myCISV Guide

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What is myCISV?

myCISV is CISV International's secure website for program participants, staff, leaders, risk managers and chapter administrators. This is a site where you will find information about your program invitations and forms. This will always be a place where you can go in the future to see what programs you have participated in and potentially reconnect with friends you made along they way.

What do I have to do on myCISV?

What you need to do on myCISV depends on your **role**. See below for the section that pertains to you. You will need to be registered on myCISV if you are not already registered from a previous program. To register or login, go to https://myCISV.cisv.org/. **You do need to be registered and logged into myCISV to access the guides.**

Go here for help on Registration and Login.

Note: for participants under the age of 16 and under, the parents will need to register themselves and then add their children.

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Having trouble with anything about myCISV? Please see troubleshooting information here: https://cisv.org/myCISV-faqs/

Program Participants

For Parents of Children 15 years or under

As a parental guardian, you will have your children 15 years and under connected, managed and monitored through your personal account in myCISV.

Once your child's account is created you will be able to complete the forms needed for the program. We have created very short videos to help you complete the forms correctly.

> Child Traveling with a Leader Form
>
> Health Form

Below you will see the full list of forms to be completed:

For Participants aged 16 or 17

You will be able to create and manage your personal account on myCISV. This is where you will find all your program information including Pre-Camps and Forms (Legal Form, Health Form as examples). You may need to delink from your parents account, if you try to register and it says you already have an account.

Please see this video on the Health Form to ensure that is completed correctly.

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Below you will see the full list of forms to be completed:

Program Staff and Leaders

For Leaders

You will be able to create and manage your personal account on myCISV. This is where you will find all your program information including Pre-Camps and Forms. You will also be able to see your delegations' forms.

For Staff, Directors, Planners

After you are registered and your myCISV coordinator assigns you to role in the program, you will be able to edit program information and compete Pre-Camps. You will also be able to view the leaders and participants forms and travel information forms to prepare for your delegations' arrival.

Here is the guide to create Pre-Camps: Pre-Camps

Here is a guide to the forms: Forms Guide

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Chapter Roles

For myCISV Chapter Coordinator

myCISV Chapter Coordinator will be responsible for ensuring each participant, leader, staff, planners (on myCISV, planners are considered staff) and director is assigned to the program invitation on myCISV.

1. You must first register on myCISV

2. Notify the National Office so you can be added to myCISV in that role to gain permissions.

3. Access this guide for instructions: Chapter Coordinator Guide

NOTE:

- If you have a staff, director member or participant that is not a member of your chapter you will need to contact the National Office to get that staff assigned to the program.

- myCISV Coordinators should be familiar with this entire document and its resources to help support your chapter members with questions about myCISV.

- Seminar, Fortnight and JCs participants who are traveling alone should be assigned as **individual participants**. Delegation participants should be assigned just as **participants**. If this is assigned incorrectly the wrong form will be populated.

Here is a video that guides you through the myCISV: myCISV Guided Video Tour

For myCISV Chapter Support

Chapter Support has the ability to view Pre-Camp information for programs once added.

1. You must first register on myCISV

2. Notify your myCISV Chapter Coordinator so they can add you to the specific program to gain permissions.

Chapter Support will also complete the travel information forms.

Here is a short video on how to complete the Travel Information Form

Here is a guide to the forms: Forms Guide

For Chapter Risk Managers

Risk Managers can view all forms for hosting and sending participants, staff, leaders. Risk

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Managers should check to ensure all forms are completed and flag any potential issues (possible risk assessments) with health or potential behavioral issues.

1. You must first register on myCISV

2. Notify the National Office (executivedirector@cisvusa.org) so you can be added to myCISV in that role to gain permissions.

Here is a guide to the forms: [Forms Guide.](#)

Reviewing Health and Legal Forms (CTLL, CTAL, & AL)

All health and legal forms and Pre-Camps are located in myCISV and will be completed online. One copy of each should be printed to travel with the participant/leader/staff.

When reviewing the completed forms:

- Check to ensure forms for accuracy and completeness.

- Seminar, Fortnight and JCs participants who are traveling alone should be assigned as **individual participants**. Delegation participants should be assigned just as **participants**. If this is assigned incorrectly the wrong form will be populated. If this issue arises you will need to have your Chapter Support Coordinator change the assignment for that delegate.

FAQs for Risk Manager Review

Who must complete a Health Form?

- All participants, leaders and staff, of all programs (Village, Step Up, Seminar, Interchange, Youth Meeting and Fortnight).

- NOTE: Two-year Interchange delegates and leaders complete the Health Form only for their travel phase.

Please keep these rules in mind when reviewing the completed Health Forms:

- The Health Form must be completed, signed, and (if needed) dated by the physician no more than 90 days prior to the first day of the program. (NOTE: There is no requirement that the participant's physical exam must have occurred during that 90-day period.)

- For participants age 17 or younger: parts A, B, C and D are to be filled out and signed by the parent/guardian. In addition, participants age 16-17 must sign their own Health Form.

- For staff, leaders and directors: parts A, B, C, and D are to be filled out and signed.

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- A copy of an immunization record can be provided in lieu of completing the immunization history in Part C and must be uploaded to myCISV.

- If there are any special needs or allergies, please send the relevant sections of the Health Form to the program staff in advance of the program.

Which Legal Form is the correct one?

- Children age 11 to 15 traveling with an adult leader to a Village, Step Up, Interchange, or Youth Meeting should use the Child Traveling with a Leader Legal Form. (CTLL)

- Junior Counselors, 16 and 17-year-old Seminar Campers, and Fortnight delegates should use the Child Traveling Alone Legal Form (CTAL)

- Anyone age 18 or older, regardless of program or role, should use the Adult Legal Form (AL).

Is notarization of Legal Forms required?

- No, notarization of Legal Forms is not required by CISV USA for any International, National, Regional, or Chapter program. However, if the pre- camp for a particular program states that notarization is required by the hosting Chapter, this requirement must be met.

- NOTE: Although CISV USA does not require that the Legal Form be notarized,   a witness signature is required.