

## **CISV PROGRAM ROLES AND RESPONSIBILITIES**

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### **Sending a Participant to a Village**

#### Roles and Responsibilities of Parents

##### Supporting the Child in CISV

The main concern of parents will be to see to the needs of their child when preparing for the Village experience - to equip him/her with anything special he/she might need and to make sure that he/she meets the other members of the delegation, cooperates with the Leader, etc. During the months prior to travel to a Village, it is important that parents of the delegate view the preparation meetings with the delegation and leader as a priority over other activities in which the child may be involved.

The child will also need their parents' help and support afterwards. Parents will be expected to listen patiently to their many tales of the experiences they have had, and they will need to help their child relate these to their everyday life as they grow older. Parents need to appreciate, too, that their child may have changed somewhat when they return from the Village. They may seem different, more confident and mature. They will most certainly want to keep in touch with many friends and at first they will write and receive many letters and e-mails. As time goes by, they might be less inclined to answer letters and e-mails and again here is where parents can help. They can help too, if an invitation comes to visit a Village friend in another country for a holiday and reciprocate, if possible, by inviting their child's friends to come and stay with them. The child should be encouraged to play a full and active part in the activities of Local Work and they should be helped to realise their responsibilities to continue in CISV when, as the magic of the Village wears off, they might want to channel their energies into other things. Just as in any other facet of education, parents have a vital role to play and they should give the child their full support, both now and in years to come.

##### Parental Involvement in CISV

CISV has grown because of the determination of individuals, not through pressure from society, government or commerce, but simply because individuals have seen a need for CISV and have responded. First, Doris Allen, without whose vision, determination and hard work, the first Village would never have taken place. And then those who came into the Organisation through the first Village and successive Villages – child delegates, Leaders and above all -- PARENTS. It is worth thinking back to why Doris Allen envisioned a need for CISV -- it was an answer by a parent to a child's question. CISV owes its very existence today to the involvement of parents at all levels and will cease to continue if the parents of today's Villagers do not equally respond to the challenge.

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. Their child's participation in CISV is the only invitation they need. They will see what CISV has meant to the child when he/she returns from the Village and will want to make sure other children have the same opportunities.

Parents are encouraged to join the local Chapter, support fund raising functions, host Village delegates, and contribute items the Village requires.

or

Parents 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.

or

Parents can apply to become Leaders or Staff members.

or

Parents might become involved with the NA in strengthening CISV and establishing new chapters in other parts of the country.

or

Parents could work with CISV internationally, possibly becoming an NA representative on the International Board. By simply becoming an international member of CISV (life or annual) they would be making a tremendous contribution.

CISV continually has vacancies for involving parents and the degree of involvement is up to them. Without their involvement in one way or another CISV will begin to lose its character and influence.

All parents should be provided with the CISV Fact Sheet. It is the responsibility of each member nation to make the necessary translation

CISV Fact Sheet may be found at:

<http://resources.cisv.org/docs/main?action=document.view&id=797>

## **Sending a Junior Counselor to a Village**

### **Roles and Responsibilities of a JC**

JCs at 16 / 17 years of age are able to relate to both children and the adults and to act as a link between them.

In the Village, the JCs are an important part of leaders' group, performing specific duties and contributing to the planning and operation of the daily activities. JCs participate in leaders' meetings and lead activities. It is the responsibility of the Host Staff to integrate the JC group into the adult group.

JCs, as all other participants, are expected to remain in residence for the duration of the Village.

One of the Host Staff members should be assigned particular responsibility for the JC group. During the daily delegation time, this Host Staff member should meet with the JCs, share their thoughts and feelings and help them to find ways to solve possible problems.

## **BEFORE THE VILLAGE**

Once selected, the JC should learn as much as possible about his/her new position by:

- Contacting his/her local/national CISV branch
- Participating in a training programme in his/her home nation/Chapter
- Participating in the preparations of a delegation in the Local Chapter.
- Getting in touch with former JCs and those within the country who will be JCs in the same year.
- Sending the JC Information Form to the Host Staff and introducing himself/herself and give details of his/her special talents and experience relevant and useful in the Village
- Finding out what his/her responsibilities and assignments will be.
- Getting instructions as to arrival date, how to get to the Village site, etc.
- Sending CISV participant travel information form to the Host Staff two months prior to the Village.

With the assistance of the Local Chapter/NA, parents, or on his/her own, the JC starts working on travel arrangements at the earliest possible time. This includes passport, visa, vaccinations, Health Form, Legal/Insurance Form, traveller's cheques, etc.

As part of his/her preparations, the JC collects information about his/her country and culture, which can be shared in a small booklet with others in the Village. Small souvenirs, while not a must, would be nice to bring to the Village.

A few days before departure, the JC makes sure that he/she has everything ready. The following list shows what a JC takes to the Village:

- Passport with necessary visas
- Vaccination certificate if needed
- Insurance documents
- Health Form and Legal/Insurance Form
- Travellers' cheques and cash (extra money for emergencies)
- Instructions for finding the way to the Village site inside the carry on luggage
- Important addresses and telephone number (e.g. Village site, contact person, Village director, embassy, home Chapter contact person etc.) inside the carry on luggage
- All other documents/papers concerning the Village
- Luggage marked, with name and address
- Small presents, exchange articles, slides or pamphlets, booklets and dictionary of any language that will be needed.
- National Flag of size requested in Pre-Camp Information

JCs must be met at the designated point of arrival by either Host Staff or Chapter Members and escorted to the Village Site.

## **IN THE VILLAGE**

The JC should be prepared for almost anything as his/her task is many sided!

The JC must obey the laws/rules of CISV and respect the culture and obey the laws of the host country.

He/she should be sure to help all the children and never show favouritism. Some children are shy, homesick or lonely and, just by talking to them or keeping them busy, the JC can help to overcome these difficulties.

It is of great importance that the JC use his/her imagination and creativity in finding ways to work without words in communicating with the children.

Some eleven-year-olds may be able to talk more easily with the JCs than with the adults. Thus the JC acts as a special "bridge" and passes on useful information acquired about individual children to the Host Staff and Leaders.

How the JCs look upon their role:

- Wish to get to know all the children
- Wish to develop a friendship with as many children as possible.
- Wish to have meaningful pieces of work and responsibility related to the children.
- Wish to have time for the children, particularly in situations when a child shows a special need of contact.
- Wish to gain the children's confidence.
- Wish to have a good relationship with the adults.
- Wish to be equal to the adults and respected in the adult group.
- Wish to take part in all discussions about the children's well being.
- Wish to take part in the leadership of all activities that they themselves master.
- Do not wish to be the adult's errand boy/girl.
- Do not wish to take on an authoritarian role in relation to the children, unless in cooperation with an adult, and for a limited time.
- Do not wish to have so many jobs to do that they miss time for informal gatherings with other participants.

#### **AFTER THE VILLAGE**

Follow/up work for JCs is to take part in the programmes of the local chapter and to continue to receive CISV peace education. Upon arriving home, JCs should communicate with their Host Staff. JCs must be offered a debriefing opportunity with his/her local chapter.

Correspondence with fellow Villagers will help to keep CISV alive. This applies especially when a country has no Junior Branch.

The ideal is for a JC to keep in touch with everyone and to realise that the end of the Village is not the end of the friendships, but the beginning.

## **Sending a Participant to a Summer Camp**

### **Youth Delegates' Role**

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.

### **BEFORE THE SUMMER CAMP**

- Participate in Youth Training in your home nation / chapter
- Meet with your delegation and leader and get to know each other
- **Theme development:** discuss the camp theme and go through Internet, books, and any other resources for getting more information.
- **Cultural Activity:** use the camp theme for developing an activity, which relates your cultural background to the theme.
- **With delegation:** work as a group on the camp theme, camp activities, and especially the cultural activity. Share different moments and meetings for getting to know each other before the camp starts.
- **With leader:** be helpful with the camp preparation, cooperate with the leader on every delegation duty and be respectful with him / her.

### **DURING SUMMER CAMP**

- Work as a team with your camp mates specially during common activities such as camp meetings and planning groups
- 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
- Take active part in Planning and Cleaning groups and Camp Meetings
- Participate in all Summer Camp activities and the social life of the camp
- Camp Theme: develop the theme through camp and cultural activities.

### **AFTER THE CAMP**

- Bring the camp experience back and use it in your personal and CISV life
- Participate in your local and junior branch level
- Make sure you remember all birthdays of everybody from camp, and send them a card/note
- Make sure that you will be a staff or a leader in a Summer Camp when you turn 21 years of age.

## **Parents' and Families' Roles**

- Acquire a knowledge of CISV philosophy and goals, the CISV programs, and the Summer Camp structure and objectives
- Understand and support all activities in the pre and post phases of the Summer Camp. Meeting in each other's homes enables participants to build confidence and trust. The delegation should be allowed to develop their own experience with this CISV activity
- Become an active member of the local CISV chapter, paying all fees and completing all required documents
- Using chapter guidelines, determine with the leader the amount and possible use of an emergency fund. Emergency fund should remain with the leader until the delegation returns home
- Pocket money should follow pre-camp instructions (Pocket money should be uniform in camp)

# Sending Participants to an Interchange

This section is broken into the two steps of the Interchange Programme:

1. Travelling phase
2. After the Interchange

## TRAVELLING PHASE

### Family and Delegate Responsibilities

Each delegation has a responsibility to prepare themselves to enjoy and learn from the Interchange. When participating in an Interchange, delegates and families have the following responsibilities. Please also see CISV Interchange Rules and the Hosting chapter and (IC-4: "Administration" and IC-5).

### Family and Delegate Responsibilities Before Travelling

- Obtain your own passport, visas or other required documents and get any necessary vaccinations. Contact your local/national authorities to determine the time frame for application of travel documents.
- Communicate with your Interchange partner and your partner's family, as soon as possible, to let them know about you, your country and how you live. You might even call them on the telephone. Ask about typical family time/free time.
- Every Interchange delegate must purchase adequate health insurance and it is highly recommended that the delegate obtain luggage and flight cancellation insurance (see General Guide "Risk Management" Chapter G-8 for more information on insurance).
- Give to the leader the original and two photocopies of the CISV Health and Legal / Insurance Forms at least one month before travel. The leader will keep the originals with him/her at all times during the Travelling Phase.
- Give the leader copies of the passport photo and a photocopy of the passport at least one month before travel.
- The families give the leaders an amount of money suggested by the Chapter for an emergency fund, as well as money needed for any National Night purchases. The leaders provide accurate accounting for the money and return the balance to the families after the journey. It is suggested that the leaders keep all the original receipts of payment.
- Encourage moderation in sending gifts and pocket money. An Interchange is not a shopping or tourist trip.
- The parents are responsible for the travel expenses of their own child and their share of the Interchange leader's travel expenses and what is agreed for the junior leader's travel expenses.
- All parents are encouraged to ask what level of supervision will be provided for their child by the host family, should the parent(s) work during the day.
- Parents must understand that constant parental supervision of the delegates while at home may not always be possible.
- Interchange delegates must be prepared by attending all meetings prior to travel. At least one parent or guardian should attend all family meetings. Tell your leader when it is not possible to attend a meeting because of illness or other reasons.
- Take the time to learn about the culture of the country of your Interchange

partner. This could be done by reading, watching TV or films, visiting people in your area who know the culture or even by taking some language lessons.

- Parents should discuss with their own children their expectations regarding behaviour. Parents and delegates must understand and agree to follow CISV's behaviour guidelines (see Info File R-7, <http://resources.cisv.org/> under 'Info File'). The LIC will obtain a signed acknowledgment that they are familiar with this document.

## Family and Delegate Responsibilities During Travelling

- The delegates may wear similar clothes while travelling, in order to be easily recognised by the leader.
- Delegates must respect the customs and rules of their host family.
- Individual delegates are not permitted to leave the group for private travel before, during or after visiting the host delegation. All delegates must come and leave as a group with their leader. Group travel before the Interchange is not permitted and after the Interchange it is discouraged. Delegations should check with their National Association on any limitations that may exist in their national insurance policies.
- The delegate should represent not only their family and nation, but also the CISV organization.
- Inform your leader of any difficulty you experience.
- Maintain an open and trusting relationship with your leader.

### **AFTER THE INTERCHANGE**

## Family and Delegate Responsibilities

- Participate in an evaluation of the Interchange experience.
- Participate in post Interchange meetings to exchange experiences through discussions, showing photographs, films, etc.
- After your Interchange experience, you may wish to participate in both local and international CISV programmes through your membership in CISV.
- Delegates may wish to participate in Junior Branch and activities and parents will want to continue their support of the local chapter with their volunteer efforts.
- Remember to correspond with your partner family after the Interchange is over.
- Keep in touch with everyone in both delegations through the CISV Friends website.

Interchange Family Guide

<http://resources.cisv.org/docs/main?action=document.view&id=1414>

# Sending Participants to a Youth Meeting

## Age Characteristic

The age range of the Youth Meetings are 4, the first one include participants between 12 and 13 years old, the second one include the ones between 14-15 years old, the third includes the ones between 16-18 and the last the one participants are over 19 years old.

## 16-18 and 19+ Age Group

The participant should be aware that they are the main pillar of the Youth Meeting and that the camp is mainly run by them, with help from the staff. Above all, they should realize that the bigger the effort they make, the larger the benefits they can extract from it.

At the beginning, the staff should run activities related to the theme so these activities can be used as role models for the participants. This doesn't mean all the activities should be done in the Staff's way, but this will encourage and guide the participants in their planning process.

## Participants' Roles and Responsibilities

Because of the different age groups of the Youth Meetings, the youths that participate in a camp in delegation have different responsibilities from those attending as individuals

## 16-18 and 19+ Participants

The camp for the 16-18 and 19up runs by participants' behaviour and actions, their responsibility is make it happened, planning, organizing and doing whatever is required to benefit the camp. The participants should be aware that it is their responsibility how the camp runs or develops, and therefore try to work towards a valuable content and outcome of activities.

They have to:

- Participate in the Training programme in your home nation/chapter.
- Be aware of the Youth Meeting characteristics; specially keep in mind the importance of the theme development.
- Work to understand the theme and develop appropriate activities.
- Keep mentally and physically fit (during the Youth Meeting, get enough rest!!!) Remember the intensity of this programme.
- Keep in mind the importance of cultural sensitivity in every CISV activity.

**Guidelines:** Each participant must follow CISV (Info File R-5, R-7) and comply with the country's rules and laws regarding:

- Use of alcohol, drugs, smoking
- Use of telephone and facilities
- Arrival and departure schedule
- Visitors
- Inappropriate activities

**To other participants** - The participants must:

- Respect other delegates during the Youth Meeting and their cultures.
- Help others develop leadership skills and encourage their involvement in the Youth Meeting.
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**To CISV International** - The participants must:

- Participate in the programme according to CISV principles and the Youth Meeting goals.
- Promote a peaceful attitude and cultural awareness to others.

**To the own National/ Promotional Association** - The participants must:

- Provide feedback on the programme (about content and preparation).
- Participate in local activities and support the chapter/ NA.
- Share the leadership tools acquired during the Youth Meeting.

#### **BEFORE**

- Become familiar with CISV Goals and Philosophies. Emphasize on the Youth Meeting characteristics. (Refer to Youth Meeting Guide).
- Respond to pre-camp information giving feedback to the staff
- Send to the staff the Travel Information Form.
- Send to the staff the **YM Participant information form**. (Find it in the Youth Meeting website).
- Communicate with staff about special needs, travel arrangements, home stay needs, etc.
- **Theme development:** Think of the theme, gather and prepare activities related to the theme set up in the pre-camp information. Be aware that the theme makes the difference in this programme.
- **Documents:** Health Form (HF) and Legal (TWAL or ALIF) must be completed, copied and taken to the Camp.

#### **DURING**

- Respect the Youth Meeting programme and timetable
- Take active part in the development (this includes activities and social life).
- Be aware that the Youth Meeting is very intense programme.
- Plan activities in relation to the theme and the peace education.
- Evaluate and discuss problems with others and try to understand others.
- **With the hosting chapter:** Respect their rules and take good care of the campsite.
- **Evaluations:** Complete the Youth Meeting Participants Evaluation form and return it to the Youth Meeting Staff.

#### **AFTER**

- Assist to the re-entry process in their NA/PA (do a complete feedback on the experience).
- Feedback to the local chapter on the participation in the Youth Meeting.
- Continue with the involvement in CISV activities (Mosaic projects/ JB activities) and assist in the training of other Youth Meeting participants.