

2025 Training Packet

Included:

- National training schedule
- Training requirements for staff and leaders
- Costs
- Penalties
- Glossary
- FAQs
- Host chapter responsibilities



National Training Schedule

April 5-6th

- Brandywine Valley hosts (Philly joins)
- Portland, Oregon hosts

May 3-4th

- DFW hosts (Austin joins)
- Smoky Mountain hosts (Chattanooga & ATL join)
- San Francisco, California (SoCal joins)
- DC hosts (NYC, Greater Springfield, Maine joins)

May 17-18th

- Detroit hosts
- Cincinnati hosts, (Columbus, Midwest Ohio and Pittsburgh joins)
- Miami hosts (SW FL joins)

May 31-June 1st

- Jacksonville hosts
- Rocky Mtn hosts

*Michigan City will send their leaders, JCs, and staff to the closest training to them

Training Requirements

Please note in 2025, **ALL** staff, leaders, junior staff, and junior counselors will be required to attend phase 1 training. No exceptions.

Staff + Junior Staff:

- Safeguarding online training (advanced level)
- Phase 1 Training
- National Leadership Training (in person)
- Staff specific online training (see dates to the right for program specific dates)

Junior Counselors (JCs):

- Safeguarding online training (basic level)
- Phase 1 Training
- National Leadership Training (in person)

Leaders:

- Safeguarding online training (advanced level)
- Phase 1 Training
- National Leadership Training (in person)*

Seminar participants:

- Safeguarding online training (basic level)
- Phase 1 Training
- Seminar specific online training (dates will be announced early February 2025)

Fortnight participants:

- Safeguarding online training (basic level)
- Phase 1 Training

Staff Training Dates

Youth Meeting/Fortnight

- April 27th @ 7 PM EST
- June 1st @ 7 PM EST

Step Up

- May 18th @ 10 AM EST
- May 29th @ 8:30 PM EST

Village

- April 30th @ 8 PM EST
- May 4th @ 8 PM EST

Notes:

- All staff sessions are virtual, they will need to register via Google Form linked below
- All sessions are 1 hour long
- Staff groups should pick one session to attend together

 [Register Here](#)

Please ensure when selecting leaders, staff, JCs, and fortnight participants that they are able to make the training dates. There are no exceptions to training.

*If your leader was trained for the same program in the past year they do not need to attend NLT. NLT is good for 2 travel seasons (if trained in 2024, they will need NLT again in 2026). If they are changing programs from their last training, they need to attend NLT again.

Costs

In person training will be \$165 per person. Chapters hosting will receive reimbursement of \$60 per person. Seminar training will be \$50 per person.

Penalties

Please note that there will be penalties for staff and leaders that are selected late. If you are able, we recommend having any leader candidates/extra leaders attend NLT in case they need to be subbed in last minute as a leader. Plans can always change and to ensure delegations can still travel, all leaders must have attended NLT.

Glossary

- National Leadership Training (NLT)
- National Leadership Training Team (NLTT)
- Junior Counselor (JC)

FAQs

If my leader/staff attended training last year do they have to attend this year?

If your leader was trained for the same program in the past year they do not need to attend NLT (unless they were indicated on their summer eval they needed more training, then they must attend in person again). NLT is good for 2 travel seasons (if trained in 2024, they will need NLT again in 2026). If they are changing programs from their last training, they need to attend NLT again.

Can my leader/staff attend NLT virtually?

No, your leader must attend in person. No exceptions. Please select leaders accordingly.

What if my leader/staff cannot attend the closest NLT to our chapter?

Your leader/staff can attend any NLT throughout the USA with approval from the training chair. If they miss your local NLT or are selected late, you must email training@cisvusa.org to request approval to attend a different weekend. Please see the next page of the document for more information.

How will you know if we train our leaders/staff or not?

Starting in the 2023 program season, we have implemented a tracking system for training to ensure everyone is receiving proper training and ensuring the safety of participants. This will be the same for 2025 and we will be following up with every chapter for compliance. Please have your chapter email your selected leaders and staff to training@cisvusa.org once they are selected.



Questions?

Email training@cisvusa.org with your questions. Inbox is monitored M-F. Please allow 48 hours for a response.

Leaders Attending NLT in Other Chapters

What if my leader/staff cannot attend the closest NLT to our chapter?

If you need to send a leader/staff/JC to another chapter for training, **it has to be approved through the training chair**. Please email training@cisvusa.org for approval. Include the name of the leader, the chapter you are from, and the chapter you are wanting them to attend. It's likely they will be approved for the weekend of May 31-June 1 but no matter what you need approval.

We will realistically not be able to approve all changes as we have to ensure our trainer to trainee ratio is appropriate and trainers have already been assigned and allocated for each training. The sooner you can get me your information, the more likely it is to be approved.

If it is approved for someone to go to another chapter, the training chair will put the leader in direct contact with the chapter contact who can try and make accommodations for them. If the chapter cannot make accommodations, your chapter is responsible for covering any accommodations costs for that leader. You (the chapter) have no need to communicate, or ask the other chapter for permission, as it's not their decision if someone can attend their training.

If you are requesting your leader attend another weekend, they will need to be flexible with dates they can go for the best chance of approval. They must be trained or they will not be able to lead.

If your leader or staff is from the USA, but studying abroad for example, they will need to come back to the USA for training, or attend a training at an international chapter and provide proof of passing/completing to training@cisvusa.org. It is the chapters responsibility to arrange that for the leader, please note majority of international trainings happen in very early spring.

Host Chapter Responsibilities

Site specific:

- Securing a site for training from 9 AM – 5 PM on Saturday and 9 AM – 3 PM on Sunday
- Providing clean up after meals
- Provide Trainers with a list of site rules
- Filing all paperwork necessary for your site to receive a certificate of insurance if the site requires it
- Providing signs/markers along the route to assist those driving to the site
- Providing opportunities for sustainable solutions (reuse, recycle, reduce)
- Have water available for all participants via cups and water fountain or provide bottled water for all

Trainer specific:

- Responsible for feeding trainers breakfast, lunch, and dinner on Saturday + breakfast and lunch on Sunday
- Arranging for transportation for trainers to and from the airport
- Arranging homestay or accommodations for trainers. Trainers **MUST** have their own bed/bedroom space.
- Providing training materials as requested by the trainers. This includes but is **not** limited to (full materials list will be provided two weeks prior to training):
 - Printing manuals
 - Paper/markers/pens/pencils
 - Chart paper
 - Name tags
- Providing chapter single point of contact information to the trainers
- Communicating with the National Leadership Training Chair, training@cisvusa.org

Attendee specific:

- Preparing and serving meals; one lunch on Saturday, one lunch Sunday for attendees
- Providing training manuals to all attendees that need to be printed according to instructions given from training team
- The Host Coordinator is responsible for ensuring homestays for any attendee that needs one. Attendees must have their own beds.
 - Please note chapters can send their leaders to ANY chapter for training. It is expected that in good faith that every chapter will accommodate all attendees needing a homestay. You as the host chapter should provide accommodations via homestay if possible. Please make a good faith effort to accommodate.
 - If the hosting chapter cannot arrange a homestay, sending chapter will cover the cost of accommodations for their leader/staff.

Phase 1 Training

Registration for Phase 1 Training is now open. Each Phase 1 training will be over two days (Sat & Sun). Times are in EST and listed below.

Registrations will be limited to 30 ppl per training. [Phase 1 Registration Link](#)

- March 1st (10am - 4pm) and 2nd (10am-2pm)
- March 8th (11am - 5pm) and 9th (11am- 3pm)
- April 5th (10am - 4pm) and 6th (10am-2pm)
- April 12th (11am - 5pm) and 13th (11am - 3pm)
- May 3rd (10am - 4pm) and 4th (10am - 2pm)
- May 17th (11am - 5pm) and 18th (11am - 3pm)