



victoria

building global friendship

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Information Booklet for Village Delegates and Parents

October 2017

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Introduction

This booklet has been prepared and revised by experienced CISV parents. It is a complete guide to the whole process – before, during and after the Village. The information provided covers everything from travelling clothes, to costs, to communication between delegates and their families during the Village.

It is a good idea to keep this booklet handy throughout the months of preparation – indeed, take it along to all delegation meetings. Most of your questions can be answered by consulting this booklet. If your question is not answered, or you want to discuss an issue further, please contact a member of the Programme Committee. We would be happy to talk to you or to attend a delegation meeting to offer information or advice.

What is a Village?

The Village Programme is a four-week international camp unique to CISV. A Delegation is usually composed of two boys and two girls (age 11), however, trans kids and gender-variant kids are welcomed. An adult leader (minimum age 21) is also a key member of the delegation. The Village Programme will be attended by delegations from 10 to 12 nations, plus Host Staff and four to six Junior Counsellors (JCs) (age 16-17) from three to five nations who participate in a multi-language camp featuring typical camp activities and emphasizing international friendship, cross-cultural communication, and cooperative living. Day by day, the children learn, in a natural way, that despite national or cultural differences they have more in common as members of the human family in an increasingly interdependent world.

The Aims of a Village

The aims of the Village Program are:

- To provide an experience in active coexistence by creating a model of a society where its participants can learn the values of consideration for and cooperation with their fellow Villagers in various activities, including practical work.
- To provide the opportunity to participate creatively in decision-making.
- To use the Village as a place for learning to understand and appreciate different cultures.

Calendar of Events

Month	Approx Date	Event(s)
September	2 nd Friday 4 th Friday	Peace Night – Delegations share their travel experiences Information Night – Delegates share their experiences with visitors
October	1 st Friday	First Village Meeting
November	1 st Friday 3 rd Friday	Village Meeting Fall General Meeting – parents are asked to attend and contribute their opinions to the board
December	1 st Friday 2 nd Friday	Village Meeting Programme Applications and Programme deposit due (\$250)
January	1 st Friday late January	Village Meeting Village Mini-Camp Weekend
February	1 st Friday	Village Meeting Delegation Selection Invitations are sent Acceptance of travel Invitation is required by delegate w/ deposit
March	Middle of Month	Village age kids begin attending Junior Branch (JB) Meetings
April	2 nd Friday Anytime April/May	JB Meeting Delegations individually schedule regular meetings Regional mini-camp weekend – all travelling delegates expected to attend
May	Anytime 2 nd Friday	Regular delegation meetings JB Meeting Annual General Meeting – parents are asked to attend and contribute their opinions to the board
June	1 st Saturday 2 nd Friday Anytime	Oak Bay tea party – CISV participates in parade JB Meeting Regular delegation meetings
July / August		Summer Delegation Travel

Getting Started

FIRST MEETING

Orientation of all delegations

Village delegations gather to:

- meet leader and share introductions
- briefly review information booklet
- book dates for each family to host leader for dinner
- set time, date and place of delegation meetings (families take turns hosting)
- set up slush fund (usually \$50 to \$75) for expenses (socials, booklets ...)
- select a parent to act as the treasurer of the fund

DURING DELEGATION MEETINGS (parents, delegates and leader)

Plan a series of group activities (such as swimming) for the children
include one sleepover in addition to Spring Regional Mini Camp

Topics to be discussed: (more detail given in following pages)

- administrative details (passports, CISV documents, inoculation or visa requirements)
- National Night presentation
- contents and style of booklet
- national costume
- gifts for home stay families and staff
- traders
- travelling outfits – merchandise available through CISV
- a budget for shared expenses (e.g., booklets, gifts, costumes, leader's expenses, emergency money)

Schedule time to:

- work on booklets – a great way for the whole family to be involved!
- take delegation photos

DELEGATION DISCUSSION TOPICS

- Cultural variations
- Willingness to accept new food, ideas, values, customs, dress
- Discipline
 - what the leader expects from the group
 - what they expect from the leader
- Safety
- Emotional considerations
- Separation anxiety, before and after departure

Expectations of Delegates

Being a part of a Canadian delegation at a village is an exciting and incredible experience! Delegates will have many opportunities to share information as they represent themselves, our chapter and our country at the village.

As delegations prepare for the village there are many tasks that need to be completed. In addition, delegates are asked to take their role seriously by being respectful at all times and working together to create an enjoyable experience for everyone.

BOOKLETS

All delegations prepare a type of booklet to give to everyone at the village (approximately 75-80 copies). Leaders have access to samples from previous Villages. Be creative – make a placemat or bookmarks for example.

Here are some guidelines to remember when planning your booklet:

- the purpose of the booklet is to share information about your delegation and Canada
- avoid a lot of writing as some delegates may not read much English
- booklets should be compact, interesting and informative
- they should contain:
 - a picture of the delegation
 - brief information on each delegate, their family & their interests
 - home and e-mail addresses and telephone number
- Optional:
 - map of Canada (locate your chapter on the map)
 - postage stamp, sample of Canadian money
 - pictures of Canada
 - a recipe

Try to recycle and upcycle materials for your booklets. Delegate one parent to contact each source so that the resources, such as your Members of Parliaments, do not get multiple calls. Remember to keep a copy at home for each delegate when the booklets are completed. A copy of each delegation's booklet should be given to the Programme and Leadership Committees.

NATIONAL COSTUME

Delegations wear their national costumes during their National Night and during the Open Day at the Village. Your costumes can be all the same or different. Be creative and think about how to represent diverse groups in Canada! Previous delegations have represented Royal Canadian Mounted Police, explorers, lumberjacks, First Nations peoples, early settlers, hockey players and Canadian animals. Often delegates enjoy trading their costumes, so do not choose something too valuable.

NATIONAL NIGHT

This is an opportunity for delegations to present an informal programme of songs, dances, games, and legends from their respective countries, usually with the full participation of the others. International or national activities may include food tasting or a small exhibition of souvenirs. The staff of the village will provide specific guidelines for food preparation dependent upon the availability of the kitchen.

Once you have selected a costume, decide on some activities you will present to represent Canada. Some ideas include:

- a videotape or slide show of your city and/or country and your homes and families
- sing the national anthem in English and French
- share other popular songs (for example, This Land is your Land)
- play games you enjoy
- perform dances including square or line dances
- plan a skit (for example, a brief history of Canada, a Robert Munsch story, or a trip across Canada)
- prepare some food - could be a snack or meal. Suggestions: pancakes and maple syrup, popcorn, s'mores, freezies, rice crispies treats, beavertails, poutine, maple cookies
- give handouts (Canadian pins, pens and flags)
- hang posters to decorate for National Night

Comments on National Night

This is an opportunity for the delegation to present Canada and themselves. They will want to be proud of their efforts. It is recommended that the delegation practise the presentation and try out any recipes. Many delegations plan a send off party shortly before departure and this is an excellent opportunity to present your National Night to families.

TRAVELLING OUTFITS AND T-SHIRTS

All delegates must wear matching outfits for travel. **Most delegations choose CISV t-shirts or sweatshirts in matching colours, which are purchased from the Merchandise Coordinator**

T-shirts are a popular trading item at the Villages, so get your CISV T-shirts early and wear them a lot before leaving. Delegates often trade used shirts, not necessarily new ones.

GIFTS

There are 2 - 3 homestays during the Village. The delegation will need to take a gift for each of your homestay families. During the first homestay, the local chapter tries to keep the delegation together. However, it may be necessary for children to be hosted by two different families. During the second homestay, the delegation will be separated and each child will require a gift. It is a nice idea to include a thank you note and a copy of the booklet for each family. Delegations that need to stay over an extra night after camp will have a third homestay, and again a gift would be required for the homestay family.

Gift Suggestions

- | | |
|-------------------------------|---|
| Canadian cookbook | • wood carvings |
| illustrated book on Canada | • placemats |
| calendar with scenic pictures | • CISV T-shirts/hoodies/hats |
| Inukshuk sculpture | • maple syrup/candies |
| framed picture of delegation | • small items for children in host families |

The delegation will also take a gift for each of the staff (usually about five people). A gift such as a small bottle of maple syrup, a Canadian souvenir or a photo of the delegation is a nice way to thank the staff.

ATTENDANCE

Be prepared to put CISV first.

Delegates are expected to attend a weekend camp, called the Spring Regional Mini-Camp, which is held in April or May. In addition, each delegation will be having meetings on a regular basis from March until June. Every effort will be made to accommodate various schedules but in the event of conflicts CISV should be the priority.

RESEARCH

A good way to prepare for the Village is to learn about the country you are visiting and those of the other delegations. You may be able to collect free information from the Embassies.

Delegates are expected to know about Canada and the provinces. Learn about our government. Be prepared, as you may be asked lots of questions.

PHOTO ALBUM

It is a good idea to prepare a small album with pictures to bring to the Village. Delegates may want to include their family, friends, pets, home, school and favourite places. Homestay parents, as well as the leaders and delegates from other countries love to see photos of family and your home.

TRADERS

Trading clothes, pins and souvenirs is a fun part of the Village. It is wise not to pack anything that you would not want to trade! There are many free things available – for example: maple leaf pins and small paper Canadian flags – from your local MLAs, MPs and city councillors. Other popular traders include CISV t-shirts, Canadian souvenirs (balls, key chains, playing cards ...), jewellery and candy. Find out what the JB has made recently and visit your local dollar store! As a delegation you should talk about what you would like to bring and discuss how much is appropriate.

In addition, each delegation needs **one large Canadian flag available from their MP**. Decide who will be responsible for bringing the flag.

OPENNESS TO NEW EXPERIENCES

A Village is an incredible experience. Delegates will experience many new things while they are away. It is important that the delegates are open to try new things and to meet new people. It is also important that delegates listen to and respect the leaders and staff. These are the people who will be caring for them while they are away.

Expectations of Parents

GETTING TO KNOW THE LEADER

Families often take turns hosting meetings, which provide an opportunity to get to know the other children in the delegation and the leader. There will be occasional parent meetings as well.

DINNER WITH THE LEADER

It is recommended that each family invite their leader for dinner. This time provides another opportunity to learn more about each other, and the leader is able to observe what a typical evening is like for the delegate. This is also a time to share specifics about your child and show the child's home; this will enable the leader to help your child should he/she become homesick.

EXPENSES

Please see the attached program fees policy which outlines the requirements.

At one of the first meetings, prepare a budget to cover all delegation and preparation costs (items are identified below). It is important that all families are comfortable with it. Some items will be paid for by each family (e.g., passport); other items will be paid for once and the cost shared equally by all four families, e.g. booklet reproductions, leader's costs. Remember, there are lots of ways to keep these costs at a reasonable level.

- passport
- national costume
- delegation booklet
- pre-village photos
- gifts
- long distance calls from leader
- camp video and photos (if made available by the hosting chapter)
- spending money – The amount is determined by the hosting chapter, so all delegates have the same amount, and is typically \$100 - \$150.
- contingency money given to leader for emergencies, snack food en route or forgotten supplies
- travel clothing
- leader's costs for local activities
- parents should share costs of preparation activities
- each family provides money for slush fund
- leader reports on expenditure needs

TRAVELLING OUTFITS AND NATIONAL COSTUMES

Both children and parents should share their opinions. (See delegate's preparation for ideas). Outfits may be sewn, purchased or gathered from other sources. Remember the costume will not likely return with your child as they are often traded for someone else's.

PRE-CAMP

You will receive two or three pre-camp information booklets from your leader. These are sent by the host chapter and will outline items including: information about the staff and Village site, camp theme, what to bring, climate information and amount of spending money.

MAIL

It is recommended that parents mail a letter at least one week before the children leave so it arrives at the beginning of camp. Give the leader at least two other letters to be handed out at intervals during camp when mail delivery is slow. Parents can encourage friends and relatives to write also.

Sometimes fax and e-mail opportunities are also available.

Please note that there is no telephone contact with the delegates during the time away from home. The leader will be phoning or emailing parents when the delegation arrives and before they depart.

VOLUNTEERS

Parents are involved as volunteers to prepare for the Village and also as part of the CISV Victoria chapter activities.

Village volunteering: Your leader will need help with many aspects of getting ready. Consider what your resources are. You can contribute to delegate preparation by providing free photocopying, access to materials/supplies for booklets/traders, obtaining costumes and by hosting meetings in your home.

Chapter volunteering: There are many opportunities to volunteer in the Chapter, including fundraising and supporting the international camps we host in Victoria. Every family must participate actively in some area of the Chapter. Volunteer forms are distributed to all delegates' parents and with the annual membership renewal.

ATTENDANCE

It is essential that you and your child attend all preparation meetings scheduled for you. Please ensure your child attends all delegate meetings and participates in CISV activities. Follow through on anything you and/or your child has volunteered to do.

PASSPORT AND FORMS

Fill out the Delegate Legal/Guardian Insurance Form. This will be completed at a group meeting. CISV Victoria purchases deluxe health and travel insurance for each delegate and leader when flight tickets are purchased.

Ensure that the Health Form is completed by your doctor about **one month** before leaving.

An additional letter allowing the delegate to travel will be signed by a notary public and both parents. Both parents (except in the event of a sole custody agreement) and the delegate must attend the notarizing.

The originals of all documents and the passports are carried by the leader. Four copies will be made: one for your records, one for CISV Program Committee, one to travel with leader for the Village staff and one to be kept in child's suitcase.

FLIGHTS

The local chapter will arrange flights and insurance for each delegation and pass information to the leader. Please note that delegates travel as a group both to and from the Village programme. Only the Programme Committee corresponds with the travel agent. All information will be relayed through the leader.

ROLE OF THE PROGRAMME COMMITTEE

The Programme Committee is available to parents at any time. Initial problems and concerns should

be raised with the leader. However, if the leader is unable to assist, the programme committee members will help answer questions, support the group and deal with concerns.

For Delegates

HOMESTAY

When you arrive at your destination you will have a homestay of one or more days before going to the Village. During the first homestay, the local chapter tries to keep the delegation together. However, it may be necessary for the children to be hosted by two different families. In the middle of your Village, you and a child from another delegation will be billeted together. Remember to be courteous to your homestay family. "Please" and "Thank you" go a long way in all cultures. Be helpful (make your bed and clean up after yourself) and be willing to help with household chores (dishes, setting the table). Do not be afraid to talk to your homestay family; they are interested in everything about you and your family. They may have activities planned or they may ask what you would like to do.

PARTICIPATION

As a Village delegate, it is your responsibility to make an effort to get to know children from all the delegations. Remember not to ignore those children who do not speak English. There are many ways to communicate (sign language, drawing pictures). Invite them to play a game such as tag, soccer, or other games. This is the best part of being at a Village.

BEHAVIOUR

Learn about the rules of the Village and follow them. They are there to ensure you have an enjoyable and safe experience. It is important that you treat all leaders, staff members and homestay parents with respect. Show respect to the Village site by keeping your belongings neat and caring for the environment.

COMMUNICATE

Remember your leader is there for you. If you have any concerns, talk to him/her. Get to know other leaders at the Village in case your leader is unavailable to talk to about a problem.

WRITE HOME

Your family and friends are eagerly waiting for letters and postcards. Send them right away at the beginning of the Village as they will probably take at least a week to reach Canada. Practice addressing a postcard and an envelope prior to your trip, so you know how to do it.

For Parents

TELEPHONE CALL / EMAIL

Once the delegation has arrived at their destination, the leader will call one parent of the delegation, chosen by everyone, to advise of their safe arrival. This parent will in turn contact the other families within 24 hours.

Please do not telephone the Village. Calls will not be allowed except in an emergency. If there is an emergency situation, call the number given in the Pre-Camp booklet. In an emergency you will be asked to speak to the camp director or the leader and not your child directly. (You can always call a committee member if you need to.)

Delegates are not permitted to telephone home. They will be encouraged to write letters. Leaders will email on a regular basis (about once a week) with updates on each delegate. The Village may also have a blog. **Do not encourage your child to phone home.** Rest assured that if your child is having any difficulties or there are any problems, the leader or someone from the Program Committee will contact you immediately. The adage that 'no news is good news' is definitely true for the Village experience, though this can be hardest on parents.

LETTERS FROM YOUR CHILD

If you receive a letter expressing extreme homesickness, problems, unhappiness or illness, remember that the letter was written between one and two weeks ago and the problem has probably passed. If you are still concerned, contact your telephone contact person who will relay your concerns to your leader when he/she calls.

LETTERS TO YOUR CHILD

Please keep all letters upbeat and avoid all phrases such as "We really miss you" or "Can't wait until you get home", which tend to cause or encourage homesickness. Any news of an unhappy nature is better left until the child arrives home.

ARRIVAL HOME

When your child returns, he/she may be tired from the long journey home and not say much other than "It was great fun". Rest assured you'll hear all about it over the next few months.

Sample Daily Schedule

Each Village staff will set their own schedule. This is an example of a typical day at a Village. Days are busy and filled with many interesting activities.

8:00	Wake up
8:20	Flag time (CISV song)
8:30	Breakfast
	Cleaning
10:00	Activity period I
10:45	Activity period II
11:45	Free time
	Lunch
12:30	JC Shop Open
	Rest Period
14:15	Activity period III
15:15	Activity period IV
	Showers/Free time
16:30	Leaders' meeting (programme planning)
17:45	Dinner
18:30	Delegation time
19:30	Evening programme Flag time
21:00	Snack time
	Lullabies
21:30	Bedtime
22:00	Good night, lights out

After the Village

PEACE NIGHT / INFO NIGHT

Now that you have returned from your Village, your delegation will be expected to attend Peace Night in early September to share some of your experiences with the general membership of CISV Victoria. Some delegates will then be invited to speak at Information Night in late September to answer questions for the new families that are just embarking on their own CISV experience.

SPREAD THE WORD ABOUT CISV

You and your family can help bring new members to CISV. Talking about your experience is the best publicity we can get. Make a short presentation at your school, church or community group to encourage children to try out for next year's Village. Delegates are expected to participate in such opportunities; families may need to facilitate and support them. Prepare an album or poster board of your pictures and souvenirs to show. Perhaps you can write an article for your community newspaper.

GROUP MEETINGS

Your delegation will probably meet several times during the year following the Village. You may wish to send group Christmas cards to other delegations.

INVOLVEMENT

Continue your involvement in CISV through the Junior Branch (JB) and other CISV activities. You may wish to participate in a Step-Up Camp, an Interchange, a National Camp, and later be a Junior Counsellor at another Village.

LETTERS / COMMUNICATION

Write to people you met at your Village, or keep in touch via social media. You never know when your paths may cross in the future!

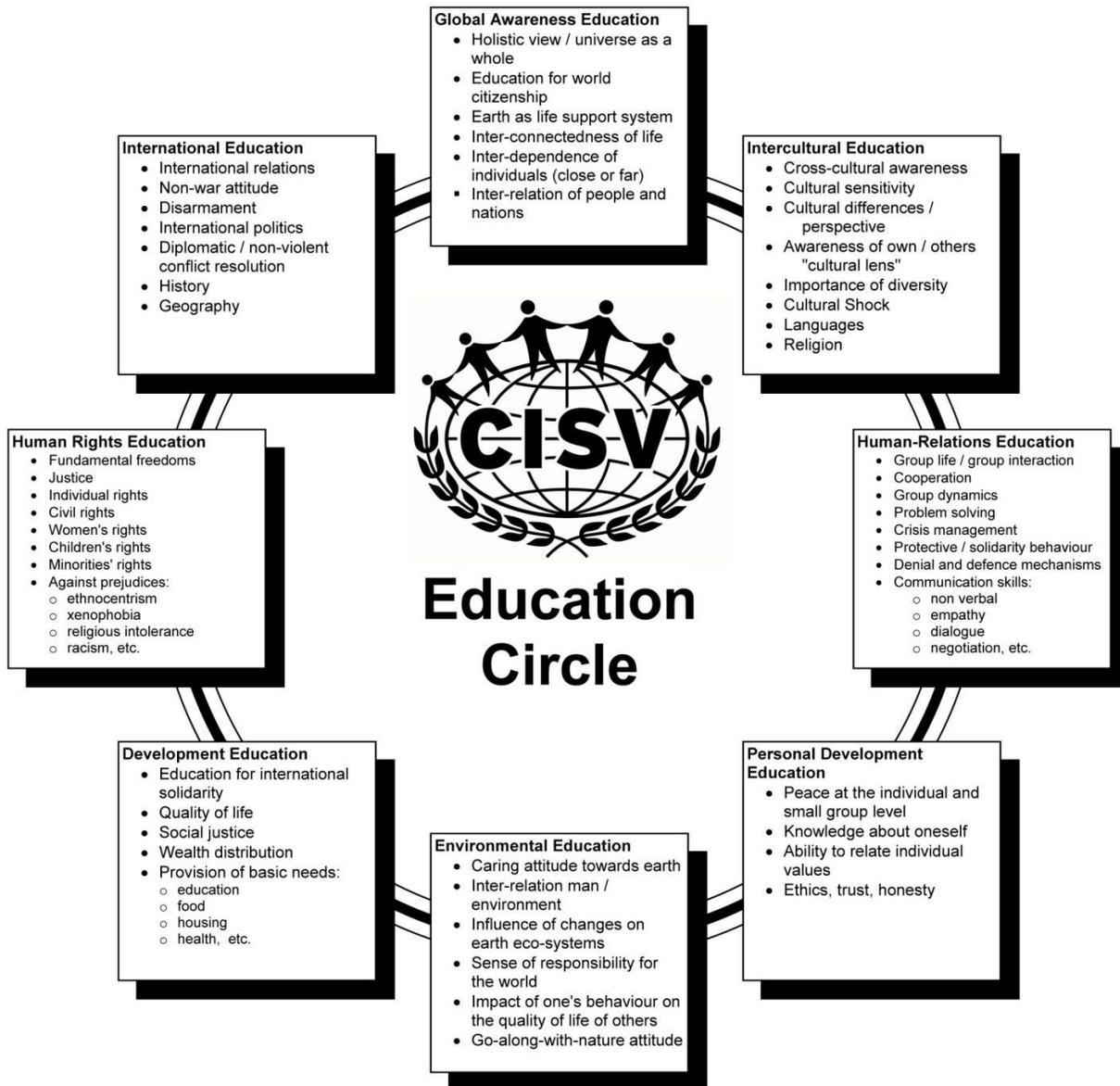
CISV Song

**Here in this village you may see
Children living happily
Different race and different
land Here we come to
understand One another's point
of view
Learning through the things we do
How alike am I to you**

**Here we live and eat and sleep
Talk and laugh and sometimes weep
Here we share our hopes and fears
Build a bridge across the
years Sow a seed and plant a
tree
Beneath whose branches there may
be All the nations gathered free**

**That our children so may grow
In a world we did not know
Sharing all they have to give
Learning how to love and live
In our hands the future lies
Seize the moment there it
flies Stamp the present with
an act Dare to make our
dream a fact**

CISV Education Circle



12 PRINCIPLES of CISV

from Dr. Doris Allen the Founder of CISV

To give children a face-to-face international experience before adolescence.

To give children the opportunity to grow up with a World point-of-view. This is why we set up a miniature world of 10 to 12 countries in a single Village. It is not sufficient to relate to only one other country. This is an age in which all countries are inextricably interrelated. The demand of the times is to view the wholeness of the World.

To give children the opportunity to grow from around the world and to learn that it is possible to be friends irrespective of colour, nationality, religion, language or any other aspect of culture.

To give children the opportunity to get personally acquainted by limiting the Village to 40 to 48 children. Indeed the children say, "It was like a family."

To give the children time to build deep friendships. Villages are four weeks long.

To keep the program simple, in order for the 11-year old to assimilate the experience: giving time to be quiet; for writing in a diary or writing letters home; time to exchange and compare stamps and coins of other countries; time to be alone, if desired; time to look at the photos of the families of other Villagers – in short, ample free time to balance the scheduled hours.

To give the children the opportunity to engage in the activities of other cultures: singing songs of other countries in other languages; learning dances of other countries; trying on costumes of other countries; and, actually exchanging items of costume at the end of the Village.

To give the children the opportunity to work jointly with other nationalities on committees – for example: to set the dining room tables for meals; to sweep the dining room floor; to pickup paper from the yard; to plan an evening's entertainment; to plan an open house bazaar, etc.

To give the children the opportunity to experience a oneness with nature wherever in the world: climbing a mountain; taking a birdwalk; discovering the flowers and trees of the region; exploring life in a small stream, etc.

To give the children an opportunity to learn some skills of governance: through the children's assemblies; the parliamentary sessions; learning how to elect a president and a secretary; how to formulate any problems that may exist in the group; how to listen to different points-of-view and discuss alternative ways of solving problems; learning what is fair for the individual and at the same time for the whole group, and so on.

To give the children an opportunity to become acquainted with the culture of the host country: spending a weekend in a home with a same-sex, same-age child; having open-house for the public to visit the Village and for the Villagers to meet people of the community; visiting the local zoo, farm, factory or historical site. (Not more than one excursion per week).

To give the children the opportunity to work with many nationalities and languages, to say thank you to the host community for the privilege of the Village: plant a tree on the site of the Village; building a foot bridge across a stream; painting parts of the main buildings of a Village.

Message to Parents

CISV was founded as an educational organization and continues today to sponsor research into educational methods and the effectiveness of its programs.

For youth involved in CISV, important and on-going learning contributes to their success in all facets of life.

CISV provides experiential learning in many areas that are known to be critical life success factors, particularly in today's rapidly changing times.

Peace education components include: awareness and understanding of cultural, racial and religious differences; conflict resolution; and teamwork. These skills are learned in supportive, low-risk, and enjoyable conditions.

CISV's educational experiences, however, provide ample opportunities for youth to develop skills in many areas that will serve them well in mastering all aspects of their development and daily lives.

In the book, "Working with Emotional Intelligence", by Daniel Goleman, five critical life competencies are described. (Used with permission) They are:

Self-awareness : Knowing what we are feeling in the moment, and using those preferences to guide our decision making; having a realistic assessment of our abilities and a well grounded sense of self-confidence.

Self-regulation : Handling our emotions so that they facilitate rather than interfere with the task at hand; being conscientious and delaying gratification to pursue goals; recovering well from emotional distress.

Motivation : Using our deepest preferences to move and guide us toward our goals, to help take initiative and strive to improve, and to persevere in the face of setbacks and frustration.

Empathy : Sensing what people are feeling, being able to take their perspective, and cultivating a rapport with a broad diversity of people.

Social skills : Handling emotions in relationships well and accurately reading social situations and networks; interacting smoothly; using these skills to persuade and lead, negotiate and settle disputes, for cooperation and teamwork.

CISV programs provide a wide variety of environments where these skills can be developed while meeting, playing, and working with others.

McGill University professor and philosopher Charles Taylor has coined the phrase, "The Death of Certainty" to describe the current situation facing individuals in today's ever changing world. This creates fear and hesitation in those without confidence in the future and is exhibited as withdrawal or depression amongst youth. CISV'ers, through interaction with others who are supportive and positive, exhibit a desire to engage in the process of change and have greater confidence in their ability to manage their own affairs in the world.

It is well understood that "You gain wisdom through experience, not in a classroom." CISV offers experiences through progressive programmes from the age of eleven. Through CISV's programmes such as the Village, Interchange, Step-Up, Seminar Camp and Local Work (Mosaic), CISV youth develop invaluable life skills that will enable them to make substantial contributions in their personal, community and working lives.

As a parent concerned that your child has positive inter-cultural experiences and establishes positive attitudes towards others who are different by virtue of race, nationality, religion and gender,

CISV teaches through direct experience in a responsible, supportive environment.

The learning gained by participation in CISV's local community activities, and in International Programme experiences, enriches and develops young people to assume responsibility for themselves and others. It also helps to develop a Global perspective on events at home and abroad.

By reinforcing an active pursuit of **peace and understanding through friendship**, important life-long attitudes and skills are learned.

Parents - CISV is a valuable educational resource for your children and an investment in their futures.

CISV is a family-oriented organization that requires the support and active participation of the adult members of the family, not just the participation of the children.

As a volunteer organization CISV raises funds in a variety of ways, just like many other registered charitable organizations, through activities such as: garage sales, product sales, raffles, etc.

To the degree possible, individual CISV Chapters assist in the costs of participating in CISV International Programmes, however, the major focus of Chapter fundraising is to enable Chapters to periodically host such Programmes as "Villages", "Seminar Camps", and "Step-up Camps".

The philosophy of CISV is best supported in a home where the parents demonstrate that a world governed by mutual respect and sensitivity to others are also the values held, and actively supported, by the parents.

Membership Information

Membership in the Victoria Chapter entitles family members to:

- participate in local and national mini camps
- participate on the Adult Board
- participate in the Junior Branch (JB) activities
- apply for leadership positions
- apply for international programs
- receive information by regular and electronic mail
- receive the chapter handbook as well as programme handbooks

The chapter is run by volunteers who make up the Adult Board and the Junior Branch, both of which hold monthly meetings. Involvement at both these levels typically lasts from two to five years.

Memberships are valid from July 1 through June 30th and are renewed annually.

Family Obligation

CISV Victoria counts on the involvement of parents for successful local, national and international programmes. This includes participating actively in *more* than one of the following:

- becoming a member of the Adult Board
- hosting delegation meetings
- providing homestays for international delegates
- submitting required paperwork on time
- understanding the goals and philosophy of CISV
- volunteering to assist when CISV Victoria is hosting an event
- promoting awareness of CISV in the community
- sitting on one of the various committees required to run this volunteer organization.

In order for our chapter to continue to grow, we require support from all members during our fundraising initiatives.

Purpose

This policy defines the fees and costs payable by members of CISV Victoria participating in CISV Programmes. Programmes are defined as: Village, Step Up, Interchange, Junior Counsellor, Seminar Camp, Youth Meeting (YM), or International People's Project (IPP).

Programme Fees

Each programme participant will pay the following fees:

CISV Victoria Fees (\$100 per program week)

Village (4 wks)	\$400	Youth Meeting (8/15 days)	\$300
Interchange (2/4 wks)	\$200/\$400	IPP (2/3 wks)	\$200/\$300
Step Up (3 wks)	\$300	Peace Bus	\$400
Seminar Camp (3 wks)	\$300		

This fee is applied toward hosting costs. In order to receive invitations to attend national and international programmes CISV Victoria must host programmes locally. CISV Victoria is committed to hosting a programme for five out of every six years. The cost to host one programme is approximately \$30,000.

CISV Canada and CISV International Fees

Village	\$745	Seminar Camp (3 weeks)	\$570
Interchange (2 weeks)	\$324	YM Del (8/15 days)	\$240/\$415
Interchange (4 weeks)	\$432	YM Ind (8/15 days)	\$235/\$380
Step Up (3 weeks)	\$620	IPP (2 to 3 week)	\$255
Junior Counsellor	\$745	Peace Bus	\$1,500

Programme Costs

Each participant will be responsible for the following programme costs:

Airfare and Travel-related Costs

Travel-related costs may include (but are not limited to): travel insurance, visas, and local transportation. Travel costs will vary depending on travel destination. Applicants must be prepared to pay for any of the potential travel destinations for the programme to which they are applying. See also Travel Policy.

Leader Costs

Applicable only if participant is traveling with a leader. Leader costs may include (but are not limited to): training, airfare and travel-related costs. Leaders' costs are shared equally between the participant group (delegation).

Payment

Two non-refundable deposits. The first deposit is due with the Village Programme application on December 8th. The second deposit of \$1000 toward programme fees (or the full programme fee, whichever is less) is payable to CISV Victoria within two weeks of participant selection. The balance of fees will be invoiced as CISV Victoria incurs costs. Invoices are payable immediately (cheque only) and payment MUST be delivered directly to the Treasurer within two weeks of receipt.

Purpose

This policy applies to travel by members of CISV Victoria participating in CISV Programs. A copy of this policy will be provided to all program applicants for their information and support.

Definition

“Delegate travel” applies to these programs: Village, Interchange, Step Up Camp, Youth Meeting.

“Individual travel” applies to these programs: Junior Counsellor, Seminar Camp, Youth Meeting, International People’s Project (IPP).

Travel to national CISV events (National and Spring Board Meetings, National Camp) is considered individual travel.

Delegate Travel

Use of “points” not permitted

Travel on “points” is subject to various rules and limitations which can significantly complicate or compromise group travel arrangements (example: delegate travelling on points is bumped from a flight, entire delegation is inconvenienced).

Must use the CISV Travel Coordinator

The travel coordinator will use a travel agent familiar with CISV International travel requirements. The travel agent will be approved by the CISV Victoria executive board.

A delegation may seek competitive pricing information prior to final bookings. Such information should be promptly provided to the travel coordinator for consideration.

Must obtain cancellation insurance with ticket

Must have CISV medical insurance covering the entire travel period plus three days in case of travel delays

Must use scheduled carriers; use of charters not permitted

Charters can cancel or change flight times at any time, and connections will not be taken into consideration or covered when missed.

Individual Travel

May use travel points

May use the CISV Travel Coordinator or not, however **MUST** notify the travel coordinator of travel plans prior to final booking

Individual travellers may wish flexibility in travel arrangements to pursue personal travel pre or post CISV event. Participants travel under the auspices of CISV Victoria; therefore, for insurance purposes are required to inform CISV Victoria of travel plans, specifically those which relate to attending the CISV event

Must obtain cancellation insurance with ticket, including tickets purchased with “points”

Must have unlimited medical insurance covering the entire travel period plus three days in case of travel delays

Payment

Applicants must be prepared to pay for any of the potential travel destinations for the program to which they are applying. See also Program Fees Policy.

Per the Program Fees Policy, a deposit of \$1000 toward Program Fees is payable to CISV Victoria within two weeks of participant selection. The balance will be invoiced as CISV Victoria incurs costs. Invoices are payable within two weeks of receipt (by cheque only) and payment MUST be delivered directly to the Treasurer.

All payments, other than that for travel arranged independently (individual travel only), will be payable to CISV Victoria, unless otherwise required by CISV National or CISV International guidelines. CISV Victoria remits payment to the travel agent, CISV National and CISV International.

Alternate payment plans may be arranged at the discretion of the Board.

Rationale

A single payment to the travel agent enables CISV Victoria to avoid the charges that would otherwise be applied to process multiple payments. The travel agent, based on a "good faith" relationship with CISV Victoria, purchases (in full) the tickets for all traveling delegations and leaders in the month of March without requiring payment in advance or within three days of purchase as other travel agents would. CISV Victoria remits payment to the travel agent based on the expectation that all families will make a full payment to CISV Victoria. CISV Victoria does not have the financial resources to "carry" outstanding Programme Fees.

Policy amended: November 21, 2011

Dick Blenkiron Memorial Bursary

Dick Blenkiron was an active member of CISV Victoria and CISV National from 1990 up until his passing in 2003. His role began as a parent with the involvement of his daughters, Amber and Alicia. In the early 1990s, he led an Interchange to Mexico and by 1997 he began a three-year term as National President. In 2000, he worked passionately as Local Interchange Coordinator and in 2002 he led another Interchange to Salvador, Bahia in Brazil. At the time of his passing, Dick was the International Trustee for CISV Canada. Dick was a charitable and adventurous man. In 2001 and 2002 he completed 'The Great Walk' from Gold River to Tahsis, raising the first monies to become a part of this bursary.

Bursaries are available for membership and mini-camp fees and for travel costs. Bursaries may cover up to 100% of registration fees, and up to 50% or \$750, whichever amount is lesser, for travel costs.

Travel costs are defined as travel, delegate portion of the leader's travel and national/international fees. Bursaries can be applied to out-of-chapter travel only.

Applicants, and their families as appropriate, must be active members of the Chapter and actively involved in volunteering and fundraising efforts in both the year of travel and the year following. Successful applicants are expected to maintain their membership for a minimum of one year post travel.

Bursary applications are reviewed on an individual basis. Please attach a copy of income tax notice of assessment from the most recent year.

Bursary applications and supporting documentation should be submitted to the Chapter Chair or Programmes Coordinators either: personally at CISV meetings, or via email. For 2013/2014:

Christine Wilson, Chapter Chair

chair@CISVvictoria.ca

Jessica Schafer, Programmes Co- Coordinator

programmes@CISVvictoria.ca

Bursary applications may also be mailed to: CISV Victoria, PO Box 8058, Victoria, V8W 3R7

All personal documentation submitted through this application process will be kept confidential and will be destroyed after two years.

Applications will be assessed by the Chapter Chair, Programmes Chair and Treasurer. Those approved will be recommended to the Executive board for consideration based on funds available. The decision of the board is final.

Bursary recipients, and their guardian(s) as appropriate, will be required to acknowledge a Reciprocity Statement and sign a Participation/Behaviour contract (attached).

CISV Victoria reserves the right to withdraw a bursary from an applicant who is found to have misled the organization about any aspect of their eligibility, and to seek repayment by appropriate means of any monies already paid.

This policy is subject to annual review by the Board.

Dick Blenkiron Memorial Bursary APPLICATION FORM

APPLICANT INFORMATION:

Name: _____
Surname Given Names

Parent / Guardian: _____

Mailing Address: _____
Street City Postal Code

Permanent Address: _____
If different than mailing address

Telephone: _____
Home Work Other

E-mail Contact: _____
Please print

PROGRAMME INFORMATION:

Programme or Event: _____
Please be specific. Example: NBM Registration; IC DelegateTravel; Chapter Membership

Location: _____

Funding Requested : _____
Provide registration costs and/or expected travel costs

CRITICAL DATES:

Programme or Event : _____
Start and end dates for program or event

Response Deadline: _____
Please note deadlines for registration and/or travel arrangements

Please provide explanation if application is submitted past response deadline

Application Received: _____
To be completed and initialed by Chapter Chair or Programmes Coordinator

Dick Blenkiron Memorial Bursary

For all bursary applicants:

Please describe your involvement with CISV to date. Please include both local participation and travel experiences.

Please describe how your participation in this programme or event will benefit you personally and/or CISV Victoria.

Successful applicants and their families are expected to remain actively involved in Chapter activities for the year following a bursary award. Please outline how you and your family anticipate being involved with CISV Victoria.

Have you or a member of your family previously applied for a Dick Blenkiron Memorial Bursary? If so, please provide information.

For travel bursary applications:

Briefly outline the fundraising activities you will be involved in to raise funds for this travel experience. Include both independent and CISV-initiated activities:

Dick Blenkiron Memorial Bursary

Applicant
Initials

Guardian
Initials

I hereby certify that the foregoing information is, to the best of my knowledge, complete and correct, and I authorize the release of my family's income tax notice(s) of assessment to the CISV Victoria Chapter Chair and/or Programmes Coordinator and/or Treasurer.

I acknowledge that I have read and fully understand the requirements for eligibility for the Dick Blenkiron Memorial Bursary, and hereby acknowledge acceptance of the terms as outlined above.

I understand that if the applicant fails to complete the programme for which a bursary is awarded, I may be required to repay all bursary funds received immediately. Requirements for repayment will be at the discretion of the executive board.

Applicant Signature

Date

Parent(s)/Guardian(s) Signature(s)

Date

Dick Blenkiron Memorial Bursary Youth Travel Conduct Agreement

It is a participant's responsibility to:

Respect the rights and authority of all staff. Remember that the staff are responsible for you while you participate in your programme and will do what is needed to make this programme safe and enjoyable for everyone. Participants must not leave the camp site without the consent of the Camp Director.

Assist the staff in operating a safe programme. The more helpful you are, the more they will be able to make the experience fun for you.

Confide in a staff member if you feel the welfare of the group is in jeopardy. All information will be confidential. If you cannot safely confide in a staff member, contact a CISV Victoria board member.

Respect the personal dignity, possessions and opinions of others.

Respect the rights and privacy of others participating.

Avoid swearing and using inappropriate or offensive language

Respect camp property and equipment; treat it as if it belongs to you. Do not damage or deface property, equipment, or trees. Understand that your parents will be charged for any damages that you cause.

Understand that the use of tobacco, drugs and alcohol will be grounds for dismissal.

Bring and wear appropriate clothing. Shirts with profanity, put-downs, inappropriate pictures, etc., are not permitted.

Be aware of the daily schedule and take responsibility for being on time.

Clean up after yourself.

Participate fully!

Demonstrate tolerance and communication. It is an expectation that any conflict or issues be dealt with in an open and understanding manner, either one-to-one or with the assistance of the staff or leaders.

Both parent and participant have read and understand the Youth Travel Conduct Agreement. Violations of this agreement may result in the participant being sent home from the programme and or excluded from any further participation in CISV Victoria activities or travel opportunities.

Applicant Signature

Date

Parent(s)/Guardian(s) Signature(s)

Date