

**PLEASE FORWARD TO ALL RELEVANT PERSONS IN YOUR NA
(Including Seminar Camp Committee Chairs and Members and Chapter Officials)**

SCC Update

This is the third issue of the Seminar Camp Update. As it was in the other issues this is to be an informative publication containing useful information for National and Local Seminar Camp Committee Chairs and Members. If you have any suggestions or comments contact us at seminarcamp.externalaffairs.list@cisv.org

Seminar Camp Pool

The International Office (IO) has recently released to all NAs and PAs the Seminar Camp Pool for 2009. If your NA/PA has not received it, please contact Helen Pringle at the IO at helen.pringle@cisv.org. The Round One deadline for returning positions back to the IO is January 15th. The SCC recommends that all unfilled positions are returned to IO by the deadline, this way your NA/PA avoids penalty fees and hosting NAs will have an accurate idea of the number of participants attending their camp.

Attending a Seminar Camp

We would like to remind NAs/PAs that a participant **MUST NOT** participate in a Seminar Camp more than **ONCE**. Participants must be 17 or 18 years old between June 1 and August 31 for June/July/August camps and between November 1 and January 31 for December/January camps. The only exceptions are Asian participants that can attend when 19 years old.

Camp Duration

It is really important for the camp flow as well as for the participants' group that all participants stay the camp's whole duration. A participant shall not arrive later and leave earlier than the camp's date. All participants are expected to be at the programme during its 21 days.

Participants' Gender

The Seminar Camp Committee would like to reinforce that the genders assigned to the positions are to be followed. If your NA is unable to fill the position with the correct gender we recommend returning it to IO by the January 15th deadline. We would also like to inform that from 2008 onwards NAs/PAs sending participants of the incorrect gender will be reflected in future invitation allocations.

Participants' Preparation

Attendance at a Seminar Camp Participant's Preparation or Training prior to camp is beneficial for the participant and important for the camp in general. If your NA needs assistance with this matter, the SCC has created a handbook to assist you in preparing and running the training. It can be downloaded from <http://resources.cisv.org/scc/information/for.ms.html>. If you need more assistance regarding Participant's Preparation contact you Seminar Camp Committee Liaison: <http://resources.cisv.org/scc/information/liaisons.html>.

SCC Website

It is recommended that all persons in charge of Seminar Camp in your NA/PA access regularly the SCC website at <http://resources.cisv.org/scc>. All information needed is available at our website. All updates regarding Participant and Staff Training, Camps and all pertinent material will be posted on the website as soon as they are released.

Participant's Forms

Participants attending a Seminar Camp must have the Health Form (HF) and TWAL (Legal/Insurance Form Youth Travelling Alone) correctly filled. Please note that the HF needs the participant's physician's signature and is not to be completed more than three months before the camp begins and the TWAL form needs the participant's parents' signature and Health and Travel Insurance Information. Participants that arrive to a Seminar Camp without these forms correctly filled in may be required to leave the camp. The SCC would like to recommend that prior to leaving the country the National or Local Seminar Camp Committee Chairs check their participants' forms to avoid problems.

CISV Forms

The Legal Forms (ALIF, YLIF and TWAL) were updated in 2008 and can be downloaded from <http://resources.cisv.org>. Old forms will no longer be accepted in 2009 camps. Not signing and accepting the entire contents of the legal form invalidates any participation in a CISV programme.

Seminar Camp Peanuts #2

After the great success of the Seminar Camp Peanuts #1 Edition, we invite you to write articles about your Seminar Camp experience as a participant, staff, host NA, coordinator, home stay, and so on to seminarcamp.externalaffairs.list@cisv.org. Deadline for sending in the articles is October 15th 2008. Check out the SCC website for more information.

Camp Date Change

If you are a Hosting NA/PA and a change to your camp dates is required you should contact IO to inform of such changes by January 15th. Keep in mind that late date changes and/or cancellations may incur penalty fees and the changing/cancellation tickets fees for participants who have already bought their ticket.

If you are a Sending NA/PA the Seminar Camp Committee recommends that participants' tickets are only bought after January 15th.

Hosting a Seminar Camp

For NAs/PAs that will host a Seminar Camp in 2009 we would like to reinforce the December 1st deadline for sending in your Home Staff application forms to the Staff Assignment Team at seminarcamp.staffassignment@cisv.org. And that the Home Staff have to participate in a Seminar Camp Staff Training Workshop, information regarding the workshops and all necessary documents are available at <http://resources.cisv.org/scc>. If your NA or PA still needs assistance please contact your SCC Liaison, check who is your NA/PA's liaison at our website.

CISV Friends

The SCC would like to reinforce the importance of Pre-Registration on CISV Friends. All Home Staff should claim their participation in the programme as soon as they are assigned to it. Access <http://friends.cisv.org> for more information.

Seminar Camp International Staff

The IO has sent out the Seminar Camp Staff Application Package to all NAs and PAs. It is very important to publicize it among your NA/PA's leaders. If you have not received it please contact Helen Pringle at the IO at helen.pringle@cisv.org or the Seminar Camp Committee at seminarcamp.list@cisv.org. More information can be obtained at the committee's website at http://resources.cisv.org/scc/information/how_to_staff.html.

Staff Training Workshops

The SCC in cooperation with ODC will host several Seminar Camp Staff Training Workshops in the Regional Training Forums taking place in 2009. Keep in mind that first time staff MUST participate in a workshop! And also that "experienced" staff should participate in Seminar Camp Staff Training Workshops regularly to update and share their knowledge. You can check the SCC website for more information: <http://resources.cisv.org/scc/>

Seminar Camp Contact

We would like to recommend that all National Seminar Camp Committee's Contact Person browse in our website to check if their contact information is accurate. If there is any mistake please contact the External Relations Team at seminarcamp.externalaffairs.list@cisv.org and inform the correct data.

Members of the Seminar Camp Committee

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