



An independent, non-political volunteer organization
promoting peace education and cross-cultural friendship

Leader Application Form

Electronic Communication/Publication Restrictions
(permission assumed unless noted below)
(No personal information will be distributed unless you are
selected for a leadership role in a CISV program.)

- Check the box if you do not want your personal communication information distributed locally within CISV by mail.
- Check the box if you do not want your personal communication information published on an official CISV website.
- Check the box if you do not want your photo/image published by CISV in official publications or websites.

First Name	Last Name	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nickname	Sex	Applying for
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Address	City	State Zip
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
Home Phone	Work Phone	Passport Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	E-mail	Birthdate
<input type="text"/>	<input type="text"/>	<input type="text"/>
Age	Marital Status	
<input type="text"/>	<input type="checkbox"/>	
Children, if any (including ages) _____		

Record of Employment (last five years)

Dates	Occupation	Employer	Address/Phone

Educational Background _____

Community and Professional Activities _____

Travel Experience _____

Foreign Language Ability: (Indicate speaking, reading, listening with understanding)

Language	Fluent	Good	Fair



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Hobbies and Special Interests _____

Experience with Children _____

Are you willing if requested to furnish a statement from your physician as to your physical fitness? _____

List any health/dietary restrictions and their effect on your daily life _____

Please respond to the following questions:

1) What is your understanding of the goals of CISV?

2) What CISV experience have you had?

3) How would you explain to someone who is not familiar with CISV why you want to be involved with this organization?

4) How would you further the ideals of CISV in the program for which you're applying?

5) What would you do after your CISV program experience to further international understanding and friendship?



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References

Use the Reference Form (RF 2000) provided with this application to supply the following recommendations from:
 1) Your present or recent employer, supervisor, or principal (Junior Counselors may use a current or recent teacher)
 2) a person who has knowledge of your ability to work with children and,
 3) an individual who knows you on a personal level

Name	Address	Phone	Relationship (1)(2) or (3)
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Do you have a history of drug/alcohol dependency? _____

Have you ever been arrested or convicted of a crime? _____ **If yes, explain below**

Have you ever been investigated for child neglect or abuse? _____

Have you received any traffic citations for moving violations in the last 3 years? If yes, please explain

Would you be willing to submit to the criminal background check required of all CISV leaders and staff? _____

Do you have or have you had any mental, nervous or emotional condition that might interfere with your ability to assume responsibility for youth? If so, please describe. _____

CISV Leader Responsibilities

1. Be willing to acquire a thorough knowledge of CISV, and adhere to the goals and philosophy of the organization.
2. Exhibit behavior that is mature, responsible, and appropriate in keeping with the CISV philosophy and the role of leader for youth.
3. Attend and participate fully in the mandatory local and National Leadership Workshops preceding the CISV program. (if a selected leader does not attend these workshops, the Chapter is required to cancel that selection and fill the position with an individual who does attend them.)
4. Pay any dues or fees required by the Chapter within a month after selection
5. Develop good rapport with all the program participants and their families promoting a group feeling among them.
6. Be responsible for seeing that forms required by CISV (including those required of child-delegates as well as those required of the leader) are completed properly and submitted on time.
7. Respond to pre-program communications, complying with requests and time-frames.
8. Take responsibility for overseeing travel preparations:
 - a. Making travel plans, reservations (unless the Chapter takes care of this)
 - b. Getting passports (and visa, if required) in good time
 - c. Obtaining information about required immunizations, and ensuring that the group has acquired those
9. Be aware and communicate any health problems the children or other adults may have, be able to deal with such problems if they arise and be able to assist any host families or program staff in dealing with such problems.



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CISV Leader Responsibilities (continued)

- 10. Be able to give a general accounting of group monies, and specific accounting of emergency monies to Chapter/families.
- 11. Keep the Chapter contact person informed about plans of the delegation or individual and progress toward readiness for the experience.
- 12. Plan and conduct at least one post-program activity with the participants and their families.
- 13. Be receptive to suggestions from CISV – local, National, and International.
- 14. Promote CISV whenever possible.
- 15. Remain active in the Chapter for the year immediately after the CISV program.

Travel Policy

Delegation Travel

- 1) Village, Summer Camp, and Interchange 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.
- 2) Penalties-Violations of Section 1) will result in disciplinary action against the Chapter or Steering Committee pursuant to the complaint procedure (83-BOT-2) of CISV, Inc.
- 3) Individual travel (as in the case of Junior Counselors) 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.

I UNDERSTAND THE LEADER RESPONSIBILITIES AND CISV POLICIES LISTED ABOVE. IF SELECTED, I AGREE TO CARRY THEM OUT.

Signed: _____ Date: _____

I further understand that:

- 1) Information I have provided in this application may be verified by contacting individuals and agencies other than those listed in my application. I release and hold harmless any individual or organization that provides additional information about me to CISV. I also agree to hold harmless any officers or volunteers of CISV International, CISV USA, or the local Chapter of CISV.
- 2) I will be required to submit to a criminal background check.
- 3) By signing this application form, I confirm the information I have given is true and correct.

Signature of Applicant _____ Date _____

Special Note to ALL Applicants

Thank you for your interest in Children’s International Summer Villages. Please complete the entire application including the supplement for the specific program area where you are applying. The supplements outline additional responsibilities unique to each CISV program. Adult leaders for all CISV programs must be 21 years of age or older. Please provide each of your three referees with a copy of the International Reference Form (RF 2000) accompanying this application.

Adult Village Leader applicants complete Supplement V (Village program is for children 11 years of age)

Junior Counselor applicants complete Supplement JC

(Junior Counselors work with children and adults at a Village) Junior Counselors must be 16 - 17 years of age.

Summer Camp Adult Leader applicants complete Supplement SC (Summer Camp programs are for children 13 – 15 years old)

Interchange Adult Leader applicants complete Supplement I

Interchange Junior Leader applicants complete Supplement IJ (Interchange programs are for children 12 – 15)

Junior Leaders for Interchanges must be 18 - 20 years of age.

Program Staff applicants complete Supplement S

Send your completed application and supplement to: