

## Junior Branch Events Definition and Approval

### SECTION 1: JUNIOR BRANCH EVENTS DEFINITIONS

#### A. NATIONAL JUNIOR BRANCH EVENT

1. A National Junior Branch (JB) event is planned and run by the JB of a single National or Promotional Association (NA/PA) for the purpose of that JB. Responsibility for the content of the event lies with that JB, who must notify the NA/PA about the event.
2. Participants are from the host JB but international guests from different NA/PAs are permitted. The role of an international guest is different from that of a participant and may be of two types:
  - Provide support or expertise (for the benefit of the host NA/PA)
  - Receive support or expertise (for the benefit of the guest)

They are invited to offer diverse skills, experiences or opinions, or to learn through participating, but their participation does not change the core purpose of that event.

#### B. INTERNATIONAL JUNIOR BRANCH EVENT

1. An International Junior Branch (IJB) Event is any meeting in person of members of 2 or more NA/PAs. The purpose and content of the event is decided by all participating JBs. There are no restrictions to the duration of JB Events, provided all necessary arrangements including risk assessments are carried out.

2. IJB Events fall into two categories:

(i) IJB Trainings

*'Training is the process of giving people the tools that will enable them to achieve certain goals and the skills necessary to take action toward these goals.'* (CISV Training Guide)

IJB Trainings are designed specifically to give individual participants from multiple NA/PAs the attitudes, skills and knowledge (ASK) to achieve specific training goals, in line with the purpose or goals of JB or CISV. Target audiences and content may vary.

(ii) IJB Workshops

IJB Workshops are when JBers from two or more NA/PAs meet to share a series of activities/sessions over a period of time to explore educational themes and goals contributing to CISV's educational purpose.

3. An IJB Event may contain elements of both a training and a workshop. It is important that the goals of these events are clear.
4. The JBers planning IJB Events are invited to work with the IJB Team to ensure quality of content, planning and evaluation.
5. At any IJB Event, participants must:

- Provide a legal form.
  - Provide proof of medical insurance.
6. IJB Events must submit an IJB Events Form to the International Junior Representatives for approval, which must then also be approved by the Board of CISV. No international event may take place without such approval.

## **SECTION 2: APPROVAL OF INTERNATIONAL JUNIOR BRANCH EVENTS**

IJB Events will be approved by the IJR's in the first place, and then also by the Governing Board of CISV based on the following criteria:

1. IJB Trainings must;
  - have specific training goals aimed at a target training profile of participants;
  - have content based on the JB Training Curriculum as well as local needs;
  - complete an IJB Events Evaluation Form to submit to the IJB Team (including IJR's);
  - be delivered by trainers approved by the IJB Team;
  - be included in the international training system - either within Regional Training Forums or as independent trainings.
2. IJB Workshops must;
  - provide educational content that directly contributes to JB or CISV's purpose;
  - complete an IJB Workshop Planning Template and IJB Events Evaluation Form to submit to the IJB Team (including the IJR's).
3. All IJB Events must adhere to all CISV's rules and risk assessment standards. (Please refer to Info File N-01 and R-07)
4. All IJB Event Forms must be submitted to the IJR's for approval at least 16 weeks before the first day of the event.
5. The IJR's will annually submit a list of approved events as part of JB's operational plan to the Governing Board and IO. This list may be updated throughout the year as new events are approved.
6. A hosting chapter or National Association/Promotional Association must take responsibility for the event including risk management. It acknowledges this to the IJR's and CISV International by signature of at least one chapter board member in the IJB Events Form.
7. If the purpose, goals and/or content of the event changes, the IJR's should be notified and the approval reviewed.