

2023 Placement Season
Camp Exchange USA

Welcome to Camp Exchange USA

Program Orientation





What We Will Cover Today

- ☺ Program information
- ☺ Getting ready for camp
- ☺ Arriving to camp
- ☺ Traveling after camp

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Please note that all of this information and more is covered in Unleash.

1961

“Increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges”

-Fulbright -Hays Act

In 1961 the U.S. Congress approved the Fulbright-Hays Act to create educational and cultural exchange programs with the goal of increasing mutual understanding between nations and turning nations into “people”.

Camp Counselor program is one of many BridgeUSA cultural exchange programs run by the U.S. Department of States.

You are cultural ambassadors! You have an opportunity to help Americans learn about your home country but also you can share your impressions of America when you get home.

BridgeUSA Program & J-1 VISA



- Work-based **cultural exchange** visa program regulated by the U.S. Department of State
 - You are allowed to work **only** at the summer camp where you are placed during the dates listed on your placement agreement and DS-2019 form.
 - You can **only work as a camp counselor**
 - You may not get another job
 - You have up to 30 days to travel
- Department of State J-1 Visa Emergency Helpline:
[1-866-283-9090](tel:1-866-283-9090)
jvisas@state.gov

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- So while camp counsellor program has a work component, this is not a work program.**

As a J-1 visa participant, you are authorized to work only at the summer camp where you were placed during the dates **entered on your placement agreement and DS-2019 Form.**

Your visa doesn't allow you to get another job before, during or after camp. You can travel for up to 30 days after the end of your camp contract.

CIEE is your first point of contact during your stay in the United States. But if you have concerns or issues that have not been resolved through you U.S. Sponsor, the Department of State can also be contacted through the J-1 emergency helpfull, available 24 hours a day 7 days a week.

CIEE is Your Visa Sponsor

1-888-COUNCIL

1-888-268-6245

- Offer insurance support
- Assist with emergencies 24 hours a day
- Answer any questions about your visa, travel, etc.



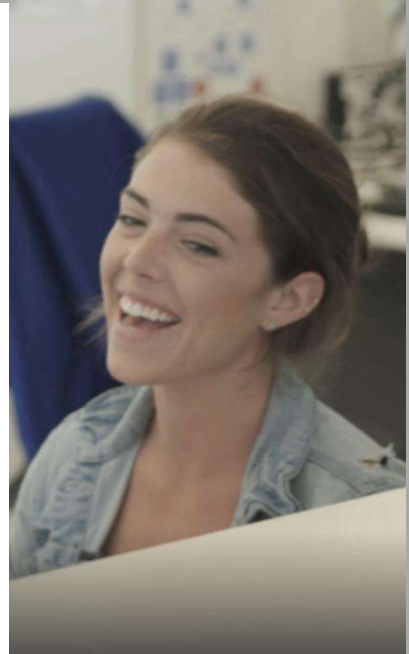
@ciee_camp



@campexchangeusa

#CIEECAMP

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U.S. Department of States designates organizations to facilitate the BridgeUSA programs. As your sponsor, CIEE is responsible for ensuring health, safety well being of participants who come on BridgeUSA programs. As your program sponsor, CIEE issues paperwork for your visa, prepares participants and camps for the program, and looks out for your safety and well being while you are in the United States.

Throughout your program, the CIEE team is here to help you! If, at any time, you need assistance, you can call and speak to one of our representatives. **Take a minute now and save this number in your phone!!!**

We can help with:

- Providing insurance support
- Assisting with emergencies 24 hours a day
- Answering questions about your visa
- Talking about your experience.

IMPORTANT: in addition to being available when you call, we will be sending you program surveys this summer to see how you are doing. Please make sure you provide your local representative with an accurate email address and take 5 minutes to fill in the survey.

The CIEE team is not just here for problems. We love to hear from you! Tag us in your photos and videos with the hashtag #CIEECamp. We would love to hear about your experience.

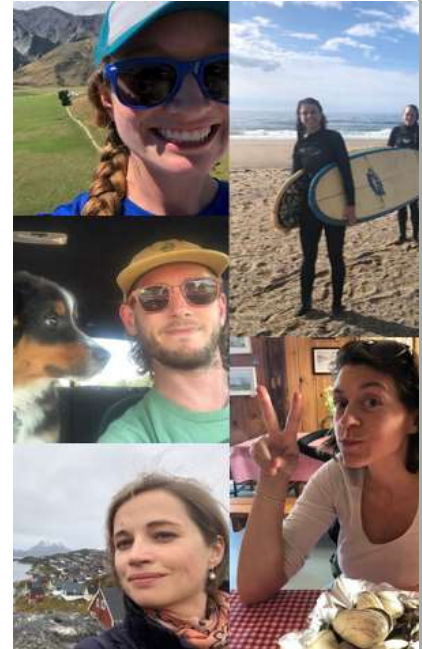
Use #cieecamp hashtag when you post your pictures as you are getting ready, traveling to camp or having fun this summer. We will be doing bi-weekly drawings and lucky winners will receive a care package at camp! Trust us, it's worth the effort.

WHEN TO CALL CIEE

- ☺ If you are injured either on the job or off
- ☺ Employment Issues
- ☺ Emergencies

We are here to help you
1-888-268-6245
Mon-Fri 9 am - 8 pm EST

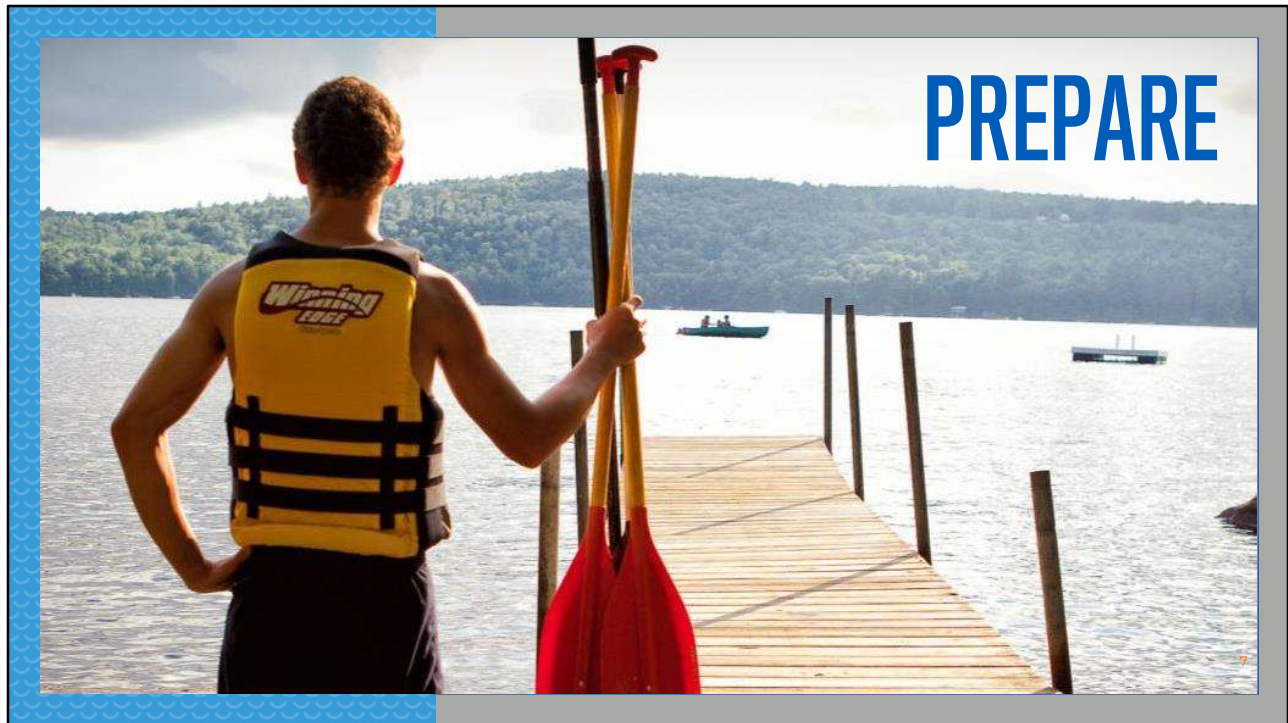
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We want to hear from you! For any workplace issues, injuries or illness, homesickness or housing or transportation issues - please call us! We'd love to answer any general questions that you have, too.

If you are thinking about leaving your jobs, please call us first. If you leave in your job in the beginning of the season, you might not be able to go back due to travel restrictions

When in doubt, please call us. We have support for you and the participants 24/7 with an emergency line at night should anything come up outside of regular business hours.



The United States is a vast land with many kinds of living experiences. One thing is certain: no matter where you go, it will be different from your home country. Some things will be positive, and some may be negative. We encourage you to keep an open mind, and respond to each day with curiosity, instead of judgement.

It also helps to think about the details and be prepared before you get on the plane. WE are going to run through some key things to take care of before you get on the plane.

Important Documents



1. DS-2019 Form
2. SEVIS Fee receipt
3. Placement Agreement
4. Camp Contract
5. Confirmation of Insurance



1. Passport/J-1 Visa
2. I-94 Form
3. Cash/Traveler's Checks/Bank Card
4. Medical Forms/Proof of Immunization

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There is a lot of paperwork and documentation involved with this program. You are probably familiar with most of these.

CIEE will provide you with your DS-2019 form, Placement Agreement Form, your confirmation of travel medical insurance and your SEVIS fee receipt.

SEVIS is the **Student and Exchange Visitor Information System**. It is the U.S. Government system for tracking visitors to the U.S. We will official SEVIS receipt along with your DS-2019 Form. You will need to take it with you to your embassy interview.

Placement Agreement Form is your contract for the summer. It has all the important details of your placement including start and end dates, location, pocket money. Additionally, your camp will likely ask you to sign a camp contract with more details and conditions of your employment at camp.

Confirmation of Insurance. Your confirmation of insurance when you receive your DS-2019 Form. The dates for your insurance coverage match the dates on your DS form.

You will be responsible for the following documents:

Passport: You will need a valid passport. All visitors traveling to the U.S. are required to have a passport **valid for 6 months** beyond the period of their intended stay in the United States. You cannot travel on an expired passport. Please know that damaged passports will not be accepted by the U.S. embassy, so you will need to renew if your passport is in bad condition.

You will need a valid J-1 Visa in order to enter the U.S.

I-94 Form: When you arrive in the U.S., Customs and Border Protection records your arrival using the electronic form I-94. **You will not be provided with a paper form, it is issued electronically.** If you need a paper copy, you can get it through this website www.cbp.gov/i94

Finances: You are required to have **at least \$400** with you when you enter the U.S.. Consider bringing more to be prepared for unexpected situation when you are traveling and during the summer before you receive your pay.

Medical Form: Be sure to submit your completed medical form and proof of immunization to your camp before you travel. Some camps may want to see a hard copy of your medical form. If this is not provided, you will not be able to start your placement and might have to return home or go to the doctor in the U.S. upon arrival.

Please be sure to carry these documents with you in your carry on when traveling (not in your checked baggage)

DS-2019 FORM

- Double-check your information
- Know your start and end dates
- You are allowed to travel for 30 days beyond the end day listed on the form



U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

DS-2019 (Rev. 03-2016) (157-000-0019)
 EXCHANGE VISITOR STATUS
 INTERNATIONAL EXCHANGE VISITOR, ET AL.
 Page Two (2)

1. Type of Exchange DS-2019		Country of Birth GERMANY		Country of Issuance GERMANY		Health Status GOOD		Date of Issuance 03/08/2019	
Legal Precedent/Exchange Category Code 09		Legal Precedent/Exchange Category 09		Public Law 314		Public Law 314		Exchange Visitor Program Number P-3-12224	
U.S. Address 1114 Wall Street Alexandria, VA 22312		Exchange Visitor Program Number P-3-12224		Exchange Visitor Program Number P-3-12224		Exchange Visitor Program Number P-3-12224		Exchange Visitor Program Number P-3-12224	
Sponsoring Program Official Description Holder, Front Office Agent		Exchange Visitor Program Number P-3-12224		Exchange Visitor Program Number P-3-12224		Exchange Visitor Program Number P-3-12224		Exchange Visitor Program Number P-3-12224	
Program of the Form Reg/Learn a 20-2019 Exchm (Domagand)		Exchange Visitor Program Number P-3-12224		Exchange Visitor Program Number P-3-12224		Exchange Visitor Program Number P-3-12224		Exchange Visitor Program Number P-3-12224	
3. Dates of Exchange From Date of Arrival: 12-01-2002 To Date of Departure: 12-31-2003		4. Exchange Visitor Program Hostpitality Management		Exchange Visitor Program Hostpitality Management		Exchange Visitor Program Hostpitality Management		Exchange Visitor Program Hostpitality Management	
5. Expiration of the Certificate Expiration Date: 12-31-2003		6. Exchange Visitor Program Hostpitality Management		Exchange Visitor Program Hostpitality Management		Exchange Visitor Program Hostpitality Management		Exchange Visitor Program Hostpitality Management	
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The DS-2019 Form is your proof of sponsorship. This is the form that allows you to legally work in the United States (provided that you also have a valid J-1 Visa) for a specified period of time. It is also the form that determines how long you can work and stay in the U.S. You need it to apply for your visa and to get your social security number when you arrive to the US. You must keep the original DS-2019 Form (signed in blue ink) and stamped by the US Embassy/Consulate for the duration of your program.

Be sure to check your personal information in section 1 when you receive your form. If any details are incorrect, contact your international representative or CIEE immediately.

You will find your DS number listed in the top right corner of the form. You will need your number any time you contact CIEE.

Your program start and end dates are listed in section 3. These dates indicate when you are allowed to start and end your employment in the U.S. You are allowed to travel for up to 30 days beyond the end date listed on the form.

You must keep this form with your passport in a very safe place at all times prior to departure from your home country and until you leave the US at the end of your program. Most camps will have a safe for important documents, you can ask to keep your DS - 2019 and passport there.

ARRIVAL

Check travel.state.gov for current COVID-19 travel requirements



Before you get on the plane make sure that you check current travel requirements for arriving to the U.S.. We recommend that you visit travel.state.gov and check with your airline.

Additionally, make sure that you understand that is required by your camp as all camps and all states might have different COVID protocols.

Stay in touch with you camp and read carefully all the arrival details from your camp to understand where to meet a camp representative at the airport or how to make your way to camp.

So what happens when you arrive in the US?

On the plane you will complete a Customs Declaration. Make sure you complete them fully, clearly and accurately. If you are asked for the address you are staying at in the US, you may use your camp address, which is located on your DS-2019 form.

On arrival, you will show your passport, DS-2019 Form and Customs Declaration to the *US Customs & Border Protection officer* who will stamp your passport for entry into the US.

Remember to keep your DS-2019 form with your passport in your carry-on!

Follow your arrival instructions from camp to get to camp pickup point.



You Made It To Camp

- ☺ Call your parents
- ☺ Store your documents in a safe place
- ☺ Follow your camp's health and safety guidelines
- ☺ Stay healthy, wash your hands; social distance if you are not feeling well
- ☺ Make a friend!

When you arrive to camp and get settled, make sure you call your parents!

**Ask your camp to keep your passport, DS-2019 form, and other important documents in a safe place.
Give the Health Center a copy of your insurance card.**

After the long journey to your camp, your body will be tired, and you will have jet lag. Stay hydrated, get into a regular sleep routine, wash your hands regularly. If you are not feeling well, please let someone know.

Start making friends!

**Register for SEVIS in the first
5 days!**

Log into Beacon

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Next thing – Register for SEVIS.

New this year, CIEE is offering the ability to register for SEVIS through your Beacon portal.

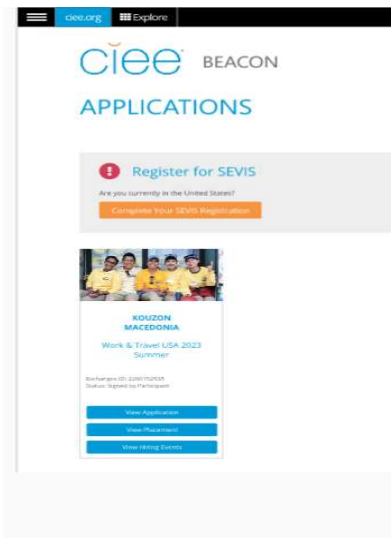
Online SEVIS Registration in Beacon

You will log into Beacon and asked to enter the following information:

- ✓ Your email address
- ✓ U.S. phone number
- ✓ Your camp address

CIEE will email you a confirmation within five business days confirming your program has been registered. After receiving this email, you will be eligible to apply for a social security number

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Every participant must register for SEVIS (the Student Exchange and Visitor Information System) upon arrival. You will log into Beacon and asked to enter the following information:

- Your email address
- U.S. phone number
- Your camp address

We will also go over several important rules of the program.

If you are not registered within 10 days after you land in the US, the system will automatically terminate you from the program.

Once you arrive in the United States it will be important that you provide us with your U.S. address so we can register your program in SEVIS.

Registering your program is based on your DS-2019 start date and you can register your program up to 10 days prior to your DS-2019 Start date, but you must also be in the U. S. to register your program. Also, you have 10 days after arriving in the U.S. to complete this process. If you do not have permanent housing or are staying in temporary lodging it is fine to use this temporary address to register your program in SEVIS. Once you obtain permanent housing you can provide us with your new address.

Registering your program has implications on obtaining a social security number so it is important that you only register your program after arriving in the U. S. and not earlier than 10 days prior to your DS-2019 start date.

You can register your program by logging into your CIEE Beacon account.

When you log in to your CIEE Beacon account you will see the below invitation asking you to start your SEVIS registration. If you do not see the invitation, please check your DS-2019 start date to ensure your dates are valid for registering your program.

You will then be directed to provide us with your U.S. address. A Google map icon will assist you with trying to identify your U.S. address. You can start by entering your street address, city and state in the address line box. The Google icon should identify and then populate your address in the necessary fields.

Unless you are living in a house it will be important that you include either an apartment or unit number or if staying in a motel/hotel a room number.

If you have a U.S. phone number, you can also provide us with that number. Please do not provide us with an international number.

Addresses in the United States can be very different than in your home country, so we recommend that you verify your address either with your employer or the person providing you with your housing before providing your information in Beacon.

After providing your U.S. address you will also be provided with some important program rules that we will ask you to accept before completing your SEVIS registration.

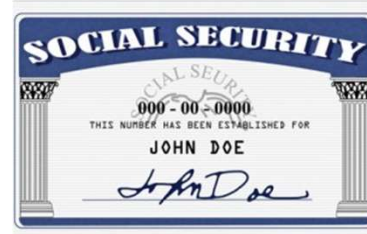
Once you complete this process CIEE will email you a confirmation within five business days confirming your program has been registered. After receiving this email, you will be eligible to apply for a social security number if needed.

If you have any questions or need assistance in registering your program, you can call CIEE at 1-888-268-6245.

Apply for a Social Security Card

- ✓ All participants are required to apply for a Social Security Number
- ✓ Apply 5 days from registering in SEVIS
- ✓ To apply, you will need to bring:
 - Original DS-2019 form
 - Completed Social Security application
 - Placement Agreement Form/Camp Contract
 - Letter of Good Standing from CIEE

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CIEE participants are required to apply for a SSN when in the US. You camp will help you schedule an appointment in the local Social Security office and organize transportation to get there.

You must apply in person with the Social Security office.

The good news is that you need do this only once - in your lifetime! Once you have a Social Security number it is yours forever. So make sure you keep the card safe.

You will need to bring your original DS-2019 form, completed Social Security application, your placement agreement form and a letter from CIEE that you can find in Beacon (make sure to download and print).



Pocket Money & Taxes

- ✓ Pocket money = your salary at camp
- ✓ Check with your camp about when and how you are paid
- ✓ Taxes should be deducted from your paycheck
 - ALL participants pay Federal Income Tax (generally 10%)
 - SOME participant pay State & Local Income Tax (different for each state)
 - ALL participants need to file a tax return at the end of the year

What do I do?

- Complete your W-4 form and submit to your camp
- Check that taxes are withheld from your paycheck
- Call CIEE with questions

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Pocket Money

Amount based multiple factors: Your age, what was included in your program, and the services the camp has paid to CIEE on your behalf.

There may be other international counselors at the same camp who get less or possibly more pocket money than you.

This is because they had different services included with their program.

When are you paid?

Camps pay counselors based on different schedules.

Could be 2 times over the summer, might be as often as every 2 weeks.

Or if/when you need an advance

How are you paid?

Onto payment card.

Some direct deposit.

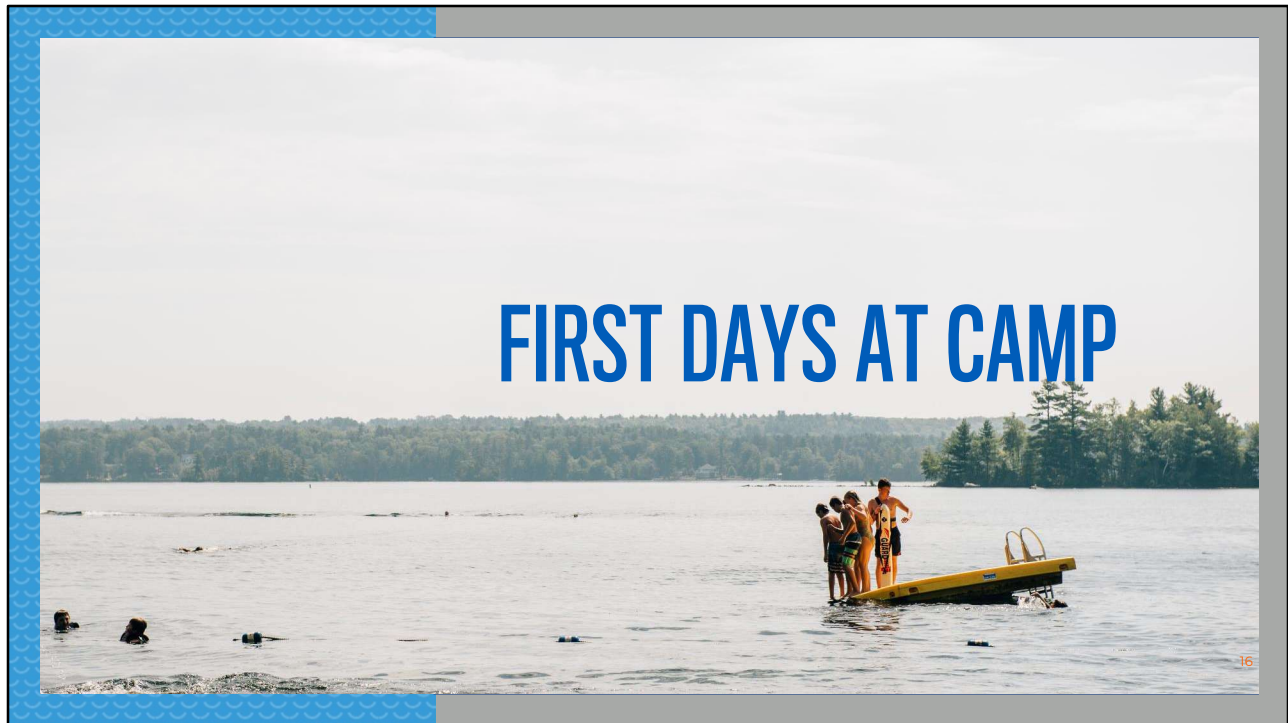
If by check at end, Camp will help you either cash this or can hold these for you so you can save most of your pocket money for the Travel after camp period.

All individuals employed in the United States have to pay taxes. You are considered a "non-resident alien" for tax purposes. Depending on how long you work and how much money you make, you may be eligible for a refund of some of the taxes you pay. Make sure to file a tax return!

All participants should have taxes withheld from their paycheck. Many, but not all states, have state and local taxes. Please check with your camp about the tax withholding process when you arrive to know what to expect in your state of employment. If you have any questions, please call cie.

Make sure to complete a W-4 form which gives employers information to calculate the amount of federal, state and local taxes to be taken out of your paycheck.

When you receive your payment, please make sure that taxes are withheld so that you don't owe anything after the program. If your camp is not withholding taxes, please call CIEE.



As you are getting ready to ‘Jump in’ into your summer at camp, let’s talk about your first few days at camp.

Most of the camps will have you arrive 5-7 days before the camper arrival to do staff training. This may look a little different this summer so make sure to check with your camp about arrival protocols and what to expect. Camps are very experienced at creating a team from a group of new counselors so expect doing some teambuilding activities and lots of opportunities to learn about your camp and your role at camp.

It is very likely that you’ll experience homesickness in those first week. - and we’re not talking just about the kids!

- You may experience this early on at camp, or maybe even later. *Why?*
- You won’t be able to call home often.
- You will not be able to use the internet often at all.
- There might be many returning staff and you might feel like everyone knows each other well - but you will soon become friends with them too!
- If you are having trouble getting past your homesickness, call CIEE.

We can guarantee that camp will be very different from your day to day life at home! Let’s talk about what might be some distinct differences.

What to Expect?



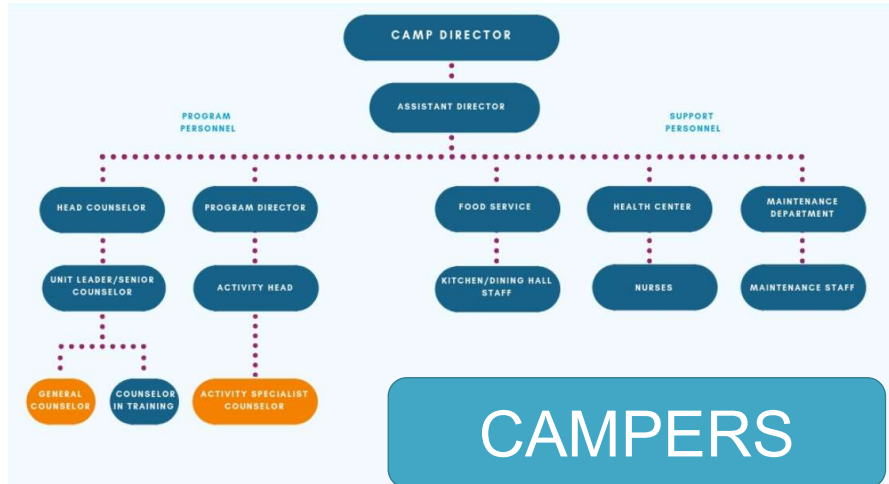
- ✓ Rustic environment
- ✓ Busy schedule
- ✓ Bunk life is a 24/7 lifestyle
- ✓ Lots of wildlife

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There are many things that will be different at camp compared to your day to day at home. We want to highlight just a few:

- **Most camps are located in wooded areas, be prepared for rural and rustic environments.**
- **From wakeup to bed time you will have a busy schedule every day and there will be little personal time and space. Days will go by fast and it never gets boring. But think about ways that you will need to help yourself to adjust. You will have some rest periods and scheduled time off but in general when you are “on camp” you are “on duty”.**
- **Many of you will be staying in bunks/cabins that vary from platform tents to cabins with electricity. There is very little privacy or space but you will have an opportunity to build unique and very deep relationships.**
- **From Mosquitos to Moose there is definitely a lot of wildlife at camp.**

Small Community



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Camp is a very small community. Probably that's the biggest adjustment that you will have to embrace.

Understanding the camp community and who plays which parts will help you to understand where you fit in.

You fellow counsellors will be Americans from all over the US, some of them might have gone to camp as children and some might be new just like you. There will likely be other international staff members. Some might be sponsored by CIEE, might be not. Many counsellors return year after year and we hope you do too!

There will also be support staff members who are in charge of food services, health center and maintenance at camp.

Most important thing to notice is that **Campers are at the center of everything at camp. You camp will provide in depth comprehensive training to all staff members before campers arrive. If you have questions, do not be afraid to ask fellow staff and supervisors.**

Early Dismissal & Non-completion Fee

Follow Camp Rules

Rules are taken seriously at camp

Reasons for Early Dismissal

- Inappropriate behavior or language in front of campers
- Inappropriate behavior or language in front of counselors
- Drinking alcohol or smoking at camp
- Returning to camp drunk
- Poor work ethic
- Breaking camp curfew
- Any illegal activity on or off camp property

Early Departures

Regardless of the reason for early departure, CIEE is here to help you!

Whether you choose to leave early or are fired:

- CIEE will assist you in getting to the airport and getting home safely
- You will forfeit the remaining amount of your pocket money still owed to you
- You will be responsible to re-pay CIEE Non-Complete Fee prior to leaving camp. (\$15 for every day not worked on the contract)
- Your J-1 Camp Counselor visa is ended, and you will not be eligible for the 30-day travel period. You must depart the USA immediately.

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Rules are taken seriously at camp and you are expected to follow them, no exceptions. It may feel that a drink is justified when campers are gone and you only have a few days left at camp - but you are still on camp grounds and you will be fired for not following the rules!

One particular trend that we've noticed in the past year is zero tolerance for anything that might be considered sexual harassment. Please keep in mind that there are cultural differences when it comes to what's considered appropriate and an innocent joke for you might be a grave offence for your fellow counselor.

Remember, if you quit your placement or get fired!

- You will need to leave camp within a few hours - it's very quick! Camp is a small community so it is important to keep rumors and any negativity in check.
- CIEE will end your J1-visa
- Ineligible for the 30 day travel period after camp

CIEE Insurance

- ✓ Covers **sudden illnesses** and **emergencies** while you are in the United States, but does not cover routine medical procedures, annual examinations, or dental care.
- ✓ You are covered for **10 days** prior to your camp start date and **30 days** after your camp contract end date as listed on your DS form.

ACTION:

- Visit your doctor and dentist before you travel!
- Order any prescription medications you will need!

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- Insurance is not the most exciting of subjects but it is essential when you are traveling and working in the U.S.
- CIEE insurance covers you for the duration of your program. **Your coverage dates are listed on your confirmation of insurance document and your Insurance ID card.**
- You are covered for 10 days prior to your camp start date and 30 days after your camp contract end date. **Make sure that you are not in the U.S. outside of these dates.**

This is a **supplemental medical travel insurance**. It covers sudden illnesses and emergencies but doesn't cover routine medical procedures and dental care.

- **All camps have a health center/infirmary** where nurses or sometimes a doctor can care for you for any minor injuries.
- Give your medical form and a copy of your CIEE insurance card to the camp nurse/doctor on arrival
- For the safety of the campers, if you have **medications** you will need to **leave these in the health center** and go there to take them.

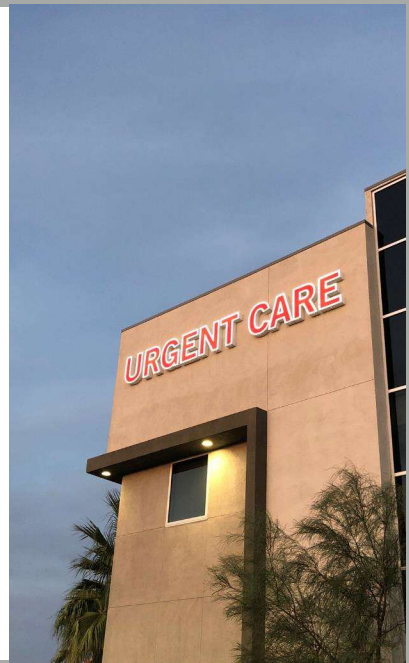
NOW IT IS TIME TO:

- Set up and complete medical and dental appointments.
- Order any prescription medications you'll need – enough to last the duration of your stay in the United States. Ask your local embassy if there are documents you need to enter the United States with this medication.

PARTICIPANT INSURANCE

- ✓ Participants will receive an Insurance ID card
- ✓ Find a doctor who is in the network using the [Aetna® Directory](#)
- ✓ Copays at In-Network Providers:
 - \$20-Urgent Care Facility
 - \$20-Per Medication
 - \$50-Doctor or Specialist
 - \$100-Emergency Room (ER) and Inpatient Hospitalization
- ✓ When an injury occurs on the job and is covered under your Workers Compensation Policy, still contact CIEE for next steps and assistance.
- ✓ [CIEE Healthcare](#) – General webpage for information on CIEE's insurance

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All camps have a health center/infirmary where nurses or sometimes a doctor can care for you for any minor injuries. If you are injured while off of camp property - on an evening off, day off or during your travels - Call CIEE immediately and we can help you locate the best urgent care or clinic nearest you

If this is not an emergency, please check the insurance website to find a healthcare provider who is in the network for CIEE insurance. If a provider is not in the network, insurance will only pay a portion of the cost or not over it at all. You should only visit an emergency room when there is an actual emergency- as there is a larger out of pocket cost for these facilities. We recommend that you find an urgent care clinic in your area as you can receive care quickly but the costs of care are significantly lower.

A copay is a fixed amount you pay for a covered health care service. For In-network doctors, co-pays are as follows.

\$20-Urgent Care Facility

\$20-Per Medication

\$50-Doctor or Specialist

\$100-Emergency Room (ER) and Inpatient Hospitalization

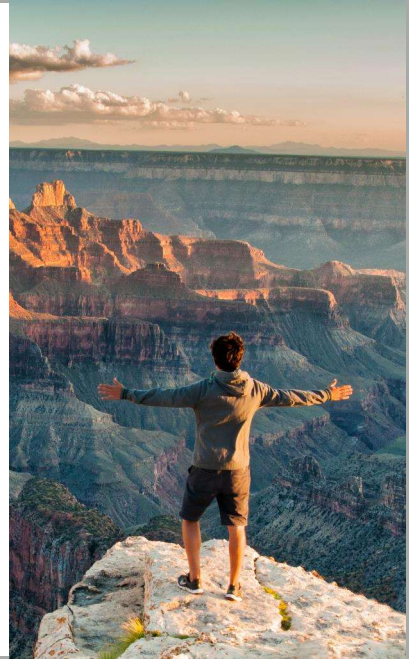
When using our insurance, you need to communicate with CIEE. Some exclusions may apply depending on the medical need. CIEE can help walk participants through this process to understand what is covered

Even when your injury occurs on the job and is covered under your hosts' Workers Compensation Policy, you should still contact CIEE for next steps and assistance.

Travel After Camp

- ✓ You have 30 days to travel anywhere in the U.S.
- ✓ Cannot leave and re-enter the USA during this time period
- ✓ Keep in mind COVID-19 recommendations and guidelines
- ✓ GO SEE THE USA!!!

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GET
READY
FOR THE
BEST
SUMMER
EVER!

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Insert "Camp is Magic" video

KEEP IN TOUCH!

1-888-COUNCIL
1-888-268-6245



@ciee_camp



@campexchangeusa

#CIEECAMP

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Have an amazing time!

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