

Host Site 2010 Agreement

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

Terms and Conditions

These terms and conditions are designed to be fair to a) the international participant, b) to 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 and 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 17 weeks of accident/illness insurance for participants
- Provide a pre-departure orientation for participants in the home country
- We will help 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: 100% due July 1st. Be aware that 3% monthly finance charge applies to unpaid balances starting July 31st..**
- **Agree to pay the International YMCA the amount of \$75.00 if the Host Site cancels a participant after the DS-2019 form has been issued.**
- **Provide ICCP with Travel-to-Camp information from the U.S. arrival location no later than one week prior to the scheduled U.S. arrival date.**
- 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 US arrival city and arrange for welcoming of international staff upon their arrival
- Notify ICCP of participant arrival to Host site within 5 days of arrival to comply with SEVIS and validation requirements
- 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 assistance with transportation off site on days and evenings off.
- Support staff may not work more than **10 consecutive hours per day or 60 hours per week.**
- 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.
- In the event of termination or other reason for early departure, the participant's stipend will be pro-rated to the day of departure.
- 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: US\$1300 to Regular Counselors and US\$1575 to Special Needs Counselors and Support Staff for up to ten weeks; pay for post-camp work (Should be paid comparatively per week) or similarly to that being paid to an American staff for the same job
- Provide general liability insurance and Workers Compensation coverage
- Provide room (including adequate housing that is welcoming and clean with linens and bedding) & board or, if a day camp, arrange a home stay/host family for duration of program
- Provide reasonable access to telephone, Internet and local transportation during international staff free time
- Show sensitivity to food issues, health/stamina issues, allergies, cultural and religious practices, e.g., lactose intolerance, pork, and to time and cultural adjustments that may be needed
- Make every effort to follow "*Best Practices for International Staff in American Camp Association Camps*" as found on ACA and ICCP web sites.
- 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
- Understand that the "Camp Day" is a long day and that the expectation is to follow the camp schedule which will include periods of break from work during the daily schedule, in addition to scheduled time off.
- Be responsible for own travel expenses related from/to 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-rated amount of the ICCP service fee to the host site which otherwise would have been received by ICCP from your host site (up to US\$995.00+ \$35.00 SEVIS fee). Failure to complete the contract will result in fees owed, cancellation of the J-1 Visa and insurance coverage. Failure to fulfill the responsibilities of the contract and violation of any host site rules, State or Federal Law, participation will be terminated and departure from the USA will occur. In the case of serious illness of a relative or a sibling, a 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 participant does not comply with the above terms