



# Camp Counselors USA Interview Checklist - Australia

Applicant Name \_\_\_\_\_

CCUSA ID # 

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Date of Interview: \_\_\_\_\_

Dear Participant,

You need to keep a copy of this document and refer it throughout the season as a reminder of the program conditions and policies.

## General Information

- You have read and understood the Camp Counselors USA 2012 Program Agreement. This is a legally binding agreement. If you are unsure of anything, please ask now or contact the CCUSA office before acceptance. Please refer to this document throughout the season.
- You have read and understood the cancellation policy outlined in the Program Agreement and will refer to this if you cancel from the program.
- You are available for Camp for a minimum of 9 weeks from mid-May through August.
- You have disclosed all medical history and criminal offence history on your application form.
- You will be notified within 2 weeks if you are accepted to the program via an emailed acceptance letter. These 2 weeks will commence when you have submitted all required documentation. See additional costs below that may be incurred due to failure to keep your application current and up to date.
- Once accepted, we post most information and documents on 'Footprints' – CCUSA's Members Only website. Your log in and password will be the same ones you used when you completed your application online. It is your responsibility to log on regularly.
- You must notify CCUSA if you change address, phone number, email or dates of availability as well as any new skills you have gained, completed any new courses or new experience with children.
- CCUSA sends information via email, so be sure to add our email addresses to your address book, so they are not blocked. You must check your emails regularly, and take responsibility for answering questions promptly from our offices and any camps that are reviewing your application.
- It is common practice in the USA to Google potential Employees before hiring them. Please ensure that your 'Facebook', or similar pages do not contain anything offensive or will affect your possible placement (including pictures, videos and text).
- For the duration of your time on the CCUSA program, you must take responsibility for returning our calls and replying to emails in a timely fashion (48 hours). Participants, who continually fail to respond to CCUSA phone and email requests, are indicating to us that they are no longer interested in the program and will have their application cancelled after one warning. Understand that CCUSA is your visa sponsor and we undertake at all times to treat you with courtesy and respect. In return for this we require you to always be courteous and polite to our staff and associates. You therefore agree that hostile or aggressive behaviour by yourself (and/or your immediate family) will result in immediate cancellation from the program and the forfeiting of all payments.

## Costs

### To CCUSA:

- Application fee: \$199. This fee was due at time of applying and therefore has been paid.
- Acceptance fee: \$425.
- Possible Additional Fee of AU\$100 per item below:
  - Applications submitted/paid after March 1st 2012.
  - If you fail to pay the Acceptance fee within 15 days of acceptance notification.
  - Failure to submit all the required documents within 15 days from paying the application fee.

### To Other Parties:

- Federal Police Check: \$43 – to Australian Federal Police
- J-1 Visa: \$245 for Australian Passport Holders, \$168 for Other Passport Holders (correct at time of printing) - paid to the US Consulate.
- Flights: Budget approximately \$1800 (includes taxes East Coast Aust – LA Return) through STA Travel. Be sure to budget for travel all the way to camp.

## Placement at Camp

- You agree and understand that finding you a placement at camp can be a lengthy process and CCUSA will do all it can to find you a great placement at camp, although a camp placement cannot be guaranteed as it is a Camp Directors decision as to whom they hire and when. Once accepted to the program **a placement can take weeks, months or even right up until June 30th 2012.**
- CCUSA placed every accepted Australian applicant in 2011 and for 23 of the 25 years we've been operating in Australia.
- The Camp Director determines the position you will hold at camp. You may be placed in an all-round/general position or an activity position, or a combination of both.
- No matter what position you hold you will likely be working, living and sleeping in a cabin with campers. You will be responsible for their well-being, evening programs, behaviour and sitting with them at meals. (Some positions do not require you to sleep in cabins with campers but this is rare.)
- You will be notified of placement via your Footprints account. You can be placed at any of the camp types that you indicated in your interview that you are interested in working at.
- A camp may contact you directly via email, skype or phone to set up an interview with them. Failure to respond to them positively within 48 hours may result in the cancellation of your application without refund. It is the camp's decision to interview you. They may decide to hire you based on your application and interview with CCUSA and not require a further interview.
- The CCUSA Job Fairs are held in February and if you are not placed prior to these you must attend (you will receive your official VIP invitation to attend in January.)
- Your camp may request you sign a camp specific contract. If this is the case, this overrides your Program Agreement in terms of dates, pocket money and time off policies.

## Flights & Travel

- Travel to the USA and onto camp is your responsibility. Costs will differ depending on where you are flying from and to.
- You are responsible for your travel to your camp's designated airport from your entry point into the US – you may choose to fly, catch a bus or a train. Camp will be responsible for the cost of your travel to camp from that designated airport or designated pick-up point.
- Following camp, you are responsible for your travel. You must have a flight out of the USA (or a Canadian working visa).
- CCUSA need a copy of your entire travel itinerary for insurance and visa tracking purposes. You will be required to enter in your travel through your "Footprints" account. Your insurance will only be activated once we have your inbound international and US domestic flights to camp. You should book your flights as soon as your placement is confirmed.



### Pocket Money

- You will receive a minimum set amount of pocket money for the entire summer (9 weeks resident, 11 weeks day camp). This is calculated on your age as of 1st June 2012. For resident camp, you will earn US\$30 for each additional day worked after 9 weeks.
- Counselor Aged 18: US\$1,285
- Counselor Aged 19 or 20: US\$1,550
- Counselor Aged 21 and over: US\$1,745
- If you have a current Surf Bronze or Pool Lifeguard certification (valid until September 2012) OR have provided us with proof that you are enrolled in this course, you will be eligible for an additional US\$100 in pocket money at camp. You are only eligible for the additional payment if CCUSA has approved this prior to your application being accepted.
- If you have a current Austswim certification (valid until September 2012) OR have provided us with proof that you are enrolled in this course and a camp hires you as a Water Safety or Swim Instructor you will be eligible for an additional US\$150 in pocket money at camp. You are only eligible for the additional payment if CCUSA has approved this prior to your application being accepted and a camp places you in this position.
- If you have a combination of a Surf Bronze/Pool Lifeguard and Austswim Certification (both valid until September 2012) OR have provided us with proof that you are enrolled in these courses and a camp hires you as a Lifeguard and Water Safety or Swim Instructor you will be eligible for an additional US\$200 in pocket money at camp. You are only eligible for the additional payment if CCUSA has approved this prior to your application being accepted and a camp places you in this position.
- You will receive accommodation and 3 meals a day.
- As per your camps individual policy, pocket money can be paid, fortnightly, monthly or at the end of your contract.
- Your camp may withhold minimal Federal and State taxes from your pay, which can be reclaimed by filing a tax return (CCUSA offer a tax assistance service if you require assistance with this.)

### J-1 Visa, Passport and US Consulate Interview

- You agree that you or your parents were not born in the USA, or have ever held a US passport.
- You must apply for a passport as soon as you are accepted if you don't already have one (and your passport must be valid until at least February 2013).
- You will be entering the USA on a J-1 Cultural Exchange visa, which allows you to work at camp only.
- CCUSA will provide you with the sponsoring DS2019 form needed to get the J-1 Visa. The details printed on this form will be available on Footprints once accepted, and it is your responsibility to check your details are correct and match exactly what is on your passport/birth certificate, i.e. no nick names, correct place of birth etc.
- If you have dual passports, be sure to indicate which passport you will be using for your visa.
- If your DS2019 form must be reprinted due to incorrect details, or it is lost or damaged you will be charged AU\$75 for a new one.
- You can only work in the USA for the dates of your visa (indicated on the DS2019 form). The J1 visa is for the time you are working at camp and you receive 30-day grace period after this for further travel in the USA.
- The US Government has an extra fee (SEVIS) to help track visitors to the USA. CCUSA and your summer camp will cover this fee.
- The J-1 Visa application process requires that you attend an "in-person" interview with the US Consulate to apply for the visa. CCUSA will contact you about booking this appointment and assist you with the paperwork required for the visa.
- The US Consulate may charge a fee for this interview. In this case, this fee is your responsibility (A\$14 subject to change).

### Insurance

- You receive 3 calendar months economy insurance with the program that will cover your time while working at camp.
- It is worldwide coverage that covers medical, accident and repatriation.
- Insurance coverage while participating on the CCUSA program is required by the US Government. It is your responsibility to carefully read the policy details which are on the 'Footprints' website to know what you are covered for. Claims are to be made directly with the insurance company.
- You can extend this insurance for AU\$70 per month or AU\$45 per week for travelling before and after camp.
- You can upgrade this policy to a 'premium' policy for AU\$100 for the first initial 3 months, and then AU\$100 per month after that. We strongly recommend that you upgrade your insurance (higher medical coverage and no excess).
- You can extend this insurance for a total of 18 months to cover all your international travel before and after camp (recommended).
- Your coverage with CCUSA's insurance provider must start from the day you enter the USA until at least the last date of your visa. If you are placed at a camp for longer than 3 months or you are entering the US earlier than your visa start date, you may need to purchase extra insurance to cover this time frame.
- Pre-existing medical conditions are not covered under the insurance policy and there is no upgrade option. If you have any pre-existing medical conditions, it is your responsibility to organise extra insurance. You must notify us if you such a condition.

### Important Program Information

- Pre Departure Orientation: All CCUSA participants must attend a mandatory pre departure orientation. This is a J1 visa regulation that the US Government enforces. Failure to attend this orientation is grounds for cancellation without refund. Orientations are held: Sydney, Melbourne and Brisbane: Sunday 15th April. Perth and Hobart: Monday 16th April. Adelaide: Tuesday 17th April. Canberra: Wednesday 18th April. Do you plan to depart Australia prior to these dates?
  - NO
  - YES
- If YES, you will be required to complete the "Leaving Early" document and pay the AU\$100 leaving early fee to cover additional visa and Pre-departure costs.
- Medical Examinations: You will be required to have the CCUSA Health History form completed by a physician to confirm that you are physically fit and able to work at camp. If anything comes back on this that, you have not disclosed on your original application, it is grounds for termination from the program. You must have this completed at least 4 weeks prior to your departure. Once you have completed the Health History form you will be required to scan and attach this to your "Footprints" account.
- Police Check: US Government require a police check for everyone who will be working at a summer camp. If you have not already done so, you must download these forms from the CCUSA Online Application Centre and submit them to CCUSA with your payment for the Australian Federal Police. Failure to submit these forms within 15 days of making your application/program payment will result in you being charged a AU\$100 surcharge. Once this completed Federal Police Background check has been returned to us – we will attach it to your application and send onto your camp. If your check comes back with an offence not already disclosed to us by you on your CCUSA application form, this might result in your application being cancelled without refund. If you have a record that has been disclosed, it does not mean you will be automatically ineligible, but further investigation will need to be done.
- Agency Fee: Your camp pays an agency fee to CCUSA. If you do not complete your contract at camp, you will be responsible for a pro-rated portion of this fee.
- Alcohol/Smoking/Drugs: At camp, you are a role model to children. Alcohol, smoking and/or drugs are not permitted at camp. Further, if you are under 21, you are not by law permitted to drink or purchase alcohol.
- Homesickness: You will need to consider that you will be at camp for three months and therefore have limited contact with family and friends back home. Every year people drop out early because of homesickness, make sure you are up to the challenge of camp life and working/living with children 24 x 7.

### Pre-Placement

- Do you have a specific camp that you have been in contact with? If you would like your application, sent to that camp for review:  
What camp is it? \_\_\_\_\_ Who is your contact? \_\_\_\_\_
- Please note that CCUSA are now responsible for finding you a camp. Please refrain from contacting camps directly.

This is to certify that the CCUSA Interviewer has made me aware of the conditions of the Camp Counselors USA program and has discussed all the above details with me.

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**We look forward to giving you 'The Best Summer of Your Life!'**

