

Hello All

Well, how has the last month been for you. Busy time in the CISV calendar getting all the last minute details done for not just IC but the other programmes as well. It has been a busy month for Lynne at the IO office getting all the matching done for ICs starting in the year 2003. Trusting that this email finds all of you in good health, good humour and in good attitude.

For me this past month has been one with limited sleep. In Canada the World Cup is shown live at 2:30 or 7:00 in the morning. So far the results of the early mornings have been worth it - the ultimate will come this Sunday morning.

Many of you have other roles in CISV as either leaders or staff. To those of you that are off to the far reaches of this globe, I wish you a safe journey and lots of fun at your CISV programme. To those that are staying at home, I also wish the same. It will be my pleasure to meet many of you again at the AIM - I look forward to this time when we can talk face to face about the IC programme and get caught up on issues of concern.

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1. ADDRESS CHANGES

→ *not to be published online*

2. 2003 - 2004 MATCHES

This week your National Associations will receive the 2003 Matches and Open List based on the information sent in to IO by your NA for the June 1 deadline .

Please review the 'Yr. 2003 Round 1' Interchange matches and the 'Yr. 2003 - Open List' for its accuracy. Please pass on your internal country matches to your LICs for their comments and advise Lynne Parmley at the International Office BY JULY 25, 2002 of your decision with respect to the matches in accordance to the Memo which accompanied the Matches & Open List

3. AIM INTERCHANGE WORKSHOP

The IIC will be presenting an Interchange Workshop at the end of the AIM / IBM on August 10 & 11th ( Saturday & Sunday ). The main presenters will be Manu E. from Italy, Jannicke B-F. from Norway , Frank Steffen & myself . The Workshop is billed as a Workshop for European Category 'B' and European Promotional Countries. Many of you may already have had an IC workshop in either Austria, Canada, Philippines, Mexico or USA.. If you or any of your LICs need a refresher course why not join our European cousins.. I don't think they would mind if you attended. If you require additional information, please contact Manu E. or myself for an Application.

#### 4. ODDS AND ENDS....

WEBSITE FOR FORMS - All forms are now available on the international website. The link to reach this part of the website is [www.cisv.org/forms.htm](http://www.cisv.org/forms.htm). The Info File is also available on the site. Infofile Web Link [www.cisv.org/infofile.htm](http://www.cisv.org/infofile.htm)

HOTMAIL ACCOUNTS - Many of you are using the free email accounts offered by msn / hotmail. Please remember to empty your account of built up emails. If your mailbox reaches its limit ( is full ) no more emails can be sent to you. You will never know if some important email have not reached you - emails that may affect your Interchanges may be lost. Remember, others expect their emails to reach you - do not let your hotmail account reach its limit - keep it empty.

DPAF = DELEGATE / PARTICIPANT ATTENDANCE FORM - this form must be filled out and sent to IO 3 days after your Interchange starts. Unless this form is sent in, you will not receive credit for a smaller delegation size.

CISV RISK MANAGEMENT CHECKLIST REPORT - send this Report to your National Risk Manager 3 days after the Interchange starts

#### 5. INTERCHANGE GUIDES ON THE WEB

Both the " Interchange Family Guide" and the "Education Themes for Interchange" ( Interchange Leader Guide ) are now available on the Internet. Your LICs should be telling each parent to download a copy of the Family Guide - it is a valuable tool that will explain to the parent what a CISV Interchange is about and what their obligations and responsibilities are to the Interchange.

The Interchange Leaders Guide will be of interest to all who are involved in planning a mini camp.

The Guides can be downloaded from [www.cisv.org/guides.htm](http://www.cisv.org/guides.htm)

#### 6. EVALUATION FORMS

In the past year the 1 page Interchange Evaluation Form has become very popular. Thanks to Joergen Schou Iversen of Denmark we now present a new, improved & user friendly "02 IIC Evaluation Form" which is attached as a Template with the file extension ".dot". This new form has drop down menu boxes and self expandable text boxes. Open up the attachment and follow these instructions:

Save the file in C:/Windows/Application Data/Microsoft/Templates as a ".dot" file NOT a ".doc" file. Make sure that you keep the file extension .dot for the template. Open WORD and click File/New in general templates you will find the new template "02 IIC Evaluation Form" with the drop down boxes and expandable text boxes, ready to be used for your evaluation and ready to be sent to the IIC directly by the Internet.

As discussed previously, other evaluations exist at different levels depending to whom the Evaluation is sent. Here is a listing of the different evaluations used by CISV & Interchange.

FOR CHAPTER & COUNTRY USE ONLY

- Leader Confidential IC Evaluation Form - IIC 4.8.1
- Delegate Confidential IC Evaluation Form - IIC 4.8.1
- Parent Confidential IC Evaluation Form - IIC 4.8.2
- Informal Mid-Hosting Evaluation by Leaders & Delegates ( LIC ? )
- Mini Camp Evaluation

FOR COUNTRY, IO & IIC USE

- CISV IC Questionnaire / Report Form by LIC - IIC 4.9.1
- CISV IC Questionnaire / Report Form by Leader - IIC 4.9.2
- LIC Risk Management Report Form - IIC RMR 92
- International CISV Incident Report Form - ( MIL )
- CISV Risk Management CheckList Report - ( MIL )

FOR INTERNATIONAL INTERCHANGE COMMITTEE ( IIC ) USE • New 1 Page Evaluation Form - 2002

FOR INTERNATIONAL LEADERSHIP TRAINING COMMITTEE ( ILTC ) USE • New 2 or 3 Page Generic Leader Evaluation Form - 2000

7. INTERCHANGE CLINICS AT AIM

The AIM is a time to discuss concerns, resolve misunderstandings and generally improve our relationships with each other and improve Programme content.

If you have a 'beef' against another chapter / country please have your AIM representative request a clinic with the IIC within the first 2 days of the IBM - include a written report. We will then arrange a time to meet with you to discuss your issue - each chapter / country will be asked to present their side to the IIC.

Some have had issues develop before the summer ICs start and you will be asked by the IIC to attend a clinic and address the concern that we have about the IC Programme in your country.

#### 8. WHAT MAKES LIFE = 100 %

Ever wonder about people who say they want 100%? We have all been to those meetings where someone wants 100%. Here's a little math that might prove helpful. What makes life 100%?

If,

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Is represented as:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

Then,

H A R D W O R K

8 1 18 4 23 15 18 11 = 98%

K N O W L E D G E

11 14 15 23 12 5 4 7 5 = 96%

But,

A T T I T U D E

1 20 20 9 20 21 4 5 = 100%

So, it stands to reason that hard work and knowledge will get you close, BUT attitude will get you all the way.

As always, if you have any questions, do not hesitate to email me. Please REMEMBER two things:

1. All concerns / problems have a solution. Attitude works.
2. Include the IC ID number ( I - 2002 - xxx ) in all your communication whether to the IIC, IO or partner NIC.

Keep in touch

TTFN

Yours in CISV

Heinz Boehnke - IIC Chair