



Camp Counselors USA Interview Checklist

Applicant Name _____

CCUSA ID #

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Date of Interview: _____

General Information

- You have read, understood and signed the Camp Counselors USA Program Agreement. This is a legally binding agreement. If you are unsure of anything please contact the CCUSA office before acceptance.
- You are available for camp for a minimum of 9 weeks from mid-May through late August.
- You will be notified within 2 weeks if you are accepted to the program, provided you have supplied us with all required documentation. You have 7 days from today to submit any missing items to our office.
- Once accepted, we post most information and documents on Footprints – CCUSA's Participant's 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 in regularly.
- Please make sure you notify CCUSA of any change of address, phone number, email or dates of availability. Also, let us know if you have any new skills, complete any new courses or have any new experience with children.
- CCUSA often sends information via email, be sure to add your country's CCUSA email address to your own address book to prevent our emails from being blocked or sent to SPAM. Please check email as often as possible (daily). Camps may contact you and should respond immediately to them.

Costs

To CCUSA:

- Application fee:** Went over cost and when fee was due.
- Acceptance fee:** Went over cost and when fee was due.

To Other Parties:

- Police Check:** How much does it cost? A copy needs to be sent to CCUSA and you must bring a copy with you to camp.
- J-1 Visa:** These fees are paid to the US Consulate. Went over cost and when fee was due.
- Flights:** Went over the flight options, costs for changes and details.

Placement at Camp

- Placement can occur at any time from acceptance until the close of our placement season. It is ultimately a Camp Director's decision as to who they hire.
- The position you will hold at camp is determined by the Camp Director. You may be placed in a general position or a specialist position or a combination of both.
- Counselor positions will likely be housed with campers. You will also be responsible for their well-being, evening programs, behavior and sitting with them at meals. (Some Counselor positions do not require you to be housed with campers but this is rare.)
- Support Staff generally have separate living arrangements, living in housing with other Support Staff.
- You will be notified of placement via your Footprints account. You can be placed at any of the camp types that you picked.
- 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.

Flights & Travel

- Understand your country's travel and flight options to the USA and Camp.
- As part of your J-1 Visa requirements, you must attend a CCUSA orientation.
- J-1 Visa, Passport and US Consulate Interview
- You must apply for a passport once accepted if you don't already have one.
- You will be entering the USA on a J-1 Cultural Exchange visa, which allows you to work at camp only. If working as Support Staff then you may work after camp ONLY when you have successfully completed your camp contract.
- 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, 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 you have dual passports, be sure to indicate which passport you will be using for your visa.
- CCUSA does NOT accept participants who hold a US Passport.
- If your DS2019 form must be reprinted due to mistakes you should have corrected, you will be charged US\$50.
- You can only work in the USA for the dates of your visa (indicated on the DS2019 form). The J-1 visa is for the time you are working at camp and you receive 30 days on the end of your visa for travel in the USA.
- The US Government has an extra fee (SEVIS) to help track visitors to the USA. This fee will be covered by CCUSA and your summer camp.
- The J-1 visa application process requires that you attend an in person interview with the US Consulate to apply for the visa. Depending on country, it is your responsibility to organize this interview or CCUSA may organize it on your behalf.
- The US Consulate may charge a fee for this interview. In this case, this fee is your responsibility.



Insurance

- You receive 3 months of insurance with the program that will cover your time while working at camp.
- If you are placed at a camp longer than 3 months, it is your responsibility to purchase extra insurance to cover your visa dates.
- You can extend this insurance for traveling before and after camp.
- Insurance coverage while participating on the CCUSA program is required by the US Government. It is your responsibility to carefully read the policy details to know what you are covered for, which are on your Footprints Participants Only Web-site. Claims are to be made directly with the insurance company.
- 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 organize extra insurance. You must notify CCUSA if you have a pre-existing condition.

Pocket Money

- You will receive a minimum set amount of US\$_____ for the entire summer. This is calculated on your age as of June 1, 2012. For resident camp Counselors will earn US\$30 for each additional day worked after 9 weeks and Support Staff will earn US\$40 for each additional day worked after 10 weeks.
- You will receive accommodation and 3 meals a day.
- Pocket money is sometimes paid at the end of your contract. Contact your Camp Director for specific details.
- 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.)

Program Information

- Medical Examinations:** You will be required to have a medical examination completed by your physician to confirm that you are physically fit and able to work at camp.
- Police Check:** The US Government requires a police check for everyone who will be working at a summer camp. Depending on your country, you may be responsible to file for this or CCUSA may submit these forms on your behalf. If your check comes back to our office with an offense not already disclosed to us by you on your CCUSA application form, this may result in your application being cancelled without refund. If you have a record that has been disclosed, it does not mean you will be automatically ineligible, but further investigation will be required.
- Orientations:** Pre-departure Orientation Meetings are mandatory and are generally held in April/May/June. CCUSA may require you to attend Meet and Greet prior to your arrival at camp. Your country office will let you know if this applies to you.
- 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. Further information is available in your Program Agreement.
- 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 in any US state.
- Homesickness:** Consider that you will be at camp for 3 months and therefore have limited access to family and friends back home. Make sure you are up to the challenge of camp life and working/living with children 24 hours a day, 7 days a week.
- Social Media: Please be aware that potential employers and camps may check all social media sites (eg. Facebook, Myspace, Twitter, etc.) and can terminate your placement if they feel something is unacceptable or inappropriate.**

Pre-Placement

- Do you have a specific camp that you have been in contact with? If so you will need to complete the Special Placement Request Addendum.
- Please note that CCUSA is now responsible for finding you a camp. Do not contact camps directly.

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!'

