

# Camp Directors Pre-Placed Applicant Confirmation



Please fax this form back to 1-212-924-0575 or fill it out online at <http://www.InterExchange.org/campdirectors/>

We have recently received a Pre-Placed application for your camp. Please review and sign this form to demonstrate that you understand and accept the conditions under which s/he will receive her/his visa sponsorship form (DS-2019). Please complete and return this form to Camp USA as soon as possible. Camp USA will send out the DS-2019 within three weeks of this form's return, provided the application and this form are complete.

**Responsibilities of the camp director:**

- Comply with U.S. Department of State regulations and conduct a formal interview with the participant to check level of English, motivation, job skills and ability to successfully complete the contracted work period.
- Clearly state the terms of the placement in a formal contract. This contract must discuss fees associated with the program (i.e. program, insurance and SEVIS fees), compensation for time worked, dates of employment, position at camp and financial responsibility for travel arrangements. The contract must be written on camp stationery and be signed and dated by both the camp director and participant.
- Take ultimate responsibility for all fees relating to this participant. The camp must pay any balance the participant does not.

I understand that as per State Department regulations, all participants must have insurance coverage for the duration of their stay in the United States. Camp USA provides coverage at a cost of \$45 USD per month.

I understand that if the applicant receives a visa denial from the U.S. Embassy or Consulate in her/his home country or pulls out of the program before entering the U.S., Camp USA will issue a refund of of the program and insurance fees (minus the administrative fees described in the 2008 Camp Agreement) **only** if they receive the DS-2019 form by September 1, 2008. I further understand that the \$35 SEVIS fee and any applicable late or shipping fees are completely non-refundable.

**Please note:** Camp USA will not send out the visa sponsorship form (DS-2019) until the application is complete, all fees have been paid, and this form has been filled out *in its entirety* and returned to Camp USA.

**\*\*ALL FIELDS BELOW ARE REQUIRED\*\***

Camp Name:	Camp Director's Name:
Applicant's Name:	Applicant's Position: <input type="checkbox"/> counselor <input type="checkbox"/> support staff
Please indicate if the applicant is a first year or returning staff member: <input type="checkbox"/> 1st year <input type="checkbox"/> Returnee                      Number of years <u>previously</u> at camp:	
Dates of Employment: Start:     /     / 2008                      End:     /     / 2008	
Stipend and bonuses for contracted work period : \$	
Program fee paid by: <input type="checkbox"/> participant <input type="checkbox"/> camp Amount paid:                \$	SEVIS fee paid by: <input type="checkbox"/> participant <input type="checkbox"/> camp Amount Paid:                \$35
Insurance fee paid by: <input type="checkbox"/> participant <input type="checkbox"/> camp Amount paid:                \$                      # of Months:                      (must match or exceed employment period)	

**By law, you or a member of your staff must interview any Pre-Placed participant you hire.**

Interviewer's Name: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Camp Director's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_