
**Mama Mullenix's Guide to Sending Your Child to a
Children's International Summer Village**

(a.k.a. Guide for the Village Delegate's Clueless Parent)

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2001 edition

CISV San Francisco Bay Area Chapter

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This informal guide for CISV Village preparations is intended to keep the parents of new delegates from having to go through the same trial and errors that we did. Please contribute new suggestions so future parents will be smarter yet.

Contents

Introduction	1
How Can I Let My Child Go That Far Away ..	1
The Cost	2
Spending Money.....	2
Emergency Money	3
Getting the Group Together	3
The General Itinerary.....	4
Communicating during the Village	5
Laundry	6
Passport	6
Visa	7
Permission for youth to travel.....	7
Transportation	7
The Paper Work	7
The Book	8
Host Family or Home-stay.....	9
Stuff to Trade	10
National Dance	10
Video or slides	11
National Dance Costume.....	11
National Food	11
Travel Outfit	11
Travel contingencies	11
Bedding.....	12
Luggage	12
The Big Day.....	13
TO DO List	14
Packing List.....	19
The Delegation	20
Delegation Meeting Schedule.....	21
Local CISV Contacts.....	22
The Travel Itinerary	23
Information to Send with Your Child	24
Shopping List	25

Guide for the Village Delegate's Clueless Parent

Introduction

Once you have received the notification letter telling you that your child has been selected for a CISV Village, the process of getting them ready has just begun. I will try to give you a good idea of what to expect and what you will need to do; why you need to do it and when it needs to be done. These guidelines are based on our experience and the experiences of a few other families. In no way do I want to give you the impression that we were this organized or that we understood what we were doing. If anything, we learned as we went along and most of this handbook is comprised of a lot of 20/20 hindsight. This handbook is only meant to give you a warm fuzzy feeling, some basic guidelines and a general feeling about the CISV experience. Since each child and each Village and each experience is unique, don't hesitate to ask someone within your local CISV Chapter about any concerns or questions that you may have. Please remember that these are general guidelines and that this information does not necessarily apply to each and every situation. You'll be receiving specific information directly from the Village staff a few months before you travel.

How Can I Let My Child Go That Far Away ...

I think that one of the hardest things I have ever had to do was to send my child sooo far away. While I was thrilled at the opportunity he had been given and the experiences he would have, it was hard to entrust his care and safety to himself and others. After all, it had been mine and my husband's job for the last 12 years. I also knew I would miss him dearly. This letting go was a part of his and my growing up. As we spent the months before his departure working with the local CISV Chapter, his adult leader and the other families that were sending their children sooo far away, we learned more and more about what to expect and how things were routinely handled. Our trust that our son would be just fine seemed to grow.

Get involved with your local CISV Chapter. The more you know about CISV and the more involved you become, the more comfortable you will be sending your child off for the adventure of his/her life. Get involved in the pre-Village meetings that your child's delegation will have with their adult leader. Help the adult leader with some of the zillion little things that need to be done before the children go. Also, make sure that you have correct telephone and fax numbers that you may need. Do not hesitate to write the hosting country's staff before the Village begins. Our hosting Village staff sent us several pre-Village information packets and encouraged us to write or fax them. In hindsight, I should have written and made contact with them before the Village began. It would have eased the roller coaster that my emotions were on while he was gone. (See CISV Contacts at the end of this handbook). I'm not quite sure just

how I managed to let my child go sooo far away, but I am sure that I wouldn't hesitate to do it again!

The Cost

In addition to your child's and 1/4 of the adult leader's transportation costs, there are other costs that you can expect to have. Your local CISV Chapter will be able to let you know the expenses that they will need. Here is an example of those expenses based on what our local chapter needed: (As of 2001)

Application Fee and Chapter membership	\$50
Village Participation Fee	\$535

You will also need to budget money for:

Spending Money	\$100 - \$250
Emergency Money	\$100
Passport(s) (if necessary) (approximate, if both parent and child need them)	\$130
The Book	\$25
National Dance Costume	\$20-\$100
Traveling Outfit	\$10-\$20
National Meal	\$30 - \$35
Host Family Gifts	\$25 - \$50
Trading Gifts	\$20 - \$30

This gives you a ballpark figure on each of these items.

Spending Money

The decision about how much spending money to send with your child is a decision your delegation will make together; however the staff of the hosting Village will send you guidelines. You can expect this amount to be somewhere between \$150 and \$250, depending on the hosting country. Your adult leader can be responsible for the delegation's spending money, giving out money in increments of whatever amount you choose. Many Villages have locked safes. Some of the spending money might be converted into travelers checks in the adult leader's name for safety. An alternative way to access money readily in advanced countries is through ATMs, which are now linked worldwide. The leader can take money in local currency out of his or her American bank account and with only a small exchange fee, while exchanging checks and dollars can be more expensive. Check with your leader's bank to see if his or her ATM card can be used in the host country and at what banks, and check with the Village Director to see if there one of these ATMs is nearby. Write down the numeric code for your password (in a discrete way, hidden), as foreign ATMs frequently lack letters on keypads. Finally, major credit cards such as American Express, Mastercard and Visa are accepted in most countries, also in their ATM machines. Whatever

solution you choose, double check that it will be convenient given your Village's location.

Make sure that you give yourself plenty of time to get your money to your adult leader so that they have time to get the travelers checks, should that alternative be chosen. Banks may hold personal checks for 3-5 working days before clearing them. Our checks were still on hold the day after our children departed. The last minute stress of coming up with and sending cash instead of travelers' checks was something that we could have done without.

Your child will need spending money for the trip, for the host family weekends, for their shopping day and to spend at the Village store. You will want to send your child with \$10-\$20 in US currency to spend during the trip to the Village. Since the children spend their first few days with a host family, it works out best if you can have a portion of their spending money (\$20-\$30) converted into the currency of the hosting country to take as pocket money. Check with your bank ahead of time to see how to order foreign currency. Many times it can be done over the phone. In the San Francisco area, foreign currency can be purchased over the counter at Thomas Cook at the Stanford Shopping Mall and at the SF Airport.

A good idea is to buy your child a money belt or money carrier that goes around the neck and stays inside their shirt. The pouch can contain both cash and copies of important paperwork like passports, tickets, addresses and phone numbers.

Emergency Money

The emergency money (about \$100) is used for things such as emergency medical treatment. (It is your responsibility to bill your insurance company once your child returns from Village.) Another use for emergency money is possibly any airline delays which necessitates an overnight hotel stay.(Yes, this happens). Any unused emergency money will be returned to you when the group returns.

It is a good idea for the leader to carry a couple different credit cards as these are accepted in many countries more readily than dollars or travelers checks. Our electronic banking cards can also be used in many countries' automated tellers to take out money in the local currency; frequently the exchange fees for using bank cards in automated tellers is less than exchanging cash or travelers checks. Check with someone who has been in that country recently to see how much you want to rely on these options.

Getting the Group Together

Your group will need to get together many times before the big departure date. Some of these get togethers will involve your local CISV Chapter. These will include preVillage over nights and probably a going away party. Some of these get togethers will involve your entire family, some will involve the children and a parent, and some

will only involve the children. Your group will be meeting several times with their adult leader to bond and get ready for the Village. The expectation is that all of the delegates attend these functions.

In our case, the four children that were a part of our delegation lived anywhere from 20 minutes to 2 hours apart. It was quite a challenge to get everyone together. Four 11 year olds with their baseball games, dance schedules, soccer tournaments, family obligations, ... (you get the picture) are pretty hard to schedule. It seems to work best when you know everyone's schedule in advance and make getting together a priority. During your first meeting, bring a list of dates that your child has already made commitments for. Make a calendar ahead of time while all are together the first time. Be prepared to decide that getting the group together has a higher priority than other things your child has planned. Try to get together for 2-4 hours at least once a month for the first few months before the departure date. Be prepared to get together every other weekend for the last 8-10 weeks. You will need this much time to get the book put together and to work on the national dance. Try to schedule one or two sleepovers for the group. Make sure that you keep a list of everyone's phone number and email address handy so you can quickly get hold of the other delegates for last minute rescheduling. I suggest each of you putting together a binder to keep organized. One of you type up all addresses, emails, etc. and distribute a copy.

When your child comes home from a CISV Village, they will have had experiences unlike most of their friends. Not being able to share their experiences with their friends can be particularly hard for them. Make arrangements for your child to get together with the other children they went to the Village with or other children that have gone to a Village. Don't expect your child to come home and tell you every little detail about their Village experience. A lot of their experience is emotional and very hard for them to express. Instead, your child will probably spend the next year of their life sharing little bits and pieces about their CISV Village experience with you.

Your group will be scheduled to get together with the CISV chapter after they return from their Village. Our chapter expects our delegations to attend the Chapter Welcome Home Party, the Village debriefing meeting and the post-Village camp. Make sure you know when these are scheduled so that you and your family can attend.

The General Itinerary

Most of the CISV Villages seem to have a common itinerary. The children and their adult leader travel (by air, boat or train) to the closest debarkation point (airport, harbor or train station) to the Village location. Staff from the Village, or host families will be waiting to meet them. Frequently the two boys go to spend the weekend with one host family and the two girls go with another host family; other times the four go to the same family. Their adult leader may spend the first night with the delegates, but soon goes to the Village to work on planning the Village activities with the other leaders and staff members.

After the weekend with their host families, the children are taken to the Village site. There the adult leaders and the Village staff are waiting for them with open arms. For the next three-four weeks they will work together, play games that help them get to know each other, eat foods from different countries, learn about other cultures and make close friends from all over the world. Nobody gets very much sleep the last night because everyone is too sad and they spend most of the night crying and saying good-bye. The next day, the children and their adult leader are taken to the airport (harbor or train station) and given a tearful farewell. Sometimes, due to plane schedules, the delegation will stay with a host family from the local chapter.

Communicating during the Village

Delegates are not allowed to call home from the Village or from hosting families' homes. "What, my child can't call me!" is the reaction most of us feel the first time we hear this, but a half-century's CISV experience has taught that phone calls greatly increase home sickness and lengthen the settling-in time for a delegate.

Make arrangements with your adult leader to call one of your delegation parents at specified intervals and have that parent call the other three sets of parents. We found that a call from the adult leader when they first arrived and a call a week later were the most comforting. Those calls answered all of our concerned-parent questions about homesickness, sleeping, eating, general well being, the correctness of any phone numbers and whether our kids were getting the mail we had sent them. We were happy to hear that by the end of the first week, all of our kids were having a wonderful time. Their initial homesickness was virtually gone and they were having the time of their lives. Parents, grandparents and friends are encouraged to write postcards and letters. Your child will be very busy with daily activities and will not have a lot of time to write. It can also be more expensive to send a postcard or letter from another country to the United States than it is to send it the other way. And it may be difficult to get foreign stamps. If you can, have your child fill out address labels ahead of time. Don't expect your child to send you more than one or two letters or postcards. They just don't have a lot of time and when they do have the time, writing is the last thing on their minds. It doesn't mean that they don't miss you or that they don't think about you. All of the children in my son's delegation thought about their parents. Some children find that writing home brings up feelings of homesickness that they otherwise feel they have under control. I also think that not writing means that they are secure in knowing that you will be there when they come home.

Our local CISV Chapter had us mail our children 1-2 letters starting about 2 weeks before they were to arrive at their Village so that they would have something waiting for them when they arrived. We also sent a letter with their adult leader in case they might have a particularly rough day. It is not recommended that you write your child more than a couple of times a week. Your Village may have fax or email options to reach your child the same day; however, don't abuse it, as you want your child to focus on their relationships at Village, not at home. He or she will be home soon enough, believe it or not.

Laundry

This varies from Village to Village. Some Villages have maid service, which includes the laundry. Other Villages provide laundry services to the adult leaders who in turn are responsible for doing their delegation's laundry. Usually host families don't mind doing a load or two of laundry for the children. One way or another, it gets done. Be sure to mark all items (even towels) so that it's easier for the volunteers who are doing laundry for the entire delegation of 5 (4 kids, 1 leader). Be sure to send a large enough laundry bag. A pillowcase with a casing sewn in top and nylon rope works well.

Passport

If your child is going to a CISV Village outside of the United States, they will more than likely need a passport. One parent will also need to have a passport. If you already have passports, check the expiration dates to make sure they will be valid during the trip. Passports expire after five years.

We did not have any passports, so we learned step-by-step how to apply for one. The following instructions are for the most common situation, which is that of a child born in the United States. If you have a special situation, you will be able to get your questions answered at the passport application office in your area (usually the main Post Office). In addition to your child's passport, your adult leader will need a Xeroxed copy of your child's passport and a Xeroxed copy of one parent's passport. These copies are just a precaution in case your child's passport gets lost while at the Village.

- 1) *The Application Form:* Find out where you can apply for a passport in your area and get an application form from them. Look in the Yellow Pages of your local phone book under Passport. The instructions for applying for a passport are on the back of the passport application form. There are passport issuing offices in most large cities throughout the United States, as well as certain post offices that are authorized to accept your passport application. Fill out the application before going to apply for the passport(s).
- 2) *The Birth Certificate:* To apply for a passport, you will need some form of identification for your child. The most common form of identification is a certified copy of your child's birth certificate. Other acceptable forms of identification are explained on the back of the passport application form. If you do not have a certified copy of your child's birth certificate, you will need to call or write the agency that records births in the county where your child was born. This may take a month or more to receive, so make it one of the first things on your "TO DO" list. The certified copies of the birth certificates will be sent with the passport application and returned with the new passports.
- 3) *The Passport Photo:* The second thing that you will need before applying for a passport is a pair of photos that meet the passport photo criteria. The passport

application form describes this criterion. It is probably easiest to look in the Yellow Pages of your local phone book for a place that takes passport photos. They will have a special camera that produces the two photos needed, in the correct size needed by the passport dept.

- 4) *The Fee:* The passport application will give you all of the information you need about the cost of the applying for a passport. A child's passport costs \$40 and a parent's passport \$60, plus the costs of the certified birth certificates and the two sets of passport photos. More information can be found at http://travel.state.gov/passport_services.html.

Visa

Our son did not need a visa to go to Finland, as is the case for most European countries. There are countries that require a visa. You will need to check this with that country's local consulate or by going to online sites such as www.travelocity.com or <http://travel.state.gov/foreignentryreqs.html>. You must have your passport in hand before you can obtain a visa.

Permission for youth to travel

A few countries, such as Brazil, require special permits to be signed by both parents if a child is traveling with another adult. Again, information on this requirement can be obtained by checking with the country's local consulate or by going to online sites such as www.travelocity.com.

Transportation

Our local CISV chapter scheduled the flights to and from the Village and purchased the tickets. It is also possible that your chapter will make the seating reservations for your delegation. It is advantageous to get this done in advance as it makes everyone feel more secure; however, this must be balanced with cost considerations, as frequently better deals open up 4-8 weeks before departure date. The Chapter will order the tickets; it has experience weighing the tradeoffs, not that it is infallible. Make sure that seat reservations have been made so the delegates sit together.

Photocopy the itinerary and pass out copies to all the parents. Give a copy for the delegates to have with them during travel.

The Paper Work

Your local CISV chapter will need to send several forms to the CISV National Office and to the hosting country prior to the date of the Village. These forms are:

- 1) A promise by the participating child to be well behaved

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- 2) A medical form including a current physical, medical history and evidence of up-to-date immunizations.
 - 3) A legal consent/insurance form which includes insurance information and gives your child's adult leader, the hosting nation's staff and your child's host parents permission to authorize emergency medical treatment for your child.

Five copies of the latter two provides one for each of your chapter, National Office, the Village Director, and two host families. The delegation leader can hang onto the original.

Physical and Medical History Form: Your child is required to have a physical evaluation and all of their shots up-to-date before leaving for their Village. Some countries will require additional immunizations before visiting. Check with your the consulate of the hosting Village's country or information from the Center for Disease Control (www.cdc.gov/travel) or Internet sites like www.travelocity.com to find out if any additional immunizations are required. If your child is on special medication, you will want to make sure that they have enough medication to last them for the duration of the Village. You also will want to give a copy of their prescription (generic name) to their adult leader. Likewise, if your child wears glasses or any type of orthodontics, you may want to be sure that their adult leader has a copy of their most recent prescription (this is less essential).

Legal Consent / Insurance Form: This form needs to be notarized, so give yourself enough time to get it filled out and to a notary. The legal consent part of this form gives your child's adult leader, the hosting nation's staff and your child's host parents permission to authorize emergency medical treatment for your child. It is mandatory that you purchase the additional insurance that CISV provides. This insurance covers extraordinary expenses not covered by your insurance including such things as additional medical or dental expenses or even the unexpected cost of additional airplane tickets in case your child breaks a leg and cannot fit into a single seat (this has happened). Note that medical providers in most countries have no knowledge of American medical insurance complexities (lucky them); thus, the leader should be prepared to pay cash for medical services, to collect receipts, and then turn everything over to the family to collect reimbursement from the insurance company.

The Book

When a delegation goes to a CISV Village, one of the things that they bring with them to give to each of the other children, the other adult leaders, the Village staff, the JCs and their host families is a book which they have made as a group about themselves and their country. These 80+ books will take a significant amount of time and energy and should not be left to the last minute. You will need to start the thought process 8-12 weeks before your delegation's departure date and you should plan to be finished a couple of weeks before departure. The book is expected to be something that the children have created. Each delegation decides what they want to put in their book.

The parents are there to make suggestions and to offer any help that may be needed in constructing the book. The parents are also expected to finance this book. This is not a big expense, our book cost each family around \$20. There are probably several people in your local CISV Chapter that have examples of the books that their children made and/or the books that their children received when they participated in a CISV Village. It is nice to include at least one color photo of the delegation in each book. Other pictures can be xeroxed. The book usually contains a group picture with a 'Hello' and a picture and an autobiography written by each child that tells something about themselves. The autobiographies include information such as their age, families, school and grade, pets, things they'd like to do or be in the future, why they wanted to go to a CISV Village and what they are hoping to learn from their experience. To give you an example, our children's book cover was an American flag made out of construction paper with sticker stars, which we laminated with clear contact paper. We decided to make our book in the form of a calendar with each page containing a month and a written section. On the calendar we marked the kids' birthdays, the birthdays of famous Americans, the 4th of July, Flag Day, etc. The first month contained a group photo, a group 'Hello' and introduction. The next 5 months were photos and autobiographies of each of the kids and their adult leader. The rest of the months were dedicated to parts of their lives in the United States that they felt might be special, different or unique to our country such as 'Being a Kid in the United States' which described being born, who takes care of us until we start school, when we start school and the educational system in the United States, 'The Melting Pot' which explained how most of us are a melting together of different nationalities and a list of countries that each of our ancestors came from, 'Who am I' which included their baby pictures with one of their birth statistics (weight or height) and the metric equivalency, 'Our Monetary System' which showed pictures of U.S. coins and explained how our monetary system was structured. 'Facts About the United States' which contained a half dozen facts about the United States, how to address a letter and pictures of U.S. stamps, and 'Write us a letter sometime...' which included the kids' addresses and encouraged the other Village participants to write the kids a letter. Other topics might be maps, U.S. history, agriculture, sports, industry, music, sights to see, recipes, baseball cards, famous people, stickers and pictures. I think this gives you a good idea of the types of subjects the book can cover.

Host Family or Home-stay

Gifts: Your child will be staying with a host family on two or three weekends. As a Thank-You gift, the children take presents to give to the host families. Here are some examples of host family gifts. This is only to give you an idea of what type of things have been given in the past. We found a cookie cutter in the shape of the 48 contiguous states. Our son was with a host family on the 4th of July. He gave plastic cups that had the American flag painted on the outside filled with red, white and blue jelly beans to the host family's children. There may be something special or unique about your part of the country that you may want to reflect in the host family gifts that you and your child choose to give. For example, being from California, we picked out

a bookmarker made out of redwood to put in the San Francisco cookbook we gave as a host gift. Other gifts might include: A framed picture of your family in front of your house, USA place mats, puzzle of the States, board games that are uniquely USA or began in the USA, salt water taffy and/or jelly beans, and marbles or jacks.

Things that depict the U.S., your state or your local area such as: coffee mugs, refrigerator magnets, post cards, books, calendars, playing cards, pot holders, teddy bears, salt & pepper shakers, postage stamps, buckeyes, spoon rests, key chains.

Special Friend Gifts: It is not uncommon for the children to become close to one or more of the other Village participants. It is nice to have a few small special friend gifts to give to these special friends. These need not be expensive or elaborate. It can be anything from a small address book with your child's address in it, a pencil box, a special pencil or a pack of baseball cards, to a small stuffed animal. My son's Village was named Troll Village, so we sent little 3" Troll dolls.

Stuff to Trade

It is tradition to trade knickknacks and clothing with the children from the other countries. Don't send your child with any clothing that you expect back, with the possible exception of the dress outfit that they might use on an outing with their host families. In addition to clothes, the children trade small knickknacks such as key chains, pencils, postcards, baseball cards, etc. You get the picture. These are things they may already have (e.g., a toy from a Happy Meal), things that you buy or things that are donated by a bank or local business. It is usually a combination of all three. One of the children in our delegation bought sweatshirts in second hand stores that had U.S. universities and touristy U.S. logos on them. The sooner you start contacting local companies for donations, the better. Your local chapter can give you help and suggestions and probably a letterhead that can be used for any written communications with local companies. You might find your local Chamber of Commerce a good source of information. There are mail order catalogs (the Oriental Trading Company?) with stars spangling on about everything, from pencils to lip sticks.

National Dance

Each delegation has a night to perform their national dance. Since the United States is a big melting pot, we do not have a national dance per se. Pick a dance that is associated with the United States. Some delegations have done dances from the 50's such as the twist and some have done modern dances. Whatever your delegation decides to do, try to do something that will get the rest of the Village involved. Our delegation did a 'Rock Around the Clock' theme and turned it into a sock hop. Folk dances such as the Virginia Reel might be another possibility. Some delegations have done the "YMCA" song - substituting "CISV" and making up a dance to the tune. It can be as fancy or as plain as you wish. A T-shirt with the US Flag and blue jeans can be effective IF the dance is organized well. Remember that some of the other countries will be doing dances with long traditions and elaborate costumes.

Video or slides

Some Villages, not all, ask that delegations bring with them a video or slide show to share delegates lives with the others. Have the delegates or a family member take pictures of important people in their everyday life. Pictures of typical scenes in the area can be added. If you plan to make a video, make sure to have it transferred to the TV standard of the country you are visiting (e.g., PAL for northern Europe). Few other countries use the North American standard.

National Dance Costume

Along with the national dance goes the national dance costume. Select a dance costume that goes with the theme of your dance. Some countries will be coming with very ornate national dance costumes that are full of tradition. Since the dance costumes are sometimes traded, put a little time and energy into your dance costume. To go with our 'Rock Around the Clock' theme, our girls wore white blouses with poodle skirts and our boys wore black jeans and a white T-shirt with a '57 T-bird on it and black shoes with white socks. You will be responsible for putting together your child's dance costume, so get started early! National costumes are usually traded: the better your costume, the better the trade your child will be able to make.

National Food

Your delegation will most likely get a chance to cook dinner and/or provide a snack for everyone else. Your delegation will decide what the menu will be for their national food. If a part of the menu is not available in the host country, your children will have to take the ingredients with them. The Village leader or someone who has lived in the hosting country can help you find out if the ingredients for your foods can be bought in that country or not. We packed macaroni and cheese, and Rice Krispie treats, and Jelly Bellies to share with everyone. (Of course, this took up an entire suitcase.)

Travel Outfit

The delegation decides on a traveling outfit that they wear on their trip to the Village. They will probably not wear this outfit on their trip home because it will more than likely be traded away. This outfit can be anything from the same colored sweatshirt to an entire outfit. I think the traveling outfit helps the adult leader keep the delegation together a little easier. We bought CISV T-shirts at the going away party.

Travel contingencies

While a few delegations are lucky enough to have flights directly to their end destination, most must transfer in route. While complications happen only infrequently during such transfers, parents and delegations can rest easier if preparations have been made in advance for unexpected events.

Some useful contingency plans might include agreeing with the children where to go if they become separated in an airport (an airport authority information counter is a good spot). The leader will be prepared to rent a hotel room if there are flight delays; however, if you know (or someone you know knows) someone in the transfer locations, you might give the delegation their address so they can be contacted if they come into difficulties.

We recommend that delegates travel with cash and key papers in a hidden money pocket or belt. Papers should include items that you would want the child to have access to if they were to stray off from the group: their itinerary, copies of ticket information, key addresses and phone numbers, instructions on how to reach an American phone operator from the countries they will be traveling through (the major long distance companies all offer 800# equivalents from within foreign countries; ask them for instructions), a copy of the passport, etc.

Bedding

The host chapter provides bedding for delegates. However, many have found that taking ones own pillow improves sleep.

Luggage

One Carry On: It is recommended that your child plan on taking a piece of carry-on luggage or a backpack. This carry-on should be packed with items that will be used during the plane ride and with a change of clothing and personal hygiene items, especially essential medications, to get your child through the first night with their host family in case their luggage is lost or delayed. (Lost luggage is truly the exception and not the rule). Your child's camera with one or two rolls of film can also go in this carry-on. Be sure to put your child's ID with home and Village address inside and outside of both their carry-on and their checked-in luggage. Granola bars and/or favorite candy are welcome reminders of home.

One Piece of Luggage: It is also recommended that your child bring only one piece of luggage. This should not be too big as your child will be expected to handle it all by themselves. Luggage with wheels is the best. In addition to your child's clothes and the gifts, you can expect to share the responsibility of packing in their luggage a quarter share of the books and any materials needed for the national meal and dance. It is also recommended that all members of your delegation mark their luggage in a similar manner, such as a piece of red tape across the sides or matching pompoms tied to the handles. Electrical items may need to have European or Asian AC-AC adapters or AC-DC adapters, both for voltage and plug-style differences.

Luggage Tags. Make sure to write the Village address or a local address and phone number in the country where your child will be going. Having your USA address will not help if your baggage gets lost and the airline tries to return it back to the USA. You can give the leader separate tags he/she can put on the bags for the return trip.

The Big Day

The departure day eventually comes. Be packed the day before, and check the day before that passports, visas, etc. are ready to go. (We have had delegates dash home from the airport because they forgot these, and they barely made it back.) Go through the packing list again to be sure needed items are in the suitcase.

I recommend that everyone decide on a specific time and place to meet. Make sure that you give yourselves enough time to get everyone checked in as a group before anybody goes shopping, browsing or eating. Your children will be apprehensive and very excited. (Not to mention the nervous parents.) Their emotions will be running the gamut. They need to feel secure knowing that they will get to sit together as a group. Check in early before anyone does his or her own thing. This gives you a better chance of getting your assigned seats as a group if you haven't done so ahead of time and avoids any last minute hassles. For an international flight, get to the airport at least 2 hours before your plane is scheduled to take off to begin checking in. Our flight began boarding 30 minutes before the scheduled take-off time. Once everyone is checked in and you have your assigned seats, make sure that everyone meets again 45 minutes before they are scheduled to take off.

TO DO List

1. *Passport* (obtain minimum of 4-6 weeks before departure)
 - Obtain application form(s)
 - Have birth certificate(s)
 - Passport photo(s) taken
 - Apply for passport(s)
 - Receive passport(s)
 - Xerox copy of child's and parent's passports for adult leader and an extra copy of child's passport for him/her to carry
2. *Visa* and, in a few cases, *permission for minors to travel without parents*
 - Check to see if needed by the host country, and, if yes, obtain application
 - Apply once the passport is obtained (sometimes this must be done AT the consulate)
 - Received any required visa and permission for traveling minors
 - Copy made for the delegate to carry
 - Original given to adult leader
3. *Health form* (complete 6 weeks before departure)
 - Physical appointment made
 - Physical/health form filled out by parent(s)
 - Physical completed
 - Physical/health form filled out by doctor
 - Obtain record of up-to-date shots (especially if vaccinations are recommended/required to travel to a country)
 - Obtain copy of medicine prescription (generic name) (if needed)
 - Obtain copy of dental orthodontic prescription (if needed)
 - Obtain copy of eye glass prescription (if needed)
4. *Legal consent/insurance form* (complete 6 weeks before departure)
 - Fill out and sign legal form
 - Legal consent/insurance form notarized

5. *Paperwork for adult leader* (accomplish 6 weeks before departure)

- Xeroxed copies of one parent's and child's passport
- Physical/health form
- Record of up-to-date shots
- Prescription for medicine (if needed)
- Write out any medical concerns or directions for medication (i.e.. asthma medication etc.) Also directions for your preferences for treatment of colds, fever, etc. (e.g., NO ASPIRIN (Reyes syndrome))
- Legal consent/insurance form (notarized)

6.. *Money*

- Emergency money to the leader (to be exchanged for a mix of travelers checks, dollars, and local currency)
- Credit cards for the leader
- Electronic banking card for the leader
- Cash, both in dollars and the local currency, for children's spending money
- Money belt or carrier to hide money and a copy of important paperwork under the child's shirt or around the waist

7. *Gifts and trading items*

- Presents for first host family
- Presents for second host family (if necessary)
- Gifts from the delegation to the Village staff
- Special friend gifts
- Stuff to trade

8. *The Book*

- Initial meeting to discuss the book, it's content and basic format. (This is a good time to look at other books)
- Cover design decided
- Group photo taken (Xerox or print? black & white or color?)
- Child's photo selected (Xerox or print? black & white or color?)
- Sections written or materials collected, including

<i>Topic and contents</i>	<i>Who responsible</i>
<u>Autobiographies</u>	<u>Each delegate and leader</u>
_____	_____
_____	_____
_____	_____
_____	_____

- Covers finished
- Copies made
- Books bound (or stapled together)

9. *Slide show or video* of our area and delegates' lives (if will be used in national night; not all Villages do this)

- Decide on format (video? slides?)
- Ensure that the format can be shown in the host country or can be translated to a format they can use (few other countries use the US video standard, but some stores can transfer videos to other formats with some loss of picture quality)
- Have each family take relevant pictures
- Edit pictures into a 5-15 minute show
- Transfer video, if used, to the country's video format

10. *Dance/skit for national night*

- Decide on what will be presented
- Get music and props
- Learn steps/roles; practice
- Present for others before leaving

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11. *National Costume*
 - Decide on the style, probably to fit the presentation on national night
 - Elements (shirt, shoes, pants, hats...) specified
 - Buy or make
 12. *National night meal and gifts*
 - Determine what foods to make
 - Decide whether to buy it in the host country or bring it.
 - Decide on what small gifts to give out to all on national night
 - Buy food and gift items
 13. *Sharing of our lives and culture*, and preparing to ask about others' culture
 - Think through American culture and in what respects it differs
 - Prepare a small album of pictures to show family, friends, your house, school, sports, etc.
 - Learn about other countries that will be at the Village, and in particular, the host country (scan encyclopedias and atlases, look at movies from the country, scan Internet travel sites)
 14. *Paper, envelopes, addresses*
 - Addresses for family and friends who delegate may want to write to
 - Several envelopes preaddressed to parents (it probably won't help increase numbers of letters sent, but it is worth a try)
 - Writing paper bought
 15. *Pack*
 - Check over the list and edit it for personal and specific host country needs
 - Get a large suitcase the child can pull/carry and a carry-on bag
 - Split a share of food and other delegation freight among delegates
 - Pack personal items can do without for a couple days in the large suitcase, together with the share of the delegation's goods
 - Pack things needed for the trip and the first few days into the carry-on bag
 - Put valued papers and money into a pocket or belt to hide behind clothes and put it in the carry-on to take to the airport
 - Mark the suitcases and carry-on bag in similar manner for all in the delegation (colored tape or a colored rope on the handle)
 - Luggage tags with the Village address and, for the return flight, your USA address

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- Leader packs the tickets and passports

16. *Prepare for potential problems enroute*

- Discuss with delegates what to do if stray from the delegation (go to the main information counter, talk to central information on a “white telephone”)
- Have ticket copies, passport copies, some money and itineraries on the children
- Give the leader names and phone numbers of acquaintances who live near transfer cities, in the odd chance they might need to be contacted.
- Give delegates the telephone numbers to call in each country they are passing through to be able to reach an American operator

17. *Organizing departure day*

- Decide and buy travel outfit (T-shirt or sweat shirt of the same color)
- Original of passports given to the leader, who should have a safe place to carry them (e.g., fanny-pack or good pocket on their carry on).
- Meet at this time _____
Where _____

18. *After arrival*

- How often do we want Leader to call us? (e.g., On arrival & once a week)
- Call one of us and then they relay the message? If so, who?

Packing List

The following will give you a general idea of what you need to pack and is based on a moderate climate. You will need to check on the type of climate your hosting nation will be experiencing while your child is there.

- _____ 3-4 pairs of shorts
- _____ 3-4 pairs of long pants
- _____ 6-8 shirts/tops of various sleeve length_____ 6-8 pairs of socks
- _____ 6-8 pairs of underpants
- _____ 2-3 sets of pajamas, nightshirts or nightgowns_____ Sweatshirt (hooded) and jacket (windbreaker type)
- _____ Rain gear, depending on local weather (poncho or jacket and pants)
- _____ Sturdy pair of shoes (extra pair of old athletic shoes good for hikes, rainy days etc)
- _____ Bathing suit (conservative style). Slip ons or flip-flops for feet a good idea
- _____ Bath towel (large enough for swimming), hand towel, washcloth
- _____ Favorite, familiar object such as a stuffed animal. Family photo, pet photo.
- _____ Small toilette kit containing: sunscreen, soap, shampoo/conditioner, toothpaste, toothbrush, comb & hairbrush, small first aid kit with Tylenol, calamine lotion, Band-Aids, first aid cream, pepto-bismol tablets, insect repellent, motion sickness medication if needed. Ziplock baggies are terrific.
- _____ Paper, envelopes, addresses
- _____ Copies of important papers
- _____ Money and hidden money pocket/belt
- _____ Pillow (optional)
- _____ An extra pair of glasses, just in case and if you have one already

The Delegation

Adult leader: _____

Phone and Email: _____

Address: _____

Delegate #1: _____

Parent(s): _____

Phone and email:: _____

Address: _____

Delegate #2 _____

Parent(s): _____

Phone and email: _____

Address: _____

Delegate #3 _____

Parent(s): _____

Phone and email: _____

Address: _____

Delegate #4 _____

Parent(s): _____

Phone and email: _____

Address: _____

Delegation Meeting Schedule

Date:	Time:	Place:	What to Bring* (and who will bring it)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

*This could mean food, but it is intended to mean what materials need to be brought to the meeting based on the scheduled activity, or when to bring your spending money, completed forms, finished national dance costume, xeroxed copies of passports, etc.

Local CISV Contacts

Local: _____

Phone and email: _____

Address: _____

Local: _____

Phone and email: _____

Address: _____

National: CISV National Office, 1375 Kemper Meadow Drive, Suite 9H; Cincinnati, OH 95240 (888) 247-8872, Fax: (888) 686-2478

Hosting Country: _____

Phone: _____

Fax: _____

E-mail: _____

Village: _____

Staff: _____

Phone: _____

Fax: _____

E-mail: _____

Address: _____

The Travel Itinerary

Once you get the specifics on how your child is getting to the Village, record it in the blank spaces below.

Departure: _____

Date: _____

Time: _____

Airline/Flight Number: Seat Number: ____ Meeting time: ____ (Minimum 2 hours before departure)

Meeting place: _____ (Airline check-in counter for international flights)

Arrival: _____

Date: _____

Time: _____

Place: _____

Airline/Flight Number: _____

Seat Number: _____

Comments: (including stops, transfer information & backup contacts)

Information to Send with Your Child

These next pages contain templates which you will want to fill out and send with your child. This information will be very helpful to your child during their CISV Village experience.

Host Family Presents: _____

Presents for first host family: _____

Addresses of people to write (on labels if possible)

Name #1:

Street:

City: State: Zip:

Name #2:

Street:

City: State: Zip:

Name #3:

Street:

City: State: Zip

Host Family Names and Addresses:

(to be filled in by participating child after arrival) Then they can send thank you note.

Names:

Street:

City State: Zip:

Country:

Names:

Street:

City: State: Zip:

Country:

Shopping List

(keep it as short and simple as possible and make sure that you encourage your child to bring home something for themselves)

Person	Suggested Item
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