

# CISV USA Seminar Camp Fact Sheet

Updates to the Application Process



**usa**

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## Seminar Camp Selection Process: Why the Change?

For several years, the Board of Directors has heard comments and suggestions about the Seminar Camp selection process. Many of the comments came from JBers, and the JB leadership strongly urged CISV USA to consider a process more like the ones used in other large, multi-chapter nations.

The main reasons to change were 1) to allow applicants to apply to whichever programs best suit them (location, cost, dates, etc.), 2) to ensure that all invitations to the USA are filled, including those challenging ones, and 3) to remove elements of competition at the local level, including any appearance of favoritism.

Local chapters, under the new system, still have a lot of control. Every application must be endorsed by the local chapter, either by the Local Seminar Chair or their Chapter President. The chapters are encouraged to send to the selection committee their personal recommendations or comments.

At the time of CISV in Motion in October 2017, the blank Seminar Application Forms, which include the list of all Seminar Camps to which USA has been invited, will be electronically available and the process will begin. For Program Year 2018, applications and accompanying recommendations should be sent in on paper. We hope to move to paperless application in the near future.

## The Application Process

Attached you will find an example Seminar Application Form, modeled after the application form from CISV Canada. As an example of what the 2018 and subsequent application forms will look like, this one uses the Seminar Camp invitations we received for the program season of 2016. Each year the application will change to show the invitations available that program year. Applicants will designate on the application form those camps they would prefer, those they will accept if invited, and those for which they choose not to apply, using a 'P' for prefer, a 'Y' for yes, and an 'N' for no.

The Seminar Application Form, once completed, needs the signature of the Local Seminar Chair (LSC) or Chapter President before being sent, with the application essay, to the National Office. The two personal recommendations also need to be sent to the National Office before the deadline. A complete application consists of the signed application form, the essay, and the two personal recommendations. Until all elements of the application are received, the application will be considered incomplete. The LSC should help the application process along, reminding applicants of deadlines etc., but it is the responsibility of the applicant to get all the elements of the application in on time.

The personal recommendations can be from anyone: teachers, relatives, parents, or CISV participants, including JB members. We recommend the applicant provide envelopes to those from whom they request recommendations, stamped and correctly addressed.

The essay can be completed however the applicant wishes: tiny type with a zillion words, a long or short paragraph, a perfect single sentence or even some art. The committee will judge the applicant by what they learn about the applicant rather than by the skill demonstrated.

Fees with the application vary from chapter to chapter. All chapters require membership to apply and some ask for deposits for the program to which you apply. Some chapters also adjust flight costs or include chapter support (paperclips, copying, etc.) in the cost of their programs. Therefore, the cost of Seminar varies chapter to chapter. The National Office will bill the chapter for the fees associated with the Seminar, not the applicant/participant. When applying, applicants should ask the LSC or Chapter President what the program will cost and when asked, pay the chapter.

## Criteria for Selection: What Is the Committee Looking For?

Seminar Camp provides a setting in which 17 and 18 y/o's can discuss the things that matter to them most, whether it be international affairs, the political agenda of their various countries, the moral decisions of the time, or the status of their favorite rock band, all within a setting that encourages them to make friends. Essential for Seminar participants are tolerance, kindness, and a willingness to change one's mind. The best Seminar will also include participants that are articulate, share a spirit of collaboration, think creatively, and speak persuasively. These leaders (and Doris told us to look for leaders) should also be willing to help other participants with whom they disagree, so that in a discussion every side of important questions is well represented. Seminar Camp is one of the most personally challenging programs CISV has to offer, so ideal participants will be self-aware and will display an eagerness to work in an introspective environment.

Therefore, we are looking for participants who are leaders, intelligent, kind, tolerant, articulate, and fun. The application should exhibit evidence that the applicant has these qualities. CISV experience can be useful in developing and exhibiting these qualities, but other activities may serve as well.

The selection committee will also look for variety in the applicants. They will strive to choose applicants from many chapters, to have loud and soft, to have some who have fully adopted the tenets of CISV and some who question them. They need to be bright, questioning, tolerant, and mentally flexible. Some people think Seminar Camp is the best CISV program: more like 'real life,' more practice for real and important discussions to come, more rambunctious. It is a serious prelude to the stairwell bull sessions of college with a group of friends who have entirely different presumptions and therefore entirely different conclusions. It is not Village.

## Time Line

- Mid-October At the time of CISV in Motion, the Seminar Application Form will be available listing the countries to which CISV USA has Seminar Camp invitations. Chapters should then start encouraging those of the right age to think about applying and start the application process.
- Late-November At this point the LSC should be wrapping it up, with each applicant getting their recommendations in and finishing up their essay and application form. The LSC can be writing, if they wish, their own comments on the applicants from their chapter in the form of a letter or recommendation form for the selection committee.
- December 15 Complete applications postmarked on this date or before will receive priority in the selection process, and the committee will begin reviewing them and matching the applicants to the available invitations.
- January 15 By this date all applicants will have received an invitation to a program which they ranked P or Y or they will be notified that they are not receiving an invitation at this time. Everyone that applies will hear back. The applications of those who have not yet received an invitation are considered still active and they may be offered an invitation if one is turned back or when additional invitations are given to CISV USA.
- February 1 All applicants who were offered an invitation must respond by February 1. If they do not, the selection committee is allowed to withdraw the invitation and offer it to another applicant.
- February 20 Second round (Seminar Camps that are newly announced or additional invitations that are added) may be offered to CISV USA by the International Office. The selection committee will distribute these to those whose applications are still pending.
- March 1 All invitations should have commitments from the applicants to whom they have been offered. Any unfilled Seminar Camp invitations can still be filled if qualified applicants exist. Also on this date, the Notice of Selection Form (NOS) for Seminar Camps is due to the National Office. It is the responsibility of the Seminar Camp selection committee to complete the NOS - not the chapters. Travel plans should not be finalized before this date.

Participation in Local Leadership Training and National Leadership Training is encouraged for Seminar participants; they occur through the late-winter and spring.

The same pool of applicants will be used for winter Seminars and the distribution of invitations to applicants will take place in the winter/spring. Late selection for these will be used only if the invitation comes to CISV USA late or there is a drop-out. The committee will consider first the applications previously submitted, but may call for additional applications if needed.

## So What Do You Do?

If you want to apply:

- Fill out the application, rank the programs, sign it and have a parent sign it
- Write an essay using one of the topics on the application form
- Ask for recommendation letters (one CISV, one not) from people who know you. Have them sent to the National Office
- Pay whatever fee your chapter requires
- Once the application form is complete, have your chapter officer (LSC or President) sign it
- Mail the application form and your essay to the National Office, postmarked no later than December 15
- Follow up with your recommenders that they mail their recommendation letters in time.

If you are a Local Seminar Chair or acting in that capacity for this process:

- In mid-October, recruit applicants for Seminar Camp using the form which lists all the programs and requirements for application; Tell the JB
- Make sure you know what fees your chapter requires for application and participation
- Sign the application forms that come to you, encouraging all applicants to complete the process by the deadline. On-time applicants have a definite advantage
- Complete your own recommendation for the applicant, using the Seminar Recommendation Form or a letter, and send it to the Selection Committee
- See that your chapter collects the usual program fees from the participant
- Follow up: Did the applicants get invitations? Did they accept? Are they planning to be trained?
- After the Seminar Camp, do a good debrief. The selection committee would like your assessment of the camper's experience and the process for selection.

## That's It!

The important thing is to get the 17- and 18-year-olds to apply! In recent years we have sent many invitations back to International unfilled. This is our chance to fill every invitation with people who want that invitation and for us to have the best-qualified and most-motivated participants!



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### SEMINAR CAMP 2016 PARTICIPANT APPLICATION FORM

To be completed by all USA youth applying to participate in a CISV Seminar Camp during the summer of 2016 and the winter of 2016-2017.

#### Personal Information

<b>First Name</b>	
<b>Last Name</b>	
<b>Chapter</b>	
<b>Number &amp; Street</b>	
<b>City</b>	
<b>State, Zip Code</b>	
<b>Home Telephone</b>	
<b>Cell Number</b>	
<b>Applicant's Email</b>	
<b>Date of Birth*</b> (Day/Month/Year)	
<b>Gender Identity</b>	
<b>Parent/Guardian Name &amp; Email</b>	
<b>Parent/Guardian Name &amp; Email</b>	

**\*Please provide a copy of your birth certificate, passport, or other document that verifies your date of birth.**

Have you applied for Seminar Camp before? Yes  No

If Yes, please indicate why you were unable to participate.

Have you been involved in CISV before? Yes  No

If Yes, which programs?

Village  Interchange  Step Up  Youth Meeting  JC  Junior Branch

## Personal References

Please ask two persons who know you well to provide letters of reference. **One should be from a chapter member and one from someone outside CISV.** The letters may be submitted sealed or unsealed.

REFERENCE NAME	RELATIONSHIP TO APPLICANT
1.	
2.	

**It is the applicant's responsibility to ensure that the written references are submitted to the Local Seminar Chair (LSC) by the chapter's deadline. Ideally, written references should be submitted simultaneously with the applicant's completed application. The Local Seminar Chair is not responsible for collecting written references and the application is not complete until the written references are received.**

## Destination Preferences:

Rank every camp with a ranking of P (meaning Preferred), Y (meaning Yes, I will accept if invited), or N (meaning No, I cannot attend this Seminar). You may rank as many camps in each category as you like. Any camp without a ranking will be considered a No. The national Seminar selection committee will do its best to assign you according to your preferences, but not all applicants will receive an invitation to one of their top choices. **Rank all camps!**

- It is suggested that you investigate airfares while making your choices so there are no surprises later. Also, please discuss choices with your parents before submitting your application.
- Final dates are not confirmed until February for summer Seminar Camps & October for winter Seminar Camps. Do not buy an airline ticket until you have received confirmed camp dates.

Rank (P/Y/N)	Gender	Reference #	Host Nation	Host Chapter	Dates
	None	S-16-001	Argentina	Buenos Aires	Dec 29 2016 – Jan 8 2017
	<b>1M/1F</b>	<b>S-16-002</b>	<b>Brazil</b>	<b>Salvador</b>	<b>Jun 30 – Jul 20 2016</b>
	<b>1M/1F</b>	<b>S-16-003</b>	<b>Brazil</b>	Sao Jose dos Campos	<b>Dec 28 2016 – Jan 7 2017</b>
	<b>1M/1F</b>	<b>S-16-004</b>	<b>Canada</b>	<b>Calgary</b>	<b>Jul 27 – Aug 6 2016</b>
	None	S-16-005	Czech Republic	Prague	Jul 8 – July 28 2016
	<b>1M/1F</b>	<b>S-16-006</b>	<b>France</b>	<b>Isere</b>	<b>Jul 9 – July 29 2016</b>
	<b>1M/1F</b>	<b>S-16-007</b>	<b>Germany</b>	<b>Lorrach</b>	<b>Jul 31 – Aug 20 2016</b>
	None	S-17-008	Great Britain	London	Jul 24 – Aug 13 2016
	<b>1M/1F</b>	<b>S-16-009</b>	<b>Guatemala</b>	<b>Guatemala City</b>	<b>Jul 1 – July 21</b>
	<b>2F</b>	<b>S-16-010</b>	<b>Hungary</b>	<b>Budapest</b>	<b>Jul 12 – Aug 1 2016</b>
	<b>1M/1F</b>	<b>S-16-011</b>	<b>Italy</b>	<b>Milano</b>	<b>Jul 16 – Aug 5 2016</b>
	<b>1M/1F</b>	<b>S-16-012</b>	<b>Jordan</b>	<b>Amman</b>	<b>Jul 9 – Jul 29 2016</b>
	None	S-16-013	Macedonia FYM	Veles	Jul 22 – Aug 11 2016
	<b>1M/1F</b>	<b>S-16-014</b>	<b>Netherlands</b>	<b>Amsterdam</b>	<b>Jul 16 – Aug 5 2016</b>
	<b>1M/1F</b>	<b>S-16-015</b>	<b>Norway</b>	<b>Trondelag</b>	<b>Jul 1 – July 21 2016</b>
	<b>1M/1F</b>	<b>S-16-016</b>	<b>Poland*</b>	<b>Lodz</b>	<b>Jul 6 – Jul 26 2016</b>
	None	S-16-017	Spain	Galicia	Jul 17 – Aug 6 2016



	<b>1M/1F</b>	<b>S-16-018</b>	<b>Sweden</b>	<b>Gotenborg</b>	<b>Jul 4 – Jul 24 2016</b>
	<b>1M/1F</b>	<b>S-16-019</b>	<b>USA</b>	<b>Washington, DC</b>	<b>Jul 9 – July 29</b>

- Unbolded invitations mean that CISV USA did not receive first round invitations to these camps. Nevertheless, please rank them. We could receive a late invitation.
- \*Participants for the Seminar in **Poland** must be 18 on the first day of the program to comply with local laws. Do not rank this camp if you will not be 18 by July 6.

If you ranked any camps N (No), please briefly explain why.

### Application Essay:

Please choose one of the questions below and write an answer using no more than one side of a standard 8 ½ by 11 page.

- Seminar Camps can really be fun but can also be very challenging. What do you think would be the best kind of Seminar Camp for you and how might you try to make it that way?
- How can you be open-minded without risking the loss of who you are?
- Was there a time you really had to stand up for something you believed in? Please describe it. Were you right?

### Applicant Verification

I am submitting my application for participation in an International CISV Seminar Camp. I have read, understand, and agree to:

- Respect the decisions of the Seminar Camp Chair and committee.
- Respect the CISV requirements on Behavior and Cultural Sensitivity, as outlined in Info File R-07; (copy and paste this link to download Info File R-07: <http://www.cisv.org/EasySiteWeb/GatewayLink.aspx?allid=2139>).
- Participate in all Seminar Camp participant preparation offered.
- Participate in local Junior Branch (JB) activities before and after my Seminar Camp experience.

	<b>Signature</b>	<b>Date</b>
<b>Applicant</b>		

### Parent / Guardian Verification

I/We are aware of and fully support my child/our child's application for participation in an International CISV Seminar Camp. I/We have read, understood, and agree to:

- Respect the decisions of the Seminar Camp Chair and committee.

- Ensure that our child participates in all Seminar Camp participant preparation.
- Encourage our child to participate in local Junior Branch (JB) activities before and after his/her program.
- Assist our child with Seminar Camp preparations, including (but not limited to) health, legal, travel, and forms.

	Signature	Date
Parent/Guardian		
Parent/Guardian		

### Seminar Camp Fees

All fees for Seminar Camp will be collected by the **home chapter** and must be received as the chapter’s policies indicate. Should a participant withdraw after accepting a placement, that participant’s camp fees are non-refundable unless a replacement participant is found. Should an applicant not receive a placement, or have his/her camp cancelled and no suitable replacement invitation is available, any fees that applicant has paid will be refunded.

Questions about fees should be directed to your Local Seminar Chair or Chapter President.

### Application Deadlines

**Local Chapter Deadline:** \_\_\_\_\_

**CISV USA Deadline:** The National Seminar Camp Chair must receive completed applications by **December 15, 2015**. Late applications may be accepted. However, those received by the deadline will receive priority. For questions or concerns, please contact the National Seminar Camp Chair, Machteld van Hoek (Huizen1958@gmail.com) or the Executive Director (executivedirector@cisvusa.org).

### Chapter Recommendation

I recommend, with the following concerns /do not recommend  this applicant for participation in the Seminar Camp program for the following reasons (longer comments are welcome and may be attached as a separate document):

Signature \_\_\_\_\_

Local Seminar Chair or Chapter President

Date \_\_\_\_\_

NOTE: The selection committee will also be happy to receive recommendations from officers/members of the chapter.