

## 2019 USA NATIONAL CALENDAR

January 15	<ul style="list-style-type: none"> <li>• First quarter Chapter fees (first half of Chapter Support) due to the National Office.</li> <li>• Winter <i>Chapter Reports</i> due to the National Office.</li> <li>• <b>Deadline for completing the 2019 Notice of Selection Google Sheet for participants in all Spring programs</b> (YM delegates and leaders; individual YM participants). If selection is still underway, complete the Google Sheet with information on those already selected and continue to complete as additional participants are selected.</li> </ul>
January 25	<ul style="list-style-type: none"> <li>• Online <i>Interchange Final Agreements</i> due to the International Office.**</li> </ul>
February 1	<ul style="list-style-type: none"> <li>• <b>Deadline for completing the 2019 Notice of Selection Google Sheet for all Staff and Planners (Village, Step Up, YM and Seminar Camp).</b>*</li> </ul>
February 15	<ul style="list-style-type: none"> <li>• <b>Deadline to return Summer invitations to National Office.</b>*</li> </ul>
February 20	<ul style="list-style-type: none"> <li>• Round 2 invitations sent from International Office.</li> </ul>
February 25	<ul style="list-style-type: none"> <li>• <b>Deadline for returning Village, JC, Step Up, Seminar Camp, and YM Summer invitations accepted in Round 1 to International Office without penalty.</b></li> <li>• Chapter audit packets due to the auditor at Von Lehman &amp; Co.</li> </ul>
February 28/29	<ul style="list-style-type: none"> <li>• Last day to <b>cancel an Interchange</b> without incurring a penalty. Notify the National Interchange Chair (NIC) of reasons for cancellation.</li> </ul>
March 1	<ul style="list-style-type: none"> <li>• <b>Deadline for sending Pre-Camp #1 (for summer programs)</b> to all invited National Associations, with copies to the National Office, National program chair, and International Office.**</li> <li>• Copies of <i>Health</i> and <i>Legal</i> forms for all <b>Spring</b> program participants due to the National Office 1 month prior to travel.</li> <li>• <b>Deadline for completing the 2019 Notice of Selection Google Sheet for participants in all Summer programs.</b> If selection is still underway, complete the Google Sheet with information on those already selected and continue to complete as additional participants are selected.</li> </ul>
March 15	<ul style="list-style-type: none"> <li>• Exchange <i>International Interchange Forms</i> with partner Chapter for pairing of delegates.**</li> <li>• Interchange parent training and first group meeting of delegates.</li> </ul>
March 22-24	<ul style="list-style-type: none"> <li>• Chapter Development Workshop – Host Chapter: Detroit</li> </ul>
March 29-31	<ul style="list-style-type: none"> <li>• National Leadership Staff Training - For Village staff &amp; directors, Step Up staff &amp; directors, YM staff &amp; directors, &amp; IPP staff &amp; directors ONLY. Host Chapter: Columbus</li> <li>• Chapter Development Workshop – Host Chapter: Philadelphia</li> </ul>
March 31	<ul style="list-style-type: none"> <li>• <b>Deadline for re-matches in the case of cancelled Interchanges.</b></li> <li>• Complete pairing of Interchange delegates.</li> </ul>
April 1	<ul style="list-style-type: none"> <li>• Part 1 of <i>Charter Application</i> for Village, Seminar Camp, Step Up, and YM for the following year due to National Office.</li> <li>• <b>Deadline for sending Pre-Camp #2 (for summer programs)</b> to all invited National Associations, with copies to the National Office, National program chair, and International Office.**</li> </ul>
April 5-7	<ul style="list-style-type: none"> <li>• National Leadership Training – For all program leaders (including Interchange), Junior Counselors, and Local Leadership Trainers; Host Chapter: DFW</li> </ul>
April 12-14	<ul style="list-style-type: none"> <li>• National Leadership Training – For all program leaders (including Interchange) and Junior Counselors; Host Chapter: Detroit</li> </ul>
April 15	<ul style="list-style-type: none"> <li>• Second quarter Chapter fees (Village and JC participant fees, Special Project fee, and JB dues) due to National Office.</li> <li>• Spring <i>Chapter Reports</i> due to National Office.</li> <li>• Round 3 invitation acceptances/refusals due to the International Office.**</li> </ul>
May 1	<ul style="list-style-type: none"> <li>• <b>Deadline to submit applications to the National Scholarship Fund on behalf of Summer participants.</b></li> <li>• Collect <i>Health</i> and <i>Legal</i> forms from Summer participants; check for proper completion (participant/parent, witness and physician signatures; dates; program ID number; leader name; etc.) before forwarding copies to the National Office. <b>All forms are due to the National Office one month prior to the date of travel.</b></li> <li>• Remind delegates/ leaders/ JCs/Seminar Campers/individual YM and IPP participants to carry originals and one copy of both their <i>Health</i> form and <i>Legal</i> form with them to their programs.</li> <li>• Distribute <i>CISV Travel Insurance Policy Information</i> document to all participants.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Delegation/Participant Information Forms and Travel Information Forms due to the host Chapter for Summer programs.</b></li> <li>• Final notification of Interchange travel details (via the <i>Travel Information Form</i>) due to partner Chapter two months prior to travel.</li> </ul>
May 15	<ul style="list-style-type: none"> <li>• <b>Proof of Insurance &amp; MVR Check Log</b> due to National Office.</li> </ul>
May 17-19	<ul style="list-style-type: none"> <li>• National Leadership Training – For all program leaders (including Interchange) and Junior Counselors; Host Chapter: Chattanooga</li> </ul>
May 24-27	<ul style="list-style-type: none"> <li>• National Mini Camp (NMC) – Host Chapter: Detroit</li> </ul>
May 25	<ul style="list-style-type: none"> <li>• <b>Deadline for Local Interchange Chair (LIC) to send Matchbox Data Form to National Interchange Chair (NIC).</b></li> </ul>
May 31 – June 2	<ul style="list-style-type: none"> <li>• National Leadership Training – For all program leaders (including Interchange), Junior Counselor's, and Local Leadership Trainers; Host Chapter: Cincinnati</li> </ul>
June 1	<ul style="list-style-type: none"> <li>• Hosting fees for USA Step Ups &amp; Seminar Camps due to National Office.</li> <li>• Copy of <i>Health &amp; Legal</i> forms for all <b>Summer</b> program participants (delegates, leaders, JCs, and Seminar Camp/individual YM/IPP participants) due to National Office.*</li> <li>• USA <i>National Report</i> due to International Office.**</li> <li>• Last day for a host Chapter to cancel a program planned for the upcoming year without incurring a penalty.**</li> <li>• Interchange hosting calendar due to partner Chapter one month prior to hosting.</li> </ul>
July/August	<ul style="list-style-type: none"> <li>• PDPEF, address list, program reports, evaluations, and incident reports for all programs due to National and International Offices <b>two weeks after the last day of the program.</b> (NOTE: <b>Interchange</b> PDPEFs are due two weeks after the last day of the host phase.)</li> </ul>
July 15	<ul style="list-style-type: none"> <li>• Third quarter Chapter fees (Interchange, Seminar, Step Up, YM, and IPP participant fees; Special Project fee; and Leadership Training fees); USA liability insurance fee (if applicable); and payment for any purchases from the National Office due to the National Office.</li> <li>• <b>Deadline for returning Winter Village, JC, Seminar Camp, Step Up and YM invitations to the International Office without penalty.**</b></li> <li>• <i>Summer Chapter Reports</i> due to National Office.</li> </ul>
July 25	<ul style="list-style-type: none"> <li>• Matchbox Round One acceptances &amp; refusals are sent from the National Interchange Chair (NIC) to the International Office.</li> </ul>
August 15	<ul style="list-style-type: none"> <li>• <i>Committee/Liaison Plan Form</i> due to the National Office.</li> <li>• Part 2 of <i>Charter Application</i> for Village, Step Up, Seminar Camp, Youth Meeting, and IPP for the following year due to National Office.</li> </ul>
September 1	<ul style="list-style-type: none"> <li>• <b>Deadline for sending Pre-Camp #1 (for winter programs)</b> to all invited National Associations, with copies to the National Office, National program chair, and International Office.**</li> <li>• Nominations for the Rudie &amp; Vickie Memmel Award due to National Office.</li> <li>• Nominations for the National Service Award due to the National Office.</li> <li>• Chapter board roster/directory due to the National Office.</li> </ul>
September 15	<ul style="list-style-type: none"> <li>• <i>Fall Chapter Reports</i> due to the National Office.</li> </ul>
September 21	<ul style="list-style-type: none"> <li>• International Day of Peace/World Peace Day</li> </ul>
September 27-29	<ul style="list-style-type: none"> <li>• National Leadership Training – For Local Leadership Trainers, Local Interchange Chairs, any untrained Winter leader or JC, and 2020 program planners. Host Chapter: Philadelphia</li> </ul>
September 30	<ul style="list-style-type: none"> <li>• Chapter Self-Assessment due to the National Office.</li> </ul>
October 15	<ul style="list-style-type: none"> <li>• Fourth quarter Chapter fees (second half of Chapter Support; Winter program participant fees; Special Project fees) and payment for any items purchased from the National Office due to National Office.</li> </ul>
<b>October 17-20</b>	<ul style="list-style-type: none"> <li>• <b>CISV In Motion – Atlanta</b></li> </ul>
October 31	<ul style="list-style-type: none"> <li>• National Interchange Chair (NIC) submits <i>Interchange Confirmation &amp; Contract Form</i> (ICCF) to International Office.</li> </ul>
November 1	<ul style="list-style-type: none"> <li>• <b>Deadline for completing the 2019 Notice of Selection Google Sheet for participants in all Winter programs.</b> If selection is still underway, complete the Google Sheet with information on those already selected and continue to complete as additional participants are selected.</li> <li>• Collect <i>Health</i> and <i>Legal</i> forms for Winter participants; check for proper completion (participant/parent, witness, and physician signatures; dates; program ID number; leader's name; etc.) before forwarding copies to the National Office. <b>All forms are due to</b></li> </ul>

	<p><b>the National Office one month prior to the date of travel.</b></p> <ul style="list-style-type: none"> <li>• Remind delegates/leaders/JCs/Seminar Campers/individual YM &amp; IPP participants to carry originals and one copy of both their <i>Health</i> form and <i>Legal</i> form with them to their programs.</li> <li>• Distribute the <i>CISV Travel Insurance Policy Information</i> document to all Winter participants.</li> <li>• <b><i>Delegation/Participant Information Forms and Travel Information Forms</i> due to the host Chapter for Winter programs.</b></li> <li>• Chapters exchange the <i>Interchange Friendly Intent/Agreement</i> (IFIA) with their partner Chapters and submit a copy to the National Interchange Chair (NIC).</li> </ul>
November 15	<ul style="list-style-type: none"> <li>• <b>Deadline for host Chapter to change dates for programs planned for the upcoming year without a penalty.**</b></li> </ul>
December 1	<ul style="list-style-type: none"> <li>• Copy of <i>Health</i> and <i>Legal</i> forms for all <b>Winter</b> program participants (delegates, leaders, JCs, Seminar Campers, and individual YM and IPP participants) due to the National Office.*</li> </ul>
December 15	<ul style="list-style-type: none"> <li>• <i>Committee/Liaison Report Form</i> due to the National Office</li> <li>• <b>Deadline for returning Spring Youth Meeting invitations to the International Office without penalty.</b></li> </ul>

\* When a National deadline date falls on a weekend, the item is due in the National Office by 5 pm on the Friday immediately preceding the deadline date.

\*\* When an International deadline falls on a Friday or on a weekend, the item is due in the National Office by 5 pm on the Monday immediately preceding the deadline date.