

Midwest Cluster Student Training

Guidelines, Logistics & Finances

Fellow Staff,

As you review the following guidelines and procedures please remember that **our aim is good stewardship while creating the best environment to see lives transformed!**

All things summer training related can be found at

<http://collegiateministries.intervarsity.org/midwest-cluster-library>

If you have any questions, please talk with your supervisor or email Curt Wilson at

cfwivli@intervarsity.org

Thank you for your ministry to the students of the Midwest Cluster

Curt Wilson

Director of Summer Training

616-566-0457

GROWING
DISCIPLES
IN
& WITH
CHRIST

INTERVARSITY
SUMMER TRAINING

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Abbreviations Guide

Abbreviation	Full Name	Contact
CFW	Chapter FOCUS Week	
DST	Director of Summer Training	Curt Wilson
IVLI	InterVarsity Leadership Institute	
OPD	Overall Program Director for a week of CFW	
OSR	On Site Registrar	
PD	Program Director (for a track)	
RD	Regional Director	Fred Bailey Chris Swiney Tim Peterson
-GLE	-Great Lakes East	
-GLW	-Great Lakes West	
-L&P	-Lakes & Planes	
SAC	Staff Assignment Coordinator	

Important Links

What	Link
CFW Staff Resource Library	Click Here
CFW Feedback: CFW Library/All Staff	Click Here
Housing Preference Form: CFW Library/All Staff	Click Here
IV Ministry Partner Website: www.ivministrypartner.org	Click Here
IV Ministry Partner Promo Material: CFW Library/Ministry Partner Track	Click Here
Pre-Approval for Travel: CFW Library/All Staff	Click Here
Promo Material: CFW Library/CFW Promo Material	Click Here
Registration Info: CFW Library/Registration	Click Here
Staff Assignment Chart: CFW Library/All Staff	Click Here
Staffing Assignment Change Request: CFW Library/All Staff	Click Here
Staff Registration: CFW Library/All Staff	Click Here
Scholarship Info: CFW Library/Scholarship	Click Here
Summer Training Policy: CFW Library/All Staff	Click Here
Track Material: CFW Library/Tracks/Your Track	Click Here

Who to Contact

What	Who	How
CFW Related Question	Curt Wilson (or you supervisor)	cfwivli@intervarsity.org 616-566-0457
Expense Reports	Curt Wilson	cfwivliexpenses@intervarsity.org
Scholarship Forms	Curt Wilson	cfwivlischolarships@intervarsity.org

General Info

We want you and your students to have access to excellent programs at minimal cost and with efficient use of our valuable staff team. Thanks for your work before and during summer training events, and for watching your expenses. You help by:

1. Keeping travel costs low through carpooling and staffing consecutive programs.
2. Providing housing requests early.
3. Cooperating with our guidelines and procedures.

CFW General Expectations

Chapter Focus Week remains our first staffing priority for summer student training. All other potential assignments come next. Your staff preferences for CFW are submitted by your supervisor or by you with your supervisor's permission. We expect and need all full-time **and part-time staff** (10 more hours per week) to serve **two weeks of CFW**.

Exceptions to working two weeks of CFW

1. **Extreme part-time, working 10 or less hours per week:** Staff has a part-time job, difficulty getting 2 weeks off work or is in a fund development intensive mode as required by their supervisor or the fund development policies.
2. **Administrators:** staff whose primary function is administrative support are not required to serve at CFW.
3. **Primary childcare provider:** This staff is the primary childcare provider and attending two weeks would provide undue stress on their non-staff spouse. This staff is still expected to serve one week of CFW unless special permission is granted from a Regional Director. If both spouses are on staff only one spouse can use the primary childcare exemption.
4. **Male staff:** Three weeks prior to due date and post date of birth – Male staff are excused from being assigned to CFW week, but will need to make yourself available for staffing other CFW weeks outside of that window.
5. **Nursing Mothers:** A nursing mother with a child under one year of age is exempt from serving at CFW.
6. **All Leadership Institute** staff are only required to serve one week of CFW, if the staffing needs of all CFW can be met without them. If not, some of these staff may be asked to do a second week.
7. **Global & Urban project** staff serving on long trips – four weeks or longer -- are only required to serve one week of CFW, if the staffing needs of all CFW can be met without them. If not, some of these staff may be asked to do a second week. (Note: Those directing or staffing a short Global or Urban Project, staffing ONS, teaching a NISSET course are required to serve 2 weeks of CFW.)

CFW Assignment drafts and what they mean

1. There will be 3 drafts of the assignment chart
 - a. Draft 1 (late January/Early February): Assignments will be made based on staff preferences. Changes can be requested by staff or staff director after a conversation between the two has been had. Use the staffing change survey sent out with the assignment chart.

- b. Draft 2 (Mid-February): Assignments will be made based on change requests submitted, conversations between staff and staff directors, and with an attempt to fill staffing holes. **Change request after draft 2 must come from the staff director** and submitted using the change survey sent out with the draft 2 assignment chart.
- c. Final Draft (Late February/early March): After this draft is out Track PD's will be contacted by the Track Dean for a conference call to go over the material and will begin making assignments for their teams. **Change requests at this point must come from the Regional Director.**
- d. Post Final Draft: If any changes take place after the final draft – staff and track PD's will be contacted via email and a new chart will be posted
 - i. Note: If a staff cannot fulfill their assignment after the final draft. The staff, with RD approval, must find a qualified replacement since we cannot substitute a volunteer or staff worker who is not comfortable teaching up front for a staff who is needed to lead sessions.

Volunteers in Staff Assignments

- Our first goal is to provide excellent training for students who attend CFW. However, there may be times that we allow qualified volunteers to fill a CFW staffing assignment.
- A volunteer will be provided with food and housing but will not be able to expense travel or meals while traveling (unless they are an official volunteer and have their own expense account).
- If you have any further questions, feel free to contact the DST.

Arrival Times

- Staff should plan on arriving at CFW on the day that the event begins for staff meetings. See schedule for meeting times.
 - a. **Staff helping with registration** by 1 p.m. (unless otherwise instructed)
 - b. **Track PDs: by 3:30 p.m. meeting at 4 PM**
 - c. **All other staff by 6:30 p.m. supper**

Arriving Late/Leaving Early

- Staff are not permitted to come late or leave early from CFW, because it affects the quality of student experience, makes staff coordination very difficult, and often involves risky travel situations. Only with Regional Director (RD) and DST approval and OPD and track program director notification can allowance be made for staff attending major family events (e.g. weddings, funerals) involving immediate family and housemates. All other situations will be handled on a case-by-case basis needing RD and DST approval. The more you can plan for these events before staffing assignments are finalized the more we can adjust your assignment in advance.

Registration

- Upon arrival at the site, staff must register at the registration table. You will find out your housing assignment and non-track related job assignments.

CFW & IVLI Financial & Track Policies

1. What makes up the student fee

- a. Student room & board, staff room & board, track materials, and other program costs make up the student's program fee. The following guidelines are meant to maintain a quality program with a balanced budget.

2. Track Cancelations

- a. Tracks with less than **12 registrants** or less can be canceled at the discretion of the DST who will consult with the OPD and Track PD as needed.

3. Leadership Team Track Only

- a. Leadership Teams should send a minimum of 4 students to the Leadership Team (LT) Track for 1 staff; 10 students for 2 staff. Variations of this student/staff ratio are subject to an extra cost for staff or an area. The camp charges \$288 for each staff or student. Staff from large campuses can combine student numbers from multiple campus chapters *if you are truly working together* and need extra staff. Staff wishing to combine student numbers are encouraged to start clarifying conversations sooner than later. See the chart below for calculating your costs.

# of Students	# of Staff	Cost	# of Staff	Cost						
2	1	\$144	2	\$432	3	\$720	4	\$1,008	5	\$1,296
3	1	\$72	2	\$360	3	\$648	4	\$936	5	\$1,224
4	1	\$-	2	\$288	3	\$576	4	\$864	5	\$1,152
5	1		2	\$240	3	\$528	4	\$816	5	\$1,104
6	1		2	\$192	3	\$480	4	\$768	5	\$1,056
7	1		2	\$144	3	\$432	4	\$720	5	\$1,008
8	1		2	\$96	3	\$384	4	\$672	5	\$960
9	1		2	\$48	3	\$336	4	\$624	5	\$912
10	1		2	\$-	3	\$288	4	\$576	5	\$864
11	1		2		3	\$240	4	\$528	5	\$816
12	1		2		3	\$192	4	\$480	5	\$768
13	1		2		3	\$144	4	\$432	5	\$720
14	1		2		3	\$96	4	\$384	5	\$672
15	1		2		3	\$48	4	\$336	5	\$624
16	1		2		3	\$-	4	\$288	5	\$576
17	1		2		3		4	\$240	5	\$528
18	1		2		3		4	\$192	5	\$480
19	1		2		3		4	\$144	5	\$432
20	1		2		3		4	\$96	5	\$384
21	1		2		3		4	\$48	5	\$336
22	1		2		3		4	\$-	5	\$288
23	1		2		3		4		5	\$240
24	1		2		3		4		5	\$192
25	1		2		3		4		5	\$144
26	1		2		3		4		5	\$96
27	1		2		3		4		5	\$48
28	1		2		3		4		5	\$-

4. Staff Attending as a Mentored Staff

- a. If you are not needed to staff a track, you may be assigned to be mentored in a track. This will be determined at the discretion of the SAC/DST in conjunction with you and your supervisor.

5. Staff Expenses

- a. **CFW assignments of 6 days or less** - The Staff Member pays for family costs. Exception: spouses assisting as PROGRAM STAFF are paid for by the program. See cost breakdown below.
- b. **CFW assignments of 6-12 consecutive days** - The Staff Member pays half and the program pays for half of the family's costs for their entire stay. Please note that for IRS reasons you will still be taxed for the full amount. See IRS implications below
- c. **IVLI assignment and family costs:** Each Staff Member assigned to Leadership Institute is asked to cover the DCF fee for themselves and their spouse. This money will be transferred out of their staff account.
 - i. Staff are encouraged to raise this money as they would raise money for Global Projects. See cost breakdown below.

d. Cost Breakdown

Who	CFW	IVLI
Staff	Full DCF - 288 (6*48)	Full DCF 1240 (31*40)
Staff Spouse	Full DCF - 288 (6*48)	Full DCF 1240 (31*40)
Children 13+	Full DCF - 288 (6*48)	Free
Children 2-12	½ DCF – 144 (6*24)	Free
Children 0-1	Free	Free

- i. **PCards** cannot be used for family costs, but transfers will be made by the DST unless the staff makes other arrangements
- e. **STAFF COSTS USING LINENS:** When towels/linens are available at a site, they are provided at no charge to staff.
- f. **IRS Implication for Costs:** The Internal Revenue Service regulations require all expenses for **non-staff spouses** (who are not staffing a track), children, and childcare workers at CFW which are expensed through an IVCF account are considered taxable income. This does not apply to IVLI because the length and nature of IVLI

Staff Travel Expenses

1. Traveling to CFW

- a. Staff are encouraged to carpool and staff consecutive weeks to keep travel costs down.
- b. Staff are strongly encouraged to consider renting a car for travel, if the overall cost is cheaper. (Please see rental car policies on the staff website, located here: <http://stafflife.intervarsity.org/car-rental-update>)
- c. **Travel expenses of more than \$500 will need pre-approval.** If pre-approval is not given, you may not receive a full reimbursement.
 - i. To get pre-approval fill out this survey: <https://www.surveymonkey.com/r/CFWtravel>
- d. Travel expenses will be pooled among all staff in the cluster to reimburse staff fairly with respect to how far they must drive.
- e. Staff will be able to expense the full mileage rate as set by the IRS.
- f. For the 2016-2017 fiscal year, the budgeted charge for each staff in the cluster is \$400 for travel and mentoring charges.
 - i. Note – this charge will be processed between April and June
- g. Staff traveling with students should charge only their pro-rated shares of gas, etc. expenses to the program.
 - i. Note – **we will not cover the full cost of a bigger vehicle so you can stake students.** We will only cover the cost of a normal rental. The difference can be expensed to your staff account.
- h. Staff can be reimbursed for one meal per trip, up to \$9, or for two meals if traveling more than 500 miles one way.
- i. Staff needing to take two days to get to Cedar Campus (or OPDs, PDs, or OSR's who need to arrive early) should work to find housing with staff or donors along the way. Hotel costs or a Friday night stay at Cedar will only be covered up to \$48 when **advance permission** is given by the DST. Any remaining amount can be charged to your personal staff account with your supervisor's permission.

2. Receiving Reimbursement:

- a. To be reimbursed for travel expenses, submit a staff expense report via email to the DST by emailing it to cfwivliexpenses@intervarsity.org

Program policies

1. Staff Housing at CFW

- a. **All Staff** must register for **each CFW** week that they staff. All **non-staff (spouse/family/Child care provider)** also need to register. This helps us make sure we have housing assigned for everyone. [Click here to access registration info.](#)
- b. **Staff Housed with Students:** All staff without a spouse in camp will be housed with their students during the week(s) their students are present at CFW. This includes all staff from a campus. *If staff have a reason why it would be particularly difficult for them to stay with students for a given week they need to fill out a housing request form with an explanation.* This form will be sent to you and made available on the [Midwest Cluster CFW Library site](#).
 - i. **Exception:** Staff 33 and older will normally be housed with staff unless they request to be housed with students.
- c. **Staff 50+ years old** who are coming without families to CFW have the option to choose a roommate and sleep two to a room. If the requested housing situation is not available on site, these staff have the option to find housing off-site. Summer Training covers what is normally paid and the staff member covers the rest. Complete a staff housing request form for each week you serve, which is due 3 weeks before arrival. This form will be sent to you and made available on the CFW Library site.
- d. **Staff with Families:** Families are welcome at all summer training programs. *However, staff please remember that this is a privilege that we work hard to offer.* There will be some weeks and locations that we will not have space to accommodate families. *Remember that bringing your family does not free you from your responsibilities to the training program.* Things to consider when bringing your family
 - i. Consider the limited amount of time you will have with them, especially during your chapters' week.
 - ii. Please make sure you and your spouse have discussed expectations for the week and how you will be spending your time.
 - iii. Consider the financial cost.
- e. **Housing Request and Child Care Info Form:** You must fill out a housing request form at least three weeks before arrival by registering you and your family. Please register by filling out the form found on the [Midwest Cluster CFW Library site](#). Any family that comes without having registered cannot be guaranteed family housing.
 - i. Staff who are bringing families
 - ii. Staff bringing childcare providers (see below)
 - iii. Staff over the age of 33

2. Childcare

- a. The camping program will pay the room and board of *one childcare worker* for staff in the following situations:

- i. For staff moms and dads whose husbands or wives work and are unable to come to Chapter Focus Week, if there is enough room for family members and child care providers onsite.
 - ii. For staff couples who are willing to each staff a track during the same week if there is enough room for family members and child care providers onsite.
 - iii. Per IRS regulations payment of room and board will be treated as taxable income for the staff.
- b. The program will **NOT** pay room and board for a parent to watch their own children.
- c. To give childcare providers proper housing, please fill out the housing and childcare request form at least three weeks before the CFW to which you are assigned. This process is done thru the Housing Requests and Child Care Info Form.

d. Regarding Child Care

- i. InterVarsity accepts no responsibility or liability for the child care.
- ii. Parents are responsible for ensuring the selection of child care provider(s) and the safety and wellbeing of infants and children under the care of those providers.
- iii. Parents are responsible for ensuring that all applicable laws and regulations are met and followed.
- iv. Expenses incurred by the staff parent for providing their own child care are not reimbursable, per the Internal Revenue Service.
- v. All costs incurred by a staff parent for providing child care to attend an InterVarsity event are the responsibility of staff and, under IRS regulations, are not reimbursable.
- vi. InterVarsity staff whose child(ren) receive(s) child care at an InterVarsity-sponsored event are responsible for income taxes on or paying for all related expenses, whether the child care is provided by InterVarsity or arranged by the staff member. This is because the IRS considers child care under these circumstances to be a taxable benefit.
- vii. For the complete policy, governing childcare at InterVarsity events, please visit: <http://staffhandbook.intervarsity.org/risk-management/child-care-intervarsity-events>

Staff Life at CFW

1. Staff meetings

- a. All staff – program, track, or mentored -- are expected to attend staff meetings during the week, as shown on the CFW Staff Schedule (locations will be announced at Chapter Focus Week).

2. Large Group

- a. All staff – program, track, or mentored – should be at all Large Group Sessions
- b. We want staff to be hearing scripture expounded with their students so they can answer questions that might be raised. Also, announcements may be made that are crucial for staff to hear.
- c. If you feel a need to miss a plenary, please clear that with the OPD. If you have children at camp and want your spouse to attend instead, please limit the number of times you do so and ask him or her to give you a full update on what is said.

3. Lights out and quiet

- a. We ask that housing units turn off the lights at 12:30 a.m. so that those who want to sleep can do so. For those who want to stay up later there will be a designated hang-out place where they can stay up and talk.
- b. The Deans of Men and of Women will turn all other lights off at 12:00 a.m. and encourage people to head to their housing units and to bed. If they want to stay up they will be directed to the hang-out places. The Deans do not need to turn off the lights in the housing units.
- c. Lights in the hang out place will be turned off by the last person to leave.
- d. The OPD will announce this policy at the start of the week, and remind people of it during one of the meal announcements. He/she will ask the last one out to turn off the lights.

4. Children in the Dining Area

- a. **For safety reasons**, children should not be permitted to roam unattended during meals. (Young children can grab hot serving dishes, tip over coffee pots, etc.)
- b. During announcements, parents are expected to keep their children from making noise that prevents others from hearing or remove children from the dining room.
- c. Children who are excused from their table to go outside or into the lodge lounge should be supervised.

5. Guests of Staff

- a. Guests must be approved by the OPD, DST, and communicated to the SAC. Guests may take meals or stay overnight, as space is available, at the regular staff rate listed in the office. The fee for this is paid directly to the camp. It is not part of the CFW program income or expense.

6. Understanding Site Stewardship at Cedar Campus

- a. We are still in the process of phasing out site stewardship to create more whitespace for our staff and students. However, the work still needs to get done. The plan is for Ministry Partners and students in the Student Crew track to complete the needed work. **We are asking all staff to work hard to invite and recruit**

their ministry partners to the Ministry Partner Track. Please use www.ivministrypartner.org to get them information and connected.

- b. A couple of notes
 - i. In 2017 we will still be doing the dish crew, how this will be covered is still to be decided.
 - ii. If we do not have enough Ministry Partners and Student Crew, we must revert to aspects of the former site stewardship model.

Student Information

1. Student Registration deadline and Late Fees

- a. All Chapter Focus Week registrations must be completed online 14 days before the Chapter Focus Week begins. If it is necessary to mail in the registration, the postmark date from every envelope is recorded to insure fairness. Late students will be asked to pay the late fee, with no exceptions. Postmarks will be used for this. The late fee is \$25.00 per student.

2. Student Payment information

- a. **Staff help your students select the right registration price.** Please help your student select the amount that they can pay by helping them figure out how much they can pay personally, thru their networks, and/or thru chapter scholarships. The more students who can pay the higher prices helps us keep the costs lower for those who need it.

b. Registration Prices:

- i. \$439: Scholarship a Student Price
- ii. \$399: Full Price
- iii. \$359: Auto Scholarship based on need
- iv. \$75: Student Crew price

c. Non-Refundable Registration Fee:

- i. CFW: All students will pay a \$25 registration fee.
- ii. IVL: All students will pay a \$100 registration fee.

d. Ways to Pay

- i. **Student pays in full**
- ii. **Partner Gift:** Student asks for money from friends and family
- iii. **Auto Scholarship** based on need: student selects this at registration
- iv. **Chapter Scholarship:** Please email (cfwivlischolaships@intvarsity.org) the scholarship form to the DST **8 days (two Fridays prior) prior to your CFW week.** Scholarships include money coming out of:
 1. Money already in a **Scholarship Account:** A transfer will be made within two weeks of your attendance at camp based on the data entered into the registration system from the scholarship account.
 2. **Chapter Checks:** these need to be mailed to the NSC using **the CFW School and Chapter Check Form** found in the Scholarship/Financial Section of [Midwest Cluster CFW Library site](#) so that they can be deposited into your scholarship account.

3. **School Checks:** these need to be mailed to the NSC using the CFW School and Chapter Check Form found in the Scholarship/Financial Section of [Midwest Cluster CFW Library site](#) so that they can be deposited into your scholarship account.
- v. **Deferred Payment:** Please fill out the deferred payment form with your student and include that information on the scholarship form. Please retain all hard copies for your records.

3. Student Registration Process

a. Prior to arrival

- i. **Step 1: Before your students' register:** Be sure to clearly communicate with your students which site location and dates your chapter will be attending CFW (see www.chapterfocusweek.com either Cedar Campus, Camp Forest Springs, Camp Harvest, or Lake Williamson). IVLI takes place at Cedar Campus.
- ii. **Step 2: Financial Need:** If your students have financial need, then talk with your supervisor about possible scholarship funds and/or deferred payment form. Do not sign scholarship or deferred payment forms without your supervisor's approval. Scholarship and deferred payment forms can be found on the [Midwest Cluster CFW Library site](#).
- iii. **Step 3: Registration**
 1. For CFW, register online at www.chapterfocusweek.com and pay at least the non-refundable \$25 registration fee. *
 2. For IVLI, register at www.ivli.org and pay the non-refundable \$100 registration Fee*.
- iv. **Step 4:** Submit your chapter scholarship requests to the Cfwivlischolarships@intervarsity.org so they can be applied to your student's balances
- v. **Step 5:** encourage to pay their balance prior to arrival

b. After your students arrive:

- i. **Step 6:** Upon arrival, they should go to on-site registration, register and pay balances as needed
 1. **Staff Note:** Any student whose finances have not been finalized for the week - by Tuesday 1 p.m. – will have a deferment form prepared by the registrar, and staff will be charged of any deferments not reimbursed by the fall deadline.
- ii. **Step 7:** Note that all students are expected to attend the entire training time. No fee adjustments can be made for shortened stays. We begin with supper on the first day and end with breakfast on the last day. If students arrive after 6:30 p.m., then supper is their own responsibility.

Student life at CFW/IVLI

1. **Track Attendance:** Students should not leave their track to go to another track for a meeting or to go on a chapter outing. This can disrupt the developmental flow of the week.
2. **Guests of Students:** Guests (romantic friends, chapter friends, family) at CFW/IVLI have been disruptive to the learning process for students. Thus, we strongly discourage guests from coming to CFW. If guests do come (primarily to IVLI) we have decided
 - a. Not to house guests in student housing with students
 - b. Not to allow students to miss sessions to be with guests
 - c. To ask guests to stay no longer than two days. We will be flexible with parents on length of stay and will certainly adjust to family emergencies.
3. **Guest Fees** - Guests must be approved by the program director and may take meals or stay overnight, as space is available, at the regular student rate listed in the camp office. The fee for this is paid directly to the camp and is not part of the program income or expense.
4. **Students Using Linens-** Towels/Linens are available at
 - a. Cedar for students for **\$7.00** a set per week.
 - b. Forest Springs Linens they are provided for staff staying in the Lodge Rooms.
Students and staff staying in the cabins with students need to bring their own.
 - c. Camp Harvest they are not provided. **Staff and Students need to bring their own.**
5. **Lights out and Quiet** – 12:00 AM is when lights are turned off in public areas, except one designated hangout area. 12:30 is the time for lights out in student housing. See the Staff Life Section for more information.