

CIEC

Children's International Education Center

Guidelines for starting a CIEC in your area:

- Enlist the following:
 - 1 chapter member to serve as the contact person
 - 1 chapter member to serve on the Advisory Board
 - 1 library contact person who serves on the Board
 - 2 additional library/community members to serve on the Board
- Submit a detailed inventory list to the CIEC committee and include any funding sources or start-up money you have already collected. A form is available if needed - please contact CIEC State Committee Chair
- Fill out and submit the "Proposed Center Form" to the Xi State CIEC Committee Chair

Guidelines for maintaining a CIEC:

- Have a 5-member Advisory Board including 2 chapter members, 1 library representative, and 2 library/community members which meets at least bi-monthly.
- Be willing to allow access to CIEC materials to all area teachers (those who teach in the counties served by the sponsoring chapter).
- Maintain a detailed inventory of materials and send in a yearly report to the Xi State CIEC Committee Chair by June 1.
- Submit a "Yearly Allocation" form to the Xi State CIEC Committee Chair by February 28 of each year.
- Organize and hold a yearly International Day Community Festival in order to educate the public about the CIEC - ideas are available from Xi State CIEC Committee if interested.