

## CISV Mosaic Step By Step - for Newcomers

### Step 1 : first of all, take a look at the Mosaic guides

If you're interested in getting to know more about Mosaic so as to have better understanding of what the program is about please read the Mosaic full or mini-guide that you can find at [www.cisv.org/mosaic](http://www.cisv.org/mosaic) within the training section.

### Step 2 : you now need to get in contact with your closest Mosaic contact person

- Get in contact with the closest CISV chapter: check <http://www.cisv.org/about/where.html> to look for all the CISV existing chapters in the world.
- Assess what is the current Mosaic experience in your chapter.
- Find out if there's a National Mosaic committee or a National Mosaic Coordinator in your country, and if so, chat to them about your Mosaic ideas.
- If there is no one in charge of Mosaic in your country, contact [mosaic.list@cisv.org](mailto:mosaic.list@cisv.org)

### Step 3 Once you've found a Mosaic contact within your chapter/country you should now discuss the following:

- How many Mosaic projects have already been done in the chapter/country?
- What is the general level of training needed within in the chapter? (In order to run a Mosaic project you **need** to receive training. Please check out the training system in the Mosaic guide, [chapter 3](#) or have a look at the [Mosaic website](#) training section, at [www.cisv.org/mosaic](http://www.cisv.org/mosaic)).
- Who is interested in being part of the project staff or being project coordinator?
- Does the National Office know about your willingness to host a Mosaic Project?

### Step 4 : Once you made sure that there's a trained staff interested in running a Mosaic project you should check out the Mosaic Administrative procedures;

- Each project period is required to be requested one year in advance; similarly to what happens for other CISV programs, your national office is requested to add the Mosaic Project to their National Report Form (NRF), to be submitted before the 1st of June.
- Once the NRF has been submitted by your national office a pool of Mosaic projects for the incoming year will be made.
- When requesting a project you're also required to submit a desired period of the year, during which you will be granted the assistance of one of the International Mosaic Committee (IMC) members to support you in the planning stages of your project and make sure that it will be officially approved by the IMC. These periods of support and assistance are called Priority Period (PPs).
- To know more about PPs and overall administrative procedures, you can check the guide [chapter 9 and 10](#) or download the "[explanation sheet](#)" from the Mosaic website.

For any farther clarification please do not hesitate contacting IMC at [mosaic.list@cisv.org](mailto:mosaic.list@cisv.org)