

# 2011 Participant Agreement

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

## **Authorization and Definition of Terms**

- ICCP is authorized by the U.S. government to conduct a program of international exchange. ICCP is known as the Program Sponsor (ICCP will *not* be your employer)
- ICCP has authorized an individual in your country to be our official representative, to interpret our program, recruit and provide other services to applicants for a fee. That person is known as the Overseas Partner.
- A qualified person interested in applying for the ICCP program is interviewed in their home country by the Overseas Partner. That person is known as the Applicant. Once an applicant has actually been assigned a placement by the ICCP staff and has arrived in the U.S., the person is known as a Program Participant.
- ICCP works with several hundred camps in the U.S. interested in hiring international young people to serve as staff for their summer program. The camp is known as the Employer.

## **General Areas of Responsibility:**

### **The ICCP Overseas Partner 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
- Ensure all submitted documents are accurately translated
- 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 an emergency telephone # to ICCP and be available to assist ICCP with any problems/emergencies that may arise with participants
- Monitor participants' return home and submit a participant status report including absconders to ICCP by November 1

### **ICCP (Program Sponsor) will:**

- Provide promotional materials to overseas partners and applicants
- Initiate and monitor the placement process of applicants
- Determine final selection of applicants
- Process visa application forms for participants and forward them to Overseas Partner
- Relay one way domestic travel information to camp to the Overseas Partner
- Provide accident/illness insurance for the duration of the program which meets U.S. government mandated standard
- Provide material for an orientation in the home country
- Provide 24 hour assistance and support services to Overseas Partner, camps and participants, as needed
- Maintain the Overseas Partner informed of any problems or emergencies that may arise
- Maintain compliance with U.S. government J-1 visa regulations
- Complete evaluations and share results with Overseas Partner

### **The U.S. Camp (Employer) will:**

- Provide the participant with an employment contract prior to arrival to camp 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

- Pay cost of one-way domestic transportation to camp from selected designated airport or city
- Submit one way domestic travel information to ICCP
- Notify ICCP of participant arrival to camp within 5 days of arrival
- Provide staff training covering camp rules, policies and on-going supervision
- Notify ICCP immediately if a problem arises with a participant, providing written documentation of incidents 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 ten weeks of work (including staff training) or to the end of camp which ever comes first.

**NOTES: (No FICA or FUTA can be deducted from this amount as J-1 participants are exempt).**

#### **The U.S. Camp (Employer) will: (continued)**

- 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-ration of the ICCP fee or stipend will be given if camp contracts a participant for less than the standard ten weeks).
- For work beyond the ten weeks camps must pay ICCP participant the same wage that an American counselor would earn (some camps may have a longer summer season)
- The fee to ICCP and the Stipend to staff are calculated from the day after the staff member arrives at camp, including the staff training; however, if a participant arrives earlier than the staff orientation for a certification-training course sponsored by the camp, their ten week contract will be effective on the first day of the camp's general staff orientation
- Full payment of stipend MUST be made to participant before participant leaves camp.
- Provide general liability insurance
- Provide room & board or arrange home stay/host family (if a day camp) for duration of program
- Conduct evaluations and submit to ICCP

#### **The Applicant (Participant) will:**

- Provide accurate and complete application information
- Accept the placement arrangements made by ICCP
- Promptly inform ICCP Overseas Partners 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
- Read the participant handbook
- Comply with all camp rules, policies, regulations and performance standards
- Be responsible for own expenses related to food and lodging if arriving to U.S. prior to the arrival date assigned by ICCP
- Notify ICCP of arrival to camp within 5 days and of whereabouts when not on camp premises
- ICCP participant commits to a minimum of 10 weeks work (including camp training) or to the end of camp which ever comes first to be eligible for stipend (determined by ICCP) which is paid directly to participant by the camp **(NOTE: some camps may have a longer summer season)**
- Contact ICCP immediately concerning a serious camp problem, after first consulting with the camp director
- Be responsible for own expenses related to all travel from camp at the end of the camp work assignment, and for all other personal expenses incurred from end of camp until return home including medical expenses not covered by ICCP insurance.
- **In the event of early departure from the camp by an International staff person without proper notification, consultation and approval by ICCP, that person will reimburse ICCP for a pro rate amount of the ICCP service fee to be refunded to the camp**
- Be responsible for all expenses (food, lodging, travel) if employment is terminated by camp or if participant leaves camp before the end of the season until placed at another camp if it is so determined by ICCP staff
- Understand that ICCP may terminate this contract and send a participant home at the participant's expense in the event participant does not comply with the above terms
- Travel back home at the end of the program
- Understand that the responsibilities of a Support Staff participant includes various job related activities
- **Understand that ICCP will do everything possible to identify a placement for accepted applicants, however, a placement is not guaranteed**
- **Understand the ICCP Application Fee is nonrefundable**

**Fees:** (There are other fees involved in this program (airfare, visa application, etc.  
Be sure to consult with your local ICCP Overseas Partner to understand what the

**Limited Scholarship funds are available!**

**ICCP Application Fee** \$ \_\_\_\_\_  
(This fee is non-refundable).

**Overseas Partner Fee** \$ \_\_\_\_\_

**Participant Stipend** \$ \_\_\_\_\_ **Camp Counselor**

\$ \_\_\_\_\_ **Support Staff/Special Needs Counselor**

*Please contact your Overseas partner for an application form*

\_\_\_\_\_ **Yes, I would like to contribute US \$1 to the Strong Kids Campaign**

**Initial Here**



**YMCA  
OF GREATER NEW YORK**

We build strong kids, strong families,  
strong communities

**INTERNATIONAL CAMP COUNSELOR PROGRAM**

**Agreement:** (Confirm Overseas Partner fee and participant stipend with the local ICCP Overseas Partner before signing this agreement)

Applicants Name (PRINT):

If applicant is under 21, parent or guardian must agree:

Parent/Guardian Name (PRINT):

Parent/Guardian Signature: \_\_\_\_\_

This is if it is a paper application.



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

**Applicants Signature:** \_\_\_\_\_

This is if it is a paper application.