



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2011 PARTICIPANT ORIENTATION GUIDE

INTERNATIONAL BRANCH
YMCA OF GREATER NEW YORK



YMCA GLOBAL MOVEMENT

- **YMCAs have consistently been at the forefront of social change movements.**
- **Founded by George Williams in London, England (1844) to provide a safe space for youth.**
- **Today there are more than 12,000 YMCAs in over 124 countries around the world.**
- **The YMCA is the largest non-profit community organization in the U.S.**

Welcome to the YMCA International Programs!

You are now a participant and member of the YMCA International Programs and YMCA Family.

As a participant of a YMCA exchange program, you will be a role model to everyone with whom you come into contact.

You are expected to model sound values. The YMCA challenge is to accept and demonstrate the four core values in everything you do.

Our values:

- **Caring** Loving others; being sensitive to the well being of others; helping others.
- **Honesty** Telling the truth; acting in such a way that one is worthy of trust; having integrity; making sure one's actions match one's values.
- **Respect** Treating others as you would have them treat you; valuing the worth of every person, including yourself.
- **Responsibility** Doing what you ought to do; being accountable for your behavior and obligations.

We encourage you to accept the challenge!

INTERNATIONAL YMCA

- **“IYMCA” is your visa sponsor – authorized by the U.S. State Department**
- **The YMCA family is present across the U.S. and in 124+ countries globally.**
- **YMCAs provide a range of programs and services with a focus on youth development, healthy living & social responsibility.**

J-1 VISITOR EXCHANGE VISA PROGRAM

1. Purpose

2. Terms and Conditions

3. Participant Agreement

PURPOSE OF J-1 VISA PROGRAMS

1. The purpose of the Exchange Visitor Program is to increase mutual understanding between people of the United States and people of other countries by means of cultural exchange experiences.
2. To participate actively in cross-cultural activities with Americans.
3. To return home to share your experience and increased knowledge of U.S. culture and society.

TERMS AND CONDITIONS OF J-1 VISA PROGRAMS

- For Exchange Visitors
- Issued only for the duration of the program
- Allows you to work at the location stated on your DS-2019/visa.
- Does not allow you to engage in other employment while on the program without written approval from your sponsor (YMCA)
- Maximum stay is 4 months – **this cannot be extended**
- DS-2019 dates govern the length of your stay, not the J-1 visa dates in your passport

PARTICIPANT AGREEMENT: You the participant agrees to...

1. Adhere to the terms of J-1 Exchange Visitor Visa
2. Follow U.S.A. & state specific laws
3. Attend/complete the Pre-Departure Orientation
4. Accept placement at employer listed on DS-2019 form
5. Validate your visa by updating SEVIS within 5 days of arrival in the U.S.
6. Work for the program duration on Form DS-2019
7. Be insured (health & accident) for duration of your program in the U.S.A.

PARTIPANT AGREEMENT (cont.) You the participant agrees to....

7. Complete the on-line program evaluation
8. Update YMCA of any employer/residence change within 3-5 days
9. Conditions warranting a termination of your visa/sponsorship

If you wish to remain in the U.S. beyond the dates listed on your DS-2019, you must contact the International YMCA and speak with your account representative.

IMPORTANT DOCUMENTS


1. DS-2019
2. J-1 VISA
3. I-94
4. Documents in Participant Package

The J-1 VISA

- Permits you to enter the United States
- Granted to eligible applicants with a Form DS-2019 which certifies sponsorship
- Not guaranteed
- Issued by the US Embassy or Consulate Non-Immigrant Visa Section
- Affixed in passport
- Issued with the expectation you will return to home country at the end of your stay
- May require a two-year home residency before eligible for immigrant category visa

DS-2019 FORM

1. Certificate of Eligibility
2. Present to US Visa Officer
3. Present to US Immigration Official at border/upon entry to U.S.A.
4. Your visa is only valid when accompanied by the DS-2019 – you must have both documents with you at ALL times.
5. Specifies purpose of your stay, dates of your sponsorship, location of employment, sponsor information, etc.

U.S. Department of State					OMB APPROVAL NO.1405-0119	
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS					EXPIRES: 02-28-2005	
					ESTIMATED BURDEN TIME: 45 min	
					*See Page 2	
1. Family Name:		First Name:		Middle Name:		Gender: MALE
Date of Birth (mm-dd-yyyy): 09-28-		City of Birth: Volyn		Country of Birth: UKRAINE		
Citizenship Country Code: UP		Citizenship Country: UKRAINE		Position: UNIVERSITY UNDERGRADUATE STUDENTS		
Legal Permanent Residence Country Code: UP		Legal Permanent Residence Country: UKRAINE		Position Code: 215		
U.S. Address: 15400 18th Ave Minneapolis, MN 55447		Exchange Visitor Program Number: P-3-04336		Participating Program Official Description: SUMMER TRAVEL/WORK		
2. Program Sponsor: International Branch, YMCA of Greater NY						
Purpose of this form: Begin new program; accompanied by number (0) of immediate family members.						
3. Form Covers Period:			4. Exchange Visitor Category:			
From (mm-dd-yyyy): 06-25-2005			SUMMER TRAVEL/WORK			
To (mm-dd-yyyy): 09-25-2005			Subject/Field Code: 32.0101 Subject/Field Code Remarks: none			
5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:						
All other organizations providing support : \$5,040.00						
Personal funds : \$2,000.00						
Total : \$7,040.00						
6. U.S. DEPARTMENT OF STATE / INS USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).			7. Eugene McKinney		Alternate Responsible Officer	
			Name of Official Preparing Form		Title	
			5 West 63rd Street		212-727-8800 ext. 4321	
			2nd Floor		Telephone Number	
			New York, NY 10023		04-06-2005	
			Signature of Responsible Officer or Alternate Responsible Officer		Date (mm-dd-yyyy)	
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM)						
Effective date (mm-dd-yyyy): _____, Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.						
Signature of Responsible Officer or Alternate Responsible Officer _____ Date (mm-dd-yyyy) of Signature _____						
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (see item 1(a) of page 2).				TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year*)		
The Exchange Visitor in the above program:				*EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work.		
1. <input type="checkbox"/> Not subject to the two-year residence requirement.				(1) Exchange Visitor is in good standing at the present time		
2. <input type="checkbox"/> Subject to two-year residence requirement based on:				(2) Exchange Visitor is in good standing at the present time		
A. <input type="checkbox"/> Government financing and/or				Date (mm-dd-yyyy)		
B. <input type="checkbox"/> The Exchange Visitor Skills List and/or				Signature of Responsible Officer or Alternate Responsible Officer		
C. <input type="checkbox"/> PL 94-484 as amended				Date (mm-dd-yyyy)		
Name _____ Title _____				Signature of Responsible Officer or Alternate Responsible Officer		
Signature of Consular or Immigration Officer _____ Date (mm-dd-yyyy) _____				Date (mm-dd-yyyy)		
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212 (e).						
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.						
Signature of Applicant _____				Place _____		Date (mm-dd-yyyy) _____

I-94 FORM

- Complete the form on the plane
- Serves as record of entry & departure
- Determines how long you may stay in the US (must accompany DS & visa)
- D/S or “Duration of Status” indicates period granted to stay in US
- Must provide this form upon leaving the U.S

Departure Number
502465729 00

Immigration and Naturalization Service
I-94
Departure Record

14. Family Name
15. First (Given) Name
16. Birth Date (Day, Mo, Yr)
17. Country of Citizenship

See Other Side
STAPLE HERE

Important Documents in your package from International YMCA

1. Program information sheet
2. Participant letter
3. Visa application information
4. I-901 proof of SEVIS payment
5. Embassy Letter
6. Placement Notice
7. Social Security Letter/Application
8. Sample personal budget spreadsheet
9. Insurance information



WHAT IS SEVIS?

1. **Student and Exchange Visitor Information System (SEVIS)**
2. **SEVIS tracks students and exchange visitors in the US. This system is monitored by the U.S. Department of Homeland Security.**
3. **It is YOUR responsible to maintain current data & status (address in the US)**
4. **Failure to comply will result in the International YMCA cancelling sponsorship of your visa**

Reporting to the YMCA

When

- Within 5 days of arrival at work site, inform YMCA of your US (home) address
- The YMCA will validate your record in SEVIS
- You must inform the YMCA within 5 days of any address change
- Second or replacement jobs MUST be approved by the YMCA BEFORE you begin work

How

- Visit: www.internationalymca.org then click on “Participants” then your respective program, then “SEVIS”
- Call us: 1-888-477-9622)
- Email us: ips@ymcanyc.org
- You will receive a confirmation email upon validating – if you do not, please contact our offices.

SOCIAL SECURITY NUMBER

OBTAINING A SOCIAL SECURITY NUMBER

1. You must have to be eligible to work in the U.S.
1. Apply in person at local Social Security Office upon arrival in the U.S.
1. Bring actual passport, visa, DS-2019, I-94, social security letter, and job confirmation (sent with your Form DS)
2. You are a considered a 'legal alien' allowed to work in the U.S. through the J-1 EV (exchange visitor) program
3. Use valid U.S. address (home or work) where Social Security card can safely be mailed
4. Fill in your name exactly as it appears in your passport

TO RECEIVE A “SSN”, YOU MUST:

1. Be “active” in SEVIS
2. Have been in US for at least 10 days
3. Ask for proof of application (SSA-5028) before leaving the SSA office
4. Allow 3-12 Weeks to process

By providing proof of application, you are legally allowed to begin work before receiving your SSN card

DO NOT share your SSN information

Your SSN is permanent (if you have already participated on a J-1 program you have a SSN)

Problems?

Contact the YMCA or visit www.ssa.gov or call 1-800-772-1213 (Toll Free)

TAXES IN THE U.S.

UNDERSTANDING WITHHELD TAXES

1. All income is subject to tax
2. Taxes may include Federal, State, and Local income tax
3. You **do not** need to pay Social Security, Unemployment & Medicare tax.
4. Form 8233 and tax treaties
5. Visit our website www.internationalymca.org and find more information under the **PARTICIPANTS** tab

COMPLETING YOUR TAX FORMS

GETTING A W-2 FORM

1. Employer must send by Jan 31 for previous year
2. Leave a 'permanent' address with your employer (in home country) where you can receive the form
3. Your W-2 must show your 'SSN'
4. Copy is sent by employer to Internal Revenue Service (IRS) & State Tax Office
5. Contact your employer directly if you do not receive this form

FILING 1040NR-EZ FORMS

1. You must file a tax return
2. Download directly from www.irs.gov
3. You can file electronically
4. Deadline is April 15th of each year
5. Ask your employer for assistance or contact the International YMCA and ask for your account representative
6. Tax information can be found on our web site www.internationalymca.org under the **Participants** tab

W-4 & W-9 FORMS

1. Check off 'single'
2. You claim 'one' personal allowance
3. You are legally obligated to pay all applicable taxes on all income you obtain while working in the U.S.
4. I-9 employment authorization form

FILING YOUR STATE INCOME TAX RETURN

1. Tax 'status' is determined by state law
2. Filing requirements are determined by state law
3. Find information on state revenue web sites by visiting www.irs.gov
4. Contact the YMCA for assistance

Filing your Tax Return

Options in filing your Tax Return

- You can file your tax return on your own
Or
- Choose one of several agencies which provide J-1 program participants assistance in filing their tax returns for a fee.

One of these organizations is Taxback.com

Taxback.com operates on a No Refund No Fee policy where a 10% processing fee (minimum fee \$75) will apply only if you receive a tax refund.

For information contact taxback.com

PARTICIPANT INSURANCE

INSURANCE POLICY

1. **What does it cover?** Non-work-related illness, accidents or injuries and related prescription medications
2. **What is NOT covered?** 'Work-related' illness and injuries are covered by 'Workers Compensation' through your employer
3. **What are the deductibles?** You are responsible for paying a one-time \$100 deductible each time you have an accident or sickness.
4. **If you receive medical treatment you are required to file a claim form that is contained in the Insurance Information Brochure at www.internationalymca.org.**
5. **If a provider requires you to pre-pay for medical services, submit the bill and proof of payment with the claim form for reimbursement.**
6. **Always carry your insurance card with you.** Download and print it from the YMCA website under the **Insurance Information** icon.
7. **When am I covered under the insurance?** Insurance is valid ONE day prior to arrival in the US for the duration of your program
8. Additional insurance coverage is available
9. Visit www.internationalymca.org and click on **Insurance Information** for more information. Enter the password: PART09

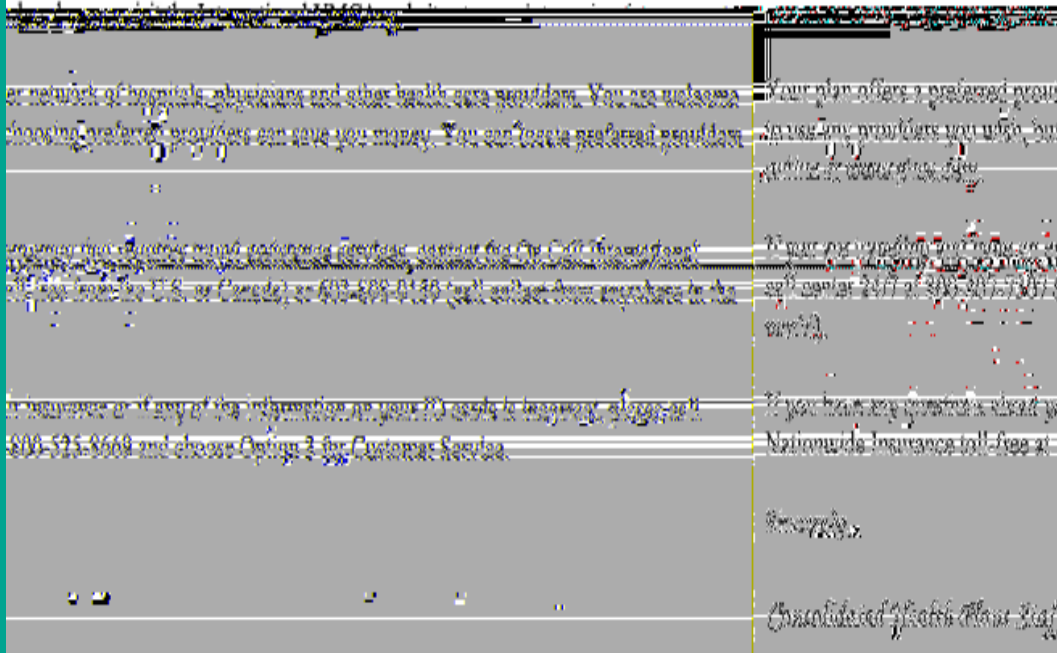
PRACTICE HEALTHY HABITS

- **Stay in good health while in the U.S.**
- Wash your hands often with soap and water – your body may not be used to germs & bacteria in a new area.
- Use waterless alcohol-based hand gels (i.e. Purell) when soap is not available and hands are not visibly dirty.
- Cover your mouth and nose with a tissue when you cough or sneeze and put your used tissue in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Wash your hands after coughing or sneezing, using soap and water or an alcohol-based hand gel.
- Avoid touching your eyes, nose or mouth.
- Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Follow all local health & employer recommendations
- Seek medical care if you feel sick:
 - Ask your employer for preferred physicians they may have a relationship/history with
 - Visit www.phcs.com
 - Use a 'preferred' provider to save money
 - Ensure the doctor you select accepts your insurance plan

INSURANCE FORMS

Thank you for choosing the International YMCA Insurance Plan, insured by Nationwide Insurance and administered by Consolidated Health Plans.

Your insurance plan identification (ID) cards are attached below. Keep one card with you at all times and present it whenever you seek medical treatment. We have included an extra ID card in case one is lost or misplaced. The front of your card shows your ID Number, your Group Name and Number, and the Deductible that you are responsible for per accident or sickness. The back of the card provides contact information that you or a health care provider may need to verify your eligibility and benefits. To obtain more details about your insurance coverage, please consult your plan



SAMPLE INSURANCE LETTER

BEFORE YOU COME TO THE U.S.

MAKE SURE YOU...

- Make copies of all of your important documents and leave a copy at home.
- Place your passport, a clear photo copy, and DS-2019 in your carry-on bag
- Bring pocket money (\$300-ICCP) Work and Travel: enough money to last you three weeks
- Bring your program manual and other important documentation
- Download a copy of the 'insurance claim form' and your insurance ID card
- Reconfirm your arrival information with your employer (camp) (by phone AND email/writing)
- Pack change of clothes in your 'carry-on' bag
- Pack a cellular telephone with US service or purchase international phone card

WHEN YOU ARRIVE IN THE U.S.

Upon arrival in the U.S. you will pass through Immigration & Customs control BEFORE obtaining your luggage

Be prepared to:

- Have fingerprints taken
- Answer questions as to where in the U.S. you are going to
- Discuss the purpose of your stay (J-1 EV program)
- Provide dates of your stay in the U.S.

BEFORE YOUR TRIP HOME

- Confirm your return flight 3-5 weeks in advance
- You must leave U.S. within 30 days of end date listed on your DS-2019
- The International YMCA **does not** support change of visa status requests
- If you are a student, it is your responsibility to return home in time to start your university classes

U.S. LAWS AND SAFETY

1. Use or possession of drugs
2. Purchasing/drinking alcohol under 21
3. DWI (Driving While Intoxicated)
4. Open bottles
5. Hitchhiking
6. Legal age of consent: 18
7. Sexual Harassment
8. Shoplifting
9. AIDS and STD's
10. Bike Safety
11. Car Rentals

SEXUAL HARRASSMENT

- **No means No**
- Sexual harassment is **not only physical contact**
- **Greatest cultural differences** between the US and other countries is the understanding of **sexual harassment**
- Sexual harassment is a **crime** and results in firing from job, arrest, charge, serving in jail and being deported
- It is not recommended to form a romantic or sexual relationship with supervisors or subordinates
- No relations **of any kind** with campers or junior staff (if you are working at a YMCA/camp)

CONCERN FOR SAFETY OF CHILDREN

- **Mandatory background checks are required for all working with children**
- **Physical abuse is illegal**
- **Neglect is illegal**
- **Emotional abuse is illegal**
- **Sex with a minor (under 18) is considered 'statutory rape'**

FOUR TYPES OF CHILD ABUSE

- **Sexual Abuse**
 - “Good touch” vs “bad touch” vs no touch!
- **Physical Abuse**
 - Some disciplinary methods will be problematic
 - ask for help
- **Emotional Abuse:
(Psychological/Verbal/Mental Injury)**
 - Bullying, swearing, etc.
- **Neglect**
 - Pay attention to children’s needs, health, and safety!

PRECAUTIONS YOU SHOULD ALWAYS USE WORKING WITH CHILDREN

- Always be in view of others
- Do not allow children into private staff areas
- Know your employer/camp's procedure for handling discipline.
- Be aware and careful of what information you share; use good judgment.
- Report and/or record suspicious or unusual observations to supervisors.
- Supervise private activities in pairs. Do not force your attention on a child. It may be common for you to want to hug or touch a child who is hurt or homesick. Before you do, make sure the child understands your action.
- **Never be alone with a child/youth participant**

WHAT TO DO IF....

- **You are arrested?** Contact the International YMCA +1.917.841.4498 immediately
- **You or another J-1 YMCA participant are injured?** Contact the International YMCA +1.917.841.4498 immediately
- **You are the victim of a crime?** Call '911' immediately, seek help from your employer or call the International YMCA
- **You are fired?** Contact the the International YMCA

EARLY DEPARTURE, FIRING OR TERMINATION

If your dismissal is outside normal working hours:

- You should find a safe local place to stay (i.e. motel/hotel)
- Contact the International YMCA emergency line +1.917.841.4498
- Do not travel to New York unless instructed to by a YMCA staff
- You will be financially responsible for all expenses including food, accommodation and travel
- Depending on the cause for dismissal, you may be re-assigned to another employer, or be responsible for financing your immediate return flight back home.
- If the YMCA determines that you must leave the country, we will notify the U.S. State Department that you are no longer in the program and that you must leave the country within 24 hours.
- Failure to leave the country within 24 hours could severely affect any future legal visa or immigration status you might have in the United States.

CONSEQUENCES FOR VIOLATING PROGRAM RULES

- Termination of Visa Sponsorship
- Immediate return to your home country
- Difficulty obtaining J-1 visas in the future
- Possible difficulty obtaining *any* visa to travel to the United States at any point in the future

INTERNATIONAL BRANCH YMCA OF GREATER NEW YORK

Mailing Address:

5 West 63rd Street - 2nd floor
New York, NY 10023, USA

Web Address:

www.internationalymca.org

E-mail Address:

ips@ymcanyc.org

Telephone:

1.888.477.9622 (toll free from within the US)
+1.212.727.8800 (from overseas)

Emergency Telephone:

+1.917.841.4498 (evenings, weekends, and holidays)

Fax:

+1.212.724.2344

TOOLS FOR SUCCESS

- Read & review all information provided to you
- Understand YMCA program rules & regulations
- Do your best – share your skills, culture, experience and energy
- Have an open mind and a positive attitude
- Learn, explore, grow & thrive...
- Ask questions
- Use common sense and good judgment
- Have fun!!

**WE'RE HERE IF
YOU NEED HELP...**

**Have fun and
make a difference!**