



AISA-GISS Participant Guide





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ABOUT AISA

The Association of International Schools in Africa (AISA), established in 1969, is a non-profit education association supporting the professional learning and school improvement strategies of international schools on the continent of Africa. Based in Nairobi, Kenya, AISA offers a professional learning programme specifically designed to meet the unique needs of our diverse member school community. AISA also offers a number of supplementary programmes, scholarships and facilitates collaboration among member schools to advance school effectiveness and improve student learning.



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1 What is the AISA-Global Issues Service Summit (AISA-GISS)?

The AISA-Global Issues Service Summit (AISA-GISS) is a unique conference that combines the ideals of the successful Service Summit Africa 2009, initiated and hosted by the International School of Uganda (Michael Lees, Service Summit founder & coordinator) and the Global Issues Network (GIN) conferences hosted around the world.

This unique conference builds both student and faculty partnerships across the African continent and beyond. It provides an opportunity for students and educators alike to share best practices and learn new ideas for sustainable solutions to global issues and strategies to promote service and service learning.

The conference is held over three days. Two of the days are designed to inspire and inform students through workshops, keynotes, simulations, expert panels, changemaker sessions and sustainability teams. Students get the opportunity to take action with one of the school's service partners on the third day.

2 Travel Information

Travel to and from the Host City

Visiting schools are responsible for arranging and paying for travel to and from the host city.

Transportation During the Summit

The host school is responsible for providing transportation between the airport and the host school or summit venue. This will only be provided during the designated times for arrivals and departures as communicated by the host school. Any transport required outside of these times must be arranged by the visiting school.

Transportation during the summit will be provided by either the host families or the host school. If visiting school (students and advisors) miss the provided transportation the visiting school will be billed for additional transportation fees.

Other Travel Opportunities

Many of the host cities offer exciting excursions and experiences. If your school chooses to take advantage of these it is your responsibility to make all necessary arrangements. The host school may provide local contacts on the AISA-GISS website, but it will not be able to provide support for these excursions.

3 Who can Participate in AISA-GISS?

Target Audience

AISA-GISS is an AISA member only event. Schools who are not members of AISA may be able to attend, but this is at the discretion of the hosting school. Priority must be given to AISA member schools.



The conference is designed for students in grades 9 -12 because it deals with issues that can be graphic in nature. Grade 8 students that demonstrate initiative in global issues, service and/or leadership and can handle mature subject matters.

Number of Participants

All schools may register a team of up to 10 students and 2 advisors. Exceptions can be made for schools who are going to host AISA-GISS the following year.

Registration

Registration details can be found on the AISA-GISS website. The address changes slightly from year to year but follows the same pattern www.aisagiss.org/year/.

Registration Fees

Each student delegate and all teacher advisors will be required to pay a registration fee. There is a carbon offset fee of US\$5 per person included in all registration fees. This is a set amount for the host school and is allocated to one of the environmental service projects at the host school to plant trees. Registration fees include all meals at the summit, events, activities, conference materials, merchandise, key-note speakers, panellists, airport returns and transport.

Teams are not registered until payment of registration is received. Each school has a limited number of spaces with host families and once this quota has been filled delegates will need to stay at other suggested accommodation and paid for by the visiting school.

Approximate fees:

Delegate - Early Bird: US\$230

Delegate - Regular: US\$250

Advisors: US\$225

4 What is Expected of Participants?

Participating School

Each school is asked to present at least one student-led workshop on a successful service project or method for solving a global issue. Here are the basic guidelines for the workshop with additional information found on the AISA-GISS website.

- Workshops are 30 to 45 minutes in length
- Workshops should focus on a global issue and can be rooted in a project that is running at your school
- The best workshops every year are those that include interesting and engaging activities, discussions and “out of the box” learning; please coach your students on how to plan a 30-45-minute presentation that includes these types of approaches.



Participating Students

As this is a student-centred event all students are expected to attend and actively participate in all scheduled Summit activities. This helps to foster an engaging, energetic atmosphere that enhances a participant's experience. Students are expected to read, sign and follow the AISA-GISS Participant Essential Agreement Form (See Appendix).

Advisors

Just like students, advisors are expected to attend and actively participate in the scheduled summit activities, including the Advisor Professional Learning sessions. Advisors are also expected to connect with their delegates throughout the day and to help the host school with supervision and to make nightly curfew calls. During the summit there will be time allocated on the schedule for teachers/advisors to collaborate and discuss what is happening in the region, or on a specific focus.

5 Accommodation

Participating Students

Students will be staying with host families. Visiting students will be required to sign a behaviour contract. This will be sent to students by the host school and also to be signed by parents and brought along during the conference. Housing will be provided by the host school from the day of registration through to the morning after the summit. If your school arrives earlier than the registration day or stays beyond the departure day, then arrangements for accommodation will need to be made by the visiting school.

Note that each school has a different quota for student housing and once this quota has been met then visiting schools may attend the summit but will be required to stay at a host school approved hotel at the cost of the visiting school.

Advisors

Advisors have the option of staying with a host family provided by the host school or paying for a hotel. Hotel options for advisors are placed on the web site. Advisors do their own booking; however, there may be a summit discount. Choices include simple guest houses to full range hotels.

Expectations of Host Families

Below are the expectations for all host families to ensure a safe and enjoyable experience for all participants.

As a host family is expected to provide the following:

- **Accommodation:** Sleeping quarters for your guest(s). It is okay to put two or more students in a room together. A bed is preferred, but cots, sleeping bags, or a mattress on the floor is acceptable. If students are on the floor there should be some form of “cushioning” under them.

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- **Meals for guests:** Breakfasts and dinners need to be provided by the host family. All lunches will be provided by the host school for the students or will be on a cash basis.
 - **Laundry:** Students may have items of clothing which need to be laundered before they wear it again the next day. Host families are expected to provide assistance when required.
 - **Transportation:** Please arrange for someone to meet your home-stay guests at the arranged time and place either to provide transport or ride with them on the bus. Every day you need to make sure your guests know how to come and go from school. Chances are you will need to be at hand to deliver/pick-up. Please note that nobody under the age of 21 can drive a vehicle with visiting student passengers. Golf carts and motorcycles are definitely against the rules.
 - **Curfew:** Teachers are required to phone each of their students' host families every night at a predetermined time (curfew). Host families need to be prepared to receive these phone calls from teachers who are checking on their students at curfew. This may seem inconvenient, however, this is taken very seriously by the teachers and the schools as a way of ensuring the safety and well-being of all students.
 - **Child Protection:** Host families are expected to adhere to the host school child protection policy. All children should feel and be safe in our host families regardless of race, gender, religion etc.



6 Advisor Checklist

FIRST STEPS

- Administration approval
- Budget for advisors (flight, registration, visas, Yellow Fever Card, airport transfer)
- Article for school community (What is GISS and why we are attending)
- Marketing ideas (assemblies, announcements, school newspaper, Website, press conference)
- Fundraising

Team Selection

- Grade level of students (9-12 or 8th grade leaders)
- Student Ambassadors
- CAS & GIN leaders
- Student Leadership Application Form
- Parent letter of intent/permission
- Payment schedule for registration and flight

TEAM PREPARATION

- Select a project for presentation (new or existing)
- Examine how it is sustainable & helps community
- Apply 'principle of reciprocity'
- Create action plan for work
- Perform team building activities
- Learn Presentation skills (set-up, interactive/lecture/activity, voice, presence, equipment, media, knowing your audience)
- Complete Summit Workshop Form and Submit
- Begin to communicate and network with Delegates



LOGISTICS

- Inform teachers of absences -- IB students, exams, assignments, etc
- Complete conference registration (early bird or regular)
- Complete the 'workshop proposal'
- Distribute and collect 'AISA GISS PARTICIPANT ESSENTIAL AGREEMENT FORM'
- Book airline tickets (visa and yellow fever card)
- Confirm airport transfer at your end
- Fulfil post-summit ideas
- Act upon reflection & Action Plan
- Host an all-School assembly
- Compose articles for school newspaper and local media
- Continue networking with advisors and students

LANDMINES TO AVOID:

- Not scheduling this into your busy schedule/procrastination
- Fundraising overkill/donor fatigue
- Poor communication (w/ colleagues, parents, administration, students, hosting school, advisors)
- Choosing the wrong students
- Lack of admin/community support
- An ill-prepared team
- Visa issues for students/advisors
- Late registrations - (may result in not enough host families and you will have to arrange and pay for hotels)
- Arriving and departing outside designated times - hotels and transport will become your responsibility



STUDENT DELEGATE CHECKLIST

- Regular GISS group planning and meeting time
- Have sustainable service projects up and running
- Prepare an interactive workshop using a carefully selected essential question as a focus and practice the workshop
- Fundraise if necessary, to pay for registration & airfare
- Start networking with other Summiteers before the Summit
- Consider if any strong leaders will help facilitate panels
- Design a plan for what your team will learn from the Summit and how you will present to your school upon return
- Determine team (6 or more?) This must be a committed team.
- Confirm visa needs
- Purchase gifts for host families/thank you notes
- Keep up to date on all requirements sent from the hosting school
- Attend the Summit and have a great time and learn a lot!
- Complete Surveys after Summit
- Present to school about the Summit
- Fulfil Action Plan created at the Summit
- Keep working to improve our world and inspire others



7 AISA GISS PACKING LIST

Note this is a general list and additional things may be considered depending upon the location of the Summit and a school's individual travel plans

- Sunscreen
- Bug/ Mosquito Spray
- Light rain coat
- Warm and cool clothing (bring layers)
- Sleeved Shirts/T-shirts (please no spaghetti straps or muscle tops)
- Smart wear for the Gala Dinner
- Closed toed shoes (Sneakers for the service day, flip flops or sandals are not allowed)
- Long shorts and jeans
- Comfortable clothing for outdoor activities / and that you can get dirty during service day
- Toiletries
- Towel
- Medication (small personal first aid kit and any prescribed medication)
- Small 'Thank You' gift and card for your host family.



8 AISA-GISS PARTICIPANT ESSENTIAL AGREEMENT FORM

This agreement is based on the concept of responsible citizenship. It assumes that every participant, as a citizen, will respect and protect themselves and others at all times during the summit.

Summit participants:

- Will remember that they represent their school, community, family and home country at all times during the conference. Behaviour must represent these groups in a positive manner.
- Are required to attend all officially organized events.
- Are to abide by host school and country laws.
- Are not permitted to use tobacco, alcohol or illegal drugs.
- Are responsible to their host families and must keep them informed of their specific whereabouts at all times. Furthermore, all participants are not permitted to explore the local, public environment without the consent of the host family and their school chaperone.
- May not use any medications unless prescribed or administered by a licensed medical physician or host school medical personnel or, unless previously cleared by their chaperone. Host parent(s) will be informed of all such medication requirements by the visiting chaperone.
- The curfew set for summit participants is 10pm.
- All summit participants must abide by any rules or activities set by the host school.
- Students are not permitted to leave the host home after the summit curfew (10pm) or without the permission of the host family and their school chaperone.
- Summit participants will not be transported in automobiles driven by students (even if students have legal licenses) or by any person under 21 years of age. All Summit participants are never permitted to be passengers on any form of motorcycle.

Penalties and Enforcement: Infractions of this agreement, host school rules or county law may result in one or more penalties being imposed on the affected students. These may include being sent home, with all associated costs borne at the student's expense. The AISA-GISS Coordinator and host Head of School will decide the application of penalties.

Acknowledgement: We acknowledge that we fully understand and agree to abide by these AISA-GISS Rules and Guidelines and accept their enforcement.

Student Name & grade:

As a parent, I hereby give permission for my child to participate in the AISA GISS 2018 Conference.

I hereby release the school and AISA from liability during the trip. I further understand that all due precautions will be taken by the host school.

Participant's Signature: _____ **Date:** _____

Parent(s)/Guardian Signature: _____ **Date:** _____