



Camp Counselors USA

Pre-placed Screening Interview Checklist

Applicant Name _____

CCUSA ID #

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Date of Interview: _____

Dear Participant,

You need to keep a copy of this document and refer it throughout the season as a reminder of the program conditions and policies.

General Information

- You have read and understood the Camp Counselors USA 2013 Program Agreement. This is a legally binding agreement. If you are unsure of anything, please ask now or contact the CCUSA office before acceptance. Please refer to this document throughout the season.
- You have read and understood the cancellation policy outlined in the Program Agreement and will refer to this if you cancel from the program.
- You are available for Camp for a minimum of 9 weeks from mid-May through August.
- You have disclosed all medical history and criminal offence history on your application form.
- Your Experience with Children has been reviewed and discussed
- Your Skills have been reviewed and discussed
- Even though you have a job offer at camp, CCUSA is still your visa sponsor and as such we are required by the US State Department to conduct this interview, review your application and references and confirm you are suitable to participant in the program. As such you will be notified within 2 weeks if you are accepted to the program via an emailed acceptance letter. These 2 weeks will commence when you have submitted all required documentation. See additional costs below that may be incurred due to failure to keep your application current and up to date.
- Once accepted, we post most information and documents on 'Footprints' – CCUSA's Members Only website. Your log in and password will be the same ones you used when you completed your application online. It is your responsibility to log on regularly and fully review each section and the documents in those sections including but not limited to the Insurance, Visa, Placement, Travel sections
- You must notify CCUSA if you change address, phone number, email or dates of availability.
- CCUSA sends information via email, so be sure to add our email addresses to your address book, so they are not blocked. You must check your emails regularly, and take responsibility for answering questions promptly from our offices and your camp.
- Even though you have been offered a job, it is common practice in the USA to Google Employees. Please ensure that your 'Facebook', or similar pages do not contain anything offensive or will affect your placement (including pictures, videos and text).
- For the duration of your time on the CCUSA program, you must take responsibility for returning our calls and replying to emails in a timely fashion (48 hours). Participants, who continually fail to respond to CCUSA phone and email requests, are indicating to us that they are no longer interested in the program and will have their application cancelled after one warning. Understand that CCUSA is your visa sponsor and we undertake at all times to treat you with courtesy and respect. In return for this we require you to always be courteous and polite to our staff and associates. You therefore agree that hostile or aggressive behaviour by yourself (and/or your immediate family) will result in immediate cancellation from the program and the forfeiting of all payments.

Costs

To CCUSA:

- To apply to the program you will be required to pay the application & acceptance fees. These fees include the Courier costs to send you the DS2019 form & Sevis Receipt, visa processing assistance, general program assistance, 3 months insurance and preparation to get you to the USA and camp.
- Depending on when you apply or when you submit paperwork you may be charged late fees

To Other Parties:

- You will be required to gain a Police Background Check. This has been discussed and the process and costs explained
- J-1 Visa: The process and fees that are due to the US Embassy has been discussed
- Travel to camp.

Placement at Camp

- You have agreed to a placement at camp already.
- The Camp Director determines the position you will hold at camp.
- If you are a counselor, you will likely be working, living and sleeping in a cabin with campers. You will be responsible for their well-being, evening programs, behaviour and sitting with them at meals. (Some positions do not require you to sleep in cabins with campers but this is rare.)
- Your placement confirmation will be available via your Footprints account.
- Your camp may request you sign a camp specific contract. If this is the case, this overrides your Program Agreement in terms of dates, pocket money and time off policies.

Pocket Money

- Your minimum pocket money is outlined on your program agreement, unless you have agreed to a different amount with your camp (which overrides CCUSA's minimum)
- You will receive accommodation and 3 meals a day.
- As per your camps individual policy, pocket money can be paid, fortnightly, monthly or at the end of your contract.
- Your camp may withhold minimal Federal and State taxes from your pay, which can be reclaimed by filing a tax return (CCUSA offer a tax assistance service if you require assistance with this.)



Flights & Travel

- Travel to the USA and onto camp is your responsibility. Costs will differ depending on where you are flying from and to.
- You are responsible for your travel to your camp's designated airport from your entry point into the US – you may choose to fly, catch a bus or a train. Camp will be responsible for the cost of your travel to camp from that designated airport or designated pick-up point.
- Following camp, you are responsible for your travel home or out of the USA.
- CCUSA need a copy of your entire travel itinerary for insurance and visa tracking purposes. You will be required to enter in your travel through your "Footprints" account. Your insurance will only be activated once we have your inbound international and US domestic flights to camp. You should book your flights / travel to camp as soon as your placement is confirmed (and at least 4 weeks prior to your departure for camp)

J-1 Visa, Passport and US Consulate Interview

- You agree that you or your parents were not born in the USA, or have ever held a US passport.
- You have a passport or if not you have applied for one already (your passport must be valid until at least February 2014).
- You will be entering the USA on a J-1 Cultural Exchange visa, which allows you to work at camp only.
- CCUSA will provide you with the sponsoring DS2019 form needed to get the J-1 Visa. The details printed on this form will be available on Footprints once accepted, and it is your responsibility to check your details are correct and match exactly what is on your passport/birth certificate, i.e. no nick names, correct place of birth etc. If your DS2019 form must be reprinted due to incorrect details or it is lost or damaged you will be charged US\$75 for a new one.
- If you have dual passports, be sure to indicate which passport you will be using for your visa.
- You can only work in the USA for the dates of your visa (indicated on the DS2019 form). The J1 visa is for the time you are working at camp and you receive 30-day grace period after this for further travel in the USA.
- The US Government has an extra fee (SEVIS) to help track visitors to the USA. CCUSA and your summer camp will cover this fee, however if you decide not to go to camp, you will be responsible to pay this fee back to CCUSA.
- The US Government and CCUSA strongly advise you to apply for your J1 visa only in your country of residence. However if this is not possible you will be required to supply additional documentation if you apply for your visa outside your home country. CCUSA cannot be held responsible should your J1 visa be rejected from the US Consulate when applying outside your home country. No refund of fees will be issued if you apply outside your country of residence and your visa is rejected.
- The J-1 Visa application process requires that you attend an "in-person" interview with the US Consulate to apply for the visa. The costs for applying for the J1 visa booking appointment process, additional forms and processes will vary depending on which US Consulate / Embassy post you apply at. It will be your responsibility to research and follow the procedures as set down by the US Consulate in that country.
- You will be required to go to your Footprints account and enter in your US Consulate appointment, date, time and which US Consulate you are attending.
- Once your visa has been approved you must either confirm this through Footprints or email your home country office.

Insurance

- You receive 3 calendar months economy insurance with the program that will cover your time while working at camp.
- It is worldwide coverage that covers medical, accident and repatriation.
- Insurance coverage while participating on the CCUSA program is required by the US Government. It is your responsibility to carefully read the policy details which are on the 'Footprints' website to know what you are covered for. Claims are to be made directly with the insurance company.
- You can upgrade or extend or upgrade and extend your insurance. The cost for this is listed on your program agreement.
- Your coverage with CCUSA's insurance provider must start from the day you enter the USA until at least the last date of your visa. If you are placed at a camp for longer than 3 months or you are entering the US earlier than your visa start date, you may need to purchase extra insurance to cover this time frame.
- Pre-existing medical conditions are not covered under the insurance policy and there is no upgrade option. If you have any pre-existing medical conditions, it is your responsibility to organise extra insurance. You must notify us if you such a condition.

Important Program Information

- Pre Departure Orientation: CCUSA will conduct a pre departure orientation with you, This will either be in your home country prior to your departure or online if you are overseas.
- Medical Examinations: You will be required to have the CCUSA Health History form completed by a physician to confirm that you are physically fit and able to work at camp. If anything comes back on this that, you have not disclosed on your original application, it is grounds for termination from the program. You must have this completed at least 4 weeks prior to your departure. Once you have completed the Health History form you will be required to scan and attach this to your "Footprints" account.
- Agency Fee: Your camp pays an agency fee to CCUSA. If you do not complete your contract at camp, you will be responsible for a pro-rated portion of this fee.
- Alcohol/Smoking/Drugs: At camp, you are a role model to children. Alcohol, smoking and/or drugs are not permitted at camp. Further, if you are under 21, you are not by law permitted to drink or purchase alcohol.
- Homesickness: You will need to consider that you will be at camp for three months and therefore have limited contact with family and friends back home. Every year people drop out early because of homesickness, make sure you are up to the challenge of camp life and working/living with children 24 x 7

This is to certify that the CCUSA Interviewer has made me aware of the conditions of the Camp Counselors USA program and has discussed all the above details with me

Applicant's Name: _____ Signature: _____

Interviewer's Name: _____ Signature: _____

We look forward to giving you 'The Best Summer of Your Life!'

