

These help notes are intended for programme staff and relate to Pre-Camps, Address Lists information, myCISV, and the online PDPEF.


Pre-Camp 1

- Deadlines: 1 December for Mar-Apr programmes
1 March for Jun-Aug programmes
1 September for Dec-Jan programmes
- Use the [Pre-Camp 1 Form](#)
- Host NA/staff must send it to all sending NAs + the International Office (ideally as one email)

Pre-Camp 2

- Deadline: 1 February for Mar-Apr programmes
1 April for Jun-Aug programmes
1 October for Dec-Jan programmes
- Pre-Camp 2 should not be bigger than 1MB. *Remember to reduce photo file sizes.*
- Do not use copyright material in your Pre-Camps (unless you have permission)
- Host NA/staff must send it to all sending NAs (or directly to participants/delegations) + the IO (ideally as one email)
- If you become aware of any research project taking place during your programme, you must mention this in the Pre-Camp and send a copy to research.proposal@cisv.org. (This, to ensure the research project follows the official approval process and that all relevant persons are informed appropriately.)

General Pre-Camp Notes


- Pre-Camp 3 is optional.
- All Pre-Camps should be sent by Host NA/staff to all invited NAs + the International Office (at international@cisv.org). The International Office also uploads all received Pre-Camps to an intranet for all National Secretaries.
- Pre-Camps must include the programme code (e.g. V-2020-099).
- For information regarding Pre-Camp content, see relevant Programme Guide.
- You will find the up-to-date Programme Guides at [Programmes Resources](#). New information in the Programme Guides is marked with this sign: 
- Make sure you have included the correct programme dates. It is worth double-checking them, as otherwise a small mistake can cause big confusion for participants and delegations when they book their travel.
- Have a look at [Looking Good - CISV's Brand Guidelines](#) to ensure you properly use the logo.

Pre-Camp Content Examples

A time-saving tip is to include the following 'stock texts' fully or partly in your Pre-Camps.

Registering on myCISV + claiming participation

Everyone who participates in a CISV International programme must register on myCISV and claim participation in our programme. To register, follow these steps:

1. Go to <http://www.cisv.org/>
2. Click on 
3. Fill in the Registration Form and click on [REGISTER] at the bottom of the page

When this is done, claim participation in our programme! (Look for our code: X-20XX-XXX)

1. Go to <http://www.cisv.org/>
2. Log in to myCISV by clicking on .

3. Type in your myCISV username + myCISV password
4. Click on [FIND A PROGRAMME] in the left-hand menu
- 5A. If you know the programme code (e.g. V-2020-099), type it in and click on [SEARCH].
- 5B. If you do not know the programme code, follow steps 6 to 9.

6. Select on the programme type in [BY PROGRAMME].
7. Select the year
8. Select the country (when the programme takes place)
9. Click on the code with the matching Chapter

10. Click on [CLAIM PARTICIATION]
11. Fill in anything that is missing in your claim form – and make sure to select your correct role [PARTICIPATION TYPE] - and click on [SUBMIT]

When we [the staff] approve your claim you will receive an e-mail confirming you that your claim is approved.

Legal Forms

You can download the most recent version of the CISV Legal Forms from www.cisv.org or simply by clicking directly on the links below:

- The [Child Travelling with Leader Legal Form](#) is for child participants in Village, Interchange, Step Up and Youth Meetings for ages 15 and under; all travelling with an adult leader.
- The [Child Travelling Alone Legal Form](#) is for participants under the age 18 and Junior Counsellors who are permitted to travel without an adult leader.
- The [Adult Legal Form](#) is for is for participants, staff and leaders aged 18+

You can find more about any updates to these forms at [CISV Legal Forms](#).

Alternatively you can copy and paste the relevant table below into your Pre-Camp 2.

Interchange

Participant	Child Travelling with Leader Legal Form
Leader	Adult Legal Form

Village

Participant	Child Travelling with Leader Legal Form
JC	Child Travelling Alone Legal Form
Leader	Adult Legal Form
Staff	Adult Legal Form

Step Up

Participant	Child Travelling with Leader Legal Form
Leader	Adult Legal Form
Staff	Adult Legal Form

IPP

Participant	Adult Legal Form
Staff	Adult Legal Form

Seminar Camp

Participant (aged 17 and under on the day of departure for the programme)	Child Travelling Alone Legal Form
Participant (aged 18+ on the day of departure for the programme)	Adult Legal Form
Staff	Adult Legal Form

Youth Meeting (12-13)

Participant (12-13)	Child Travelling with Leader Legal Form
Leader	Adult Legal Form
Staff	Adult Legal Form

Youth Meeting (14-15)

Participant (14-15)	Child Travelling with Leader Legal Form
Leader	Adult Legal Form
Staff	Adult Legal Form

Youth Meeting (16-18)

Participant (aged 17 and under on the day of departure for the programme)	Child Travelling Alone Legal Form
Participant (aged 18+ on the day of departure for the programme)	Adult Legal Form
Staff	Adult Legal Form

Youth Meeting (19+)

Participant (19+)	Adult Legal Form
Staff	Adult Legal Form

Health Form

Make sure to use only the most recent version by downloading it directly from the CISV International website (www.cisv.org) or by clicking directly on [Health Form](#). It is also **extremely important** that you fully complete the Health Form, and do not leave out any health and medical information.

CISV Travel Insurance

All participants (including staff and leaders) in international programmes are covered by the CISV Travel Insurance. You can find all the information you need including details of the policy, and how to make a claim at [CISV Travel Insurance](#).

Note that you must bring your CISV travel insurance certificate – available from your National Association - to the programme. The certificate should be printed and a copy given to every participant, staff or leader. Everyone should carry a copy of the insurance certificate with them to the programme and this is what they should use to show they have insurance.

Visa-requirements

Sometimes visa application processes can take a long time. Find out as soon as possible if you require a visa, and if so, start the application process now. Do not wait until it is too late. Also, let us and/or the [International Office](#) know if you require a formal invitation.

Educational Content Area

Each year, we focus on a different educational content area. You will find inspirational and supporting materials on the CISV International website at [Educational Content Areas](#).

Everything you need

Forms, guides and additional resources are available on the CISV International website at [Programme Resources](#).

Behaviour Policy

The [Behaviour Policy Frequently Asked Questions](#) page on the CISV International includes helpful information on InfoFile [R-07 Behaviour Policy](#)

Address Lists

- As of the 2019 programme year, the address list will be included as a section in the PDPEF.
- The address list section must include dates of birth all participants, JCs, leaders and staff.
- You can copy-paste information taken from the revised Delegation Information Forms / Individual Information Forms, to help you complete this.

Programme Directors Planning and Evaluation Form (PDPEF)

- For the 2019 programme year, the PDPEF will change format and electronic platform. It will still be an online form and require dedicated access. Some of the PDPEF structure and questions will change and thus be different from the structure described below. The PDPEF packages will be updated to reflect the changes in advance of the programmes.
- To be able to access the specific PDPEF for the programme, you must first be registered on [myCISV](#), have claimed participation and been approved as either Programme Director or staff (or LIC/NIC for Interchange). At a point nearer the programme season the International Office will grant you access to the PDPEF, which will be available at <http://sharepoint.cisv.org/forms>.
- Claim participation by:
 - 1 February for Mar-Apr programmes
 - 1 May for Jun-Aug programmes
 - 1 November for Dec-Jan programmes
- For updated information, see PDPEF FAQ at [Evaluation](#). **TO BE UPDATED IN MARCH 2019**
- The PDPEF is due 2 weeks after the programme or two weeks each Interchange host phase. Save regularly and make sure to select 'YES' next to CONFIRM SUBMIT when it is complete.
- Remember to download the relevant PDPEF-package before your programme begins, in case you will be at a site without internet access.

Frequently Asked Questions about Programme Managers and how to Approve Participation Claims

- Please see [myCISV Help Notes - Programme Manager](#)