**CHAPTER SHARING POLICY**

Complete delegations from a single Chapter are best.  Mixing delegates from two Chapters can interfere with building familiarity, trust, and comfort between delegates and leader and with debriefing and other post-program activities.

It is recognized, however, that there are times when building a delegation by selecting delegates from two Chapters is preferable to (1) returning an invitation; (2) sending an incomplete delegation; (3) sending a delegation of the wrong gender balance; (4) sending delegates of the wrong age; or (5) canceling an Interchange.

***Chapter Sharing is limited to delegations. Individual invitations (Junior Counselor, Seminar Camp, and Youth Meeting) must be returned to the National Office by a Chapter unable to fill them.***

**The Chapter Sharing Process**

1. Chapter Sharing negotiation and deliberation are the responsibility of the two Chapters’ board members or their designated representatives (typically, a local program chair, delegate selection chair, or Chapter president). Either Chapter’s board member or representative can initiate the process by contacting the other’s Chapter Sharing Representative, as named on the Chapter Sharing Google document [(https://docs.google.com/spreadsheets/d/1UOBjTMVEjnjswYInPQe1MBGDA\_6FfIIfvUVr2ryfUeA/edit#gid=0)](https://docs.google.com/spreadsheets/d/1UOBjTMVEjnjswYInPQe1MBGDA_6FfIIfvUVr2ryfUeA/edit#gid=0) **This** **initial** **contact should never be made by an individual parent or participant.**
2. National program chairs can often facilitate the process and should be informed before initial contact between Chapters occurs, then copied on all e-mails as negotiation and deliberation takes place.
3. A delegation must have a minimum of 50% participation from the Chapter holding the invitation.
4. Preparation for a CISV experience requires multiple meetings and activities, both prior to travel and post-program. Delegations should be comprised only of delegates who live within a geographic radius that allows for their full participation in delegation meetings and activities.
5. Chapter Sharing for Interchange is allowed only when delegates and their families can pledge to be fully available for all activities during the hosting phase.
6. All delegates must be members of their home Chapter.
7. All delegates must pay program fees to the Chapter holding the invitation. Additionally chapters who hold the invitation are responsible for all the shared support fees for the full delegation the following year.