



**CISV USA**  
San Francisco  
Building global friendship

## Checklist for Delegation Parent Roles

### Delegation Travel Coordinator:

- o Monitor myCISV for Pre-Camp 1
- o Research travel options
- o Confirm consensus among parents/guardians
- o Coordinate with Chapter Travel Coordinator
- o Ensure visa and immunization requirements are communicated
- o [Enter travel info into Smartsheet](#)

### Delegation Meeting & Communications Coordinator:

- o Schedule delegation meetings
- o Collect parent/guardian contact information
- o Ensure background checks for adults at sleepovers
- o [Upload meeting info to Smartsheet](#)
- o Set up group chat and group email

### Delegation Gift Coordinator:

- o Monitor Pre-Camp 2 for staff info
- o Plan and coordinate gifts for staff and host families
- o Coordinate gift transport with leader

### Delegation Additional Supplies Coordinator:

- o Monitor Pre-Camp 2 and 3 for supply needs
- o Purchase required supplies (e.g., flags, costumes, medical kits)
- o Coordinate transport of supplies with Gift Coordinator

### Delegation Treasurer:

- o Track all expenses and receipts
- o Set budgets with families for gifts and supplies
- o Reconcile and distribute final costs post-travel