



# Camp Counselors USA 2016 Support Staff 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 to it throughout the season as a reminder of the program conditions and policies. You have read and understood the Camp Counselors USA 2016 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.

## GENERAL INFORMATION

- You are available to work for a minimum of 9 weeks to start work in May or June and finish in August or September. The longer your availability the more camps we can consider for you.
- 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. Additional costs may be incurred if you fail to adhere to set deadlines - any costs will be outlined below under the Costs section.
- 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.
- If you use a university or school email account, you are required to create a personal web-based email account once accepted to the program. You must notify CCUSA of this new email address immediately.
- CCUSA sends information via email, be sure to add our email addresses to your address book, so they are not blocked. You must take responsibility for answering questions promptly from our offices within 48 hours and any camps that are reviewing your application.
- You must notify CCUSA if anything changes on 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.
- 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.
- This program relies on you being a good communicator! You must be able to verbally communicate with campers, Camp Directors and fellow staff at camp to be successful in this role. Therefore we require you show us that you can verbally communicate with us. Participants who rely solely on email and messaging may have their applications reconsidered.
- 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. 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."
- It is your responsibility to make sure your parents know about the program, the costs, responsibilities, and what happens if you are dismissed or leave camp.
- You have read and understood the cancellation policy and will refer to this if you cancel from the 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 will be at camp for approximately three months and have limited contact with family and friends back home. Every year people leave camp early because of homesickness. You must make sure you are up to the challenge of camp life, working long hours and being away from your family and friends.
- Camps are typically rustic environments. You may be living in a platform tent or a cabin with campers and little privacy. You may also be sharing a bathroom that is in a separate building.
- Camps are generally technology free environments and have strict rules on mobile phone and computer/ internet use
- You have read and understood the Early Departure section of the Program Agreement including but not limited to the fees you will be required to pay if you fail to fulfil the responsibilities of your position at camp or violate any camp rule or State or Federal law (this includes leaving camp due to homesickness, quitting and being dismissed from camp), as well as your immediate departure from camp.
- Please be aware that camps often Google and check the social media pages (i.e., 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).

### Questions To Answer

Tell me 3 things that you can expect camp life to be like:

Write your answer here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**COSTS TO BUDGET FROM HERE ON IN**

**Costs**

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

**To Other Parties**

- Police Check:** How much does it cost? 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:** 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
- Spending money:** For days off at camp and travel after camp.

**Questions To Answer**

Will your Application and Acceptance Fees be refunded if you cancel from the program (either before or after placement)?

Write your answer here: \_\_\_\_\_

What are the consequences of not paying your Acceptance Fee or submitting documents on time?

Write your answer here: \_\_\_\_\_

**PLACEMENT AT CAMP**

- You agree and understand that finding you a placement can be a lengthy process and CCUSA will do all it can to find you a great placement at camp. Once accepted to the program a placement can take weeks, months or even right up until June 30th 2016.
- A camp placement cannot be guaranteed as it is a Camp Directors decision as to whom they hire and when.
- The position you will hold at camp is determined by the Camp Director.
- No matter what position you hold you will be working and living in a cabin, dormitory or Platform tent with other support staff at camp.
- You will be notified of your placement via your Footprints account. You can be placed at any of the camp types that you indicated in your interview that you are interested in working at.
- A camp may contact you directly via email, Skype or phone to set up an interview with them. Failure to respond to them positively within 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 and understand that if you are not placed prior to these you must attend.
- 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.

**Questions To Answer**

Who will make the final decision regarding your placement at camp?

Write your answer here: \_\_\_\_\_

What is the latest date you could find out about your placement?

Write your answer here: \_\_\_\_\_

Can I choose to work at a single-sex or co-ed camp?

Write your answer here: \_\_\_\_\_

**SPECIAL NEEDS CAMPS / CAMPS FOR CAMPERS WITH SPECIFIC REQUIREMENTS**

**Only complete this section if the applicant has selected one or both of these camp types.**

- By ticking this box you agree you have chosen to work at a Special Needs Camp and understand that: Most Special Needs camps have campers ranging in age from 7-70 and you are comfortable working as Support Staff in this camp setting.
- By ticking this box you agree you have chosen to work at Camps for Campers with Specific Requirements and understand that: Most Special Needs camps have campers ranging in age from 7-70 and you are comfortable working as Support Staff in this camp setting.

**FLIGHTS AND TRAVEL**

- You have discussed the travel options to the USA and onto camp. Costs will differ depending on the Flight option and where you are flying from and to.
- Your camp is responsible for providing or covering the cost of your one-way travel to camp from the designated US Domestic meeting point.
- You must have proof of exit out of the USA which could be in the form of a flight, or a train/bus ticket to Canada.
- You agree to upload your travel details to your Footprints account for your flights to camps requested airport.



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**POCKET MONEY**

- You will receive a minimum set amount of US\$ \_\_\_\_\_ for the entire summer. This is based on your age as of June 1. For resident support staff you will earn US\$45 for each additional day worked after 9 weeks.
- Camp will provide your accommodation and meals while you are working there.
- Pocket money may be paid every 2 weeks, monthly or at the end of your contract (staff advances may be given during the summer). Contact your Camp Director for specific details.
- Your camp may withhold minimal Federal and State taxes from your pay, which may be reclaimed by filing a tax return. (CCUSA offer a tax assistance service if you require assistance with this.)

**J-1 VISA, PASSPORT AND US CONSULATE INTERVIEW**

- You will be entering the USA on a J-1 Cultural Exchange visa.
- CCUSA will provide you with the sponsoring DS2019 form needed to get the J-1 Visa once you are placed at a camp.
- The details that will be printed on this sponsorship form will show up on Footprints once you are accepted to the program. It is your responsibility to check that these personal details are correct and match exactly what is on your passport/birth certificate, i.e. no nick names, correct place of birth etc. Your DS2019 form will not be ordered until you have confirmed these details are correct.
- If you have dual passports, be sure to indicate which passport you will be using for your visa.
- If your DS2019 form must be reprinted due to incorrect details, or it is lost or damaged you will be charged a fee to print a new DS2019 form.
- The J-1 Visa application process requires that you attend an "in-person" interview with the US Consulate to apply for the visa. CCUSA will contact you about booking this appointment and assist you with the paperwork required for the visa.
- The US Government charges a fee (SEVIS fee) to help track visitors to the USA. CCUSA and your summer camp will cover this fee.
- You can only work in the USA for the dates of your visa. These are set from your camp contract dates.
- If you change your camp placement dates once placed, your visa dates must be changed to match these new dates and you will incur a date change/reprint fee. If your visa is approved in your passport you will be responsible to purchase any additional insurance to cover your new visa dates.
- You receive a 30-day grace period that starts after your last day at camp which allows you to travel in the USA.

**Questions To Answer**

When will your visa sponsorship form be issued?

Write your answer here: \_\_\_\_\_

**INSURANCE**

- You receive economy travel insurance with the program that will cover your time while on your active visa at camp. Your insurance dates will be assigned to you once your camp placement has been confirmed.
- 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.
- Insurance coverage while participating on the CCUSA program is required by the US Government. You understand that in order to participate in this program, the CCUSA Travel Insurance is mandatory for the entire duration of the visa and program being applied for. The US Government requires you have insurance coverage from the day you enter the USA until you exit the USA (including any grace periods/ additional travel). If you are staying in the US after camp or you are entering the US earlier than your visa start date, you need to extend the insurance policy to cover this time frame.
- We strongly recommend that you upgrade your insurance to obtain higher medical coverage.
- Upgrades and extensions can be made through your local office or via your Footprints account. Prices and options will be outlined on your Footprints account.
- The CCUSA Travel Insurance does not provide cover for any pre-existing medical condition(s). If you have any pre-existing medical conditions, it is your responsibility to organize extra insurance. You must notify us if you have such a condition.
- 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 insurer directly and you must follow any of the insurer's procedures or requests as directed.

**Questions To Answer**

For what time frame do you need to be covered by insurance?

Write your answer here: \_\_\_\_\_

How can you extend or upgrade your insurance?

Write your answer here: \_\_\_\_\_

Who is responsible for reading and understanding your insurance policy?

Write your answer here: \_\_\_\_\_



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**IMPORTANT MANDATORY PROGRAM INFORMATION**

- Pre Departure Orientation: All CCUSA participants must attend. This is a J1 visa regulation that the US Government enforces. Failure to attend this orientation is grounds for cancellation without refund.
- 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 check that you have not previously disclosed to CCUSA 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 and take the original with you to camp. Failure to do this before you get to camp will result in your termination from camp and the fees associated with the dismissal from camp will occur.
- Police Check: The US Government require a police check for everyone who will be working at a summer camp. If you have not already done so, you must apply for the CCUSA approved Police Check. Once you receive the Police Check back you will be required to scan and attach this to your Footprints account and take the original with you to camp. Failure to do this before you get to camp will result in your termination from camp and the fees associated with the dismissal from camp will occur.
- Unless you have told us today or prior to today that you are communicating directly with a camp regarding a placement, CCUSA are now responsible for finding you a camp. Please do not contact camps directly to try and line up a placement.

**EXTRA INFORMATION FOR CCUSA**

My Interviewer has asked me questions regarding the below and I have answered truthfully and/or understood what they have outlined:

- Dual Passports: Are you eligible for dual passports?  Yes  No.  
If yes, what passport will you use for the visa (apply for it now!)? \_\_\_\_\_
- US passport eligibility: Are you or your parents eligible for a US passport, or born in the USA?  Yes  No.
- Dates of availability:
  - If you cannot start at camp till after 5th June explain why: \_\_\_\_\_
  - If you cannot stay at camp till after 15th August explain why: \_\_\_\_\_

My initials after each statement confirm they are correct:

1. **I personally completed** my online application form. \_\_\_\_\_
2. **Medical history:** My Interviewer and I have looked at the Medical History section of my application. I confirm that I have told CCUSA about any and all past or current medical conditions on this form, no matter how insignificant they may seem. In this case I have written down the full details of the condition, dates, medication and treatment of these medical conditions and handed this to my Interviewer. In this case I have fully detailed in writing information of the condition, dates, medication and treatment of these medical conditions and handed this to my Interviewer. Further, I now understand that CCUSA has the right to request a Pre Existing Medical Form and Health History Form be completed before they proceed with my application or cancel me from the program as per the Program Agreement. **Note: You will be required to have a health history form completed by your Doctor as part of the program, which will show any and all past or current medical conditions, and if there is something that has not been disclosed, this may result in cancellation from the program.** \_\_\_\_\_
3. **Background check:** My Interviewer and I have looked at the Background Check section of my application. I confirm that I have told CCUSA about any and all criminal history (current and spent/expired) which includes but is not limited to: criminal offense, convictions, arrests, charges, good behaviour bond sentencing, warnings and reprimands. If I have a criminal history not on this application form, I am disclosing this information today. In this case I have fully detailed this in writing and handed this to my Interviewer. Further, I now understand that CCUSA has the right to review my application based on this new information and I may be cancelled from the program as per the Program Agreement. **Note: You are required to have a CCUSA approved Police Background Check completed which will show any and all of the above, and if there is something that has not been disclosed, this may result in cancellation from the program.** \_\_\_\_\_

I agree that if I have not completed my application form honestly in relation to the above (1, 2, 3) that I will be cancelled from the program immediately and will forfeit all fees paid to CCUSA. If you are already in the USA at camp you will be released from camp immediately and 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 details with me.

I am also committed to the program and heading to camp once a placement is confirmed for 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>

