



**CISV USA**  
**Atlanta**

Building global friendship

## Interchange Delegate Checklist

### **Pre-Selection Checklist – Interchange Delegate Applicant**

must be program age (12-13, 13-14 or 14-15) between June 1 and August 31 of program year

#### **Interchange Delegate Applicant**

- Chapter Membership** – must be CISV Atlanta Family Members to apply / \$50
- Youth Delegate Application Form**
- Interchange Delegate Information Form**
- Youth Delegate Reference Form** – need 2 references
- Interchange Family Reference Form** – need 2 references
- Send all forms to: **CISV Atlanta**, PO Box 145, Scottdale, GA 30079

#### **Interchange Parent Applicant(s)**

- Background Check Questionnaire & Authorization Form** – one for each 18+ adult in the home / good for 2 years
- Sexual Abuse Prevention Policy Acknowledgement & Background Questionnaire** – read policy & turn in signature page only / one for each 18+ adult in the home / good for 1 year
- Driving History Report (MVR)** – for last 3 years / must be age 23 or older to drive CISV participants / good for 1 year
- Auto Liability Coverage** – anyone driving other for the purposes of CISV program must supply chapter his/her current personal auto policy with bodily injury & property damage coverage of at least \$100,000 per accident / need declarations page listing amounts of coverage, insurance card will not suffice / good for 6 months
- Send all forms to: **CISV Atlanta**, PO Box 145, Scottdale, GA 30079

### **Post-Selection Checklist – Interchange Delegate**

must be program age (12-13, 13-14 or 14-15) between June 1 and August 31 of program year

- Program Fee** – for local, national & international expenses – [check amount in Invitation](#)
- Child Travelling with Leader Legal Form (CTLL)** – both parents' signatures required on p.3
- Health Form (HF)** – get doctor's signature dated within 90 days of departure / needs doctor's signature & stamp/business card attached on p.5 / needs parent & participant signature on p.4
- Copy of Passport** – color scanned or color photocopied (for international travel)
- Copy of Visa** – if required by host country, color scanned or color photocopied (for international travel)
- Register on CISV Central** (if you haven't already) - <https://central.cisvusa.org>
- Join a Chapter (Atlanta) on CISV Central** (after you have registered) – <https://central.cisvusa.org>
- Register on myCISV** - <https://mycisv.cisv.org/login>
- Claim Participation in your Program on myCISV** – <https://mycisv.cisv.org/login>
- Send all forms to: **CISV Atlanta**, PO Box 145, Scottdale, GA 30079