



INTERNATIONAL CAMP COUNSELOR PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

Host Site 2008 Agreement

Please read carefully, complete the registration form, sign, and submit. If you have any questions, contact your ICCP Account Representative for clarification. This is a legal and binding agreement.

Terms and Conditions

These terms and conditions are designed to be fair to a) the international participant, b) the Host Site and c) to clarify the responsibilities of the Host site, the participant and ICCP. Acceptance (verbal or written) of a staff person under the ICCP program shall constitute de facto agreement to these terms and conditions by the Host site.

General Areas of Responsibility

The ICCP Overseas Recruiter will:

- Establish relationship with U.S. embassy
- Interpret and promote the program
- Recruit, interview, and pre-select applicants in compliance with ICCP standards
- Determine the eligibility of applicant for the program and visa
- Forward applications and fees to ICCP in New York by established deadline
- Relay placement information to applicants in a timely manner
- Assist with visa process, as needed
- Provide a comprehensive mandatory pre-departure orientation
- Conduct and submit evaluations
- Attest to the accuracy of the information contained in interview reports, applications and police background checks
- Translate all submitted documents
- Verify all participant references
- Submit to ICCP copies of all information distributed to applicants; submit additional information as requested by ICCP
- Collect accurate international travel information for each participant and forward to ICCP two weeks prior to arrival
- Promptly inform ICCP of any cancellations or changes in application information or participant plans
- Ensure that applicant understands the terms of the agreement before signing
- Submit emergency telephone # to ICCP, to be available to assist ICCP with any participant problems/emergencies that may arise
- Monitor participants' return home and submit report to ICCP by November 1st

ICCP (Program Sponsor) will:

- Provide promotional materials to recruiters and applicants
- Initiate and monitor the placement process of applicants
- Determine final selection of applicants
- Process visa application forms for participants and forward to recruiters
- Provide up to 16 weeks of accident/illness insurance for participants
- Provide an orientation for participants in the U.S. or in the home country
- Provide assistance with domestic travel arrangements
- Provide 24-hour assistance and support services to recruiters, camps and participants, as needed
- Maintain compliance with U.S. government J-1 visa regulations
- Conduct evaluations and share results with recruiters
- Maintain a problem case file and share information with the recruiter

The U.S. Host Site (Employer) will:

- Provide the participant with an employment contract prior to arrival to host site outlining rules, regulations, and the participant's job responsibilities
- Provide participant with a position that matches the position arranged with ICCP
- Pay ICCP a program fee for each international participant as outlined in the ICCP Fee Sheet. **Payment schedule: 33% due May 1st, 33% due July 31st, and 34% due September 1st. Be aware that 1.5% finance charge will be assessed to accounts that are 60 days past due.**
- Assume financial responsibility if site cannot accommodate the International participant on the agreed upon arrival date

- Pay cost of one-way domestic transportation to host site from designated arrival city
- Notify ICCP of participant arrival to Host site within 5 days of arrival to comply with SEVIS
- Provide staff training covering rules, policies and on-going supervision
- Notify ICCP immediately if a problem arises with a participant, providing written documentation of incident or warnings given to participant prior to termination
- Provide a participant with a minimum of 24 hours off each week (of which at least 12 hours must be continuous) and with assistance with transportation off campsite on days and evenings off. Support staff may not work more than **10 consecutive hours per day**
- Pay stipend, as determined by ICCP, to the participant for up to ten weeks of work (including staff training). No FICA or FUTA can be deducted from this amount as J-1 first year participants are exempt. The Stipend is the **minimum net amount** to be given to participants. Check with your State Labor Board to be sure that these amounts comply with the state minimum wage laws. The standard resident camp season is ten weeks (70 days) and the standard day camp season is eleven 5-day weeks (77 days), plus one week of staff training. The stipend amount is based on these standard seasons (no pro-ratio of the ICCP fee or stipend will be given if host site contracts a participant for less than the standard ten weeks).
- For work beyond the ten weeks host site must pay ICCP participant the same wage that an American staff would earn. Some host sites may have a longer summer season and in this case the host site must notify ICCP international participant prior arrival, if international is required to stay longer than 10 weeks.
- The fee to ICCP and the Stipend to staff are calculated from the day after the staff member arrives at the host site, including the staff training; however, if a participant arrives earlier than the staff orientation for a certification-training course sponsored by the host site, their ten week contract will be effective on the first day of the host site's general staff orientation.
- Full payment of stipend MUST be made to participant before participant leaves camp.
- Provide general liability insurance and Workers Compensation coverage
- Provide room & board or, if a day camp, arrange a home stay/host family for duration of program
- Conduct evaluations and submit to ICCP

The Applicant (Participant) will:

- Promptly inform ICCP recruiters of cancellations, changes in application information or participant plans
- Accept and abide by all the regulations of the Exchange Visitor Visa (as explained in participant handbook) and return home prior to the expiration date on the visa
- Comply with all host site rules, policies, regulations and performance standards
- Be responsible for own expenses related to travel from /to your home country to the USA.
- Be responsible for food and lodging if arriving to U.S. prior to the arrival date assigned by ICCP
- Notify ICCP of arrival to host site within 5 days and of whereabouts when not on host site premises
- Commit to a minimum of up to 10 weeks work (including camp training) to be eligible for stipend (determined by ICCP) which is paid directly to participant by the camp **(Some host sites may have a longer summer season).**
- Contact ICCP immediately concerning a serious host site problem, after first consulting with the camp director
- Be responsible for own expenses related to all travel from host site at the end of the host site work assignment, and for all other personal expenses incurred from end of host site until return home including medical expenses which are not covered by ICCP insurance.
- *In the event of an early departure from the host site without proper notification, consultation and approval by ICCP, participant will reimburse ICCP for a pro rate amount of the ICCP service fee to the host site which would otherwise have been received by ICCP from your host site (up to US\$975). Failure to complete your contract will result on fees owed, cancellation of your J-1 Visa and insurance coverage. If you fail to fulfill the responsibilities of your contract and violate any host site rules, State or Federal Law, your participation will be terminated and you must depart the USA. In the case of serious illness by a relative or a sibling, doctor's verification is required.
- Be responsible for all expenses (food, lodging, travel) if employment is terminated by host site or if determined by ICCP staff
- ICCP may terminate this contract and send a participant home at the participant's expense in the event the participant does not comply with the above terms

I have read, understand and agree to the above terms and conditions.

Camp Name (PRINT):

Camp representative Name:

Camp representative signature/Date