

GENERAL GUIDE for all CISV Programmes & INTERCHANGE GUIDE

Go To <http://resources.cisv.org/guides>

FAMILY IC GUIDE FOR PARENTS

Go To www.cisv.ca/iic

INTERCHANGE SPECIFIC FORMS

Go to www.cisv.ca/iic

INTERNATIONAL FORMS

Go to <http://resources.cisv.org/forms>

“Official” IIC Web Page

www.cisv.ca/iic

IMPORTANT



IO is currently updating their web pages. For current IC related forms & guides, pls use those on www.cisv.ca/iic

INTERCHANGE HOSTING AGENDAS

LICs and local chapters are now preparing their hosting agenda. Offer them a friendly reminder that Interchange is a family centered CISV Programme and not intended as a tourist sight seeing excursion - a balance must be struck between family activities and group outings.

Most activities of an IC are already pre-determined i.e. Arrival, Home Orientation Day, Welcome Party, National Night, Family Week, Mini Camp, Recovery Day, Farewell Party, Departure etc.

For a Long / 4 week hosting IC - approx. 16 of 28 days are taken up by must activities, based on group activities every 2 days leaving 4 or 5 activities to be planned

For a Short / 2 1/2 week hosting IC - approx. 11 of 17 days are taken up by must activities, based on group activities every 2 days leaving 2 or 3 activities to be planned

Additional and more detailed information can be found in the “International Interchange Guide - Section IC-5.1_Hosting Phase” or in “ Appendix 10.6_Family Interchange Guide – Section 5.0 “. Both guides can be found in the resource section of www.cisv.ca/iic

REMEMBER to submit a hosting plan to the partner chapter for review, at least one month prior to their departure. In fact, for any questionable activities, the partner chapter should be involved in the early planning. Also, remember to tell your LICs that it is permissible for the partner chapter to ask for amendments in the hosting agenda on activities that they are uncomfortable with.

ALSO REMIND the LICs of traveling chapters to submit their traveling arrangements to the partner chapter AND to IO prior to departure. The form to be used for this is “Travel Information Form – (PTIF)”. The PTIF form is in addition to the form that IO wants submitted called “INTERCHANGE DATE CONFIRMATION FORM”, both of which can be downloaded from <http://resources.cisv.org>

IC MATCHBOX PROCEDURES

As stated in the previous IIC Info News, the entire matching procedure is described in the resource file “Appendix 10.2_ Interchange Matchbox Procedures” located on our web site, www.cisv.ca/iic . I few things that I would like to bring to your attention are:

- i) IF YOU ARE A PROMOTIONAL COUNTRY you must obtain approval from the International Promotions Committee of ODC to participate in the IC Programme.
- ii) Requests can be submitted directly to IO (by the NIC) or to your National Office who will submit it to IO as part of their NRF (National Report Form)

DATES TO REMEMBER IC's STARTING JUNE / JULY

March 1 – IC Date Confirmation
Date – Form IDCF

March 31 – No re-matches

March 31 – Pairing / Matching of
delegates completed

April – 1st Group Meeting

May 1 – Notify Partner of Travel
Plans & Hosting Agenda

May – Select Destinations for 2006

June 1- Matching Data Sheet to IO



Updated Interchange Calendar
available on www.cisv.ca/iic

iii) DEADLINE for submitting your requests / wishes to IO is JUNE 1.

iv) You may only request a Region NOT A SPECIFIC COUNTRY OR CHAPTER. Regions available for matching are on the IIC web site www.cisv.ca/iic - “ Appendix 10.7_Interchange Regions “.

v) Special requests such as ICs for the physically challenged, single sex ICs, etc. must be so noted in English.

vi) IO will returned Round 1 matches to your NA by June 25.

The “Interchange Matching Data Sheet” Form for requesting 2006 / 2007 Interchanges can be downloaded from <http://resources.cisv.org>

When making your requests for 2006-2007 think about the following:

a) 75 % of all Interchanges received in Round 1 (submitted by June 1) are successful.

b) 59 % of Interchanges starting this year were long and 41 % short

c) The number one reason for unsuccessful Interchanges is insufficient delegates - the delegation can not be completed because you are still looking for 1 or 2 more delegates. Think very seriously about a smaller delegation size right from the start. Delegation sizes of 6 can work just great..... ask the Summer Camp & Village people about the benefits of a smaller group

ADDRESS UPDATES

For the first time in 6 years, there are no address updates for NICs.

LEADERS HELP HOTLINE

If your IC leaders need help, please use the **JACOPO'S LEADERS HOTLINE** at: interchange@it.cisv.org or any of the following phone numbers :

Office: + 39 055 471776

Cell: + 39 328 6347043

Fax: + 39 055 4633189

DATES TO REMEMBER IC's STARTING

DEC'05 / JAN. / APR. 2006

June 1- Matching Data Sheet to IO for 2006 Destinations

August 15 – Last date to cancel without penalty

August 15 – No new matches after this date

September 1 – IC Date Confirmation Date – for Dec / Jan ICs

October 15 – Send Delegate Information Forms for delegate pairing

October 31- No re-matches

October 31 – Pairing / Matching of delegates completed

October 1 – 1st Group Meeting

30 Days Before Arrival – Notify Partner of Travel Plans & Hosting Agenda

Feb 1 – IC Date Confirmation Date – for Apr. ICs

INTERCHANGE THEME WEB LINKS

In the last issue of IIC InfoNews we talked about the importance of all Interchanges having a Theme and presented to you the **CYNTHIA HELP**

LINE at :

cynthia@amcevent.com

or cycaes@hotmail.com

As stated, Cynthia can help you in the selection of a Theme and can provide you with resource material to develop the Themes. Through the fine efforts of a Junior and past participant of an Interchange, Alexander Goodman, from CISV-Canada / Toronto; a resource list of Links of LMOs has been created. The list offers links to many sites that can provide resource material for Interchange Themes with the following TOPICS:

- Conflict & War
- Culture of Peace
- Human Rights / Children's Rights
- Economic Justice
- Global Issues
- Equality / Anti Discrimination
- Youth Action

Two documents are attached to this email:

1. Links to LMO by Topic for Interchange Themes (MS Word)
2. Links to LMO for Interchange Themes (MS Excel)

Both documents will also be posted on the www.cisv.ca/iic web site in a few days. As the list was created in Canada many of the links are referenced to Canadian organizations. If you have other links that you wish to share please send them to me and we will add them.

Till Next time
Stay Well
TTFN
Yours in CISV
Heinz Boehnke - IIC Chair

DATES TO REMEMBER IC's STARTING

DEC'04 / JAN. / APR. 2005

30 Days Before Arrival – Notify Partner of Travel Plans & Hosting Agenda

3 Days After Start of Interchange - DPAF to IO

2 Weeks After Completion of Interchange – LT Evaluation Form & Staff / LIC Recommendation Form

30 Days After Completion of Interchange – Programme Director's Form to IO

April – IIC Evaluation Form

THREE IMPORTANT THINGS TO DO FOR A SUCCESSFUL INTERCHANGE

1. Communicate
2. Communicate
3. Communicate

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The simple answer for "Thinking Outside the Box " :

" I would give the car keys to my old friend, who would take the old lady to the hospital. I would stay behind and wait for the bus with the woman of my dreams. "

Sometimes, we gain more if we are able to give up our straight line thinking and think "Outside the Box." Be creative in these last few days of planning and organizing Interchanges.



*WHO
WILL
TAKE
HOLD
OF IT ?*

Motivational Speech

By

Doris Allen

www.cisv.ca/iic