

Dear Participant,

Now, more than ever, we must learn about our global community by becoming world citizens and actively bridging cultural differences to create better understanding among all people. When CCUSA's Camp Counselor USA Program was founded in 1986, our goal was to enable young people from around the world to experience other cultures in a meaningful way.

Today, CCUSA is a worldwide organization that provides young people with the opportunity to travel, work, and volunteer while making valuable friendships that last a lifetime.

Over the past 24 years, we have recruited and placed more than 125,000 participants from more than 60 countries in jobs across the United States. These young people have touched the hearts and minds of millions of Americans. These valuable interpersonal experiences have had a powerful, positive, and lasting effect on our global community.

By joining the CCUSA family as a counselor or support staff member, you too are helping to bring the world a little closer together. You will make a profound difference in the lives of children while gaining independence, maturity, a greater understanding of the world, and strong international friendships.

We challenge you to step outside your comfort zone and to experience the world, not as a tourist, but as someone willing to share another culture while working, living, and traveling in the United States.

We here at CCUSA are passionately committed to your success and look forward to welcoming you to the United States, where we are certain you will experience "The Best Summer of Your Life!"

Have a great adventure,

CCUSA Staff

FOOTPRINTS
CCUSA'S MEMBER WEBSITE

User Name: _____

Password: _____

<http://footprints.ccusa.com/>

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Important Contact Information

CAMP COUNSELORS USA [a CCUSA program]

Telephone	1-800-999-2267 [US toll free] or 1-415-339-2728
Fax	1-415-339-2744
Address	2330 Marinship Way, Suite 250, Sausalito, CA 94965 USA
Email	info@ccusa.com
Web	www.ccusa.com
Office Hours	7am to 5:30pm [US Pacific time]

U.S. DEPARTMENT OF STATE [responsible for the J-1 programs]

Telephone	1-202-203-5096
Fax	1-202-203-5087
Address	United States Department of State, Office of Designation ECA/EC/PS – SA-5, Floor 5 2200 C Street, NW Washington, DC 20037
Email	jvisas@state.gov
Web	www.exchanges.state.gov

SOCIAL SECURITY ADMINISTRATION

Telephone	1-800-772-1213
Web	www.ssa.gov

CCUSA TAX SERVICE

Telephone	1-800-999-2267, ext. 303
Email	tax@ccusa.com
Web	www.ccusatax.com

INTERNAL REVENUE SERVICE [IRS]

Telephone	1-800-829-1040
Web	www.irs.gov

CCUSA Country Contact Information

Office	Country Director	Office Manager	Telephone Number
Argentina	Snje Strunje		54-11-4773-7327
Australia (Sydney)	Alyson Perry		61-2-9223-3366
Australia (Melbourne)	Alyson Perry		61-3-9347-5800
Australia (Brisbane)	Alyson Perry	Lois Buch	61-7-3357-3400
Australia (Perth)	Alyson Perry	Lois Buch	61-8-9471-8179
Austria	Miklos Rasovszky	Noemi Csokas	36-1-244-7941
Belarus	Maxim Hrapov		375-17-293-1749
Belgium	Maud Nuyten		31-70-345-4800
Brazil (Florianopolis)	Armando Silveiro		55-48-3222-7600
Brazil (Vitoria)	Luciana Gomes		55-27-3038-3900
Colombia / Costa Rica	Daniel Skillings	Natalia Martinez	57-1-226-2287
Croatia	Tea Maricic	Zrinka Kablar	385-51-213-203
Czech Republic	Daniela Kamba		420-2-20-181-780
Denmark	Maud Nuyten		31-70-345-4800
Dominican Republic	Angel Vasquez		829-809-612-4439
Ecuador	Miguel Bustillo	Ana Paola	593-2-222-1380
England	Duncan Jane	David King	44-207-637-0779
Finland	Maud Nuyten		358-20-7552-603
France / Germany	Maud Nuyten		31-70-345-4800
Hungary	Miklos Rasovszky	Noemi Csokas	36-1-244-7941
Italy	Miklos Rasovszky	Noemi Csokas	36-1-244-7941
Kazakhstan	Valery Kostin	Sophia Ardemanishvili	7-495-725 4797
Kosovo	Anika Siracevska		389-2-246-4440
Luxembourg	Maud Nuyten		31-70-345-4800
Mexico - Ventur Pipiol	Genaro Ortiz Tirado	Gabby Brassel	52-55-55-96-4777
Mexico - ISCE	Michel Buxade		52-222-226 54 49
Netherlands	Maud Nuyten		31-70-345-4800
New Zealand	Gabby Mills		64-9-278-1662
Macedonia	Anika Siracevska		389-2-246-4440
Mongolia	Nyamdavaa Baigalmaa		976-11-318-457
Norway	Maud Nuyten		31-70-345-4800
Panama	Daniel Skillings	Javier Contreras	57-1-226-2287
Poland (Warsaw)	Piotr Talalaj	Weronika Koper	48-22-552-7187
Romania	Csilla Beke-Szabo		40-264-590437
Russia	Valery Kostin	Sophia Ardemanishvili	7-095-725-4797
Scotland	Karen Toles		44-131-665-5843
Slovakia (Bratislava)	Michal Baran	Martina Capova	421-252-635-954
Slovenia	Anuska Cerovsek-Beltram	Blaz Jemc	386-1-439-1690
South Africa (Cape Town)	Claire Mallaby		27-21-671-0345
South Africa (Johannesburg)	Claire Mallaby		27-11-453-3057
South Korea	Dr. Min Byung Wha	David Min	82-2-522-9405
Sweden	Maud Nuyten		31-70-345-4800
Switzerland	Maud Nuyten		31-70-345-4800
Taiwan	Albert Lee	Shang Yu	886-2-2596-6060
Thailand	Namphon Phanitchart		662-937-2112
Turkey (IHR)	Emre Balli		90-242-311-2355
Turkey (Ideal SAS)	Gokce Bayram		90-212-292-3904
Ukraine (Crimea)	Valery Kostin	Sophia Ardemanishvili	380-654-260061
Ukraine	Maxim Hrapov		380-503-741831
Venezuela	Daniel Skillings	Natalia Martinez	57-1-226-2287

Welcome to CCUSA!

We know that you are looking forward to spending an exciting summer in the United States, and we're excited to assist you in making the most of your time there.

Your summer is going to be fun, but it will include hard work and challenges. In order to prepare you for what lies ahead, we have compiled this handbook with the assistance of former participants and staff. Bring it with you to camp, read it carefully, follow the guidelines, and refer to it throughout the summer.

Please note: CCUSA sends internationals to more than 750 U.S. camps, therefore, certain information in this book may not apply to your camp.

Summer Camp in the United States

The summer camp tradition in the United States dates back to 1861, when teacher Frederick William Gunn, founder of a Connecticut boys' school, led 25 of his students on a two-week wilderness journey to Milford, Connecticut, more than 40 miles away. Gunn's vision spread quickly – soon the YMCA, YWCA, and churches began to sponsor youth camps. Eventually, it became customary to send children to summer camp, especially in the northeastern United States.

Today, there are more than 10,000 camps in the United States. Although heavily concentrated in the Northeast, summer camps are found in all 50 states. Campers typically range from ages 5 to 17 and come from diverse backgrounds. A typical camp session lasts one to two weeks, although many children enjoy camp enough to stay for four to eight weeks.

Why do parents send their children to camp? Many consider it an important part of a child's social education; he or she learns to live and play with others for an extended period of time. It provides opportunities for city kids to live in the "great outdoors", breathe fresh air, and get plenty of exercise. Children learn new crafts, games, sports, and important leadership and sportsmanship skills. Last, but not least, the children have fun. All this is justification enough for parents to take a brief respite from parenthood.

Each camp has its own unique character. Some are rustic, with basic facilities, while others seem more like private country clubs for the young. The great majority of U.S. camps are located in remote, beautiful, outdoor settings flush with rolling hills, forests, lakes, rivers, and waterfronts. Other camps are situated in city parks, school playgrounds – even islands. Be prepared for anything!

What happens with my application now that I have been accepted?

With your acceptance into the program, your application is forwarded to our U.S. office for final approval and placement as a counselor or support staff. Finding you a placement can be a complex and time-consuming process.

Placement Coordinators initiate the process by reviewing your application to ascertain skill level, experience with children, and personality. These skills, along with additional information [i.e. dates of availability, camp preference, age, gender, etc.], help match you with a camp. Placement can occur at any time between now and June 27, 2012.

CCUSA works with more than 750 camps throughout the United States to place international counselors and support staff. Each camp completes a profile similar to your application, indicating preferences for nationality, age, gender, skills, experience, certification, required accreditation, and availability.

You will be matched with a camp based on these variables, and your application will be forwarded to the Camp Director, who will decide whether to hire you – a decision based on the information in your application and the director's belief that you fit the camp's unique environment. The Camp Director may call or email you for an interview. If contacted, you aren't guaranteed the job. It is simply a chance to get to know you better. The director will share details about the camp and ask specifically about your experience working with children, your employment history, and your feelings about traveling to the United States. This is also a chance for you to ask questions. By the end of the conversation, you may have a pretty good idea on where you stand. If not, ask if the director will contact you again.

Be patient. Refrain from contacting your Country Office with placement questions for at least a week after this call. Please check your e-mail often, as most Camp Directors would like to set up a time to speak with you over the phone.

Note: It is common practice for Camp Directors to research social network sites such as MySpace, Facebook, and YouTube. Please make sure that your profile only contains information that you would want a potential employer to see.

Notify Your Country Director Immediately If:

- Your dates of availability change [earlier or later] – this may affect your camp placement.
- Your address changes – this includes telephone numbers and email changes.
- You have questions about your assigned placement.
- You wish to cancel from the program – this must be done in writing. If you cancel after you have been placed, you must also write to the camp explaining why you have chosen to cancel.

What do my fees pay for?

Your Program Agreement details the costs of the CCUSA program and states that camps pay fees to CCUSA. You might question the necessity of these fees and where this money goes. The following explains how funds are spent in your country and the United States.

In Your Country

Advertising: We advertise worldwide to promote our program and find the best applicants.

Materials: Our brochures, handbooks and materials are only available online with the wellbeing of our environment in mind.

Interviews: We employ 100+ full-time CCUSA staff members worldwide, along with hundreds of part-time representatives. CCUSA interviewers are qualified to screen for the best counselors and support staff around the globe.

Meetings: Before you apply, and after your placement, you will attend meetings in your country to prepare you for the summer.

Fairs: Each year, we send Camp Directors overseas to our International Camp Staff Recruitment Fairs. This is an excellent opportunity for Camp Directors to meet applicants and teach them about different camps in the United States. These fairs are an enormous undertaking with price-less benefits.

Flights: For those traveling on a CCUSA group flight, we purchase more than 3,500 international flight tickets. For those not on a CCUSA group flight, CCUSA can assist with travel arrangements and possibly negotiate affordable group rates.

Visa Assistance: We assist you in the visa application process by providing the DS2019 form, helping you with required documentation, and scheduling you're appointment at the local U.S. Consulate.

CCUSA International Offices: To facilitate your journey to camp, we operate more than 40 CCUSA offices worldwide. Your home office will provide support prior to your departure – they will assist in the visa process, update you on your placement status, and answer your questions throughout the hiring season.

In the United States

U.S. Meet & Greet: If you fly into New York to attend the Meet & Greet, please refer to the travel instructions given to you by your country office for information on where to meet a CCUSA representative. At the Meet & Greet site, you will receive instructions and materials about traveling to camp.

CCUSA American Office: Our U.S. headquarters employs full-time staff to support you during your summer experience. This office also sends applications, placement information, newsletters, and evaluations to Camp Directors and participants nationwide.

Placement at U.S. Summer Camp: Our U.S. Placement Staff works daily with more than 750 summer camps to find you a quality placement.

Support in the United States: During your summer stay, the U.S. office provides 24-hour support via our toll-free number [1-800-999-2267].

Camp Visits: Each summer CCUSA may dispatch our International and U.S. staff across the United States to visit you and your camp in person. Feedback from these visits enables us to make the highest-quality placements each summer.

Travel Insurance: CCUSA provides you with comprehensive travel insurance coverage for three months.

Early Preparations

There's a lot to take care of, and now is the time to start preparing. Don't wait until the last minute to plan your trip. Otherwise, you might find yourself stuck at home when your passport arrives too late!

Apply for Your Passport Today

A passport can take several weeks to process! In most countries, application forms can be obtained at the local post office or passport agency. If this isn't the case in your country, phone your CCUSA Country Office or local national passport office to find out where to go. If you already have a passport, make sure it is valid for at least six months after your planned return date from the United States.

Obtain Your J-1 Visa



You need a J-1 Exchange Visitor Visa in order to work at a U.S. summer camp. This visa must be obtained before leaving your home country – it cannot be obtained in the United States. The CCUSA J-1 visa allows you to work at a summer camp in either a camp counselor or support staff position. You may only work for the period specified on your Footprints account after placement.

When your visa has expired, you are no longer eligible to work in the United States. You may, however, stay in the country for an additional 30 days to travel after successful completion of your camp contract.

During this 30-day grace period, you are under the authority of the Department of Homeland Security [DHS] and no longer the responsibility of CCUSA. **Since CCUSA cannot protect and support you during this grace period, you are advised against leaving and re-entering U.S. borders, even with a multiple-entry visa.** The DHS will not guarantee U.S. reentry, and you may be deported to your home country. If this should happen, CCUSA is unable to assist you.

As determined by the U.S. government, your J-1 visa is limited to a maximum of four months and cannot be extended. CCUSA is unable to assist you in obtaining a new visa. On a J-1 visa, you are required to leave the United States within 30 days of the expiration of the DS2019 form. Do not jeopardize future trips to the United States or the CCUSA experience for others in your country by overstaying your visa.



The following are general guidelines for obtaining a J-1 visa [make sure to follow the instructions you receive from your Country Office, as they may differ from the directions below]:

You will need:

- A valid passport [valid for at least six months beyond your proposed U.S. stay].
- Two passport-sized photos.
- A letter from your employer or university (Support Staff).
- Form DS2019 [CCUSA will provide you with this form]. The U.S. government charges approximately USD \$131 [price subject to change] as a general visa processing fee; this fee is non-refundable. Your Country Director will provide instructions on how to make this payment. Also, depending on what passport you hold, you may be required to pay additional processing fees to the U.S. Consulate. U.S. law mandates that the U.S. Embassy charge a reciprocal processing fee to citizens of countries that charge U.S. citizens to get a visa. Check with your Country Office, or the U.S. Embassy or Consulate, to clarify what charges you may incur while obtaining your visa.

- Form 156 [provided by your Country Office or the U.S. Embassy/Consulate].
- Form 157 [provided by your Country Office or the U.S. Embassy/Consulate].
- Form 158 [provided by your Country Office or the U.S. Embassy/Consulate].
- Proof of student status and break dates, if applying for Support Staff.
- Please ask your Country Office for more information if applying for a J-1 visa in a country where you are not a passport holder.
- Confirm that all personal details at the top of the DS2019 form are correct. If incorrect, contact CCUSA immediately.



Do not write in or change any information on the DS2019 form. Any changes must be made by the sponsoring agency (CCUSA).

When Your Visa is Granted

As a counselor, your visa is valid for your camp contract dates and no longer than 4 months. As a Support Staff, your visa is valid for your camp contract dates up to four months and must fall within your School break dates. Consulates occasionally make mistakes; please make sure that you receive a J-1 visa in your passport. Your visa will be a J-1 Exchange Visitor Visa, valid for a specific period of time. It will be stamped in your passport with either “Single entry” or “Multiple entry” into the United States.

You cannot change your visa status while in the United States. Your J-1 Exchange Visitor Visa is only for the purpose of working as a staff member in a U.S. camp under the CCUSA program. When you receive your passport, visa, and DS2019 form from the consulate, the DS2019 form may be inside a sealed envelope. **DO NOT OPEN** this envelope! Take it with you to the United States, where Immigration Officials will open it upon arrival. Keep this in your passport!

Note: Make multiple photocopies of all important documents. Keep them separate from their originals. Leave a set of duplicates at home, and pack another in your luggage. Read the “Emergencies and Inconveniences” section of this handbook to learn what to do if you lose a form.



Your J-1 visa is invalid without your DS2019 form. Always keep the DS2019 form with your passport. U.S. Law requires you to carry your passport at all times.

Getting Placed

Your Country Office will inform you when you have been placed either by letter, email, or a message in your Footprints account. Congratulations! This means that a U.S. Camp Director has reviewed your application and wants you to join their staff. You now have a place to call home while in the United States. Remember, Camp Directors make final decisions in the placement process – personal preferences for where you will be placed, or with whom, are never guaranteed.

Your first step is to establish contact with your Camp Director. You can do this by phone or email. This point of contact is a chance for you to get as much information as possible about your camp. When you are accepted to our program, please make sure that you have a valid email address and check your emails often so your Camp Director and CCUSA can communicate with you successfully. If you use a university or school email account, you are required to create a per-

sonal web-based email account prior to your departure to the US. It might be helpful to review the camp's website and generate a list of questions before contacting them. A few suggestions:

- What's the weather like during summer?
- What type of clothes do I bring?
- Do I need a sleeping bag?
- What are my duties at camp?
- Is there anything specific I should bring to fulfill my role at camp? [i.e. Art, Dance, Camping Instructors, etc.]
- Will I have internet/email access at camp?
- What's the time-off policy for staff?
- Is transportation provided for days off?
- Describe the camper/staff population.

Camp Contracts

As part of your placement, you have agreed to a contract with both CCUSA and your camp. A camp contract overrides the CCUSA contract. It is important that you are clear about your dates of employment, pocket money and time-off policy. Be sure to find out your start and end date. Not all camps provide their participants with a camp contract; don't be alarmed if you do not receive one. If you have any trouble getting in touch with your camp, please contact your Country Office.

Getting Ready to Go

Health History Form

It is mandatory that you bring the CCUSA Health History Form – completed and signed by your physician – with you to the United States. Failure to do so will result in immediate dismissal from your camp or costly out-of-pocket doctor visits in the U.S.

You can download the form from your Footprints account. If you fail to bring it with you, the camp will require that you get a physical examination upon arrival. You will be responsible for all costs incurred [insurance will not cover this].

If your camp sends you a Health History Form specific to your camp, please complete this form instead of the CCUSA Health History Form.

Some camps require immunizations. Note: the United States may require different vaccinations than those in your home country. Even if you have received immunizations and tests accepted in your country, these may not be enough to attend camp.



Certain immunizations are **REQUIRED** due to increased health risks in the United States. Mandatory immunizations include MMR [Measles, Mumps, Rubella] and a current TB [Tuberculosis] Test. We also strongly recommend that you ask your camp for their specific immunization requirements and complete these prior to your departure. Immunizations and x-rays are costly in the United States, and CCUSA insurance will not cover them.

Criminal Background Check

Camp Counselors USA requires all participants to obtain the best available criminal background check before departing for the United States. Your CCUSA Country Director will provide information on how to obtain this form. Once you have it, you **MUST** submit a copy to your Country Office and **TURN IN** the original copy to your Camp Director upon your arrival at camp. **If you fail to bring the criminal background check to camp, you may lose your placement and be sent home at your own cost.**

Stop Smoking and Drinking

Most camps have strict regulations either banning smoking completely or limiting smoking to certain hours and areas. The same goes for drinking. Any counselor caught possessing or drinking alcohol at camp may be immediately dismissed from their duties and sent home. Even off camp property, strict laws regulate the possession and consumption of alcohol.



The minimum age for drinking or purchasing alcohol [including beer and wine] in the United State is 21 years of age. Buying alcohol for people under 21 is illegal; doing so may result in imprisonment and immediate dismissal from camp. Drinking and driving is a major violation for all ages in all 50 states. Drinking and driving may result in fines up to USD \$5,000 and imprisonment. Note: Your insurance does not cover you while driving and CCUSA will not be held responsible. Be warned!

Plan Your Travel

Depending on the country you are applying through, your travel responsibilities will vary. Some applicants will be responsible for booking round-trip flights to correspond with the report date on their placement information. For others, CCUSA will book their round trip flight – these applicants are only required to choose the day of their return flight, which may be eligible for change (based upon availability and additional fee). If you are unsure of your responsibilities, contact your local CCUSA office for more details.

If you intend to travel following camp, research air, rail, and bus options beforehand, and refer to the “Post-Camp Travel” section in this handbook. If you plan to stay in the United States beyond your 30-day grace period, it is your responsibility to check with the U.S. Embassy or Consulate [before you leave your home country] regarding tourist requirements. We advise this regardless of your plans, as it is almost impossible to obtain a tourist visa while in the United States. Also, refer to the visa information from your Country Office.

Save Your Money

Plan to bring a minimum of USD \$500 to USD \$900 for spending money [more if you plan extensive travel after camp – budget at least USD \$350 per week for post-camp travel]. Don't count on the pocket money you receive from camp to last for long. Also, many camps don't pay you until the end of camp. Budget your money carefully, as the U.S. cost of living is expensive. Instead of bringing a lot of cash, use travelers checks: American Express, Visa, and Citicorp are widely accepted in the United States. Make sure to get these checks in U.S. dollars, not in your own currency. Keep your funds secure, as our insurance policy will not cover loss of cash. CCUSA holds no responsibility for staff entering the United States without adequate funds.

If you don't have a credit card, please seriously consider getting one. Credit cards are often required for deposits when renting a car, making youth hostel and airline reservations, and handling emergencies. Visa, MasterCard, and American Express are accepted almost everywhere in the United States. Insurance extensions, DS2019 reprints, flight changes, etc. are only possible with a credit card. If you wish to open a bank account while in the United States, look for a bank near your camp.

If you run out of money, and don't have a credit card, one option is a money transfer [i.e. Western Union]. For more information on how to use this option, refer to the "Emergencies and Inconveniences" section of this handbook.

Packing Your Bags

Rule number one is to pack light. Most U.S. domestic airlines now charge a fee for some/all checked baggage. We recommend you check with your airline about specific luggage regulations and charges. Keep in mind that you will carry this luggage through airports, bus and railway stations, down long dirt roads, and up countless flights of stairs. Packing light will make it easier (and cheaper) for you.

Experienced international staff recommend a large backpack and a light carry-on bag. Make sure your backpack and carry-on are clearly labeled with your name, home address, and camp address. Use CCUSA luggage tags to distinguish your baggage. When checking your luggage, make sure all straps are tightly fastened, as baggage-handling machines have a habit of damaging loose straps, handles, and strings.

Camps often send a list of "What to Bring" for the summer. These lists tend to be unrealistic for overseas staff [i.e. 12 towels]. If this is the case, don't panic. Adapt the list to what you can carry. If you have questions, contact your camp.

Summer camps provide bedding, but we recommend bringing a sleeping bag. It will come in handy on cold nights and during your post-camp travels.

Plan to Bring:

- 1 large towel
- 1-2 pairs of jeans
- 5-6 t-shirts
- 2-4 pairs of shorts
- 2 bathing suits [one-piece suits for females]
- tennis shoes or sneakers
- hiking boots
- sandals
- 2 warm sweaters and a jacket
- sweatpants and sweatshirt
- warm waterproof gear: jacket, poncho, waterproof boots [not all camps are sunny the entire summer]
- 1 set of nice clothing for camp socials or going out after camp
- socks and underwear – lots of them!
- medication, if necessary [bring a doctor's note, prescription in English, and enough medication to last all summer]
- suntan lotion/sunscreen/sun glasses/hat
- personal toiletries: shampoo, deodorant, toothpaste, etc.
- optician's prescription if you wear corrective lenses
- wristwatch – very important!
- alarm clock
- flashlight [torch]
- water bottle
- insect repellent

Be sure to label your clothing and personal belongings with your name, as they may end up with other people's laundry at camp. Leave valuable jewelry at home. Often times there will be no secure place to store or lock these items up. Regardless, these items have no place at camp!

Optional Items:

- your [International] driver's license
- maps, postcards, pictures, games, songs, t-shirts from your country
- flags and posters of your country
- musical instruments
- tennis racket
- small national items/souvenirs from your country [to share your culture]
- journal to record your memories
- personal address book [to write letters home and add new ones]
- camera
- sleeping bag [check with camp to see if you need one]

In Your Carry-On Bag:

- CCUSA Health History Form [completed]
- Criminal Background Check
- CCUSA International Staff Handbook
- camera
- medications
- pen/pencil/paper
- photocopies of your passport, visa, and DS2019 form
- spare clothing and toothbrush [in case your luggage is lost]
- instructions for getting to the Meet & Greet site if you are making your own international flight arrangements and have arranged to attend.
- extra photo ID [in addition to your passport] to use during the summer

Please be sure to check current policies regarding items allowed in carry-on baggage.

Keep on You Always:

- money – traveler’s checks in U.S. dollars and credit cards. Avoid bringing a lot of cash!
- airline tickets or a copy of your e-ticket
- passport and the DS2019 form (in the sealed envelope) and I-94 (once In the US)
- U.S. Meet & Greet site directions and phone numbers (If attending)
- CCUSA phone card [if you’ve already received one in your home country]
- camp information – phone numbers and contact names
- the CCUSA U.S. Office toll-free number (1-800-999-2267)
- driver’s license [or International driver’s license, if applicable]
- glasses or contact lenses

Laundry Facilities

Most camps provide access to laundry, but the facility may be offsite. In this case, camp will provide transportation, but without knowing how often this will occur, be sure to bring enough clothing to get you through about two weeks.

Please be aware that you may need to pay for laundry facilities.

Electrical Appliances

Voltage in the United States is 110 volts/AC-60 cycles. If you use an electric hair dryer or shaver, you may need an adapter and a voltage transformer. It is best to leave everything at home and go to camp without your appliances. It will save you room in your backpack and time at camp. Besides, camp is usually rustic and informal – it is not a beauty contest. Computers have no place at camp. Do not bring them, as they are both expensive when lost or damaged and unnecessary in a camp setting.

Toiletries

Don’t leave your country without purchasing the following items: soap, deodorant, toothbrush, and toothpaste, since you might have to wait until your first day off to buy them. Americans expect both males and females to use deodorant daily and to shower frequently.

Baggage Check

After you've packed everything, test the weight of your baggage. Pick up your backpack and carry-on bag and walk around the block or up and down some stairs for 15 minutes. If your back and arms ache, or you're breathing heavily after only a couple minutes, take out what you need the least and leave it at home! If you have more than two pieces of baggage to check in for your flight [including a guitar or other instrument], you've packed too much. Take out every non-essential and leave it at home. You will accumulate items in the United States, so leave extra room. If bringing a musical instrument or sports equipment, take it as a carry-on. Please be sure to check current policies regarding items allowed in carry-on baggage with your airline.

Prepare Your Friends and Family

Give your loved ones a big goodbye hug. Explain that it will be difficult to reach them by phone while at camp. Give them your camp address and phone number and the number of CCUSA in the USA, in case of emergency.

Some camps have only one payphone for Counselors and Support Staff to use during time off. Bring lots of stationery! It is very helpful to set up an email account with Yahoo, Hotmail, Gmail, etc. This allows you to access it from camp, libraries, internet cafes, or Kinko's stores. This is a cost-effective way to keep in touch with family and friends. Also, make sure that you write, email, or call your family as soon as you arrive in the United States.

Flying to the United States

Your CCUSA Country Director will notify you of your report-to-camp date. If you are using a CCUSA group flight, you will also be informed of your departure date. Camps want their internationals available on the first day of counselor orientation. Your placement options increase if you're available for earlier departure – mid-May is ideal!

Before you leave home, double-check to make sure you have everything you need. You don't want to arrive at the airport and discover your passport and ticket are missing.

Plan to arrive at the airport at least three hours before your scheduled departure. Check your bags all the way to the United States, saving you time and energy in between. If scheduled on a CCUSA group flight, follow the instructions given to you by your local CCUSA office.

On the flight, you will be given two forms to fill out: an I-94 and a customs declaration form. You will need both forms when you go through U.S. immigration. Keep your I-94 card safe. It is very difficult and expensive to replace, and it is required when you to leave the country. You are not allowed to take fruit, flowers, vegetable or meat products, switchblade knives, or recreational drugs into the United States. Remember, you are considered a staff person from the moment you get on your international flight.

Arriving in the United States

Your first step at the airport is to pass through immigration. Be prepared to show your customs declaration, passport, DS2019 form, airline ticket, and the I-94 form you received on the plane. Be sure to make copies of your DS2019 but you must present your original DS2019 upon entry. You will be asked when you plan to return home [it's best to give the end date on your DS2019 form in case your plans change]. As you go through immigration, the officer will give you the DS2019 form and will staple the I-94 card to your passport. When you've passed through immigration, make sure you put your DS2019 form in your passport and keep it there at all times.

Next, collect your luggage and proceed to the Customs counter for inspection. You may need to show your luggage ID tags [received at check-in] to prove the luggage is yours. You will need to show the customs officer your Customs Declaration Form. Once through customs, follow the directions given to you by your CCUSA Country Office. Make sure your CCUSA luggage tags are visible.

Double-check that the stamps on your Passport, I-94 Form and Visa are all the same.

Airport Pick-up for Staff Attending Meet & Greet

Please refer to the information you received from your CCUSA Country Office on the exact procedures for your U.S. arrival.

Upon arrival into the US and clearing customs, you may or may not be met by a CCUSA staff member at the airport.

If there is nobody to greet you at the airport, you will need to follow the instructions given to you at your pre-departure orientation meeting and make your way to Meet and Greet or to the next leg of your trip. If you have any problems or need assistance please contact CCUSA at 1-800-999-2267.

Staff Arranging Own Travel to Camp and Not Attending Meet & Greet

If CCUSA did not assist with your travel arrangements and you are not attending Meet & Greet, you are expected to schedule your own travel directly to camp. CCUSA offers recommended travel instructions to your camp's preferred domestic meeting location. Please refer to your Placement Letter for these recommended travel instructions (you are not required to stop in or fly through New York or Los Angeles – these instructions are provided only as suggestions). Please make sure you communicate your travel plans with your camp, book as much of your travel before leaving your home country as you can and arrive to camp on your contract start date. Please call your camp upon arrival into the U.S.

Meet & Greet

Check-In

Upon arrival to Meet & Greet you will receive your orientation packet which includes directions on how to travel to camp and other useful information.

What to Expect at Meet & Greet

After you have been checked-in, collected your Meet & Greet packet, and called your camp to confirm your travel plans with your Camp Director, you are free to do as you like. The Meet & Greet staff can offer suggestions on where to eat or what to do during your short stay. You are responsible for meals and all other expenses. As most of you have flown a long way, do try to get some rest in preparation for travelling to camp.

Safety While Attending the Meet & Greet

When venturing out, understand that you are in a large, crowded and unpredictable city. While we want you to enjoy yourself, you should be careful and use the same common sense you would use in any large city in your own country.

Always walk in groups of two or more on well lit streets. Be mindful of your camera, wallet, purse and other valuable items. Don't let any personal belongings out of your sight. Please ask the CCUSA Meet & Greet staff for options on securing personal valuables. Enjoy yourself and take the opportunity to meet other CCUSA participants.

Jet Lag

An initial adjustment for most overseas travelers is "jet lag." Typical symptoms might include fatigue, disorientation, and irritability. After a few days, maybe even a week, you will function normally in your new setting. To minimize jet lag, drink plenty of water, walk around during the flight, and avoid caffeine and alcohol. Additionally, set your watch to the new time zone as you board the plane.

Culture Shock

Culture shock is the feeling of discomfort or confusion that occurs when a person moves to an unfamiliar place. It requires a great deal of effort to adjust to new surroundings and a culture different from your own. Climate, food, language, landscapes, and people will seem strange to you. Your English may not serve you as well as you expected. You may feel the pressures of adjusting to your cabin group, activity area, performance expectations of supervisors, and the twenty-four hour community camp life. Culture shock is a normal reaction. Be patient and give yourself time to adjust. Soon you will feel "normal" again.

Symptoms of Culture Shock

People experience culture shock in varying degrees. Some people feel overwhelmed, while others hardly notice it.

Below are typical symptoms of culture shock:

1. **Excessive homesickness:** It is normal to miss your home, family, and friends. If you can think of nothing else, constantly write letters home, and find yourself crying, you are likely suffering from culture shock.
2. **Isolation and frustration:** You may feel isolated and become quite nervous and excessively tired. You may feel reluctant to express your difficulties or associate with people from the United States. You may also sleep a lot, even after you have recovered from jet lag.
3. **Hostility:** You may feel hostile toward the United States and your camp as the cause of your discomfort. Minor irritations like bugs and food may generate anger.
4. **Dependencies:** You may become dependent on people from your home country at camp. These friendships are important and supportive, but closing yourself off to other cultures denies you the great benefits of this experience: meeting, interacting, and making friends with staff and campers from around the world.
5. **Doubts:** You may have real doubts about having come to the United States and camp.

Coping with Culture Shock

The following suggestions may help you when coping with culture shock:

1. **Maintain your perspective:** Remember that thousands of international participants have come to work at summer camps in the United States every year. They have survived and had a great time.
2. **Evaluate your expectations:** The way things are in the United States and at camp may be different than what you expected them to be. When disappointed or confused, take time to evaluate your expectations. If they were unreasonable, you can do something to reduce the unhappiness or dissatisfaction you feel.
3. **Avoid withdrawal and isolation:** Try to refrain from calling home excessively. You must confront your feelings about living in a new and different culture. Discuss your feelings with others, especially those who have traveled extensively or have lived overseas.
4. **Give yourself time to adjust:** It takes time to get to know people and your new environment. Identify specific difficulties that you are encountering. This will allow you to search for solutions.
5. **Keep an open mind:** Americans may do or say things that people at home would not do or say. Try to understand that people here are acting according to their own set of values. Avoid evaluating or judging the behavior of Americans by the standards of your country.
6. **Establishing new friends:** Improving your English and creating meaningful experiences will allow you to move forward and feel more comfortable.

Reverse Culture Shock

Ironically, you may experience another form of culture shock upon returning home. Some participants find this reverse adjustment more difficult because it's entirely unexpected. Be aware that anxieties may exist when you return home.

Travel to Camp

Depending on your home country, you will either be responsible for planning and paying your own way to camp from orientation, or CCUSA will be making your arrangements for you.

If you are responsible for your own travel to camp: You will need to make your own arrangements and provide these details to your Country Office and your Camp Director at least 3 weeks prior to your departure. Please check instructions from your camp. You are responsible for the cost of traveling to the camp's domestic meeting point of choice. However, transportation costs from that point to your camp are the camp's responsibility.

If CCUSA makes your arrangements: All travel to camp will be taken care of within the United States. This may require transport by plane, train, bus, or with a camp representative from Meet & Greet. **You may be required to initially purchase a bus or train ticket.** If required to buy tickets, save your receipts and your camp will reimburse you.

All participants are responsible for their transportation back to the airport appropriate for their return flight home. Call the CCUSA travel department with any questions or needs concerning your travel plans.

*If unsure of your responsibilities, contact your local CCUSA office for more details.

Call your camp: Call your camp before leaving the Meet & Greet site to reconfirm your departure and arrival times. Use the camp's toll free 800 number, or call collect using 1-800-COLLECT. A camp representative will provide details about your pickup, and it is critical that you confirm these details with your camp!

Social Security

The following provides more detailed information on how to obtain a Social Security card. Please note that CCUSA does not offer services to apply for Social Security at the Meet & Greet site.

What is a Social Security Number?

A Social Security number is a 9-digit, tax identification number. Camps use this number for tax purposes on your paycheck.

How do I obtain a Social Security card?

- You must apply for a Social Security card in person, and with all required documentation in hand.
- The form must be filled out correctly, or your card may be delayed for several months.
- Your camp is responsible for transporting you to their local Social Security office.

What You Need to Apply for Social Security

- Your passport
- Your I-94 form [white card given at U.S. customs and placed inside your passport]
- Your DS2019 form
- CCUSA letter describing your employment status [found on your Footprints account]
- Photocopies of all of the above

Typically, Social Security enters an application promptly, but waits 10-14 days to check validation from the DHS [Department of Homeland Security]. CCUSA is unable to rush this process. It is best to wait at least a week after arrival before going in to the Social Security office to ensure your Visa status has been validated.

When you're validated, Social Security will process your number and send it to you in approximately two to six weeks. **You are allowed to work as long as you have your Social Security application receipt [be sure to get one when you apply].**

Social Security refuses to give out numbers over the phone. You must go to your local office, with proof of identity, to get your number. You can reach them with other questions at 1-800-722-1213, or visit their website at www.ssa.gov/.



Social Security is a government office. CCUSA cannot provide you with any information on the status of your application.

Insurance

You will be able to view specific insurance information and a claim form on your Footprints account. Print the insurance policy card and claim form and bring them with you to camp, and use it if you need to make a claim*. **Your insurance policy covers you for three months**, active immediately upon your departure from your homeland or the start date on your DS2019 form. If arranging your own flight, you must provide CCUSA with specific flight information BEFORE your departure, in order to activate your insurance. **If you plan to remain in the United States for more than three months, you must extend your insurance.** If you need to extend your insurance, you should first try to do this in your home country before you depart, as it is often cheaper. If you do not plan ahead and extend your insurance to cover your full stay, then you may extend it in the US. You must request an extension before your coverage expires. Contact your country office or the US office for monthly or weekly extension rates. The insurance company reserves the right to deny your extension. Therefore, CCUSA recommends that you extend your coverage until the end of your trip, before you leave home. Visit the CCUSA website [www.ccusa.com], or contact us at 1-800-999-2267, for further details.

Note: insurance information contained herein is correct at the time of printing but not guaranteed and subject to change.

*If you are in need of treatment you must contact the insurance company before receiving medical care to ensure that you will be covered. CCUSA is not your provider and though we wish to be notified about any emergencies all coverage inquiries can only be answered by HCC medical services.

Taxes

As a CCUSA participant, you are an exchange visitor to the United States on a U.S. State Department designated program. Working at camp, you are classified as a nonresident alien with a J-1 visa. Therefore, according to the Internal Revenue Service [IRS], you are subject to U.S. tax laws and responsible for filing tax returns for wages earned in the United States. Below is a brief explanation of the U.S. tax system. CCUSA cannot legally provide tax advice but can refer you to the appropriate resources for additional information. CCUSA has its own Tax Service that can help you file for your tax return. Visit www.ccusatax.com for more information or check your Footprints account.

W-4 Form

According to the U.S. Tax Guide for Aliens, Publication 519, at the start of your employment period you are to complete a W-4 Form [Employee Withholding Allowance Certificate] as outlined in Section 8, Withholding on Wages [pg 35]. This is what the IRS uses to calculate the amount of tax to be deducted from each paycheck. Please refer to Publication 519 or the Footprints website.

W-2 Form

By the end of January 2011 [the year following your camp experience], you should receive a tax statement from your Camp Director. This is your W-2 Form. Note: You have the option to receive this form at the end of your employment period – as opposed to waiting until 2011 – by submitting a letter of request to your camp BEFORE your employment period ends. Be sure your Camp Director has your correct mailing address before camp ends.

Taxes Deducted

Federal and State Income Tax

Generally, as a worker in the United States, you will have federal and state income tax taken out of the wages you earn [check the CCUSA website for information on state income tax, which varies from state to state]. Based on the salary of a camp counselor or support staff, deductions should be minimal.

Social Security [FICA] and Medicare

As a nonresident alien, Federal Social Security [FICA] and Medicare taxes should not be deducted from your pay [according to the U.S. Tax Guide for Aliens, Publication 519, page 39]. Even though you will have a Social Security number, you do not qualify and are therefore exempt from the Social Security program and unemployment benefits. If you notice that your camp is withholding FICA or Medicare, speak with your Camp Director or the camp's payroll department immediately and refer them to the "Camp Directors': Taxation" section on CCUSA's website.

During the Summer

CCUSA Contact Information

Our staff understands you may need assistance during the summer. Whether you have specific questions or simply need someone to talk to, we are here to help you during your stay. Please contact the CCUSA staff at the following toll-free number:

1-800-999-2267

Have your CCUSA ID# and a pen and paper ready before calling!

Our office is open all summer during the following hours:

May 1 – October 30 [Monday through Friday] 7 a.m. – 5:30 p.m. PST*

In addition, during staff arrivals we are open for a limited time on Saturday and Sunday mornings from 7 a.m. - 11 a.m. PST*

*CCUSA's California office is on Pacific Standard Time [PST]. Many camps are located on the East Coast, which runs on Eastern Standard Time [EST], three hours ahead of Pacific Standard Time. If you are in the Eastern time zone, our office opens at 10 a.m. your time. Keep these time differences in mind when contacting the office [refer to the time zone map in this handbook].

If you need to call CCUSA during your work hours, plan ahead with your Camp Director to use the phone. In the event of emergency [i.e. death, accidents, arrest, job termination, or legal issues] during off hours, contact our toll-free number. Our answering service will contact a CCUSA representative who will reach you as soon as possible. Be sure to leave accurate contact information. **In the case of emergency, call our U.S. office [1-800-999-2267], not your home country's CCUSA office.**

Early Dismissal or Departure from Camp

- Remember you are working in a child-centered environment. Drinking/smoking on camp, inappropriate language/behavior, returning to camp intoxicated, poor work ethic, and shoplifting are just some of the reasons participants have been fired.
- As outlined in your signed Program Agreement, if you are fired or leave camp early:
 - You are responsible for the pro-rated portion of the camp's Agency Fee; this amount can be several hundred dollars especially if CCUSA arranged your travel.
 - You may lose all or some of your pocket money earned to that point;
 - Your visa will be cancelled (you will not be allowed to work in any other job);
 - The U.S. Department of State will be notified of your visa status change.
- Medical proof will be required for excusal due to death or life-threatening illness of immediate family member.

CCUSA Staff Visits

Each year CCUSA staff try to visit as many camps as possible [not all camps are visited every year]. Camp visits give CCUSA the chance to see how your summer is progressing, talk to your Director about the program, and learn more about your camp. Look for us during the summer – we'd like to talk with you and answer your questions.

General U.S. Information

Making U.S. Telephone Calls

- All U.S. telephone numbers consist of a 3-digit area code and a 7-digit local number.
- Typically, to call within an area code, dial the 7-digit local number [i.e.: 555-1234]. In certain regions, you'll dial 10 digits for local and long-distance calls.
- To call a U.S. location outside your area code, you dial 1 + area code + local number [i.e.: 1-408-555-1234].
- To call outside the United States, dial 011 + country code + area code + local number [i.e.: a call from the United States to Australia is 011-61-2-9223-3366]. Be sure to omit the "00" from your country code when dialing internationally.

Important Numbers to Know

- Dial 911 for emergencies [police, fire, ambulance, etc.].
- Dial 411 for local directory assistance.
- Dial 1+ area code + 555-1212 for U.S. directory assistance.
- Dial 1 + 800 + 555-1212 for U.S. toll-free directory assistance.

Calling from a Payphone

Dialing instructions are usually listed on the phone. A local call costs approximately 50 cents. To call long distance, dial as you would from a regular phone. The operator will get on the line and tell you what to deposit for a three-minute call.

Collect Calls [Reverse Charges] and Person-To-Person Calls

- For manual service, dial 0 + area code + local number. You will hear a tone, followed by recording asking for your credit card number. Wait for the operator to come on the line, and let the operator know that you would like to make a collect or person-to-person call.
- To make a convenient collect call, dial 1-800-COLLECT [1-800-265-5328]. You will hear a tone, followed by a recording asking for a 10-digit number. You will be asked to say your name before the service attempts to connect the call. This is less expensive than the operator option.
- NEVER make collect calls to your home country's CCUSA office. Our California staff can assist you via our toll free line at 1-800-999-2267.
- If you're having trouble, dial "0" for the operator. Dial "00" for international call assistance. The operator will come on the line and take it from there.

Telephone Cards

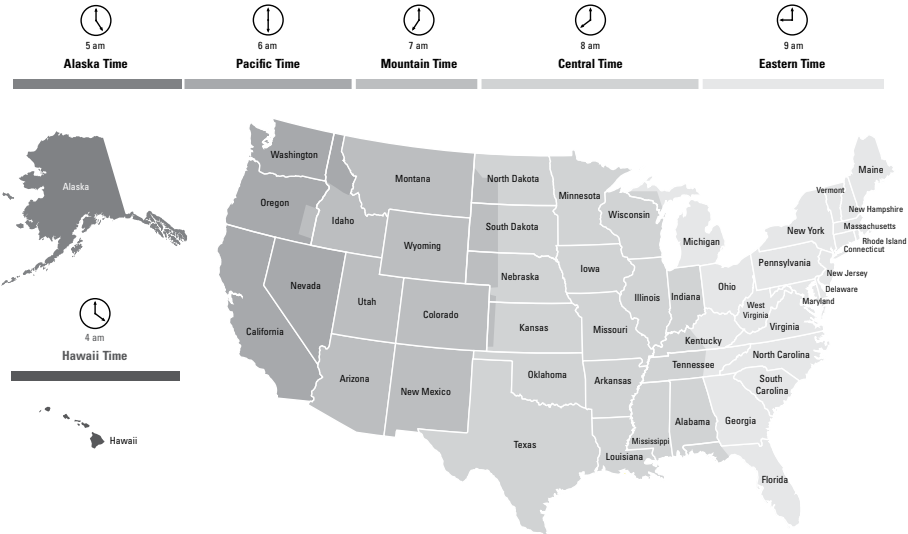
Calling cards are popular in the United States. They allow you to call out from any U.S. push button phone, simply charging your personal account. **Calling cards offer cheaper rates than collect or international payphone calls.**

Cell/Mobile Phones

You will need to contact your local cell/mobile phone provider prior to leaving your home country to find out about coverage within the United States. There are often prepaid phones available to purchase upon arrival. Please be sure to check international calling before planning on using a cell/mobile plan in the United States.

Time Zones

Mainland U.S. is divided into 4 time zones: Pacific, Mountain, Central, and Eastern Time (note - Alaska and Hawaii lie outside these time zones). When it is 9:00 am Pacific Standard Time, it is 10:00 am Mountain Time, 11:00 am Central Time and 12:00 pm Eastern Time. Please be aware of this time difference when calling someone in a different zone.



Postal Service Information

United States Postage

Letters: 44 cents [up to one ounce]

Postcards: 28 cents [regular size]

Postage Overseas Mail

Letters: 94 cents [up to one ounce]
 94 cents for each additional ounce up to two ounces

Postcards: 94 cents [regular size]

Currency

U.S. currency consists of coins and paper money. It is based on the dollar, with 100 cents equaling one dollar.

Coins

Name	Value	Amount in dollars
Penny	1 cent	\$0.01
Nickel	5 cents	\$0.05
Dime	10 cents	\$0.10
Quarter	25 cents	\$0.25
Half Dollar	50 cents	\$0.50

Paper Money

Bills come in the following denominations: \$1, \$5, \$10, \$20, \$50, and \$100. All bills are the same size, and feature the portrait of an historic American person. You can gauge the money value by the number on the bill.

We recommend you change money into smaller denominations, such as \$10 and \$20 bills. It's often hard to change larger bills in stores, restaurants, etc. Do not carry excess cash; instead use traveler's checks or credit cards.

Typical U.S. Prices

Soft drink	\$1.00	Sunglasses	\$25-\$100
Running shoes	\$30-100	Small bag of chips	\$0.75
Hamburger and fries	\$5	Blue jeans	\$30-\$100
Large pizza	\$16	Suntan lotion	\$6
Bottle of aspirin	\$4	Hairbrush	\$3
Shampoo	\$4	Allergy medicine	\$5
Toothpaste	\$3	Bug spray	\$5
35mm film	\$6	Local Bus fare	\$0.85-\$2.00
Film development	\$8	Taxi ride per mile	\$1.50
Box of envelopes	\$2	Movie	\$10-\$14
Chewing gum	\$0.75	Gasoline per gallon	\$3.50
Candy bar	\$0.75	CD's	\$10-\$17

Note: Tax on most items is between 3% and 15%, but differs from state to state.

U.S. Summer Climates

State Average Max.	Daily Temp. Average	Min. Daily Temp.
California [CA]	82°F	58°F
Florida [FL]	89°F	75°F
Hawaii [HI]	87°F	73°F
Indiana [IN]	84°F	63°F
Maine [ME]	77°F	54°F
Minnesota [MN]	80°F	59°F
New York [NY]	81°F	58°F
Texas [TX]	100°F	75°F
North Carolina [NC]	86°F	65°F

Temperature Conversion

Temperatures in the USA are reported in Fahrenheit degrees [°F].

To convert Fahrenheit degrees into Centigrade or Celsius degrees [°C], use the following formula:

$$\frac{[F-32]}{9} \times 5 = C \text{ example: } \frac{[78F-32]}{9} \times 5 = 25.5C$$

To convert Centigrade into Fahrenheit, use this formula:

$$\frac{[C \times 9]}{5} + 32 = F \text{ example: } \frac{[16C \times 9]}{5} + 32 = 60.8F$$

Water freezes at 32°F [0°C]. Water boils at 212°F [100°C].

40°F = 4.4°C
70°F = 21.1°C

50°F = 10°C
80°F = 26.7°C

60°F = 15.5°C
90°F = 32.2°C

Weights and Measures

Dry Measure

2 pints = 1 quart
8 quarts = 1 peck
4 pecks = 1 bushel

Liquid Measure

4 gills = 1 pint
2 pints = 1 quart
4 quarts = 1 gallon

Imperial Liquid Measure

1 gallon = 3.785 liters
1 liter = .264 U.S. gallons
3 feet = 1 yard

Measure Of Volume

1 liter = 1.05 quarts
1 gallon = .38 deciliter

Weights

1 gram = .04 ounce
1 ounce = 28.35 grams
1 kilo = 2.2 pounds
1 pound = 45 kilos
1 stone = 14 pounds

Long Measure

12 inches = 1 foot
1 kilometer = 5/8 mile

Linear Measure

1 centimeter = .3937 inches
1 inch = 2.54 centimeters
1 meter = 1.09 yards
1 yard = .91 meter

1 kilometer = .6 mile
1 mile = 1.6 kilometers

Approx. Metric Equiv.

1 decimeter = 4 inches
1 liter = 1.06 quarts
1 meter = 1.1 yards

State Abbreviation Codes

Alaska = AK	Indiana = IN	Nebraska = NE	Rhode Island = RI
Alabama = AL	Iowa = IA	Nevada = NV	South Carolina = SC
Arizona = AZ	Kansas = KS	New Hampshire = NH	South Dakota = SD
Arkansas = AR	Kentucky = KY	New Jersey = NJ	Tennessee = TN
California = CA	Louisiana = LA	New Mexico = NM	Texas = TX
Colorado = CO	Maine = ME	New York = NY	Utah = UT
Connecticut = CT	Maryland = MD	North Carolina = NC	Vermont = VT
Delaware = DE	Massachusetts = MA	North Dakota = ND	Virginia = VA
Florida = FL	Michigan = MI	Ohio = OH	Washington = WA
Georgia = GA	Minnesota = MN	Oklahoma = OK	West Virginia = WV
Hawaii = HI	Mississippi = MS	Oregon = OR	Wisconsin = WI
Idaho = ID	Missouri = MO	Pennsylvania = PA	Wyoming = WY
Illinois = IL	Montana = MT		

American Customs

As part of your adjustment process, it is important to become familiar with certain characteristics of U.S. culture. It might help you to understand some of the difficulties you may face while living in the United States.

American society is complex and diverse. Believe it or not, many Americans suffer culture shock when they relocate from one region to the next. It is difficult to generalize about social customs in the United States, but the following practices are fairly standard.

Greetings

Upon meeting each other for the first time, people in the United States shake hands and say "Hello", "Hi", "Good Morning", "Good Afternoon", "Good Evening", or "Nice to meet you".

The Use of Names

The use of first names is more common in the United States than in other countries. It is acceptable automatically to use the first name of someone, approximately your age or younger.

A man or woman older than you is often addressed as Mr., Mrs., Miss, or Ms., unless the individual requests that you use a first name. Mr., Mrs., Miss, and Ms. are titles used with surnames or family names only. This is the polite form and should always be used initially.

If you have any doubts about what to call someone, simply ask him or her.

The use of "nicknames" is fairly common in the United States. A nickname is not the person's real name, but a name given to the person by family or friends. A nickname can be a shortened

version of a person's first or family name, or it can refer to a physical attribute of the person or a funny event in the person's life. Nicknames are often a sign of affection and acceptance.

Children will often develop nicknames for others in their cabin group. This behavior can be healthy, if the names are positive in nature. Children can [and will] be cruel to each other at times. Negative nicknames should not be allowed to develop among the children you work with.

Sales Tax

A sales tax is added to the retail price of most items in the United States, including accommodations and items found in shops, grocery stores, and restaurants. The tax is added to the marked price. Taxes vary from state to state and can range up to 15%.

Please remember that this is a sales tax and not a service charge.

Tipping

Tipping for service is a common practice in the United States. American wages in the service industries are based on a combination of wages and tips. Gratuities are seldom included in your bill as they are elsewhere in the world. Tipping customs vary in the United States. The following guidelines should assist you when leaving a tip, along with the chart at the end of this section.

IN RESTAURANTS

In the United States, gratuities [tips] are not added to the restaurant bill, as is customary in many countries. You are expected to leave about 15-20% of the bill on the table as a tip. A bill will say if gratuity is included.

More generous tips [20%] are expected in large metropolitan areas and better restaurants, or where service has been exceptionally good.

Waiters and waitresses [this includes bartenders and cocktail waitresses] working in the United States make minimum wage. This ranges from USD \$2 to USD \$7.00 per hour, which is extremely low considering how long and hard they work. They rely on tips in order to make any substantial amount of money. It is considered rude to ignore the tip. It deprives your server of their income.

Customers are not expected to tip in fast food or self-service establishments such as McDonald's or a cafeteria. You are also not required to tip for breakfast when staying at a bed and breakfast.

TAXIS

Taxi drivers expect tips of 10% to 15% of the fare on the meter. Drivers may add a fee for handling luggage.

OTHER SERVICES

Airport and hotel: porters expect a tip of USD \$1 for each bag carried. Hairdressers and barbers should be tipped 10% to 15%.

Who Not to Tip

Never offer tips to public officials, police officers, or government employees! This is against the law in the United States. Hotel desk clerks, bus drivers, theatre ushers, salespeople, flight attendants, and gas station attendants are also not tipped.

Tip Chart

Bill	15%	20%	Bill	15%	20%	Bill	15%	20%
\$ 1	15¢	20¢	\$11	1.65	2.20	\$21	3.15	4.20
\$ 2	30¢	40¢	\$12	1.80	2.40	\$22	3.30	4.40
\$ 3	45¢	60¢	\$13	1.95	2.60	\$23	3.45	4.60
\$ 4	60¢	80¢	\$14	2.10	2.80	\$24	3.60	4.80
\$ 5	75¢	1.00	\$15	2.25	3.00	\$25	3.75	5.00
\$ 6	90¢	1.20	\$16	2.40	3.20	\$26	3.90	5.20
\$ 7	1.05	1.40	\$17	2.55	3.40	\$27	4.05	5.40
\$ 8	1.20	1.60	\$18	2.70	3.60	\$28	4.20	5.60
\$ 9	1.35	1.80	\$19	2.85	3.80	\$29	4.35	5.80
\$10	1.50	2.00	\$20	3.00	4.00	\$30	4.50	6.00

Personal Safety

You should feel reasonably secure traveling in the United States. In large cities, use caution and common sense. Do not give money to beggars and avoid flashing money or expensive personal belongings in public. Avoid exchanging money in front of other people [don't advertise how much money you have]. If you need directions, seek help from a police officer, storeowner, or worker. When using public transportation, avoid empty subway cars; try to ride in the first car, or the one closest to the driver. Never hitchhike or accept rides from strangers. Take care; most people want to help you, but it's better to be safe than sorry.

Automobiles

If you are required to drive a camp vehicle, or decide to purchase or rent a car in the United States, know the rules of the road ahead of time, and be aware of camp and state speed limits. It is critical that your car is insured [your CCUSA insurance does not cover you driving a motorized vehicle]. If an accident should occur while you are driving and you are at fault, either on camp property or off, you will be held financially responsible.

Be familiar with the following traffic laws:

Pedestrian Right-of-Way

Most states require that cars, motorcycles, and bicycles give the right-of-way to pedestrians. If you approach a pedestrian crossing the street, it is your responsibility to stop and avoid an accident.

Speed Zones

Many countries do not have speed limits on highways and streets. In the United States, speed limits are clearly marked by signs indicating the maximum speed allowed in miles-per-hour [MPH]. Observe these limits. A speeding ticket may run well above USD \$150 in some cases.

No Drunk Driving

Never drink and drive. The penalty for drunk driving may include a jail sentence and large monetary fines. Be aware that in the U.S. it is illegal to have open alcohol containers in the vehicle, even if the driver is not drinking.

Seat Belts

Drivers and passengers are required to wear seat belts in every state. Those caught without one will receive a fine, so buckle up!

Parking Laws

Most communities enforce parking laws. Be aware of the following:

Red, white, and yellow curb markings designate “No Parking” areas. If you park in one of these areas, you risk a ticket and a fine. Your car may be towed to a garage, which will result in a towing fine, costing up to USD \$300.

Busy areas often use parking meters. If you park in a metered space, you need to put money in the meter to avoid a ticket. Meters run on timers and accept nickels, dimes, and quarter dollars. Meter time limits range anywhere from 15 minutes to three hours.

Drivers Licenses

If you plan to drive while you are in the United States, you may need an international driver’s license. This must be obtained in your home country from an authorized agency before you leave. They are unavailable in the United States.

Note: U.S. officials recognize licenses from a number of countries. Check with the appropriate agencies in your country before obtaining an international driver’s license.

Obeying U.S. Laws

While in the United States, you are expected to obey all U.S. laws [i.e. no shoplifting, stealing, abuse, sexual harassment, rape, etc.]. Should you break any laws, you will suffer the consequences as prescribed by U.S. law. CCUSA shares no responsibility and is unable to help you. Should you experience legal problems, you may call CCUSA, but you will need to contact your country's embassy for advice and/or representation. Lawyer fees are not covered by your travel insurance.

Using American English

A contributing factor to your success at camp and in the United States will be knowing and further developing your English. Just like in England, New Zealand, or Australia, Americans have their own regional accents and dialects for the English language. Improving your language abilities takes time and effort, and you will be rewarded in the long run.

If you need any assistance in understanding the use of a term or phrase, just ask.

Slang Expressions

One of the most difficult aspects of American English is the use of “slang”, an informal word or combination of words with occasionally complex meaning. Americans often take for granted that everyone knows and understands “slang.”

Listed below are common slang expressions you are likely to hear. Terms change rapidly, and you will learn slang expressions of your own. The important thing is to ask if you need help.

AWESOME: wonderful, great. “My summer was awesome!”

BABE: someone who is good looking. “Brad Pitt is a babe!”

BAIL: to get out, leave. “I was supposed to meet him at the restaurant, but I bailed!”

BARBEQUE [BBQ]: an outdoor cooking party, like a picnic. “It’s such a nice day – let’s have a barbeque.”

BEAT AROUND THE BUSH: to avoid speaking directly about a subject. “Instead of beating around the bush, just tell me what you really think.”

BEND OVER BACKWARDS: to go out of your way to help someone. “I care so much, I would bend over backwards to help him.”

BUCK: a dollar bill. “Does anyone have an extra buck? I want a Coke.”

BUG: to bother, irritate. “The mosquitoes are really bugging me.”

BUMMER: unfortunate. “That’s a bummer that it wasn’t really fun.”

CHICKEN OUT: to decide not to do something out of fear. “Don’t chicken out of bungee-jumping.”

CHILL OUT: to take it easy, relax. “The driver needs to chill out and stop honking his horn at everyone.”

COOL: wonderful, great. “The concert had some great bands there. It was cool.”

COP: police officer. “The cops found an open beer in Jen’s car.”

CUT: to skip an activity. "The campers are in trouble for cutting orientation."

DATE: to go out with someone socially. "Jenny and Scott went on a date to the movies."

DEAL: to cope. "I know it's going to be hard, but we can deal."

DIS: disrespect, to put someone down. "It was unnecessary to dis his girlfriend."

DOWN TO EARTH: simple and straight forward [positive]. "I like my Camp Director. She is very down to earth."

DUDE: friend, peer. "Hey dude, would you like to get something to eat?"

DUMB: stupid. "It was dumb of Ruth to think she wouldn't get caught."

FANNY: rear end, bum. "My fanny is numb from sitting on this hard chair for too long."

FLAKE: to bail, not commit. "She left us early and flaked out on us."

FREAK OUT: to go crazy, panic. "Don't freak out. There's no need to worry."

GAS: gasoline, petrol. "I hope we don't run out of gas on the highway."

GET A LIFE: do something with yourself. "Instead of sitting there, why don't you get a life?"

GET LOST: get out of here, go away. "That dog better get lost, it's bugging me."

GET OFF MY BACK: leave me alone. "After joking around with Jay for too long, he told me to get off his back."

GET REAL: be serious. "Get real! I would never go up on stage and perform."

GETS UNDER MY SKIN: irritates. "I can't tolerate him – he really gets under my skin."

GOOF OFF: to play around, do silly things. "You can have a lot of fun, but don't goof off when you should be acting responsibly."

HANG OUT: to spend some time with someone. "Let's hang out tomorrow and go to coffee."

HASSLE: to cause trouble, be a nuisance. "If you buy the tickets ahead of time, you will avoid a lot of hassle."

HAVE COLD FEET: to be scared, nervous, uncertain. "The bride didn't show up at her wedding. I guess she had cold feet."

HOLD YOUR HORSES: be patient, calm. "Hold your horses! I will be right there!"

HORSING AROUND: playing around. "You kids stop horsing around or someone will get hurt."

ID: identification card; passport. "Lauren said that this bar always asks for ID."

RAINING CATS AND DOGS: raining heavily. "We had to dock the boat because it was raining cats and dogs."

RIGHT ON: approval, good. "You brought me lunch? Right on!"

RIP OFF: unreasonable, too expensive, a scam. "That \$50.00 tee-shirt is a rip-off!"

SCAM: to "pick up" on a member of the opposite sex, or not a good deal. "I think he is trying to scam on her," Or, "That real-estate deal is a scam."

SHAPE UP: to improve, act better. "You better shape up Julie or else you might be fired."

SKIP: to not attend a class or meeting. "The counselors were in trouble for skipping orientation."

STUD: an attractive and sexy male. “He’s a stud – all the girls like him.”

STUFFED: full, ate too much. “Michael looked like he was stuffed after he finished off all the brownies.”

SWEET: great, awesome, nice. “I bought a sweet new pair of sunglasses.”

TACKY: ugly, messy, lacking good taste. “Don’t wear that plastic necklace—it’s tacky.”

THROUGH THE GRAPEVINE: to hear something through gossip. “I heard it through the grapevine that Laura and Michael were dating.”

UNDER THE WEATHER: sick, not feeling well. “If you are under the weather, go to the infirmary.”

WHAT A DRAG: not much fun. “What a drag! It’s pouring rain outside!”

WHAT’S UP: what is happening or going on? “Hey Ken—what’s up? I haven’t seen you for a while.”

WHATEVER: it doesn’t matter. “We could get popcorn or pretzels. Whatever. You decide.”

WICKED: used for emphasis in a positive sense. “That game was wicked good.”

YOU’RE FULL OF IT: you’re lying, not being serious. “We have to wake up at 6:00 a.m.? You’re full of it!”

Phrases Specific to Camp

Besides slang expressions, there are also phrases and terms that are specific to camp life. Listed below are some terms and phrases that you might hear at camp along with their camp meaning.

ATHLETIC FIELD: Sports field.

CARNIVAL NIGHT: A nighttime activity when different games are played and food is served – modeled after an American carnival.

CIT: Counselor-in-training; usually a former camper who is too old to be a camper and too young to be a counselor, but training to be a counselor.

COLORS: Camp divides into teams, each identified by a certain color chosen by the camp.

COLOR WAR: A weeklong event when teams [as described above] compete against each other in different events.

HAZING: Teasing or making someone feel embarrassed or ashamed [highly discouraged by camps!].

INSPECTION: Someone is coming around to see that cabins and different areas of camp are clean and safe.

JC: Junior counselor.

LODGE/LOUNGE: A place where people gather to talk and relax; this may be a “counselor lodge” that is off limits to campers.

MESS HALL: Dining hall where all meals are eaten.

OD: On duty.

OFF: Brand of popular, spray-on insect repellent.

OLYMPICS: A camp event modeled on the Olympic Games.

REC HALL: Recreation hall used for camp meetings, evening activities, and classes during the day, etc.

REVEILLE: Wake-up call, announcement.

SING OFF: Singing competition.

TAPS: Time to go to bed; lights out.

Emergencies and Inconveniences

Lost Passport

If you happen to lose your passport during the summer, you need to contact your country's Embassy in the United States immediately! [See Embassy number listings at the back of this handbook.] They will not be able to issue you a new passport immediately, but can provide you with a temporary one for the remainder of the summer. However, the Embassy will not replace your visa stamped inside your passport. This is why it is critical that you keep a copy of your DS2019, as well as your original passport and visa with you!!

Lost DS2019

If you have lost your DS2019, please contact the head CCUSA office at 1-800-999-2267, and they will send you a new DS2019. There is a \$50 fee for the new DS2019 which includes shipping.

Note: All prices contained herein are correct at the time of printing but not guaranteed and subject to change.

Lost I-94 Card

If you lose your I-94, you will need to contact the U.S. Citizenship and Immigration Services. They will require you to complete form I-102 and provide a copy of your passport and a copy of the passport page that was stamped by Immigration upon your U.S. arrival. There is quite a large fee, approximately USD\$320, to replace your I-94 card, but it is absolutely necessary that you have one to depart the country. Forms can be obtained from the Immigrations and Customs Enforcement website [www.uscis.gov], or by calling their forms request line at 1-800-870-3676.

Lost Luggage

If the airline loses your luggage, speak to an airline representative before leaving the airport. Present them with your baggage check claim tags in order to provide them with proof of ownership. If the airline will not cover the cost of lost baggage, you must obtain a letter from the airline stating this. The insurance carrier will need this letter if you submit a claim. Coverage will be minimal. More information about insurance is available on Footprints.

Out of Money

If you run out of money, and don't have a credit card, you may need to have money wired to you. Below are instructions for wiring money. For more specific information and branch locations, go to the Western Union website at www.westernunion.com or call 1-800-325-6000.

Having Money Wired from Family Overseas

In order to have a parent, guardian, or family member wire you money, they must visit a Western Union agent, request the paper forms, and specify your Western Union location in the United States [fees are based on the amount sent].

For example, if you are in New York City, your parents must request that funds be sent there. At that point, every Western Union agent in New York will have access to the funds. Simply go to any Western Union agent in New York, tell them funds were sent to you, and they will access them.

You will need photo ID [your passport] to collect the funds. Your parents can provide a MTCN [Money Transfer Control Number], identifying the transfer, although it's not mandatory. It is important that your name be spelled as it is on your passport or photo ID. If not, Western Union may not allow you to pick up the funds. If you fail to retrieve the money within one month, it will be sent back to the country of origin. Pick up your funds as soon as possible.

Validating Departure from the United States

In order to maintain your good standing in the SEVIS system and the U.S. government, you must surrender the I-94 card, which U.S. Immigration stapled inside your passport upon arrival. Give this card to the airline representative upon check-in at the airport or to a U.S. immigration officer if you are leaving the United States through Canada or Mexico.

Failure to do this will affect your ability to return to the United States in the future. If you fail to validate your departure, you will have to prove to the U.S. government that you left at the end of your visa. Information on this procedure can be found on Footprints.

Airports have also begun installing computer terminals where you will have to "check out". They take your fingerprints and a picture and give you a receipt for departing the U.S. Make sure to keep your receipt with your passport as proof of when you left the country.

Post-camp Travel

If you choose to travel the country after camp, keep your plans flexible. You may have new friends to travel and stay with along the way. Please review the 2012 CCUSA Travel Handbook in Footprints prior to departing for the U.S. It will help you make the most of your travel experience in the United States. Summer is a popular travel time, so it is best to make tentative plans sooner rather than later.

Some arrangements can and must be made from your home country prior to departure. For instance, discount transportation tickets for international students must be purchased before you leave home.

If you wish to Travel to Canada or Mexico after camp please be aware that CCUSA does not recommend this due to DHS regulations on your J-1 Visa. Please read the “Visits to Other Countries” section thoroughly if you intend on reentering the country during your grace period.

Traveling in the USA

Please refer to your CCUSA Travel Handbook for detailed travel information, advice and resources. The following information is just to help you get started on your USA adventure!

Where do I stay?

The USA is a backpacker’s paradise. Your budget will ultimately determine where you stay. CCUSA recommends youth hostels, YMCAs, bed & breakfasts, motels, hotels, camping, and friends! CCUSA does not recommend sleeping in cars, public places, beaches, or shelters as it is illegal and can be dangerous. For more information on each of the above, refer to the Travel Handbook on your Footprints account.

How do I get there?

There are many options for traveling in the USA. Consider various options before purchasing tickets and don’t settle for the first price you are quoted. Shop around and find the solution best suited to your plans.

Traveling by Air

Try to book air travel at least 21 days in advance to get the best prices. Consider various airlines and destinations. Many US cities have more than one airport. Some mainstream airlines you may wish to consider are American, United, Continental, Northwest, Delta, US Airways, and Alaska Airlines. However, cheaper fares can often be found on budget airlines such as Southwest, Jet Blue, America West, Air Tran, and Virgin America. Contact information for each airline is available in the CCUSA Travel Handbook.

The Internet is a great resource for finding affordable flights and comparing options with different carriers and destinations. Some websites you may wish to consider are www.statravel.com [use the special link on the CCUSA website for even better deals!], www.travelocity.com, www.cheaptickets.com, www.orbitz.com, www.kayak.com, www.expedia.com, and www.hotwire.com.

Traveling by Bus

Although much slower [a coast-to-coast bus trip will take almost 4 days], the bus is the ideal solution for those who wish to see more of the countryside and/or for those who have flexible travel plans. Greyhound [www.greyhound.com] is the main bus carrier in the USA although there are many other companies in every state offering low cost and safe bus transportation. 7, 14 or 21-day advance ticket purchase may save you money.

Traveling by Train

Amtrak [www.amtrak.com] is the national railway system in the USA. They offer comfortable service to most major US cities and coast-to-coast service. Train travel in the USA is scenic but very slow. A coast-to-coast trip will take approximately 2 - 3 days. Make sure you book your ticket as far in advance as possible to get the best fares and to ensure there is availability on the route you wish to travel.

Amtrak also offers unlimited travel passes. For more information call 1-800-USA-RAIL.

Traveling by Car

If you would prefer to travel by car, you have several options. You can buy a car, rent a car, or borrow a friend's car. There are many factors you should consider before doing any of these. Please refer to the detailed information in your CCUSA Travel Handbook. In general, if you plan to drive in the US you will need an international driver's license, must be over 21 years old [for rental cars it is often 25] and must obey all traffic laws in each state.

Hitchhiking

Hitchhiking is not allowed by CCUSA. It is unsafe and illegal in many states. Do not hitchhike or pick up hitchhikers when you are traveling.

Traveling by Tour

By far the easiest option for travel is to sign up with a tour company and sit back and enjoy the ride. The tour cost often includes accommodation, transfers, meals and park entry fees, but specifics will depend on the tour operator. Make sure you check before signing up! Intrepid Travel is the official tour operator for CCUSA and all participants receive 10% off all tours. There are other tour companies available such as Adventure Bus, Contiki Tours and Green Tortoise. All offer unique experiences. Do plenty of research and find the option that suits you the best.

For more detailed information on all the above options, please refer to the Travel Handbook on Footprints.

Accommodation

Youth Hostels

There are more than 160 American Youth Hostels [AYH] nationwide, which offer safe, clean, budget accommodations for USD \$15 to USD \$40 per night. Many hostels offer cheap meals or kitchen access.

The Hostel Handbook lists many hostels in the United States and advertisements for tour companies. It is available at the New York and Los Angeles Meet & Greet sites, in many bus stations, and in some hostels. You can also go online at www.hostelhandbook.com or www.hostels.com to search hostels by city and state. You will find price listings, phone numbers, and addresses. For more information, contact Hostelling International USA 1-301-495-1240 or www.hiusa.org.

Budget Motels

If you are traveling in a group, or willing to spend a little extra money, one alternative to hostelling is the budget motel.

In some cases, you can get a room for up to four people at USD \$30 to USD \$50 per night. Contact local hotels or one of the following toll-free numbers for information on prices and room availability:

Best Western 1-800-780-7234 Days Inn 1-800-329-7466

Howard Johnson 1-800-446-4656 Motel 6 1-800-466-8356

Super 8 1-800-800-8000 Quality Inn and Comfort Inn 1-844-424-6423

YMCA

YMCAs offer safe, clean, and convenient locations at affordable rates [USD \$20 to USD \$40 per night]. For listings of participating YMCAs, write to:

The Vanderbilt
224 East 47th St.
New York, NY 10017

Tel: 1-800-USA-YMCA or 1-800-872-9622

Website: www.ymca.net

Suggested Resources

Look for these titles at major bookstores in the United States and abroad.

Let's Go USA is a resource book for young people traveling in the United States.

Lonely Planet Guide to America by Tony Wheeler is a valuable and insightful traveler's survival guidebook.

The Rand McNally Road Atlas provides invaluable maps and travel information for traveling by car or bus.

The Complete Guide to America's National Parks is an exhaustive reference to the many beautiful U.S. National Parks.

Visits to Other Countries

Your J-1 visa regulations state the visa is meant for work and travel WITHIN the USA. CCUSA cannot give advice concerning trips outside of the U.S. It is up to the discretion of the USCIS official at your U.S. arrival point of entry as to whether you will be allowed to re-enter the U.S. If you have questions, please do not hesitate to call the USCIS [United States Citizenship and Immigration Services]. All visa questions concerning entry and re-entry into the U.S. should be directed to the USCIS at 1-800-375-5283. For the visa policies of other countries, such as Mexico and Canada, you MUST contact the embassy of those countries.

If you plan to travel outside of the U.S. on a camp sponsored event, during the ACTIVE part of your J-1 visa [the dates on your DS2019 form], you must do the following:

- send your DS2019 to the CCUSA office in the U.S., Attn: Visa Department, so that we can sign it, indicating that you are in good standing on our program
- send a letter from your camp stating the purpose of the camp trip
- include either a prepaid method for us to return your DS2019 to you or a credit card number to which we can charge the cost of returning it via a courier service
- send the form with plenty of time to return it to you before you leave the U.S.

If you fail to follow these procedures, you may not be able to return to the U.S. The immigration officer at the U.S. border has the final decision of whether or not to allow you to re-enter the USA.

Please note: Once you have finished your camp contract or have started your 30-day grace period, you CANNOT leave the United States and re-enter [even to board a flight home] on your J-1 visa. You must have another visa in order to re-enter the U.S. at this point. Your J-1 visa expires on the end date on your DS2019 form.

Orientation Review

Please bring this section to the Pre-Departure Orientation Meeting in your home country, so that you may follow along. Refer to it throughout the summer – it offers a review of all the information you will hear at your Pre-Departure Orientation Meeting, as well as helpful resources for working with kids!

DS2019 Form, J-1 Visa & Additional Forms

- Your visa will start the day before your contract start and the visa ends when your contract ends.
 - SEVIS and Footprints will always reflect correct dates. Please check your Footprints account to ensure your contract and visa dates are correct
- The 30 day grace period is for traveling ONLY within the United States.
- Visa dates CANNOT be extended beyond 4 months.
- Support Staff participants cannot work any date outside of their School Break Dates.
- The DS2019 is your work authorization form - DO NOT LOSE IT!
 - Ask your camp director to photocopy it and keep the original with your passport.
 - There is a \$50 charge to replace your original DS2019 form.
- You can only visit Canada or Mexico on a camp sponsored event - NOT for personal travel.
- On the plane you will complete an I-94 and a Customs Declaration form. Keep your I-94 form in a safe place, as replacing it is very costly and time-consuming.
- Camp Counselors can only work as a Counselor at camp.
- If you seek post camp work at another camp we will need written or verbal verification from your new employer, you must be insured
- CCUSA will validate you in the SEVIS system once your camp director confirms your arrival to camp.

Flights & Tickets

International Flight

- Depending upon your country of origin, you will either be flying to the U.S. on a CCUSA group flight or responsible for arranging your own flight.
 - You **MUST** travel with a minimum of \$300US - keep this money with you! (Travelers cheques are the safest way to travel with money - they can be exchanged for cash at the airport.)
 - Your country office will supply you with any necessary assistance or information.
 - Make sure to pay attention to luggage restrictions.
 - Check in 3-4 hours before the flight.
 - If you are traveling on a CCUSA group flight and you require a flight change, it should be requested as early as possible. CCUSA cannot guarantee flight availability.

Domestic Travel

- If you are attending Meet & Greet, you will receive more travel information upon arrival to the Meet & Greet site.
- If you are not attending Meet & Greet, you will find travel instructions on your Placement Letter. You should purchase any domestic flight(s) **BEFORE** arriving in the United States!
- **PAY ATTENTION** to new luggage restrictions and charges on domestic airlines!

Arriving in the U.S.

- Be prepared for jet lag and culture shock.
- Look for and introduce yourself to other CCUSA participants during your travels.
- Complete your I-94 and Customs Declaration Forms while on your international flight.
- Make sure the Customs Agent enters you on your J-1 visa - it **CANNOT** be activated after you enter the U.S.
- Keep your DS2019 with your passport!
- Call your camp upon arriving in the U.S. to verify your arrival to camp.

Attending Meet & Greet?

- You will arrive in New York.
 - Refer to the Travel Information supplied by your country office for instructions on where to meet a CCUSA representative.
 - In most cases, CCUSA will NOT arrange your transfer from the airport to the Meet & Greet site.
 - You can purchase phone cards, mobile phones, and SIM cards at the Meet & Greet site.

Insurance

- Travel insurance is a requirement of the J-1 visa regulations - you must be covered for the duration of your visa.
- 3 months is included with your Program Fees.
- Your policy can be extended in your home country or in the U.S. prior to its expiration.
- This policy is comprehensive - insurance details, instructions, and forms can be found on your Footprints account.
- Print your ID card and a claim form prior to flying to the U.S. and keep it with you in the event of an emergency.

Packing

- Most domestic airlines now either severely limit or charge for luggage - check with your airline for specific allowances.
- Pack light! YOU are responsible for luggage costs.
- Refer to CCUSA's or the camp's packing list for suggestions on what to pack.
- Bring a few items that will help to share your culture with your camp!

Emergencies

- The U.S. office is open Monday - Friday, 7:00AM - 5:30PM (Pacific Time).
- You can reach our U.S. office FREE from any phone inside the U.S. by dialing 1-800-999-2267.
- Our direct number from outside the U.S. is 1-415-339-2728.
- The U.S. office can be reached for EMERGENCIES 24 hours a day, 7 days a week.
- Emergencies are classified as death, hospitalization, accidents, arrests, job termination, and legal issues ONLY. All other issues should be dealt with during normal business hours.
- If you have a problem at camp - CALL US! We can only help if we know there is a problem.

Health History Form

- Available for download from your Footprints account.
- This **MUST** be completed by a doctor and given to your camp director upon arriving to your camp.
- Make sure your Tetanus and MMR shots are up-to-date. Your camp may also require other specific shots.
- Fill any prescriptions before leaving your country - make sure to pack enough for your entire stay in the U.S.
- Turn in all medications (prescription and over-the-counter) to the camp nurse upon arriving to camp.

Police Check

- Obtaining a Police Check is **MANDATORY!!** Your country office can assist you in this process.
- Send a copy to your country office, and take the original to your camp director at your camp.
- Failure to arrive to camp with a current and original Police Check will result in immediate dismissal.

Placements

- Placement can occur at any time through the end of June.
- Once placed, you cannot switch camps.
- Check your Footprints account for a list of other CCUSA staff from around the world who will be attending your camp.

Taxes and Social Security

- Information regarding Taxes and Social Security is detailed in this handbook.

Post-Camp Travel and Work

- You may be able to work at another CCUSA affiliated camp after successful completion of your current camp contract check your Footprints account for updates regarding other open positions.
 - See your Footprints account for further information regarding Post-Camp work.
- You are allowed 30 DAYS to travel after you successfully finish your job - you **MUST** leave the U.S. within 30 days of your visa end date.
- You will **NOT** be allowed to leave and re-enter the U.S. during your 30-day Grace Period!

Life at Camp

What is a Counselor?

A counselor is a role model who leads and interacts with campers in recreational activities.

What is Expected?

Living with campers, a counselor is on the job and on call every minute of the day and night. As a counselor, you are:

1. Working, playing, eating, and living with campers 24 hours a day.
2. Responsible for “your” campers, ensuring they keep their cabins or tents clean, get along, and write letters home.
3. A friend to your campers. You lead, help, and comfort them; you see they get the most out of their camping experience.
4. Responsible for keeping your campers safe, clean, and healthy. You make sure they eat and sleep properly, and report any health or medical problems to the director immediately.
5. Expected to plan activities for your group, and with the other groups, including plays, skits, cookouts, hikes, campouts, campfire sing-a-longs, and games. You may help “specialist” staff lead various activities by supervising campers.
6. An instructor in your skill area helping the campers enjoy activities and improve their skills.
7. Assisting with housekeeping, maintenance of supplies, and upkeep of camp.
8. An active member of the camp staff, counted on to pitch in to help camp run smoothly.

What Personality Traits Are Needed?

1. A love for children, with a capability to be patient and kind, yet firm, fair, responsible, and genuinely concerned for your campers.
2. A love for people, with the ability to feel comfortable and work as a team with others.
3. A strong sense of responsibility.
4. The ability to persevere.
5. The ability to stimulate and encourage people to grow physically and mentally in all phases of life.
6. A capacity to work hard and maintain good health.
7. The ability to make quick decisions in an emergency.
8. Flexibility, initiative, resourcefulness, imagination, adaptability, and a great sense of humor.

What is a Support Staff Member?

A support staff member is someone who performs tasks at camp to keep it safe, clean, and running smoothly. Your job is crucial to the camp community. Without you, camp would not function properly.

What is Expected?

Camp employs their support staff in a wide variety of critical projects. You may find yourself working in administration, food service, housekeeping or maintenance. As a support staff member, you are expected to:

1. Follow instructions and perform daily tasks. Orders and assignments may change daily based on what needs to be accomplished or repaired, or the job may stay the same.
2. Maintain your safety and camp's safety while performing your duty.
3. Serve as a source of help, reason, good judgment, and clear thinking.
4. Be friendly to all staff and campers.
5. Pitch in at all times to help camp run smoothly.

What Personality Traits Are Needed?

1. The capability to work hard and maintain good health.
2. A strong sense of responsibility.
3. The ability to follow instructions and orders.
4. The ability to work on a team and independently.
5. The initiative to take charge when necessary.
6. Flexibility, resourcefulness, imagination, adaptability, and a great sense of humor.
7. Perseverance! Know how to pace yourself, monitor your energy level, and hang in there!

A Typical Day for a Camp Counselor

A day at camp can be long and strenuous but filled with fun and new experiences from morning to night. You will usually have free time after the campers go to bed, but each camp has different time-off policies.

Sample Day Schedule [this will vary from week to week and camp to camp]:

- 07:00 Wake-up call
- 07:30 Flag raising
- 07:45 Breakfast
- 08:30 Cabin clean up, followed by inspection
- 09:00 Activity Period – Instruction [archery, arts and crafts, swimming, etc.]
- 10:30 Activity Period – Instruction [horseback riding, canoeing, etc.]
- 12:00 Lunch
- 13:30 Rest Hour [write letters, quiet activities in the cabin as the counselor supervises.]
Try to get some rest!
- 14:30 Activity Period – Instruction [dance, art, music, sailing, etc.]
- 16:00 Activity Period – Team sports [soccer, volleyball, baseball, etc.]
- 17:00 Free Period [also known as “choice”] – Counselor supervises
- 18:00 Dinner [announcements of evening activities]
- 19:00 Evening Activity [talent show, camp fire, all-camp game, sing along, movie night]
- 20:30 Campers get ready for bed
- 21:00 Lights out for campers [It is a good idea for the counselors to get a good night's sleep as well.]
- 21:30 Some camps have a second “lights out” for older campers

After hours: Free time for counselors in staff lounge.

Note: Many camps have counselor curfew. Some camps offer rotating nights off for staff.

A Typical Day for Support Staff [kitchen only]

Sample Day Schedule [this may vary from week to week and camp to camp]:

- 06:00 Set-up breakfast
- 07:00 Set tables
- 08:00 Serve breakfast
- 09:00 Clean-up after breakfast
- 10:00 BREAK
- 11:00 Set-up Lunch

12:00	Serve Lunch
13:00	Clean-up after lunch
14:00	BREAK
15:00	Help prep cook for dinner
16:00	BREAK
18:00	Serve dinner
19:00	Clean-up dinner
20:00	EVENING OFF

Typical Camp Rules

1. All orders of the Camp Director must be followed.
2. No drinking of alcoholic beverages is permitted on campgrounds.
3. Staff may not return to camp intoxicated or bring alcoholic beverages to camp.
4. Possession or use of illegal drugs is prohibited. In addition, prescription drugs, over the counter drugs, and vitamins must be held and administered by the camp nurse.
5. Staff may never use physical force to discipline a camper.
6. Public display of affection with other staff is not permitted.
7. Any type of romantic relationship or inappropriate behavior with campers or counselors-in-training [CITs] is illegal.
8. Staff must behave in a respectable manner, in keeping with their position as a responsible role model for the campers.
9. Accidents must be reported to the appropriate staff member immediately.
10. All staff must be in their cabins by curfew.
11. Appropriate swimwear must be worn while swimming.
12. Appropriate safety gear must be worn for certain activities.
13. Appropriate language is to be used at all times. No cussing or swearing. Never tell a camper to shut up!

This list is a sample of camp rules. Your camp will have its own tailored rulebook.

What to Expect at Camp This Summer

- To have fun
- To make some of the best friends you've ever had – with campers and staff
- To be exhausted
- To feel good about your work
- To learn a lot about others and about yourself
- To find out just how strong your sense of humor really is
- To be proven wrong when you thought you knew everything
- To have your sensitivity tested
- To laugh harder than ever before
- To be outdoors a lot!
- To dread rainy days – and wonder if you'll survive a whole week of rain
- To miss home
- To feel needed
- To follow rules – even when you don't always agree with them
- To do things you never thought you could do
- To love getting mail
- To cry when it's time to say goodbye
- To want to come back next year

What Not to Expect

- To be on vacation
- To have a "Summer Romance" at your campers' expense
- To be bored
- To be instant friends with everyone
- To live in hotel accommodations and eat gourmet food
- To have a lot of privacy
- To have everything go the way you plan
- To get as much thanks as you deserve
- To be told what to do and how to do it all the time
- To have a lot of contact with the outside world
- To be asked to do a lot of things you aren't able to do
- To ever forget your camp experience

Tips for Making the Best of Your Camp Experience

1. Realize that the job of a camp staff member involves long hours and constant responsibility, and enjoy the challenge this represents.
2. Make sure that you fully understand your responsibilities and duties.
3. Understand the reasons behind the camp rules, and obey them at all times.
4. Always support the administration and other staff members – you are all on the same team and need to work together.
5. Take good care of your health – you will need your sleep and strength. Take advantage of time off for rest.
6. Remember that you are NOT the Camp Director and you do not make the rules. You must follow the rules as set by the Camp Director.
7. Always remember why you are at camp – to help, guide and instruct, and to ensure that camp is a fun, safe, and rewarding experience for the children.

How to Be a Great Camp Counselor

CCUSA wants you to have “The Best Summer of Your Life” at camp. Your success at camp is dependent on YOU. Your attitude, enthusiasm, and effort will affect your experience and that of your campers and fellow staff members. The following sections give you some hints on how to be the best staff member you can be.

Guidelines for Interacting with Campers

Prepared by Robert B. Ditter, LCSW

1. General characteristics of children
 - a. Counselors need to be aware of the tendency of children to be impulsive and to become over-stimulated.
 - b. Counselors need to be aware of the impact their actions may have on the campers.
 - c. Campers can be made to feel unsafe if they become over-stimulated because in such a state they are threatened with the loss of self-control. It should be pointed out that loss of self-control is one of the things that children fear most. [The other two are being rejected and being humiliated.]
 - d. Counselors should also know certain other typical characteristics of children, including, but not limited to, their tendency to do the following:
 - i. Become tired and hungry more quickly than adults.
 - ii. “Fall apart” [become irritated, cranky, etc.] when tired and hungry.
 - iii. Have different energy levels than adults.
 - iv. Not always know what is in their best interest.
 - v. Argue relentlessly for the very things that might harm or frighten them.

- vi. Become restless when idle and therefore prone to becoming impulsive.
- vii. Assume adults can guess what is bothering them.

2. How to talk to children

- a. Take the child aside in a tactful way.
- b. Be interested! Many problems vanish when we have an open mind and interested attitude.
- c. Get rid of distractions, like noise or objects in your hand.
- d. Use body language, be alert, make eye contact, bend down or put yourself on the same level physically with younger children.
- e. Stop talking. The more we talk, the less listening we do.
- f. Acknowledge how children feel, use nods, smiles, or simple statements.
- g. Validate feelings, let kids know it's not wrong, but even normal, to feel the way they do.
- h. Ask, reassure them of your interest, invite them to share their feelings.
- i. Invite reflection, encourage them to give you their ideas on what might help the situation.
- j. Share your own experiences, but keep it simple and remember most children just want to be heard! Guard against jumping to conclusions instead of listening.

3. How to teach

- a. Get organized! Prepare ahead. Lessons, skills or demonstrations are only successful when you present them in a planned way.
- b. Keep it simple! Step-by-step lessons are easier to teach, easier to follow, and easier to remember.
- c. Get to know the children you are working with. Learn names, what aspect of the activity they are interested in, and what they already know.
- d. Let the kids show you what they already know. Give them credit for what they know.
- e. Notice how a child learns [watching, listening, doing].
- f. Talk with the kids about practice. Share with them how long it took you to learn.
- g. Share your own experience, including your mistakes. This may help children tolerate their own trial-and-error learning process.
- h. Using competition to motivate people works well sometimes, but it can create strong negative feelings. Competing against the clock or against one's own previous performance may be more appropriate.
- i. Your enthusiasm is contagious! So is your apathy.

4. How to discipline children

- a. Realize that it is okay to discipline and control children. You are teaching children to be conscientious, aware, and responsible.

- b. Counselors may, under no circumstances, hit a child.
 - c. Counselors may not use abusive or derogatory language with campers.
 - d. Counselors should ask for help.
 - e. Counselors who encounter a particularly difficult child will seek the assistance of supervisory or administrative staff.
 - f. In all dealings with campers, counselors should strive to respond as opposed to react to children.
 - g. Start early! The longer you wait to respond to inappropriate behavior, the harder it is to get campers to stop or change.
 - h. Logical consequences. No threats. Do not deprive campers of meals. Safety is a main consideration. Clarify consequences of unacceptable behavior. Let campers know about their responsibility to others. Remove campers from situations they cannot handle.
 - i. Be consistent. Start out firm and then loosen up. Don't back down. Use routines. Children need limits and consistency.
 - j. Maintain perspective. Keep talks brief. Don't embarrass campers in front of their peers. Campers' behavior may be unacceptable, but they are not bad people. Be supportive.
5. Guidelines for camper-counselor contact [specific guidelines for touching campers]
- a. On the hand, shoulder, or upper back.
 - b. Never against a child's will [unless in the case of protecting a child from danger].
 - c. Never against a child's verbally or non-verbally expressed discomfort.
 - d. Never without the company of other adults.
 - e. Never in a place on a child's body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision by another adult. Remember, in reference to the privacy needs of campers [showers, changing clothes, conversations about personal matters or romantic affairs, personal belongings, and so on], the following behaviors may be intrusive or invasive:
 - i. Embarrassing a child about his or her body.
 - ii. Drawing attention to a child while he or she is changing or showering.
 - iii. Tickling, wrestling with, or otherwise touching a camper in a way that is invasive to his or her privacy.
 - iv. Sharing personal information about one's romantic or sexual life.
 - v. Sitting on a camper's lap.
 - vi. Sharing the same bed or sleeping bag with a camper.
 - vii. Telling stories or engaging in conversation that would be inappropriate for a child to hear.

- f. Child Pornography is an offense taken very seriously in the United States and if convicted, it is a punishable crime to the full extent of the law. Punishment may include fines and/or imprisonment. Child Pornography is considered, but not limited to, taking pictures of a child, for any reason, while they are partially clothed or naked.

6. Counselor responsibility

- a. Counselors are caretakers of children.
- b. There is a clear power difference between counselors and campers [money, mobility, authority, experience, knowledge, different sets of rules].

Inappropriate sexual contact with or physical abuse of a camper can have severe emotional and psychological effects on that camper that can last a lifetime. Their reactions can be so severe; they may require intensive professional intervention, which can be disruptive to the victim's life as well as time-consuming and expensive.

7. Other guidelines for staff

- a. There is no "hazing" of campers by campers or counselors.
- b. Campers will not be subjected to "initiation" rites that are abusive in any manner.
- c. There will be double coverage of campers by adults during times when clothes are being changed.
- d. Younger children should be encouraged to change their own clothes as much as possible.
- e. Counselors will not give back rubs unless another adult is present and the child is fully clothed.
- f. Tickling or teasing a camper to the point where that camper is out of control is unacceptable.
- g. Pillow fights or wrestling matches and the like can become over-stimulating in short order and need to be limited and carefully supervised.
- h. Sleepovers need a minimum of two adult leaders. At least one counselor present must be of the same gender as the campers.
- i. Counselors sleeping together on overnights is grounds for dismissal.
- j. Romantic lives of counselors can, under no circumstances, be shared with campers.
- k. Male staff working with adolescent females need to be aware of the tendency for this group to develop hidden or secret romantic fantasies.
- l. Whatever is done with campers should be done in broad daylight, with company!

8. Other points

- a. Watch for signs of stress in yourself and each other as a way of maintaining a safe environment at camp.
- b. Help other staff who seem at risk for hurting or abusing campers.
- c. Alert senior or supervisory personnel to ask for more careful supervision, intervention or support.
- d. Seek help if you feel yourself at risk for hurting, or emotionally abusing a camper.

Guidelines for Being a Leader

Be Aware of:

- Injuries
- Illness [note lack of appetite, fatigue, bruises, etc.].
- Emotional feelings – bad news from home, relationships among campers.
- Campers who need support – making projects, during sports and games. Encourage them and participate with them in all activities.
- Hygiene [for young campers] – Make sure they shower on a regular basis.
- Nutrition – make sure your campers eat correctly. This can contribute to fatigue and behavior problems.

Attitude Toward Campers

- This is their vacation; make sure their needs are met. Make it fun.
- Positive statements – allow them to grow at their own pace.
- You are a role model – set a good example.

Be Patient

- With campers.
- At camp in general – things are not always smooth, supplies may run out, be creative and flexible.

Treat All Campers Equally

- No favorites; quiet kids need your attention too.
- Don't let one camper consume all your time.
- If campers are arguing, don't take sides. Listen to all parties involved.

Follow Through and Be Considerate

- People count on you.
- Do not make promises you cannot keep.

No Abusive Activities

- Be aware of problems that may ensue from “raids,” scary stories, teenage sex talk, derogatory nicknames, etc.
- Use good judgment and ask your Camp Director for guidance.

Keep Your Personal Life Private

- Prevent relationships from interfering with your work. Be professional.
- Use discretion in presenting your personal viewpoints on sensitive issues – politics, religion, etc.

Personal Habits

- Stay healthy!
- Get plenty of rest.
- Keep your living quarters organized.
- Be aware of indulgences – smoking, drinking, eating, and late nights.

Focus on Your Work

- Concentrate and relate as a professional.

Communication with Others

- Be clear, calm, polite, and use your sense of humor.

Be Yourself

- You were hired because of the skills, talents, and unique personality that you bring to camp. Camp needs you!

No Sexual Activity with Campers

- You are there to be a role model to campers and counselors in training [CITs], not a boyfriend or girlfriend. Having a relationship with someone under the age of 18 is illegal.

Guidelines for Working with a “Problem Camper”

You may find this odd, but there is no such thing as a problem camper. This is not to suggest that all campers are little angels sent to make your life complete. They're not. It's important to remember that when a camper causes a problem, it is their behavior that is at fault, not the person. Campers must understand that you are disappointed with the behavior, not the person. If you separate the behavior from the person, perhaps the camper can do the same – behavior is easier to change than people.

Be sure to inform your co-counselor and area director when dealing with problem behavior. Giving children reasonable choices, having them help out, making them “experts” about their talents or experience, keeping them involved in their favorite activities, and giving them credit for success, will help you meet the challenges of their behavior.

Reacting to Various Situations

- Determine the seriousness of the situation. For serious situations contact your supervisor immediately.
- Remember to consider what a camper might be feeling. Is the behavior a result of being tired, hungry, having hurt feelings or being homesick? Knowing why a child is acting a certain way will help you determine the response.
- Be sure to be consistent with your expectations and responses to behavior. Children are fast learners, and they will understand that certain behaviors result in consistent responses. A confused child feels unsafe and will act out.
- Kneel down to eye-level with the camper. This will make it easier to communicate.
- Offer campers choices if they are not willing to cooperate. Giving children a sense of control can keep them from acting out. For example: “Would you like to clean the cabin at the beginning or the end of cabin time?”
- Reassure the camper that he/she has reason to be upset. This will show the camper that you understand and make it easier to communicate with them.
- Don't forget about your co-workers and supervisors. Camp is a community, and you can rely on others for help and advice!

Guidelines for Dealing with “Homesickness”

This may be the first time many of your campers have been away from home. They may have spent a night or two at a friend's house or with their grandparents, but that's not quite the same as being at a completely new place with strangers for a week, or two, or eight! Do not ignore homesickness as it rarely goes away. As with all problems, prevention is the best cure. Know as much about your campers before you meet them [this isn't always possible, but it helps]. Knowing your campers' names [or at least learning them quickly] will make them feel welcome when they arrive. If your camper feels there is emotional support for them at camp, hopefully what they are leaving at home won't be so painful.

There are several parts of the day when homesickness is prone to strike: at the start of the day, at meals, and at bedtimes. Be aware of these times, have things for your campers to do and talk about to keep their minds off home.

Receiving (and not receiving) mail from home can be traumatic! Don't make a big deal about getting mail, give it out quietly, and if a camper doesn't get mail, be sympathetic: "Neither did I, maybe tomorrow!" Reassure campers that their parents still love them.

If homesickness continues, continue to show sympathy for the camper. Always keep your co-counselor and your area director informed of the situation. Often the most important and helpful things we can do are listen and reassure:

- In the beginning, acknowledge their feelings. Let them know that homesickness is something many people experience from time to time.
- Remind the camper of all the fun things they have been doing.
- Get to know what they were looking forward to before they came to camp.
- Let them know what is planned for the rest of the session.
- Keep them as busy as possible, but make sure they do not get too tired.
- Pair them up with a friend, so they are included and not alone.
- Pay attention to them, but don't spoil them.
- Share some of your own experiences with them. Let them know it's OK to miss people.
- Let them know that you have confidence in their ability to persevere.
- Avoid talking about things at home. The camper will probably keep talking about home. You must keep steering the conversation away from home [what he/she is missing] and back to camp [where he/she is].
- Camper use of phones is normally forbidden. Check with your Camp Director before allowing this.
- Most important – don't make promises that you can't keep.

These are just some hints for you to use at camp. Once you arrive at camp, you will go through staff training. Your camp will have additional ideas on dealing with homesickness.

How to Have:

A Miserable Cabin

Look as though you'd rather be someplace else. Be bored. Concentrate your enthusiasm and effort on your time off. Don't join in singing. Don't join in any activities at all. Let somebody else worry about it [whatever "it" is]. Never ask for help or advice. Be selfish. Expect your campers to act like adults. Lose your temper. Be disorganized. Be touchy. Be unsociable.

A Happy Cabin

Be cheerful. Be enthusiastic. Be prepared. Ask for help. Use your time off sensibly. Have fun. Keep in touch with the outside world. Get enough sleep. Listen to your campers. Listen to advice. Don't take life too seriously. Keep your cabin clean and tidy. Keep your campers clean and tidy. Be flexible. Take nothing for granted. Maintain control. Learn from your mistakes. Be careful and safe. Take it easy when you need to. Always remember the reason you are at camp.

Tips on Dealing with Campers with Physical and Mental Disabilities

1. Offer help when it looks like it might be needed, but don't insist on it if the person refuses your assistance.
2. Don't hover or cling. People with disabilities don't want to be treated like babies.
3. If a person with a disability falls, don't panic. Wait for them to give you a sign about whether they want help or not. They may prefer to try to get up by themselves.
4. Crutches and wheelchairs are necessary accessories for those using them. Don't take them away unless the person shows you they want them out of the way. It is irritating to have your crutches grabbed away as soon as you sit down, leaving you stranded.
5. People with disabilities often need help with stairs. Let them tell you how. Those who can make it themselves usually have their own way of doing it. Don't pull on an arm or push from behind unless they ask you to do it. Otherwise, you could make them lose their balance.
6. Keep disabilities in perspective. "An arm is an arm" and nothing more. The disability is not the whole person.
7. Relax. No matter what you do, if you are friendly and kind, your campers will like you.
8. Have fun and be yourself. Talk about the same things you would talk about with your other friends. Disabilities don't necessarily limit other interests or prevent a great sense of humor.
9. Let common sense and consideration guide you and you will never make a serious mistake. Disabled people are like you and me – their physical or mental conditions don't mean that they feel differently from other people.

When in doubt, ask: "May I help you?" and "How can I help?"

Let people with disabilities, including children, be "experts" about their needs, their braces, their routines. They can teach you, which will allow for the development of a great relationship. They will make you feel their equal!

Expectations for Staff Working at Special Needs Camps

- To work with people who are as old as your grandparents or young enough to be your children.
- To be unsure of your abilities to care adequately for some individuals.
- To do a lot of lifting.
- To gain a new sense of understanding about what it means to be disabled.
- To take care of personal needs – and encounter some messy situations.
- To be proud of your work and know that most people couldn't do what you've done.
- To laugh at things other people would find sad – and to laugh at yourself.
- To be a friend to others who need friendship more than you might ever realize.

Advice from Former International Staff

"Be prepared to learn, accept, and enjoy a different way of life."

"Be prepared to work hard. Harder than you think it will be. The kids' enjoyment of camp should come before your own."

"Don't wait too long to get friendly with people. Make sure you make the first step nine times out of ten. The direct approach works best."

"Try to be neutral in your expectations before camp; not too positive and not too negative. Things can be much different from the way you might think they will be. But almost always you will be working with cheerful and humorous people who are easy to make contact with. And the kids are very funny too, though for sure they do things that drive you crazy. That's part of the game!"

"Be prepared to end up in the middle of nowhere with little to do on your days off, especially without a car of your own. Therefore, see to it that you get to know your co-workers and their habits quickly so that you can plan far ahead."

"Take an active part in everything that goes on at camp. Be yourself."

"Be prepared for ANYTHING, and don't give up, even if it's terrible in the beginning."

"Be sincere and always available. You are the only person the kids can rely upon. Their happiness will be your best reward."

"Be yourself."

Early Departure from Camp

Unfortunately, not all Counselors and Support Staff complete their assignments. There are a few common reasons for early departure from camp including but not limited to:

1. Your employment is terminated by the Camp Director due to violation of rules.
2. Your employment is terminated by the Camp Director due to poor work performance.
3. You decide to leave camp early due to your own reasons.
4. You leave the camp due to a family emergency, serious illness, or death of an immediate family member (mother, father, sister, brother).
5. Please understand - a second placement at another camp is not an option.

Each of these reasons [excluding #4] will result in the following early departure penalties as outlined in your CCUSA Program Agreement:

1. You become responsible for fees that would have been paid to CCUSA by your camp, if you had fulfilled your contract.
2. The pro-rated amount of pocket money earned up to the day of departure will go to CCUSA to cover flight and administrative costs.
3. Financial liability for all transportation costs, including international and domestic airfare and ground transportation [if applicable].
4. Immediate cancellation of CCUSA insurance.

5. Immediate notification to the U.S. federal government's SEVIS tracking system and immediate cancellation of your J-1 Visa.

Note: All fees mentioned in items 1-3 must be paid to CCUSA before you leave the United States.

If your contract is terminated, or you choose to leave prior to the end of camp, CCUSA must be notified immediately. If you leave camp and do not notify CCUSA, your visa will be terminated. You are responsible for all costs incurred from the date you leave camp, including transportation, lodging, and meals.

Arrest

Legal Rights and Responsibilities

If you find yourself with legal problems, we suggest you contact your country's consulate in the United States. You should also keep CCUSA informed of the situation.

Your Rights if Arrested

- You have the right to remain silent and refuse to answer any questions.
- You have the right to be represented by a lawyer. If you cannot afford a lawyer, the court should appoint one.
- You cannot be forced to confess or provide evidence against yourself.
- Once you post a bail bond, you should be released from jail [barring a judge's decision to hold you without bail]. Bail bonds are not covered by your insurance.

Potential Police Procedures

- Until a bail bond is posted, you could be held in jail.
- You may be charged, fingerprinted, and required to complete the necessary paperwork.
- At a preliminary hearing, a judge may drop the charges or set a court date within 30 days.
- You may be required to stay in the area until your court appearance.

Results of Being Found Guilty

Penalties will vary depending on the type of crime and where it was committed. Possible penalties may be:

- A fine
- Deportation
- Community service
- Jail time

CCUSA Phone Directory

Listed below are telephone numbers you may find useful while in the USA.

Airlines

Aerolineas Argentinas	1-800-333-0276
AER Lingus	1-800-223-6537
Aeroflot	1-888-340-6400
Alitalia	1-800-223-5730
Air New Zealand	1-800-262-1234
Airtran	1-800-247-8726
Alaska Air	1-800-426-0333
American	1-800-433-7300
British Airways	1-800-247-9297
Continental	1-800-525-0280
Czech Air	1-800-223-2365
Delta	1-800-221-1212
Finnair	1-800-950-5000
Frontier	1-800-432-1359
Jet Blue	1-800-538-2583
KLM	1-800-374-7747
LAN Chile	1-800-735-5526
Lufthansa	1-800-645-3880
Midwest Express	1-800-452-2022
Northwest	1-800-225-2525
QANTAS	1-800-227-4500
SAS	1-800-221-2350
Singapore	1-800-742-3333
Southwest	1-800-435-9792
Sun Country	1-800-752-1218
Swiss	1-877-359-7947
United	1-800-241-6522
US Air	1-800-428-4322
Virgin Atlantic	1-800-862-8621

Student Travel Agencies

STA Travel Agency:	1-800-781-4040
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Bus Service

Greyhound	1-800-231-2222
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Train Service

Amtrak	1-800-872-7245
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Rental Car Agencies

Alamo	1-877-222-9075
Avis	1-800-331-1212
Budget	1-800-527-0700
Dollar	1-800-800-3665
Enterprise	1-800-261-7331
Hertz	1-800-654-3131
Thrifty	1-800-367-2277

Other Useful Numbers

CCUSA emergency hotline	1-800-999-2267
United States Postal Service [USPS]	1-800-275-8777
United Parcel Service [UPS]	1-800-742-5877
United States Citizenship and Immigration Services [USCIS]	1-800-375-5283
CCUSA Tax Service	1-800-999-2267, ext.303
IHI Insurance	1-800-753-2696
Skytours	1-415-454-4932

Travel Websites

www.travelocity.com
www.hotwire.com
www.orbitz.com
www.travelplanet.com
www.kayak.com

U.S. Consulate & Non-Immigrant Visa Section

For the nearest embassy or consulate visit: <http://travel.state.gov/>

Foreign Embassies in Washington D.C.

For updates visit: www.embassy.org

Argentina

Tel: 1-202-238-6400

Australia

Tel: 1-202-797-3000

Austria

Tel: 1-202-895-6700

Belarus

Tel: 1-202-986-1604

Belgium

Tel: 1-202-333-6900

Brazil

Tel: 1-202-238-2700

Canada

Tel: 1-202-682-1740

Colombia

Tel: 1-202-387-8338

Costa Rica

Tel: 1-202-234-2946

Croatia

Tel: 1-202-588-5899

Czech Republic

Tel: 1-202-274-9100

Denmark

Tel: 1-202-234-4300

Dominican Republic

Tel: 1-202-332-6280

Ecuador

Tel: 1-202-234-7200

Finland

Tel: 1-202-298-5800

France

Tel: 1-202-944-6000

Germany

Tel: 1-202-298-4000

Hungary

Tel: 1-202-362-6730

India

Tel: 1-202-939-7000

Ireland

Tel: 1-202-462-3939

Israel

Tel: 1-202-364-5500

Italy

Tel: 1-202-612-4400

Kazakhstan

Tel: 1-202-232-5488

Latvia

Tel: 1-202-328-2840

Luxemburg

Tel: 1-202-265-4171

Macedonia

Tel: 1-202-667-0501

Mexico

Tel: 1-202-728-1600

Mongolia

Tel: 1-202-333-7117

Montenegro

Tel: 1-202-332-0333
(through the Serbian
Embassy)

Netherlands

Tel: 1-877-388-2443

New Zealand

Tel: 1-202-328-4800

Norway

Tel: 1-202-333-6000

Panama

Tel: 1-202-483-1407

Poland

Tel: 1-202-234-3800

Portugal

Tel: 1-202-328-8610

Romania

Tel: 1-202-332-4848

Russia

Tel: 1-202-298-5700

Serbia

Tel: 1-202-332-0333

Singapore

Tel: 1-202-537-3100

Slovakia

Tel: 1-202-237-1054

Slovenia

Tel: 1-202-386-6601

South Africa

Tel: 1-202-232-4400

South Korea

Tel: 1-202-939-5600

Spain

Tel: 1-202-452-0100

Switzerland

Tel: 1-202-745-7900

Sweden

Tel: 1-202-467-2600

Taiwan

Tel: 1-202-895-1800

Thailand

Tel: 1-202-944-3600

Turkey

Tel: 1-202-612-6700

Ukraine

Tel: 1-202-333-0606

UK/Northern Ireland

Tel: 1-202-588-6500

Uruguay

Tel: 1-202-331-1313

Venezuela

Tel: 1-202-342-2214

Map of the United States





Camp Counselors USA
2330 Marinship Way, Suite 250
Sausalito, CA 94965
Tel 1-800-999-2267
Fax 1-415-339-2744

Credit Card Authorization

ID# _____

I, _____
[full name as it appears on the card]

hereby authorize Camp Counselors USA to charge US\$ _____ [amount in U.S. dollars] to my

credit card # _____, Exp. Date _____

Credit Card Billing Address + Zip Code

Reason for charge [i.e. phone card, etc.] _____

Name of cardholder _____ Date _____

Signature of cardholder _____

**PLEASE PHOTOCOPY THIS FORM ONTO A STANDARD
SIZE PIECE OF PAPER, COMPLETE IT AND MAIL OR FAX IT TO:**

Camp Counselors USA
2330 Marinship Way, Suite 250
Sausalito, CA 94965
Fax: 1-415-339-2744