



Camp Counselors USA Interview Checklist

Applicant Name _____

CCUSA ID #

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Date of Interview: _____

General Information

- ☐ You have read, understood and signed the Camp Counselors USA Program Agreement. This is a legally binding agreement. If you are unsure of anything please contact the CCUSA office before acceptance.
- ☐ You are available for camp for a minimum of 9 weeks from mid-May through late August.
- ☐ You will be notified within 2 weeks if you are accepted to the program, provided you have supplied us with all required documentation. You have 7 days from today to submit any missing items to our office.
- ☐ Once accepted, we post most information and documents on Footprints – CCUSA's Participant-Only Website. Your log in details for Footprints are the same as those you created when you completed your online application. It is your responsibility to log in regularly to check for updates from CCUSA.
- ☐ Please make sure you notify CCUSA of any change of address, phone number, email or dates of availability. Also, let us know if you have any new skills, complete any new courses or have any new experience with children.
- ☐ CCUSA often sends information via email. Be sure to add the CCUSA email address to your email address book to prevent emails from going to your SPAM or JUNK folder. Please check email regularly (daily). Camps may contact you and you should respond to them immediately.
- ☐ If CCUSA contacts you by phone, please be sure to return the call as promptly as possible.
- ☐ This is YOUR application to the CCUSA program. You and only you should be completing it and communicating with the CCUSA office. We are not authorized to communicate with anyone else on your behalf.

Costs

To CCUSA:

- ☐ **Application fee:** Went over cost and when fee was due.
- ☐ **Acceptance fee:** Went over cost and when fee was due.

To Other Parties:

- ☐ **Police Check:** How much does it cost? Discussed cost and how to apply. A copy needs to be sent to CCUSA and you must bring a copy with you to camp.
- ☐ **J-1 Visa:** These fees are paid to the US Consulate. Went over cost and when fee was due.
- ☐ **Flights:** Went over the flight options, costs for changes and details.

Placement at Camp

- ☐ Placement can occur at any time from acceptance until the close of our placement season. It is ultimately a Camp Director's decision as to who they hire.
- ☐ The position you will hold at camp is determined by the Camp Director. You may be placed in a general position or a specialist position or a combination of both.
- ☐ Counselor positions will most likely require you to live in a cabin with campers. You will also be responsible for their well-being, evening programs, behavior and sitting with them at meals. (Some Counselor positions do not require you to be housed with campers but this is rare.)
- ☐ Support Staff do not live with campers and only rarely do they live with counselors. Support Staff share housing (cabins) with other support staff.
- ☐ You will be notified of your placement at a camp via your Footprints account. You can be placed at any of the camp types that you picked.
- ☐ 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

- ☐ Flight options to the USA and Camp were discussed.
- ☐ As part of your J-1 Visa requirements, you must attend a CCUSA Pre-Departure orientation in your home country.
- ☐ J-1 Visa, Passport and US Consulate Interview
- ☐ If you don't already have a passport, you must apply for one as soon as you are accepted to the CCUSA program.
- ☐ 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 DS2019 form needed to apply for the J-1 Visa. It is your responsibility to check that the details (in Footprints) that will be printed on this form are correct and will match the details on the passport you are using to apply for your J-1 visa.
- ☐ CCUSA does NOT accept participants who hold a US Passport.
- ☐ If your DS2019 form must be reprinted due to mistakes you should have corrected, you will be charged US\$50.
- ☐ You can only work in the USA for the dates of your visa (indicated on the DS2019 form). The J-1 visa is for the time you are working at camp and you will have 30 days from the end date of your camp contract to travel in the USA (*Please note- you must successfully complete your camp contract period in order to receive your 30 day grace period).
- ☐ The US Government has an extra fee (SEVIS) to help track visitors to the USA. This fee will be covered by CCUSA and your summer camp.
- ☐ The J-1 visa application process requires that you attend an in-person interview with the US Consulate to apply for the visa. Depending on country, it is your responsibility to organize this interview or CCUSA may organize it on your behalf.
- ☐ The US Consulate charges a fee for this interview, which you are responsible for paying. This fee is NOT included in your CCUSA program fees.



Insurance

- ☐ CCUSA will provide you with comprehensive medical insurance to cover the period of your camp contract dates.
- ☐ If you intend to stay in the US longer than your camp contract dates, it is your responsibility to purchase an insurance extension to cover your visa dates. Extensions can be purchased through CCUSA.
- ☐ You can extend this insurance for traveling before and after camp.
- ☐ Insurance coverage while participating on the CCUSA program is required by the US Government. It is your responsibility to carefully read the policy details to know what you are covered for, which are on your Footprints account. Claims are to be made directly with the insurance company.
- ☐ 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 organize additional insurance to cover this. You must notify CCUSA if you have a pre-existing condition.

Pocket Money

- ☐ You will receive a minimum set amount of US\$ _____ for the entire summer. This is based on your age as of June 1. For resident camp Counselors will earn US\$35 for each additional day worked after 9 weeks and Support Staff will earn \$45 for each additional day worked after 9 weeks.
- ☐ Camp will provide your accommodation and meals while you are working there.
- ☐ Pocket money is sometimes paid at the end of your contract. Contact your Camp Director for specific details.
- ☐ 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.)

Program Information

- ☐ **Medical Examinations:** You will be required to have a medical examination completed by your physician to confirm that you are physically fit and able to work at camp.
- ☐ **Police Check:** The US Government requires a police check for everyone who will be working at a summer camp. If your check comes back to our office with an offense not already disclosed to us by you on your CCUSA application form, this may 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 be required.
- ☐ **Orientations:** Pre-departure Orientation Meetings are mandatory and are generally held in April/May/June.
- ☐ **Meet & Greet:** You may be required to spend a night at the CCUSA Meet & Greet prior to your arrival at camp. Your country office will let you know if this applies to you.
- ☐ **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. Further information is available in your Program Agreement.
- ☐ **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 in any US state.
- ☐ **Homesickness:** Consider that you will be at camp for 3 months and therefore have limited access to family and friends back home. Make sure you are up to the challenge of camp life and working/living with children 24 hours a day, 7 days a week.
- ☐ **Social Media:** Please be aware that potential employers and camps may check all social media sites (eg. Facebook, Instagram, Twitter, etc.) and can terminate your placement if they feel something is unacceptable or inappropriate.

Pre-Placement

- ☐ Do you have a specific camp that you have been in contact with? If so, what is the name of the camp?

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 providing you with The Best Summer of Your Life!

