



Dear CISV USA,

In an effort to promote the continued positive image of Junior Branch USA and its activities, the Youth Trustees, with the help of the Executive Committee, have created a behavioral agreement for use at future JB USA activities. This agreement is modeled after one used by CISV Canada for their Junior Branch activities, with a few modifications to make it in-line with established CISV USA procedures and rules.

Our goal in implementing this agreement is twofold. By having the rules clearly explained and agreed upon in writing by each JBer, we hope that all participants and all CISVers involved in national Junior Branch activities will take more responsibility for their actions during meetings. In addition, we hope that by having the rules stated clearly in writing as well as given verbally at each meeting, there will be less confusion for both chaperones and participants alike.

Part of the agreement requires an understanding of the contents of CISV Info File R-7, which is CISV's code of cultural and behavioral sensitivity. A copy of the Infofile is attached to the behavioral agreement. Additional copies can be found online at the CISV International Junior Branch Website (<http://ijb.cisv.org>) or on the CISV International *Resources* page (<http://resources.cisv.org>).

This form is required for any CISV USA activity. If you have any feedback we would love to hear it. As always, if you have any concerns, comments, or other ideas throughout the year, please feel free to contact us at any time.

Sincerely,

Katie Basse
Executive Youth Trustee
eyt@us.cisv.org

Thomas Bryenton
Committee Youth Trustee
cyt@us.cisv.org

Grace Vottero
Committee Youth Trustee-Elect
cyte@us.cisv.org

National Code of Conduct for Junior Branch USA

(To be signed by participant and parent/guardian)

Please ✓ each box after reading each statement.

I, _____, of _____ (chapter), understand that by checking these boxes, I agree to and will abide by this code of conduct for _____ (activity name) to be held from ___/___/___ to ___/___/___.

- I acknowledge that I have read, am familiar with, understand, and agree to respect and abide by Info File R-7 (0432) standards, guidelines, and recommendations.
- I will abide by all local laws, including those regarding the buying and consuming of alcohol and tobacco products, and standards of acceptable public behavior. I will not consume or purchase tobacco products if under the age of 18 and under no circumstances will I purchase or consume alcohol if under the age of 21. In addition, if I am of age, I will not purchase or provide these items for someone else. The possession and consumption of illegal drugs will not be tolerated under any circumstances.
- Only people who are assigned to my room/cabin/house will sleep there. In addition, I will respect and follow any additional rules set for the given activity in relation to visitors being in my room.
- I will abide by the curfew set for night time activities (if applicable). This means I will be in my room/cabin/house before the established time with no questions asked.
- I will exhibit respectful and reasonably quiet behavior in all areas of the site including bedrooms, hallways, elevators, public areas, and meeting rooms. In addition, I will show respect towards all hotel/site employees and CISV chaperones.
- If I wish to leave the site for any reason, I understand that I must go with and/or get the permission of my chaperone. I understand that it is important that my chaperone must know where I am at all times. I also understand that if I drive somewhere, I will only drive with someone who is over 25 years old as per CISV USA's insurance policy.
- I will be on time to, attend, and fully participate in all activities throughout the entire program.
- I will abide by any additional rules.
- I understand that if I violate any of the items on this agreement I will be subject to disciplinary action decided upon by the staff of the activity, including but not limited to having my participation limited in future activities to being sent home at my own expense. I also understand that I will have to pay for any damage to the site that I cause.

Participant Signature and Date

Parent Signature and Date

Parent Print Name and Preferred
Contact Number

BEHAVIOUR AND CULTURAL SENSITIVITY

Appropriate behaviour is expected by and within CISV, at every level of the organization, in order to realize:

- CISV's objects as outlined in the *Memorandum & Articles of Incorporation and Constitutional Rules of CISV International Ltd*;
- CISV's educational goals and methods as approved by the Board of Trustees; and
- the personal expectations of participants and volunteers.

For most people appropriate behaviour is inherent within the concepts of common sense, good manners, or being a good host / guest / friend. Given the great cultural diversity within CISV, the Board finds it helpful to stress certain qualities in CISV participants' behaviour -- especially in adults and juniors acting as "role models" for youth in an international educational programme stressing peace and cross-cultural friendship. Equally, participants who are guests of the host CISV Chapter, family or resident site are expected to conform to agreed upon concepts of behaviour. No list of norms can anticipate every situation; there is no substitute for proper selection (or de-selection prior to participation, if necessary), and appropriate training / orientation.

Behaviour expected of all adults and youth in CISV programmes / administration falls within three categories: (1) Standards; (2) Guidelines; and, (3) Recommendations. Sanctions & procedures are set by Board policy.

STANDARDS relate to a class / type of FORBIDDEN behaviour, violation or reasonable suspicion of which may invoke the most severe sanctions (including notification, exclusion, early return home or loss of membership).

Forbidden behaviour includes:

- intimacy / sexual relations between children or youth and ANY adult or older youth acting in a position of trust or as a role model within CISV (whether locally legal or not);
- use of narcotic / hallucinogenic drugs or chemicals (whether locally legal or not);
- criminal / illegal acts or failure to take action if legally required;
- use of or access to firearms / ammunition or other weapons (within host family home or at CISV site); and
- xenophobic behaviour, discrimination, intolerance or lack of cultural flexibility / openness.
- physical / psychological abuse and corporal punishment.

GUIDELINES relate to a class / type of UNACCEPTABLE behaviour, violation or reasonable suspicion of which may invoke serious sanctions (including notification, temporary exclusion or loss of membership).

Unacceptable behaviour includes:

- abuse of alcohol -- especially in situations where youth are present in an educational context;
- nudity within CISV programmes or activities (games, swimming etc) or within CISV's community living arrangements (Villages, camps or family stay) which violate concepts of privacy or modesty, whether defined by the cultural norms of the host or guest;
- sexual intimacy -- or the appearance of sexual intimacy in programme activities or between consenting adults, while "off duty" or between youth participants while taking part in an official CISV program or activity;
- violation of public health standards which jeopardize the health or safety of the participant or others; and,

RECOMMENDATIONS relate to a class / type of INAPPROPRIATE behaviour, violation of which may invoke a less serious sanction / reprimand (including notification, restricted participation or ban on being officer / staff).

Inappropriate behaviour includes:

- failure to respect / provide reasonable dietary, health, security and comfort requirements for participants (e.g. vegetarians, asthmatics, non-smokers, bathing privacy, adequate sleep, emergency communication);
- failure to respect the privacy of participants, host family members or site staff (including their personal luggage or effects), except in cases of suspected illegal activity, violation of CISV standards / guidelines, or medical confidences when the participant's behaviour is a threat to the health / safety of the participant or others (NB: standards of confidentiality regarding patient's medical information / treatment vary widely);
- failure to respect "house rules" of host families or sites hosting the CISV programme / activity (including insensitivity in observing known "local" customs or courtesies);
- failure to respect differing personal and cultural standards of appropriate educational activities & discipline or sanctions; and,
- failure to use appropriate methods to resolve personal / group conflict in intercultural living / activities.

Respect for appropriate behaviour is considered so universally important within CISV that the content of this document must be observed and incorporated into CISV's programmes, activities and administration at every level of the organization. CISV National and Promotional Associations may supplement these declarations, but they may not contradict the wording or effect of official CISV International policy.