

ROLE OF LEADERS

- Provide supervision and care for participants during travel and throughout the programme
- Participate in training to prepare for their role and apply the principles taught in this training to the programme
- May have specific responsibilities for the travel arrangements and preparation of a delegation prior to the programme
- Support the programme staff/LIC and actively participate in programme activities
- Have shared/total responsibility for planning and running educational activities during the programme



ROLE AND RESPONSIBILITIES OF A STEP UP LEADER

Administration

- Plan for travel, passports and visa requirements as soon as possible or at least 8 weeks prior to travel (b)
- Check that participants have properly signed legal and health forms and carry these documents during travel (b)
- Make sure you have a copy of the certificate or notice (it can be called both) CISV Travel Insurance and carry this document during travel (b)
- Arrange vaccinations, medications/prescriptions (including prescription glasses), money, small home stay gifts for host families (b)
- Determine with parents the amount and use of an emergency fund (pocket money should follow guidelines set by the camp staff) (b)
- Take completed copies of the Health Form and Legal Form to camp
- Be aware of the role of the leader as a legal guardian and friend who takes full responsibility of the youth during the programme, including travel to and from (leader should inform parents upon arrival in the host country through a pre-determined form of communication) (d)
- Complete evaluation forms (d,a)
- Prepare a proper accounting to parents after the programme and attach necessary supporting papers such as receipts, bills, etc. (a)

Educational Content and Training

- Participate in leadership training in your home NA/Chapter (b)
- Discuss the theme, gather and facilitate the youth in preparing activities to use at the camp or presentations outlined in the Pre-Camp information (b)
- Train the delegates how to create, plan and conduct activities (b)
- Work with the delegation to develop an understanding of the theme to plan the cultural activity and materials that they will use (b,d)

- Encourage the youth to develop leadership skills through participation in camp planning (b,d)
- Encourage involvement in CISV activities and assist leadership training (a)

Communication and Assistance

- Introduce families to CISV goals and educational approach (b)
- Meet with individual families and get to know each delegate (b)
- Ensure the delegates understand their role and set expectations (b)
- Explain that all their clothing should be labelled with their name and country (b)
- Respond to Pre-Camp information giving feedback to the staff (b)
- Communicate with the programme contact person or the programme director about special diets, health restrictions, religions services needed (b)
- Notify host country of travel information and if necessary make request for hospitality before and/or after camp
- Provide practical help with handling money, health and laundry (d)
- Support delegates as they settle in at the camp and mingle with other participants, reminding them that leaders are also participants (d)
- Facilitate and help the participants in planning and leading the activities (d)
- Evaluate and discuss problems with others and try to understand their point of view (d)
- Assist delegates with the re-entry process (a)
- After camp, contact/meet your delegation and send greetings to other delegations (a)

Practical responsibilities

- Plan daily delegation times and make sure to debrief the camp (watch for homesickness) (d)
- Keep mentally and physically fit and get enough rest (d)
- Take an active part in leaders' meetings (d)
- Take an active part in all programme activities, including camp meetings (d)
- Participate and socialize with others (d)
- Respect programme and timetable (be on time) and be a good role model (d)
- Respect others' feelings and customs (d)
- Participate in daily evaluation of the programme (d)