

## 2025 APPLICATION INSTRUCTIONS FOR JCs

**STEP 1:** If you or your child plan to apply for a program, please notify our recruitment committee at **[brandywine-recruitment@cisvusa.org](mailto:brandywine-recruitment@cisvusa.org)** before you submit your application.

**STEP 2:** If you aren't currently a paid member of our chapter, please follow the instructions at [brandywine.cisvusa.org/join-us/family-membership](http://brandywine.cisvusa.org/join-us/family-membership) to submit the membership form and pay the \$30/family (or \$15/individual) annual membership fee. **Applications are accepted only from members of CISV Brandywine Valley.**

**STEP 3:** Download and complete the application packet for the program you are interested in.

- Please send all application materials directly to **[brandywine-recruitment@cisvusa.org](mailto:brandywine-recruitment@cisvusa.org)**.
- Please ask your references to send their forms directly to **[brandywine-recruitment@cisvusa.org](mailto:brandywine-recruitment@cisvusa.org)**.
- Electronic submissions are strongly preferred. But if you or your references are unable to submit materials electronically, please hand deliver or mail them to Heidi Velhagen, 702 A Putnam Blvd., Wallingford, PA 19086.
- **Applications must be received no later than December 31, 2024.**

**STEP 4:** Mark these dates on your calendar:

- **January 24–26: CISV Brandywine Valley chapter mini-camp (CMC) in Chester County.** All applicants are required to attend this local event.
- **February 1: In-person selection interviews** (at a chapter member's home in Exton). All applicants are required to meet with our selection committee.
- **(spring date TBD): Local leader training (LLT).** All leaders, staff, JCs, and Seminar delegates are required to participate in this local training.
- **(spring date TBD): National leader training (NLT).** All leaders and staff are required to participate in this local training. They must also complete approximately 10 hours of online modules before attending NLT

If you have any questions about our programs or about the application process, please contact the recruitment committee at **[brandywine-recruitment@cisvusa.org](mailto:brandywine-recruitment@cisvusa.org)**.

## **REQUIRED APPLICATION FORMS FOR JCs**

- ☐ Staff–Leader Application Form
- ☐ Proof of age document
- ☐ 2 references: Confidential Reference Form for CISV Leadership/Staff Positions)
- ☐ CISV USA Sexual Abuse Prevention Policy