



Camp Counselors USA 2017 Support Staff Interview Checklist

Applicant Name _____

CCUSA ID #

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Date of Interview: _____

This document should be reviewed by the interviewer with the applicant to ensure that the applicant understands all aspects of the program. The applicant should also carefully read the CCUSA Program Agreement they are required to sign.

GENERAL PROGRAM INFORMATION

- ☐ You have confirmed that you are a full-time student in third level education (University or College) and will be enrolled (at least) through May of the year you are planning to work at summer camp. You understand that you will be required to provide proof of enrollment from your University/College on a CCUSA form called 'Proof of Student Status' to participate on the program.
- ☐ You understand that the dates you are allowed to work at camp are dictated as follows:
 - Within the date range supplied by the US Department of State for your country
 - Within your University/College Summer break dates
- * Your camp contract dates must fall within the shorter of the two date ranges (as above).
- ☐ You, the participant must be able to communicate in English at an acceptable level (evaluated by CCUSA) to be accepted onto this program and to be sponsored by CCUSA .
- ☐ You will be notified within 2 weeks of your interview if you are accepted to the CCUSA program. Notification will be via email. You will then have 2 weeks to submit all required documentation and payment. Additional costs may be incurred if you do not adhere to guidelines.
- ☐ Once accepted to the program, you should check your online CCUSA account ('Footprints') regularly for updates and important information.
- ☐ You are required to create a personal web-based email account once accepted to the CCUSA program. You cannot use a university or school email for your CCUSA account. Be sure to add CCUSA's email addresses to your address book so that information we send out does not get blocked or go to spam filters.
- ☐ You must notify CCUSA if anything changes in your online application, including but not limited to, changes to your address, phone number, email, dates of availability as well as any new skills you have gained, any new courses you have completed or any new experience with children.
- ☐ For the duration of your time on the CCUSA program you must take responsibility for returning calls and replying to emails in a timely fashion. 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.
- ☐ 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. 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.
- ☐ You, the applicant, are the only person CCUSA will liaise with in terms of your application/placement. CCUSA will not provide information about your application or program participation to parents/friends/other family, unless you are involved in a medical emergency while in the US, in which case we will contact the person you have listed on your CCUSA application as your "emergency contact."
- ☐ You must read and understand the cancellation policy and refer to it if you decide to cancel from the CCUSA program'
- ☐ 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.
- ☐ You must make sure you are up to the challenge of camp life: working long hours, sharing living accommodations with others and being away from your family and friends. You will be living in a cabin, dormitory or platform tent with other support staff at camp.
- ☐ Camps are typically rustic environments. You may be living in a platform tent or a cabin with campers and have little privacy. You may also be sharing a bathroom that is in a separate building.
- ☐ Camps usually have strict rules on technology use (mobile phones, internet, computers). You may not have regular access to WiFi or a computer.
- ☐ You have read and understood the Early Departure section of the Program Agreement, which outlines what happens if you leave camp early (by choice or by dismissal). This includes but is not limited to cancellation of visa & grace period, cancellation of insurance coverage.
- ☐ Please be aware that camps often Google and check the social media pages (ie- Facebook) of potential employees when making hiring decisions. Camps may also continue to monitor the social media activity of any staff member they hire and can terminate a placement or contract at any time for posting inappropriate or objectionable material. Please ensure that any online activity you're involved in does not contain anything offensive (including pictures, videos and text).

PROGRAM FEES & ADDITIONAL COSTS

Program Fees

- ☐ Application fee: Discussed cost and when fee was due.
- ☐ Acceptance fee: Discussed cost and when fee was due.
- ☐ Additional fees: Discussed additional costs or surcharges for failure to keep to deadlines

Third Party Fees

- ☐ Police Check: Discussed cost and how to apply. A copy needs to be sent to CCUSA and you must bring a copy with you to camp.
- ☐ J-1 Visa: Discussed cost and that these fees are paid directly to the US Embassy.
- ☐ Spending money: Discussed how much to bring to cover days off during camp and travel after camp.

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PLACEMENT AT CAMP

- ☐ You agree and understand that once you are accepted to the program a placement can happen anytime up until June 30th 2017.
- ☐ A camp placement cannot be guaranteed as it is a Camp Directors decision as to whom they hire and when.
- ☐ You can be placed at any of the camp types that you have selected on your application
- ☐ A camp may contact you directly via email, Skype or phone to set up an interview. Failure to respond to them within 24-48 hours to set up an interview, rejecting a job offer, or failing an interview on purpose may result in the cancellation of your application without refund. It is a camp's decision to interview you. They may decide to hire you based on your application and interview with CCUSA and not require a further interview.
- ☐ CCUSA may hold Job Fairs in your country. If you are not placed at a camp prior to these events, you must attend.
- ☐ Your camp may request you sign a specific camp contract. Please make sure you are fully aware of the dates, pocket money and time off policies and that they may differ from your CCUSA Program Agreement. You will be required to abide by both your camp contract as well as your CCUSA Program Agreement terms & conditions.
- ☐ The position you will hold at camp is determined by the Camp Director. You are only allowed to work in Support Staff positions and in positions allowed under the terms of the Summer Work & Travel J-1 Visa rules and regulations.
- ☐ Your placement confirmation will be available in your Footprints account once your camp has confirmed your placement online with CCUSA.

FLIGHTS AND TRAVEL

- ☐ You have discussed the travel options available to you with your interviewer. Program costs may differ depending on the flight option you select*.
- ☐ Your camp is responsible for providing or covering the cost of your one-way travel to camp from the designated US Domestic meeting point.
- ☐ Before entering the US, you understand that you will need to have proof of 'exit travel' for the end of your visa period (ie- return flight home or for onward travel to another country).
- ☐ You agree to upload your travel itinerary to your Footprints account at least 2 weeks before your departure to the US (if booking your own international flights).

*This applies only in countries where CCUSA offers different travel package options.

SUMMER BENEFITS

- ☐ You will receive a minimum set amount of US\$_____ for the entire summer. This is based on your age as of June 1. You will receive US\$49 for each additional day of work after 9 weeks for resident camp staff and after 11 weeks for day camp staff.
- ☐ In addition to the fees you pay to CCUSA, your camp also pays a fee to CCUSA. You understand that the fee to CCUSA does NOT comprise part of your salary.
- ☐ Each camp has their own policy for frequency of pay (every week, every 2 weeks, every month, etc.). In cases where camp pays only at the end of summer contract, staff can take advances on wages during the summer.
- ☐ All camps are required to withhold Federal tax and State tax (where applicable). CCUSA offers a tax service through which you can file to claim back your withheld tax. www.ccusatax.com
- ☐ Camp provides your accommodation and 3 meals per day (on working days) for the duration of your contract at no cost to you.

VISA INFORMATION

- ☐ CCUSA is a sponsor of the J-1 Cultural Exchange Visa. We work directly with the US Department of State and act as your visa sponsor on this program.
- ☐ You are required to obtain a J-1 visa through a US Embassy or Consulate to take part on this program. CCUSA assists you in this process. We will provide you with the DS2019 form and SEVIS receipt required for the visa application process.
- ☐ Once you are accepted to the CCUSA program, it is your responsibility to check and confirm (in Footprints) the personal data information that will be printed on your DS2019 form. If you make any errors, you will be charged a reprint fee by CCUSA for a new form.
- ☐ If you have dual passports, you must provide the details ONLY from the passport which you will be using for your visa application. Please note- Anyone who holds a US passport/citizenship/Green Card is not eligible for the CCUSA Program.
- ☐ You will be required to attend an in-person interview at a US Embassy or Consulate in your home country or country of residence as part of the visa application process. CCUSA will provide you with instructions on booking and preparing for the appointment.
- ☐ The US government charges a fee of \$35 (correct at the time of print) for SEVIS (Student Exchange Visitor Information System). Your summer camp covers the cost of this and CCUSA will provide you with a receipt of payment that you must bring to your visa interview.
- ☐ Your camp contract dates dictate the dates of your J-1 visa. These are the dates that will be issued on your DS2019 form. You cannot work in the US outside of this period. If you or your camp need to change the contract dates (within the 4 month maximum limit), you must contact CCUSA. In some cases, a fee may apply.
- ☐ After successfully completing your camp contract, you are entitled to a 30-day grace period for traveling in the USA only. If you exit the US during this period, you will not be able to re-enter on your J-1 visa.

INSURANCE

- ☐ As part of the requirements of the J-1 visa program, CCUSA provides you with comprehensive travel insurance for the duration of your camp contract period. If you plan to travel in the US outside of your visa dates, it is your responsibility to extend your insurance (by contacting CCUSA) before departure to the US or before your policy expires.
- ☐ It is your responsibility to carefully read the policy details to know what you are covered for. Claims are to be made directly with the insurance company.
- ☐ The CCUSA insurance policy does not cover pre-existing medical conditions. If you have a pre-existing condition, you must notify CCUSA of this at the time of your application. If accepted to the program, you will be required to obtain additional insurance (at your own expense) to cover your condition while traveling.
- ☐ Following an accident or incident it is your responsibility to complete a claim form and submit this along with the original documentation required to the insurance company directly and you must follow any of the insurer's procedures or requests as directed.
- ☐ Health care in the United States is extremely expensive and the US does not have 'socialized health care' (health care provided by the government) like other countries. It is imperative that you are covered by insurance for the entire duration of your stay in the US.

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ADDITIONAL PROGRAM INFORMATION

- ☐ All CCUSA participants must attend a Pre-Departure Orientation Meeting hosted by CCUSA in their home country/country of residence. This is a requirement of the J-1 visa program. Failure to attend may result in cancelation of your participation from the program without refund.
- ☐ All CCUSA participants are required to submit a Health History form completed by their physician to CCUSA before departure to camp. You must also take a copy of this form along with you to camp.
- ☐ All CCUSA participants are required to obtain a police background check from their home country AND country of residency (if other than home country). All police checks must have an English translation (if not originally in English). You must submit a copy of this check to CCUSA before departure and bring a copy to camp. *Please note- If your background check shows any incident (arrest, conviction, etc.) you may be canceled from the CCUSA program. You may not be subject to a refund.

I understand that any false or misinformation on my application form will result in my cancellation from the program immediately (even if I am already in the USA) and I will forfeit all fees paid to CCUSA and/or be required to pay the fees outlined in the Early Departure section of the Program Agreement.

By signing below I legally certify that the CCUSA Interviewer has made me aware of the conditions of the Camp Counselors USA program, I have been truthful and honest on my application, and CCUSA has discussed all the above information in detail with me.

Applicant's Name: _____ Signature: _____

Interviewer's Name: _____ Signature: _____

Your CCUSA Office Contact: _____ Email: _____

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

<http://footprints.ccusa.com>



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