



# AISA GLOBAL ISSUES SERVICE SUMMIT

AISA-GISS Hosting Handbook





**Published by the Association of International Schools in Africa (AISA)**

**June 2017**



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

### HISTORICALLY

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.

After two days of being informed, inspired and equipped to make a difference, students devote the final day of the three-day conference to act and work together on sustainable service projects around the hosting city.

### RATIONALE

Travel costs are very high across Africa and air travel creates a large carbon footprint. Combining two conference concepts into one has helped to leverage resources and provide an enriching and interactive symposium format for students, teachers, service leaders and global issues experts to discuss the problems and strategies associated with sustainable solutions to local and global needs, and then take action.

### RECOMMENDATION

Continue the AISA-GISS format, with increased oversight of the hosting selection process and the summit guidelines. Work on long-term partnerships between AISA-GISS and other events and institutions fostering a culture of service, social entrepreneurship and global citizenship.

## AISA-GISS Outcomes

### HISTORICALLY

1. Creates a collaborative group to identify possible areas for joint community service projects or global issues solutions projects;
2. Provides an enriching and interactive experience during which students and service leaders discuss the problems and strategies associated with addressing global needs;
3. Promotes self-reflection at the individual, school and organizational level and develops critical evaluation skills;
4. Establishes and builds partnerships between international schools, local communities and volunteer organizations to promote sustainable action towards solving global issues;

5. Fuels greater service opportunities for participating schools and provides students with the necessary skills and tools to tackle global issues;
6. Facilitates the opportunity for educators to share best practices and model learning side by side with their students;
7. Celebrates the collective service successes of participating schools;
8. Inspires and empowers young people to make a difference in their world!

## RATIONALE

Working with global issues, social entrepreneurship, citizenship and service learning provides authentic purpose for international education.

## RECOMMENDATION

Continue to promote ideals of summit at AISA-GISS, through AISA conference's, and within educational programs of AISA international schools.

## AISA-GISS Ideals

### HISTORICALLY

1. Model Sustainability: food, behaviour, carbon footprint, resource use, costs, relationships
2. Model Collaboration: Sustainability teams, Golden Hearts, networking
3. Promote GIN and Service Summit ideals: J.F. Rischard's 20 Global Issues-High Noon with emphasis on service and action
4. Examine Global Issues that impact Africa: Keynotes, Panels, Workshops, Cultural Activities, Golden Heart Scholars, special focus on host nation of summit
5. Fulfil Summit Outcomes
6. Build Student Leadership Capacity (both host school, GHs and visitors)
7. Use Summit Theme as a conference 'through line' for understanding
8. Use Sustainability Teams as vehicle for exploring theme collaboratively: Sustainability Team Challenges; 'the goal makes the team'
9. Develop student skills & understanding necessary for improving the world: facilitation, negotiation, reciprocity, sustainability, mediation, active listening, consensus building
10. Create Action Plans and continue work between summits

## RATIONALE

Embrace the ideal to think globally and act locally. The home of the AISA region is Africa. Create a greater consciousness of how our actions impact the planet and our global community.

## RECOMMENDATION

AISA-GISS should continue to explore ways to harness the strengths of our host continent and find unique routes towards sustainable solutions.

## AISA-GISS History

Date	Host School	Coordinators	Theme	Keynote Speakers
January 29-31, 2009	International School of Uganda	Michael Lees Kim Burns	One Continent, One People	Jane Goodall Thom Henley
February 25-27, 2010	American International School of Lusaka	Susan Lacy	Seeking Sustainable Solutions Together	Kimmie Weeks Austin Gutwein Hammerskjoeld Simwinga
May 2010		Co-founding steering committee: Chris McBride Cathy Chromicz Michael Lees Susan Lacey Alison Pagen	GI-ANTS (Global Issues African Network of Teachers for Service) was formed to support teachers in networking to build and support a professional network. <a href="http://gi-ants.ning.com/">http://gi-ants.ning.com/</a>	
April 7-9, 2011	American International School of Mozambique	Clare Diedrichs	Creating Partnerships for Sustainable Solutions	Graca Machel Natascha Yogachandra Maria de Lurdes Mutola Matthew Booth



Date	Host School	Coordinators	Theme	Keynote Speakers
March 24-26, 2012	American International School of Johannesburg	Desiree Quilty-Brown	Ubuntu, Transforming the Global Community	Marc Kielburger from Me to We
Feb. 21 – 23, 2013	International School of Kenya	LeeAnne Lavender Misha Houriez	Amani: One World, One Harmony	Spencer West, Cassandra Lin, Justin Bedard, 3 Kenyan panel keynotes (John Kariuki -Slow Food, Vava Angweni -fair trade movement & Samson Parashina - Maasai environmentalist)
Feb. 13 – 15, 2014	Lincoln Community School Ghana	Rhona Polinzki	Betumi	Adam Braun Priscilla Takondwa Semphere Mariatu Kamara Fred Deegbe
April 15-17, 2015	American International School Mozambique	Gabriel Limaverde	Lanzelela - Educating for Sustainability	Amyr Klink Sister Fa Thato Kgatlhanye Tom Osborne Martha Chumo
March 12-14, 2016	International School Tanzania	Rebecca Gilman	Funguka: Are you Ready?	Ishmael Beah Vicky Ntetema Rafiq Copeland Josephine Smit
March 30- 3rd April, 2017	American International School Johannesburg South Africa	Tara Barton Juan Sheblak	Phambili: Moving Forward	Adam Habib Ahmed Mohamed Kathrada (Post -humous members from foundation) Grizelda Grootboom Theressa Frantz Yolan Friedmann Lebogang George Margi Brockelhurst

## Summit Theme

### HISTORICALLY

The summit theme creates focus for each summit and can also direct the learning intention of each day.

Example: GISS 2010 Theme: Creating Sustainable Solutions Together was broken down into 3 steps.

- Day 1: Seeking Context
- Day 2: Understanding Sustainability
- Day 3: Enacting Solutions - First students examined the context of Africa, then they learned how sustainability worked, and finally upon the Day of Service they were enacting solutions.

### RATIONALE

Theme creates a focus for the entire summit and inspires delegates.

### RECOMMENDATION

When possible, give the students a voice in the selection of the theme. Connect Sustainability Team Challenges and other elements directly to the theme.

## Logo Design

### HISTORICALLY

The event specific logo has been designed by the hosting school. Marketing companies, art teachers and students have all been a part of the process. Each logo also includes the summit theme.

The fabrics, colours and symbols of Africa have all been integrated into past logos. Student Leadership team t-shirts can also provide another avenue for student-led design.

The AISA-GISS logo is a co-brand of the event and **MUST** be included in all materials related to the event.

### RATIONALE

The opportunity to create an individualized logo that reflects the host nation is a part of the fun of hosting and creates a brand for the specific event. The logo creates a focus for the summit and is used on Service Day t-shirts and other materials.



## RECOMMENDATION

Logos include the imagery of Africa with positive use of colour and seek to also include the greater global community within the design.

*Example logos from previous AISA-GISS events:*



## Hosting AISA-GISS

### RATIONALE

Whether or not the actual summit takes place on or off campus, the AISA host school provides the summit with qualified support personnel, transportation, host families, and a plethora of human and physical resources.

Hosting the summit bonds a school community, inspires service and global issues programs and promotes well-deserved pride among the students and faculty. AISA-GISS is a celebration for the host school community and an opportunity that should be shared across the region.

Hosting the summit on campus is very cost effective for the hosting school; however, campus facilities are not always adequate. Inspiring off-campus facilities can also work well.

### RECOMMENDATION

Continue to move the summit around AISA schools and share the opportunity. Use the resources on the AISA website, AISA Service Learning & CAS Coordinators' community, the AISA-GISS Hosting Handbook and the AISA-GISS Participant's Handbook to support success.

## Future Summit Date Selection

School Year	Dates	Host School
2017/18	18 <sup>th</sup> – 20 <sup>th</sup> January, 2018	International School of Kenya (ISK) Nairobi
2018/19	17 <sup>th</sup> – 19 <sup>th</sup> January, 2019	International School of Dakar (ISD) Senegal
2019/20	16 <sup>th</sup> – 18 <sup>th</sup> January, 2020	American International School of Lusaka (AISL), Zambia
2020/21	21 <sup>st</sup> – 23 <sup>rd</sup> January 2021	International School of Uganda (ISU) Kampala
2021-22	20 <sup>th</sup> – 22 <sup>nd</sup> January 2022	TBA (West Africa)
2022/23	19 <sup>th</sup> – 21 <sup>st</sup> January 2023	TBA (Southern Africa)
2023/24	18 <sup>th</sup> – 20 <sup>th</sup> January 2024	TBA (Eastern Africa)
2024/25	16 <sup>th</sup> – 18 <sup>th</sup> January 2025	TBA (West Africa)
2025/26	15 <sup>th</sup> – 17 <sup>th</sup> January 2026	TBA (Southern Africa)

## RATIONALE

Each date of AISA GISS has been made by the hosting school. Rainy seasons can also have an impact on the choice of date. The goal has been to avoid conflicts with the host school's program and meet the needs of the greater GISS community. Too early in the year and it is challenging to plan the entire event. Too late in the year, and there are conflicts with IB mock exams. Additionally, dates for ISSEA sporting events need to be considered.

## RECOMMENDATION

Late January is best suited for the event. It is strongly suggested that hosting schools survey advisor community for input on date options. However, the final decision needs to fit the host school's situation.





# AISA-GISS Programme: Key Components

## HISTORICALLY

### Arrival and Registration Day (Wednesday)

- International Day of Travel
- Orientation/Campus Tours for Arriving Schools

### Day 1: (Thursday)

- Sustainability Teams Meet/ Advisor PD(based on needs of the group survey from ServeLearn)
- Welcome
- Keynote Speaker
- Student Workshops
- Panel(s) of Experts
- Lunch*
- Keynote
- Student Workshops
- All Summit Simulation or Challenge Activity

NOTE: Press Corps is engaged throughout Summit-News Reports have occurred at the end of each day.

### Day 2: (Friday)

- Sustainability Teams Meet/Advisor PD
- Cultural Performance/Keynote Speaker
- Student Workshops
- Panel(s) of Experts
- Lunch*
- Student Workshops
- Exhibition/Craft Fair
- Evening Cultural Event and Dance

### Day 3: (Saturday)

- Day of Service [Bag Lunch]
- Individual School Meetings (Action Plans & Reflection-Nominate Speaker for Closing Ceremony)
- Sustainability Teams Meet (Finalize Action Plan for Closing Ceremony)  
Note: Advisors meet simultaneously to provide feedback (survey)and for PD & for final logistics.
- Closing Ceremony
- Farewell Dinner

### Departure Day (Sunday)

- International day of travel
- Possible Shoulder Activities for Activities and Excursions (working with a local travel agent is very helpful here; advertise options ahead of time and let visiting teams make their own arrangements)

## RATIONALE

Schools have experimented with the order of these days; however, the feedback has been that the Day of Service works best on the last day. This provides an opportunity to gain knowledge, tools and inspiration and then act upon it. Also, service is hard work and students are often very tired. This is ultimately up to the host school based on access to facilities and when partners are available.

Evening activities have been scheduled for weekend nights of the summit so that students are engaged in productive evening activities. Curfew agreements are strictly maintained so that the summit is not compromised. One year a welcome barbeque was scheduled on the first night. A social with a dinner and music often takes place for students on day 2.

During the first Service Summit in Uganda, there was an original intention to host a 3.5 day summit. At the end of three inspiring and exhaustive days, the consensus was that three days was sufficient.

Offering two or three back-to-back expert panel choices for students is a good way to maximize student interest and offerings. Summits have tried to choose panel topics related to summit theme, keynote speaker focuses, or host nation resources.

Offering a topic from each of J.F. Rischard's areas: Sharing our planet, our humanity and our rule book has worked well. Likewise, a panel that highlights inspiring young adults has been successful.

## RECOMMENDATION

Advisor feedback recommends social events be reserved for weekend nights and send students home for dinner with their host families on week nights. Catering dinners is also a lot of work, therefore, it is easier to have host families feed students dinner, with the exception of one celebration dinner during the Summit. Additionally, it is important to consider travel times and traffic when deciding daily starting and ending times.



## Key Programme Components - Implementation

### Welcome & Orientation

#### HISTORICALLY

Student ambassadors are assigned to each school. There is someone to welcome schools at the airport (with signs) and assist with money changing and other logistics. This may or may not include student leaders, depending on time of day.

Student ambassador's welcome schools, review the summit program and conference materials, and connect students with host families.

Student Leadership sustainability team leaders facilitate an 'icebreaker' activity that will be used the next day in the sustainability teams to introduce them to campus & use Summit program to show where events will occur. Overall, participants get to know each other and form a team.

School advisors receive an advisor packet that includes telephone numbers of all host families and emergency contact numbers, as well as other necessary advisor information. Including a sim card with numbers pre-loaded for each advisor is a nice touch.

#### RATIONALE

A formalized Orientation Session helps the Summit run more smoothly.

#### RECOMMENDATION

Continue this tradition. Make sure there is a very clear structure in place to match visitors with their host families. Make sure drivers know where they are going, if there are any bus routes and that visitors know the bus pick up schedule for the next day. Have welcome drinks, snacks available for arriving schools. Practice the welcome routines. Create a safe place for luggage so that it is not blocking the walkways. Be sure that visiting schools are clear on arrival and departure expectations (arrival and departure times for flights), as well as when host families will be available to take in participants. Have a contingency plan in place for late arrivals or back up housing should a host family fall through at the last moment. [Example: Family had a burst pipe and a flood, mother slipped and broke arm... unable to host ]

### Sustainability Teams

#### HISTORICALLY

Sustainability Teams were created for the first Global Issues Service Summit in order to better connect students from different schools. These teams provide another vehicle for student empowerment, team building and the learning of skills. A Summit challenge is introduced to the team on the first day and presented on the last day.

2010:           Advisors attended most of the Sustainability Team meetings.

2011:	Advisors met in an 'Advisor Sustainability Team' hosted by the AISA Service Learning Working Group (SLWG) to share best practices.
2012-13:	Advisors participated in first Sustainability session with students and, for subsequent sessions, met with advisors only.
2015:	Sustainability teams' task was to produce an action plan for a given issue. This action plan was then presented in a marketplace set up using boards and audio-visual products.
2016:	Adapted version of Alan Atkisson's Pyramid Lite Workshop was used. Leaders of sustainability teams were the leaders of service projects. And the issues explored were those directly addressed by service projects which all students experienced (on day 3).
2017	Sustainability teams solved a global or local issue and interpreted this into a 3 minute performance. Advisors did not attend the Sustainability Team sessions so they could attend the Advisor PD training Sessions

## RATIONALE

The Sustainability Team Challenge(s) bond the team in purpose. Creating a time for the advisors to meet is also important to fulfil AISA-GISS outcomes. Sustainability teams can also be a source of great project ideas, especially for schools who have a young service learning program.

## RECOMMENDATIONS

Student leaders need a lot of training in appropriate facilitation skills. They do not 'direct' or 'boss' the team, but empower the team through a collaborative model. A student retreat before hosting the summit is strongly recommended. Students need to practice facilitating activities. It is helpful to consider having a student leadership organization (such as the Jump! Foundation) come to the host school early in the academic year of the summit to run a 2-day leadership training retreat. This not only bonds the student leadership team but sets the tone and inspires the students in terms of their leadership responsibilities. During this training retreat, students should also develop a framework/task sheet to allow for the sustainability teams to come up and communicate their action plans. Team names are created and African fabric has been used to define each team. The student leadership team facilitates these teams.

Advisors could be assigned to a Sustainability Team and possibly attend the first session, if needed. Possibly ask local staff to assist in supervision so advisors can attend the advisor sessions. They also need to be made aware of the team challenge so that they can field any questions. Continue the **'Advisor Sustainability Team'** for sharing PD, Best Practices and Dialogue. Advisor PD should not detract from first line of focus: supporting student success at the summit.

Team challenges should not promote a waste of resources. Emphasis is on the creativity and ingenuity, not excessive use of materials. Challenges should also propel an understanding of summit theme. Strong student leaders from visiting schools can assist with the teams, if needed.

In creating the Sustainability Teams, it is helpful to ask advisors to identify their strongest leaders and then spread that leadership across the Sustainability Teams. Make sure Sustainability Teams start with icebreakers and team building activities each day.

## **Opening Ceremony**

### **HISTORICALLY**

Welcome speeches from school director, chair of student leadership team, and cultural presentations (dance, drama, choir, etc.).

### **RATIONALE**

Just like the lighting of the Olympic flame, the opening ceremony of the AISA-GISS is a magical moment for all, particularly the hosting school. It signifies rewarding fruits of months of hard labour and commitment.

### **RECOMMENDATION**

The opening ceremony should build anticipation, enthusiasm and a vision for the summit ahead. It should not be too lengthy as a strong keynote speaker follows. Student leaders need to practice speeches in advance and be coached on how to deliver a speech.

## **Keynote Speakers**

### **HISTORICAL**

Keynote speakers provide a focus for Summit, educate delegates about issues and inspire them to action. Most keynotes have had a focus upon Africa.

- |          |  |
|----------|--|
| 2009:    | Jane Goodall's speech was given Friday night at the school in order to invite the entire community   |
| 2010:    | Gift baskets were provided in keynote hotel rooms. Young keynote Austin Gutwein also spoke to the 4-8th grade. Student leadership team members hosted Austin for dinner, while adult keynotes attended the advisor social.   |
| 2011:    | Thoughtful gifts reflecting Mozambique and the work of the keynote speaker were presented at the conclusion of each speech. Keynotes have also presented Break Out sessions with delegates. If this is done, then provide 1-2 tickets for each school to select an attending delegate.           |
| 2012-13: | Cultural gifts presented to each keynote (in Kenya, these were sets of glasses etched with African rock art). In both 2012 and 2013, the opening keynote speaker (Marc Keilburger in 2012 and Spencer West in 2013) led an additional workshop session with one student from each visiting team. |
| 2015:    | Cultural gifts presented to each keynote, a student ambassador assigned to each keynote.   |
| 2017:    | Cultural Gift presented to each Key Note at AISJ- Handmade woven wire basket.  |



## **RATIONALE**

Keynote speakers are inspiring. Excellent way to inform and inspire students about African issues as well.

## **RECOMMENDATION**

Avoid politicians for keynotes, unless they are exceptional. There is far too much protocol surrounding such keynote speakers. Speakers that are both wise and experienced, and young and inspiring are recommended. It is also good to have keynotes that highlight host nation or service/global issues endeavours of host school. Find an opportunity for every visiting school team to have a photograph taken with your keynotes, or most important keynote. Introducing a keynote speaker should be done by the strongest student leaders and speeches should be well practiced. Run a tech rehearsal with keynote some time before actual speech, if technology is being used.

## **Student Workshops**

### **HISTORICALLY**

Each school is asked to present at least one workshop on a successful service project or method for solving a global issue. This element creates great confidence in student presenters and is central to the positive energy created during the summit. There is some inconsistency in the quality of workshops. Sometimes there have been more options than attendees, so plan according to delegate numbers.

### **RATIONALE**

Presenting a workshop empowers and involves every student. Structuring workshops around an essential question and then answering it at the end teaches for understanding. Important to balance workshops with other events.

### **RECOMMENDATIONS**

It is recommended that every school present one workshop. Workshop content and methods need to be screened closely. Suggestions for enhancing interactive components may be needed. Advisor support in this endeavor is important. Try and balance topics and options so that there is something for everyone. Need 'runners' assigned to each workshop room to help with setup and tech support. Student leadership team members can also be trained to do this and can be assigned to specific sessions to ensure tech runs smoothly. Also, stagger teas and timetable so that there is at least 15 minutes for set up.

Creating a YouTube video on how to present a workshop would be a useful tool for students. Advisors should try and provide practice presenting time before the Summit.

## **Expert Panels**

### **HISTORICALLY**

Host schools have determined how many expert panel sessions to run throughout the summit. Expert panels should have 3-4 participants. Each participant should present their ideas for 5 minutes, leaving time for discussion and

questions from the floor. Running 2-4 expert panel sessions at the same time gives choice in terms of attendance and allows for participants to spread out around campus.

## **RATIONALE**

Creating a multi-perspective panel, with an opportunity for student questions, makes students aware of the complexity involved in solving global issues. Panels are supposed to be driven more by student questions than panellist presentations.

## **RECOMMENDATION**

Prep guest panellists clearly about the expectations for speaking and question answering. Student leaders need training in facilitating panels. It is very important that panellists do not speak beyond five minutes. The focus of the panel format is student questions. Guest student leaders can help with panels, but they also need prepping. Decision could be made to forgo a speech from each panellist and instead have students research panellist and introduce them in detail and then immediately open for questions. Usually, the student leaders (team of 2-3) ask the opening questions and then open it up to audience. Time keeping is an important skill to learn. Choose topics that interest hosting students and relate to theme, eg. the 20 Global Issues, etc.

## **Lunch & Tea Breaks**

### **HISTORICALLY**

Lunches and some dinners have been catered in various ways. There has also been a morning and afternoon tea on Day 1 & 2. Summit 2010 had the PTA donate all the baked goods for the morning and afternoon teas. Summit 2011 had local, organic coffee donated for the teas. In-kind donations, even water dispensers, can be very helpful. Summit 2013 had snacks and juices catered.

For meals, consider GISS ideals and plan accordingly. Consider themes such as a 100 Mile Radius Lunch, traditional cultural lunch, and vegetarian meals that model a low impact on the planet. Students could research 'Diets for Global Sustainability' and create posters for eating areas. No disposable plates or cutlery should be used and host schools should attempt to be as waste-free as possible with meals. It is important to examine sustainability issues when planning meals. A coupon system can work well for meals. Students should be encouraged to bring their own water bottles to the Summit to model ideals of environmentalism and personal responsibility. In 2017, all participants were given an AISA-GISS 2017 metal water bottle.

Special allergies, or diet needs are a part of the registration form. Meals must provide a viable option for students with special dietary needs. Host families provide a bag lunch on the Day of Service to simplify logistics.

## **RATIONALE**

Depending on venue, coupons may be useful. Goal was to avoid food waste, but also have enough food for hungry teenagers.

## **RECOMMENDATION**

Seeking sponsorship for the food is advisable. Continuing to teach sustainability through food content and serving methods is advisable. <http://www.smallplanet.org> is a great resource. Continue to provide a mug or water bottle as a part of the gift bag to avoid the use of plastic water bottles. (In 2013, to reduce the carbon footprint of the summit even further, water bottles were not provided and students were informed well in advance that they needed to bring their own bottles.)

## **All Summit Simulation/Challenge**

### **HISTORICALLY**

Every summit has had one or two ALL Summit Simulation/Challenge activity, of roughly 45-60 minutes in length.

### **RATIONALE**

This activity bonds summit delegates, teaches important ideas of the summit and it is fun. It is important to begin debrief by examining: “What?” (what was observed, noticed?), “So what?” (What might this mean?) and “Now what?” (How can we apply these lessons to greater context?)

### **RECOMMENDATION**

Continue this tradition. Debriefing the activity is important for deeper understanding of concepts. Beginning in 2013, the next host school led one simulation activity. This allowed student leaders from the next host school to begin to hone their leadership skills and prepare for full responsibilities the next year. Also in 2013, a partnership was established with an NGO (Me to We) and representatives from this organization led a simulation. This forged a wonderful partnership and also eased planning responsibility for the host team for this event.

## **Cultural Events/Evening Activities**

### **HISTORICALLY**

African cultural events are integrated into the program to celebrate the host nation and the greater continent. Most Summits included a dance that was chaperoned by the hosting school, in order to give visiting advisors a ‘night out’. To coincide, a social event for advisors takes place at the same time as the student social. Advisors go off campus and enjoy a time of socializing and networking.

### **RATIONALE**

Advisor social provided informal networking opportunity.

Productive evening activities for students, which can include a dance, proactively addresses need for positive engagement during evening hours.

## **RECOMMENDATION**

Balance social opportunities with need for sleep and rejuvenation. Continue to integrate cultural events into program.

## **Exhibition/Craft Fair**

### **HISTORICALLY**

Every Summit has offered an exhibition that includes interesting demonstrations of products that address a global issues such as a long impact stove, or interesting lighting system. There has also been an opportunity to purchase small crafts, ideally crafts that support NGO initiatives, but also local crafts.

2015: Craft fair was transferred to a local fair in Maputo, as an opportunity for students to see a bit more of the host city. The fair was cooperative-based and supported local producers of craft.

2017 Craft fair at AISJ with 6 vendors selling local crafts.

### **RATIONALE**

Students and advisors enjoy shopping and learning about new ideas. It is difficult to transport a large group of people to cultural events around town, therefore, it is easier to bring the Craft Fair to the Summit.

## **RECOMMENDATION**

Continue to find ways to provide exhibition/craft fair with sustainable solutions in mind. Be mindful of security and transport for visiting vendors on campus.

## **Day of Service**

### **HISTORICALLY**

The Day of Service is a significant element preserved from the Service Summit 2009. Each year, students perform worthwhile service around the host city. Some projects also provide learning about sustainable solutions to global issues. For example, students have visited sustainable agricultural projects and participated by learning how to implement growing methods.

The most successful projects have been small in nature (10-20 students), or a larger number of students divided into rotating stations. They work well when there are enough materials or supplies for all of the students to participate, the activity is well structured and supported by site personnel and host school students/ teachers/ parents. Also, it is best if the drive time to the site is not too long. More time serving, and less time on transport, is best.

Particularly challenging projects, such as a safe house for homeless girls, might involve some special debriefing.

## **RATIONALE**

Action empowers and inspires. Making a difference through doing, rather than through talking about doing is the best. Students learn about the issues that confront host city and can make connections with their own communities. Working together in partnership with local organizations promotes skills for bettering the world.

## **RECOMMENDATIONS**

If possible, provide a list of the Service Day options before the summit and invite students to choose their top 3 choices. Organize groups so that there is diversity across the schools. Create signs for organizing each Service Group clearly on Day of Service. Make it clear that students do not switch groups; to serve is to help, not complain. Have lunches made for advisors that do not have host families. Make sure everyone has water, hats and service t-shirts. Assign an adult and students a cell phone to lead project. Make contact with service partners/projects well in advance and clarify expectations and obtain needed resources. Create/offer a diverse range of activities: human interaction, building, environmental, animals, etc.

## **School Action Plans**

### **HISTORICALLY**

Each summit has ended with time for reflection, feedback and action planning. Time is provided after the Day of Service for each school team to meet and determine what they will bring back to their school. Schools may be asked to select one spokesperson to share a special lesson learned and an action that they are planning on implementing after the summit. Alternatively, schools can submit a copy of their action plan to the host school and goals can be posted online.

### **RATIONALE**

Primary objective of summit is to inform, equip and inspire students to action. Action is more successful with a deliberate plan.

### **RECOMMENDATION**

Provide time and tools for creating individual school action plans. Find a way to make those action plans public for sharing. Find ways to support school action plans after the summit. Follow-up.

## **Feedback & Reflections**

### **HISTORICALLY**

Various methods for reflection and feedback have been used including brainstorming activities, charts and forms, and post-Summit, Google Forms Survey could be a useful feedback tool. Advisors also provide feedback in the final Advisor 'sustainability team' meeting.



## **RATIONALE**

Reflection enhances understanding and improves summit experience for all.

## **RECOMMENDATION**

Have advisors provide feedback in closing advisor meeting – usually scheduled when students are completing sustainability challenge on final day. Have individual schools provide team feedback and offer an online, post-summit feedback forum. Pass information onto next summit's coordinator.

## **Closing Ceremony**

### **HISTORICALLY**

Closing ceremony has included: presentation of sustainability challenges, presentation of school certificates (2013: no certificates were given unless requested to reduce carbon footprint), some venue for sharing reflections and ideas of action plans, opportunity for coordinator to thank sponsors, steering committee, volunteers, school staff, student leadership team, visiting schools, etc., final celebration of summit and final presentation of cultural dance/activity. The AISA Service award is highlighted during the closing ceremony (or before a keynote session), with a short video from the winning school and a presentation by the AISA director to that school's team.

## **RATIONALE**

Culminating closure to spark and inspire the spirit of the summit ... beyond the summit.

## **RECOMMENDATION**

Take time to do thank you's carefully so that it is inclusive, but not lengthy. Gifts have been given to those who worked exceptionally hard. Student Leadership Team may be involved in this; however, they also need amplified recognition.

Be efficient in how schools share ideas & certificate giving. Individual certificates have been sent to schools post-Summit, or a template could be sent to the Advisor and they could type in the names of their students. If Sustainability Teams are presenting a 'product', focus criteria for presentation and keep them short. Avoid ceremonies that take more than an hour.

Important Note: This is also the last time that you can make any logistic announcements for all delegates. (Airport transfers, luggage, dinner, feedback etc.)

## **Farewell Dinner**

### **HISTORICALLY**

A buffet Braai/Barbeque has been provided for everyone. Time to relax and enjoy. At some summits this dinner occurs on Day 2 and then students can return to host families after the closing ceremony to share time and celebrate.

## **RATIONALE**

Food and celebration work well together.

## **RECOMMENDATION**

Have a library with movies, or another space available for schools that may be flying out that night. Make sure everyone has correct information for airport transportation BEFORE leaving campus. Enjoy!

## **Media Team**

## **HISTORICALLY**

Jobs of the Press Media Team (Press Corps) have varied depending on host school. Main tasks have included:

- photographing all aspects of the summit and creating newscasts each day documentary to highlight the Changemakers achievements
- creating a 3-minute summit highlights video that was placed on Youtube for visiting schools to use in assemblies back at their school.
- recording keynote sessions and posting on web site (or live streaming)
- writing articles about highlights each day and posting these online
- writing articles in advance of the summit to post on [www.aisa-giss.org](http://www.aisa-giss.org) (to raise awareness and build excitement for the event)
- provide article(s) to AISA to share on the website and other AISA publications

## **RATIONALE**

The events of the summit are newsworthy and students are empowered by creating this news. Students can also explore the power of media and the news and use these tools to change the world.

## **RECOMMENDATION**

Need strong writers, speakers and technology experts. Develop the Media Team well in advance of the summit and make a clear plan, as well as determine roles, duties, schedule, etc. Teacher advisor needs to be experienced in working with media and helping students work under pressure and with deadlines. Visiting schools could provide 1-2 strong, experienced members. Be prepared for some of the electronic/tech challenges present in many African countries and plan back up ideas.

## **Professional Learning Opportunities for Teachers/Advisors**

Each year we have had time allocated to the schedule for teachers/advisors to collaborate and discuss what is happening in the region, or a specific focus- such as assessment of service in schools. In 2015, a structured program with several facilitated meetings among AISA-GISS advisors was piloted. In 2017 AISJ hosted 3 Advisor sessions at the same time as Sustainability team meetings. We recommend this professional learning to continue to support new and experienced advisors in the region.

AISA Professional Learning Institutes are a great way for schools, new to service learning, to grow an understanding of how to develop, implement and monitor service learning in your school. Check out the AISA website ([www.aisa.or.ke](http://www.aisa.or.ke)) to find out when the next Service Learning PLI is happening.

## **Other Options: GIN Film Festival, Virtual Presentations, Global Issues-Service Project Fair**

### **HISTORICALLY**

EARCOS & Washington International School GIN Conferences have created film festivals that either “illustrated a student project or ‘shared a message that must be heard.’ EARCOS GIN Planning Guide] EARCOS noted that it was a challenge for students to be clear and concise with their message. Likewise, they have had virtual presentations from Jane Goodall & Jean Francois Rischard in a TED Talk model (live streaming).

Global Issues-Service Project Fairs: Students and NGOs would create displays. Many could be interactive. This would be scheduled separately from student workshops. Students could choose to create a display instead of a workshop.

### **RATIONALE**

Film: Visual media is a powerful tool for a media savvy generation

Virtual Presentations: Reduces the Carbon Footprint. Cyberspace forum is a much cheaper way of exposing students to powerful keynote speakers.

Fair: Creates another forum for educating and expressing ideas.

### **RECOMMENDATION**

Coordinators continue to work with their student leadership teams to explore ways to enhance the Summit experience for all.

## Logistics & Planning

### Registration

#### NUMBER OF PARTICIPANTS HISTORICALLY:

2009: 150 +/-

2011: 200+/-

2012: 200+/-

2013: 245

2015: 250+/- (400+ with day delegates)

2017: 285 (international school participants) / 350 (inclusive of local partners)

#### RATIONALE

These numbers have worked well. Some venues could not capacitate more. Likewise, locating hosting families for larger numbers would be challenging. Participant numbers include advisors as well as students (calculate approximately 1 teacher for every 4-5 students).

#### RECOMMENDATION

Maintain this number for now. Try and find ways to magnify lessons learned by presenting summit highlights and learnings when students return to their school. Enlarging these numbers would be up to the hosting school. Logistically, approximately 200 participants seems to work well within the African region.

#### REGISTRATION FEES HISTORICALLY

2009: Early Bird-\$100.00/Regular \$125.00

2010: Early Bird-\$150.00/Regular \$175.00

2011: Early Bird-\$175.00, Regular \$195.00

2013: Early Bird-\$200.00/Regular \$225.00

2015: Early Bird-\$225.00/Regular \$250.00

2016: Early Bird-\$225.00/Regular \$250.00 (Advisors- \$225)

2017: Early Bird-\$230.00/Regular \$250.00 (Advisors- \$225)

This registration includes all meals at the summit, activities, conference materials, key-note speaker costs, airport transport and host housing transport and host school staff overtime. Registration costs have risen over the years to meet the costs of the summit. Early Bird fees are charged for participants who register by the early deadline (set by each host school). Likewise, the Student Leadership Team and all teacher advisors have been charged in the past.

## **RATIONALE**

There has been a concerted effort to hold the registration fee down to encourage participation, since airfares within Africa is very expensive. However, it is important to have fees high enough to cover primary expenses so that sponsorship does not become a stressful component of hosting.

## **RECOMMENDATION**

Keep costs at an appropriate and reasonable level. Maintain all-inclusive elements of registration.

AISA contributes US\$10,000 as sponsorship to mitigate host school costs. Unused AISA funds are passed on to the next school to host in the rotation schedule (petty cash).

Accurate financial records are essential from AISA and the host school. A detailed budget spreadsheet was created for 2017 at AISJ to examine costs involved in hosting the conference. An estimate is sent to AISA in December before the conference, with a final budget and report sent at the end of the month after the conference.

## **Registration System**

### **HISTORICALLY**

To manage the registration of AISA GISS delegates, the eTouches platform, which is utilised by AISA to manage their events, is used.

### **RATIONALE**

AISA is able to provide IT systems support to set up eTouches for host schools. This ensures that only AISA member schools are able to register for the event. The system is easy to use and provides the host school with the necessary reports and information on a real-time basis.

### **RECOMMENDATION**

Continue to utilise this service offered by AISA.



## **Registration Dates**

### **HISTORICALLY**

There has always been an Early Bird rate and a Regular Rate. Most schools have not met the Early Bird deadline, which is usually \$25.00 cheaper per student/advisor. Coordinators have discovered that the bulk of the registration happens late in the process. Between 18-24 African schools have been represented in past summits.

### **RATIONALE**

Early Bird was originally set up to encourage early registration and generate revenue for hosting. As summit participation numbers grow, the Early Bird date may have a second focus. All schools may register a team of 6-10 students and 2 advisors by the Early Bird date. After a baseline of registered schools is established, registration is reopened to let schools register additional team members on a space available basis. The goal is to encourage the greatest number of participants from different schools.

### **RECOMMENDATION**

Continue reduced fee for Early Bird registration. Limit initial registration to 6 -10 students and 2 advisors and then expand team sizes after Early Bird deadline. It will be important that this deadline allows enough time for airline bookings.

## **Deposit for Registration**

### **HISTORICALLY**

Teams are not registered until payment of registration is received.

### **RATIONALE**

Need the commitment of registration to budget for the summit. Spaces have been held for schools who were delayed in meeting registration costs in order to encourage maximum participation.

### **RECOMMENDATION**

Move towards a stricter policy with registration deadlines as the summit grows. School should work with AISA for establishing registration protocols.

## **Cancellation Policy**

### **HISTORICALLY**

We have allowed teams to cancel and/or add a member within a few weeks of the summit with no penalty. After a certain point (when catering numbers, etc. are confirmed and booked), schools have not been refunded registration for participants who pull out. Rather, they have replaced one participant with another to maintain planning and revenue.

### **RATIONALE**

Some flexibility was necessary; however, materials, food, and conference materials are ordered with numbers in mind. The host school should determine when a refund deadline is set.

### **RECOMMENDATION**

Set clear dates and deadlines for full refund, 50% refund, no refund. Maintain flexibility. Align dates with planning needs.

## **Grade Level of Participants**

### **HISTORY**

The summit is for students in grades 9-12 and 8th grade students that demonstrate initiative in global issues, service and/or leadership.

### **RATIONALE**

The summit is oriented towards high school aged students. However, it is a more sustainable model to encourage middle school students that will rise to the occasion as well grade 9 to 11 is a suggested for participants with sustainability on return to school.

### **RECOMMENDATION**

Continue to open the conference to students in Grades 8-12. Conference speakers need to plan for audience sophistication. At some point, there may be the opportunity to create a distinctly middle level summit.

## **Student Team Size**

### **HISTORICALLY**

Team sizes have ranged from 1 to 16. The host school must know how many students they can house. Recommendation of 10 student delegates per school.

The hosting school has a larger team, including the student leaders. Schools asked to bring 2 advisors for every 6 students, although this is not always possible. Upon registration, schools asked permission to bring teams greater than 10. Permission has always been granted-pending housing availability at the host school.

## **RATIONALE**

Ten to fifteen serves as a guideline to monitor numbers. The goal is to have a dynamic summit with multiple viewpoints. Avoid dominance of one school, country or cultural group. Need the numbers to meet costs/capacity to house at the host school.

## **RECOMMENDATIONS**

Maintain initial registration parameters for teams and remain open to schools bringing more members. Use Early Bird deadlines to monitor total numbers.

## **Number of Advisers per School**

### **HISTORICALLY**

Ratio of 2:6 was requested. Many exceptions in both directions. Visiting schools have policies around chaperone ratios as well.

### **RATIONALE**

By having two advisors, one can handle an emergency and still have one advisor available for the rest of the group.

### **RECOMMENDATION**

Many schools cannot afford to send more than one advisor per team. Have some emergency support advisors available from host school in case of emergency. Continue to remain flexible on ratio, however, more than 10:1 is problematic.

## **Housing & Transportation**

### **1. Host Housing for Visiting Students**

★ *See Appendix for Host Housing Guidelines*

### **HISTORICALLY**

Visiting students and some advisors have stayed with host families. Elementary and middle school student families have also hosted as long as they took at least two students together. Families were encouraged to take many students and not be concerned with the spaciousness of their accommodations. Hosting families have provided wonderful

opportunities for visiting students: dinner at a local fish market, taking students to a local market after the summit finishes, sharing their cultures and cuisine, etc.

The person who coordinates the housing sends advisors a list of where their students will be staying with contact information sometime in the week before arrival for the summit. Advisors are asked to call each student each night of the summit.

## **RATIONALE**

Host families helps to defray costs and provides another cultural experience for both hosting and visiting students.

## **RECOMMENDATION**

Continue this tradition. Select someone who is very organized to facilitate the housing placement and share the 'housing guidelines form' with families well in advance of the event. Make sure that each visiting school has all contact information before they arrive for the summit. Providing sim cards to advisors, upon arrival, with pre-loaded host family numbers is also very helpful. Communicate hosting guidelines with all hosting families. Send copy of behaviour guidelines 'Student essential agreements form' to advisors and have their students sign the contract in advance of the trip. When possible, avoid placing students in families that are far away from the summit venue. Generally, it is easier to place students from the same school together because of airport flights and transportation. Ensure that visiting students are placed in groups of 2 or 3 with host families; for safety reasons, please avoid placing single students in host families. Teachers have enjoyed hosting fellow teachers for the summit.

Advisors could stay with their students at a local hotel; however, part of the experience of the summit is lost for the students. Advisors often opt to stay at a local guest house (recommended by the host school); the host school should provide daily transportation back and forth to recommended guest houses.

## **ii.) Hotels for Advisors, Keynotes**

## **HISTORICALLY**

Hotel options for advisors are placed on the web site. Advisors do their own booking, however, there may be a summit discount. Choices have included simple guest houses to full range hotels.

## **RATIONALE**

If advisors can stay at a hotel, it reduces the demands for host families.

## **RECOMMENDATION**

Visit each hotel and examine rooms before placing links on the web site. Be very clear in describing each hotel venue. Be prepared for occasional challenges along the way. Avoid dealing with direct bookings, unless necessary. Make sure advisors clearly communicate where they are staying during registration.

### **iii.) Transportation**

#### **HISTORICALLY**

The school has provided transportation to and from the airport. This should only be provided during the times given by the host school regarding arrival and departure (expectations of arrival and departure dates are to be communicated by the host school beforehand). Any transport required before or after the event should not be arranged by the visiting school. If visiting school (students and advisors) miss the provided busses, visiting schools will be billed for additional bussing fees.

Hosting families are responsible for collecting and returning students to the school (where busses are not used already). Bus routes have been established for pickups and returns to the local hotels, when possible.

Sometimes extra busses were rented, particularly on the Day of Service when 200 people are headed out to different parts of the city. School bus drivers also received a summit t-shirt and wore it proudly. Providing top-up cards for extra phone credit to each driver is also recommended. Provide lunches for bus drivers on the day of service.

#### **RATIONALE**

Hosting school can best organize transportation needs. Schools are usually well equipped with drivers and transportation.

#### **RECOMMENDATION**

If renting any busses or drivers, make sure that they know directions clearly. Transportation, like housing, demands detailed organization. Plan in advance and try and organize Service Day projects to maximize available vans, etc. Have some backup drivers/vehicle for the unexpected. Be clear on expected arrival/departure date expectations.

### **iv.) Shoulder activities/extended stays**

#### **HISTORICALLY**

Schools have offered ideas for extended stays. Often a local travel agent takes care of the logistics. Likewise, they have had some suggestions for day trip ideas for schools that may arrive a bit early or stay a bit later.

#### **RATIONALE**

Opportunity to see a bit of the country and engage with the host country's culture.

#### **RECOMMENDATION**

This should be continued. It is a nice service for visiting delegates. Also, suggest that a 'Guide to Host City' be created as a part of the Registration packet. This can include a few day trip suggestions.

NOTE: If teams arrive earlier than the conference scheduled dates- (to stay with host families) they must arrange their own accommodation/transport/food at their own cost. Host schools cannot be responsible for this.

## Roles & Responsibilities

### GISS Coordinator

#### HISTORICALLY

The Coordinator is the primary email contact with the outside community and directs the steering committee. The Coordinator may or may not be directly in charge of the Student Leadership Team. The Coordinator must send frequent communication to register and potentially register local schools in order to fuel enthusiasm and keep the lines of communication open.

It is advisable that the Coordinator should have attended a summit within the past few years.

The Coordinator needs to juggle big picture vision with small details necessary for success of summit. Once must embrace the opportunity with joy and energy. It will prove to be incredibly rewarding. Establishing a strong relationship with school administration and support staff is also crucial for successful summit.

#### RATIONALE

Clear communication must originate with the Coordinator. Past coordinators have come in all sizes and shapes and it has all been good.

#### RECOMMENDATION

Coordinators create and maintain a clear calendar for planning the summit, meet regularly with the Summit Steering Committee and the Student Leadership Team, communicate openly and frequently with greater school community and the AISA-GISS greater community as plans move forward. Use the support of the AISA SLWG, the AISA-GISS Handbook, and any other resources available.

AISA pays the Coordinator US\$500.

### GISS Steering Committee

#### HISTORICALLY

Committee reflects the strengths of the personnel available. Roles have included:

- Marketing & Sponsorships,
- Catering Committee,
- Day of Service,
- Sustainability team leaders,
- Budget,
- Changemakers/Sponsored school delegates,
- Ambassadors Welcome Committee,
- Transportation,

- Host Housing & Hotels,
- Keynotes & Panellists,
- Web site,
- Registration (Workshops),
- Craft Fair, Cultural Events,
- Curriculum & Program,
- Student Leadership Team,
- Media Team/Press Corps,
- Whatever is Needed, etc.

Weekly meeting time is established for Steering Committee. Coordinator sets agendas and chairs the meetings. Someone takes minutes. 'To do lists' are created at each meeting. Minutes are sent to all parties and expectations to follow up on 'to do' list by next meeting is outlined. This is a "Can DO!" team.

#### **RATIONALE**

It takes a Coordinator, a Steering Committee, a Student Leadership Team and a school community to create AISA-GISS.

#### **RECOMMENDATION**

Choose the committee carefully and design to individual strengths. Meet and communicate regularly. Celebrate along the way. Have fun. Create a clear link with the student leadership team. The coordinator must be the point person for communication to avoid 'miscommunication.'

### **Student Leadership Team**

#### **HISTORICALLY**

The host school chooses students that have been exemplary in leading a service project within the school and the community. Two students act as Chair and Vice-Chair of the Summit and the leaders of the student leadership team. They then play a role in selecting the rest of the leadership team.

#### **RATIONALE**

This is a student-led conference, and these two leaders need to be very articulate, organised, have excellent communication skills and the time and availability to commit to this role.

#### **RECOMMENDATION**

It is important that the two students chosen to lead the leadership team are not already over-committed with other activities. This allows them to give the required amount of time to planning and leading the summit.



## Essential GISS Elements

### Summit Program (hard copy)

#### i.) Sponsorship

##### HISTORICALLY

Sponsorship has been sought locally and globally. News coverage has also been arranged and sponsorship has been highly visible.

AISA has now become a major sponsor and co-host of GISS. This provides numerous resources for communication, marketing, and supporting the summit initiative. AISA contributes US\$10,000 to the AISA-GISS host school.

The host school should also allocate a set amount (approximately US\$2,500 - \$5,000) in the budget for the hosting year. An example of AISJ's 2017 budget can be seen in the excel spreadsheet.

##### RATIONALE

It should be seen as a privilege to sponsor this conference and thus a key responsibility is to seek and receive local sponsorship. The sponsors are recognized and thanked in a variety of ways. Positive publicity is key. Do this early to cover costs. See sponsorship invitation letter with various types of sponsorship amounts.

##### RECOMMENDATIONS

Create a slick marketing/sponsorship package. Use AISA support and advice. Use the connections of your parents and school. Have students and a steering committee member (team) focus on soliciting and screening potential sponsorships. Sponsorship is invaluable to maintaining low registration fees. See Sponsorship Documents for ideas in terms of initial letters, correspondence, sales "pitch" presentations, etc.

### Marketing

#### i.) Publications

##### HISTORICALLY

There is a Summit Overview brochure that is created to use at AISA conference and for attracting sponsorships. There has also been a postcard created to place in all AISA conference bags. Once program and keynotes are further confirmed, one page flyers are created to use for advertising locally and globally. Larger banners have been created with the Sponsors and the Summit Logo. The Logo Banner can be used for the AISA-GISS booth at the yearly conference. The booth is usually a table that can be decorated as desired. It has had a computer with a marketing video playing. Where possible it is advised to buy locally to support the host country/service projects.

The web site is also a very important marketing tool ([www.aisagiss.org](http://www.aisagiss.org)).

## RATIONALE

The annual AISA Educators and Leadership Conference's attract large numbers of AISA schools. The host schools should ensure materials are available at these events.

## RECOMMENDATIONS

Work closely with AISA to assure quality marketing materials. Be sure to take advantage of AISA Conferences and develop an interesting AISA-GISS Booth.

A professional website must be created very early as it is one of the main marketing sources of the summit. Coordinator has to also send regular email notices to all schools and summiteers. Make sure to get international and local press coverage arranged.

### ii.) Web site

## HISTORICALLY

Until 2013, host schools created their own web sites to promote the summit. For the 2013 summit, AISA supported the creation of a master website to serve as a consistent promotional tool. Each year the host school will replace core data tailored to their own event. Each year's site will be archived by AISA to ensure documentation of the event and its details.

## RATIONALE:

The AISA GISS website is best way to market and communicate summit details. It is vital to the summit success.

## RECOMMENDATION:

Continue using [www.aisagiss.org](http://www.aisagiss.org) and build forums as needed. Encourage participation throughout the year, particularly by students.

- iii) **Registration** – eTouches is the AISA online registration program that is embedded on the website. ALL schools register online in the appropriate category for their school.

## Budget

★ *See Appendix for a budget template*

## HISTORICALLY

Schools must shoulder the initial costs of hosting the summit. Sponsorships and registration fees can cover all expenses but they are not always available until later in the planning process. Budgeting must be carefully computed.

## **RATIONALE**

It is important to keep registration affordable so that the summit does not become an elite experience. The registration rate for AISA schools for the past 3 years is 225USD Early bird rate and 250USD normal rate. Advisors rate is 225USD. This is paid to AISA after online registration through e-touches on the website. Then AISA transfers this to the host school with the 10,000USD “rolling fund” to support the sponsorship of the conference.

## **RECOMMENDATION**

Make sure you have a very clear understanding of the summit budget; what can your school fund or not fund. Talk to your director BEFORE you start spending any money. Big ticket items need to be in balance with sponsorship. Innovation and creativity can help keep costs low. Use local key note speakers, panellists, recycling where possible.

## **Security and First Aid**

### **HISTORICALLY**

School must provide security for onsite and offsite activities during AISA GISS. All sites for the Service Action Day should be vetted by the school security team. First aid training for advisors/staff/security is advised prior to the summit and first aid kits should be available onsite and offsite for all service activities.

### **RATIONALE**

Safety and security are paramount on all school events both onsite and offsite. Schools need to ensure adequate security and first aid throughout the conference.

### **RECOMMENDATION**

We recommend checking also on first aid training, emergency evacuation procedures prior to the summit so these are all in line at the summit. A registered Nurse be available throughout the conference onsite and first aid kits on all offsite service events.



## Preparing for the Summit

### Checklist for Advisors

It is important to place the checklist on the website for visiting Advisors. Be sure to include an actual DEADLINE for dates on the 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)
- 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
- Late registrations
- Not enough Host families (over capacity)
- Early arrivals- check they all have a plan (or they may sleep at your house!)
- Bussing nightmares!

### **Checklist for Students**

- 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
- Find a way to reduce the carbon footprint of airfare(reforestation \$5USDpp)
- 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 and reserve plane tickets
- 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

## Criteria to Host AISA-GISS

1. Provide appropriate facilities for keynote address, workshops, service learning options, space for simulation (if your school does not have the facilities, it is an additional cost). The host provide a safe and secure environment.
2. Establish affordable registration fees that include:
  - \* housing,
  - \* airport transfers,
  - \* local transportation (including service day transportation)
  - \* carbon offset related to the Summit
  - \* additional support staff (cleaning, catering, maintenance, etc.)
  - \* and some meals
3. Identify a strong and enthusiastic Coordinator who facilitates student leadership and Steering committee for AISA-GISS. (Ideally, the coordinator has attended a previous Summit within past three years.)
4. Have strong administrative, staff and community support. This requires that you sign an AISA contract.
5. Establish hosting dates, which occur before IB exams (Feb- March) – Check with activities department and ISSEA + WAISAL. (ISSEA + WAISAL heads can discuss this).
6. Manage and update an informative GISS Website during the hosting year.
7. Organize a three-day conference for students from grades 9-12 (and mature and exemplary 8th grade students), maintaining an African focus highlighting local community that follows the guidelines of the AISA GISS handbook.
8. Be a full AISA member school.
9. Develop a logo and theme which addresses a global issues & service/action
10. Offer host housing as an option for all participating students and chaperones
11. Maintain the Open Doors program commitment and provide a designated chaperone and housing
12. When possible, select your sponsors / partners / local suppliers with environmental/social/economic (& well being) sustainability in mind! (ethical choices aligned with the GISS philosophy, see host handbook). Seek to model sustainable practices throughout conference
13. The host school is financially responsible with some AISA financing but sponsorship is encouraged from local / global companies to help offset cost (for example a sponsor could decide to pay for a guest speaker). Draw contract with sponsors.

14. Secure at least one inspiring keynote address (ideally with African focus).
15. Provide opportunities for students to network and interact socially (dance, pool party, etc.)
16. Establish a productive working relationship with the AISA Service Learning working group.
17. Submit documentation proving that your school meets the 16 criteria above to the AISA Director at least 18 months before the first day of the conference.





## Appendix: Template's & Forms

1. Host Family Guidelines
2. GISS Budget Template
3. Example Visa Invitation Letter
4. Example Participant Agreement Form

# 1 Host Family Guidelines

Dear host family,

Thank you all so much for opening your homes to our visitors. Without your generosity, it would not be possible to offer our visitors this opportunity. It is only through this arrangement that we can put on these events. Remember, one day a family far from your home may be hosting your child, so treat our visitors as you would like your child treated.

We hope that you will find the time to attend some of the events. The kids would love to see you there. A schedule has been included for your convenience.

As a host family, we ask that you 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.

**Meals for guests:** You should provide all breakfasts and dinners on some evenings for your guests. All lunches will be provided by the school for the students or will be on a cash basis.

**Laundry:** The students may have items of clothing which need to be laundered before they wear it again the next day. We would appreciate your helping them with this in whichever way is easiest for your household.

**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). Please be prepared to receive these phone calls from teachers who are checking on their students at curfew. This may seem inconvenient, however, we ask you to be patient and understand this procedure is taken very seriously by the teachers and the schools as a way of ensuring the safety and well-being of the students. Have your guests near the phone at curfew time so as to cause a minimum disturbance to you and your family. Also, please note **there are no exceptions to this rule; curfew is curfew.**

**Child Protection:** Families are expected to adhere to the school child protection policy. All children should feel and be safe in our host families regardless of race, gender, religion etc.

**Housing Lists:** When you receive the housing list with your guests' names, please let us know if there have been any mistakes in your address or phone number.

### **Timelines**

- 2 days before the event you will receive the housing list with guest names and dietary/health requirements
- 1 day before the event you will receive relevant pick-up and drop-off information. Please remember you will need to be willing to provide all the transportation but may be able to use the school busses during school days if the schedule permits.

Thank you again for you hospitality and cooperation in assuring the comfort and safety of your guest(s) as well as contributing to the success of this event.

## 2 GISS Budget

	Local Currency	US\$
<b>INCOME</b>		
Host school (students/adults)		
Host country schools (students/adults)		
AISA Schools (students/adults)		
Sponsorship		
<b>Total Income</b>		
<b>EXPENSES</b>		
Venue & Catering		
Conference materials		
Equipment hire		
Ground transport		
Facilitators (flights, honorarium, stipends, accommodation, visa, transfers)		
IT		
Other		
<b>Total Expenses</b>		
<b>Net surplus/(Deficit)</b>		

### 3 Example Visa Invitation Letter

*School Logo*

Date

Re: Entry Visas for:

Attention:

The *[school name]* has invited:  
to participate in the Association of International School (AISA) **Global Issues Service Summit (GISS) Conference** which is held in *[City, Country]*, at our school from ***[date to date]***.

*[School name]* will be hosting the visiting students and teachers at the school boarding facilities. We will be responsible for their daily transportation, food & beverage, and other logistical needs.

The *[School name]* would greatly appreciate your assistance with single entry visas for the students and teachers.

Attached is the list of people requesting visas, and a brief itinerary of our event. For further information, please do not hesitate to contact me.

Warm Regards,

AISA GISS Coordinator

## 4 Example Participant Agreement Form

The American International School of Johannesburg  
Po Box X 4, Bryanston, Johannesburg  
Tel: +27 (83) 628 4292

<http://www.aisajiss.org/2017/>



### **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 other during all times at the Conference.

- All Summit participants must remember that they represent their school, community, family and home country at all time during the Conference. Behavior must represent these groups in a positive manner.
- All Summit participants must attend all officially organized events
- All Summit participants are to abide all AISJ school rules and South African law during the Summit
- All Summit participants and AISJ host students are not permitted to use tobacco, alcohol or illegal drugs during the duration of the Summit.
- All Summit participants are responsible to their AISJ hosts and must keep the host informed of their specific whereabouts at all times. Furthermore, all Conference participants are not permitted to explore the local, public environment without the consent of the AISJ host/ and or their school chaperone
- All Conference participants may not use any medications unless prescribed or administered by a licensed medical physician or AISJ medical personal 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 for the AISA Global Issues Service Summit 2017 (31<sup>st</sup> March – 02 April) is 10pm.
- All Summit participants must abide by any rules or activities set by the AISJ host.
- Students are not permitted to leave the home after the summit curfew (10pm) or without the permission of the AISJ host 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.

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### **AISA GISS Participant Essential Agreement Form**

**Penalties and Enforcement** Infractions of AISA Global Issues Service Summit Rules and Guidelines of Student Behavior, AISJ school rules and/or South African law may result in one or more of the penalties being imposed on the affected students.

These penalties may include being sent home to the affected student's country at the individual student's parent's expense, including any and all additional costs.

The AISA Global Issues Service Summit Coordinator, AISJ's Secondary School Principal, and AISJ's Director will decide the application of penalties.

**Acknowledgement** We Acknowledge that we fully understand and agree to abide by these AISA--Global Issues Service Summit Rules and Guidelines and accept their enforcement.  
Student Name and grade:

\_\_\_\_\_

As a parent, I hereby give permission for my child to participate in the AISA GISS 2016 Conference from the 31<sup>st</sup> March – 2<sup>nd</sup> April 2017 – including travel dates. I hereby release AISJ and AISA from liability during the trip. I further understand that all due precautions will be taken by the school.

\_\_\_\_\_  
GISS Participant's Signature  
Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
GISS Parent (s)/ Guardian  
Signature  
Date: \_\_\_\_\_