



Pre-Selection Checklist – Interchange Adult Leader & Junior Leader Applicant

Adult Leader must be age 21+ & Junior Leader must be age 19-20 on program start date

- Chapter Membership** – fill out CISV Atlanta Individual Membership form (fee paid for you if selected)
- Interchange Leader Information Form** – Adult Leaders & Junior Leaders
- Staff-Leader Reference Form** – need 2 references
- 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 Adult Leader & Junior Leader

Adult Leader must be age 21+ & Junior Leader must be age 19-20 on program start date

- Adult Legal Form (AL)** – signature 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 adult leader-staff 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>
- Leadership Training** – Adult Leaders-Staff must attend both Local (March) & National Leadership Training (sign up for NLT on CISV Central - <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

Post-Selection Delegation Checklist – Adult Leader only

Adult Leader must be age 21+ on program start date

- Interchange Delegation Information Form (IDIF)** – send to Local Interchange Chair
- Travel Information Form (TIF)** – send to Local Interchange Chair