



INTERNATIONAL CAMP COUNSELOR PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

Agreement 2010

Before you finalize your application for the International Camp Counselor Program (ICCP) it is essential that you understand areas of responsibility as indicated below. If you have any questions please contact ICCP staff for clarification before you sign this Agreement. This agreement is your contract with the International Camp Counselor Program / ICCP.

General Areas of Responsibility

Applicant will:

- Accept the placement arrangement made by the employer
- Carry out the responsibilities to his/her best ability
- Negotiate salary and transportation directly with the employer
- Be financially responsible for all personal or incidental expenses before, during and after commitment
- Accept the terms of the Exchange Visitor Visa: to work only at the designated site and return home before the expire date of the visa
- Maintain sickness and accident insurance meeting U.S. government regulations for the entire stay in the U.S.
- Purchase airline ticket only once visa has been arranged
- Notify ICCP of arrival to camp within 5 days. Failure to do so will invalidate the J-1 visa
- Keep ICCP updated of whereabouts during travel time

The U.S. Host Site Will:

- Arrange for a face to face interview with the participant.
- Provide the participant with a contract and information prior to arrival to the site, outlining rules, regulations and job responsibilities.
- Provide staff training covering site rules, policies and on-going supervision.
- **Pay ICCP a program fee of \$400 with the application.**
- Negotiate salary directly with the participant. No FICAA or FUTA can be deducted from this amount, as J-1 participants are exempt.
- Make transportation arrangement directly with the participant
- Notify ICCP of the participant's arrival to camp within 5 days for visa validation.
- NOTE: There is a \$75 fee to replace lost or stolen DS-2019 forms and SEVIS fee receipts.
- Provide general liability insurance.
- Provide room & board or arrange home stay/host family (if a day camp).
- Ensure that international staff has at least 24 hours off per week (of which at least 10 hours must be continuous).
- Assist international staff with transportation out of camp on days and evenings off.
- Comply with Federal, State and Local regulations regarding payroll, insurance and background checks.
- **Notify ICCP in writing OF ANY CANCELLATIONS at least 15 days of visa start date to be eligible for a \$100 refund.**
- Consult with ICCP before early termination of an international staff.

ICCP (Program Sponsor) will:

- Send a DS-2019 visa sponsorship form, SEVIS fee receipt and supporting documentation directly to the applicant via express mail.
- Provide continued support throughout the program
- Provide up to 17 weeks of sickness and accident Insurance
- Letter of Sponsorship (for Embassy Official and Social Security Application).
- Instructions on how to apply for J-1 visa
- Participant & Host site Manual
- Validation of J-1 Visa with U.S. State Department
- 30 days of additional time for travel within the U.S. at the end of visa sponsorship (applicant **CANNOT** work during this time)
- On-going support and assistance to international staff and employer

\$400 (includes the following)

- J-1 exchange work visa sponsorship for duration of contract up to 4 months (120 days)
- Up to 17 (120 days) weeks of sickness and accident Insurance
- Express delivery of documents to the participant
- DS-2019 form (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- Payment of the non-refundable \$35 SEVIS (Student Exchange Visitor Information System) Fee to be paid to the State Department.
- Receipt that \$35 SEVIS fee has been paid (receipt must be presented to U.S Embassy)

Signatures: (I have read and agree to abide by the terms of this agreement as listed above)

Applicant Name:	<input type="text"/>	Applicant Signature:	<input type="text"/>	Date:	<input type="text"/>
Camp Representative Name:	<input type="text"/>	Employer Signature:	<input type="text"/>	Date:	<input type="text"/>