



INTERNATIONAL CAMP COUNSELOR PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

Trainee Program Application AGREEMENT

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 the staff at ICCP 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:

- Participate in all aspects of the training program, including orientation and evaluations.
- Accept placement arrangements made by the host site and to carry out responsibilities to the best of his/her ability.
- Follow all rules and regulations of the training facility and to report any problems to his/her immediate supervisor and to the International YMCA/ICCP.
- Read and agree to the Training Plan developed by the host site and approved by ICCP.
- Accept the terms of the Exchange Visitor Visa: to train only at the designated site, to leave the USA before the expiration date of the DS-2019 plus 30 days post program travel period (if program is successfully completed) and to not train outside of the activities specified in the training plan.
- Report your residential US address to the YMCA International Branch within 10 days of any move.
- Notify ICCP of arrival to camp within 10 days. Failure to do so will invalidate the J-1 visa
- Follow and obey all laws of the United States.
- Understand that the International YMCA Branch is the sponsor of the training program and the trainee is responsible for reporting to us any problems in a timely manner. Should the trainee leave the program early, the trainee must notify the International YMCA Branch.
- Understand that the International YMCA as the program sponsor is responsible for monitoring compliance with J-1 Visa regulations, the training plan and YMCA policies. The training plan cannot be modified without International YMCA / ICCP approval. The International YMCA may require modification of the training plan or terminate visa sponsorship if Branch staff determines the J-1 visa regulations, the training plan, or the YMCA policies are not being followed.
- Provide evidence of possession of round trip transportation to and from the United States, or sufficient funds to purchase return trip upon entry into the United States.
- Understand that the intent of the training program is to gain skills to be used in the home country. Any attempt to remain in the United States after the end dates of the training program may be viewed as misuse of the program, and visa sponsorship by the International YMCA Branch may be terminated.

The U.S. Host site will:

- Take full responsibility for the applicant's placement and performance, and assure that the candidate meets all requirements for the applicant's placement.
- Pay the International YMCA the full application fee, which covers: SEVIS fee, DS-2019 form and Express Mailing fee.
- Pay the International YMCA Branch for sickness and accident insurance coverage for the participant for the duration of the training program.
- Assure the package containing the DS-2019 form and other documents is deliverable to the address provided on the application. If the package containing the DS-2019 form and documents is undeliverable to the address provided on the application, the host site will have to pay another courier fee to resend the package.
- Supply the International YMCA with a copy of the training plan signed by the trainee and to consult with the International YMCA before any alterations are made to the approved training program.
- Ensure continuous supervision of the trainee and to complete with the trainee, all evaluation forms sent by International YMCA Branch.
- Guarantee sufficient equipment, facilities, and guidance of trained personnel to provide the specified training.
- Understand and accept that the trainee is here for training in the skills and knowledge needed to perform the particular task in the home country, not to be trained for employment in the United States.
- Notify ICCP of arrival to camp within 10 days. Failure to do so will invalidate the J-1 visa
- Guarantee trainees will not be in positions that would otherwise be filled by US residents as full or part-time employees.
- Accept the terms of the J-1 visa: representatives of the host site **may not** in any way assist the trainee to extend his/her stay or remain in the United States after the expiration date of the training visa.
- Understand that the sponsor of the training program is the International YMCA and any problems, changes and pertinent information must be reported directly to International YMCA including exact arrival, departure, and travel dates.
- Be responsible for arrival orientation.
- Notify the trainee of expenses covered by the host site;
- Clearly specify those expenses for which the trainee is personally responsible. The expenses for room, board, transportation and fees paid to International YMCA must be considered.
- Understand that the International YMCA is the sponsor of the training program and as such it is responsible for monitoring compliance with J-1 visa regulations, the training plan, and the YMCA policies. The training plan cannot be modified without the approval of the International YMCA. The International YMCA may require modification of the training plan or terminate visa sponsorship if Branch staff determines the J-1 visa regulations, the training plan, or the YMCA policies are not being followed.
- To adhere to all Federal, State, and Local regulations regarding payroll taxes, insurance, and background screening.

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.

Application Fees: (includes the following)

- Up to 18 Months of training visa sponsorship
- Sickness and accident Insurance for the time requested.
- Express delivery of documents to the participant
- DS-2019 form (Certificate of Eligibility for Exchange Visitor (J-1) Status
- Payment of the non-refundable \$100 SEVIS (Student Exchange Visitor Information System) Fee to be paid to the State Department.
- Receipt that \$100 SEVIS fee has been paid. Receipt must be presented to U.S. Embassy.
- Letter of Sponsorship (for Embassy Official and Social Security Application).
- Instructions on how to apply for J-1 visa
- Participant & Host site Manual and Newsletters
- 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** train/work during this time)
- On-going support and assistance to international staff and employer

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

Applicant Name:		Applicant Signature:		Date:	
Parent Name:		Parent Signature:		Date:	
(if applicant is under 21 years of age)					
Employer Name:		Employer Signature:		Date:	