



1. Title

Servas International Peace School Team (SIPS)

2. Purpose

The Servas International (SI) Peace-School Team exists to foster peace education through intercultural exchange, community engagement, and experiential learning (through games and activities in nature). Peace Schools provide spaces where volunteers, children, and families from diverse backgrounds interact meaningfully to promote understanding, empathy, and cooperation—core values of the Servas movement. This team will oversee Peace Schools around the world, and will be involved in the organization, direction and control of new projects as well as ensuring the continuity of existing ones.

3. Scope and Responsibilities

- ★ Make connections with key persons in different countries for Initiating, planning, and supervising Servas Peace-School programs.
- ★ Oversee all aspects of the Peace Schools program, including curriculum, logistics, and daily activities with the volunteers and the hosting families.
- ★ Provide personal assistance and guidance to the coordinators of peace schools in different countries.
- ★ Announce opportunities and timelines for upcoming Peace-School events at the beginning of the year that will be posted on the website.
- ★ Recruit and coordinate volunteers that can support the project organizing activities.
- ★ Ensure the safety, engagement, and well-being of participating children and families.
- ★ Identify and secure appropriate venues and local partnerships for Peace-School operations.
- ★ Create advertising materials to promote the activity with Servas members around the world.
- ★ Manage and update guidelines for implementation and evaluation of Peace Schools. Collecting feedback, documenting outcomes, and reporting results, including financial reports, if feasible.
- ★ Search for sources and funds to sponsor PS and volunteers, especially young Servas members who need to be supported.
- ★ Give presentations about the activities, objectives, and achievements of this project, as well as explain how SI benefits from this type of program.
- ★ Update the Peace School's guide or manual document annually.
- ★ Allocate and manage its approved budget independently considering all the PS running during the year.

Servas International Peace School Team
Mandate Document

4. Authority

The Peace-School Team operates under the authority of Servas International and with direct assistance from the SI Peace Secretary.

- The Peace School team is authorized to recruit local volunteers to organize Peace-Schools in coordination with national Servas groups during the year.
- The Team will seek to start up new peace schools in different countries as long as those countries have the proper conditions.
- The Team shall provide at least one of its members to be present at each Servas Peace School in order to help, support, observe and report on the experience.
- The Peace School's operational procedures will align with SI values and strategic direction.
- The committee bears the responsibility and authority to stop the functioning of a Servas Peace School if the values, principles and goals of Peace School are violated.

5. Membership

The Servas Peace School Team shall be composed of a **Core Team** and **Project-Based Subgroups** who are responsible for operating the project locally.

5.1 Core Team

The Core Team ensures continuity, coordination, and alignment of all Servas Peace School activities. It shall consist of:

- Director of the SI-Peace School Team.
- Servas International Peace Secretary.
- Team members chosen by the Director for running the peace schools.
- One member of the Servas Youth committee.
- One representative from each Servas Peace School organized within the given year.
This should be the Director of the Peace School in that location.

The Core Team is responsible for overall guidance, coordination, and maintaining alignment with Servas values and objectives.

5.2 Project-Based Subgroups

For each Servas Peace School, a dedicated **subgroup** shall be formed to plan and implement the specific program.

These subgroups may include:

- Members of the national Servas Board of the host country (preferably including a National Peace Secretary or Youth Coordinator if available).
- Regular Servas hosting members around the community.

Servas International Peace School Team

Mandate Document

- Local organizers and coordinators.
- Volunteers supporting the specific Peace School.
- Teachers, facilitators, and trainers.
- Representative of the government or local authority of the community.
- Youth participants involved in organizational roles.
- Parents of the children participating in the Peace School.
- Members of the local community.
- Non-Servas contributors supporting the initiative

Membership in subgroups is based on interest, availability, relevant experience and committed to peace education and intercultural exchange.

5.3 Roles and Functioning

- Each Peace School subgroup operates with a degree of autonomy in organizing its activities, in coordination with the Servas Peace School Core Team and the National Servas Board.
- Leadership roles within subgroups (e.g., coordinator, thematic leads) are defined locally by the organizing team, in collaboration with the National Servas group and relevant community members.
- The Core Team provides support, ensures knowledge sharing, and promotes coherence across all Peace Schools.

5.4 General Principles

- The structure promotes inclusiveness, participation, and intercultural collaboration.
- It ensures both continuity (through the SP Core Team) and flexibility (through project-based subgroups).
- All members are expected to act in accordance with the values of Servas International, particularly peace, mutual respect, and intercultural understanding.

6. Meeting Procedures

- The Team meets once a month online, and once a year face to face.
- Decisions shall be made by consensus where possible, or by majority vote if needed. (at least 75% of the majority). Reaching to a consensus is the priority method.
- Minutes will be recorded and shared with all members and relevant SI bodies.

7. Funding

The Peace-School Team shall operate under funding allocated by the SI General Assembly in accordance with approved financial procedures and governance policies. With the approval of the SI, the Team may seek additional funds from the Development Committee when needed.

Servas International Peace School Team

Mandate Document

Each year, the Team shall submit a funding request outlining anticipated activities and projected expenses aligned with its mandate and Servas International's mission and strategic priorities. Funding allocations are subject to approval by SI Exco in consultation with the SI Treasurer.

All funds shall be managed responsibly and transparently. Expenditures must align with approved activities and be supported by appropriate documentation. Financial reports shall be submitted annually, or as otherwise required by SI Exco, in accordance with Servas International financial guidelines.

Where necessary, adjustments to allocated funding may be proposed during the year, subject to approval under established SI procedures.

- All proposed expenses must be submitted in advance for approval.
- Expenses must be documented with an activity report and supporting invoices.
- Financial accountability and transparent reporting are mandatory.

8. Reporting

After each peace school in any country, a report detailing the achievements must be prepared. At the end of the year, a summary report of all peace schools held during the year will be compiled and submitted to SI Exco and made available to the wider Servas community when appropriate.

The Team shall report regularly to Exco through the Peace Secretary providing updates on planning, implementation, outcomes, and financial status.

9. Review and Amendments

- This mandate may be reviewed every three years, or sooner if deemed necessary by the Team or SI Exco. Amendments require the approval of the Peace-School Team and confirmation by the SI Executive Committee.

SERVAS PEACE SCHOOL HANDBOOK:

https://docs.google.com/document/d/14qKUX_nmBC7i14kmWM2fDC1KNcGAOr_Py0PW9Hxlli8/edit?usp=sharing