



Children's International
Summer Villages, Inc.

**USA VILLAGE
CHARTER APPLICATION**
(Due to the National Office by April 1)

The _____ Chapter
of Children's International Summer Villages, Inc. (CISV) hereby applies for a charter to
organize and host a Village at

Name of Site

Address of Site

from _____ to _____ (28 days, including arrival & departure days)
arrival date departure date

I. Village Site

A. Location (within the city, in the country, distance from airport, etc.)

B. Description (public/ private elementary, junior high, or senior high school; state/ private college; Y camp; Scout camp; etc.)

C. Physical Facilities (swimming pool, auditorium, arts & crafts room, playing field, shower facilities, adult lounge, office area, rainy day provisions, air conditioning, laundry facilities, etc.)

D. Sleeping Accommodations (mattresses on the floor, cots, bunk beds, etc.; number of people per room; housing on one floor or several floors; linens)

Village Delegates: _____

JCs: _____

Leaders/ Staff: _____

E. Food Service (facility's kitchen staff, Chapter employed staff, Village prepared meals)

F. Confirmation of Site:

The site is owned by _____ and CISV's use of the site is being negotiated between:

_____ and

Chapter: Name/ Title

_____ and

Site: Name/ Title

Please attach written proof in the form of a Letter of Intent or a Site Contract including name and address of site, approximate cost, and dates. The contract must be reviewed by the National Risk Manager/ Legal Counsel before being signed. Submit final contract to the National Office by January 1 of the hosting year.

G. Delegations:

Number of Delegations you request _____

There is no Chapter financial obligation for a promotional delegation which may be assigned by International.

II. Program

A. Daily schedule (check those which apply)

Wake up call	_____	Free time	_____
Flag up	_____	K-P duties	_____
Scheduled meals	_____	Flag down	_____
Snacks	_____	Lights out	_____
Delegation time	_____	Activity groups	_____

B. Activities (check those which apply)

Arts and crafts	_____	Sports	_____
Games	_____	Swimming	_____
Drama	_____	Singing	_____
Village meetings	_____	National/ International nights	_____
Special guests	_____	Special activities- beach	_____

C. Excursions (check those which apply)

Sightseeing	_____	Cultural enrichment	_____
Community Ed.	_____	Amusement park	_____
Shopping	_____	Other _____	_____

D. Dedication Day

E. Safety/ Security considerations (provisions for medical care/ emergencies; qualified life guard; first aid/ CPR- trained person; facility guard, etc.)

III. Chapter Involvement

Please consider the following: Will there be a leader/ JC orientation to prepare for the Village? __ If so, how will it be handled?

What type of social activities are planned for adults and JCs?

How will the Chapter be involved in the arrival and departure of Village delegations and JCs?

Describe the screening process you will use for host families.

Which of the following Village philosophies best reflects the feeling of your Chapter regarding Village Visitation?

- _____ Open: (Community and Chapter Members may visit at any time)
- _____ Semi-open: (Chapter support personnel may attend National Evenings when invited and visit the Village when their presence is required to assist in Village programming, food service, etc.)
- _____ Closed: (Chapter support personnel may not attend any activity while the Village is in process. The Village is to be free from any outside influences/ interaction by the Chapter and community.)

IV. Village Personnel (Report only after your selection process and with approval of your Chapter Board.)

Director _____

Address _____

Telephone () - _____ E-mail _____

Experience _____

Number of Staff anticipated _____

V. Chapter Personnel

President _____

Address _____

Telephone () - _____ E-mail _____

Village Planner _____

Address _____

Telephone () - _____ E-mail _____

VI. Airport of Arrival

(Name of Airport and City, State)

VII. Proposed Budget

	EXAMPLE	PROPOSED
REVENUE		
Current cash in bank	5000	
Amount to be raised		
Fundraising	11000	
In Kind Donations	5000	
TOTAL	21000	
EXPENDITURE		
Village Site	6000	
Food	5000	
Program	3000	
Personnel	3000	
Transportation	2000	
Administrative Cost	1000	
Miscellaneous	1000	
TOTAL	21000	

VIII. Certification of application

I certify that this Charter application is complete and accurate and that I have consulted with the Officials in my Chapter to ensure the information contained herein is up to date and reflects the intent of the Chapter as a whole.

The Chapter agrees to supervise the organizing, funding, and staffing of the Village within the guidelines of the National and International Associations.

Signature _____ Date _____
 Chapter President

Signature _____ Date _____
 Village Planner