



Quick Notes: Interchange Final Agreement Between Chapters

About the 'Final Agreement'

What is the Final Agreement?

This online form is used to inform the International Office about the terms of the Interchange, as agreed on by both partner Local Interchange Coordinators (LICs) on their Friendly Intent form.

Programme details submitted on this form—'Travel Terms and Dates', 'Delegations' and 'Leaders'—should reflect the agreements that have already been negotiated by email after the November Friendly Intent exchange.

The Friendly Intent helps LICs begin their communication to negotiate all the terms of an Interchange match. After the form is exchanged to inform each partner what the other LIC prefers, they continue to correspond by email to work out their agreement. Once full agreement has been achieved the LICs should complete the online [Interchange Final Agreement Between Chapters](#) form.

Who uses the Final Agreement?

Both partner LICs may fill in their side of the form including the 'Acknowledgement of Final Agreement' at the end. Both LICs must individually type their own names in the Acknowledgement section

National Interchange Coordinators also have access to this form.

Who is responsible for submitting the Final Agreement?

The LICs are responsible for completing and submitting the form online. However as this is a single form (completed by two people) only one LIC needs to submit the completed form. You decide, agree who will make the submission once you have completed your negotiation and all details are confirmed.

You should submit your completed form by 25th January

Interchange Final Agreement Online Access - How to find and use

These notes are to help you find your Final Agreement online, enter and save data, and to submit your completed form.

Accessing CISV Forms

To access your online 'Interchange Final Agreement Between Chapters' form, you will need a **CISV ID and password**. Over time, your CISV ID will be your access to all CISV IT services; keep it safe and secure.

If you do not already have a CISV ID, you will be sent a **“new account (CISV ID)” information email**. If you already hold a role that gives you access to CISV International SharePoint, you will already have a CISV ID, and you can use this. You will already have a CISV ID if you are a member of an international committee, regional delivery team, or a national secretary, treasurer or risk manager.

CISV ID and New Password

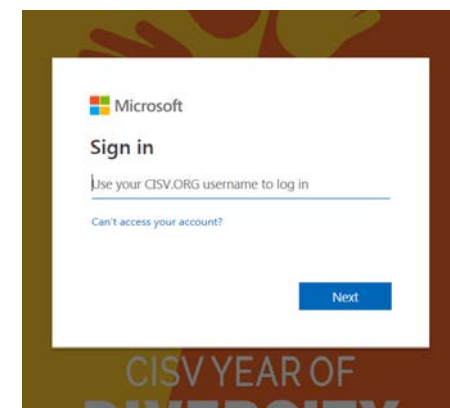
The **new account (CISV ID)** information email will contain **3 pieces of information** only

- A **URL (browser address)** where you will find the new CISV Forms url: <http://sharepoint.cisv.org/forms>
- Your CISV ID. (This will take the format *firstname.lastname@xx.cisv.org*)
- Your personal password – which you will have to change at the first login

Once you receive your new account information, please **log in as soon as possible** and let us know if anything does not work as expected.

The new CISV Forms will allow you to easily **reset or change your password**. To make sure that this can work, **you will be asked additional information at the first login**.

You will be asked to change your password at the first login; please, use something secure enough to not be compromised and at the same time easy enough for you to remember. After that, you will be asked to provide an alternate phone number and/or email address for the self-service password reset to work properly with your CISV ID.



Navigating CISV Forms

Use your CISV ID and sign in to: <http://sharepoint.cisv.org/forms>

Your Forms

This is a list of all online Interchange Final Agreement forms that you have access to, because of your role as a NIC/LIC.

Click on the folder name for your Interchange – the programme reference number - to find the actual form.

Click on the form to open in Excel Online.

(You can download the form, but should only open in Microsoft Excel. You may experience compatibility issues if you use alternative spreadsheet software.)

Quick Links

Links to some useful online resources.

News

Occasionally, we will share new information about the form here.

Completing the online form

CISV International
Building global friendship

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Form Status: incomplete
Chapter 1 Status: incomplete
Chapter 2 Status: incomplete
submit: No

Key:
* mandatory field
▽ select from dropdown options

Programme details submitted on this form - 'Delegations', 'Leaders' and 'Travel Terms and Dates' - should reflect the agreements that have already been negotiated by email after the November Friendly Intent exchange. Either of the partner LICs may fill in all of this form except for the 'Acknowledgement of Final Agreement' at the end. Both LICs must individually type their own names in the Acknowledgement section.

Final Agreement is to be submitted to IO on or before by 25 January (or 1 week after reference number is issued for matches made after 19 January)

Programme Details

Programme Reference Number: I-2019-015
Age: ▽*
Duration: ▽*

Delegations

Our current agreement is for each Chapter to select

Boys: *
Girls: *

Key

* = a mandatory field. If you do not complete this, you will not be able to submit the form.

▽ = a drop down menu. Just click on the field to and select one of the options.

Pre-filled fields

To help you, we have pre-filled some fields, using information you have already given us in your 'Interchange Confirmation and Contact Form (ICCF)'.

If this has changed, you can update the information by just typing over or using the drop down box.

Leader(s)

Gender of Leader: ▽*

Gender of Co-/Junior-Leader: ▽*
(required for delegation of 8 or more)

Contact Information

LIC (full name): Jay Warriner *

Phone 1: *

Phone 2: *

E-Mail: jay.warriner@int.cisv.org *

Alternate LIC (full name):

Phone 1:

Phone 2:

E-Mail:

Leader(s)

Gender of Leader: ▽*

Gender of Co-/Junior-Leader: ▽*
(required for delegation of 8 or more)

Contact Information

LIC (full name): Helen Pringle *

Phone 1: *

Phone 2: *

E-Mail: helen.pringle@int.cisv.org *

Alternate LIC (full name):

Phone 1:

Phone 2:

E-Mail:

Phases

Tell us the dates for each phase. Make sure 'Phase 1' gives the dates for the Chapter hosting first, even where this is not the same Chapter named below.

Then use the drop down box to let us know which Interchange phase will be hosted by 'Chapter 1'.

Our current agreement is for each Chapter to select

Boys *

Girls *

Travel Terms and Dates (dd/mm/yyyy)

Phase 1 Arrival Date * Phase 2 Arrival Date *

Phase 1 Departure Date * Phase 2 Departure Date *

Chapter 1 hosting in Phase 1 ▾*

Host National Association 1 *

Host Chapter 1 ▾*

Leader(s)

Gender of Leader ▾*

Gender of Co-/Junior-Leader *

(required for delegation of 8 or more)

Chapter 2 hosting in Phase 2

Host National Association 2 *

Host Chapter 2 ▾*

Leader(s)

Gender of Leader ▾*

Gender of Co-/Junior-Leader *

(required for delegation of 8 or more)

ACKNOWLEDGEMENT OF FINAL AGREEMENT

By signing below, I state my agreement with all the terms specified above. I understand that any changes to this current agreement can be made only by mutual consent of both Chapters/partner LICs.

Chapter 1 LIC

Jay Warriner *

Enter your initials here to indicate that this person is the one who has typed his/her own name. *

Chapter 2 LIC

Helen Pringle *

Enter your initials here to indicate that this person is the one who has typed his/her own name. *

After this form has been submitted, if there are any updates or changes, please contact the International Office.

Agreeing to terms

Once you have completed all sections, both LICs must individually type their own name and initials in the Acknowledgement section.

This must be done by the LICs named in the Contact Information section.

International
Friendship

Company Registration: 3672636
Charity Registration: 1073308

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E-mail: International@cisv.org
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Interchange Final Agreement Between Chapters

Form Status	completed
Chapter 1 Status:	completed
Chapter 2 Status:	completed
submit	No

Key:
* mandatory field
▽ select from dropdown options

When the form is complete.

Check the Status box. Are all the fields now green?

If not, you have missed a mandatory field, or made an input error. Go back and check your form.

Form Status	completed
Chapter 1 Status:	completed
Chapter 2 Status:	completed
submit	Yes
	Yes
	No

Submit

Change the 'Submit' dropdown box to 'Yes'.

This is how the Programme Administrators will know your Final Agreement is ready for use.

If 'No' is the only option given, the form is still incomplete. Go back and check the fields marked * are all correctly completed.

You can now save and close the form.

(If you are using Excel online, the form will save automatically upon closing the browser window. If you have downloaded the form, you will need to upload to the original location, using the same file name.)

Form Status	incomplete
Chapter 1 Status:	completed
Chapter 2 Status:	completed
submit	No
	No
	No

Thank you and have a great programme!