

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 DELEGATION LEADERS (FOR AGES 12-15)

Before participating in an Youth Meeting

- Receive leadership training in your home nation / Chapter for the appropriate age group
- Become familiar with and introduce families to CISV goals and philosophy
- Meet with individual families and get to know the delegates
- With delegates:
 - set expectations
 - ensure the delegates understand their role at the Youth Meeting
 - train the delegates in how to create and plan activities on the Youth Meeting theme
- Respond to Pre-Camp information, such as sending in relevant forms and introductions
- Documents: Health Form, Legal Forms (ALIF, YLIF) must be completed and taken to the camp
- With participants' families: make travel arrangements including preparing visas at least 8 weeks prior to travel, purchase health insurance, receive vaccinations
- Communicate with the staff of Youth Meeting

Home stays

- If a home-stay will be part of the Youth Meeting
- Write a letter of introduction to host families.
- Preparing small presents for the host families is recommended.

To Delegates

- Role of parent substitute and friend who takes full responsibility for the delegates during the Youth Meeting, including travel to and from the host country
- Provide practical help such as handling money, letter and diary writing, and health needs
- Support delegates to settle at the Youth Meeting and mix with other participants
- Communicate with your delegation on daily basis
- At Youth Meeting with home stays, leaders must be reachable at all times for all delegates

To the Youth Meeting

- Participate in the planning and facilitation of activities
- Encourage youth to take an active part in planning activities
- Evaluate and discuss problems with others
- Respect rules and policies of CISV and Youth Meeting time table
- Be sensitive to and respect others' feelings and customs
- Contribute to creating a good group feeling among Youth Meeting participants
- Keep yourself fit both mentally and physically (Youth meeting is a very intense CISV Programme)

After the Youth Meeting

- Complete and submit a written report to your local Chapter and to national association, if required/suggested
- Return extra funds and collect debts from parents. Show expenses in written form.
- Continue involvement in CISV activities and Programmes.

The leaders have to

- Participate in the leadership training programme in the home nation/Chapter.
- Be aware of the Youth Meeting characteristics; specially keeping in mind the importance of the theme development.
- Be responsible of the educational process that she/he is leading or that you are going to lead.
- Be a role model for others (including delegates, leaders and parents).
- 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.

To the participants/delegates

- Take the role of parent substitute and friend who takes full responsibility of the youths during the whole Programme, including the preparation stage, travel to and from the site. (Remember to phone parents on the arrival).

- Provide practical help with handling money, letter and diary writing, health and laundry.
- Support youths in their educational process and follow it up!
- Respect others and their cultures.

To CISV International

- Evaluate 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

- Provide feedback on the Programme (about content, parents and delegation).
- Participate in local activities and support the Chapter/ NA.

During the Youth Meeting

The leader must:

- Participate in the planning and facilitation of activities
- Encourage youth to take an active part in planning activities
- Respect rules and policies of CISV and Youth Meeting's time table
- Be sensitive to and respect others' feelings and customs
- Contribute to creating a good group feeling among the participants
- Keep yourself fit both mentally and physically (Youth Meeting is a very intense CISV activity)

To the participants/delegates

- Assume the role of parent substitute and friend who takes full responsibility for the delegates during the camp, including travel to and from the host country
- Provide practical help such as handling money, letter and diary writing, and health needs
- Support delegates to settle at the Youth Meeting and mix with other participants
- Communicate with your delegation on daily basis
- At Youth Meeting with home stays, leaders must be reachable at all times for all delegates

To other Leaders

- Take an active part in adults' meeting
- Contribute to the facilitation and organization of the Programme
- Find a solution with other adult for the problems that may arise during the camp

To Staff

- Respect and follow to rules and guidelines set by the camp staff
- Be collaborative