



**CHILDREN'S INTERNATIONAL SUMMER VILLAGES, INC.  
United States of America**

**All CISV Applicants and Families**

By now, you should have received a brochure or watched a videotape, which provides a summary of the program and philosophy of CISV. Simply put, CISV is an organization that believes a more peaceful world is possible if we provide children and young people opportunities to develop close friendships with people from different cultures. We offer informal learning experiences that can forever change you child's view of the world and its people.

CISV is a community based volunteer organization. Throughout the world, local volunteers help to recruit and select delegates, train and prepare adult leaders, host Villages, Seminar Camps and Summer Camps, conduct Local Work programs and raise funds for the work of CISV. Compared with traditional summer camps and other international exchange programs, the cost to participate in CISV is kept remarkably low. This is possible only because of the personal commitment of time and talent by local volunteers. Families who participate in CISV are encouraged to volunteer to assist us in making this program available to others in our community.

**HOW DO I APPLY?**

Submit the enclosed application, which includes:

- Leader Application Form
- Leaders Reference form (1 required)
- JC Application Supplement
- Local chapter membership application

Applications for all delegates are due Feb 1st. Applications received on time will get priority consideration. Applications must be sent to:

**CISV Springfield – Attn: Selection  
P.O. BOX 1106  
East Longmeadow, MA 01028**

All applicants must be members of the CISV Springfield. A membership application is included in the application packet. If you do not receive confirmation that your application was received within one week please email: [selection@cisvspringfield.org](mailto:selection@cisvspringfield.org) or [president@cisvspringfield.org](mailto:president@cisvspringfield.org)

**WHAT DOES THIS PROGRAM COST?**

Junior Counselors pay a participation fee. The most up-to-date fee schedule is online at:

[http://cisvspringfield.org/supportingpages/program\\_fees.htm](http://cisvspringfield.org/supportingpages/program_fees.htm) This fee covers all expenses paid to CISV National and International. In addition to this fee, each J.C. delegate is responsible for the cost of travel to the program site. CISV Springfield will arrange travel plans.

**HOW ARE THE DELEGATES SELECTED?**

All CISV delegates and leaders are chosen without regard to race, religion or economic status. The selection process may include both interviews and observations of the applicants during an organized "play day". A selection committee made up of CISV volunteers & leaders is responsible for selection of delegates and new leaders. Applicants will receive more information about selection dates and times as plans are finalized.

**DO YOU HAVE MORE QUESTIONS?**

Don't hesitate to ask! You can talk with the families of previous delegations by contacting the local Chapter President by E-mail: [president@cisvspringfield.org](mailto:president@cisvspringfield.org)

You can also visit us on the web at:

[www.cisvusa.org](http://www.cisvusa.org) or the local web site [www.cisvspringfield.org](http://www.cisvspringfield.org)

Applications for all delegates are due Feb 1<sup>st</sup> .

Applicant: **Please give the following pages to the referree with a pre-addresses envelope to:**  
CISV Springfield – Attn: Selection  
P.O. BOX 1106  
East Longmeadow, MA 01028







# SUPPLEMENT JC Junior Counselor Application Supplement

## Village Leadership Abilities:

Each Junior Counselor assists and/or assumes responsibility for activities with the children such as music, arts and crafts, games and sports, dance, swimming, etc. Please list activities for which you could serve as a capable leader or assistant. Indicate the order of your preference(s) if you wish by numbering items one through six with your highest preference as number one. Use the blank lines to describe any special area of expertise, ability or talent.

\_\_\_\_\_ Music \_\_\_\_\_

\_\_\_\_\_ Arts and Crafts \_\_\_\_\_

\_\_\_\_\_ Games/Activities \_\_\_\_\_

\_\_\_\_\_ Sports \_\_\_\_\_

\_\_\_\_\_ Dance \_\_\_\_\_

\_\_\_\_\_ Swimming \_\_\_\_\_

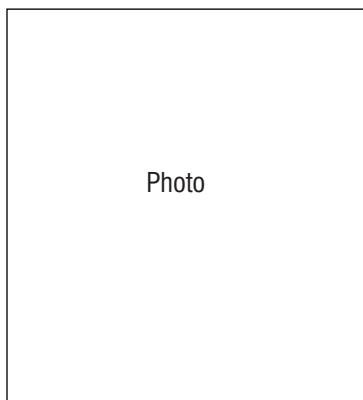
## Village Junior Counselors must:

1. Understand and fulfill the role of friend and staff/leader assistant during the experience. The delegation leader takes full responsibility for the children en route to camp, while in camp, and en route home. Junior Counselors are asked to provide support for leaders and staff in the village while adult leaders remain legally responsible for the children.
2. Develop good rapport with the children, their leaders, and the staff promoting a group feeling among all of them.
3. Prepare booklets/scrapbooks about yourself for all village participants.
4. Be responsible for seeing that forms required by CISV are completed properly and submitted to the Chapter contact person and to the village director/staff or planner on time.
5. Become aware of any health problems the children may have, and be able to help adult leaders deal with such problems if they arise at the village.

**I UNDERSTAND THE RESPONSIBILITIES OUTLINED IN THIS SUPPLEMENT AND IN THE LEADER APPLICATION FORM.**

Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





**springfield**

building global friendship

CHILDREN'S INTERNATIONAL SUMMER VILLAGES, INC.  
Greater Springfield  
Membership Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ phone # \_\_\_\_\_

Children's name and ages

---

---

Family membership (\$50) \_\_\_\_\_ Individual membership (\$25) \_\_\_\_\_

I/We can help with:

- Recruitment
- Wine Gala Fundraser
- Other Fundraising
- Public Relations
- Membership
- Selection
- Junior Branch Activities
- Summer Programs
- Board Member

Please return the form and payment to:

**CISV Springfield**

**Attn: Treasurer**

**P.O. BOX 1106**

**East Longmeadow, MA 01028**

Make checks payable to CISV Springfield

**Staff-Leader Application Form**

To be filled in by all persons applying for a position of responsibility (including Staff, Leaders, JCs, Junior Staff/Leaders) in a CISV international Programme/Activity. Section 12 is only for those applying to be Seminar Camp Staff.



Please return this form to (person in the Applicant's home NA who is responsible for staff/leader selection):

For International Staff positions, this form must be signed first by the person in the Applicant's home NA who is responsible for staff/leader selection and then forwarded by that person to the responsible member of the Host NA or Seminar Camp Committee.

If you are filling in the form on the computer, the boxes and page numbers will expand automatically. Otherwise, please feel free to attach additional sheets of paper.

**1. The Programme you are applying for is:**

Programme	Position	Year	Programme Reference Number

**2. Personal Information:**

Given Name			
Surname			
Number & Street			
Town / City			
Area / State / Province			
Country		Postcode / Zip code	
	Country Code	Area Code	Local Number
Tel			
Fax			
Mobile Number			
E mail			

Date of Birth	(Day / Month / Year)	Sex (M or F)	Nationality

Please also provide proof of age with this application (e.g. copy of birth certificate or diver's licence)

Occupation	
Employer / Academic Institution (if a student)	
Educational Background (degree and year)	

**3. Please note any Health Restrictions and their effects on your daily life:**

--

**4. Areas of interest and ability**

Language	Fluent	Good	Fair

In the CISV programme, you will need to assist and or assume responsibility for some activities such as music, arts and crafts, games, sports, dance, discussion and swimming etc. Please list your interests and skills, which could be helpful at the programme:

--	--	--

Do you have Certification: in	Yes / No	Additional Information
Life Saving		
First Aid		

**5. Experience in working with people in a leadership role and as part of a team:**

--

**6. CISV or other experience with children / youth (of similar age to the specific programme participants):**

--

**7. Other experience in CISV, with other intercultural organisations or with other cultures:**

--

**8. Why do you want to be staff/leader/JC?**

--

**9. References:** (2 References are required. Please give an Official CISV Reference Form to your References listed below and ask them to forward the completed forms directly to the person/address at the top of this form.)

Given Name			
Surname			
Number & Street			
Area			
Town / City			
Country		Postcode / Zip code	
	Country Code	Area Code	Local Number
Telephone Number			
Fax Number			
E mail			

Given Name			
Surname			
Number & Street			
Area			
Town / City			
Country		Postcode / Zip code	
	Country Code	Area Code	Local Number
Telephone Number			
Fax Number			
E mail			

**10. Applicant – Please certify that:**

I will participate in all CISV Leadership Training Sessions required by CISV. I will abide by and uphold CISV Guidelines on Behaviour and Cultural Sensitivity (Info File R-7) and will put the delegates' interests and welfare above my own while attending the programme. I understand that before serving in a staff/leadership position, I must be a member of CISV. 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 organising the programmes, wherever they may be hosted. All the information on this application is correct and accurate.

Applicant's Signature	
-----------------------	--

(Day / Month / Year)
----------------------

**11. CISV Certification to be signed by the** CISV member responsible for staff/leader selection in the **home** NA of the Applicant. Sign below if you certify that the above application, references and police checks (where possible according to national law) have been reviewed and found to be satisfactory so that the application is approved.

- For International Staff positions, a copy of this form and references (not police check) should then be forwarded to the person in the relevant Host NA or International Seminar Camp Committee responsible for staff selection. The signature tells the Host NA / SCC that the Home NA has followed the correct procedure and considers that the Applicant may be selected as international staff.

Signature of CISV member responsible for staff selection.	
Please print name	

(Day / Month / Year)
----------------------

Please understand that staff/leader selection and assignment cannot be made until all necessary documentation has been received and reviewed.

**12. FOR SEMINAR CAMP ONLY**

Thank you for applying for a Seminar Camp position. Your application must be received by the CISV representative listed at the top of page 1 of this form, by December 1. You will be notified by the CISV International Office (IO) of the status of your application. Should you be selected, details of Leadership Training (attendance required) will also be sent to you by IO.

You will have received a list of Camps with this application. That list will give you the dates and name of the city/town where the camp will be held. Please remember that staff must be at the camp 4 days before and 3 days after the programme.

**A. Please note your preferences with respect to Seminar Camp dates:**

I can staff a Seminar Camp beginning in:	YES	NO
June - July		
July		
July - August		
August		
December - January		

The earliest date I am available is	
The latest date I am available is	

**B. Do you have any specific requests about which Seminar Camp you would like to attend?**

--

**C. Travel Costs from your home to Seminar Camp Airports**

Please provide below the current cost of a tourist class fare (plus applicable taxes and fees) from your home to each of the Seminar Camps listed below by their reference numbers. Please show the cost in your country's currency or the currency quoted. CISV may obtain independent estimates to verify costs. Please note that this information will be used as one factor in determining where Seminar Camp Staff are assigned and is the maximum that you will be reimbursed.

**Reimbursement for your travel expenses will be based on this information:**

Camp	Cost	Camp	Cost
S - 01		S - 11	
S - 02		S - 12	
S - 03		S - 13	
S - 04		S - 14	
S - 05		S - 15	
S - 06		S - 16	
S - 07		S - 17	
S - 08		S - 18	
S - 09		S - 19	
S - 10		S - 20	

Translation welcome, but the only official text for this form is this English edition.

**EXPLANATION FOR STAFF-LEADER APPLICATION FORM:** Please see **Programme Guides** and CISV International Ltd policies on selection of persons with programme responsibility (Info File R-5 and R-6 as well as Basic Skills descriptions in M-5 through 8).

### Data

The personal data provided in this form is confidential and will be kept and eventually destroyed according to the laws of the country holding the data. As noted in the form, staff/leaders and JCs must become members of CISV International. The appropriate membership form will be provided to you. CISV does not sell or exchange its membership information.

### Age Requirements

Staff and JCs must be the proper age on the first day of the programme. Leaders must be the proper age on the day they leave for the programme. Specifically:

- Junior Counsellors must be 16 or 17 years old
- Interchange Junior Leaders must be at least 18 years old and a minimum of 4 years older than participants.
- 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 Camp Director must be at least 23 years old.
- Camp Staffs may have only one Junior Staff from the hosting N.A. Junior Staff must be at least 19 years old. No Junior Staff are allowed in Seminar Camps or IPPs.
- Leaders must be the sex specified by the programme invitation.
- All staff, leaders and JCs must receive appropriate orientation and leadership training.

### POLICE CHECKS

Where possible according to national law, police checks are required for ALL Staff and Leaders at CISV International programmes. This includes Junior Staff / Leaders who are aged 18+. It is **not** required for JCs.

**INTERNATIONAL STAFF** *Please remember to follow the proper **procedure and start the process very early as it will take some time to go through each of the steps.***

#### For NAs Hosting a Village, Summer Camp, Youth Meeting or IPP:

- You (host NA) must send a formal inquiry to the home NA of the person you want to invite, asking if you may invite him/her. The NA might refuse if they feel that they cannot recommend him/her as a staff or that they need the person for a programme at home. *When inviting an International Staff member, the first official communication must be between the two National Associations involved and never directly with the individual.*
- If the NA agrees, you should send an invitation to the person with a copy to the NA. The invitation should contain a blank Staff –Leader Application Form and Reference Form (or explain that they can be downloaded from <http://resources.cisv.org>) as well as a clear statement regarding the following:
  - the position (Camp Director or ordinary staff member)
  - financial obligations - traveling conditions etc.
  - Staff education/training
  - Pre- and post-camp days

#### For all International Staff, including Seminar Camp

- An Applicant for an international staff position for any programme must:
  - (a) Fill in a Staff-Leader Application Form and send it to **the person in his / her NA who is responsible for staff selection**;
  - (b) Ask 2 references to complete the official CISV Reference Forms and forward them directly to the person noted in point (a);
  - (c) Work with the person noted in point (a) to arrange for a police check (where possible according to national law) to be done and sent to that person for review.
- The person in the Applicant's home NA who is responsible for staff selection should:
  - review the 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 Application Form and the References (not the police check) to the person in the host NA or the Seminar Camp Committee 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