

2025 Parent Training Manual

CISV Smoky Mountain Delegate and Leader Pledge

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CISV Smoky Mountain Delegate and Leader Pledge

As I receive this program invitation

I accept the responsibility

To be a good representative

Of CISV

Of the Smoky Mountain Chapter

Of the East Tennessee Community

And of the United States of America.

I will remember my purpose

Is to learn about others

And, in turn, about myself.

I will live the values of CISV

By being:

Cooperative

Friendly

Engaging

Enthusiastic, and

Inclusive,

So that I will grow

As an active world citizen

And contribute to

A more just and peaceful world.

PURPOSE, GOALS, AND FACTS ABOUT CISV

**CISV Purpose:** CISV educates and inspires action for a more just and peaceful world.

**Why Peace Education?:** Peace education provides us with the attitudes, skills, and knowledge we need to become agents of change, both locally and globally. The goal is to become active global citizens.

**CISV Educational Principles:** We appreciate the similarities between people and value their differences. We support social justice and equality of opportunity for all. We encourage the resolution of conflict through peaceful means. We support the creation of sustainable solutions to problems relating to our impact upon each other and the natural environment.

**Four Main Content Areas:** **Diversity**

**Human Rights**

**Conflict and Resolution**

**Sustainable Development**

**Educational Theory - “ASK”:** **Attitudes** - how we think and behave

**Skills** - our ability to communicate, lead, reflect, and problem solve

**Knowledge** - information we gain about population dynamics, community concerns, geographical facts, and environmental issues

**Learn by Doing:** **Do** - a peace education activity

**Reflect** - on what you have learned from the activity

**Generalize** - who can this new learning be applied to a new context?

**Apply** - put your new “ASK” into action

CISV Background and Philosophy

Following the devastating effects of World War II and the hope generated by the creation of

the United Nations, Dr. Doris Twitchell Allen, a psychologist at the University of Cincinnati

(USA), founded CISV. She saw CISV as a way to prevent the horrors of World War II in the

future. By bringing together young people from different countries and cultures she hoped to

"sow the seeds” for personal bonds and for an appreciation of cultural differences In this

way she wanted to prevent the development of prejudices as these youngsters would grow

up. Her long-range goal was a more peaceful future. Now, many years later, these thoughts

still take up a central position in CISV's philosophy.

In 1951 the first CISV Village, a unique program for pre-adolescents, was conducted in

Cincinnati, Ohio. By 1956, a constitution for the International Association of CISV was

adopted at the annual meeting in Sweden. Soon members and past participants were

demanding additional international programs. The Interchange Program was established in

1962 and reunion villages were reorganized into the Seminar Camp Program in 1971. Local

Work was designed to promote orientation and “follow-up” work at the Local Chapter level

and achieved co-equal program status in 1980.

CISV's premise is that individuals can best build peace when they have learned to live

amicably, regardless of race, creed, culture or nationality. Thus cooperation, peace

education, global thinking, respect for other points of view, non-violent conflict management

and cross-cultural communication are important ingredients of CISV programs.

Learning-by-doing and sharing responsibility in the daily process of decision-making are

elements that can be found in all CISV activities. Education in CISV is a process where all

can contribute, where everyone can gain through the talents of others and where an open

mind is as important as one's experience.

Over the years, beginning with that first Village, CISV volunteers in our Chapters have organized over**7,000 international educational programs for some 300,000 participants.**

Since 1950 the world has changed, and CISV has evolved along with it. Today, CISV offers experiences to people of all ages, starting with children aged eleven, through to young adults. In the spirit of Doris Allen’s original vision, CISV aspires to be a unique and pioneering organization. CISV has grown from one program model to seven different educational programs; from one Village to over 300 programs a year, involving over 9000 participants.

Statement of CISV Educational Purpose

CISV’s purpose is to prepare individuals to become active and contributing members of a

peaceful society. CISV endeavors to stimulate the life-long development of amicable

relationships, effective communication skills, cooperative abilities, and appropriate

leadership towards a fair and just world.

CISV volunteer programs and activities are planned to promote personal, cultural, intercultural, and international learning. This enables individuals to develop awareness of and positive attitudes towards others, and the skills and knowledge to live, play and work with them, irrespective of cultural background. Through participation, individuals come to better understand themselves and their own culture as well as others and their cultures. CISV offers opportunities for interested children, young people, adults and families to explore relevant themes through independent, short-term, non-formal educational activities organized in international, national and local contexts. These may be in either residential or non-residential settings and are offered to qualified participants irrespective of gender, race, religion, ethnicity, political affiliation, socio-economic background, or distinction of any other kind.

Facts in Brief - 2023

During the past year, CISV USA:

* Maintained 26 Chapters: Atlanta, Georgia; Austin-San Antonio, Texas, Boston, Massachusetts; Brandywine Valley, Pennsylvania; Chattanooga, Tennessee; Cincinnati, Ohio; Columbus, Ohio; Dallas/Ft. Worth, Texas; Dayton, Ohio; Denver, Colorado; Detroit, Michigan; Greater Springfield, Massachusetts; Jacksonville, Florida; Knoxville, Tennessee; Orono, Maine; Miami, Florida; Michigan City, Indiana; New York, New York; Northeast Ohio; Philadelphia, Pennsylvania; Pittsburgh, Pennsylvania; Portland, Oregon; San Francisco, California; Southern, California; Southwest, Florida and Washington, D.C
* Sent 36 delegations of 11-year-olds and adult leaders to Villages in 17 countries, including the United States. Two hundred and thirty-nine (144) children took part in this CISV program.
* Hosted four Villages, in Dallas/Ft Worth, Detroit and Rocky Mountain Denver. • Sent 26 Junior Counselors to Villages in 15 countries, including the United States.
* 4 Interchanges were hosted with families in 4 countries.
* Sent 27 delegates from 15 Chapters to Seminar Camps. The delegates attended Seminar Camps in 13 countries, including the United States.
* Hosted a Seminar Camp in Jacksonville, welcoming 32 delegates from around the world.
* Sent 37 Step Up delegations to programs in 22 countries, including the United States. One hundred and sixty-three (148) youth and adult leaders participated in Step Ups.
* Hosted 2 Step Ups, in Cincinnati, and Washington DC.
* Sent 26 delegations to Youth Meetings in 18 different countries around the world. The Austin, Brandywine Valley, Miami, Midwest Ohio, and Smoky Mountain each hosted a Youth Meeting.
* Brandywine Valley, Jacksonville, New York, Miami, Portland, Philadelphia, and San Francisco all hosted Mosaic programs

CISV Programs

**Village:** 11 years old

**Youth Meeting:** 12-13

**Step Up 14 / Step Up 15:** 14 or 15 years old

**Junior Counselor:** 16-17 years old

**Seminar Camp:** 16-17 years old

**Fortnight (National Program):** 16-17 years old

**Junior Staff:** 18-20 years old

**Program Leaders:** 21 years and older

**Program Staff:** 21 years and older (with one individual 25+)

**Junior Branch** is for youth until they reach the age of 25.

In addition, there are opportunities to volunteer at the local, national, and international levels.

Goals for Each CISV Program

**Village**

The goals of the Village Program are to:

* Develop intercultural competence
* Build an inclusive community through friendship
* Develop positive attitudes towards others
* Develop an interest in Peace Education

**Youth Meeting**

The goals of the Youth Meeting Program are to:

* Raise awareness and stimulate critical thinking
* Increase personal development in group situations
* Generate an interest in the daily environment
* Explore educational Themes within a regional context

**Step Up**

The goals of the Step Up Program are to:

* Develop intercultural awareness
* Develop leadership skills
* Develop self-awareness
* Develop cooperative skills

**Seminar Camp**

The goals of the Seminar Camp Program are to:

* Develop self and intercultural awareness
* Develop leadership skills
* Develop positive attitudes towards other people
* Empowering people for Active Global Citizenship

PARENT AND LEADER PARTICIPATION IN CISV

**Connect with us!**

* For membership, register for our chapter on CISV Central at central.cisvusa.org.
* Find information online about the Smoky Mountain chapter at smokymtn.cisvusa.org.
* Find information online about CISV USA at cisvusa.org.
* Join the CISV Smoky Mountain PRIVATE Facebook group to get announcements about local, regional, and national opportunities. This is for parents and leaders, too. Also follow our regular CISV Smoky Mountain Facebook page but information will be more limited since it is not private.
* Register on myCISV – you will receive instructions from the myCISV Coordinator.

**Parent Roles When Children Are Preparing for Travel**

* It is your responsibility to get to know your child's leader. To get started, invite them to your home for a meal.
	+ It is important for the leader to get to know you and your child.
	+ Share personal information about your child with the leader.
	+ By the time your child sets off for the program, it is critical that you trust the leader to be your stand-in parent!
* Attend all meetings.
	+ Your child's commitment should take priority over other interests when choices must be made.
	+ Meetings allow bonding and increase your child's level of comfort with peers.
	+ Meetings are when your delegation will prepare for presentations and national nights.
	+ Meetings also help the group build trust and establish the leader’s role as the authority figure.
* Some Delegations plan an overnight with the leader, hosted at one of the family’s homes. Other delegations have an outing with the leader.
* The Bon Voyage Party for traveling delegates and their families may be an opportunity for delegates to practice their national night presentation before an audience.
* Travel preparation tasks should be shared among parents. Tasks include making flight arrangements, buying gifts for homestays, tracking expenses incurred, buying and gathering materials needed for Open Day and National Night, coordinating making brochures, etc.
* Communicate, communicate! If a conflict arises, first talk to your **leader.**
* Help your child learn about other cultures that will participate in the CISV program.

**Understanding the Leader Role**

* Leaders are volunteers. They deserve full support from the parents and delegates.
* Leader responsibilities for traveling delegations:
	+ Assuming responsibility for the children during the entire experience.
	+ Getting children to and from program site, including airports and customs.
	+ Acting on your behalf if children are sick or injured.
	+ Consoling your children if they are homesick or when their feelings get hurt.
	+ Disciplining the kids if they act outside of CISV behavioral expectations.
	+ Balancing the roles of parent substitute, big sister/brother, friend, counselor, and advisor.
	+ Adhering to and respecting the rules and guidelines of this nation, the host country, and CISV International regarding:
		- Behavioral and cultural sensitivity
		- Inappropriate activities
		- Alcohol, drugs, and smoking
		- Arrival and departure schedules
		- Use of telephone and other facilities
		- Visitors
* Leaders are required to take online Safeguarding training, attend multiple days of Phase 1 Training, and have in-person National Leader Training. After your leader has completed training, they will be a great resource to answer your questions.
* If possible, Leaders will visit the home of each delegate to get to know each child and their family on a more personal level.

**Volunteering!**

* CISV Smoky Mountain has no employees. We are ALL volunteers.
* This chapter only exists and is able to offer programing, through its volunteers. Without your time and energy, the organization cannot continue.
* There are many, many ways you can help. Every CISV family member has a gift or skill that can be used.

**Encourage Your Child or Children to be Active in Junior Branch**

* CISV is not just about international travel. Our active Junior Branch (“JB") has activities throughout the year. Activities include regular JB meetings, regional mini-camp, local mini-camp, International Peace Day, and national roles with CISV USA
* Youth, 10 and older, are invited to be a part of the JB regardless of whether they have traveled with CISV or not. You can be a CISV’er and never travel with a program.
* JB activities have the same purpose and educational goals as traveling programs.

**PREPARATION FOR TRAVEL - INDIVIDUAL PREPARATION**

**Traveling Delegates Sign Up for CISV International**

* Traveling delegates need to connect with CISV International by signing up with myCISV. The Chapter’s myCISV coordinator can help you get set up.

**Read the “Pre-Camps” From Your Camp Staff**

* “Pre-Camps” are how the camp staff communicate with a delegation about what to expect at the camp.
* Pre-Camp 1 generally comes in March for summer programs and September for winter programs. This communication tells you the official dates and times for arrival and departure. It also tells you the location of the camp, contact names, and the other countries that will be present.
* Pre-Camp 2 will often describe the theme of the program and will introduce the staff and the facility. This communication will often contain details about host country specific communication deadlines. It will cover issues like weather, what to bring, what not to bring, how much money to bring, etc.
* Pre-Camp 3 is optional – and will cover any other details needed.

**Apply for a Passport and Research (and if Necessary, Apply for) a Visa**

* If your child is traveling to an international program, apply for a passport now!
* If your child already has a passport, make sure that it is valid for 6 months beyond the program return date.
* If you have a minor child traveling abroad, at least one parent must have a passport (valid for 6 months beyond the return date) in case of emergency.
* Check immediately to see if your destination requires a Visa and what is required to apply.

**Start Planning for Travel-Related Expenses**

* Parents will be responsible for child's airfare or other transportation costs plus an equal share per delegate of the leader’s travel expenses.
* Parents should pay an equal share per delegate for the cost of a method to call internationally (calling plan via mobile plan, airalo sim, etc.) for the leader during camp. This is to be used to alert parents of arrival at camp and for emergencies. The leader, like delegates, will not have regular access to their phone after camp arrival.
* Pre-Camp communications usually state the dollar amount that delegates may bring to camp for spending money (generally in the neighborhood of $250). It is important that everyone agrees on the amount and that all delegates bring the same amount.
* The leader should be given an emergency fund to deal with the unexpected. This is usually $250 per child and can be returned at the end of the program if no expenses are incurred.
* Individual travelers should have their own emergency fund (separate from their spending money).

**Complete Forms, Pay Fees, and Plan April Doctor Visit for Health Form**

* Get registered on myCISV <https://mycisv.cisv.org/> as soon as possible. Review the forms needed for travel and ensure they are completed timely.
* Schedule a doctor visit if necessary, according to your health forms. Forms must be signed within 90 days of travel but before forms due date. Not all travelers will require a doctor’s signature.
* Completed forms are generally due by **May 1st. Please do them on-time!**

**PREPARATION FOR TRAVEL - GROUP PREPARATION**

Your leader will help organize meetings to get much of the following group work done. Parents will need to help, too, and should plan to attend meetings and volunteer for other tasks. Because much of the following will involve individual parents making purchases for the group (for things like gifts, supplies to make brochures, food for the group, etc.), consider designating a person to keep track of money spent for the group and to tally the money each person should contribute to cover the total expenses incurred.

**March - Delegations Hold Initial Meeting**

* Plan a date for your first meeting.
* At your initial meeting: (1) discuss the items on this list and divide responsibilities, and (2) schedule future meetings, meeting more frequently as your travel date approaches.

**After Pre-Camp 1 - Group Makes Travel Plans**

* Wait for Pre-Camp 1 before doing anything about travel plans.
* Pre-Camp 1 will identify the airport and times for arrival and departure. It is critical that travel is scheduled to arrive before the “arrive by” time and to depart after the “depart after" time.
* Delegations must travel together from the same point of origin.
	+ Family members cannot deliver delegates to camp or pick them up from camp.
	+ Delegates cannot meet their peers at a connecting airport.
	+ Travel plans must be approved by our Chapter Risk Manager and lnsurance Coordinator **BEFORE** you book the flights.
* Check out the end of this handbook where you will find “Smoky Mountain CISV Buyer’s Guide to Booking Tickets for Your Delegation” for more details.

**At Least Three Months Before Travel - Village Delegations Start Planning for National Night, Open Day or other special events.**

* Village delegations will prepare a National Night presentation to share their culture with their hosts and the other delegations. This should include several of the following:
	+ Decorations including a large US flag.
	+ A traditional dance (square dance, colonial dance, Native American dance, Cotton Eyed Joe, Electric Slide), in appropriate costume, accompanied by appropriate music.
	+ A PowerPoint presentation or video including information about each delegate, their family, home, pets, favorite activities. It should also include information/pictures about Knoxville, Tennessee and the US.
	+ A game or dance that can be taught to everyone.
	+ A taste of home - food or drink that comes from Tennessee or the US.
	+ Perhaps a small memento that represents our region or country that can be given away.
* Brochures will be shared with other delegates and staff on National Night. (Information about preparing brochures is found under the "At Least Two Months Before Travel" Heading).
* Village delegations will also prepare for Open Day when members of the host country s community will visit camp and meet delegations. The delegations typically set up a table that includes:
	+ Decorations, including a large US flag (the same decorations and flag that you use for National Night).
	+ Brochures, a map, and other information about our state, city, and region. The Knoxville Visitor Center can help. See <http://www.visitknoville.com>
	+ Candy, Goo Goo Clusters, Moon Pies, Little Debbie’s, or other treats or trinkets (pens, key chains, etc.) from the U.S. to share.

**At Least Two Months Before Travel - Confirm Travel Shirts, Gifts (for Homestays and Camp Staff), and Prepare Brochures**

* Determine matching shirts or hoodies to wear during travel. This will help the delegation stay together in the airports.
* Delegates are expected to take a small gift to the camp staff members. You will learn who they are (and sometimes their shirt sizes!) in a Pre-Camp.
* Delegates are expected to provide a small family gift for homestays.
	+ For Village there are two home stays - one at the beginning and one in the middle.
	+ For other programs, there is one home stay at the beginning of the camp.
* Village delegations will make a brochure (or placemat, booklet, etc.) about the members of the delegation and about the USA, Tennessee, and our region. These will be traded with every camper, leader, and staff member. You may want to make some extras for your homestay families.

**At Least One Month Before Travel - Start Buying, Making, Gathering Things to Trade and a First Aid Kit**

* Help your child buy, make, and gather things to trade with other delegates. Most delegates trade small trinkets (key chains, magnets, postcards), bracelets, CISV merchandise, and clothing (t-shirts, sweats, ball caps, etc.) that represent our state, sports teams, region, or country. Ask last year’s delegates what traded well at their camps!
* Put together a first aid supplies to send with your delegation. Even though medicine for a headache may be available at camp, it may not be in a dosage that your leader will recognize as appropriate for your child. Having their own supplies from the U.S. will make your leader and kids more comfortable.

**WHAT TO EXPECT DURING CAMP AND UPON RETURN**

**Where Delegates Will Be and Security**

* Camps are generally held at retreat centers, schools, or campsites. In most cases, CISV has exclusive use of the sites during the program.
* CISV International policy is that camp locations are not communicated to the public.
* They will be in a controlled safe environment.
* Whether they are in Germany or India or Detroit, the environment of camp will be much the same. It is all about the community of countries and the contained campsite.

**Homestays**

* There is typically a brief homestay at beginning of the program. At the beginning of the program, leaders may hand their delegates off to the homestay family at the airport and then go to the campsite to plan the first few days of the program.
* For the first stay, the delegates may all go to one family or the girls to one and the boys to another (it depends on how many kids a family can house).
* For Village, there is a two-day homestay in the middle of the program.
* For the Village mid-stay, delegates are usually paired with delegates from other countries.
* During a homestay, delegates will experience life in their host country, often see some of the local sites, eat local food, and perhaps do some shopping.
* Most families will either be CISV families or closely connected to the host CISV chapter.
* In the US, all homestay families go through background checks. If you have questions about the local country's procedure, your leader can direct a question to the program staff.

**What To Take, What Not To Take, and “Trading”**

* Pre-Camp 2 will provide a packing list and identify if laundry will be done during the camp.
* Do not send anything that cannot be lost or traded. Trading is a favorite activity at CISV programs - t-shirts, sweatshirts, sweatpants, blue jeans, etc. Do not send any clothing that has special meaning or significant value.
* Do not send homework.
* Send extras of critical items, like contacts and glasses.
* Send comfortable, weather appropriate clothing and shoes.
* Medications and exact dosages must be given to the leader.
* Let leaders and host staff know about any food allergies and sensitivities.

**Communications and Electronics**

* Personal electronic devices (cell phones, iPods, iPads, computers, Kindles, etc.) are not allowed at camps. They may be allowed for travel to and from the program site. If so, they will be collected and put in a safe during the program.
* Leaders have limited access to their own phone, too. They will be able to communicate the delegation's arrival and communicate with you in the case of an emergency.
* Delegates sometimes have access to a computer at their homestay, so that they may be able to send a message home. Delegates do not have access to computers when at the campsite.
* Leaders will have some access to computers at camp and may be able to send periodic updates (by email or social media). Remember, however, that the leader will probably not have a chance to get on the computer until 1 a.m. - and their choice will be email or sleep.
* Program staff will have daily access to computers. You will have an email address for the staff on site. In case of emergency, that is the best way to connect with camp. You will also have phone numbers for the program site as well as for the host chapter leadership.
* You may want to send a letter with the leader to be given to your child if they are homesick. Or put a letter or note into your child's suitcase.

**Returning Home**

* Every child processes their experiences and encounters differently. Your child may talk non-stop upon return or it could be several days or weeks before you begin to hear the stories.
* Do not expect your child to return just like a sibling who did CISV or even like the last time this same child did CISV.

**Debriefing**

* Debriefing is required of all program participants and their parents.
* There is an evaluation component to the debrief that looks at what went well and what could be better. This helps the chapter keep improving our programing.
* We are interested in learning how the child and the family were impacted by the experience.
* It would be easy for participants to get too busy when they get home to do a debrief. The debrief dates are scheduled before the delegation travels.

**Child Safety and Protection**

At CISV, being an organization focusing on children, we take your child’s safety very seriously. As part of that commitment, CISV requires all adults in positions of trust and responsibility in CISV Programs to complete [Safeguarding Training](https://learn.cisv.org/course/view.php?id=30). This includes host families, chaperones, leaders, staff, board members, program planners and coordinators, etc. They must also receive [background checks](https://smokymtn.cisvusa.org/wp-content/uploads/sites/23/2019/12/Background-Check-Questionnaire-April-2019.pdf).

You can find more information on the [CISV International Risk Management and Safeguarding webpage](https://cisv.org/resources/risk-management-safeguarding/).

The link to access the [Safeguarding Training](https://learn.cisv.org/course/view.php?id=30) is there as well. More online courses are available on [CISV Learn](http://learn.cisv.org/).

If you have any doubts or any child safeguarding concerns, past or present, please contact us in confidence on safety@cisv.org. If you would like to report an incident from a CISV International program or event, please complete an [Incident Report Form](https://docs.cisv.org/sp/resources/Incident_Report_Form.docx).

**CONCLUDING THOUGHTS**

* Your child is preparing to embark on an incredible journey. But do not expect it to be perfect. It involves real people and real experiences.
* Participating in CISV is not about seeing the tourist sites or about doing “good works.” However, delegates and leaders will see a new part of the world and will represent the U.S. to their host community.
* There are many ways to achieve the same goal. Keep an open mind and communicate.
* Be committed to helping prepare your child and their delegation for their experience.
* Stay committed after your child returns. We need volunteers to make this possible for our children and the children of our region.
* Keep your eye on the purpose and goals of CISV. Remember “peace through understanding.”

**Program Dates and Locations 2025**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program** | **Age\*** | **Days** | **Delegation** | **Location** | **Dates** |
| Village | 11 | 4 wk | 4 delegates + 1 leader | Norway, Trondelag | 6/27/2025 – 7/24/2025 |
| Village | 11 | 4 wk | 4 delegates + 1 leader | Brazil, Beto Horizonte | 7/5/2025 – 8/1/2025 |
| Youth Meeting | 12 to 13 | 2 wk | 4 delegates + 1 leader | Sweden, Ostersund | 7/11/2025 – 7/25/2025 |
| Youth Meeting | 12 to 13 | 2 wk | 4 delegates + 1 leader | USA, Miami | 6/26/2025 – 7/10/2025 |
| Step Up | 14 | 3 wk | 4 delegates + 1 leader | Netherlands | 7/18/2025 – 8/9/2025 |
| Step Up | 15 | 3 wk | Reach out for more information. No Smoky Mountain programs in 2025. |
| Fortnight | 16 to 17 | 2 wk  | 1 delegate + options for more | USA, Portland | 7/13/2025 - 7/27/2025  |
| Junior Counselor | 16 to 17 | 4 wk | 1 female | USA, Chattanooga | 6/13/2025 – 7/6/2025 |
| Seminar Camp | 16 to 17 | 3 wk  | Open to male and female delegates | See link for more info: [https://smokymtn.cisvusa.org/program/seminar-camp/](https://smokymtn.cisvusa.org/program/seminar-camp/%20)  |

**Travel and Insurance Policies and**

**Guidelines**

**NATIONAL TRAVEL POLICY**

• Delegation Travel - Village, Interchange,

Youth Meeting\*, and Step Up delegations shall travel to and from the site of the approved CISV activity as a group. Travel shall be direct and continuous to and from the CISV activity site. No side trips shall be permitted. No layover in excess of 24 hours shall be permitted unless common carrier schedules require otherwise. Delegation itineraries must be approved by

the local Chapter.

• Penalties - Violations of Section 1 will

result in disciplinary action against the

Chapter or Steering Committee pursuant to the complaint procedure (BOP, 111-9) of CISV USA.

• Individual Travel - Travel other than to

and from the site of an approved CISV

activity shall be deemed non-CISV travel.

CISV assumes no responsibility or liability

for an individual while on a side trip or

layover in excess of 24 hours.

**CHAPTER TRAVEL POLICY**

Delegations and individuals traveling to CISV programs may make their own travel arrangements but all itineraries should meet the published arrival and departure times as determined by the host Chapter for the specific program. In addition, all travel itineraries must be pre-approved by a designated member of the Smoky Mountain Chapter Board prior to final booking. The purpose of the pre-approval is to ensure compliance with national and international policies and insurance regulations.

• Delegation Travel Itineraries should be selected based on the best routing (minimum number of layovers and ample—but not excessive—connection times between flights), with every effort to keep cost as low as possible. However, efficient routes and safety should take precedence over cost. Individual members of delegations are not allowed to use frequent flyer points to secure air travel if doing so results in delays of booking or higher fares for other delegates.

• Individual Travel Individuals such as Junior Counselors or delegates to Seminar Camp, may use frequent flyer tickets or may elect to coordinate travel with delegates from other U.S. chapters traveling to the same CISV programs. However, deviations from direct travel to and from the program will not be covered by CISV insurance.

**POLICY FOR MOTOR VEHICLE TRANSPORTATION**

It is the official policy of CISV USA that anyone

transporting delegates or other persons at the

request of the Chapter or Steering Committee must be 25 years of age or older and possess a valid driver’s license. For every adult driver, an

annual Motor Vehicle Report and copy of their

Personal Auto Policy with liability coverage of at

least $100,000 combined Bodily Injury & Property Damage Liability coverage is required by CISV USA's insurance carrier. Some CISV volunteers carry a Personal Umbrella Liability Policy for a limit of $1,000,000 or higher. This insures them over and above what liability coverage they may have through their Homeowner's, Renter's, or personal Auto Liability policy.

**PROPERTY DAMAGE INSURANCE**

CISV USA liability insurance does not cover

intentional acts. Vandalism and misbehavior are

considered intentional acts. Supervision is the key.

**ADULTS WHO WORK WITH YOUTH**

A criminal background check is required by CISV

USA's insurance carrier when a volunteer involved with children/children's activities becomes active. The background check must be done every three years, unless specific state laws require it be done more often. It is the practice of the Smoky Mountain Chapter to do background checks on all volunteers who work with children/youth.

**Smoky Mountain CISV Guide to Booking Delegation Tickets**

1. You **MUST** get your itinerary reviewed by our Risk Manager and lnsurance Coordinator **BEFORE** you book the flights.
2. Below are the areas they will be reviewing:
	1. Are all tickets for the delegation linked? If re-booking is necessary or there are any travel issues, all of the delegation must be re-booked together.
	2. Are you arriving and departing within the specific windows designated on your pre-camp information from the host site?
	3. If you need to book a flight that falls outside the designated window, have you received confirmation from the host site that it is okay? Usually this is a simple email exchange, but it is important they know the distances and connection options on the other end and approve.
	4. Have you left at LEAST two hours (preferably more in larger cities) between connections on arrival in a different country (the host country on the way TO the village; the US on the way home?) Your delegation will have to clear customs both ways which can take well more than an hour. Plus, they may still need to have time to hike the full length of the airport or wait on a shuttle to make another connection. Sometimes travel agents say it's okay to book flights with shorter times, but it’s much less stressful for the delegation to have enough time to deal with flight delays rather than adding stress to the travel plans. Delegations have spent the night in airports waiting for the next available connection. It's a lousy way to start/end a trip.
	5. Have you avoided unusually long layovers? This comes up occasionally. One delegation tried to save money by booking tickets with a very long layover in the middle of the return trip. Realize that your kids and their leader will not sleep the last night that they are at their program. It’s not a great idea to saddle a weary leader and delegation with excessive time in an airport when they are also emotionally and physically exhausted after their program.
	6. When it’s time to get approval, the Risk Manager and Insurance Coordinator will need a copy of your pre-camp with the travel windows and a copy of the full itinerary with all legs represented. Requests are usually approved quickly but please remember that we are also volunteers with other responsibilities.
3. Should you use a travel agent, AAA or book yourself? This is for each delegation to decide. One year a delegation saved hundreds of dollars booking through AAA. The next year, they found better prices on Expedia. One possible advantage to using a travel agent is their access to additional airlines and options. They can also be advantageous with smaller airports or more complex itineraries. It is worth checking out all options. Using a travel agent also allows each individual person to be responsible for their payment directly to the travel company rather than needing a parent to pay all the travel cost up front and get reimbursed.
4. When your flights are booked, send a final copy to the Risk Manager and Insurance Coordinator. Also make sure that your leader has completed the TIF (Travel Information Form) on myCISV with your travel details.
5. When it gets closer to your flight time (1-2 weeks out), double check your flight arrangements. Flights get cancelled. Strikes happen. Airlines go under. Things happen so it’s good to double-check.

**For Risk Manager & Insurance Coordinator contact information, see end of the guide.**

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| **Important Links** |
| CISV Smoky Mountain | [smokymtn.cisvusa.org](http://smokymtn.cisvusa.org/) | Information about local CISV activities and programs |
| CISV USA | [cisvusa.org](http://cisvusa.org/) | Information about national CISV activities and programs |
| CISV Central | [central.cisvusa.org](http://central.cisvusa.org/) | Membership portal and CISV USA-specific documents and forms |
| CISV International | [cisv.org](http://cisv.org/) | Information about international CISV activities and programs |
| CISV International Resources | [cisv.org/resources](http://cisv.org/resources) | Vast amount of resources necessary for programs |
| CISV International Info and Policy Documents | [cisv.org/resources/document-list](http://cisv.org/resources/document-list) | Collection of CISV policies and helpful information packets |
| CISV International Forms | [cisv.org/resources/forms](http://cisv.org/resources/forms) | Collection of forms in addition to those found on myCISV |
| CISV International Guides | [cisv.org/resources/guides](http://cisv.org/resources/guides) | Guides related to programs and specific roles |
| CISV International Risk Management | [cisv.org/resources/risk-management-safeguarding](http://cisv.org/resources/risk-management-safeguarding) | Risk Management and safeguarding information |
| CISV International E-learning | [learn.cisv.org](http://learn.cisv.org/) | CISV International's learning portal |
| myCISV | [mycisv.cisv.org](http://mycisv.cisv.org/) | CISV International's portal for documents and program tracking |

**2024-25 Smoky Mountain CISV Chapter Contacts**

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| --- | --- | --- | --- |
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