



CISV USA
Junior Branch
Building global friendship



Regional Mini Camp Information Guide:

A Detailed Guide for Host Chapters, LJR's, NCLD
Regional Representatives, Sending Chapters,
& Chaperones

Regional Mini Camp Information Guide

1. NMC Overview

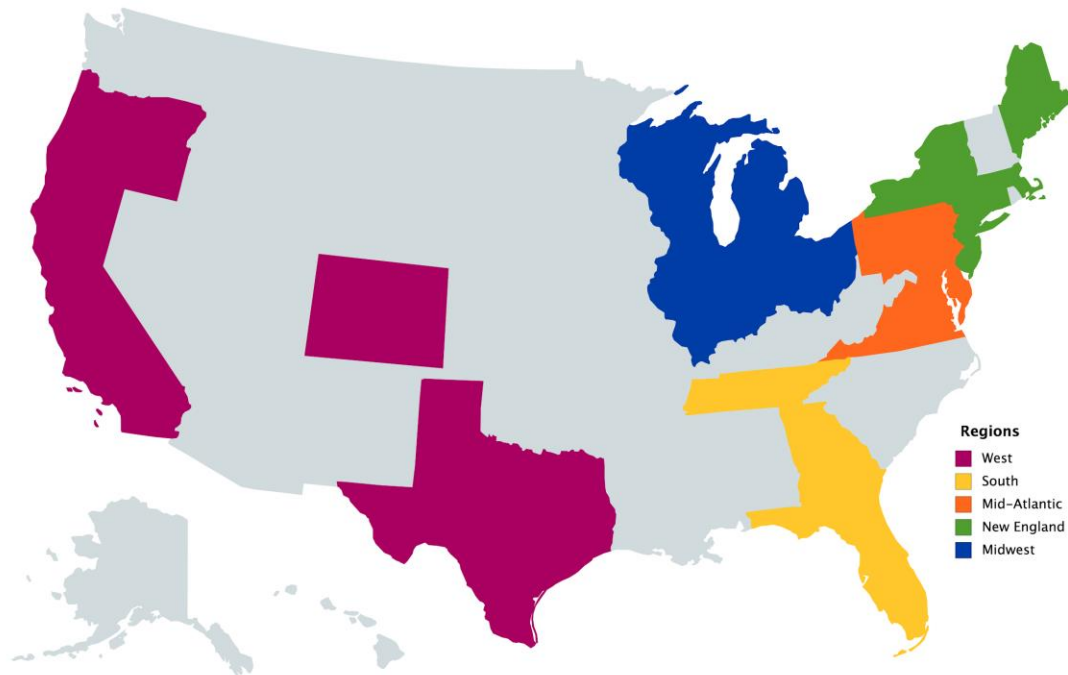
Dear Hosting Chapter and LJR's,

Firstly, I'd like to say how excited and grateful I am that the RMC guide has been created! I think that this resource will be able to assist with both the understanding of roles as well as the importance of Regional Mini Camps.

This guide contains integral information about the responsibilities of the hosting chapter as well as the LJR's and NCLD liaisons when planning and organizing your RMC. This guide can serve as a checklist to make sure that all tasks are being accomplished.

I really encourage all of you to give this guide a thorough read and use it to the best of your ability when planning your RMC! As always, if you have any questions at all, don't hesitate to contact your NCLD liaison or NJRs at njrs@us.cisv.org.

Happy reading,
Olivia (Junior Branch Director)



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2. Roles and Responsibilities

A. Local Junior Representatives

LJRs are tasked with many local responsibilities throughout their terms, but one requirement is to plan and run Regional Mini Camp along with the other LJRs in their region.

When it comes to RMC, Local Junior Representatives are expected to:

- Connect with regional chapters to see who will host RMC and set a date based on the availability of LJRs, hosting chapter, and site.
- Plan peace education-based content for RMC. Note that content should be both informational and fun, and appropriate for JBers of all ages.
- Prepare a materials list to be given to the Host Chapter. It is recommended that a single LJR take ownership of the materials list, sending it to the Host Chapter no later than three weeks before the start of RMC. Estimate quantities needed for each item.
- Design camp t-shirts, coordinate with local vendors, and work with the chapter to schedule pick-up.
- Promote RMC as proactively as possible.
- Run all activities at RMC – this includes attending the entire weekend, from arriving early to leaving after participants have all departed.
- Communicate efficiently and respond quickly to emails, voicemails, etc.
- Attend and participate fully in the RMC Planning meetings.
- Abide by and help enforce all rules laid out by the NJRs, CISV USA, CISV International, and any site- or activity-specific rules at all programs and meetings related to RMC and all other RMC-related events during their term as Local Junior Representative (including but not limited to the JB Code of Conduct, R-07 Behaviour Policy, as well as all national, state and local laws).
- Be willing to work as an equal member of the committee.
- Understand that the Host Chapter has a personal relationship with the site, will most probably use the site again, and that the LJRs should address any concerns regarding the site with the Host Chapter so that the Host Chapter might approach resolution with the site in the best way possible.
- Lead by example throughout their term, as behavior is always viewed as representative of their chapters and of JB USA.
- Understand that as a Local Junior Representative, behavior reflects upon JB USA and local chapters, and that the position comes with a high level of responsibility.

B. NCLD Regional Rep

The National Committee for Leadership Development Regional Representative has many responsibilities, and plays an important role in Junior Branch USA. As a liaison to regional LJRs, their role is to support local JB leadership throughout the year and assist with Regional Mini Camp planning.

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The NCLD Regional Rep, in relation to Regional Mini Camp, is expected to:

- Assist, as needed, in the activity planning process, making sure activities are reflective of the age / group dynamics and are appropriate for CISV programming
- Communicate efficiently and respond quickly to emails, voicemails, etc.
- Mentor LJR's, helping them develop new skills in their roles as leaders in their chapters.
- Communicate, as needed, with Chapter Liaison

C. Host Chapter

The Host Chapter has many logistical roles and responsibilities for Regional Mini Camps

The Host Chapter is expected to:

- Identify someone to act as Chapter Liaison. This person will communicate with the LJR's and with the hosting chapter throughout the planning process, as well as coordinate logistics of site, food, registration, and money. The Chapter Liaison may also serve as Head Chaperone during the camp.
- Secure a campsite for the program. The site should be secured no later than 4 months, to ensure that a site can be found. The Host Chapter must provide site information to the LJR's, to ensure that distributed registration information is accurate. The Host Chapter should pay special attention to the price of accommodations, to ensure that the price of the camp is reasonable for those participants who may have to fly. They should also keep in mind chapter location in securing a site, so that they may predict the number of participants and book space accordingly. The Host Chapter should pay special attention to sleeping accommodations, so that the maximum number of male and female participants can be determined prior to registration distribution. Finally, the Host Chapter should ensure that the site follows all CISV safety norms and includes appropriate space for sleeping, eating, and running activities. Ideally, the site will have both a large indoor and outdoor space to accommodate inclement weather conditions.
- Manage all food for the weekend. This may include a dining plan with the campsite, or the securing of food donations brought in from outside vendors. The Host Chapter should be sure to plan ahead for food allergies/restrictions when securing a food plan, and should make appropriate accommodations once registration information comes in and participant food allergies become clear. The Host Chapter should work with the chapter liaison and LJR's to ensure that all food needs are met throughout the weekend.
- Manage transportation of participants to/from airports or train stations. In the incident that many chapters are unable to drive to the campsite, the Host chapter should work with local chapter members to secure volunteers to pick up and drop off participants at airports and train stations before and after camp. The Host Chapter should work with the LJR's (who should distribute a Travel Information Form with registration) to manage arrival and departure times and plan transportation accommodations with the chaperones of traveling delegations.

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- Work with the LJR's to secure all necessary activity materials, which may include arts and crafts supplies and sports equipment. The materials list should be given to the Host Chapter by the LJR's.
- Work to secure a host family for the LJR's during their in-person RMC planning weekend (if applicable) and / or prior to RMC weekend.
- Act as a liaison between the campsite and the LJR's, transferring all necessary site information such as boundaries, bunk locations, mealtimes, and communicating any concerns and/or resolutions between the LJR's and the campsite.
- Before/during the weekend, maintain frequent, two-way communication with the LJR's regarding logistics, site information, food plans, transportation, and all registration information so that all challenges can be addressed immediately.
- During the weekend, the Host Chapter should have a board member or other representative at the site so that the camp may run smoothly. This representative should have a car at the site, in case of emergencies. This person (or persons) should work as closely with the LJR's as possible during the weekend.
- During the weekend, the Host Chapter must ensure that the Local Risk Manager is available and on-call at all times to assist the chapter in the event there is a risk management issue during the camp. The chapter is responsible for managing risk management concerns throughout the weekend, and should feel free to contact the Local or National Risk Managers to discuss any concerns they may have, how to avoid risky situations, or address a difficult situation once it has occurred.
- It is recommended that a Host Chapter board member or committee of board members serve as "point-people" throughout the entire RMC hosting process, so that adequate attention is paid toward hosting and no information is lost.

E. Chaperones

Please see Section 10 entitled "Chaperones"

F. Sending Chapters

Sending Chapters are expected to:

- Encourage chapter members to participate in RMC, distributing any registration information to chapter members
- Find the appropriate number of chaperones for the delegation, and if unable to, contact the LJR's and hosting chapter to coordinate sharing chaperones with another chapter
- Designate someone (a chaperone or chapter board member, for example) to check that all participant forms are completed prior to departure for RMC.

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3. Communication Strategies

Strong communication should occur at all stages of the RMC planning process.

A. Who

i. Among LJR: The regional LJR should work as a cohesive unit, sharing activity planning responsibilities and related tasks.

ii. Between LJR and Host Chapter: Ensure host site and Host Chapter arrangements are complete and understood.

iii. Between LJR and sending chapters: Frequent reminders about pre-camp, registration, packing list, travel arrangements, etc. The RMC website should be utilized as a main source for basic RMC information. Social media should be used as a tool to help promote the event, but not exclusively, following the CISV Social Media Guidelines.

B. What

i. Information to be shared within the committee:

1. Activity plans
2. Material lists
3. Promotion and registration plans
4. Travel plans for committee members
5. Back-up plans for activities

ii. Information to be shared between the LJR and host chapter:

1. Site information
 - a. Price
 - b. max/min number of female and male participants
 - c. Space needed for activities
 - d. Space provided for activities
 - e. Site boundaries and rules
2. Food restrictions/allergies
 - a. Plus meal times
3. Breakdown of participants (age, gender, etc)
3. Material lists
4. Participant and NMCC transportation needs
5. All risk management concerns and protocols for the weekend

iii. Information to be shared between the LJR and the regional Chapter Presidents

1. Registration information (pre-camp) and deadlines
2. Min/max participants needed
3. Payment information

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C. When:

- i. Communication between all parties should occur frequently throughout the RMC planning process. It is expected that the frequency of communication should pick up as the weekend approaches, and communication between the Host Chapter and the LJR should occur regularly throughout the camp.

4. Content

A. Who

- i. All content for the Regional Mini Camp should be planned by the regional Local Junior Representatives, with some facilitation by the NCLD regional representative.

B. What

- i. The regional Local Junior Representatives should utilize the official JB USA Activity Sheet to plan all activities, paying special attention to the *reflect*, *generalize*, and *apply* sections of the document.
- ii. The regional Local Junior Representatives should establish an official supply list early on in the planning process, to be finalized before the beginning of the camp and given to the Host Chapter with enough time to purchase/acquire the necessary supplies (at least 2 weeks before RMC start date).
- iii. The LJR should establish contingency plans for each activity, provided there is inclement weather or lack of adequate space for an activity. The LJR should be in contact with the Host Chapter before the planning process to gain an understanding of the spaces that will be provided (the Host Chapter describing the site to the committee), so that they may plan activities based on the layout of the campsite. Each activity should have a *plan B* in case of emergency changes.
- iv. The LJR should stay aware of debriefing and activity sites so that all participants can hear/see directions, questions, and/or discussions.

C. When

- i. The content-planning process should begin as soon as possible after the official start date of the regional LJR terms. The bulk of the content may be planned during the RMC planning meeting, either in person or remotely. The LJR, NCLD regional rep, and hosting chapter should communicate regularly throughout the planning process to ensure that content, logistics, and support are in ready before the weekend begins. They may arrive at the Hosting Chapter a day before RMC to finalize plans.

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5. Site

A. Site Overview

- i. The Host Chapter is responsible for securing a site for the camp, and should try to substantially comply with the basic safety requirements set forth in CISV International's *Risk Management Checklist Report*, and *CISV USA's Room Accommodations Guidelines* (issued February 2016.)
- ii. It is recommended that a site be secured no later than four months prior to RMC to ensure that space is available and costs are low.
- iii. Site costs should be communicated to the regional LJR's, so that they may communicate participation fees in the registration information.
- iv. The Host Chapter should pay for the site and be reimbursed from the registration fees (to be collected by Host Chapter).

B. Site Expectations

- i. The site should have adequate sleeping space for those who identify as male and female.
- ii. The site should have both a large indoor and outdoor space to accommodate group activities. If spaces are used for both activities and food service, allow time to transition and clean up.
- iii. The host chapter should take into consideration the distance of the campsite from local airports/train stations, as they must secure volunteers for pick-ups and drop-offs.
- iv. The Host Chapter should also take into consideration the location of the campsite when communicating driving directions to certain delegations. If the campsite is hard to find, the Host Chapter should write detailed directions to be given to the regional LJR's for inclusion in the pre-camp.
- v. The Host Chapter should work with the site staff to determine what participants must pack. For example, if there is a pool on site, the participants should bring swimsuits. If there is no bedding available, participants should bring sleeping bags. This information should also be communicated to the regional LJR's so that it may be included in the pre-camp.
- vi. Site rules and boundaries should be communicated by the site through the Host Chapter to the regional LJR's.
- vii. A site staff member should be on site all weekend to answer questions and manage risk management concerns. Questions and risk management concerns are to be shared

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with the Host Chapter by the regional LJR or Chapter Liaison to be communicated to site staff members.

1. It is also recommended that a local chapter member be on site all weekend for the same reasons.
2. The Local and/or National Risk Managers should be reminded of the event and arrange to be on-call throughout the weekend.

viii. It is recommended that the site include WiFi so that the regional LJR can have resources for their activities.

1. If a site does include WiFi, it is also recommended that access be limited to the regional LJR, chaperones, and local chapter members.

ix. It is recommended that the site have cell phone service, so that calls may be made for planning purposes or in the case of an emergency.

1. Again, if a site does have cell service, it is recommended that cell phone use be limited to the regional LJR, chaperones, and local chapter members.

x. The campsite must have an available landline for use in emergency calls.

1. The regional LJR, chaperones, and participants should be informed of the phone's location and usage instructions should be posted.

xi. Chaperones should sleep dispersed throughout all bunks.

C. Capacity

i. When determining the minimum and maximum number of participants for the camp, the regional LJR and hosting chapter should first and foremost determine the number of participants they feel comfortable including. The maximum number of participants that the site can accommodate may be much larger than the regional LJR and hosting chapter would like. Therefore, the regional LJR and hosting chapter may wish to set a cut-off for participation.

ii. In addition, the Host Chapter should work with the regional LJR and the site staff to determine if such numbers are gender specific (for example, if there are a number of beds left in male/female bunking rooms). These numbers should be determined early so that registration can be cut off and there is no risk of overbooking the site.

iii. The Host Chapter should also work with the site staff and the regional LJR to determine sleeping arrangements for chaperones, for risk management purposes.

iv. Sleeping the Staff: The regional LJR may wish to sleep in the same bunk or cabin during the weekend, as they will likely be staying up much later than participants or working on last-minute activity changes. If this is the case, the regional LJR should request a separate space from the Host Chapter prior to the beginning of the registration

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process, so that appropriate cut-offs can be made based on number of bunks. It is recommended that the Host Chapter ask the regional LJR's if they would like a separate sleeping space, so that expectations are met from both sides. If regional LJR's do choose to sleep in a separate space from participants, they must select a chaperone to stay with them if any of the LJR's is under 18.

6. Food

A. Logistics

- i. The Host Chapter is required to manage all food for the weekend. It is their choice whether to use food provided by the campsite or to deal with outside vendors and food donations.
- ii. The Host Chapter should work with site staff as well as the regional LJR's to establish mealtimes for the weekend.
- iii. The Host Chapter should determine what assistance is needed for meal set-up and clean-up. For example, if the Host Chapter needs to secure local chapter volunteers to manage food arrangements, they must plan accordingly. In another example, if the site staff and the Host Chapter determine that they would like participants to help set up and clean, they must communicate this information to the regional LJR's so that they can budget some time for this into their schedule.
- iv. The Host Chapter should work with the regional LJR's to set clear food expectations, and communicate them with the site staff.
- v. The Host Chapter should work with site staff to set clear food expectations, and communicate them to the regional LJR's.

B. Allergies/ Accommodations

- i. The Host Chapter should pay special attention to the options available for food allergies/restrictions, and ensure that all participant needs are met. Registration deadlines should be set early enough to allow ample time to communicate needs and make accommodations for participant's dietary needs. The Host Chapter should communicate with the regional LJR's about the specific restrictions that will be present at the camp. If an additional caterer/resources is needed to accommodate participant food needs, this information should be communicated to the regional LJR's. Registration form should indicate whether the participant will provide their own food or whether the camp should provide. Necessary food accommodations may include but are not limited to:
 1. Vegetarian
 2. Vegan
 3. Gluten-free
 4. Nut-free
 5. Dairy-free

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ii. The Host Chapter should pay special attention to how food accommodations may affect the budget, and all price alterations **MUST** be communicated to the regional LJRs so that they may make changes elsewhere to keep the camp under-budget.

C. Snacks

i. It is recommended that the site/Host Chapter provide snacks throughout the weekend, as the camp will feature long days of physical and educational activities for participants. The chapter should coordinate with the regional LJRs and the chaperones regarding the availability and scheduling of snacks.

ii. It is the responsibility of the chapter to determine if the site will provide snacks or if they should be provided by an outside vendor or local chapter volunteers.

iii. Once again, the Host Chapter should pay special attention to how snacks may affect the budget.

7. Registration

A. Who

i. All registration processes should be streamlined through the Hosting Chapter, overseen by the Chapter Liaison and regional LJRs. The Regional LJRs should remain in constant communication with the Host Chapter, so they may know the limits on male and female participants and limit registrants accordingly. In addition, they must share registration information with the Host Chapter so that the chapter may make food/housing accommodations accordingly.

B. What

i. The registration form is typically posted on an independent website, created by the regional LJRs, and distributed to the chapters.

ii. Fee payment should also be streamlined through the Host Chapter, with payments sent by check or electronic submission (Google form, Constant Contact, etc).

iii. The regional LJRs and Host Chapter should work together to determine an appropriate deadline for payment receipt.

C. Forms

i. The forms needed for RMC are:

1. Youth Legal Form - Domestic (any participant aged 11-17)
2. Adult Legal Form - Domestic (anyone in attendance aged 18+)
3. Health Form - International (anyone from outside the USA)

4. The Host Chapter may also request a Travel Information Form if airport/train station pick-ups/drop-offs are needed.

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ii. Additional Information

1. Original copies of forms should be checked for completion by the chaperone or sending chapter prior to departure for NMC
2. The Regional LJR and Host Chapter should work together to process and maintain forms on site during the weekend. If a participant arrives without proper forms, their parent or guardian should be contacted immediately so that proper forms can be acquired
3. The Host Chapter and Regional LJR should pay special attention to international vs. domestic participants. International participants may need different forms, and this information should be communicated to participants prior to registration.
4. Ideally, registrants should coordinate through their chapters so that adequate chaperones can be supplied. By the registration deadline, the Regional LJR or Host Chapter shall inform chapters of registrants from their chapters.

D. Fees

- i. Registration fees must be paid prior to NMC weekend, through means outlined on the registration website. Fees are often paid by check or online credit card submission.
- ii. The NMCC Chair and the National Office should work together to ensure that all fees are paid prior to the NMC weekend. In the case that a participant arrives to NMC without having paid all fees, the NMCC Chair is responsible for collecting these fees on-site.

E. Deadlines

- i. It is recommended that the deadline for registration take place about 6-8 weeks prior to the camp so that fees can be received and a wait list of participants can be created.

8. Timeline

6 Months Prior: Regional chapters identify RMC Host Chapter.

- Host Chapter identifies liaison
- Communication is established between Host Chapter liaison and LJR

5 Months Prior: Foundations begin to be set in place for finding a Site as well as food.

4 Months Prior: Campsite solidified with price estimates in order for Host Chapter and LJR to calculate a registration price for participants

2 Months Prior: Registration Opens for Regional Mini Camp and Host Chapter and LJR monitor this.

1 Month Prior: T-shirts are ordered at the beginning of the month and preparations begin for RMC.

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9. Risk Management

A. Overview

- i. The LJR, Chaperones, and Host Chapter representative should have contact information for the site staff, Local Risk Manager, and National Risk Manager so that all risk management concerns can be communicated as they arise.
- ii. All chaperones and participants should be aware of a landline to use in case of emergency.
- iii. All risk management incidents should be reported to the Local Risk Manager via phone or email and the National Risk Manager in the form of an IRF (see below).

B. JB USA Risk Management Guide

- i. A detailed guidebook including risk management scenarios and checklists can be found by [clicking on this link](#).

C. Introduction to IRFs

- i. An Incident Report Form should be filled out for all risk management issues. The IRF should be written by the chaperone/staff member who witnessed or discovered the issue, and should be completed as soon as possible so that no information is lost. IRFs are sent to the National Office.

10. Chaperones

A. Overview

- i. Introduction:** Chaperones are an integral part of National Mini Camp. In addition to serving a vital function in risk management, chaperones can serve as role models for participants at the camp. Chaperones should be provided with the above guidelines before the program, and chapters should ensure that they have a strong understanding of what is expected of them.
- ii. Official Ratio Policy:** For every 8 participants under the age of 18, there must be one chaperone to which they are assigned. The official ratio is 6:1.
- iii. Finding the right number:** The LJR and Hosting Chapter should work with the National Office to monitor chaperone registration to ensure that an appropriate number of chaperones are on site for the weekend (understanding that sending chapters may share chaperones with other sending chapters, so long as the 8:1 chaperone-to-participant ratio is maintained). The LJR and Hosting Chapter should also keep in mind that unnecessary, additional chaperones pose a cost to the Host Chapter, and should cut off chaperone registration once the appropriate number of chaperones has been reached.
 - **Note:** In some cases, a chaperone must accompany youth who are traveling from a distance. If such a “necessary” travel chaperone registers

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late, some exceptions may be made to chaperone cut-off policy, but a fee shall be paid by the sending chapter for this chaperone.

B. Official JB USA Chaperone Guidelines:

- The official Chaperone Guidelines for CISV USA [can be found here](#). This document should be shared with chaperones prior to camp. Chaperones should sign the document and bring it with them, along with their other required forms.

C. Who

- i. Anyone aged 21 and above who is in good standing with their chapter and CISV USA is eligible to chaperone. It is recommended that at least one chaperone (but as many as possible) be aged 25 or above.
- ii. Chapters are required to acquire enough chaperones for their RMC delegation. If a chapter has a difficult time finding a chaperone, they can contact the LJR and Hosting Chapter to see if anyone from another chapter can volunteer. Likewise, if a chapter has too many volunteer chaperones, they should contact the LJR and Hosting Chapter to determine if any of the volunteers can help chaperone a different chapter.

D. Expectations

- i. In the case of an emergency, chaperones are expected to immediately report concerns to the LJR and Host Chapter, who will work with the Local Risk Manager to handle all concerns. If a chaperone feels it is necessary, they may call 911.

ii. Setting an Example

1. It is important that chaperones set a good example for the participants at RMC. Chaperones are, at a minimum, expected to abide by CISV's Child Protection Policy, Adult Code of Conduct, the R-07 *Behaviour Policy* guidelines, and all site and event-specific rules, national, state and local laws.
2. Beyond all the rules, however, chaperones should display strong moral character and should work to ensure that RMC is a safe and inclusive environment for every participant.
3. Chaperones, LJR, and Host Chapter representatives are forbidden to drink alcohol or use drugs at any point during the weekend.

iii. Participation

1. While not required to participate in every activity during the weekend, chaperones should set a good example by remaining engaged in as many activities as possible. Beyond just benefiting the LJR, who have spent months preparing each activity and discussion, chaperone participation can

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bring a new dynamic to each session. When all are engaged, activities tend to have a stronger impact.

E. When

- i. Chaperones should be determined as soon as possible by each chapter. If a chapter has questions or concerns about their chaperones, they should contact the LJR and Hosting Chapter as soon as possible so that appropriate arrangements can be made.

11. Evaluation

- A. Evaluation is one of the most important processes for RMC. This ensures that the following committee can make changes and alterations to fine-tune the weekend each year. The method through which the LJR decides to acquire evaluation data may change each year. Some suggested examples are Google forms, in-person worksheets, group discussions, or a combination of all. Some suggested fields of inquiry include (but are not limited to):

- Activities (quality, impact, engagement)
- Site (bunks, activity space)
- Food (dietary restrictions, variety, nutrition)
- Staff (inclusiveness, engagement, preparation)
- Chaperones
- Camp feel (inclusiveness, bonding)

- B. The LJR is responsible for delivering evaluation data to the following LJR once their term begins.

12. Miscellaneous

A. T-Shirts

- i. The LJR is responsible for designing, budgeting for, and arranging the pick-up of RMC t-shirts for participants. It is recommended that they coordinate with a vendor close to the campsite so that they or the Hosting Chapter can pick up the shirts right before RMC weekend. The LJR should pay special attention to deadlines for design submissions when coordinating with local vendors. Payment should be made by the Hosting Chapter promptly to any local vendor. The Hosting Chapter will be reimbursed for shirts from the RMC registration fees that will be collected.

B. Store

- i. If the LJR and Host Chapter decide to allow for "store time" in the schedule, they should encourage chapters to bring along some items from their CISV stores to sell to other participants.

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13. Best Practices

- A. It is recommended that the Chapter Liaison serves as the Head Chaperone for the weekend. This person may or may not be the Local Risk Manager or the designated on-site Host Chapter representative during the weekend.
- B. It is essential for the Local Risk Manager and/or National Risk Manager to be on-site or on-call all weekend in case emergency circumstances arise.
- C. RMC can be a great introduction to CISV International Programs. The weekend can be advertised as a “taste of CISV” for new CISVers.
- D. On the registration page, there should be a fillable option for “Gender Identity” in order for the host chapter to provide inclusive accommodations for RMC.
- E. Most camps do not require chaperones to pay a registration fee. If this is the case, then when trying to determine the registration fee, estimates for food, site, and materials should be calculated for all participants (chaperones and youth), but divided by the number of youth participants (under 21 years old) to get an accurate cost per person.

NOTES:

- Participants should make known their travel arrangements at least 4 weeks before RMC start date so that Host Chapter can make appropriate volunteer arrangements.
- As RMCs happen at different times of the year throughout the USA, it is important for LJR to consider their own personal commitments when setting a date, as well as schedules / events of the regional Chapters and CISV USA.