



CISV USA
Atlanta

Building global friendship

Junior Counselor Individual Checklist

Pre-Selection Checklist – Junior Counselor Individual Applicant

must be program age (16-17) on program start date

- Chapter Membership** – must be CISV Atlanta Family Members to apply / \$50
- Staff-Leader Application Form**
- Staff-Leader Reference Form** – need 2 references
- Sexual Abuse Prevention Policy Acknowledgement & Background Questionnaire** – read policy & turn in signature page only / good for 1 year
- Send all forms to: **CISV Atlanta**, PO Box 145, Scottdale, GA 30079

Post-Selection Checklist –Junior Counselor Individual

must be program age (16-17) on program start date

- Program Fee** – for local, national & international expenses – [check amount in Invitation](#)
- Child Travelling Alone Legal Form (CTAL)** – 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 Government Issued ID** – color scanned or color photocopied Passport (for international travel) or State ID/Driver's License (for domestic 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** – Junior Counselors 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 Checklist –Junior Counselor Individual

must be program age (16-17) on program start date

- Individual Participant Information Form (IPIF)** – send to program staff
- Travel Information Form (TIF)** – send to program staff