
- Check that all staff members are current members of CISV (b)
- Ensure that each staff completes the appropriate Staff/Leader Application Form along with two Reference Forms(b)



- Make sure all the official steps are taken in case one or more International Staffs are invited to camp (b)
- Each staff member must have a Health Form, a Legal Insurance Form and a Police Reference Check (b)
 - Make two copies, send one to the hosting Chapter and keep one in the camp (b)
 - It is a good idea to advise staff members to keep file copies of their own documents
- Read Info File R-6, “Selection Guidelines for Persons with Programme Responsibility” (b)
- Check insurance policy and coverage of each delegation (b)
- Complete all reports including PDPEF in a timely manner (send to IO no later than two weeks following the end of camp) (a)

Educational content & Training:

- If possible, attend an ISU international workshop (b)
- Ensure staff members attend any national and/or regional staff leadership training (b)

Communication & Assistance:

- Coordinate and work effectively with the staff (p)
 - overseeing responsibilities and delegating tasks according to staff strengths and skills (p)
- Work closely with the host chapter (p)
- Consult with the Summer Camp coordinator / chapter to discuss selection of Summer Camp staff members (b)
- Notify and invite the Summer Camp coordinator of the dates for your Summer Camp Open Day (b)

ROLE AND RESPONSIBILITIES OF PARTICIPANTS



ROLE AND RESPONSIBILITIES OF SUMMER CAMP PARTICIPANTS

One of the most important aims of a Summer Camp is that the youth take responsibility for planning, organizing, and running activities and learn how to handle responsibility for the camp development.

The summer camper develops from an observer position, just participating in the activities, to an active role/position in which the responsibility of the theme, the camp working, and the goals achievement are in the participants' hands.

Educational Content & Training:

- Participate in youth training in your home nation / chapter (b)
- Theme development: discuss the Camp theme and go through internet, books, and any other resources for getting more information (b)
- Cultural activity: Use the camp theme for developing an activity, which relates your cultural background to the theme (b)
- Develop the theme through camp and cultural activities (d)

Communication and Assistance:

- Meet with your delegation and leader and get to know each other (b)
- Work as a group on the camp theme, camp activities, and especially the cultural activity (b)
- Share different moments and meetings for getting to know each other before the camp starts (b)
- be helpful with the camp preparation, cooperate with the leader on every delegation duty and be respectful with him / her (b)
- Work as a team with your camp mates specially during common activities such as camp meetings and planning groups (d)
- Be respectful of:
 - host families and local CISVers
 - every participant: delegate, leader, and staff
 - others' feelings and customs, keeping in mind the host country
 - CISV Rules, Country, and Campsite rules
 - the Summer Camp Programme and timetable
 - the camp meeting decisions

Practical responsibilities:

- Take active part in planning and cleaning groups and camp meetings (d)
- Participate in all Summer Camp activities and the social life of the camp (d)
- Bring the camp experience back and use it in your personal and CISV life (a)
- Participate in your local chapter and junior branch activities (a)

ROLE AND RESPONSIBILITIES OF PARENTS



Administration:

- Become an active parents, paying all fees and completing all required documents (d)
- Using chapter guidelines, determine with the leader the amount and possible use of an emergency fund (d)
 - Emergency fund should remain with the leader until the delegation returns home
- Pocket money should follow pre-camp instructions (it should be uniform in camp) (b)

Educational Content & Training:

- Acquire a knowledge of CISV philosophy and goals, the CISV programs, and the Summer Camp structure and objectives (b)

Communication and Assistance:

- Understand and support all activities in the pre and post phases of the Summer Camp (p)
 - Meeting in each other's homes enables participants to build confidence and trust
 - Delegation should be allowed to develop their own experience with this CISV activity

Parents are needed to ensure the future of CISV for coming generations of children. They may involve themselves as fully as they want, but CISV needs them however much or however little they can or want to contribute. They will see what CISV has meant to the youth when he/she returns from the Summer Camp and will want to make sure others have the same opportunities.

Other things that Parents can do:

- They are encouraged to join the local Chapter, support fund raising functions, being host family, and contribute to CISV activities.
- They can become involved in the chapter administration as members of a committee and work to strengthen the Chapter within the local community through their efforts.
- They can apply to become leaders or staff members.
- They might become involved with the NA in strengthening CISV and establishing new Chapters in other parts of the country.
- They could work with CISV internationally, possibly becoming an NA representative on the International Board.

ROLE AND RESPONSIBILITIES OF LEADERS

Parents give permission for their children to travel accompanied by a named leader, who is expected to provide supervision and care for participants during travel and throughout the Programme.

Leaders must participate in training to prepare them for their role and must apply the principles taught in this training to the Programme.

Leaders have specific responsibilities for the travel arrangements and preparation of a delegation prior to leaving for a Programme.

Leaders are also expected to support the Programme staff/LIC and actively participate in Programme activities. Leaders also have some responsibility for planning and running educational activities during the Programme.

Role and Responsibilities of a Summer Camp Leader

Administration

- Plan for travel, passports and visas as soon as possible or at least 8 weeks prior to travel (b)
- Arrange travel & health insurance, vaccinations, medications/prescriptions (including glasses), money, small home stay gifts for host families (b)
- Determine with parents the amount and possible use of an emergency fund (pocket money should follow guidelines set by the camp staff) (b)
- [Health Form](#), [Legal \(YLIF, ALIF\)](#) must be completed, copied and taken to the camp
- Be aware of role of parent substitute and friend who takes full responsibility of the youth during the whole Programme, including travel to and from the Summer Camp (**leader should phone parents upon arrival in the host country**) (d)
- Complete evaluations (d,a)
- Return extra funds and collect debts from parents. Show expenses! (receipts and bills) (a)

Educational content & Training

- Participate in leadership training in your home nation/chapter (b)
- Discuss the camp theme, gather and facilitate the youth in preparing activities related to the camp theme to use at the camp or any activities and presentations outlined in the pre-camp information (b)
- Train the delegates in how to create and plan activities (b)
- Work with the delegation to develop an understanding of the camp theme to plan the cultural activity and develop materials that they will use when at the camp (b,d)
- Encourage the youth to develop leadership skills through participation in camp planning (b,d)
- Encourage involvement in CISV activities and assist leadership training (a)



Communication & Assistance

- Introduce families to CISV goals and philosophy (b)
- Meet with individual families and get to know each delegate (b)
- Ensure the delegates understand their role at the camp; set expectations (b)
- Explain to the delegates how all their clothing should be labeled with name and country (b)
- Respond to pre-camp information giving feedback to the staff (b)
- Keep constant communication with the Programme contact person or the Programme director (b)
 - Information on the following should also be included: special diets, health restrictions, religions (religious services needed).
 - Notify host country of travel information and if necessary make request for hospitality before and/or after camp
- Provide practical help with handling money, health and laundry (d)
- Support delegates to settle in at the Summer Camp and mingle with other participants (d)
- Facilitate and help the youth in planning and leading the Summer Camp activities (d)
- Evaluate and discuss problems with others and try to understand others (d)
- Assist delegates with the re-entry process (a)
- Contact/meet delegation several times and send greetings to other delegations (a)

Practical responsibilities

- Plan daily delegation times and make sure to debrief the camp (watch for homesickness) (d)
- Keep mentally and physically fit (**get enough rest!!**) (d)
- Take active part in Leaders meetings (d)
- Take active part in all camp activities, including Camp Meetings (d)
- Participate in social life at the Summer Camp (d)
- Respect Summer Camp Programme and timetable (**be on time!!**), be a generally good role model (d)
- Respect others' feelings and customs, keeping in mind the host country and their customs (d)
- Participate in daily evaluation of the camp Programme (d)

SUMMER CAMP / HOSTING BEFORE

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆	◆	◆
Parent	◆	◆			◆	
Participant	◆	◆			◆	
Chapter/NA person with Programme responsibility	◆	◆	◆	◆	◆	◆

ADMINISTRATION FOR HOSTING THIS PROGRAMME

ADMINISTRATIVE RULES



All CISV Programmes must be organized in accordance with the administrative rules set out below and in [InfoFile C-03](#) Programme Basic Rules.

CISV'S GLOBAL HOSTING PLAN

One of the most important strategic commitments CISV has made is to increase hosting and participation in a sustainable way. In this way CISV can gradually reach more and more people with its unique Peace Education Programmes.

CISV plans three years in advance and states the minimum target number of Programmes, globally and per region. The plan is reviewed and approved at the Annual International Meeting and can be found on the Organizational Development Department webpage. The plan is based on input from NAs, the Growth Promotion Sustainability Committee (GPS), Programme committees and the International Office (IO). GPS and its regional coordinators play a key role in ensuring that regions are planning effectively and able to deliver the Programmes that they have committed to hosting. If there are any changes, the statistical information is gathered by the IO (via the GPS Regional coordinators) and updated regularly, so that we keep track of actual hosting figures and maintain a realistic view three years ahead.

A NA should plan its hosting in consultation with GPS and be able to commit to hosting three years ahead. Each NA's hosting plan is included in the global hosting plan.

DETAILS OF HOSTING OFFERS

The global hosting plan only contains some basic information: what type of Programme, which year, which NA. We then need to confirm the information and get the full hosting details; such as the name of the Chapter, Programme dates, age group, airport code of the nearest international airport and the maximum number of invited participants.

NAs provide these details one year in advance by filling in and returning the Host and Participant Data Sheet (one for each of the seven Programmes) to the IO. This information is due on 1 June the year before the Programme hosting year.

At this point an NA should have:

- a suitable site, available for booking
- monitored the availability of people willing to work for their Programme (from the local Chapter)
- the finances for the Programme guaranteed
- identified potential home staff

PROGRAMME HOSTING OFFERS

Before an NA offers to host an international Programme, the NA/Chapter must consider whether it has the ability/space/volunteer commitment to enable it to host an international Programme. Once the NA has confirmed its Programme plans, CISV International relies on that information and everyone plans accordingly. So, if a host NA decides to change dates or cancel a Programme, this can cause significant difficulties for participants around the world and penalties are charged (see penalties for cancellations/changes). CISV International will consult with the NA if there are concerns regarding their ability to host.

Sometimes an offer may be accepted that is dependent upon certain requirements. Some concerns may arise after an offer has been made and approved. In these cases, it is up to the international committees to work with NAs and determine whether a Programme will go ahead. These decisions may relate to any aspect of the Programme, such as staffing, site availability or volunteer support. Assessments and decisions may also have to be made about the general security situation in the host NA.

The IO compiles a list of all the Programmes and sends them to the international Programme committees to confirm the details. At this point, the international Programme committees may contact host NAs to ask about moving dates slightly or changing age groups if they feel it might create a better spread of Programmes. The list is then finalised between the committees and the IO.

The IO coordinates the process of inviting NAs to participate. At the end of January of the hosting year, the IO will update host NAs regularly regarding which NAs will be sending participants to their Programmes.

FINANCES FOR HOSTING

Each Programme should have a treasurer. This person may be the Chapter treasurer and should have the ability to deal with financial/banking needs of the Programme.

The Programme budget is vital and should be carefully discussed in the Chapter and with Programme staff or LIC. It is helpful for Chapters that have hosted previously to use figures from past Programmes to help forecast costs.

Fundraising and seeking contributions in kind are essential parts of hosting most Programmes. With Interchange the participating host families pay for the Programme, which they organize under the supervision of the LIC and leader(s).

In Programmes with host fees, these contributions will assist in covering the costs of the Programme. They may not, however, be sufficient to cover all the costs. Chapters may wish to consider seeking free accommodation/food/excursions, donations or grants from government or funding organizations. Before a Chapter agrees to host a Programme, they must have financing and fundraising plans in place.

During the Programme, the treasurer should check regularly that costs are being kept within budget. It is a good idea for the treasurer to check on the budget once a week with Chapter and staff representatives.

INTERNATIONAL FEES

The bulk of funding for the work of CISV International (including the IO) comes from membership fees contributed by NAs and from participation fees paid by participants in CISV international Programmes. These fees help to pay for the overall supervision, administration and management of all Programmes by the international committees and the IO. Each year, at the Annual International Meeting, the Board reviews the budget and participation forecasts and determines the fees for the following year's Programmes.

WHEN HOSTING A PROGRAMME

The NA / Chapter must raise funds to cover the costs of hosting the Programme. With Interchange, the participating families bear the cost of the Programme, although in some cases the NA / Chapter provides assistance.

For all international Programmes except Interchange, the international fees paid by participants include a host fee. This host fee is a contribution to the hosting costs. It is collected by CISV International and credited to the host NA. This credit will appear on the NA's quarterly statement that is issued by the IO.



For current participation and host fee information see [InfoFile C-10](#) CISV International Fee Structure. Fees are billed to the participants' NAs. Note that fees that apply to staff will be invoiced to the host NA. Fees are collected by the IO on behalf of CISV International. This will cover part of your hosting cost.



For help and ideas on fundraising, refer to the [CISV Fundraising Guide](#).

PENALTIES FOR CANCELLATIONS / CHANGES



Once the NA has confirmed its Programme plans, CISV International relies on that information and everyone plans accordingly. So, when an NA decides to change dates or cancel the Programme, this can cause significant difficulties for participants around the world. As a result, penalties are charged to host NAs for things such as late Programme cancellations and late date changes. For full information see [Info File C-11](#) Programme Cancellation and Penalty Fees

BASIC BUDGET RULES/ITEMS

All expenses for staff, leaders and participants (except personal spending money) are to be covered by the Programme budget. Any staff pre- and post-Programme administrative expenses, as well as pre and post meeting costs, are to be included in the budget.

Lodging and meals connected to special events planned by the hosting Chapter for staff, leaders and JCs during the leaders' orientation, leaders' night out, leaders' weekend or at any time during the Programme must be covered within the Programme budget. Under no circumstances are these expenses to be charged to staff, leaders or JCs. Alcohol or other extras are not included and are considered personal expenses.

Transportation to and from the designated arrival point (stated in Pre-Camp 1) must be paid by the hosting Chapter.

All excursion costs (except personal spending money) must be included in the budget. Participants must not be asked to pay extra money to go on excursions. Note that with Interchange, it is usually the hosting families (not the NA / Chapter) who provide the funds in the budget.

SAMPLE OF BUDGET COMPONENTS

Income (possible sources)

- Host fees (where applicable)
- Donations/grants
- Contributions in kind (sites, materials, food, etc.)
- Financial contribution from NA
- Financial contribution from Chapter

Expenses

- Pre-and post-Programme staff meeting expenses
- Staff training
- Travel and expenses for trainers and home staff
- Accommodation for participants and staff
- Site rental
- Site insurance, if not included in lease

- Food/drinks (3 meals per day, plus at least 1 snack per day)
- Materials
- Arts and crafts
- Sports equipment
- Flip charts, paper, markers, pens, pencils
- Hygiene and health and safety supplies
- Cleaning and maintenance of the site, including equipment and materials
- Laundry facilities and supplies
- First aid supplies
- Security
- Administration (photocopying, phone, e-mail, postage prior to, during and after the Programme)
- Excursions
- Transportation (including insurance)
- Entry fees (to any places of interest visited during excursions)
- Miscellaneous
- Unexpected expenses



Other expenses:

- If there is an international staff participating in the camp, it is recommended that travel expenses are paid by the local Chapter hosting the camp.
- The leaders night out planned by the staff in agreement with the host Chapter, has to be covered with the Summer Camp budget. If leaders want to do more things on the leaders' night out, it is possible if the staff agree, but the new expenses will be on the leaders.

ACCOMMODATION AND CAMPSITE

The work of hosting a Programme usually starts with finding a site. Ideally the site is ready for booking immediately after the hosting offer has been accepted and confirmed (shortly after the Host and Participant Data Sheets have been submitted to the IO by 1 June in the year prior to hosting). All facilities must comply with local/national health and safety and building laws. See below for details of standard requirements.

CHOOSING THE CAMPSITE OR HOST HOME

(These basic standards also apply to homes where participants stay for weekends or for Interchanges.)



The NA/Chapter must choose an appropriate site. The Programme environment and the site must be conducive to a safe and healthy Programme. The national or local risk manager must also assess the site and report on its suitability to the national risk manager, using the [Risk Management Checklist Report Form](#). The standards required of a Programme site are set out below.

The site must be clean, safe, meet local health and safety requirements and must be adequately insured. Staff, Chapter and site representatives should conduct an inspection of the site together before the Programme so that any pre-existing damage can be noted and will not be considered the responsibility of the Programme or the Chapter.

Together they should form a clear agreement on how to deal with any claims of damages, both before and after the Programme.

The site must be near to the supporting Chapter and within reasonable distance of medical assistance, shopping, banking and other necessary services. It should have defined boundaries and not be shared with other groups or travelling individuals, if at all possible (this includes both CISV and non-CISV groups). It is of great importance that participants are free from outside interference. If, for any reason, the site has to be shared with another group, ensure that facilities and meal-times are scheduled separately.

If a site is not easily accessible, the Chapter will need to arrange for group transport from a common meeting point to the site.

SITE INSURANCE

All Programme sites must be insured. Whenever a Chapter leases or borrows a site for a Programme, it is essential to check that it is insured. If the landlord does not provide insurance, the Chapter must purchase appropriate insurance. The Chapter should ask for the assistance of the national or local risk manager when arranging insurance.

BASIC STANDARDS FOR SITES AND HOST HOMES

The preferred location for a site is in the countryside or a sparsely populated area, not too far from the supporting Chapter. Within a reasonable distance there should be medical assistance, shopping, banking facilities, and other necessary services.

Dormitory / Sleeping Facilities / Bathrooms

Minimum standards/requirements:

- Separate areas/rooms for boys, girls and adults
- Space between beds/mattresses
- Mattresses, bed linen and pillows
- Lighting
- Ventilation / climate control appropriate to the climate/site
- Separate showers for boys and girls
- Separate toilets for boys and girls
- Space for luggage
- Clean and sanitary conditions

Dining and Eating Facilities

- Separate dining area
- Sufficient tables and chairs
- Cutlery and dishes
- Adequate hygiene
- Meet health and legal standards

Food

- Three meals and at least one snack a day
- Sufficient quality and quantity of food, with a varied and healthy international diet
- Drinking water available at all times
- Provision for special diet requirements

Kitchen

- Sufficient cooking equipment and facilities
- Refrigeration facilities
- Adequate hygiene

Laundry

- A place to wash and dry clothes, preferably a washing machine. Where this is not possible, external washing facilities must be arranged.

Activity room

- One room large enough for all participants
- Smaller areas for smaller group activities

Outdoor facilities

- Free from health hazards
- Adequate space for activities

Office space

- Telephone, fax or e-mail facilities
- Safe for valuables
- Room for staff to meet

Communications and internet

- There should be at least two means of communications to reach the Chapter and long distance. While it is not necessary for every site to have e-mail or fax, one or the other is needed in addition to a telephone. It is also recommended that at least one of the staff team have a mobile/cell phone, which could be used in emergencies if the regular telephone lines are unavailable.
- It is recommended, however, that a computer with internet access be available in all Programmes.
- It is suggested that where internet is available, and where it is deemed not to interfere with the Programme, that staff, leaders and JCs may have access to the computer to check and send e-mails on a limited schedule.
- .

TRANSPORT

Any driver and vehicle must be licensed and hold the necessary insurance. At least one car should be available for the entire duration of the Programme. At least one staff member must hold a full (eligible) driving licence and be appropriately insured, so that banks, hospitals etc. can be reached easily at all times. Participants are not allowed to drive during the Programme.

Where buses are used for arrival, departure or trips, experience has shown that it is better to use one larger bus instead of several smaller ones.

If there are bicycles at the site, it should be made clear that they are to be used only for practical purposes, such as shopping or group activities. The group atmosphere can be disturbed if individuals are able to reach distant locations independently. In all cases, the insurance situation for cycling in the country should be checked and be familiar to all staff members.



International staff and staff from other Chapters are allowed to drive as long as their driving licence is legal in the country of the Programme.

MEDICAL NEEDS

At least one staff member must have first aid and cardiopulmonary resuscitation (CPR) training, and first aid supplies must be available at the site. If there is access to water (pool, lake, etc.) at the site, there must be a lifeguard present if required by local/national law. The services of a hospital, doctor, dentist, nurse, psychologist, pharmacy must be available nearby. Ambulance services must be on call. It is also recommended that counsellors be available, should anything happen that would require their assistance.

If a participant is unwell, or injured to the extent that medical advice is required (beyond the basic first aid training of staff), any treatment given must be prescribed and provided by a medically competent person.



If a serious medical incident does occur, a CISV [Incident Report Form](#) must be completed and the accompanying instructions followed.

Consult the World Health Organization (WHO) website regularly to determine whether there are any travel warnings or advice in place. CISVers should avoid travel to (or itineraries with transfers in) locations where there is a WHO advisory against travel for any health reason.

Just prior to a Programme, it is important that the hosting Chapter consults the WHO website and local authorities to determine whether any procedures or precautions are needed upon arrival of participants. The hosting Chapter must discuss these guidelines and responsibilities with Programme staff and ensure that agreed procedures are followed.

RISK MANAGEMENT

In all situations and at all times, the welfare of CISV participants is our first concern.

Each hosting Chapter must have a local risk manager and that person must be involved in the planning, preparation and running of the Programme.



The national/local risk manager should check that the necessary steps have been taken to provide for a Programme using the [Risk Management Checklist Report Form](#). This official international form must be used when a Chapter is hosting an international Programme. Most of the questions must be addressed during the preparation of the Programme. This report form serves as a final check by the risk manager. If completed by the local risk manager, the report must be signed and sent directly by fax/post/e-mail to the national risk manager. The national risk manager must review and sign the form and include reference to it in their report to the NA board.



For the role of the risk manager and all other risk-related considerations, please see InfoFile section N and the risk manager role profile at [InfoFile U-14 Model Role Profile - NA](#) or Chapter Risk Manager.

BEING PREPARED TO ACT IF A CRISIS ARISES

When you are preparing to host a Programme, there are many things to consider. Among them is what to do if something goes wrong, even seriously wrong – a crisis. Each crisis is unique, but as a group of people planning a Programme, it is important to be prepared in case of a crisis, so it can be quickly recognised and addressed.

It is also very important, as part of planning for a Programme, to consider and prepare for communications before and during a crisis.



For more information, see the CISV [Crisis Communications Guide](#)

APPOINTING STAFF AND OTHER VOLUNTEERS WITH PROGRAMME RESPONSIBILITY

Home staff must be appointed, and training for them must be arranged. The invitation process should begin for any international staff and the host NA will pay all expenses for them (unless otherwise stated by the host NA prior to inviting any international staff). Finding staff should be a shared effort of the whole hosting Chapter or the whole national association.

GENERAL APPROACH TO SELECTION OF PEOPLE WHO WILL COME INTO CONTACT WITH PARTICIPANTS

In CISV, people in a position of responsibility are the guardians of other people's children. We have a responsibility to participants, their parents, the law and to ourselves, to be very careful in choosing the people who take on Programme responsibility and assume a guardianship role. We must also be conscious of, and careful about, anyone who comes into contact with participants.

With the exception of international Seminar Camp staff (who are selected by the International Seminar Camp Committee), this responsibility lies entirely with the NA/Chapter. Each NA/Chapter must appoint a representative or committee responsible for selecting and screening all of the people who will be in contact with participants.



CISV has established some guidelines and some specific procedures to make our selection process as fair and as safe as we reasonably can: [InfoFile R-06 Selection Guidelines for Persons with Programme Responsibility](#), and [R-05 Guidelines on Discrimination, Selection & Behaviour](#). They set out, in general terms, who may be considered an appropriate candidate and what kinds of factors should/can be considered when reviewing applications.

In addition to these selection guidelines, CISV International has also established specific procedures appropriate to the different responsibilities and which help us to keep a record of the decisions made and candidates selected. These procedures are set out below for each type of Programme responsibility and must be applied consistently throughout the organization. Unless otherwise indicated, they apply to all CISV international Programmes and it is recommended that similar procedures be adopted by NAs for national and local Programmes and activities.

STAFF

(The procedures in this section apply to all adult staff, junior staff, leaders, and JCs.

With the exception of host families (for home-stays and Interchanges), only people who have been accepted through this process must ever be left alone with participants. Please see below for selection criteria for host families. However, any leader or staff member should avoid spending time alone with a child or young person under the age of 18 (or group of children), away from others. Leaders or staff should always let another leader or member of staff know if they need to spend time alone with a child or young person and where they will be.

When to appoint staff

Selection and appointment of staff should take place as early as possible in the Programme planning process. All or most staff should be in place by the deadline for sending out Pre-Camp 1 (see below), which is 1 March (for Jun-Aug Programmes)/1 September (for Dec-Jan Programmes)/1 December (for Mar-Apr Programmes).



The national association / local Chapter should decide on a site, choose staff and appoint a Programme director at least 10 months before the Summer Camp. Fundraising activities, if needed, should also be in progress at this stage.

Number of staff

CISV minimum staffing requirements are designed to ensure a good ratio of staff to participants and to have enough staff so that responsibilities can be shared effectively among the team. The requirements are as follows:

- **Village:** Must have at least 4 adult staff. Can have 1 junior staff in addition to the minimum 4 adult staff.
- **Summer Camp:** Must have 3 – 6 staff. Can have 1 junior staff in addition to the minimum 3 adult staff.
- **Seminar Camp:** Must have 4 – 6 adult staff or 1 staff for every 6 participants. No junior staff are allowed in Seminar Camps.
- **Youth Meeting:** Must have 3 – 5 adult staff. Can have 1 junior staff in addition to the minimum 3 adult staff.
- **IPP:** Must have 3 – 6 adult staff. Can have 1 junior staff in addition to the minimum 3 adult staff.

Qualifications

The responsibilities of these positions are set out in the role profiles section of the Guide. Any applicant selected must have appropriate skills and background.



- Understanding of and a commitment to CISV goals, and, if possible, previous experience in the CISV Programme.
- Interest in working with youth, especially in camp situations.

- Willingness to share leadership with other adults.
- Physical and mental fitness.
- Flexibility in getting along with adults and youth of various nationalities and cultures.
- Emotional stability/open-mindedness.
- Completed CISV leadership training requirements.
- At least one member trained in first aid and water safety.
- Some must have driving licence and insurance appropriate for type of vehicle in use.
- Have no criminal convictions or history of mental illness, emotional counselling, violent behaviour, child abuse, drug/alcohol abuse, prejudice etc that would disqualify the person from participation in CISV International's, inter-cultural Peace Education Programmes.
- Must be a member of CISV, have completed the staff application form, reference forms, and passed a police check.
- Appropriate police checks based on the procedures accepted by host country must be performed.

CISV membership

Staff must be members of their local CISV Chapter or national association or join once they are selected, prior to the Programme.

Age requirements



The following rules must be observed and can be found in [InfoFile C-03 Basic Programme Rules](#).

Staff and JCs must be the correct age on the first day of the Programme. Leaders must be the correct age on the day they leave for the Programme. This rule does not apply if it violates the law of either the sending or the hosting national association. Specifically:

- All adult leaders and staff must be at least 21 years old.
- At least one member of the staff of every Village, Summer Camp, Youth Meeting and IPP must be at least 25 years old. In Seminar Camps the Programme director must be at least 23 years old.
- Programme staff may have only one junior staff member from the hosting NA. Junior staff must be at least 19 years old, and cannot be left in charge as the only staff member on site. No junior staff are allowed in Seminar Camps.

All staff, leaders and JCs must receive appropriate orientation and leadership training.

Junior Staff

Junior staff must be aged 19+.

Only one junior staff member is permitted in the following Programmes and circumstances:

- **Village:** Can have 1 junior staff member in addition to the minimum 4 adult staff

- **Summer Camp:** Can have 1 junior staff member in addition to the minimum 3 adult staff.
- **Youth Meeting:** Can have 1 junior staff member in addition to the minimum 3 adult staff.
- **IPP:** Can have 1 junior staff member in addition to the minimum 3 adult staff.

APPLYING TO BE A STAFF MEMBER



Anyone applying for a position of Programme responsibility (including staff, leaders, JCs, junior staff/leaders) must submit a [Staff/Leader Application Form](#) to the CISV member at the local or national level, who is responsible for staff selection. At the top of page 1 of the [Staff/Leader Application Form](#), there is a box with the name and address of the appropriate person. That is the person to whom the [Staff/Leader Application Form](#) should be returned. The form must be signed by the applicant.

REFERENCES



Anyone applying for a position of Programme responsibility (including staff, leaders, JCs, junior staff/leaders) must arrange for 2 references to be submitted on their behalf. The NA should refer the applicant to the [Reference Form](#). The applicant should fill in the 'Section 1 Applicant Information' on page 1 of the form and then send it to their two referees, along with the name and address of the CISV member, who is responsible for staff selection (the person listed at the top of page 1 of the [Staff/Leader Application Form](#)). The referees should send the completed reference forms directly to that person. The form can be filled in electronically, but must be printed out and signed.

Even if the person has served as staff member or leader before, they must provide references each year that they apply for a staff/leader position. Previous references can be used if the referee confirms that the information is still valid. There is a space at the end of the [Reference Form](#) for as referee to sign to confirm that they have given a previous reference, which is unchanged.

POLICE RECORDS CHECK

Police checks are required for all (junior) staff / leaders (aged 18+) at all CISV International Programmes and activities. This means that each NA will have to investigate and apply the procedures in its country.

What is meant by police check?

The terms used and the procedures will vary from country to country. For example, in some countries, with the individual's consent, the organization can obtain the information directly from the police. In other countries, the individual has to make the request personally. In some countries the police or other authorities may only give information about situations where the individual has been convicted (found guilty) of an offence. In other countries, they might also give information about arrests or where an investigation is underway.

CISV has to work with the best information we can obtain according to national laws and procedures. What is essential to find out is whether an applicant has a criminal record of

convictions or arrests, which would make them unsuitable to take on a role of trust with children and youth in a CISV Programme.

What if it is not possible to do police checks in some countries?

It may not be possible to obtain this type of information in all countries. It is essential that all NAs investigate and see what information can be obtained. CISV has to work with the best information we can obtain, according to national laws and procedures. If the law in an NA does not permit police checks, they should send a statement to the IO and International Risk Management Committee (IRMC) to explain the situation and wait for their guidance.

Will the applicant agree?

All applicants are required to fill in and sign the Staff/Leader Application Form. The Form includes a Certification that states:

I have no criminal convictions or history of mental illness, emotional counselling, violent behaviour, child abuse, drug/alcohol abuse, prejudice etc. that would disqualify me from participation in CISV's international, cross-cultural and peace education Programmes. I agree to a police record check if required by CISV. I consent to the personal data in this Application Form being used by CISV to process this application and agree that it may be shared with other people involved in organizing the Programmes, wherever they may be hosted.

The applicants, therefore, are aware that such a check will be required and have agreed to it in advance. If they then decide that they do not want a check carried out, their application will be withdrawn.

Will any criminal record mean that the person cannot be selected?



[Info File R-06: Selection Guidelines For Persons With Programme Responsibility](#) outlines selection guidelines for persons with Programme responsibility. Among other things, it states:

Persons with a history of arrest/conviction / treatment for the following behaviours, except in cases of unusual circumstances, are considered inappropriate for a position of leadership / trust in CISV:

- Serious criminal activity;
- Alcohol / drug abuse;
- Dishonesty;
- Emotional or behavioural disturbance;
- Sexual or physical abuse;
- Prejudice or intolerance;
- Violence or lack of self control;
- Unable to handle stress appropriately.

Having a criminal record, in itself, does not necessarily mean that the person cannot assume a leadership or staff role. It depends on the contents of the record and whether it relates to 'serious' criminal activity – things which would make the person unsuitable for a position of trust with children or youth.

CISV works in over 60 countries and there are a vast range of criminal acts, some of which are not considered criminal everywhere. Some convictions can be removed from a person's criminal record after a certain time. Some may have happened long ago and no longer be relevant. Not all crimes committed in the past are relevant to a person's capacity to serve in a position of trust today. These are all factors that mean there is a judgment to be made in each case. Some examples of convictions, which would clearly be a bar to holding a position of trust, are: crimes involving sexual abuse, violence and/or sexual assault, or the trafficking of illegal drugs.

The word 'serious' in the Info File document means, however, that convictions such as minor traffic code violations (even if criminal) or juvenile/youthful indiscretions would not necessarily prevent CISV participation later in life. In addition, it is possible that while a person may have not been convicted, a series of arrests or charges for violent behaviour, abuse or distribution of illegal drugs, is relevant and would disqualify them.

The national law in some countries may have additional requirements for leaders and staff (e.g. regarding age, police checks or registration with authorities) that also pertain to anyone from abroad who will come in contact with children or youth in the host NA. In this case, it is the responsibility of the host NA to communicate these requirements to the participating NAs and any invited leaders/staff as soon as possible so that they can be taken into consideration in the selection and preparation of the leaders/staff.



The CISV member at the local or national level who is responsible for staff selection must review the [Staff/Leader Application Form](#) and the two [Reference Forms](#). In countries where this is possible, they must also obtain and review a police record check on the applicant. See the sub-section immediately below for the procedures relating to international staff.

An interview must be held and references must be checked. No selection can be made until all of the necessary documents have been received, reviewed and found to be satisfactory. The CISV member responsible for staff selection then signs the [Staff/Leader Application Form](#), under the applicant's signature, to certify that the correct procedures have been followed. For Seminar Camp, the [Staff/Leader Application Form](#) and two [Reference Forms](#) are then forwarded to the appointed Seminar Camp Committee (SCC) representative, who makes/confirms the selection and assignments.



SPECIFIC PROCEDURES FOR INTERNATIONAL STAFF

This sub-section relates to situations where a Chapter/NA wishes to invite staff members from another country to staff a Programme, which it is hosting. *Contact the International Programme Committee first of all to discuss staffing needs, as many keep databases of people interested in serving as international staff.*

For Village, Summer Camp, Youth Meeting and IPP:

The person responsible for staff selection should send a formal inquiry to the home NA of the person they want to invite, asking if they may invite him/her. The home NA might refuse if they feel that they cannot recommend them as a staff or that they need the person for a Programme at home. If this is the case, the home NA has the final say. When inviting an international staff member, the first official communication must be between the two NA's involved and never directly with the individual.



If the invited NA agrees, the person in the host NA responsible for staff selection should send an invitation to the invited person with a copy to the sending NA. The invitation must contain a blank [Staff/Leader Application Form](#) and two [Reference Forms](#) as well as a clear statement regarding the following:

- the position (Programme director or ordinary staff member)
- Financial obligations, travelling conditions etc.
- Staff education/training
- Pre- and post-Programme days



Anyone who is interested in becoming international staff express his/her interest by submitting the on-line [International Staff - Expression of Interest Form](#). When people submit, the form they will become part of a pool that is maintained by the international Programme committee. The committee will actively inform hosting NAs that there is a pool of potential candidates that can be consulted when they are searching for staff members.

For ALL international staff, including Seminar Camp:

An applicant for an international staff position for any Programme must:

- Fill in a [Staff/Leader Application Form](#) and send it to the person in their NA who is responsible for staff selection;
- Ask two referees to complete the official CISV [Reference Forms](#) and forward them directly to the person in their NA who is responsible for staff selection;
- Work with the person in his / her NA who is responsible for staff selection to arrange for a police check (where possible according to national law) to be carried out and sent to that person for review.

Due to the time and effort involved, obtaining a police check must be part of the initial application process for all international staff. The applicant must work with his/her home NA to make sure that the check is arranged. The reasons for the home NA to be involved in the police check process for international staff are that: (a) they will know the procedure for requesting the checks in their country; and (b) the police document will be in their language and they will be able to understand and review it effectively.

The person in the applicant's home NA who is responsible for staff selection should:

- review the [Staff/Leader Application Form](#), references and police check;
- if all is satisfactory and the applicant is considered to be a suitable candidate, the responsible person should sign the CISV certification at point 11 of the [Staff/Leader Application Form](#); and
- Forward a copy of the [Staff/Leader Application Form](#) and the references (not the police check) to the person in the host NA or the SCC who is responsible for staff selection. In this way, the home NA is agreeing that the person may be selected for an international staff position.

The host NA/SCC (for Seminar Camp staff) then reviews the material and it is up to the person in the host NA/ SCC who is responsible for staff selection to confirm the choice and

offer the position to the applicant.

Host NAs must advise the international Programme committee and IO of any international staff they are inviting. The majority, or at least half, of the host staff for a Programme must be from the host NA (preferably host Chapter).



The International Summer Camp Committee should be informed of all applications and invitations from NAs for international staff, so they will make sure the procedures are correct, including whether the staff are experienced or have received proper training.

KITCHEN STAFF

Kitchens and food preparation must comply with all local health and safety regulations. Anyone who is selected to be kitchen staff must be certified or able to do that work in accordance with local laws.

If these volunteers are to have any Programme responsibility and are ever to be left alone with participants, then they must go through the same application procedures (outlined above) as all other staff/leaders. If they are Chapter volunteers then they must go through the same screening as other Chapter volunteers (see below).



- Should a Summer Camp have kitchen staff, it is recommended that the kitchen staff be at least two years older than the participants.
- The participation of the kitchen staff should be discussed within the adult group and also in the camp meeting with the youth. It must be clear for the youth what is the role of a kitchen staff. They can participate in the camp life as long as they prioritize their duties. Confusion can arise if there is not a clear consensus between the camp and the kitchen staff as to how much they can participate in camp life.
- Kitchen staff are vital to the success of the Summer Camp. It is however important to be aware that kitchen staff can be subject to some issues at camp. Kitchen staff should be reminded that they too have to follow the camp / CISV rules.
- There should be a regular meeting time with the kitchen staff with whoever is assigned from the staff group to be responsible for them (like a “delegation meeting” so they can stay on top of any issues, etc)
- Remember to have the kitchen staff as one of the staff responsibilities, to ensure someone is in charge of everything going as it should.

HOST FAMILIES

Some CISV Programmes include “home-stays” – staying with a local host family. These host families are required at various points before, during and after the Programmes. A proper process for selecting and supporting these families will ensure:

Accountability

By knowing that these families are trustworthy and in tune with the purpose and principles of CISV, the Chapter can feel more at ease at those times when a Programme is occurring outside the jurisdiction or control of the staff.

Training and support

By training and supporting these families the host Chapter can feel that participants are as safe and secure as possible. The families will also feel more secure, knowing what is expected of them if something were to go wrong due to accident or illness.

By ensuring access to staff/leaders and/or Programme committee members through established procedures, participants can trust that host families are working together with leaders and staff to keep them secure.

Selection Process for Host Families

The following minimum criteria are necessary when considering a host family:

- A sympathy with and willingness to learn about CISV, its purpose and principles and Programmes;
- A love of children and experience working with them;
- No known history of abusive behaviours or inappropriate language in the home;
- Time to spend with the participants;
- A desire to actively learn about the participants’ culture and to share their own;
- Able to provide necessities for health and safety;
- Comfortable being a substitute parent for the participants and accepting all responsibilities that might arise;
- For an Interchange, all hosting families must be within 1½ hours driving distance from each other and the adult leader;
- For an Interchange, the host family **MUST** be prepared to participate in the planning and implementation of the hosting agenda; and
- For all Programmes, the family or a family member must be known to the Chapter.

The following criteria are helpful and advisable:

- A family or family member has been involved in a CISV Programme;
- Direct prior experience with the Programme; and
- Intercultural experience.

CISV wishes to promote a safe, healthy and positive environment for participants and the hosts. A home visit to the family must be conducted by the Chapter before the family is

accepted to host. The Chapter must also meet and be comfortable with all family members (or others) who will be living in or regularly visiting the home during the home-stay.

When the Chapter is deciding which participants to place where, they should be sensitive to cultural needs and take into consideration any special requirements. It is generally preferable that there be more than one adult in the home and that one adult is of the same sex as the participants. For the protection of child, youth and adult participants, it is recommended that any one adult not spend time alone or unobserved with any one child, youth or group of children or youths. To the extent possible in a home setting, they should try to spend time together in areas where they are clearly visible to others.

Orientation

There must be an orientation session for families that are considering hosting participants during a CISV Programme.

CISV Membership

Host families must be members of their local CISV Chapter or national association or join once they are selected and before the Programme starts.

CHAPTER VOLUNTEERS AND OUTSIDE PARTIES

(This section refers to anyone who is not a staff/leader but comes into direct contact with Programme participants).

If these volunteers are to have any Programme responsibility and are ever to have sole responsibility for or be left alone with participants, then they must go through the same application procedures as staff / leaders (see above).

When bringing outside parties in to Programmes to assist with specific activities, it is important that they are screened carefully and that their participation is approved by the Chapter/NA board. When outside parties are brought into a camp setting, they must never be left alone with child or youth participants. At all times, a member of staff or leader must be present.

If any volunteer is coming into contact with participants, the NA/Chapter should know their abilities/manner and enquire into their background in order to determine whether or not they can take any part in the Programme. If a speaker or performer is invited to the Programme, the NA/Chapter should also be aware of that person's background and obtain a C.V. in order to determine whether or not they can contribute positively to the Programme.

On-site as well as off-site, a child or youth participant should never be left alone with an outside party or even a Chapter volunteer who has not gone through the whole application/reference procedure.

STORING AND KEEPING PERSONAL DATA

All information received in the Staff/Leader Application Form, Reference Forms and through police checks is personal and sensitive and must be treated confidentially. Only those designated to be responsible for selection (and the person designated to assist them) should see such information. The applicant signs to consent to the data being used by CISV only to process the application and agrees that the information on the Staff/Leader Application Form may *only* be shared with Programme organizers.

All of this information must be kept confidentially and securely. We recommend that the Chapter keep a staff/leader selection checklist and send the Application/Reference/police check forms to a person designated by the NA to keep them in a secure location. That person will also be responsible for ensuring that the documents are ultimately destroyed according to local or national laws. Based on legal advice on English laws and practice, CISV can suggest the following as guidelines, but local laws may differ and should be checked:

All police checks should be destroyed within 6 months,

- If a person applies and is not selected, all the information should be destroyed within 6 months; and,
- If an applicant is selected, then the information (other than police checks) should be kept for 12 years, then destroyed.

Note that particular care should be taken when destroying and disposing of people's personal information. This must be done in a secure way that means that none of the information can be read or the person identified.

PRE-REGISTRATION ON FRIENDS WEBSITE

When staff/Interchange leaders are selected, they need to register on Friends and claim participation in their upcoming Programme. It is then the responsibility of the host NA to confirm the names of the staff / Interchange leaders to the IO, who will then give them activity manager status on Friends.

Why it is important to register on Friends



In order to maintain CISV International's membership database and to keep accurate participation numbers, everyone who participates in an international CISV Programme should register on [Friends](#) and claim participation in their upcoming Programme. Every international CISV Programme needs at least one activity manager on Friends. The activity managers should ideally be the host staff / Programme director (for Village, Seminar Camp, Youth Meeting, Summer Camp, IPP and Mosaic) and the Interchange leader (for Interchange).

The function of the activity manager is to approve/deny the pre-registration claims made to the Programme before it goes ahead. During the first three days of the Programme, the staff/Interchange leaders need to check that everyone who has arrived at the Programme site is also registered for the Programme on Friends.

The benefit of pre-registration on Friends is further to allow participants to contact staff before the Programme and to facilitate the administrative tasks of the staff group.

STAFF AND CHAPTER COOPERATION

There are many different roles taken on by volunteers and each Chapter may organize itself slightly differently. However, there are some standard expectations that need to be understood.

Ensuring that everyone has realistic Expectations

One of the best ways to avoid difficult situations before, during and after the Programme is to make sure that staff, participants, their parents, and leaders have realistic expectations of the Programme. All people with Programme responsibility must have training and understand the role they will play, what is expected of them and what they can expect in return. To some extent, the same is true of Programme participants. Before they leave, they and their parents should have a good understanding of the Programme and what they can expect from the experience and from CISV. It is up to the Chapter/NA to make sure that everyone has reasonable expectations. It is up to the leader (in Programmes where delegations travel with a leader) to work with participants in advance to prepare them for the Programme.

PROGRAMME INFORMATION

SENDING OUT INFORMATION TO HELP PARTICIPANTS PREPARE FOR THE PROGRAMME

Prior to the Programme, the host Chapter must make sure that Pre-Camp documents, or culture-grams for Interchange, are completed and sent to all the relevant parties.

Individual Programmes have different guidelines on the number and content of Pre-Camps, and also the deadlines by which they should be sent (see the relevant Programme Guides for more information). As a standard minimum, hosts of all international Programmes (except Interchange) should send out at least two Pre-Camps as outlined below. Pre-Camps can also be uploaded in the relevant activity area on Friends so that participants who have claimed participation and been approved can access them directly.

VISAS



Hosting NAs may be requested to provide an official invitation on the NA letterhead; templates of such letters can be found on Resources under [Brand Guidelines - Stationery](#).

It is recommended that the host NA contact the office that issues visas in that country giving some information about CISV, explaining the nature of the international Programme that will be taking place and advising them of the home countries of participants/staff/leaders. This approach has been shown to be very effective in speeding up visa applications.

PRE-CAMP 1



This should contain basic information on the Programme site, dates and contacts. This form must be completed and sent by the NA to all participating NAs and IO by 1 March (for Jun-Aug Programmes)/1 September (for Dec-Jan Programmes)/1 December (for Mar-Apr Programmes). The [Pre-Camp Form](#) is available at <http://resources.cisv.org> under 'Forms'.

PRE-CAMP 2

This should contain detailed information about the Programme. There is no form. This document must be sent to all participating NAs and IO by 1 April (for Jun-Aug Programmes)/1 October (for Dec-Jan Programmes)/ 1 February (for Mar-Apr Programmes). Generally, it is the staff team that prepares Pre-Camp 2 and any further Pre-Camp. They should liaise with the Chapter to confirm information and to send the Pre-Camps out. Pre-Camp 2 should always include the site address and the contact details of the Programme director.

To make it easier for NA secretaries to forward Pre-Camps within their NAs, the Programme reference code (e.g. X-2010-001) should be included in the Pre-Camp (and in the file name) and all correspondence. Since Pre-Camps are mainly sent by email, care should be taken that the files aren't too big; 500Kb is the maximum.

The following is the sort of information CISV recommends is included in Pre-Camps. This is simply an outline; Pre-Camps or pre-Interchange correspondence can be much more colourful and creative.

✓ **Welcome/Introduction**

This is an opportunity for the staff team or Interchange LIC to introduce themselves. Describe what the staff roles will be, and who will be the Programme director, kitchen staff, liaison, etc. Let the participants know some personal information about the team. Staff may also wish to include their hopes and wishes for the upcoming Programme. Allow the participants to feel the enthusiasm of the staff about meeting them and having an excellent experience. Enthusiasm is contagious!

✓ **Arrival and Departure**

It is important for participants and their leaders to know exactly when and where to arrive and depart. Let the participants know which airport is the closest and the arrangements in place once they get there. Let them know if families will be at the airport to pick them up or if there is a common meeting point, and how it can be reached.

✓ **Site / Location**

Describe where the Programme will be taking place. Include some information about the location of the Chapter that is hosting; population, interesting facts, history, etc. Invite participants to do some research of their own about where they will be spending their summer by including some addresses for interesting internet sites on the host town/city and country. Describe the site that the participants will be calling home. Be sure to include all important details such as laundry facilities, audio/visual equipment, kitchen, outdoor environment (state whether there a swimming pool, soccer field, basketball court etc).

✓ **What to Bring**

This part lets the participants know exactly what they need to pack. Describe the weather at the time of the Programme and suggest the type of clothing that would be appropriate. Include things they might need for special activities; hiking, swimming, beach etc. Ask participants to make sure their personal items are clearly marked. This will make it much easier on laundry days and when things get left lying around. Of course, remind them to bring their enthusiasm and good ideas!

✓ **Things You Should Know – Laws and Rules**

This is an area for general rules and laws. Let participants know about the legal age it is permissible to drink and smoke in your country. It is essential that participants understand the laws of your country and of CISV International, like the [InfoFile R-07 Behaviour and Cultural Sensitivity](#) (this should also be part of national youth training). Be very clear which rules and points are non-negotiable.



✓ **Contacts**

Give the address of the Programme contact for your Chapter. This person must be easily contacted, as they will collect information, such as travel and allergies and also answer any questions that arise. This person can be the Programme planner, a staff member, or a coordinator selected for this. Include their e-mail address, phone number, and/or fax. If you know the address of your site by this time, you can include that as well. Also include an emergency contact number for the Programme, as well as an e-mail address or fax number if

you have them.

✓ **Travel Information Form**



Give participants the link where they can find the [Travel Information Form](#):
Remind them of the deadline to return it, so that you can organize transportation or families to pick them up.

✓ **Dietary restrictions**

It's important that information about dietary restrictions that leaders or participants may have is received and acted upon. Ask for details of any allergies or restrictions so that the kitchen/food service can be informed and other adjustments made if needed. It can be useful to create a form so that participants do not forget to give this important information. Remember to make provisions for vegetarians or any other specific requests.

✓ **Hello from the staff or Interchange Partner NIC/LIC!**

Let participants and leaders know what you have been up to over the past few weeks. Let them know what is new, what developments have been made, any fun activities or 'get - togethers' the staff may have had over the past few weeks. Again, enthusiasm about the upcoming Programme experience is key.

✓ **Goals**

What are the goals of the staff team or NIC/LIC for this Programme? What are the goals of the Programme? What are the purpose and principles of CISV? Ask participants to be thinking about what their goals are for their upcoming experience and how they think they can best achieve them.

✓ **Reminders About Preparation**

Remind participants that preparation for the Programme is essential. Give them strategies for this planning.

✓ **Activities**

Ask participants to be thinking of topics and activities. There will probably be a brainstorming session at the beginning of the Programme and their ideas will be needed. Remember to keep with the educational theme of the Programme.

✓ **Money**

The economic status of many participants varies. It is important then to decide upon a modest amount of money that is reasonable for a participant to bring for the duration of the Programme. Stress the importance of sticking to the set amount. It is important for all of the participants to feel comfortable. If everyone has the same amount of money, nobody will feel excluded. Participants might need money for a camp shop and for shopping day (if this is chosen as an excursion). Give examples of prices (e.g. cola, stamps, post-cards) so that they can come prepared. Inform them about banking access: will there be a bank nearby; will they have access to the bank daily or weekly; do they need to bring cash,; travellers cheques or debit/credit cards?

✓ **Camp Shop**

For those planning a camp-based Programme, list some of the items that will be available at the camp shop, with their approximate prices. Again, this will help participants to budget before they leave.

✓ **Forms**

All participants must arrive with their health and appropriate legal forms. Remind leaders to duplicate the forms for host families as well as for themselves.

✓ **Insurance**

Remind participants that according to CISV rules, everybody must have medical insurance. The insurance should provide a minimum level of cover of £15,000.

✓ **Visa Requirements**

Advise everyone to check visa requirements and whether they need a special invitation letter to attend the Programme. If needed, provide an invitation letter.

✓ **Airport Tax**

If the host country has any airport taxes, specify how much they are and whether they are paid upon arrival or departure.

✓ **Special Things To Bring**

You may want to suggest that participants bring certain things revolving around your theme. You may also suggest such ideas as bringing a newspaper from their country from a specific date or articles from magazines from their culture or any other item you feel is important to the theme you choose.

✓ **What Not To Bring**

Computer games, MP3-players, mobile/cell phones, expensive things, things that hold considerable personal value, more money than specified.

✓ **Equipment**

List the computer and audiovisual equipment that will be available for use by leaders and participants.

✓ **Programme Address and Contact Details**

Address of the Programme site or host homes, e-mail, and emergency contact number for the parents.

✓ **Friends Website (<http://friends.cisv.org>)**

All staff, leaders, LICs, participants and 'others' (e.g. kitchen staff) must register on CISV Friends prior to the Programme. It is the responsibility of staff/LICs to stress the importance of pre-registration on the Friends website. Besides the practical importance for administrative reasons, it is a great tool to start communication among participants. Also, (provided everyone has claimed participation in the Programme and been approved) it will provide staff with an instant address list.



Check out the simple [Guide on how to register to the Friends website.](#)



SUGGESTED CONTENT FOR PRE-CAMP 2

- Vaccinations recommended/necessary.
- Climate (include average temperature in degrees Celsius and Fahrenheit plus humidity).
- Swimming (if facilities are available).
- National flag (if required, give size).
- Laundry facilities.
- Trading/swapping items (stress that they should be small and inexpensive)
- Religious services.
- Home stay (numbers, suggestion for small gift for hosts).
- Special events (**Open Day, excursions....**)

TWAL - Youth Travelling Alone Legal Information Form

Remember that the TWAL Form is not requested in Summer Camps: delegations are expected to travel with their leader and not alone. In case of emergencies and a youth has to go home before the camp ends, you'll require the form be completed by the youth's NA/local chapter and sent to the staff before the youth is permitted to travel alone. It will be his/her NA's responsibility to provide you this form correctly signed by the parents or legal guardians. This way you ensure the youth's parents and NA are informed and allow the youth to travel alone.

Camp Theme

The theme is an essential and intricate part of a Summer Camp. The activities and discussions at a Summer Camp should be focused around the chosen theme. Describe your theme and why you chose it. Allow the participants to feel your enthusiasm about the theme. Give suggestions and ideas for things that they can be working on and thinking about, so that they can feel prepared when they arrive at camp. Let the participants know that you are looking forward to their leadership and creative ideas.

See chapter "Education & Evaluation" for more ideas.

Tools for the theme

The resources for working on the theme can come from different places: internet, books, magazines, newspapers, TV, etc. Any resource can be helpful in planning activities and enrich the theme understanding.

Cultural Activity

A CISV Summer Camp cultural activity, planned by each delegation before arriving at a camp, allows each delegation to share their culture with all participants using different methods. These may include discussions, games, crafts, food, dances, drama or a new creative activity from your country. **They MUST be based on the theme and relate to your culture.**

What is the aim of the Cultural Activity?

To educate Summer Camp participants about a specific culture through participation in a fun educational environment, using the theme to share specific aspects of your culture. As delegates prepare, they also learn about themselves and their culture.

How can we incorporate the theme and our culture?

Create a new activity or use an existing one and adapt it to your own culture and to the Summer Camp theme.

Use materials brought from home (posters, instruments, newspapers, pictures, and silly objects).

Use sub-themes within your culture (regional variation, important cultural events, and current national issues).

Some facts about Summer Camp Cultural Activity:

- NO national costumes are required.
- NO national food is required, unless part of activity
- NO national dance or song is required
- NO booklets are required
- A final discussion or presentation is recommended to further develop the camp theme
- Length is up to delegates
- Activity has to be related to delegation's country and Summer Camp theme
- Activity has to be prepared before camp

PRE-CAMP 3

Pre-Camp 3 is not compulsory, but you may wish to send a follow-up to Pre-Camp 2. Or, you may wish to complete information given in Pre-Camp 2. In that case, send it in Pre-Camp 3. This Pre-Camp can repeat the important information from Pre-Camp 2. Don't be afraid to be repetitive with the important points. Sometimes people need to read it more than once.

SECURITY CONCERNS IN THE HOST NA

CISV Programmes are hosted in countries around the world, some of which may be perceived as having security concerns. The CISV International Executive Committee, has the authority to determine whether or not a Programme will be cancelled due to safety risks.

In making its decisions, the International Executive Committee seeks input from such sources as the national and international risk managers, Secretary General, the relevant Programme committee, CISVers in the host NAs and government travel advisories.

Generally speaking, CISV recognises that the people on the spot are usually best suited to give a realistic assessment of the situation and can provide information on precautions to be taken. CISV relies on and trusts its local organizers to take all reasonable steps to create as safe a Programme environment as possible.

Participating NAs are encouraged to obtain information from their governments as well as from the host NA. Host NAs should be aware that participant families and NAs may have concerns and be sensitive to this reality; be ready to answer their questions. Host NAs may want to be proactive and send out general information about what life is like in their country and what people can expect.

Will CISV International cancel Programmes?

No one can guarantee absolute safety anywhere. The IEC monitors security situations in hosting NAs and will cancel a Programme or cut it short if they feel that the risk is too high. However, whether or not a Programme goes ahead, it is the decision of parents/participants whether to travel to or stay in these Programmes.

GETTING INFORMATION FROM THE PARTICIPANTS

PARTICIPATING NAs

From the end of January in the year of the Programme (or December for Mar-Apr Programmes), the IO will send regular (monthly) updates to hosting NAs on the list of NA sending participants to their Programme.

PARTICIPANT NAMES

Just as staff must register on the Friends website, all Programme participants and leaders should also register. That way, staff will have an easy way to collect names and communicate with participants. During the first three days of the Programme, staff/Interchange leaders need to check that everyone who has arrived at the Programme is also registered for the Programme on Friends.

PARTICIPANT SPECIAL NEEDS

Some participants may have special needs regarding medical conditions, dietary requirements and access to facilities. Ask for this information early. Preparations must be made to respond to these needs, so that they are fully respected. Also, check for any other information contained in the Health Forms once people arrive.

PARTICIPANT TRAVEL DETAILS



Participants / leaders must send their [Travel Information Form](#) to the host NA at least two months in advance of the Programme. If this information is not received, ask the sending NA for it, as it will be needed in order to arrange to meet people on arrival.



PARTICIPANT OTHER DETAILS

The Summer Camp Programme does not have an official form to be used to collect information from the participants. Village Delegation Information Form is not to be used for summer camps. The staff should be creative and decide which information is most useful for them in preparation for camp, maybe ambitiously trying to relate the newly created form to the camp theme.

PROGRAMME WEBSITES

In the interests of the safety of CISV participants, information regarding the host site, dates and nationalities of participants should be distributed only to those to who need it. It should not be published on websites prior to or during Programmes. No 'personal data' including name, address, e-mail address, fax and phone numbers, may be published/distributed without the consent of the individual (or the parent of individuals under the age of 16).

Before the Programme

When sending public e-mails or publishing information on a website before a Programme, this must not include any list of participating countries, site address, location, or information identifying the site location. (For example, a picture with landmarks, street signs, or other recognisable features revealing the location must not be shown.)

Website during a Programme

If a Programme has a website, it is strongly recommended that before and during the Programme that such websites be password protected. Passwords should be provided only to the IO, the relevant international Programme committee, Programme host staff, local hosting/planning committee, leaders, JCs, and participants and their families.

Special care and cultural sensitivity must be taken in the choice of photos and information used on a website, so that all participating cultures and CISV are shown in a positive and respectful way.

If it is decided to have a Programme website, it is extremely important that it is updated on a regular basis and well managed. People at home will consult it frequently and will be worried or disappointed if they don't find up to date information. Miscommunication with home must be avoided. Unless there is prior and unanimous written authorisation from all parents of children and youth at the Programme, children and youth must not be identified by name on the website. Adults can be identified if they give their written consent.

OTHER PRACTICAL PREPARATIONS

SPECIAL NEEDS OF PARTICIPANTS

Some participants may have special needs regarding medical conditions, dietary requirements and access to facilities. Try to find out about these as early as possible. Preparations must be made to respond to these needs so that they are fully respected. Also, check for any other information contained in the health forms.

RELIGIOUS SERVICES

Where possible, the host Chapter should arrange for participants, staff/leaders/JCs to attend services of worship for their religion. Find out what houses of worship are in the area and their contact details, so that participants and staff can attend services if they wish.

MEETING PARTICIPANTS WHEN THEY ARRIVE



Where possible, the host Chapter should have people at the airport/train or bus station to meet arriving participants and take them to the site or host family. The participants' travel details should be available from the [Travel Information Form](#). Remind participants to send the [Travel Information Form](#) if it has not been received by a month prior to the Programme.

HOME HOSPITALITY PRE- OR POST- PROGRAMME

As a general rule, the host Chapter is not obliged to provide home hospitality to participants or staff who arrive early or depart late. Pre-Programme travel is discouraged by CISV.

In some cases, however, travel arrangements make it impossible for people to arrive and leave on the exact Programme dates. In these situations, they are asked to arrive and depart as close to the appointed Programme dates as possible. Hosting Chapters may be asked to provide free hospitality for early arriving/late departing staff, participants and leaders up to a maximum of two nights, if travel arrangements make it necessary. The host Chapter is requested to assist anyone in finding hotel accommodation, where home hospitality is not possible. Staff, participants and leaders arriving earlier or departing later will be responsible for their own accommodation expenses.



HOME-STAYS

Some Programmes involve a stay in the home of a Chapter family at the beginning (Village, Summer Camp) and/or mid-way through (Village) the Programme.

During the home-stay, the hosting family must pay expenses for the visiting participant in the same way as for their own child (e.g. transportation, sightseeing, trips and meals during these arrangements). Personal expenses should be paid by the visiting participant from their own pocket money. When necessary, host families must arrange for transportation for group activities.

An adult (age 21+ and known to the Chapter) should be at home at all times during the visit. If both parents (or the only parent), work, a known adult family member should be available to supervise the participant/s.

The rules of the family should be applied to the participant, while respecting their religious and cultural upbringing, which may differ from the hosts'. Differences should be discussed early in the home-stay.

It should be emphasised to host families that the choice of activities for their participants should be based upon what is appropriate for a Peace Education Programme. The activities should not be too tiring and they should show the normal life of a family in that hosting country in order to experience the culture. Hosts should help their participant feel like a family member. Some ways to make a guest feel more at home might include:

- Sharing a room where possible;
- Arranging informal activities with a few friends and neighbours;
- Ensure that guests have contact with their leader, if needed;
- Helping the participant to overcome any feelings of homesickness. Not feeling offended if they look unhappy. Being supportive and remembering that everyone has probably felt this way at some time;
- Everyone needs to be alone sometimes. It is important to give participants this opportunity;
- Keeping all the participant's documents in a safe place (e.g. health, legal and insurance forms) and returning them to host staff (or visiting leader in Interchanges) at the end of the home-stay;
- Keeping (and rationing out if necessary) any medication for the participant and renewing prescriptions if necessary;
- Encouraging the participant to write to their parents during the stay;
- Discouraging the participant from phoning home;
- Explaining local telephone charges so the participant can ration their calls if necessary
- Contacting the host or visiting leader should there be any problems. If necessary, contacting the local Programme committee. It is generally better to act quickly, before the problem becomes difficult to solve.
- Host families **MUST** also have the following contact information :
 - emergency services numbers;
 - on-call contacts in the Chapter;
 - the contact details of the participant's parent or guardian; the number where the leader can be reached; and
 - copies of the participant's health and insurance forms.
- Interchange host families should also see the Interchange Guide for additional information.



Letter for Host Family

The hosting chapter should write some words to the host families before they receive the participants in their house.

ON SITE PREPARATION

There is some information and details of certain safety procedures, which every Programme office and host Chapter **MUST** have in order to be prepared to run a Programme.

CONTACTS AND INFORMATION

The following information should be accessible at the Programme and by the Chapter risk manager. In addition to these contacts and information, there must be a clearly outlined procedure for emergencies (i.e. fire, earthquake, bomb threat, etc.), which must be displayed prominently at the Programme site.

- The numbers and locations of local emergency services/professionals - **police, fire department, ambulance, hospital, doctor, counsellor**
- List of local ‘on-call’ contacts in the host Chapter, including the risk manager;
- List and contact details for host NA committee chairs and the national risk manager;
- CISV International directory with the names and contact details of every NA and all international officials. These directories are regularly updated by the IO and made available to NA secretaries, who must then make sure that they are distributed internally.
- The emergency numbers for parents/guardians of participants (available from their completed legal health forms);
- Contact details for participants’ travel insurance emergency centres, including the company, which processes claims under the Aon CISV Basic travel insurance policy (taken out by NAs or individuals upon request) and the excess medical policy (every international Programme participant is covered from £15,000 to £1 million). This information can be found on <http://resources.cisv.org> under [InfoFile in section N](#).
- The phone numbers of the embassies and local consulates of each of the countries represented at the camp. In the case of a serious problem (e.g. natural disaster, hostilities) embassies can provide assistance;
- Copies of relevant policies and procedures, including the [Guide to Communicating in a Crisis](#).
- The relevant [CISV Programme Guide](#); and access to the [InfoFile](#).



SUMMER CAMP / HOSTING DURING

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆	◆	◆
Parent	◆	◆			◆	
Participant	◆	◆			◆	
Chapter/NA person with Programme responsibility	◆	◆	◆	◆	◆	◆

A GROUP LIVING EXPERIENCE

Learning and living in a small, closed community is one of the key elements to a Programme. In order to make it a positive learning experience, there are a number of planning and practical aspects to keep in mind.

STAFF PRE-CAMP DAYS

The pre-camp days are the days just before the Programme begins. In all Programmes, staff must be at the site ahead of the participants. The number of recommended pre-camp days will depend on the specific Programme rules and site availability. If the site is not available, staff may meet at another location before getting access to the site.

ARRIVAL



Where possible, the host Chapter should have people at the airport/train or bus station to meet arriving participants/delegations and take them to the site or host family. All of the participants' travel details should be included in their completed [Travel Information Form](#). Remind participants / delegations to send the [Travel Information Form](#) if it has not been received by a month prior to the Programme. If possible, it is a good idea for a staff representative to be there to greet participants. See also the section on host families for more information.

CHECKING PARTICIPANTS' HEALTH AND OFFICIAL FORMS



It is recommended that when you meet participants at the airport/train station, you bring them to a central location to be welcomed by Chapter members and/or Programme staff. Upon arrival, immediately check that every participant has completed the [Health Form](#) and the relevant [Legal/Insurance Form](#), and also check that the Health Forms have been dated within the last three months. It is helpful if, at a central meeting place or soon after arrival, an appropriate medical professional (nurse or doctor) is present to conduct a general 'well-being check' on everyone. This check is intended to guard against the spread of communicable pests and diseases, including such things as lice and influenza. This has been an effective risk management practice for some NAs and it considered good practice for all NAs.

ELECTRONIC EQUIPMENT AT PROGRAMMES

Participants should be advised that no personal electronic equipment (mobile/cell phones, portable computers, computer games) are allowed at Programmes. They may bring them for the journey, but they will be asked to store them with Programme staff in a safe place for the duration of the Programme. Host staff may use electronic equipment whenever needed. Leaders and JCs may use electronic equipment at the end of the daily Programme.



However, in Summer Camp, whether or not these items can be used and to what extent are matters to be decided at Camp Meeting. Youth should respect any rules set by that specific forum.

HEALTH, LEGAL AND INSURANCE FORMS

HEALTH FORMS



It is essential that every participant (including leaders, JCs, and staff) have a [Health Form](#) completed no more than three months before the beginning of the Programme. The original signed forms must be taken to the Programme and the original should be given to staff or LIC. Two copies should be made; one copy should stay at home with the sending family or Chapter, and one copy should stay with the leader (if applicable). Interchange host families should also be given a copy. People will be travelling away from home and, if something should occur, local doctors must have historical and current medical information on the person to ensure proper treatment. CISV representatives (staff and host families) must also know of any medication which they may have to help administer and medical conditions which they might have to monitor and which might affect a person's participation in certain activities.

Health Forms must be signed by a doctor and taken to the Programme. If the doctor has a stamp, it is recommended that you ask for it to be put on the form along with the doctor's signature. In certain countries, this is important and helpful.

If the participants are children or youth travelling with a leader, then the leader should carry the Health Forms of all participants under their responsibility. At the Programme, these forms should be stored safely and confidentially in the staff office (or with the LIC and host families) and consulted in the event of a medical emergency. On an excursion, the forms should be carried securely by staff or leaders. For home-stays during camp-based Programmes, the original copy should be given to the host family to be returned at the end of the stay. Leaders must also give host families instructions on any medications, which they may have to administer. If an incident occurs, a copy of the Health Form should be attached to an [Incident Report Form](#). If an insurance claim is made, this information may also be required. If no incident occurs, the Health Form should be returned to the participant at the end of the Programme to be carried on the trip home.



Make sure to write on the Pre-Camp if your country needs a **stamp** with the registration number of the doctor next to his/her signature on the health form to validate it. In some countries the law requires that medical insurance can only be used with this stamp on the medical certificate. **It is a must!!!**

What if Someone Arrives Without the Signed Health Form?

If a participant arrives without a properly completed Health Form, their doctor can be asked to fill it in and send it only where the doctor has seen and examined them within the last three months. If this is not possible, the participant must be taken to a local doctor for an examination. That doctor should fill in the form as far as it is possible under the circumstances. The participant must pay for the visit to the local doctor.

INSURANCE

Every participant must have travel/medical insurance. It is up to the sending Chapter and the leader/participant to make sure that insurance is in place. Copies of the policy should be carried at all times on the way to and from the Programme and should be kept safely during the Programme.

What if Someone Arrives Without Insurance?

If participants arrive without proof of insurance cover, Programme staff must contact the IO immediately to arrange for insurance cover. The sending NA will then be invoiced for the cost.

LEGAL / INSURANCE FORMS



There are three types of official CISV Legal/Insurance Forms; [Youth Legal Information Form \(YLIF\)](#), [Youth Travelling Alone Legal Information Form \(TWAL\)](#) and [Adult Legal Information Form \(ALIF\)](#). They are all available on [Resources](#).

It is essential that every participant (including leaders, JCs, and staff) have the appropriate CISV Legal / Insurance form fully completed. The original, signed forms must be taken to the Programme and we recommend that the original is given to a member of staff. One copy should stay at home with the sending family or Chapter, with two copies to stay with the leader (if applicable).

For children and youth, these forms are signed by their parents and give consent for the child or youth to travel with a named leader or alone (for youth 16+).

For all participants, these forms appoint CISV representatives as legal guardian should an emergency occur and should medical decisions have to be made on behalf of the person and their parent/guardian cannot be reached. These forms are precautions, but without them children/youth may have difficulty travelling and doctors may not be able to proceed with some treatments without consent.

These forms also certify that the participant has valid health insurance, which may also be required by local doctors. They also make it clear that if someone behaves in a manner contrary to CISV rules then they may be sent home at their own/family's expense.

If the participants are children or youth travelling with a leader, then the leader should carry the participants' legal and insurance forms. At the Programme, the forms should be stored safely and confidentially in the camp office (or with the LIC and host families) and consulted in the event of a medical emergency. On an excursion, the forms should be carried securely by the staff or leaders. For home-stays during camp-based activities, the original should be given to the host family to be returned at the end of the stay. If an incident occurs, a copy of the form should be attached to a completed [Incident Report Form](#). If an insurance claim is made, this information may also be required. If no incident occurs, the form should be returned to the participant at the end of the Programme to be carried on the trip home.

What if Someone Arrives Without the Signed Legal Form?

If a participant under age 21 arrives without these forms (or with the wrong form), the sending Chapter must be contacted. They must arrange to have the parents of the participant sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the Programme. If the participant is aged 21+, the form must be signed upon arrival if not done previously.

SUMMARY OF HEALTH, LEGAL / INSURANCE FORMS

FORM	WHO IS IT FOR?	WHICH PROGRAMMES?	WHO SIGNS?	COMMENTS
Health Form	All participants and JCs, All staff and leaders	All Programmes except Mosaic (unless the Mosaic project involves travel and overnight accommodation)	Signed by participant's doctor. Also signed by parent/guardian for child/youth participants or by adult (age 21+) participant for him/herself. If the doctor has a stamp, you should ask that it be put on the form along with the signature. In certain countries, this is important and helpful.	Must be dated within the 3 months before the Programme. If a participant arrives without a properly completed Health Form, the person's doctor can be asked to fill it in and send it only if the doctor has seen and examined the person within the last 3 months. If this is not possible, the person must be taken to a local doctor for an examination. That doctor can fill in the form as well as possible in the circumstances. The participant must pay for the visit to the local doctor.
YLIF Youth Legal Information Form	All child / youth participants travelling with an adult leader	Village, Interchange, Summer Camp and Delegation Youth Meetings	Signed by parent/guardian of the participant	If a participant arrives without these forms, the sending Chapter must be contacted. They must arrange to have the parents sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the Programme.
TWAL Youth Traveling Alone Legal Information Form	All youth participants aged 16-20, travelling without an adult leader (e.g. all JCs and Seminar Camp delegates).	Village JCs, Seminar Camp participants, Youth Meeting participants aged 16-20, IPP participants aged 19-20, Village, Interchange, Summer Camp and Youth Meeting Junior staff/leaders aged 19-20.	Signed by parent/guardian of the delegate	If a participant arrives without these forms, the sending Chapter must be contacted. They must arrange to have the parents sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the Programme.
ALIF Adult Legal Information Form	All adult leaders and staff members, IPP and Youth Meeting participants, aged 21+	All Programmes for staff/leaders, IPP and Youth Meeting for participants, aged 21+	Signed by adult delegate on his/her own behalf	Must be signed upon arrival if not done previously.



INITIAL HOME-STAY AND LEADERS WEEKEND

For the Village and Summer Camp the first two days after arrival, the participants are in home-stays, while the leaders and staff meet and prepare at the campsite.

Upon arrival, it is important that the leader is introduced to the host family. At that time the leader must give to the host family a copy of the health and legal forms as well as a copy of the youth's passport. The leaders should ensure that each youth has money with him/her before leaving with the host family.

Host families should be given a schedule/itinerary of the excursions planned for the Village and the Summer Camp and be encouraged not to visit these locations with the delegates. Host families should also be given a copy of the [CISV Guidelines on Behaviour and Cultural Sensitivity \(Info File R-7\)](#).



It is important that the host family doesn't allow the participants to phone home or have access to email/internet during the home stay weekend. The leader should contact the delegates' families at home and let them know that they have arrived safely. Host families **MUST** also have most of information such as emergency services numbers, on call contacts in the chapter, parent/guardian's numbers, the number where the leader (for delegation or Interchange) can be reached and copies of the participants' Health and Insurance forms, (see box: contacts and information - on this guide)

SUMMER CAMP HOME-STAYS

This section applies to home-stays that are scheduled parts of the Programme, either at the beginning or part way through.

The hosting family must pay expenses for the visiting delegate / delegation in the same way as for their own child (e.g. transportation, sightseeing, trips and meals during these arrangements). Personal expenses should be paid by the visiting delegate / delegations from their own pocket money. When necessary, parents must arrange for transportation for group activities. An adult (age 21+) should be at home at all times during the visit. If both or the only parent works, an adult family member should be available for supervision.

The rules of the family should be applied to the guest, while respecting his / her religious and cultural upbringing that may differ from the hosts'. Differences should be discussed. It should be emphasized to host families that the choice of activities for their guests should be based upon what is appropriate for a peace education Programme. The activities should not be too tiring and they should show the normal life of a family in that hosting country in order to experience the culture.

Hosts should help their guest feel like a family member. Some ways to make a guest feel more at home might include:

- Sharing a room where possible;
- Arranging informal activities with a few friends and neighbours;
- Ensure that guests have contact with their leader, if needed;

- Helping the guest to overcome any feelings of homesickness. Not feeling offended if he / she looks unhappy. Being supportive and remembering that everyone has probably felt this way too at some time;
- Everyone needs to be alone sometimes. It is important to give guests this opportunity;
- Keeping all the guest's documents in a safe place (e.g. health, legal and insurance forms) and returning them to host staff (or visiting leader in Interchanges) at the end of the home-stay;
- Keeping (and rationing out if necessary) possible medication of the guest and renewing prescriptions if necessary;
- Encouraging the guest to write to his / her parents during the stay;
- Discouraging the guest from phoning home;
- Explaining local telephone charges so the guest can ration calls if necessary, and
- Contacting the host or visiting leader should there be any problems. If necessary, contacting the local Programme committee. It is generally better to act soon, before the problem becomes difficult to solve.
- Host families **MUST** also have most of the contact information (see below), particularly the emergency services numbers, on call contacts in the chapter, parent/guardian's numbers, the number where the leader can be reached and copies of the participants' Health and Insurance forms.

LEADERS' WEEKEND

All leaders and staff get together two days prior to the arrival of the youth delegates to get to know one another and prepare the camp. The aims of the weekend at camp should include:

- Sharing ideas on CISV goals and philosophy
- Summer Camp aims and goals. What is a Summer Camp?
- Share expectations and personal goals for the camp
- Discussion of theme, i.e. brainstorm, activities, explanations...
- Getting to know each other and becoming aware of each other's cultures
- The role of staff, leaders & youth
- Review [CISV Guidelines on Behaviour and Cultural Sensitivity](#)
- Set a common starting point for all the adults before the camp starts.
- Planning, daily schedule, special events
- Differences between rules and guidelines
- Cultural activities
- Compare with the leaders, each delegation's preparation and comprehension of the theme
- Discussion on the role of the facilitator, how to facilitate
- Introduce delegations and make everyone aware of special needs



- The importance of evaluation in a Summer Camp
- Have fun and start building a cozy united adult group that will work perfectly during camp

Tips for Staff and Leaders' Weekend

- Name games and introduction of all staff, leaders and delegations.
- Team building activities
- Goals of the leaders' (adults') group
- Goals of the Summer Camp Programme and goals of the camp.
- Tour of site, showing facilities and sleeping accommodation
- Explanation of rules and local laws. Discussion about rules & guidelines
- Directions on use of shower/toilets, laundry, computer, fax, telephone, etc.
- Use the Summer Camp guide as constant reference and review aims, goals and leaders' responsibilities. Have at least one copy available at all times.
- Make some large calendars and daily schedules.
- Have ideas prepared for how to form planning and cleaning groups, but let the youth also come up with ideas.
- The adults are responsible for preparing activities for the first two/three days (i.e. 1st day staff, 2nd day leaders), then the youth will take over the planning through the adults' facilitation. Make sure that these days planned by the adults provide a full spectrum of styles and ideas to the youth. These days should also serve as training for the youth to take over. This is only a guideline and the participants may require extra facilitation when taking over, depending upon the age and the experience of the participants.
- Have a session about facilitation. It is important for all the leaders to start at the same level, understanding the role of the facilitator at its best.
- The first activity when youth arrive at camp should be a site orientation as well as rules of the camp. Outline CISV rules and discuss them if necessary as well as local laws.
- Plan to have a camp meeting within the first few days.

Leaders' Handbook

Staff should prepare a handbook for leaders to use throughout the camp. The handbook should include:

- Important phone numbers: chapter president, local Summer Camp coordinator, medical, camp phone number, address, etc.
- Rules (CISV and campsite)
- [CISV Guidelines on Behaviour and Cultural Sensitivity \(Info File R-7\)](#)
- Agenda for leaders' planning days
- Blank schedule to fill together for the first 2/3 days with youth
- Camp calendar & daily schedule





- [CISV Passport](#) (and [BigED](#))
- Document about inappropriate activities
- Goals of Summer Camp
- CISV philosophy relevant to the theme and camp
- Map of site (if available)
- Cleaning duties list (if any)
- List of all participants' names and countries
- Leaders, staff & youth responsibilities
- Tips for planning activities
- Basic guidelines for facilitators
- Documents about the camp theme
- Tips on how an ideal cultural activity should look like

OVERVIEW OF THE PROGRAMME SCHEDULE AND EVENTS

PLANNING ACTIVITIES

When planning activities (including excursions), staff, leaders, participants and Chapter must choose activities appropriate to the group. All activities must be reviewed in terms of any risks they might pose of physical or emotional injury to the participants or of damage to property. For excursions and activities away from the site, the local risk manager should be part of the planning process.



Any risks associated with an excursion or planned activity should be included in the [Risk Management Checklist Report Form](#), which must be completed by day three of the Programme. For activities planned during the Programme, a risk assessment should be done by staff and leaders and the local risk manager can be consulted. Guidelines for appropriate activities are set out in the Education section of this Guide.



Planning Groups

During the Summer Camp the responsibility of planning the activities is part of the youth's role. For this duty, the group of delegates will be spread out in different groups called planning groups.

A planning group is typically formed by 4 - 8 youth from the different countries participating in the camp. Planning groups will be facilitated by one or more adults (leaders or staff) acting and working on their facilitator role.

The staff and leaders may come up with a suggestion about the structure of the groups at the beginning of the camp, following a balance of delegations and participant's experience. Participants should be able to change or make new planning groups through discussing it in camp meetings

The planning group responsibilities are:

- Plan the activities for one or more sessions, depending on the structure they decided upon at the camp meeting
- Relate the camp theme with all the activities planned
- Be aware of the cultural sensitivity and personal background of the group, making sure to avoid exclusion within the camp.
- Lead and evaluate the activity, not only with the whole group but also within the planning group

Leader's responsibilities in the planning group are:

- Facilitate the group on the planning
- Make sure that everyone is taking part in the decisions and planning
- Create the right atmosphere and group feeling
- Let them take responsibility of the outcome and face their mistakes.

Camp Meeting

This is the forum for the participants (both youth and adults) of a camp to decide their guidelines, such as planning groups, daily schedule, and anything else that is negotiable. Camp meetings are also a time to discuss issues that might have arisen. Delegates or adults can call a camp meeting whenever they feel it's necessary.

Usually the first camp meeting is planned by the staff and perhaps the leaders during the first few days of camp. This is the time where they can share various aspects about the camp, such as planning group, schedules, etc. Subsequent meetings should then be planned and led by the youth.

Ideas for making a camp meeting run smoothly:

- The adults have the right to talk during the meeting as they are participants too, but they need to keep in mind they are facilitators (don't impose your opinion!). **The leaders and staff will have voting rights, as they are part of the camp!**
- Stress that a camp meeting should be planned just as much as any other activity at camp. It should have a planning group responsible, as to make it an interesting, well planned activity with the goal of changing guidelines, as opposed to making it a boring meeting (make a camp meeting role-play to set a good example, see the suggestion for a schedule in training section for further ideas on this).
- Make sure that the delegates understand that some topics, which are not interesting for them personally, can come up during a meeting, but that they must show respect for all topics and wait for their interests to come up.
- Talk to the delegates about the pros and cons of sitting by delegation during the meeting considering the possible need for translations, personal opinions vs. delegation opinion, etc...
- Participation to and voting in camp meeting is individual, not as delegation (and not even as "the adult group").

A MIX OF ACTIVITIES

In the Education section of this Guide, you find information about planning and evaluating CISV educational activities. These activities are the core of CISV Programmes. At the same time, a large part of the Programme develops outside of the organized activities. Waking up fellow campers, cleaning, cooking, eating, organizing the camp, preparing activities, evaluating activities, preparing campfires, relaxing in the sun, sharing feelings informally after dinner – all this is part of camp life. These are crucial to the Programme, as often intense moments of sharing occur during these periods.

Sharing the responsibilities and tasks of the Programme is also the key for a successful camp. In addition to providing opportunities for cultural exchange and at the same time considering health and safety for all participants, a good Programme is balanced and has a mix of:

- Active and quiet time
- Individual and group moments
- Large and small groups

- Outdoor and indoor
- Special and regular
- Educational and fun
- Programme privacy and community involvement

Look at the Programme from a broader perspective how one day relates to the entire Programme period and how one activity relates to other activities. Free time should be provided each day to enable individual contacts and friendships to deepen. A rest time at mid-day permits a quiet break.

DAILY SCHEDULE / COMPONENTS

Each day at a Programme will bring something new and different, but planning a basic schedule will help to keep things moving. Depending on the Programme, the schedule is either set by the staff before the Programme, or with participants at the beginning of the Programme. Below is a sample of a daily schedule.



Daily Schedule of a Summer Camp

It is difficult to describe how the daily schedule will be set up during a Summer Camp because...

- ...the schedule depends on the activities (but not just on the activities) planned by the youth.
- ...the staff should make the delegates aware of site requirements (following under the rules, what cannot be changed, e.g. meal times).
- ...the schedule needs to allow for wake up time, duties (cleaning), planning groups, leaders meeting, lights out procedure and delegation time.
- ...it needs to be ensured that there is enough time for planning groups in the daily schedule, at least 1 hour per day is needed. Also for delegation time.
- ...adults have to set the schedule for the first days of camp, with the first camp meeting as well. But then, once the camp starts, youth can decide upon their own schedule, respecting what cannot be changed (rules).
- ...concerning camp meeting, it can be called by youth and adults, at their discretion.

Example of Daily Summer Camp Schedule

(Suggested daily schedule for the first days of camp to be presented to the youth by the adults)

08:30	Wake up
09:00	Breakfast
09:45	Cleaning / staff meeting – when we clean the facilities of the camp site in a group
10:30	Activity period 1 – when we actually put into action the activity the planning group prepared
12:30	Lunch
13:30	Free time
14:30	Planning groups – when we plan an activity in a group with the facilitation of a leader or staff
15:30	Activity period 2 – again, when we actually put into action the activity the planning group prepared
17:15	Free time (snack)/ leaders’ meeting – when leaders get together to talk about general matters of the camp with the staff while delegates are taking a shower
18:15	Delegation time – this time could be used for evaluation, debriefing and to work on cultural activities. This time is also very important to share feelings and understand what’s going on in the camp
19:00	Dinner
20:30	Activity period 3 – again, when we actually put into action the activity the planning group prepared
00:00	Lights out – when delegates need to be in bed sleeping

CALENDAR

Many things happen during a CISV Programme. They will relate to orientation, activities, excursions, special events, deliveries, arrivals, departures, etc. Making a large calendar and keeping it displayed in a prominent position will help staff and participants to keep an overview of the whole Programme.



Summer Camp Calendar

Remember the camp calendar should include:

- **Camp meetings:** do not wait too long to do the first one. The adult leaders could suggest it on the first days of camp.
- **Prepare** the first meeting, but the following camp meetings should be organized and led by the youth
- **Evaluation** times should be ongoing throughout the camp in delegation time, camp meeting, planning groups, leaders' meeting and staff meetings. Remember to save a few hours on the last day to fill out the camp evaluation forms. It is also important to plan one or more midway evaluation times during camp. These are the biggest chances you will have to further improve things!
- **Day off:** leaders and host staff may take a day off during the course of the Summer Camp. The time away must not exceed 24 hours. Leaders must be accessible to meet the needs of their youth. No more than 2 leaders should be away the same time.
- **Cultural activities, excursions, birthdays, laundry and Open Day** should also be included in the camp calendar
- **Activities and planning groups:** ensure there are active Planning groups and some activities planned and scheduled for every day. A free time day is fine, but don't forget the purposes of the summer camp program!

EXCURSIONS AND GUEST SPEAKERS

Before staff meet or start corresponding, a list should be made of the local possibilities for enhancing the Programme theme. This list should be made by home staff and the local Chapter in order to have options to choose from. This list may include excursions and guest speakers, both for recreational and educational purposes. As these arrangements are often integral to the content of the Programme, they have to be considered carefully. If bookings or appointments have to be made before the Programme, it is the responsibility of staff to make the proper arrangements. A limited number of excursions (e.g. one per week) to local places of interest should be arranged. Too many excursions tend to disrupt the close communication of camp life and create the impression that CISV is a tourist Programme. It is of utmost importance that the safety of all participants should be the first consideration in all excursions and activities. Ensure that proper supervision is provided during the excursion and that staff or leaders carry a copy of legal and health forms, in case someone requires medical treatment. Also ensure that each person has the address of the site name and contact details for staff or Chapter members, in case someone becomes separated from the group. Excursions must be related to the Programme theme.



JB COOPERATION DURING THE CAMP

The purpose of this special activity is that each Junior Branch takes an active part in each Summer Camp. NA/chapter local JB will present this activity. This would be of great benefit for both participants and the local JB, since they would benefit from the very positive atmosphere created at the camp and therefore be able to explore the impact CISV can have in their daily lives. Participants will leave camp motivated enough to apply the content of this activity into their local surroundings and become active agents of change. Moreover, they will find an adequate space back home to get involved and contribute to their local JBs.

An “activity pack” is developed and updated regularly. International Summer Camp Committee and International Junior Branch can provide Summer Camp Staff with the most up-to-dated version. The activity pack is also available on the International Summer Camp webpage.

THE OPEN DAY

The Open Day is the only day when visitors are invited to the Programme and it is a good opportunity for a Chapter to promote CISV locally. Before the Programme starts, the local Chapter should make their expectations of the Open Day clear to the Programme staff and should be included in planning the Open Day Programme. Members of the Chapter should advertise and send out invitations for the Open Day.



In a Summer Camp youth should help adults in planning the Open Day. This is an occasion for visitors to get to know and experience the Camp Theme through meaningful activities.

STAFF / LEADERS' NIGHT OUT

Some Programmes may designate an evening for an outing or special activity for the staff and leaders. The Chapter must agree the date and time with staff and arrange for appropriate adult supervision while the staff and leaders are off-site. The ratio of adult volunteers to participants should be the same as the ratio of leaders/staff to participants.



What is the aim of the Leader's Night Out?

- To give the Summer Camp leaders an opportunity to have time alone during the camp to socialize, re-group and re-energize for the remainder of camp.
- To give the local Chapter and Junior Branch a chance to interact with the Summer Camp delegates.

Ten easy steps to plan a Leaders' Night Out:

1. Confirm the actual date with local Chapter and junior branch two months before the camp.
2. Ensure you will have at least the same ratio of adult volunteers to youth as there are leaders to youth. We recommend that you have around eight to ten local chapter members involved. The more, the better! There should be at least three adults over 25, for security and insurance reasons.
3. Volunteers can be from the local JB and from the chapter; from CISV family members.
4. Ensure all volunteers arrive at camp at least 1 hour before the leaders depart. This will give them an opportunity to view camp life and meet the youth so there are no surprises.
5. All adults should remain until the leaders return.
6. Plan an activity for the night with the youth ahead of time. For example, since the night is a 'break' for the leaders, it would be advisable to also have a 'fun activity' for the youth, such as:
 - a. a pizza and movie night (movie selections selected together with the leaders ahead of time)
 - b. a party or dance (but ensure that all the music and rules are outlined and agreed to ahead of time)
 - c. a talent show (make sure that those who are preparing have enough time to prepare and present)

- 7.** Ensure the local chapter has the director's cell phone just in case something happens or a question arises.
- 8.** Agree with the local chapter on the time of return - note that these are local chapter volunteers who may have to work the next day.
- 9.** Return to camp at the time agreed with the local chapter. If some leaders want to return earlier, a staff member should go with them.
- 10.** Upon arrival, check in with the local chapter and check that all participants are in their correct rooms (it is easy for participants to have momentary "memory lapses" while the leaders and staff are away).
- 11.** Don't forget to thank the volunteers for their time!

The leaders night out should be a fun but risk-free evening! Always remember that leaders and staff should socialise responsibly - the leaders night out is still part of a CISV Programme, all guidelines and rules should be followed and in case of a medical emergency arising while away from the camp the leaders still hold the responsibility for their delegation.

STAFF / LEADER DAY OFF

Leaders, staff and JCs may take a day off during the course of the Programme. The day off is at their own expense. The time away must not exceed 24 hours.

They must be available to meet the needs of their participants and not more than two hours travel time away from the site. The date of the day off cannot be changed without the approval of the rest of the staff team. The day off can be spent off the site (e.g. excursion) or on the site taking some time for resting, sleeping, or reading. The rest of the staff must be informed of the plans for the day off.

Before leaving for the day off, a leader has to arrange for someone to take care of their participants and assume their usual duties of the day. Only leaders or staff can take care of participants while a leader is having the day off. Everyone at the Programme should be aware of the leader/staff member who will take care of the participants of the leader who is taking the day off.

FIRST DAYS AT THE PROGRAMME

SAFETY DRILLS

Part of being prepared is making sure that everyone on the site is familiar with the safety procedures. At the beginning of the Programme, staff are responsible for ensuring that all participants know fire evacuation routes and are informed of any potential hazards. At least one practice fire drill should be carried out with all participants during the first three days of the Programme. If the Programme is in an earthquake zone, an earthquake drill should also be conducted within the first three days of the Programme. It is a good idea to coordinate these drills with local authorities, so that they know about it and the drill can be as realistic as possible. It is advisable to remind participants of these safety procedures on a regular basis.

SETTING EXPECTATIONS



At the beginning of the Programme, the contents of [InfoFile R-07 CISV Guidelines of Behaviour and Cultural Sensitivity](#) should be discussed, understood and agreed to by all adults and participants. They should know and feel comfortable with what is expected of them, what they can expect and the consequences of misconduct.

RISK MANAGEMENT

Each hosting Chapter must have a national/local risk manager and that person must be involved in the planning, preparation and running of the Programme.



To help the national/local risk manager check that the necessary steps have been taken to provide for a Programme, he/she must use the [Risk Management Checklist Report Form](#). This official international form must be used when a Chapter is hosting an international Programme. By day three of the Programme, the local risk manager must have visited the site and completed the form. Most of the questions are ones that must be addressed during the preparation of the Programme. This report form serves as a final check by the risk manager. The report must be signed and sent directly by fax/post to the national risk manager. The national risk manager must review and sign the form and include reference to it in their report to the NA board.



For the role of the risk manager and all other risk-related considerations, please see InfoFile section N and [InfoFile U-14 Model Role Profile - NA or Chapter Risk Manager](#).

GENERAL CARE AT THE PROGRAMME

GENERAL HEALTH

Staff and leaders should monitor all participants and each other. Any person displaying any more than minor cold symptoms should be quarantined from the other Programme participants and examined by a physician.

At least one staff member must have first aid training and first aid supplies must be available at the site. If first aid is administered, a second adult should be present and the door to the room kept open, where possible.

- The services of a hospital, doctor, dentist, nurse, psychologist, pharmacy must be available. Ambulance services must be on call. It is recommended that counsellors be available as well should there be any occurrence requiring their assistance.
- If a participant is unwell or injured to the extent that medical advice is required (beyond the basic first aid training of staff), any treatment given must be medically prescribed and provided by a person competent in the relevant field.
- Make sure the participants and adults get enough sleep so that they are rested and fit.
- Emphasise the importance of frequent hand washing, covering the mouth when coughing or sneezing and regular good hygiene practices for everyone. Make hand sanitisers available.

GENERAL CLEANING AND HYGIENE

With so many people living close together, it is important that sites be kept clean and that individuals observe good hygiene practices.

On some sites, the site provides cleaning as part of the conditions of use. CISV, however, should always expect to treat a site with care and to be considerate.

In most cases, the Programme is responsible for daily cleaning of kitchen, common areas, bathrooms and eating, sleeping and play areas, along with outdoor facilities. The Chapter must provide cleaning supplies. It is common practice that participants, staff and leaders form cleaning groups and set up a rotation of duties.

Where laundry facilities are not available on the site, the Chapter is expected to provide laundry services on a weekly basis.

LAUNDRY

Laundry should be done weekly. If there are no laundry facilities on site, it is the responsibility of the host Chapter to provide facilities/host families to do laundry weekly. Usually bed linen is washed once. It is very important that the laundry items are labelled with the person's name and NA.

CONTACT INFORMATION FOR EXCURSIONS

Before a group leaves the site (or host home) for an excursion, every adult and participant should be given the site address (or host family's address) and an emergency phone number, in case someone becomes separated from the group.

SHOPPING

Most shopping for basic food and supplies should be done by the Chapter or delivered by arrangement with local shops.



May also be related to the theme. A specific shopping day is not required but it would be nice if the youth have the possibility to buy a few souvenirs from the country. It might be half a day or part of an excursion, but the chance to turn it into a great educational experience should not be missed. This can easily be turned into an experiential learning activity by planning a discussion / debriefing around topics such as consumerism, peer pressure, sustainable development, etc..

NUTRITION

Programme hosts must make every effort to provide a varied and healthy diet that meets officially recognized standards for nutrition and respects the specific dietary requirements of all cultures and individuals present. Three meals and appropriate snacks must be provided and covered by the hosting budget.

NOTE ON TRANSPORT

At least one car should be available during the whole time of the Programme, and at least one staff member must be able to and insured to drive, so that banks, hospitals etc. can be easily reached at all times. Any driver and vehicle must be licensed and have the necessary insurance. Participants are not allowed to drive during the Programme.

PROVIDING ADULT SUPERVISION

Throughout the Programme appropriate adult supervision must be provided. In camp settings, there should never be more than six children/youth for each adult (age 21+) at any given time. Interchange mini-camps require the presence of the two adult leaders and two other adults (age 21+).

Note Regarding Adult - Youth Time

For the protection of youth and adult participants, it is recommended that staff/leaders not spend time alone with any one youth or group of youths. Any meetings should take place in an area that is visible to others and/or a room with the door open. In circumstances where a member of staff or leader needs to spend a short period of time alone with a child/youth, they must inform another member of staff.

If first aid is administered, an adult should be present and/or the door to the room kept open.

COMMUNICATIONS: WHOM TO CONTACT IF A QUESTION COMES UP

During the Programme, usually the first people to speak to about queries are other adults with Programme responsibility within the Programme – the staff/LIC and, if appropriate, the leaders.

The next step would be to get in touch with your local Chapter contact person. If your question is about administration, forms, insurance or procedures, then you or your Chapter contact can contact the NA and / or the International Office.

If your question is about elements of the Programme, such as activities, you or your Chapter contact can get in touch with the member of the international Programme committee that is assigned as your liaison. Your Chapter should know who they are and they usually try to phone or contact you during the first week of the Programme, just to see how things are going and offer support.

WHAT IF A PROBLEM ARISES?

Each situation is different and may require different actions and on-the-spot decision making. Most problems that are encountered during Programmes are minor and can be addressed appropriately by the staff/LIC, leaders and participants. The local risk manager and local/national Programme coordinator can also be consulted. Staff and leaders can also contact the relevant international Programme committee or the IO if they have questions.



For situations when someone has to leave Programme prematurely, see [InfoFile R-15 Sending Someone Home Procedure](#) for further details. It is very important to remember to keep full notes on any occurrence and request formal reports from any local authorities involved or professionals consulted (these reports should eventually be attached to the [Incident Report Form](#)).

MEDICAL / SAFETY SITUATION

At least one staff member must have first aid training and first aid supplies must be available at the site. If first aid is administered, a second adult should be present and/or the door to the room kept open where possible.

If a participant is unwell or injured to the extent that medical advice is required (beyond the basic first aid training of staff), any treatment given must be prescribed and provided by a medically competent professional in the relevant field.



Please see InfoFile [R-15 Sending Someone Home](#) for the detailed steps to follow when a participant has to leave the Programme because of illness or an accident.

GENERAL BEHAVIOUR / PROGRAMME RELATED SITUATION

Most 'behaviour' or Programme-related problems can be dealt with at the Programme/Chapter level where people can see what the situation is and can consult with each other. Sometimes, however, the behaviour is serious enough to mean that removing the person from the Programme must be considered.



Please see [InfoFile R-15 Sending Someone Home Procedure](#) for detailed steps to follow when a participant has to leave a Programme.

WHAT IF THE SITUATION IS A CRISIS AND PUBLIC?

When you are preparing to host a Programme, there are many things to consider. Among them is what to do if something goes wrong, even seriously wrong – a crisis. Each crisis is unique, but as a group of people planning a Programme, you should be prepared so that a crisis can be quickly recognised and addressed.



It is also very important to consider and prepare for communications before and during a crisis. For more information, see the [Crisis Communications Guide](#).

REPORTING INCIDENTS OR ISSUES



When an incident or issue occurs at a CISV Programme the Programme director/LIC, should be in contact with the local/national risk manager to discuss the situation. The Programme director/LIC (or other person with Programme responsibility) must complete and follow the sending instructions on the [Incident Report Form](#).

It is not always the Programme director/LIC who identifies or acts on a particular matter. **Any participant or person with Programme responsibility should report an issue or incident if they feel it is appropriate to do so.** For examples of incidents and issues that should be reported, see [Incident Report Form](#) later in this section of the Guide. Follow the instructions on the form regarding transmission. This information is sensitive and should only be shared with those listed on the form.

The risk manager or Chapter representative should keep sensitive documents in a secure location, in a locked container, where other people will not have access to it. Extra, unneeded copies should be destroyed according to local law. NAs should keep incident reports for at least 10 years. If they relate to an international Programme, they must also be sent to the IO, where they will be kept in the secure archives indefinitely.

LAST DAYS AT THE PROGRAMME

The very last days of a Programme are often extremely busy and so planning ahead for them can make a big difference. Some of tasks that need to be taken care of can be done by staff but some may require support from the Chapter. Make sure that this has already been arranged as part of the planning process with the staff team and Chapter.

Some of the tasks include: confirming flights; arranging transport; settling camp shop bills; handing back forms, official documents and valuables; cleaning the site; and, packing.

AFTER THE PROGRAMME

SITE

Very often the site is rented and there may be an arrangement between the Chapter and the owners of the site on the extent the site has to be cleaned and things restored to their original place. Make sure that the arrangement is fully understood and agreed by both parties beforehand.

Even though some cleaning can be done during the last day/s of the Programme, a more in-depth cleaning may be required after all participants have left the site. It is up to staff to clean the site, but help may be needed from additional Chapter volunteers.

Often a Chapter will use/rent the same site for many of their Programmes and so it is very important for the Chapter to maintain good relations with the site owners for the future.

STAFF AND CHAPTER MEETING

It is recommended that staff and Chapter representatives meet shortly after the completion of the Programme to follow-up on the experience, share feedback and to make sure any official or formal reporting has been or will be completed.

This time is also a good opportunity to go over the list of anyone who has contributed to the Programme and to make sure that everyone is duly recognised for their efforts and contribution.

PRACTICAL EVALUATION AND REPORTING ABOUT THE PROGRAMME

There are several types of reports and forms that are used to let CISV International know how different aspects of the Programme/Interchange hosting phase went, who participated, what worked well and whether there were any problems. This information also provides data for billing and statistical purposes. It is also essential information to help CISV as a Peace Education organization to keep improving. Without this information CISV International will not be able to measure its success or provide the needed support/training for future Programmes. Paperwork is not usually what people like to do best, but this information is very important for the overall quality of CISV's Programmes and staff/leaders are the people best suited to provide it.



CISV International official reports and forms are due no later than two weeks after the end of the Programme/ Interchange hosting phase. These include [Programme Director's Planning and Evaluation Form \(PDPEF\)](#), [Address List](#) and any [Incident Report Forms \(IRF\)](#). It is generally advised that these are completed and returned immediately after the end of the Programme.

This Chapter will focus on practical evaluation. For information on educational evaluation and how to use the PDPEF as both a planning and evaluation tool for educational activities, see the Education section of this Guide.

PROGRAMME DIRECTOR'S PLANNING AND EVALUATION FORM (PDPEF)



Every Programme must complete and submit the [on-line Programme Director's Planning and Evaluation Form \(PDPEF\)](#). Though staff can complete and submit the form as well, it is the responsibility of the Programme director and (for Interchange) the local/national Interchange coordinator (LIC or NIC). The form should be completed and submitted no later than two weeks after the end of the Programme/ Interchange hosting phase.

How to access and complete the PDPEF

To be able to access the specific [PDPEF](#) for the Programme, staff must be registered on the Friends website (<http://friends.cisv.org/>), have claimed participation and been approved as either Programme director or staff (or LIC/NIC for Interchange). When that is done, staff can access the specific [PDPEF](#) by logging into the [PDPEF](#) storage intranet site:



[PDPEF Storage Intranet Site](#)

Log in using your Friends Registration ID and your Friends password.



The [PDPEF](#) can be revisited, completed and saved numerous times. It is also possible for more than one person to access it (e.g. staff and Programme director). Remember to 'save' the form the first time it is opened and only click on 'submit' when you have completed the entire form. For general, technical and support information, please visit the [PDPEF Questions & Answers](#) page on Resources.

PDPEF Structure

The [PDPEF](#) is made of five sections: 1. Administration, 2 Education, 3 Practical Arrangements, 4 Recommendations and Issues, 5. Media and Community Activities and 6. Additional Comments

When to fill in each section

Below are four of the five sections of the [PDPEF](#), with tips on how to complete each of them. Section 2 is addressed in the Education section of this Guide. The yellow bars give suggestions for when these sections should be completed.

SECTION 1: Administration

Please answer all the questions in this section. This information will be collated by the IO and subsequently shared with the relevant NA.

Before participants arrive

1.1) This section will be pre-filled for you, based on data from the Friends website.

When participants arrive

1.4) Attendance information.

1.5) Issues (late arrivals, early departures, absences, age or gender discrepancies, insurance, health, legal and insurance forms).

SECTION 2: Education

Please see the Education section of this Guide.

SECTION 3: Practical Arrangements

Please answer all questions in this section. This information will be used by the international Programme committees and the hosting NA. You can monitor the practical arrangements throughout the Programme in an informal way through staff and participant meetings.

At the end of the Programme

3.1) Comments on the quality of the site

3.2) Comments on food, facilities, and arrangements

3.3) **Best practices:** Give examples of things that were done well by the hosting Chapter that other Chapters or NAs could do.

SECTION 4: Recommendations and Issues

Please answer all of the questions in this section. This information will be collated by the IO and shared with the home NAs of anyone mentioned.

At the end of the Programme

4.1) Staff/leader recommendations

4.2) Recommendations of further training for staff/leaders

If any incidents occur during the Programme, please make sure that you complete an Incident Report Form (IRF) and send it to the IO. You can do this at the time of the incident or submit it with the PDPEF, depending on the severity of the incident.

SECTION 5: Media and Community Activities

Please answer all questions in this section. This information will be used by the international Programme committees and the hosting NA

At the end of the Programme

5.1) Media coverage

5.2) Community-based activities with a partner organization

SECTION 6: Additional Comments

At the end of the Programme

Please answer this question if there is anything you would like to add and that has not been answered in any of the previous sections.

ADDRESS LIST

Every Programme must complete and submit a complete Address List of everyone who participated in the Programme to the IO no later than two weeks after the end of the Programme. Note: Address Lists from both NAs are due within two weeks after the end of a short Interchange, or two weeks after the end of the first phase of a long Interchange.

The Address List must include the address and date of birth of everyone in the Programme (and Chapter support, home-stay and kitchen staff if listed). There is not a pre-set format for the Address List. Programme staff and Interchange leaders who are registered as activity managers for their Programme on the Friends website can easily export an Address List of everyone who has claimed participation (and been approved) on Friends. The exported document is in Microsoft Excel format.

If anyone has not claimed participation in the Programme on Friends, the exported Address List will have to be completed manually by staff/Interchange leader *before* it is submitted. The submitted Address List must contain the details of everyone who has participated.

INCIDENT REPORT FORM (IRF)



The [Incident Report Form](#) (IRF) must be filled in if there is an ‘incident’ in a Programme. However, not every incident will require full reporting.

Examples of situations or incidents to report are those requiring medical (including psychological) attention, those involving criminal behaviour, and violations of CISV guidelines on Behaviour and Cultural Sensitivity, where consequences have been imposed. The information should be sent to the host NA / Chapter risk manager with a copy to the IO. The completed [Incident Report Form](#) must be signed and can be submitted electronically.

If any incidents occur during the Programme, please make sure that a completed [Incident Report Form](#) (IRF) it is sent to the IO. This can be done at the time of the incident or submitted with the PDPEF, depending on the severity of the incident. Anyone participating in a Programme can fill in and submit and [Incident Report Form](#) and has a responsibility to ensure that all incidents are recorded and reported.

STAFF AND LEADER EVALUATION

An evaluation tool or leader/staff performance is currently under development. It is intended that this will provide the sending NA (via the national secretary and national risk manager) with feedback to be used in a ‘follow-up’ briefing and possible further training.

Any performance-related feedback on adults in roles of responsibility that is submitted through the leader performance survey (currently in development) will be shared automatically with the person to whom the feedback applies.

INFORMATION YOUR NA WILL RECEIVE

ISSUES

Your national secretary will also receive an issues report. Any issues (medical, behaviour, rule violations etc.), recommendations or further training suggestions, reported from the Programme that relates to participants or adult will be shared with their sending NA (via the national secretary and national risk manager) for follow-up.

SUMMER CAMP / SENDING

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆	◆	◆
Parent	◆	◆			◆	
Participant	◆	◆			◆	
Chapter/NA person with Programme responsibility	◆	◆	◆	◆	◆	◆

HOW THE ADMINISTRATION WORKS FOR SENDING PARTICIPANTS

ADMINISTRATIVE RULES



All CISV Programmes must be organized in accordance with the administrative rules set out below and in [InfoFile C-03 Programme Basic Rules](#).

CISV'S GLOBAL HOSTING PLAN

One of the most important strategic commitments CISV has made is to increase hosting and participation in a sustainable way. In this way CISV can gradually reach more and more people with its unique Peace Education Programmes.

CISV plans three years in advance and states the minimum target number of Programmes, globally and per region. The plan is reviewed and approved at the Annual International Meeting and can be found on the Organizational Development Department webpage. The plan is based on input from NAs, the Growth Promotion Sustainability Committee (GPS), Programme committees and the International Office (IO). GPS and its regional coordinators play a key role in ensuring that regions are planning effectively and able to deliver the Programmes that they have committed to hosting. If there are any changes, the statistical information is gathered by the IO (via the GPS Regional coordinators) and updated regularly, so that we keep track of actual hosting figures and maintain a realistic view three years ahead.

An NA should plan its hosting in consultation with GPS and be able to commit to hosting three years ahead. Each NA's hosting plan is included in the global hosting plan.

Details of Participation Requests

The global hosting plan only contains basic information: what type of Programme, which year, which NA.

Further information and sending details, such as age group; dates when they are able to travel, more exact number of participants, must be confirmed a year before the Programme. By this time, NAs will also know better how many invitations to request.



NAs provide these details one year in advance by filling in and returning the [Host and Participant Data Sheet](#) (there is one for each of the seven Programmes) to the IO. This form is due on 1 June the year before the Programme hosting year. The IO compiles this information and reviews it with the Programme committees in light of the confirmed hosting offers.

INVITATIONS TO PARTICIPATE

With the exceptions of Interchange and Mosaic, entitlement to invitations is based mainly on hosting. If a NA hosts a Programme, it will get hospitality points to put toward future invitations. This system is complex as there are so many NAs, and different Programmes, as well as invitations reserved for promotional associations (PAs) and developing NAs. However, the basic principle is that of reciprocity; hosting leads to invitations. The statistics are kept by the IO and they are entered into a hospitality formula. This exercise determines how many points a NA has for a given year. This number is then ‘translated’ into invitations depending on a number of variables. These variables include the number of actual invitations available, and the number of invitations reserved for PAs and specific NAs (to be allocated by the Growth Promotion Sustainability Committee).

At that point, the IO starts the process of allocating spaces within individual Programmes, based on the number of invitations to which each NA is entitled and any specific requirements of the NA (e.g. dates, travel restrictions). Invitation allocations are also based on achieving a balance of cultures and languages in each Programme. This process has come to be known as the “Football Pool” or, for the Interchange Programme, the ‘Matchbox’. The “Football Pools” and Interchange matches are finalised based on guidelines provided by the relevant Programme committees.

By 1 September, the Programme Invitation Offer forms are issued by the IO to NAs, inviting them to send participants to particular Programmes. This is called “round one”. NAs then distribute these invitations among their Chapters. NAs inform the IO by the published deadline whether they are accepting or refusing the invitations. They do this by sending in the acceptance/refusal form to the IO. Invitations/participation lists are then revised and reissued as needed. This reissuing process is done in “rounds” and works within deadlines, as with the initial invitations. When there are no longer any requests, available invitations are publicised in an open list in the IO Update, which is sent to the national secretaries on a weekly basis.



Summer Camps may be hosted for the following ages: 14 years; or 15 years. The age will be specified in the invitation.

	IPP, Seminar, Summer Camp, Village & Youth Meeting	Mar-Apr Youth Meeting	Interchange
Round 1	1 Sep - 15 Jan	1 Sep - 1 Dec	1 - 25 Jul
Round 2	8 Feb - 28/29 Feb	15 Dec - 15 Jan	early Aug (at AIM)
Round 3	8 Mar - 31 Mar	23 - 31 Jan	Aug - 28/29 Feb
Round 4	8 Apr - 30 Apr	1 Feb	
Round 5	May		
Round 6	June		

Mosaic – Priority Periods (PP)

PPA - 1 Sep - 1 Dec	PPB - 1 Dec - 1 Mar	PPC - 1 Mar - 1 Jun	PPD - 1 Jun - 1 Sep
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Changes to invitations

Once an invitation has been accepted, a NA may change its mind up until certain deadlines. After that, any changes or cancellations will incur financial penalties.

FINANCES



All NAs and Chapters should have a treasurer, who is responsible for coordinating or overseeing financial arrangements for Programmes. There is a [Treasurer's Guide and Role Profile InfoFile U-13](#).

INTERNATIONAL FEES

The bulk of funding for the work of CISV International (including the IO) comes from membership fees contributed by NAs and from participation fees paid by participants in CISV international Programmes. These fees help to pay for the overall supervision, administration and management of all Programmes by the international committees and the IO. Each year, at the Annual International Meeting, the Board reviews the budget and participation forecasts and determines the fees for the following year's Programmes.



For current fee information see [InfoFile C-10](#) CISV International Fee Structure.

It is up to the Chapter to collect fees from the participants it is sending to international Programmes and for the NA to then collect the fees centrally and pay the amounts invoiced by the IO. Participation fees must be collected from participants in advance of the Programme. If a Chapter chooses, it can raise funds to cover all or part of the fees for its participants. If a NA requests travel/medical insurance from CISV International, this will be included in the invoice from the IO.

INVOICING AND PAYMENT OF INTERNATIONAL FEES

All fees are invoiced by and paid to the IO. When the majority of the participation information has been received, the IO will invoice the NA. This major invoice is generally done in the March quarter. If participation information changes or penalties are charged, amendments will be made in subsequent invoice periods.

The IO will credit hosting NAs with the participant host fees. This is usually done by offsetting the amount to be credited against the amount owed by the NA for its participation in other activities.

PENALTIES FOR CANCELLATIONS / CHANGES



Penalties are for such things as late Programme invitation cancellations, late date changes and Programme cancellation by the host NA. For full information see [Info File C-11](#) Programme Cancellation and Penalty Fees.

SELECTION OF LEADERS

In CISV, people in a position of responsibility are the guardians of other people's children. We have a responsibility to participants, their parents, the law and to ourselves, to be very careful in choosing the people who take on Programme responsibility and assume a guardianship role. We must also be conscious of, and careful about, anyone who comes into contact with participants.

With the exception of international Seminar Camp staff (who are selected by the International Seminar Camp Committee), this responsibility lies entirely with the NA/Chapter. Each NA/Chapter must appoint a representative or committee responsible for selecting and screening all of the people who will be in contact with participants.



CISV has established some guidelines and some specific procedures to make our selection process as fair and as safe as we reasonably can: [InfoFile R-06 Selection Guidelines for Persons with Programme Responsibility](#), and [R-05 Guidelines on Discrimination, Selection & Behaviour](#). They set out, in general terms, who may be considered an appropriate candidate and what kinds of factors should/can be considered when reviewing applications.

In addition to these selection guidelines, CISV International has also established specific procedures appropriate to the different responsibilities and which help us to keep a record of the decisions made and candidates selected. These procedures are set out below for each type of Programme responsibility and must be applied consistently throughout the organization. Unless otherwise indicated, they apply to all CISV's international Programmes and it is recommended that similar procedures be adopted by NAs for national and local Programmes and activities.

WHEN TO APPOINT LEADERS (AND INTERCHANGE JUNIOR LEADERS)

Leaders should be sought and appointed as soon as possible once an invitation is accepted, so that they have time to receive training and to prepare with the delegation.

NUMBER OF LEADERS (AND INTERCHANGE JUNIOR LEADERS)

There is one adult leader per delegation in Village, Summer Camp and in Youth Meetings for under 16 year olds. For Interchanges of eight delegates or more, it is mandatory to have either two adult co-leaders or one adult leader and one junior leader from each country.

QUALIFICATIONS

The general responsibilities of these positions are set out in the Role Profiles section of the Programme Guide. Any applicant selected must have appropriate skills and background.

GENDER



Interchange leaders and junior leaders must be of the sex stated on the [Friendly Intent/Agreement Form](#). For other Programmes, NAs are asked to make best efforts to find leaders who are of the sex recommended on the Programme invitation (if such a recommendation is made).

AGE REQUIREMENTS



The following rules must be observed and can be found in [InfoFile C-03 Programme Basic Rules](#). Leaders must be the proper age on the day they leave for the Programme, or on the first day of hosting (in case of an Interchange where the host phase comes first). Specifically:

- All Adult leaders must be at least 21 years old.
- All Interchange junior leaders must be at least 18 years old, and a minimum of 4 years older than the oldest participant age allowed for the assigned Interchange age group.

CISV MEMBERSHIP

All leaders must be members of their local CISV Chapter or national association or join once they are selected and prior to the Programme.

APPLYING FOR A LEADERSHIP POSITION IN A CISV PROGRAMME



Anyone applying for a position of Programme responsibility (including staff, leaders, JCs, junior staff/leaders) must submit a [Staff/Leader Application Form](#) to the CISV member at the local or national level, who is responsible for staff selection. At the top of page 1 of the [Staff/Leader Application Form](#), there is a box with the name and address of the appropriate person. That is the person to whom the [Staff/Leader Application Form](#) should be returned. The form must be signed by the applicant.

REFERENCES



Anyone applying for a position of Programme responsibility (including staff, leaders, JCs, junior staff/leaders) must arrange for 2 references to be submitted on their behalf. The NA should refer the applicant to the [Reference Form](#). The applicant should fill in the 'Section 1 Applicant Information' on page 1 of the form and then send it to their two referees, along with the name and address of the CISV member, who is responsible for staff selection (the person listed at the top of page 1 of the [Staff/Leader Application Form](#)). The referees should send the completed reference forms directly to that person. The form can be filled in electronically, but must be printed out and signed.

Even if the person has served as staff member or leader before, they must provide references each year that they apply for a staff/leader position. Previous references can be used if the referee confirms that the information is still valid. There is a space at the end of the [Reference Form](#) for as referee to sign to confirm that they have given a previous reference, which is unchanged.

POLICE RECORDS CHECK

Police checks are required for all (junior) staff / leaders (aged 18+) at all CISV International Programmes and activities. This means that each NA will have to investigate and apply the procedures in its country.

What is meant by police check?

The terms used and the procedures will vary from country to country. For example, in some countries, with the individual's consent, the organization can obtain the information directly from the police. In other countries, the individual has to make the request personally. In some countries the police or other authorities may only give information about situations where the individual has been convicted (found guilty) of an offence. In other countries, they might also give information about arrests or where an investigation is underway.

CISV has to work with the best information we can obtain according to national laws and procedures. What is essential to find out is whether an applicant has a criminal record of convictions or arrests, which would make them unsuitable to take on a role of trust with children and youth in a CISV Programme.

What if it is not possible to do police checks in some countries?

It may not be possible to obtain this type of information in all countries. It is essential that all NAs investigate and see what information can be obtained. CISV has to work with the best information we can obtain, according to national laws and procedures. If the law in your NA does not permit police checks, then please send a statement to the IO and International Risk Management Committee (IRMC) to explain the situation and wait for their guidance.

Will the applicant agree?

All applicants are required to fill in and sign the Staff/Leader Application Form. The form includes a Certification that:

I have no criminal convictions or history of mental illness, emotional counselling, violent behaviour, child abuse, drug/alcohol abuse, prejudice etc. that would disqualify me from participation in CISV's international, cross-cultural and peace education Programmes. I agree to a police record check if required by CISV. I consent to the personal data in this Application Form being used by CISV to process this application and agree that it may be shared with other people involved in organizing the Programmes, wherever they may be hosted.

The applicants, therefore, are aware that such a check will be required and have agreed to it in advance. If they then decide that they do not want a check carried out, their application will be withdrawn.

Will any criminal record mean that the person cannot be selected?



[InfoFile R-06: Selection Guidelines for Persons with Programme Responsibility](#) outlines selection guidelines for persons with Programme responsibility. Among other things, it states:

Persons with a history of arrest/conviction/treatment of the following behaviours, except in cases of unusual circumstances, are considered inappropriate for a position of leadership / trust in CISV:

- Serious criminal activity;
- Alcohol / drug abuse;
- Dishonesty;
- Emotional or behavioural disturbance;
- Sexual or physical abuse;
- Prejudice or intolerance;
- Violence or lack of self control;
- Unable to handle stress appropriately.

Having a record, in itself, does not necessarily mean that the person cannot participate. It really depends on the contents of the record and whether it relates to serious criminal activity – things that would make the person unsuitable for a position of trust with children and youth and in a setting dedicated to peace and mutual understanding.

CISV has NAs in over 60 countries and there are a vast range of criminal acts, some of which are not considered criminal everywhere. Some criminal convictions can be removed from a record after a certain time. Some may have happened long ago and no longer be relevant. Not all "crimes" are relevant to a person's capacity to serve in a position of trust today. These are all factors that mean there is a judgment to be made in each case. Some examples of convictions that would clearly be a bar to participation are: crimes involving violence and/or sexual assault or the trafficking of illegal drugs. The word "serious" in the InfoFile document means, however, that convictions such as minor traffic code violations (even if criminal) or juvenile/youthful indiscretions would not necessarily prevent CISV participation later in life. In addition, it is possible that while a person has no conviction, a series of arrests or charges for violent behaviour, abuse or distribution of illegal drugs, is relevant and would disqualify them.

The national law in some countries may have additional requirements for leaders and staff (e.g. regarding age, police checks or registration with authorities) that also pertain to anyone from abroad who will come in contact with children and youth in the host NA. In this case, it is the responsibility of the host NA to communicate these requirements to the participating NAs and any invited leaders/staff as soon as possible so that the requirements can be taken into consideration in the selection and preparation of leaders/staff.



The CISV member at the local or national level who is responsible for staff selection must review the [Staff/Leader Application Form](#) and the two [Reference Forms](#) and, in countries where this is possible, obtain and review a Police Record check on the applicant. Please see the sub-section immediately below for the procedures relating to international staff.

An interview must be held and references must be checked. No selection can be made until all of the necessary documents have been received, reviewed and found to be satisfactory. The CISV member responsible for staff selection then signs the [Staff/Leader Application Form](#), under the applicant's signature, to certify that the correct procedures have been followed. For Seminar Camp, the [Staff/Leader Application Form](#) and two [Reference Forms](#) are then forwarded to the appointed Seminar Camp Committee (SCC) representative, who makes/confirms the selection and assignments.

THE SELECTION PROCESS

The CISV member at the local or national level who is responsible for staff/leader selection must review the staff/leader Application Form and the two Reference Forms and, in countries where this is possible obtain and review a police record check on the applicant.

An interview must be held and references must be checked. No selection can be made until all of the necessary documents have been received, reviewed and found to be satisfactory. The CISV member responsible for staff selection then signs the Staff/Leader Application Form, under the applicant's signature, to certify that the correct procedures have been followed.

All information received in the Staff/Leader Application Form, Reference Forms and through police checks is personal and sensitive and must be treated confidentially. Only those designated to be responsible for selection (and the person designated to assist them) should see such information. The applicant signs to consent to the data being used by CISV only to process the application and agrees that the information on the Staff/Leader Application Form may *only* be shared with Programme organizers.

All of this information must be kept confidentially and securely. We recommend that the Chapter keep a staff/leader selection checklist and send the Application/Reference/police check forms to a person designated by the NA to keep them in a secure location. That person will also be responsible for ensuring that the documents are ultimately destroyed according to local or national laws. Based on legal advice on English laws and practice, CISV can suggest the following as guidelines, but local laws may differ and should be checked:

All police checks should be destroyed within 6 months,

- If a person applies and is not selected, all the information should be destroyed within 6 months; and,
- If an applicant is selected, then the information (other than police checks) should be kept for 12 years, then destroyed.
- If an applicant is selected, then the information (other than police checks) should be kept for 12 years, then destroyed.

Training

All leaders must receive appropriate training for their role.

SELECTION OF PARTICIPANTS

It is up to the NA/Chapter to select participants to take up the invitations accepted by the NA.



Participants must be chosen without reference to race, religion or economic status. They must be of the age designated by the Programme they will be attending (see [InfoFile C-03 Programme Basic Rules](#) and Programme-specific sections of this guide. Those responsible for selection should be familiar with [InfoFile R-05 Guidelines on Discrimination, Selection & Behaviour](#) and [R-06 Selection Guidelines for Persons with Programme Responsibility](#).

Participants should be selected early enough to allow them to be adequately prepared and, when part of a delegation, time to get to know their fellow participants and leader.

Applicants who are not selected may be disappointed. Their feelings should be spared as much as possible and, where possible, they should be encouraged to take part in other CISV Programmes.

REPEAT PARTICIPATION

Unless specified otherwise, as long as they are qualified, individuals may be participants in more than one of the same Programme. See [C-03 Programme Basic Rules](#).



You can take part in more than one Summer Camp.

AGE REQUIREMENTS

The following rules must be observed and can be found in [InfoFile C-03 Programme Basic Rules](#).

Participants must be the age specified by the Programme (see below) and the invitation. Participants must be the proper age in the general Programme period, in the year in which the Programme is hosted, specifically:

- a. Some day between 1 June and 31 August for Programmes hosted during that period; and
- b. Some day between 1 November and 31 January for Programmes hosted during that period.
- c. Some day between 1 March and 31 May for Programmes hosted during that period.

Sub-sections (a), (b) and (c) apply to all Programmes, except Mosaic.



WHEN TO APPOINT DELEGATES

Please be aware: The delegation should be selected by January. The delegations attending Summer Camp need more preparation time and therefore should be selected earlier than other Programmes. There are several reasons for this:

1. Teenagers have many commitments, which makes it difficult for the group to meet on a regular basis.
2. In addition to normal delegation preparation, time is needed to discuss and prepare for the theme of the camp and the cultural activity.
3. Delegates also need time to discuss social issues that affect their country. These issues are often part of camp discussions.

If possible, the delegation should live as close to each other as possible for pre and post Summer Camp work. Some knowledge of the camp language and ability to communicate is necessary due to the level of discussions, which will take place throughout the activities.

The following qualifications are to be used as standards:

- Be able to express themselves and exchange ideas and information about their country,
- Be able and willing to communicate in the language of the camp,
- Be able to think for themselves,
- Be willing to listen to and respect ideas of others
- Have initiative, resourcefulness and an open mind
- Be willing to accept responsibilities
- Be respectful of authority
- Demonstrate a willingness to adhere to time commitments before and after the camp
- Be able to interact with their peer group
- Be willing to plan, lead and participate in activities
- Be able to be flexible

PROGRAMME INFORMATION

GETTING INFORMATION ABOUT THE PROGRAMME FROM THE HOST NA

Prior to the Programme, the host Chapter must make sure that Pre-Camp documents or forms are completed and sent to all the relevant parties.

Individual Programmes have different guidelines on the number and content of Pre-Camps, and also the deadlines by which they should be sent (see the relevant Programme Guides for more information). As a standard minimum, hosts of all international Programmes (except Interchange) should send out at least two Pre-Camps as outlined below.

Pre-Camps can also be uploaded in the activity area on Friends so that participants who have claimed participation and been approved can access them directly.

PRE-CAMP 1

Basic information about the Programme site, dates and contacts. This form must be completed and sent to all participating NAs and IO by **1 March** (for Jun-Aug Programmes)/ **1 September** (for Dec-Jan Programmes) / **1 December** (for Mar-Apr Programmes).



[The Pre-Camp Form](#) is available at [Resources](#) under 'Forms'. It is the responsibility of the NA to send it to participating NAs and the IO.

PRE-CAMP 2

Detailed information on the Programme. There is no form. This document must be sent to all participating NAs and IO by **1 April** (for Jun-Aug Programmes)/ **1 October** (for Dec-Jan Programmes)/ **1 February** (for Mar-Apr Programmes). Contact details for the Programme Director and the address of the site should be included. The following is the sort of additional information that is generally included:

- Welcome/Introduction
- Arrival and departure
- Site/location
- What to bring/ What not to bring
- Things you should know - Laws and rules
- Contacts
- Travel Information Form
- Dietary restrictions
- Hello from the staff!
- Programme goals
- Reminders about preparation
- Money
- Camp shop
- Forms

- Insurance
- Visa requirements
- Airport tax
- Equipment
- Friends website (<http://friends.cisv.org>)

If you don't receive these documents, check with your NA secretary and the host NA.

SECURITY CONCERNS IN THE HOST NA

CISV Programmes are hosted in countries around the world, some of which may be perceived as having security concerns. The CISV International Executive Committee, has the authority to determine whether or not a Programme will be cancelled due to safety risks.

In making its decisions, the IEC seeks input from such sources as the national and international risk managers, Secretary General, the relevant Programme committee, CISVers in the host NAs and government travel advisories. Generally speaking, CISV recognises that the people on the spot are usually best suited to give a realistic assessment of the situation and can provide information on precautions to be taken. CISV relies on and trusts its local organizers to take all reasonable steps to create as safe a Programme environment as possible.

Participating NAs are encouraged to obtain information from their governments as well as from the host NA. Host NAs should be aware that participant families and NAs may have concerns and be sensitive to this reality; be ready to answer their questions. Host NAs may want to be proactive and send out general information about what life is like in their country and what people can expect.

Parental / Adult Participant Decision about Travel to CISV Programmes in 'Risk Areas'

Every year parents and adult participants contact CISV regarding procedures in place to safeguard participants who have been selected to attend Programmes in areas of the world that have been receiving global press coverage. The following procedures outline CISV's efforts to assist parents to make the decision about participation:

- CISV Programme hosts are usually parents themselves and they all take the responsibility of hosting children/youth very seriously. They will be the first to cancel a CISV activity if it is not safe.
- Hosting / travelling CISV Chapters observe selection procedures and are required to have a training Programme for adult delegations / staff.
- Site facilities used by CISV participants must meet local public health standards, and
- CISV International officials visit the proposed site before NAs host
- Their first CISV Programme; otherwise, national association/Chapter officials make inspection visits if requested.
- If there are concerns about the physical safety of visitors, CISV consults appropriate embassy or foreign ministry officials.
- On request, the CISV IO contacts host associations for details or reassurances;
- CISV parents / adult participants take the final decision regarding their child's / their own travel.

Getting information on the general safety situation in host NAs and what security precautions will be taken for the Programmes

CISV International closely monitors the situation in host countries with security concerns, by requesting information from local CISVers and by watching relevant government travel advisories.

CISV Programme organizers in each country are very sensitive to people's concerns and understand that people need to feel confident of the organizers' grasp of the situation and their ability to respond. Participating NAs with concerns are encouraged to contact the host NA so that it can respond to any specific queries directly. The IEC and IO also monitor government travel advisories such as those of the UK, USA, CAN and others:

- www.fco.gov.uk/travel (UK);
- <http://travel.state.gov> (US);
- www.auswaertiges-amt.de (Germany);
- <http://voyage.dfait-maeci.gc.ca> (Canada);
- www.dfat.gov.au (Australia); and
- www.france.diplomatie.gov.fr (France).



Sending NAs are encouraged to government websites and it is highly recommend that they contact their own government travel advisories. www.gksoft.com/govt/en provides a list of all governments that are on the web.

Registering with embassies

In host NAs with security risks, all participants must register with their embassies. Sending NAs should contact their embassies directly to find out about the procedure for registering. This is generally straightforward. The Programme committee and host Chapter should also have the contact numbers of the local embassies of all countries represented at the Programme.

Will CISV International cancel Programmes?

No one can guarantee absolute safety anywhere. The IEC monitors security situations in hosting NAs and will cancel a Programme or cut it short if they feel that the risk is too high. Whether or not a Programme goes ahead, it is always the decision of the parents and/or participants whether to travel to or stay in these Programmes.

PREPARING FOR A PROGRAMME

In preparing for and travelling to a Programme, there are a number of steps that will assist in dealing with difficulties that may arise. These are the responsibilities of the sending Chapter, leader, parents and participants.

PARTICIPANT AND DELEGATION PREPARATION

Ensuring that everyone has realistic expectations

One of the best ways to avoid difficult situations before, during and after the Programme, is to make sure that participants, their parents, and the leader have realistic expectations of the Programme. As discussed in the previous section, all people with Programme responsibility must have training, understand the role they will play, what is expected of them and what they can expect in return. To some extent, the same is true of Programme participants. Before they leave, they and their parents should have a good understanding of the Programme and what they can expect from the experience and from CISV. It is up to the Chapter/NA to make sure that everyone has reasonable expectations and to the leader (in Programmes where delegations travel with a leader) to work with participants in advance to prepare them for the Programme.

All staff, leaders and JCs must receive appropriate orientation and leadership training.



In Summer Camps, it is very important that youth receive a proper training before camp. Having members with fresh Summer Camp experience as youth, Local / National Junior Branch should assist with the delegation orientation.

PRE-REGISTRATION ON FRIENDS WEBSITE

When staff/Interchange leaders are selected, they need to register on Friends and claim participation in their upcoming Programme. It is then the responsibility of the host NA to confirm the names of the staff / Interchange leaders to the IO, who will then give them activity manager status on Friends.

Why it is important to register on Friends



In order to maintain CISV International's membership database and to keep accurate participation numbers, everyone who participates in an international CISV Programme should register on [Friends](#) and claim participation in their upcoming Programme

A further benefit of pre-registration on Friends is to enable participants to get in contact with staff prior to the Programme and to facilitate the administrative tasks of the staff. During the first three days of the Programme, the staff/Interchange leaders will check that everyone who has arrived at the Programme is also registered for the Programme on Friends.

ELECTRONIC EQUIPMENT AT PROGRAMMES

Participants should be advised that no personal electronic equipment (mobile/cell phones, portable computers, computer games) are allowed at Programmes. They may bring them for the journey, but they will be asked to store them with Programme staff in a safe place for the duration of the Programme.

Host staff may use electrical equipment whenever needed. Leaders and JCs may use electronic equipment at the end of the daily Programme.



Leaders may use them after the end of the daily program. In Summer Camps, the use of electronic devices by youth (but not of cell phones) might be a decision taken during the camp meeting.

SENDING PARTICIPANT INFORMATION TO THE STAFF

PARTICIPANT NAMES

Just as all leaders are asked to register on the Friends website, all Programme participants should also register. That way, staff will have an easy way to collect names and communicate with participants. During the first three days of the Programme, the staff/Interchange leaders will check that everyone who has arrived at the Programme site is also registered for the Programme on Friends.

PARTICIPANT SPECIAL NEEDS

General and dietary

If a participant has any special needs, such as food or allergies, or medical conditions the host Chapter, host families and staff must be notified in advance so that they can prepare. For example, if a participant is vegetarian, the Chapter/staff must be advised before the Programme starts so that they can plan menus or provide a suitable alternative. Participants should contact the host NA/staff as early as possible and provide this information. If the host Chapter or staff are not given the time to prepare, then the participant's welfare may be put at risk.

Physical accessibility

If a participant has a particular condition that requires that certain things be in place on the site (e.g. ramps for wheelchair access), the sending Chapter must communicate early with the host Chapter to ensure that the site is accessible. As laws differ from one country to another, not every campsite will be fully accessible. If the host site cannot accommodate the needs of the participant, the sending Chapter should check with the hosts of other invitations they have for the same Programme in other locations to see whether their sites are accessible. Under these circumstances, it may be possible to arrange with the IO to switch invitations.

It is also essential that staff be consulted where a participant has physical limitations in case there is anything they need to be aware of in terms of activity planning.

Companions

If a participant has a condition that means they require a companion, the sending Chapter must communicate early with the host Chapter to ensure that they can accommodate another adult. If they cannot, then the sending Chapter should check with the hosts of other invitations they have for the same Programme, and with the IO, to see if it is possible to switch invitations to one that can accommodate the companion.

It is also essential that staff be consulted where a companion will be attending, in case there is anything they need to be aware of in terms of activity planning. If a companion does attend, they must have CISV training and be police checked. They must also participate actively in the Programme.

PARTICIPANT TRAVEL DETAILS



Participants/ leaders must send their [Travel Information Form](#) to the host NA two months in advance of the Programme. If this information is not provided, the hosting NA will not be able to make arrangements to meet participants on arrival. If relevant, check with the host NA when and where participants will be met on arrival.

HEALTH, LEGAL AND INSURANCE FORMS

HEALTH FORMS



It is essential that every participant (including leaders, JCs, and staff) have a [Health Form](#) completed no more than three months before the beginning of the Programme. The original signed forms must be taken to the Programme and the original should be given to staff or LIC. Two copies should be made; one copy should stay at home with the sending family or Chapter, and one copy should stay with the leader (if applicable). Interchange host families should also be given a copy. People will be travelling away from home and, if something should occur, local doctors must have historical and current medical information on the person to ensure proper treatment. CISV representatives (staff and host families) must also know of any medication which they may have to help administer and medical conditions which they might have to monitor and which might affect a person's participation in certain activities.

Health Forms must be signed by a doctor and taken to the Programme. If the doctor has a stamp, it is recommended that you ask for it to be put on the form along with the doctor's signature. In certain countries, this is important and helpful.

If the participants are children or youth travelling with a leader, then the leader should carry the Health Forms of all participants under their responsibility. At the Programme, these forms should be stored safely and confidentially in the staff office (or with the LIC and host families) and consulted in the event of a medical emergency. On an excursion, the forms should be carried securely by staff or leaders. For home-stays during camp-based Programmes, the original copy should be given to the host family to be returned at the end of the stay. Leaders must also give host families instructions on any medications, which they may have to administer. If an incident occurs, a copy of the Health Form should be attached to an [Incident Report Form](#). If an insurance claim is made, this information may also be required. If no incident occurs, the Health Form should be returned to the participant at the end of the Programme to be carried on the trip home.



What if Someone Arrives Without the Signed Health Form?

If a participant arrives without a properly completed Health Form, their doctor can be asked to fill it in and send it only where the doctor has seen and examined them within the last three months. If this is not possible, the participant must be taken to a local doctor for an examination. That doctor should fill in the form as far as it is possible under the circumstances. The participant must pay for the visit to the local doctor.

INSURANCE

Every participant must have travel/medical insurance. It is up to the sending Chapter and the leader/participant to make sure that insurance is in place. Copies of the policy should be carried at all times on the way to and from the Programme and should be kept safely during the Programme.

What if Someone Arrives Without Insurance?

If participants arrive without proof of insurance cover, Programme staff must contact the IO immediately to arrange for insurance cover. The sending NA will then be invoiced for the cost.

LEGAL / INSURANCE FORMS



There are three types of official CISV Legal/Insurance Forms; [Youth Legal Information Form \(YLIF\)](#), [Youth Travelling Alone Legal Information Form \(TWAL\)](#) and [Adult Legal Information Form \(ALIF\)](#). They are all available on [Resources](#).

It is essential that every participant (including leaders, JCs, and staff) have the appropriate CISV Legal / Insurance form fully completed. The original, signed forms must be taken to the Programme and we recommend that the original is given to a member of staff. One copy should stay at home with the sending family or Chapter, with two copies to stay with the leader (if applicable).

For children and youth, these forms are signed by their parents and give consent for the child or youth to travel with a named leader or alone (for youth 16+).

For all participants, these forms appoint CISV representatives as legal guardian should an emergency occur and should medical decisions have to be made on behalf of the person and their parent/guardian cannot be reached. These forms are precautions, but without them children/youth may have difficulty travelling and doctors may not be able to proceed with some treatments without consent.

These forms also certify that the participant has valid health insurance, which may also be required by local doctors. They also make it clear that if someone behaves in a manner contrary to CISV rules then they may be sent home at their own/family's expense.

If the participants are children or youth travelling with a leader, then the leader should carry the participants' legal and insurance forms. At the Programme, the forms should be stored safely and confidentially in the camp office (or with the LIC and host families) and consulted in the event of a medical emergency. On an excursion, the forms should be carried securely by the staff or leaders. For home-stays during camp-based activities, the original should be given to the host family to be returned at the end of the stay. If an incident occurs, a copy of the form should be attached to a completed [Incident Report Form](#). If an insurance claim is made, this information may also be required. If no incident occurs, the form should be returned to the participant at the end of the Programme to be carried on the trip home.

What if Someone Arrives Without the Signed Legal Form?

If a participant under age 21 arrives without these forms (or with the wrong form), the sending Chapter must be contacted. They must arrange to have the parents of the participant sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the Programme. If the participant is aged 21+, the form must be signed upon arrival if not done previously.

SUMMARY OF HEALTH, LEGAL / INSURANCE FORMS

FORM	WHO IS IT FOR?	WHICH PROGRAMMES?	WHO SIGNS?	COMMENTS
Health Form	All participants and JCs, All staff and leaders	All Programmes except Mosaic (unless the Mosaic project involves travel and overnight accommodation)	Signed by participant's doctor. Also signed by parent/guardian for child/youth participants or by adult (age 21+) participant for him/herself. If the doctor has a stamp, you should ask that it be put on the form along with the signature. In certain countries, this is important and helpful.	Must be dated within the 3 months before the Programme. If a participant arrives without a properly completed Health Form, the person's doctor can be asked to fill it in and send it only if the doctor has seen and examined the person within the last 3 months. If this is not possible, the person must be taken to a local doctor for an examination. That doctor can fill in the form as well as possible in the circumstances. The participant must pay for the visit to the local doctor.
YLIF Youth Legal Information Form	All child / youth participants travelling with an adult leader	Village, Interchange, Summer Camp and Delegation Youth Meetings	Signed by parent/guardian of the participant	If a participant arrives without these forms, the sending Chapter must be contacted. They must arrange to have the parents sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the Programme.
TWAL Youth Traveling Alone Legal Information Form	All youth participants aged 16-20, travelling without an adult leader (e.g. all JCs and Seminar Camp delegates).	Village JCs, Seminar Camp participants, Youth Meeting participants aged 16-20, IPP participants aged 19-20, Village, Interchange, Summer Camp and Youth Meeting Junior staff/leaders aged 19-20.	Signed by parent/guardian of the delegate	If a participant arrives without these forms, the sending Chapter must be contacted. They must arrange to have the parents sign and fax/scan and e-mail the legal forms immediately to the host NA or directly to the Programme.
ALIF Adult Legal Information Form	All adult leaders and staff members, IPP and Youth Meeting participants, aged 21+	All Programmes for staff/leaders, IPP and Youth Meeting for participants, aged 21+	Signed by adult delegate on his/her own behalf	Must be signed upon arrival if not done previously.

TRAVEL CONSIDERATIONS

SUPERVISION – TRAVELLING ALONE OR WITH A LEADER

CISV participants under the age of 16 must not travel without an adult. The only exceptions are in very unusual circumstances, such as where the participant must return home immediately. In these circumstances, the parents must give their consent and arrangements must be made with the transport company to provide assistance to the participant on their journey.

An individual youth participant (not part of a delegation) of 16 years of age or over may only travel alone with parental consent.

In line with global regulations, CISV rules consider 21 as the age of adulthood. Parental consent is, therefore, required for any participant (including junior staff) under the age of 21. In cases where obtaining parental consent is not possible due to family circumstances, consent from the person's legal guardian must be obtained (and their status made clear on the form).

Where a delegation is travelling with a leader, that leader is the temporary guardian of the participants. The leader must exercise due care and should never leave a child or youth alone during travel. If the leader has to be absent for a few moments, the participants should be left in a group.

PRE AND POST-PROGRAMME TRAVEL

Generally, this is discouraged in CISV as it can detract from the educational impact of the Programme. Delegates are asked to arrive and depart on the appointed Programme dates. Where reasonable travel arrangements make it impossible to observe these dates, hosting Chapters may be asked to provide free hospitality for early arriving/late departing staff, participants and leaders for up to a maximum of two nights. The host Chapter is requested to assist anyone in finding hotel accommodation where home hospitality is not possible. Staff, participants and leaders arriving earlier or departing later will be responsible for their own accommodation expenses.

Where child/youth participants arrange to travel after the Programme under the care of a CISV leader, it is important that everyone involved understands that this trip is outside the scope of the CISV Programme and that CISV does not bear responsibility for arrangements or occurrences related to that trip. Parents and leaders are asked to sign a form stating that they understand these circumstances and have also made certain that they have insurance for the additional trip. These forms are called [Additional Travel Responsibility Form \(leader\)](#) and [Additional Travel Responsibility Form \(parents\)](#). Ensure that the sending Chapter/NA has a copy of the signed forms on file prior to departure.



Note that it is also the responsibility of parents to purchase any additional travel/medical insurance needed for the extra days.

VISA REQUIREMENTS

For some countries visas are required. The visa application process varies in length from country to country. Do not wait until it is too late; start the application as soon as possible.

It is the responsibility of the sending NA to check whether visas are required and to apply for visas in good time before the Programme. If a formal invitation is required from the hosting NA and/or the IO it is also the responsibility of the sending NA to request this as early as possible. It is further recommended that the host NA be asked to contact the office that issues visas in that country giving some information about CISV, explaining the nature of the international Programme that will be taking place and advising them of the home countries of participants/staff/leaders. This approach has been shown to be very effective in speeding up visa applications.

Cancelling participation in a Programme due to a **late** visa-application does not constitute *force majeure*; therefore all penalties will be incurred.

CONTACT DETAILS OF THE PROGRAMME

In case of an emergency at home, in the host NA or en route to/from the Programme, the leader, any participants travelling on their own, the sending Chapter and parents should have:

- Phone/fax/e-mail addresses of Programme and Interchange host families
- leader's mobile/cell phone number if there is one;
- Contact details for host Chapter and NA; and
- Contact details for their country's embassy/consulates in the host country.

It is important that sending Chapters and parents recognise that these contact details should only be used in case of emergency and are not to be used for general communication.

REGISTERING WITH EMBASSIES

CISV recommends that a sending Chapter communicate with its country's embassy or consulate in the host NA and advise them of the names of the participants and the location/contact details of the Programme. While this practice should always be followed when the Programme takes place in a "risk" region or an area in conflict, it is advisable at all times. Should there be an emergency, be it military or a natural disaster, embassies will assist their citizens in the host country. In the event of such a terrible situation, parents and the sending Chapter can also be in contact with the embassy for any news in that country.

TIPS FOR TRAVELLING

The following are some considerations and actions, to help make a journey easier and safer.

Purchase of tickets

- To the extent possible, choose a reputable, safe airline and a direct route of travel
- When using a discount air ticket, check the dates when cancellation is possible without incurring charges. Consider air tickets that allow for changes or cancellation right up to the time of departure.
- In the case of transit flights, choose flights that allow ample time for transfers.

Insurance



Participants, staff and leaders have the option to request travel/medical insurance from CISV International (see [InfoFile N-03 AON Policies - Health, Accident and Baggage](#) on Resources for information about the coverage available via CISV International). Another provider may be selected, following these guidelines:

- Choose a travel insurance company that can respond to enquiries in English, 24 hours a day. In some countries, hospitalisation is not possible without confirmation from the insurance company.
- Confirm the overseas contact address of the insurance company. This will be needed in the case of making claims abroad.
- Understand beforehand, how and when to file reports when making an insurance claim.
- Choose an insurance that covers travel accident-related costs such as payment for travel expenses of family or staff.
- The leader must carry copies of the insurance policies of each participant in their delegation.
- Carry [Health Forms](#) and [Legal/Insurance Forms](#) in hand luggage.
- Consider the possibility of participants also carrying a copy of their insurance policy.



Being prepared for difficulties that may arise during travel

Be prepared for difficulties and always remember that the safety of participants is the highest priority. Difficulties may include:

- Cancelled flights
- Inability to make a transfer due to delays or unexpected closing of airports
- No one to meet the participants at the airport or station
- Lost children
- Missing baggage
- Injured or ill children
- A serious incident in the final destination or transit point and airports are closed
- If, for whatever reasons, the planned itinerary is changed, the leader/participants travelling on their own must contact both the sending Chapter / parents and the host Chapter to advise them of the situation.

Items to bring on the Journey

Overall:

- The leader/participants travelling on their own must be sure to take reserve funds and credit cards that can be used to cover emergency expenses like medical expenses, hotel charges, etc.
- For delegations, consider having each participant travel with emergency pocket money in a widely accepted currency. It is important that participants recognise that this money is to be used for emergencies only and is not extra spending money for use at their Programme. A discussion with parents of the participants should determine a suitable amount.
- Consider whether the leader should rent an international mobile/cell phone or take a pre-paid telephone card to maintain contact during the journey. With an Interchange, it is particularly recommended that the leader has a mobile phone for use during the hosting phase, which will work in that area.
- Take a basic first-aid kit. However, if a participant is unwell or injured to the extent that medical advice is required (beyond basic first aid training), any treatment given must be prescribed and provided by a medical professional competent in the relevant field.
- Be prepared to explain ordinary medicines in English. Everyone travelling should take a copy of prescriptions for any medications or eye glasses in case luggage is lost or glasses are broken.
- Phone numbers of the sending and host Chapter/NA and of sending parents.

For travel:

- Check hand-luggage rules in advance and pack accordingly to avoid problem and delays.
- For delegations, anticipate long waits in the airport. Take amusement items such as books and games to help pass the time and possibly snacks.
- Anticipate chilly airplane cabins, even in summer. Take sweaters or other warm clothing.
- Consider carrying a change of clothes and toiletries in hand luggage in case checked-in luggage is delayed.

DURING THE PROGRAMME

Make sure that any leader or adult participant has the contact details of someone in the sending Chapter in case any questions arise.

COMMUNICATIONS IF A PROBLEM ARISES

Each situation is different and may require different actions and on-the-spot decision making. Most problems that Programmes encounter are minor and can be addressed appropriately by staff, leaders and participants within the Programmes.



However, should a serious problem arise and should a participant need to leave the Programme early, there are specific procedures to follow. The NA/Chapter of the participant (and parents in the case of a child/youth) must be consulted as part of the process, which is fully described in InfoFile document [R-15 Sending Someone Home Procedure](#).

If a leader has to leave the Programme early, the NA/Chapter of the leader must be consulted as part of the process and take part in making alternate arrangements (a new leader or someone to accompany the delegation during travel). Parents of the participants in the leader's delegation must also be consulted and arrangements made for new legal consent forms. The procedure is fully described in InfoFile document [R-15 Sending Someone Home Procedure](#).

COMMUNICATING WITH THE PROGRAMME OR PARTICIPANTS

Should the sending Chapter or a parent need to reach the Programme urgently, the contact information is in the Pre-Camp. However, it is important that sending Chapters and parents (as well as the participants) recognise that the contact details should only be used in case of emergency and are not to be used for general communication.

In general, communication with the outside world during a Programme is discouraged as it may be a distracting effect for the participant and make it difficult for them to make the most of the Programme experience.

In some Programmes, depending on the site facilities, leaders and adult participants may have limited access to e-mail to communicate news to family and the parents/guardians of participants.

AFTER THE PROGRAMME

Participation in a CISV Programme can be a powerful experience. It is recommended that sending Chapters organize some form of follow-up activity after participants return from the Programme, which will give them the chance to debrief and share. A thank you for leaders will also be appreciated. Former participants are a great resource in debriefing sessions for participants who have just returned from a Programme.



PARTICIPANTS FOLLOW-UP

It is important to have a follow-up with participants, as it is only after their going back to “normal life” and the “daily routine” that it is possible to check how educational the Summer Camp experience has been. A follow-up can be done individually or in a group (if possible). For participants a chance to talk about and share their experiences with other participants is a very valuable opportunity as those who listen understand and can relate to the experience.

DEBRIEFING

Do not forget to arrange a date with the delegation for the debriefing of the project – this does not necessarily have to be a whole weekend. In some countries, a phone call is all that is possible. Delegates should be primarily be asked to reflect on what they learned and how the Summer Camp has impacted their life, the way they think about the topic, CISV, or further involvement in their country.

LEADER AND STAFF PERFORMANCE

If the Programme staff/LIC has provided feedback on leaders, the sending NA will receive a copy of this feedback. Currently, this is sent by the IO to the national secretary. An evaluation tool or leader/staff performance is currently under development. It is intended that this will provide the sending NA (via the national secretary and national risk manager) with feedback to be used in follow-up and possible further training. NAs will be advised when this tool becomes operational.

ISSUES

The national secretary of the sending NA will also receive an issues report.

Any issues (medical, behaviour, rule violations etc.), recommendations or further training suggestions, reported from the Programme that relates to participants or adult will be shared with their sending NA (via the national secretary and national risk manager) for follow-up.

INCIDENT REPORT FORM (IRF)



The [Incident Report Form](#) (IRF) must be filled in if there is an ‘incident’ in a Programme. However, not every incident will require full reporting.

Examples of situations or incidents to report are those requiring medical (including psychological) attention, those involving criminal behaviour, and violations of CISV guidelines on Behaviour and Cultural Sensitivity, where consequences have been imposed. The information should be sent to the host NA / Chapter risk manager with a copy to the IO. The completed [Incident Report Form](#) must be signed and can be submitted electronically.

If any incidents occur during the Programme, please make sure that a completed [Incident Report Form](#) (IRF) it is sent to the IO. This can be done at the time of the incident or submitted with the PDPEF, depending on the severity of the incident. Anyone participating in a Programme can fill in and submit and [Incident Report Form](#) and has a responsibility to ensure that all incidents are recorded and reported.

SUMMER CAMP / EDUCATION & EVALUATION

	Introduction	Role Profiles	Hosting Before	Hosting During	Sending	Education & Evaluation
Staff	◆	◆	◆	◆		◆
Leader	◆	◆		◆	◆	◆
Parent	◆	◆			◆	
Participant	◆	◆			◆	
Chapter/NA person with Programme responsibility	◆	◆	◆	◆	◆	◆

ABOUT CISV

CISV educates and inspires action for a more just and peaceful world.

Since 1951, CISV has been offering a range of local activities, international camps, family-hosted exchanges and community-based projects. These are known as our ‘Programmes’ and every year our volunteers organize them for young people and adults from over 60 countries.

Over the years these Programmes have provided opportunities for thousands of participants to meet and develop friendships with people from different countries, backgrounds and cultures. All CISV Programmes have a Peace Education focus, which we use to inspire our participants to become Active Global Citizens. As CISV continues to grow around the world we remain united as an organization by our educational principles. These reflect the way we think and behave:

OUR EDUCATIONAL PRINCIPLES

We appreciate the similarities between people and value their differences.

We support social justice and equality of opportunity for all.

We encourage the resolution of conflict through peaceful means.

We support the creation of sustainable solutions to problems relating to our impact upon each other and the natural environment.

Our Educational Principles form a bridge between our Statement of Purpose and our focus on Peace Education. So, when you look at them alongside the main strands of our Peace Education content in the Chapter “Peace Education in CISV”, you will be able to see how closely they are linked.

Programmes combine our Educational Principles with Peace Education to promote inclusion, social justice, non-violent resolution of conflict and sustainable development. They also help to develop an awareness of how each of us can take action towards a more just and peaceful world. In addition to our Programmes we also contribute to research and work with organizations worldwide whose goals are similar to ours.



USE OF THE CISV STATEMENT OF PURPOSE AND EDUCATIONAL PRINCIPLES IN PROGRAMME PLANNING

We encourage the participants to include our educational principles in all aspects of their Programme in order to achieve the CISV Statement of Purpose. Within the Summer Camp the youth participants develop their own activities related to the four areas of CISV educational content and to the camp theme. At the conclusion of the Programme they should have developed greater appreciation of similarities and differences, justice and equality of opportunity, the need to resolve conflicts by peaceful means and the importance of sustainable development. The Summer Camp Programme should encourage participants to transfer all these learning to their local communities and environment after the Programme ends.

PEACE EDUCATION AND ACTIVE GLOBAL CITIZENSHIP

CISV'S APPROACH TO PEACE EDUCATION



This is a practical guide to what we do and why we do it, and can be used as a handbook for CISV training. We hope you enjoy reading it and find it useful. You can find more details on all the information contained in this Guide in the [CISV Passport](#), in our [Big Education Guide](#) (“BigEd”).

Peace Education provides us with the attitudes, skills and knowledge we need to become agents of change, both locally and globally; in other words, to become Active Global Citizens.

It looks at local and global issues that are relevant to all countries, recognizing that peace can mean much more than the absence of war. In fact, Peace Education encourages us to look at a wide range of issues and helps us gain a better understanding of:

- our own identity within the local and global community
- basic human rights as well as forms of exploitation and injustice
- conflicts and how they can be caused, prevented and resolved
- sustainable solutions for environmental and development issues

Having the opportunity to make friends with people from different backgrounds and life experience can also play an important role within Peace Education. This is because it encourages us to examine our own attitudes and values, which in turn helps to broaden our perspective of the world. It also helps to raise our self-awareness and our awareness of others.



Many of the issues within Peace Education are also found in what is often called development education, intercultural education and global citizenship. You can find more information on the similarities and differences between these in our [Big Education Guide](#) (Big Ed), which is available on [Resources](#).



“PEACE”, “PEACE EDUCATION” AND ACTIVE GLOBAL CITIZENSHIP

For CISVers, “Peace Education” helps us to develop our personal and interpersonal knowledge about the communities in which we live, the culture and communities of fellow participants and how these inter-relate. It helps us to develop effective skills of communication with members of different cultures, and cooperation towards shared goals, alongside attitudes of friendship and openness to people of other nations and cultures.

Peace

Learning through living as a group and taking part in activities in an intercultural setting enables participants to become aware of issues within CISV’s four areas of educational content. Raising awareness of these issues through CISV Programme participation can open the eyes of participants to opportunities for action in their home community and the wider world, thus helping them to become Active Global Citizens.

The Importance of Summer Camp Cultural Activities

Through the cultural activities in Summer Camps, participants show an important part of their background; this involves intercultural exchange, which plays an important role within Peace Education in CISV Programmes. Those activities play a key role in the camp’s life. They serve as a planning training for youth when home and they are one of the biggest contribution each delegation brings to the camp’s educational content.

The Educational Principles and Statement of Purpose are built into the Programme by the time the youth participants start planning their own cultural activities. Development of the educational principles continues when the youth have to make decisions that will affect the development of the camp; such as details of camp schedule and planning the activities around the camp theme. The cultural activities planned by delegations should raise awareness of global and local issues in conflict and resolution, diversity, human rights and sustainability (CISV’s four content areas).

Topics which may be relevant to Summer Camp Participants

Suggestions for topics relevant to Summer Camp Programmes include:

- Bridges – bridging between different sectors of society: north / south worlds; youth /adult; town / country; etc.
- Freedom – consideration of differing forms of freedom: freedom from want / neglect / need; freedom versus imprisonment / slavery; freedom of expression / thought & speech, etc.
- Handicaps – physical or mental difficulty; unseen handicaps (e.g. dyslexia); living with a disability.
- The future of our globe – environmental awareness; sustainable development; how we can ensure a better future for others as well as for ourselves.
- Working on myself – physical and mental well-being; personal reflection and meditation; developing self-confidence; avoiding stress, etc.
- These are only suggestions. Many different themes have been used and camp staff may have access to specific resources for other topics which would be particularly relevant to their camp situation.

ASK FOR ACTIVE GLOBAL CITIZENS

Active Global Citizens need a combination of attitudes, skills and knowledge (ASK). In CISV we ensure that these attitudes, skills and knowledge are at the heart of our educational goals and our approach to learning.

EXAMPLES OF ASK

Attitudes - How we think and behave:

- Being open minded
- Behaving flexibly
- Willingness to include people
- Taking responsibility for our own actions and decisions

Skills - Our ability to/for:

- Communicate
- leadership
- Self-reflection
- Creative problem solving

Knowledge - Information we gain about:

- Population dynamics
- Community concerns
- Geographical facts
- Environmental issues



ATTITUDES, SKILLS AND KNOWLEDGE (ASK), WHICH ARE DEVELOPED IN CISV SUMMER CAMPS

Educational goals are the same for all Summer Camps:

- 1. Develop Leadership Skills** To provide opportunities for participants to develop leadership skills through active, creative and responsible involvement in decision making and Programme planning
- 2. Encourage social responsibility towards the community** To encourage participants to be willing to take an active role in their community and to develop an inclusive attitude.
- 3. Develop a global awareness** To provide opportunities for participants to build knowledge over what it is going on in the world and to discuss it with fellow participants.
- 4. Enable personal development** To aid in the development of confidence and of cooperative skills

Within each goal there are four ‘indicators’, which are also the same for each Summer Camp. The indicators are more specific and easy to understand and evaluate. All Summer Camps are planned to help all participants to learn or gain these attitudes, skills and knowledge (ASK). Below we give the goals and indicators for the Summer Camp Programme.

SUMMER CAMP PROGRAMME GOALS AND INDICATORS

<p>Develop leadership skills</p>	<ul style="list-style-type: none"> a) Is able to express independent ideas to promote group development b) Is able to suggest solutions to solve problems objectively c) Is able to facilitate a group or other individuals d) Is able to take responsibility for an activity, a project, a problem
<p>Encourage social responsibility towards the community</p>	<ul style="list-style-type: none"> a) Is able to identify current community issues and conflict b) Is willing to perform an act of contribution to local community after the Programme ends c) Is able to contribute ideas on how to apply what they learned to everyday life d) Is willing to act in an inclusive way
<p>Develop a global awareness</p>	<ul style="list-style-type: none"> a) Understands current issues taking place in the world b) Is able to understand and cooperate with different cultures c) Understands the camp theme and contributes to its development d) Is able to participate in discussions about the content area of the year
<p>Enable personal development</p>	<ul style="list-style-type: none"> a) Is able to exhibit confidence through active participation in group discussion and activities b) Understands how to plan, run and facilitate activities c) Is able to work in a team d) Is willing to listen to others’ ideas and be open-minded to different points of view

CISV core educational content should be the basis for the Summer Camp Programme. The A + ASK model (Awareness = Attitudes + Skills + Knowledge) can be used to help facilitate the growth of Summer Camp participants. Looking at this model, we can identify some of the behaviours, characteristics, and traits that should be developed in a Summer Camp participant:

Attitudes	Skills	Knowledge
<ul style="list-style-type: none"> • Open mind • Flexibility • Respect, Cultural sensitivity • Initiative • Accept responsibility • Plan, lead and participate • Include all members of the group 	<ul style="list-style-type: none"> • Thinking for themselves • Listening • Communication • Teamwork • Group decision making • Respect the rules they set • Leadership 	<ul style="list-style-type: none"> • CISV and Summer Camp • Their own culture • Summer Camp theme related to their culture • Topics / activities related to the theme • Cultural awareness • How to plan activities • How to evaluate activities

USING THEIR ATTITUDES, SKILLS AND KNOWLEDGE AFTER THE PROGRAMME

The Summer Camp participants should gain new attitudes, skills and knowledge throughout the Programme. They should go back home willing to apply these acquired ASK into their daily life, in both further CISV activities and in other contexts where they can show that they are becoming Active Global Citizens. After the Summer Camp they will be better at planning and running activities with specific and well developed educational content.

PEACE EDUCATION IN CISV

The four main content areas of Peace Education in CISV Programmes are:

Diversity

Explores the identity of the individual and then asks us to consider ourselves within our own and the wider community.

Human Rights

Considers how human rights affect every aspect of our lives and how violations can lie at the root of problems such as poverty, violence and lawlessness.

Conflict and Resolution

Helps us to understand how conflicts can arise deliberately or otherwise and what can be done to help bring a peaceful resolution.

Sustainable Development

Looks for integrated ways to promote economic and social well-being, while protecting the environment through the responsible use of natural resources.

Activities and discussions in CISV Programmes can either relate to one of these areas or a combination of two, three or all four of them. This allows our Programme planners the flexibility to make sure that the issues are interesting and relevant to the whole group and meet the educational goals.

We help our participants to use Peace Education within the context of a Programme to develop their attitudes, skills and knowledge, so they can become Active Global Citizens.



USE OF THE 4 CONTENT AREAS IN SUMMER CAMP PROGRAMME PLANNING

The four content areas are used across all aspects of Programme planning, including training of leaders, staff and youth participants, and planning before the Summer Camp, through group development, activity planning and evaluation during the Programme.

The themes of all Summer Camps are also connected with the 4 content areas, as the staff members are asked to choose a theme that is relevant to the CISV theme of the year. Summer Camp participants are encouraged to include these content areas while planning their activities, and to note ways in which they relate to one another.

EDUCATIONAL CONTENT OF THE SUMMER CAMP PROGRAMME

The focus of a Summer Camp is on learning through educational activities related to the camp theme. Activities are usually planned by staff for the participants in the first few days, but after these initial days the youth participants work in groups to plan activities themselves, facilitated by adults. In the early stages of the Summer Camp there will be a need for ice-breaking and 'getting to know you' games to create an atmosphere favourable to the use of deeper educational activities. Later in the Camp, everyone may also need some relaxing or 'fun' activities as a break or refreshment from the more intense educational work.

Educational activities will vary in length, nature of action and intensity. Staff and leaders will help the youth participants to balance the various types of activity during their planning group discussions.

RESOURCES USED TO SUPPORT PEACE EDUCATION IN SUMMER CAMPS

Resources currently in use include: (please add links to these if possible)

- The [CISV Passport](#) and [Big Ed](#)
- [Summer Camp Activity Writing Template](#)
- [Summer Camp PDPEF Package](#)
- [PDPEF Q & A](#)
- [PDPEF Guidance Notes / Quick notes](#)
- [Summer Camp Programme Guide](#)
- [CISV Education Library](#)
- Commercially available activity books and on-line database of resources from development education organizations may also contain activities which can be used or adapted for use in Summer Camps.
- Youth Training Toolkit
- Websites, Books, Magazines and every tool that might help the youth in a better understanding of the Camp Theme and CISV content areas.

BUILDING PEACE EDUCATION INTO PROGRAMMES

We use 'Themes' to provide a unique flavour to each of our Programmes. These are developed from our four Peace Education content areas. Each Theme can concentrate on one particular content area or provide a link between two, three or all of them.

Themes are helpful as they connect the educational content directly to the goals of each Programme. When you are planning your theme, you may wish to take into account a number of factors, including:

Location

- Age of participants
- Duration of Programme
- International/national campaigns

Local Issues

- World events
- Size of group
- Partner organizations
- Resource availability
- Cost
- Group dynamics
- Relevance to participant group
- Complexity of issue

Everyone who has been on a CISV Programme remembers the friends they made and the fun they had. They also remember many of the 'activities' they took part in. Most of these 'activities' are connected to at least one of our four content areas of Peace Education. Activities are chosen to support the Theme and to provide opportunities for our participants to learn more about themselves and how they can develop the ASK to become Active Global Citizens.

CISV has a database of activities, which you can find on [Resources](#).



BUILDING PEACE EDUCATION INTO SUMMER CAMPS

Summer Camp Theme

Each Summer Camp has a theme, around which the participants plan activities. The staff of the Summer Camp should decide the theme while planning for the Programme. The theme chosen by the staff should relate to CISV Educational Principles and Goals, and to the annual rotation of content areas, so in each year all Summer Camps will be working around the same content area.

It is important that the staff members are interested in the theme as they have a responsibility to 'sell' it to participants. They need to be clear in their ideas about the chosen theme and how use of the theme can help participants to achieve the relevant goals. The theme must be used in all cultural activities as well as during Open Day and excursions so this should be kept in mind when deciding on the theme.

The majority of educational activities in a Summer Camp should be based on the development of the camp theme. Practice has shown that:

- It gives unity and identity to the Camp
- Youth participants need opportunities to focus on issues which are relevant and of concern to them
- The theme should be one on which delegations can start work at home, months before they travel to the Summer Camp
- The theme is used as the core for activity planning, so activities are normally related to this theme
- The theme should allow freedom of discussion and opportunity for development by participants
- The theme should be broad enough to be developed in three weeks, but also sufficiently specific for focus and closure
- If a Chapter / NA is already working on a theme throughout the year, it might be useful to relate the camp theme to that one

Theme Development in Summer Camps

During a Summer Camp the theme will be explored through:

- Activities and discussions developed and led by the youth participants
- The cultural activities prepared by the delegations before the Summer Camp
- Use of local resources to increase knowledge and provide a shared experience for the whole camp, e.g. a guest speaker or an excursion
- Use of any relevant and available inspiring material, e.g. magazines, movies, books, pictures, music, posters, stories, websites, etc.

Staff and leaders should be making regular evaluation of the theme and educational progress of the participants and be prepared to plan stimulating activities if needed.

SUMMER CAMP CULTURAL ACTIVITY

Each delegation should plan a CISV Summer Camp cultural activity before arriving at camp. These cultural activities allow each delegation to share aspects of their culture with all fellow participants, using a range of different methods. These **might** include discussions, games, crafts, food, dances, drama or a new creative activity from their own country.

The Summer Camp cultural activity **must** be based on the camp theme and **must** relate to the delegation's home culture.

The Cultural Activity aims to:

- Educate Summer Camp participants about a specific culture through an enjoyable activity
- Use the camp theme to share specific aspects of home cultures
- Help participants to learn about themselves and their home culture during preparation

Suggestions for combining the Theme and Home Cultures / Cultural Activities:

- Create a new activity or use an existing one, adapted to the home culture and camp theme
- Use materials brought from home, e.g. posters, instruments, newspapers, pictures, silly / fun objects
- Think about using sub-themes within your culture, e.g. regional variation, important national / cultural events, current national issues

Facts to note about the Summer Camp Cultural Activity:

- a final discussion or presentation is recommended to further develop the camp theme
- length is decided by participants

LEARNING BY DOING

‘Learning by doing’ is simply a way of saying learning from direct experience, rather than from reading books or listening to lectures. It is characteristic of all CISV Programmes and you may hear this process referred to as ‘experiential learning’.

Because we think that experiential learning is effective and fun, it is at the core of all our activities. We find it helpful to think of it as a four step process:

Step 1: Do a Peace Education activity

Step 2: Reflect on what ASK you have learned from this activity

Step 3: Generalize how this new learning can be applied to a new context

Step 4: Apply put your new ASK into action

Sometimes the ‘Apply’ part of the process will take place within a CISV Programme, which is great to see. However, sometimes the process takes longer or the right opportunity does not present itself until after the Programme. This is how experiential learning helps participants to become Active Global Citizens.



USING EXPERIENTIAL LEARNING IN THE SUMMER CAMP PROGRAMME

Experiential learning in the Summer Camp is addressed through planning and running activities and in the whole structure of the Programme. Summer Camp participants hold camp meetings where they can make decisions about their schedule, amount of free time, activities, etc. In these they also learn how their actions and decisions affect the camp development (positive or negatively). After they become aware of the consequences, the participants are the ones who decide to modify their actions and decisions.

In developing their own activities in the Summer Camp the participants work through - and learn from - the experiential learning cycle. They can use what they learn to further develop their skills in activity planning, reflection, and generalising later in the Programme. They can also learn how to apply these skills to activities outside CISV.

HOW DO WE KNOW WE ARE GOOD AT WHAT WE ARE DOING?

As an educational organization it is important that we have ways to:

- monitor the quality of our Programmes for all our participants
- improve what we do year by year
- share with each other what we do well
- show how well we are achieving our organizational purpose

Educational evaluation helps us to do all of these.

This process starts at the beginning of a Programme and is used all the way through until the end. It helps us to plan activities which support the theme, and also allows us to see how well each of our participants is developing their ASK.

At the end of the Programme we collect information from each CISV Programme to build up a picture of how successful they are. The process also helps us to collect information on which themes have been used, so we can see the balance of educational content across all of our Programmes.

We use the process to show us how well we are educating and inspiring for action towards a more just and peaceful world.

QUALITY STANDARDS

There are four educational quality standards, which apply to all our Programmes.

1. Goals

All Programmes have four educational goals, which are developed from our Statement of Purpose.

2. Principles

All Programmes use our Statement of Purpose, educational principles and approach to achieve their goals.

3. Peace Education

All Programmes use Peace Education to achieve their educational goals.

4. Evaluation

All Programmes follow the CISV evaluation framework to plan, monitor and evaluate success.

WHAT IS EDUCATIONAL EVALUATION?

This is a process which you start at the beginning of a Programme and use all the way through until the end. It helps you to plan activities that support the theme (see [Passport](#)) and the achievement of your Programme goals. Educational evaluation involves everyone in the Programme.

Why we evaluate our education?

- **Educational Success:** So that CISV can assess the achievement of Programme goals:
 - For each participant
 - For each camp/project
 - For each international Programme
- **Programme planning and monitoring:** All of our Programmes use the PDPEF to guide the process of educational evaluation. This process provides you with a way to plan activities that will help your participants to achieve the Programme goals. It also helps you to make sure that your Programme meets the needs of all your participants.
- **Recruitment and Retention:** CISV's past, present and future is related directly to the experiences that our participants share with their friends, neighbours and community. These "success stories" are a result of the educational experience our Programmes provide. Educational evaluation provides our NAs and Chapters with a more valid and reliable record of our achievements, which can help us to recruit new members and retain existing members.
- **External Support and increased visibility:** CISV is an educational charity or not-for-profit organization, so profile-raising and fund development are ongoing activities for all of our NAs and Chapters. The systematic evaluation of our Programmes can be used for marketing and fundraising purposes. For instance, many funders require us to provide evidence of past successes when we make funding applications. We are also often required to provide evidence of effective evaluation when we are reporting to funders. We can also use the results of our educational evaluation to celebrate our successes in our publications, websites and educational forums to raise the profile of CISV. Increased visibility and educational credibility help to support CISV's capacity-building and fundraising efforts.

Who uses this information?

- The Evaluation and Research Committee: To measure the success of each Programme in achieving its goals. This assessment will allow CISV to have a better understanding of **what we do well** and **where we can improve**.
- International Programme committees: To develop activities to assist each Programme to achieve its goals more effectively and determine the training and support needs of NAs and local Chapters. They also use the information to share best practice and inform Programme development.
- National associations: to evaluate the Programmes that they have hosted and to know if their participants achieved the educational goals.
- Leadership training Committee: to see if there are any specific issues that Programmes and NAs can address with additional training support.

THE PDPEF (PROGRAMME DIRECTOR'S PLANNING AND EVALUATION FORM)



The [PDPEF](#) is a planning and evaluation tool to use throughout the Programme. You should use it:

- In the planning stages to develop educational activities
- When the camp/project begins, to record important information about participants, staff and leaders
- During the Programme to plan activities and record your participants' educational progress
- At the end to provide a final evaluation of the Programme

Goals/Indicators/Evidence

Goals are what we want participants to learn or develop. Our goals are written as broad areas of learning and development. Some examples of Programme goals are: to develop leadership skills; to empower participants to take initiative in their community; and to increase inter-cultural awareness.

Indicators are how participants will demonstrate what they are learning. We have indicators to help us see whether goals have been achieved. Each indicator is an attitude, skill or knowledge.

Evidence is what we ask you to collect to show that your participants have acquired the attitudes, skills and knowledge in your Programme goals.

Collecting evidence throughout the Programme enables you to monitor your participants' progress at regular intervals. It also provides you with the information you need to assist your activity planning, in line with the goals yet to be achieved.

In the PDPEF, you should identify exactly what evidence you have used to demonstrate the success of the goals. Those of you who are planning activities need to decide what evidence should be collected from each activity. When you are planning activities, you need to consider which goal/indicator you want to achieve. Remember that you can collect evidence at any time, not just during activities. Each type of evidence can be used more than once.

The chart below gives you some ideas of types of evidence. You can use any, all or none of the items. You can also use each item more than once or decide on a different type of evidence.

observation	self-evaluation	photograph
discussion	peer evaluation	presentation
diary	portfolio	performance
interview	something made	story
survey	checklist	picture
video	questionnaire	testimonial / letter
participation		

You may find the following questions helpful when choosing evidence for an activity:

- How easy will it be to collect?
- How much time will it take?
- How much will it cost?
- Will everyone be able to do it?
- How often will we need to do this?
- What resources will we need?
- How practical is it?

Two Forms are available to help you (and in some cases your participants) monitor the progress of achievement of educational goals. The Group Evaluation Form (GEF) and the Individual Evaluation Form (IEF).

The Group Evaluation Form is only for staff, leader and adult participants use. You should use this form to record each participant's progress with the educational goals throughout your Programme. You should transfer the data you have collected in the Group Evaluation Form into the online PDPEF.

The Group Evaluation Form can be made available for all adults to see and update throughout the Programme, using information from staff or delegation meetings and the Individual Evaluation Form (see below). You do not need to record the names of your participants on the Group Evaluation Form, only their country and gender. Place a tick in the appropriate box when a participant has achieved a goal.

Individual Evaluation Form

You can use Individual Evaluation Forms to monitor individual participant's progress. They can be filled in by leaders, staff, or participants. For younger participants, (or example, in a Village) leaders are responsible for filling in the Individual Evaluation Form. However, older participants (for example in a Summer Camp, Youth Meeting, Seminar Camp, Mosaic, or IPP) may wish to use the Individual Evaluation Form as a self- evaluation tool. Please refer to your Programme Guide for advice on this. You can use the information from the Individual Evaluation Forms throughout the Programme to update the Group Evaluation Form.

Note: Individual Evaluation Forms are for your use within the Programme only and should not be sent to the International Office.

Online PDPEF Guidance for Programme Directors

As Programme director, you are responsible for filling in the final chart online at the end of the Programme. Place a tick in the appropriate box if the indicators have been achieved to a level with which you are satisfied. An empty box means 'not achieved'. If you are unsure if the indicator has been achieved, leave the box empty and this will be counted as 'not achieved'.

Activity Planning Template

There is an Activity Planning Template in Resources for each of CISV's international Programmes (see below), which contains the Programme goals and indicators. When planning activities, this template should be used to identify what evidence will be collected during the activity, to show what attitudes, skills and knowledge participants will learn and develop.

It is hoped that all participants will achieve all of the Programme goals. However, if they do not, it is important to know where the gaps are. This allows Programme committees to see how future Programmes can be best supported. The information you provide will help with training development, activity planning, Programme structure and goal review. We thank you for your honesty when making these judgements.

IDEAS FOR INTEGRATING EVALUATION INTO THE PROGRAMME

The Big PDPEF

Draw a large version of the Group Evaluation Form for the wall in the staff room, and fill it in throughout the Programme. Your staff/leader meetings are regular opportunities to share information and to update the Group Evaluation Form. You can use this to monitor the progress of the group as a whole and to discuss and plan the type of activities needed to achieve the remaining Programme goals.

Delegation Time

The Individual Evaluation Form can be used during delegation time to allow participants to discuss and share their learning experiences. It can also be used by older participants (14 years plus) for self-evaluation and reflection. Participants can provide staff/leaders with feedback about the quality of the activities and evaluate their own learning, participation and contributions.



In the Summer Camp Programme the use of the PDPEF should be shared with all the participants and discussed upon in the Camp Meeting. Campers can discuss and decide together what they believe it's the best way to complete the form.

Idea-sharing

When participants are designing and leading activities (Youth Meetings, Seminar Camp, IPPs, Interchange and Summer Camp) the goals and indicators provide valuable guidance for the design of activities. They should be used as a framework to create activities that are not only fun, but educational. Have an idea-sharing session early in the Programme to familiarise your participants with the goals and indicators and to explore which activities they could facilitate that will achieve the goals.



To access the PDPEF visit <http://forms.cisv.org/pdpef/>.

Technical notes for using the [on-line PDPEF](#) -- See E-Notes on Resources under Forms.



BUILDING EDUCATIONAL EVALUATION INTO THE SUMMER CAMP PROGRAMME

Educational evaluation is built into Summer Camp training so that staff and leaders understand the purpose and processes behind it. Some areas of evaluation should be:

- Accomplishment of Summer Camp goals and indicators
- Accomplishment of specific goals related to the camp theme
- The camp structure and organization
- Site and facilities, and their effect on the Summer Camp
- Accomplishment of staff / participant / group expectations
- Group feeling among all participants
- Specific camp activities and their relationship with the camp theme

Evaluation should be an ongoing process and can be used to inform Programme planning as the camp develops. Participants need to have the opportunity to reflect and comment on what has been achieved and what remains to be done. Evaluation may be a sensitive issue because of the subjective nature and sensitivity of some of the topics covered. Having pre-determined criteria for evaluation helps the participants to be prepared for the process.

The Summer Camp goals and indicators are used to evaluate ASK development for each Summer Camp participant. This evaluation is done throughout the whole Programme. Staff and leaders are encouraged to brainstorm the kinds of evidence which might indicate achievement of the Summer Camp ASK. These should be agreed during the training days at the beginning of the camp. At the end of the Programme the director is responsible for recording participants' achievements on the PDPEF for submission to CISV International.

Evaluation can be pursued in delegation times, through camp meetings, leaders' meetings, staff meetings, in short daily evaluations with all campers, in planning groups, in preparing individual or group data for the PDPEF. Useful check-points which should involve all participants are the mid-way evaluation and the final evaluation.

Summer Camp specific requests: In addition to the PDPEF Summer Camp requests completion of youth, leader, staff, and local committee final evaluation forms. These can be downloaded from the Summer Camp website: <http://resources.cisv.org/isu>

Using the results of educational evaluation

Data noted on the PDPEF can be used to demonstrate achievement of Programme goals. It can also reveal any areas that may need further special attention in order for participants to reach certain Programme goals. Results from the data entered on the PDPEF are used for global Programme evaluation purposes through the Evaluation and Research Committee and International Office. Data collected is also used by the international Summer Camp Committee to discuss particular educational issues and to develop responsive Summer Camp training.

Tracking actions inspired by CISV Summer Camp participation

Summer Camp participants are expected to take a more active role within their Junior Branch, so they stay involved in the organization and share their new gained ASK. Their enthusiasm for their experience may help to recruit future participants. They may also show evidence of what they have learned in CISV by making changes in their daily living practices or through participation in LMOs.

FITTING IT ALL TOGETHER



MEETING CISV'S EDUCATIONAL AND TRAINING QUALITY STANDARDS IN THE PROGRAMME

The international Summer Camp Committee (ISU) works around the year to:

- Be available for hosting Chapters / NAs and offer advice if questions arise
- Provide regional coordinators to link to Programmes in their region, to support the staff with any information they need and advise in any situation that may arise there
- Review Programme PDPEFs, incident reports, and the issues database to monitor the educational quality standards
- Hold Workshops at the Regional Training Forum (RTF) training.
- Hold clinics for particular issues of importance
- Develop further educational resources for use in the Programme