

CAMP USA

Camp Staff Handbook

 InterExchange

Table of Contents

Chapter 1	Introduction	
1.1	Introduction to InterExchange	1
1.2	International Cooperators	2
Chapter 2	Camp USA Policies	
2.1	Regular Participants	3
2.2	Direct Placement Participants	4
2.3	Cancellations/Refunds	5
2.4	Non-Completion of the Program	6
Chapter 3	Getting Ready for the USA	
3.1	Important Immigration Documents	7
3.2	The DS-2019 Form	9
3.3	The I-94 Admission Card	10
3.4	Preparing for Your Travels	10
Chapter 4	Arrival in the United States	
4.1	Regular Participants	13
4.2	Direct Placement Participants	14
Chapter 5	Insurance Information	
5.1	Insurance Policy	15
Chapter 6	Life at a Camp in the USA	
6.1	Typical Camp Hierarchy	17
6.2	Life at a Camp in the USA	17
6.3	Participant Roles	18
6.4	Issues While at Camp	20
Chapter 7	Important Tax Information and Tax Forms	
7.1	Form W-4	25
7.2	Filing Your Tax Return Once You Return Home	27
7.3	Form W-2	27
7.4	Filing Form 1040NR-EZ	27
Chapter 8	Check-Off List Before You Leave	
8.1	Check-Off List	29
8.2	Sample Packing List	29

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Chapter 1: Introduction

1.1 Introduction to InterExchange

InterExchange is a non-profit organization devoted to promoting cross-cultural awareness through work and volunteer exchange programs. For more than 40 years, InterExchange has been connecting young people from all over the world with life-changing international cultural exchange opportunities. In turn, we provide a unique answer for businesses, organizations, summer camps, and families in need of staff, interns, volunteers, camp counselors and au pairs.

Au Pair USA

Childcare with an International Accent

We connect qualified, caring au pairs from around the world with welcoming families in the USA, and provide affordable childcare with the added benefit of cultural exchange. Au pairs also enjoy the opportunity to travel and study in the USA.

Camp USA

Bringing International Staff to Summer Camps

Camp USA allows young adults from all over the world to experience the fun and adventure of working at an American summer camp. International camp counselors and support staff work at a variety of camps across the USA, making an impact on childrens' lives and have the option to explore America for up to 30 days once their program ends.

Career Training USA

Cultivating a Global Workplace

InterExchange facilitates the process for students and young professionals to intern or train in US businesses for up to 18 months. This mutually beneficial program helps both employers and participants to enhance their perspective of international business techniques.

Work & Travel USA

Seasonal Job Opportunities

This popular program brings international university students to the USA to fill short-term seasonal positions with with resorts, restaurants, and other seasonal businesses. After their work commitment, participants can travel for up to 1 month.

Working Abroad

Take a Life-Changing Journey

Lots of young adults in the US dream of living and working abroad. This program makes it possible! We offer a wide range of work and volunteer opportunities for Americans who want to explore the world.

The InterExchange Foundation

The InterExchange Foundation Grant Program was established in 2006 to provide grants to young Americans who wish to help further cultural awareness through meaningful work abroad experiences. The InterExchange Foundation offers two grant options. The Working Abroad Grant supports participants of select InterExchange Working Abroad programs and the Christianson Grant supports individuals who have sought out and arranged their own work abroad programs. By providing financial assistance to eligible candidates, the InterExchange Foundation aims to encourage young Americans to pursue work and life experiential programs outside of the US.

1.2 International Cooperators

InterExchange works with International Cooperators (“ICs”) in more than 70 countries worldwide to recruit, screen, prepare and place participants for all of our six programs. ICs are trained by InterExchange staff on required procedures and often operate multiple programs. The IC plays an important role in marketing our programs, pre-screening and selecting applicants, assessing English communication skills and conducting orientation and interviews in their home country.

Chapter 2: Camp USA Policies

InterExchange Camp USA recruits and places international participants as camp counselors and support staff at camps across the United States. There are two different types of participants: Regular and Direct Placement. While many of the details covered in this handbook are specific to Regular participants, Direct Placement participants will also find many of the issues covered to be useful.

2.1 Regular Participants

Regular participants are those who rely on InterExchange to find them a camp placement. Regular participants receive:

One Camp Placement Offer

Camp placements usually last between 8 and 10 weeks but may last up to 15 weeks. All participants receive a small stipend plus room and board for the duration of the camp session. Stipends are based on 63 days' work and participants will receive additional \$30 a day worked over 63 days.

J-1 Visa Documentation

Once you have accepted a camp placement offer, InterExchange Camp USA will provide you with a DS-2019 form, which allows you to apply for a J-1 Exchange Visitor Visa at a US Embassy or Consulate. The J-1 Visa allows you to work during the dates listed on your DS-2019 form and travel within the United States for 30 days after the end date on your DS-2019. You are responsible for all visa-related expenses.

Roundtrip Transatlantic Airfare

InterExchange Camp USA provides set airfare based on flights from London, Madrid or Paris to New York. Flights originating from an alternative airport may involve a supplemental fee, for which you will be responsible. Depending on the cooperator you come through, you may be required to pay for your flights up front. These "self-travel" participants will be compensated after your placement is completed.

Self-Travel Option

International cooperators decide when they register with InterExchange Camp USA if their participants will be Self-Travel. If there are any doubts about your status, please call your international cooperator.

As a Self-Travel participant, you are responsible for arranging and paying for your own travel to New York. To cover your travel expenses, you will receive a travel supplement (in addition to your stipend) from your camp upon completion of your placement. In the event that you are fired or quit, your travel compensation will be prorated on a 63-day scale.

Self-Travel participants pay the same program, insurance, SEVIS and administrative fees as all other Regular participants. Therefore, they are entitled to all of the same program benefits. All Self-Travel participants must fly to New York on a Camp USA designated flight date and notify their cooperators of their travel details. They are also required to stay at the hostel and attend the Camp USA orientation the morning after their arrival.

One Night's Stay in New York City

Upon arrival in the United States, InterExchange Camp USA provides you with one night's free stay in a New York hostel so you can rest up before you travel to camp the following day.

Orientation

The morning after your arrival in New York, an InterExchange Camp USA representative will greet you at the hostel or office and provide you with an orientation lasting approximately 3 hours. This session covers topics such as immigration paperwork, obtaining a Social Security card, American culture, SEVIS information, cultural adjustment issues and post-camp travel.

In addition, you will receive an orientation at camp, usually lasting between 3 and 5 days. However, because each camp is run differently, camps will vary in the type and length of their orientations.

Camp USA Certificate of Completion

Upon your return home, your international cooperators will provide you with a certificate detailing your successful participation in this program.

Program Supervision

InterExchange Camp USA will provide you with 24-hour support for the duration of the program, including your independent travel period. If there is an emergency that occurs after normal business hours (Monday-Friday, 9:30 a.m. - 5:30 p.m. EST), you can reach a member of the Camp USA staff at our 24-hour emergency number (1-800-597-1722 and press 3 or 917-741-5057).

2.2 Direct Placement Participants

Direct placement participants are those who have found camp placements without the help of Camp USA or an international cooperators and just need assistance obtaining the paperwork to apply for a J-1 Visa.

If you are a Direct Placement participant, you:

- Have not applied to the InterExchange Camp USA Regular program.
- Have gone through a formal interview process with the camp.
- Are responsible for your own travel.
- Must negotiate your own stipend with your camp.
- Have met all other requirements for the Camp USA program.

Direct placement participants receive:

- J-1 Visa documentation (DS-2019 form)
- 24-hour program supervision
- Inside the USA Guide and Camp USA Handbook
- Independent travel time after camp

Please note: Direct placement participants are not eligible for the free night's stay in the hostel or roundtrip transatlantic airfare.

2.3 Cancellations/Refunds

Regular Participants:

- If you cancel from the program after receiving a placement offer, you forfeit your full program fee and medical insurance fee.
- If the US Embassy denies you a visa, you must return your unused DS-2019 form to InterExchange Camp USA before September 1st of this year and submit proof of the denial. Once you do both of those things, you will be issued a refund, minus a \$100 administrative fee.
- The \$35 SEVIS fee is completely non-refundable.
- Under no circumstance will participants who have already entered the United States receive a refund.
- If you are unable to complete your first placement due to circumstances beyond your control, InterExchange Camp USA may, at our sole discretion, choose to help you find a second placement. However, we cannot guarantee a second placement if your first placement does not work out.

Direct Placement Participants:

- InterExchange Camp USA will refund program and insurance fees paid in full, minus a \$50 fee in the case of an applicant who pulls out of the program before Camp USA issues a DS-2019 form.
- If the participant returns his/her DS-2019 form by September 1st of this year, InterExchange Camp USA will issue a refund of program and insurance fees. InterExchange Camp USA will refund program and insurance fees paid in full, less a \$100 fee in the case of an applicant who pulls out of the program after Camp USA has issued a DS-2019 form.
- In no case will InterExchange Camp USA refund the money for any participant who has already entered the United States.
- The \$35 SEVIS fee that is included in your program fee, shipping and late fees are completely non-refundable.

If you cancel from the Direct Placement program for any reason, you must return the DS-2019 form to InterExchange Camp USA by September 1st, in order to receive any refund.

(For a full description of all cancellation and refund policies for both Regular and Direct Placement participants, please consult your international cooperator or the Terms & Conditions page of your application.)

2.4 Non-Completion of the Program

Regular Participants:

Camp USA works hard to provide each participant with the best, most rewarding placement available. However, we understand that all placements do not always work out. Please read pages 22-23 for detailed instructions on how to deal with problems with your placement.

If you are unable to successfully complete your camp assignment, for any reason, you will forfeit your program fee, insurance fee and the remainder of your stipend. Your visa status will be revoked and you are responsible for changing your flight home immediately. InterExchange Camp USA will bill you from \$300 to \$900 for losses incurred by your non-completion. Charges are determined solely by InterExchange Camp USA.

You must contact InterExchange Camp USA immediately if your status in the program changes. Check the Terms & Conditions page about liability for non-completion of the program.

In the case of a non-completion, your stipend will be calculated based on a 63-day contracted work period. Calculate your prorated stipend using the formula in the box below.

Example:
A 23-year-old Regular program counselor is fired after 3 weeks (21 days).

$$\begin{array}{r} \$1,100 \\ \hline \end{array} \begin{array}{l} \text{(stipend)} \\ \text{63 day} \\ \text{(contracted work period)} \end{array} \times \begin{array}{l} 21 \text{ days} \\ \text{(actual days worked)} \end{array} = \$384$$

Direct Placement Participants:

Because Direct Placement participants arrange placements on their own, Camp USA is not responsible if the job does not work out. We will not be able to find you a second placement if you end up leaving camp for any reason. Participants who leave camp early, whether they quit or are fired, must return to their home country immediately. You are not allowed to find another job in the US and you are not eligible for the independent travel time after camp. Please make sure you let Camp USA know if you end up leaving your job before your contract ends.

Under no circumstance will Camp USA issue a refund to a Direct Placement participant who leaves camp early.

Chapter 3: Getting Ready For the USA

3.1 Important Immigration Documents

Form DS-156

The first thing you need to apply for the J-1 Visa is a copy of Form DS-156. You can get this from your cooperater or the US Embassy or Consulate website of your home country. This application form will ask you personal questions, such as your date of birth, home address and reason for going to the United States. You will need to submit Form DS-156, your DS-2019 form, SEVIS receipt and passport to the US Embassy or Consulate in your home country in order to book a visa appointment. Please consult with your international cooperater or the Embassy's website to determine if there are other forms you may need to submit along with your application, as requirements are constantly changing and tend to vary by country.

J-1 Visa

When you get your passport back from the Embassy, hopefully you will have received your J-1 Visa! The visa is the document that allows you to enter the United States and explains why you are in the country. The J-1 Visa is an exchange visitor visa, which is different from a tourist visa. Your visa is sponsored by InterExchange and you are considered an exchange visitor in the US. The purpose of the visa is to allow you to enter the United States. Please note that you also must have your DS-2019 form in order to enter the country. There are two items on the visa that you should check:

The first is the section labeled "Entries." Under this heading, there will either be the number "1" or the letter "M." If your visa has the number "1," it is a Single Entry Visa. This means you can only enter the United States once. Once you have entered the US, you have used your one entry and you may not exit and re-enter the country again for the duration of the program. If your visa has the letter "M," it is a Multiple Entry Visa, and it allows you to enter the United States several times. You could, for example, go to Canada after camp is over and then come back into the US, as long as your visa has not expired.

Important: If you have an "M" Multiple Entry visa and you plan to travel outside the US and return, you must re-enter the US before the expiration date on your visa AND have your DS-2019 form signed by InterExchange. Please note that, depending on your home country, you may be required to obtain a visa to travel to Mexico or Canada. Please contact InterExchange for details.

The second important part of your visa is the expiration date. You are only allowed to enter the US until the expiration date stamped into your visa (even if it is multiple entry) or until the end date of your DS-2019 form, whichever is earlier.



The J-1 Visa (along with your DS-2019 form) allows you to:

- Work up to 4 months or from the beginning date to the end date listed in Section #3 of your DS-2019 form
- Obtain a Social Security number

Does not allow you to:

- Work as a domestic (for example, au pair) or in the medical field
- Extend your work eligibility
- Work for any employer other than the camp at which you were placed

Remember: Regardless of the dates, the J-1 Visa on its own does not give you the right to work or stay in the US. The J-1 visa is only valid with the appropriate DS-2019 form.

Your J-1 Visa is non-extendable, regardless of what anyone tells you. You cannot extend this visa under any circumstances. To change your visa status, you must return to your home country and reapply for a new visa. Please call InterExchange Camp USA if you have questions about your visa.

Important Notes

The InterExchange Camp USA program has a final deadline of October 15th. All participants must return home by then, even if their month travel period extends past this date. InterExchange Camp USA will report all participants who do not return home to the US Department of State and their home country's Embassy.

J-1 Visas issued by US Embassies in some countries may have an expiration date that is later than the end date of this program. For example, you may find that the Embassy has given you a visa that expires in 2 years, instead of 4 months. This does NOT allow you to stay in the US for longer than the duration of the Camp USA program, which is indicated on your DS-2019 Form. Instead, it means that if you want to come back to camp next year, you will not have to apply to the US Embassy/Consulate for a new J-1 Visa. However, you will still need to get a new DS-2019 Form. The J-1 Visa is NOT valid without a DS-2019 Form. Some countries also have early end dates. Please be sure you know when you need to return to your country.

3.3 The I-94 Admission Card

While on your flight to the United States, you will receive and fill out a white card, called an I-94 Admission card. This card will be stapled into your passport and is used by the United States Citizenship and Immigration Services (USCIS) to record your stay in the United States. When you leave the US, your I-94 card will be collected by a USCIS or airline representative. The number printed on the card allows USCIS to keep track of how many people enter and leave the United States at each airport or border crossing. Keep this card stapled inside your passport and make copies when you get to camp! If you lose your I-94 card, you will need to contact the USCIS and it will cost you \$320 to replace it.

Departure Number: [Redacted] OMB No. 1051-0111

I-94
Departure Record

14. Family Name
Mehmet

15. First (Given) Name
Demir

16. Birth Date (Day/Mo/Yr)
13/03/82

17. Country of Citizenship
Greece

CBP Form I-94 (1094)

3.4 Preparing for Your Travels

Pack lightly for your trip. Your airline will have baggage and weight restrictions, so remember to call or check out their website before you go to the airport. Most airlines will only let you carry 2 bags, which each must weigh under 32 kg (check your airline's website for their restrictions). Do not overload your bags because you will have to carry them through the busy streets of New York City! Remember that you will probably want to buy clothes and souvenirs when you are in the US, and if you plan to travel around after camp, it will definitely be easier if you travel lightly. Try to pack in a rucksack or large backpack rather than a suitcase. Suitcases are bulky and heavy, and rucksacks can fit on your back and offer greater flexibility when traveling after camp.

What to Pack

First, and most important, bring your passport, J-1 Visa and DS-2019 form! You cannot get into the country without them, so make sure you have them in a carry-on bag. You should make a copy of each of these documents and keep them in a separate bag, just in case you lose your originals.

The following is a list of suggested items you should and should not bring with you to the US. You can also contact your camp for a more specific packing list.

- Toiletries: Shampoo, soap, a toothbrush, toothpaste, a razor and deodorant are essential. You can buy a supply for the duration of your program once you arrive in the US, so just bring enough for one week. If you pack liquids in your carry-on luggage, you are not permitted to have more than 3 oz (88 ml) in a bottle. If you bring an electric razor, make sure it is battery powered, because adapters tend to fail.
- Medications: (pack in your carry-on luggage) You should bring enough medication for the entire time you are in the US. Also, bring a note (written in English) from your doctor indicating the type of medicine you need, just in case you lose it. Your camp

will require you to store your medicine at the infirmary; leaving it in your cabin where campers can get to it is a safety hazard. You will be able to pick up a dose of your medication as often as necessary.

- **Shoes:** Sneakers or trainers are mandatory. Do not buy the nicest, most expensive sneakers you can find. Instead, bring your old pair. A summer at camp is like a year of normal wear on shoes. Sneakers are relatively cheap in America, so if you need a new pair, there is no better place to buy them! You will also want to bring a pair of flip-flops to wear to the pool and in the shower.
- **Clothing:** You will need to bring T-shirts and shorts for the daytime, and jeans and at least 1 sweatshirt, jumper or light jacket for the evening. Remember that it can get very hot during the day but very chilly at night. Like the sneakers, the clothing you bring should not be new or expensive. Also bring a nice outfit for parties at camp or outside on your days and nights off. This outfit must be appropriate for you to wear around children, even if you plan to wear it in the clubs of the big cities after camp.
- **Underwear & Socks:** A week's supply of underwear and socks is essential. A 2-weeks' supply couldn't hurt. If you have room, you will appreciate a couple of extra pairs of each, especially if you unexpectedly fall out of a boat or walk through a puddle in the dark!
- **Swimsuit & Towel:** Water activities are a large part of the camp experience. Often, camps will have a pool, a lake or both. You should bring at least 1 swimsuit and 1 towel with you. Some camps will provide a towel, but regardless, you will need one for showering and traveling afterward. Your bathing suit must be appropriate for camp. Leave your thongs and Speedos at home!
- **Sleeping Bag:** (optional) Many camps send campers and staff on overnight trips. On these excursions, your sleeping bag is all that separates you from the ground below. The sleeping bag will also double as an extra blanket on cool summer nights. Depending on the type of traveling you plan to do after the summer session, your sleeping bag may become your bed at one of the many campgrounds located throughout the United States.
- **Rain Gear:** In addition to being hot during the day and cold at night, it rains too. You will need a waterproof outfit. A perfect example would be a waterproof jacket and a waterproof pair of boots. Umbrellas are not always a good idea. Many camps are in the mountains, and umbrellas and lightning do not mix well.
- **Additional Items:** We suggest you pack a flashlight (torch), watch, alarm clock (battery powered), money belt or pouch and your international driver's license. You might also want to bring a hat or visor, sunscreen and sunglasses for all the summer days you will spend outdoors!

What Should I Leave at Home?

There are some items you definitely do not want to bring with you: expensive jewelry and family heirlooms should be left behind. Your camp may have a safe to lock them in but while you travel you will not. You might also be tempted to bring your guitar overseas. It's a great thing to want to share your gift of music but an instrument will get counted as a bag when you fly, and that will seriously cut down on your packing space. Instead, just bring your skills and borrow the camp's instruments! Think carefully about bringing an expensive camera to camp with you as it could get lost or damaged.

Adjust your packing to your job duties! If you are an adventure training specialist, you may want to bring waterproof pants in addition to a waterproof jacket. Swim staff might want to bring 2 to 3 swimsuits.

Do not bring insect repellent with you. The repellents created for use in your home country may not be effective in America and may actually attract bugs to you! When you arrive in the US, buy some at any drugstore or supermarket.

Many camps send a sample packing list to all staff members. You should be aware that these lists are usually designed for the campers and not for the international staff. You will quickly learn when you arrive at camp that the children may have brought more clothes with them than you even own! It is important not to overpack. If you do forget to pack an item, don't worry! You can buy what you need on your first day off or when you arrive in New York.

Remember:
If you are going to be upset if it is lost or ruined,
don't bring it to camp!

Chapter 4: Arrival in the United States

4.1 Regular Participants

As a Regular participant, you will arrive in New York on one of Camp USA's scheduled arrival dates. We know you may be nervous when you get off the plane or not sure about where you should go. Just follow the instructions you have been given and utilize your knowledge of English. The airport will have clear signs to tell you where everything is, so be sure to pay attention to them.

Before you leave your home country, your international cooperater will give you detailed instructions to get from the airport to the hostel in New York City. There are a few ways to get there including a taxi, the subway, shuttle service or bus. Read the directions carefully and don't hesitate to ask airport employees for assistance if you are confused.

When you arrive at the hostel, go to the front desk to check in by presenting your passport and telling them you are with InterExchange Camp USA. We make all reservations in advance so the hostel will be expecting you. You will not have to pay for your stay. You will be told in advance whether your orientation will be at the hostel or office. If at the hostel, ask the front desk what room the Camp USA orientation is in the following morning. You should check out and be in the orientation room, with all of your luggage, by 9 a.m. the morning after your arrival. Some orientations will be held at the InterExchange office.

The next morning, a Camp USA representative will provide you with an orientation that covers visa regulations, phone cards, culture shock, camp responsibilities and any questions you might have. After the orientation is over, you will be given directions on how to get to camp. You will have to pay for this trip yourself (unless it requires flying in which case your flight will be pre-purchased for you by your camp) so make sure you have enough money with you. Make sure you save your receipt and give it to your camp upon your arrival; your camp will reimburse you for the cost.



4.2 Direct Placement Participants

If you are a Direct Placement participant, you have arranged all transportation to the US on your own and should notify your camp of your travel plans. You will not receive a night's free stay in New York City. You are not required to attend an orientation in New York but are more than welcome to participate if you are staying at the hostel. You will not be reimbursed for your travel to camp unless you have made specific arrangements with your camp. You are responsible for arranging your trip from the airport to camp.

Chapter 5: Insurance Information

5.1 Insurance Policy

InterExchange Camp USA arranges accident and sickness insurance for all of our participants. Only in special circumstances will participants enter the US with insurance other than that offered by InterExchange Camp USA. The insurance provides up to \$100,000 coverage per illness or injury.

If you have purchased insurance through InterExchange Camp USA, there are several things to keep in mind:

- It is best to carry the Insurance Identification Card with you at all times, in case you need to go to a doctor or hospital.
- You will be required to pay a \$40 co-pay each time you receive treatment.

If you become ill or hurt, you must do the following to receive treatment for a medical situation:

1. See the health practitioner at camp for an overall assessment.
2. If necessary, see a doctor or visit a clinic outside the camp. Please see the InterExchange website www.interexchange.org/resources/insurance.html for information regarding preferred medical providers in your area. Make sure you bring your insurance card as proof of coverage.
3. Pay a \$40 co-pay. You may have to pay the deductible at the time services are rendered and should therefore bring money to avoid delays and problems.
4. Make and keep copies of all paperwork related to the treatment.
5. Submit a separate claim form for each visit.
6. For the most up-to-date policy information as well as additional insurance forms, please refer to the InterExchange website.
7. Provide your home address, not your camp's or InterExchange's.
8. Emergency room visits can be very expensive. As of September 1st, 2009, all participants that visit the ER and are not admitted as an emergency will be charged a \$250 deductible. You should visit a doctor first and only visit the ER if it is an actual emergency.

NOTE: Medical bills in the US can be expensive, especially those resulting from visits to the emergency room. Consider this before visiting a doctor or hospital.

You are responsible for all bills related to any illness or treatment that you receive while you are in the United States. Be sure to submit a claim form to cover your medical expenses. You can find a printable copy, as well as additional insurance information, on our website www.InterExchange.org. You should make photocopies of any claim forms you fill out or hospital bills you receive for your records.

Covered Expenses

Insurance provided by InterExchange Camp USA will cover the cost of any medication, test, doctor's visit or hospital stay that is the result of any illness or accident while going through "routine life" in the United States. Routine life is anything that you might do or might happen to you during a normal American experience. For instance, if you get the flu, get bitten by a snake, get into a car accident or have a rock dropped on your foot, you will be covered. Accidents that occur while motorcycle driving, scuba diving, mountain climbing and skydiving are not considered "routine life" and will not be covered by this insurance. If you are injured while working, your camp

should provide coverage for you through their workers' compensation plan.

Exclusions

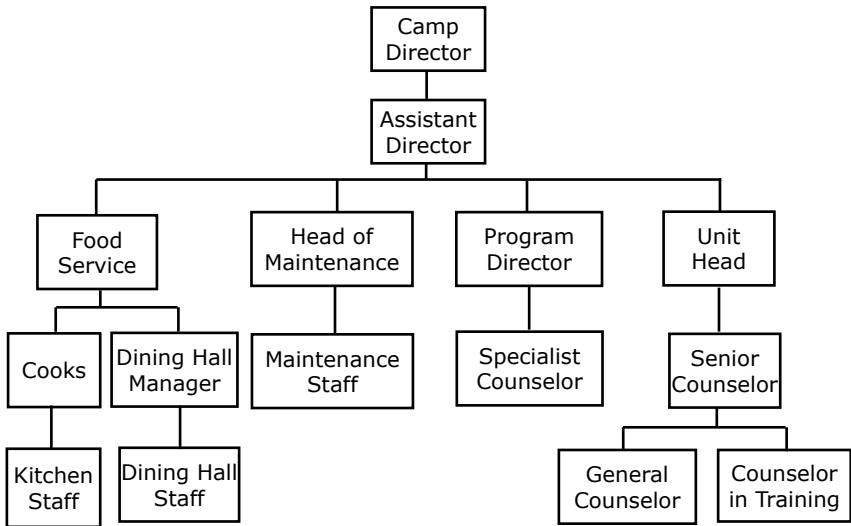
The InterExchange Camp USA insurance will not cover any medical problems or conditions that existed before coverage under this insurance began. Examples might include: sickness related to asthma, diabetes, pregnancy/labor, routine examinations, cosmetic or dental surgery (unless it is necessary due to an accident) or any sort of eye examination.

Note: We will provide a separate booklet of information about our insurance plan, containing an ID card and claim form at a later date. Please feel free to contact us if you have further questions regarding insurance. Those participants who have entered the US with their own insurance should contact their insurance company directly with any questions they might have.

All Camp USA participants must be covered by insurance for the entire duration of their stay in the United States. If you stay longer than expected and your insurance is going to expire, you are responsible for purchasing additional insurance. InterExchange will send you information about purchasing insurance near the end of your camp commitment.

Chapter 6: Life at a Camp in the USA

6.1 Typical Camp Hierarchy



Your Support Network

Remember that camp is a team effort; no one person can run a camp by themselves, and every member of the camp team will need help from time to time. This is why you have supervisors. Whether you are a counselor or support staff, if there is some responsibility you have that you don't understand or find to be too difficult for you or just have questions in general, do not be afraid to ask your supervisor for help. They will be able to give you the advice, guidance and assistance you need to have a great summer!

6.2 Life at a Camp in the USA

Every summer, more than 7 million American children go to one of more than 12,000 summer camps throughout the United States. While there, they learn about themselves and the world around them. Even more importantly, they grow both as individuals and part of a team. Camp is designed to help children mature socially, emotionally, intellectually and morally by providing them with a structured environment where they can live and play with positive role models. Experts in the field of child development recognize that camp provides children with an invaluable experience. Regardless of your role, you will be directly impacting children's lives at camp this summer!

Every camp is different. Each camp has distinct goals, philosophies, programs, policies and types of campers. Though we expect everyone's summer to be great, we know everyone's summer will also be different. Get to know the specifics of your camp before you arrive in the United States by looking at its website or emailing your camp with questions.

Below are examples of how camp policies may differ:

- Camps may ban or permit smoking. Some camps will allow smoking only at certain times and specific locations while others do not tolerate smoking at all. Make sure you are familiar with your camp's policies before the first week of camp is over and do not disobey their policies. This is an easy way to get fired.
- Most camps offer one 12- to 24-hour period off per week. Some camps will give staff days off from evening to evening while others will give time off from morning to evening. Additionally, some camps may give an hour break per day. Support staff will have very different schedules. In some camps, the day may start at 6:30 a.m., but in others it will not begin until 7:30 a.m.
- Sleeping arrangements and cabin responsibilities change from facility to facility. Some camps have tents while others have cabins or dormitories. Bathing facilities will differ too. Some camps have large centralized shower or bath houses, while at other camps, bathing facilities are located within each cabin.
- Like any other place of business, every camp has a dress code. All clothing worn must be appropriate for working with children! Some camps will allow body piercing or large tattoos while others will expect all piercings to be removed and tattoos covered. Male counselors may be required to remain clean-shaven throughout the summer. Remember that you will be living in a community environment, and personal hygiene is essential to the health of the group.

6.3 Participant Roles

You will be participating at camp in one of two possible roles: counselor or support staff. The two jobs are very different, but both are very important in ensuring that camp runs smoothly and effectively.

Counselor's Role

General Counselor:

As a general counselor, you are more directly involved with your group of campers than anyone else. You sleep in the same area, eat at the same table and go everywhere together. What you do and say, the way you act and how you care for your campers will have a huge impact on their summer. Remember that your campers will not have parents or teachers to serve as role models during their time at camp. Instead, they will look to you. For the summer, you become the teacher, parent and role model. As a result, you will have a deep and lasting effect on the lives of your campers.

Since you become the role model for your campers, you need to recognize that they will start to behave like you do. If you are not enthusiastic about an activity, your campers probably will not be either. After all, if you do not want to be there, why should they? Therefore, it is very important that you have a lot of energy and a good attitude for everything you do at camp, from arts and crafts to the food to waking up early in the morning.

Specialist Counselor:

As a specialist counselor, it is your responsibility to plan, organize and teach one or more specific activity area. This may be swimming, art, tennis or any number of other skills. The camp will look to you to teach this skill to a large number of children. Usually, you will spend most of your time at your specialty area, teaching different children from various age groups. These activities that you run will last approximately one hour per group and you will have several groups coming to your activity each day. In some camps, you may work only as a specialty counselor. In others, you will have general counselor responsibilities part of the time and specialist responsibilities the rest. Be prepared to be flexible!

- Practice your area of specialty before you leave for camp.
- Pack so that you have resources when planning your activities for children of varying ages and levels of experience.
- Familiarize yourself with English words that are used to teach effectively in your specialty area.
- Don't be afraid to ask for assistance if your work becomes too difficult!

Support Staff's Role

If you are support staff, you are responsible for the behind-the-scenes work that keeps camp running. You may work in the kitchen or do laundry or maintenance. In some camps, you may only do one job all summer and in others, you may rotate jobs throughout the week. What you need to remember is that your job is vital to the camp. If you do not do your job, the camp will have a hard time running smoothly. You are responsible for making sure the camp is clean, the campers are well fed and everything is working properly. Since support staff jobs require long hours of physical labor, they receive a slightly higher stipend than counselors.

Most support staff will sleep in a separate area from the campers, usually with other support staff. Remember, though, that every camp is different, and it is possible that you will have evening cabin duties. Check with your camp for specific policies regarding your duties as support staff.

Support Staff Positions

Below are a few examples of the different types of support staff positions. Not all of them will exist at every camp.

Camp Store: You may handle money, do simple math or take inventory as you work either behind the register or stocking shelves. Good English is very important here because campers will ask you a lot of questions.

Driver: You may drive during the day or evening, lift heavy things into the camp truck and read maps. The ability to read highway signs is essential! You also must have your international driver's license.

Housekeeper: You will vacuum or sweep, tidy up bunks or cabins, clean toilets and keep the rest of camp generally neat.

Kitchen: This is the most common support staff job. You will wash dishes, prepare food, clean tables and floors, set up the dining room and take out the garbage.

Laundry: You will collect, wash, dry and fold clothes.

Maintenance: You may be responsible for carpentry, electrical work, plumbing, mowing lawns,

cleaning pools, painting or any other job needed to make sure camp looks nice and runs well.

Office: English skills are very important to this job since you will have to answer phones and work with computers. You will also have to use a fax machine, make photocopies and do filing.

Support staff need to:

- Be prepared to perform menial and/or physical tasks (and clean toilets)
- Be able to adapt to new situations
- Work well in a team setting
- Be flexible
- Be determined to enjoy it!

6.4 Issues While at Camp

Homesickness

When you first arrive at camp, it may be hard to make new friends and get adjusted to camp life. This can leave you feeling very lonely and cause you to miss home a great deal. These feelings are completely normal! Make sure that you have an open mind at the start of camp; the best way to adjust to the situation is to talk to people. Walk around your camp and learn the layout instead of hiding away in your cabin. That way, you'll feel more comfortable both with the environment itself and the people in it.

Almost everyone, counselor and camper alike, will have some trouble adjusting to life at camp. Remember, you are not the only one who is away from home; your campers are too. Here are some ways to prevent homesickness for both you and your campers:

- Take care to make sure everyone feels at home at camp. Make sure everyone knows everyone else's name and that your group becomes a small community.
- Talk about what you all like to do and involve yourself in activities you enjoy.
- Keep yourself and your campers busy.
- Do activities that involve everybody, and make the campers work together.

Culture Shock

Almost all participants will encounter difficulties in adjusting to living and working in the US. Culture shock is defined as the psychological shock of having to adjust to new surroundings and a new culture, which may be dramatically different from one's own. You may soon realize that the familiar signs of home and the automatic responses you use to meet situations in daily life may not seem applicable. Climate, food, landscapes and people and their ways may all seem strange. Your English ability may not serve you as well as you expected. You may feel the pressures of the fast pace of life in the US. Because you are here for a relatively short period of time, the degree of culture shock is usually quite minimal; however, you should expect a short transitional period while you "warm up" to your new situation. The very fact that you decided to participate in the program indicates that you are clearly open to new experiences. Almost all participants must cope with culture shock to some degree.

Your *Inside the USA Handbook* has a chapter all about culture shock and homesickness.

Problems at Camp

Camp USA works hard to find suitable placements for all participants. However, we understand that sometimes there are special circumstances in which placements not to work out. We ask all Camp USA participants to follow the following procedures if there are problems at camp:

If you are having trouble at camp or are unhappy about something, whether it's an issue with your job, a co-worker or camper, talk to someone! Your supervisors are there to help you. If you still feel like the issue is not resolved after speaking with someone, call Camp USA. We will work with you and the camp to try to improve the situation. Do not let a problem become so big that you get fired or quit before you can speak to us about it.

Protect your Personal and Confidential Information

The Social Security number is yours alone. Do not allow others to use your number. Record your number in a safe place in case your card is lost or stolen. Protect both your card and your number to prevent misuse.

Fired

If you get fired, you will be asked to leave camp immediately. You will be paid a prorated stipend based on the amount of days you have worked at camp. Before you leave camp grounds, please call the Camp USA office. If this occurs outside our normal business hours or on a weekend, call the Camp USA emergency phone at 1-800-597-1722, and hit 3 or 917-741-5057. You will need to travel to New York City and come to our office. If you arrive in New York at night or on a day when we are not in the office, you will need to pay for your own accommodation and come to our office either the next morning or Monday morning. We will speak to you about the situation and decide if we can try to place you somewhere else or if you will need to go home. If the situation is one where you need to go home, you will have to fly home immediately and pay a non-completion fee to Camp USA (see page 7 for more details).

Quit

Please remember that we work extremely hard to find placements for our participants. Camp USA discourages camp transfers unless absolutely necessary. We ask that all participants try their best to make their placements work and talk with your camp and Camp USA if there is a problem. If you are unhappy with your placement, please let us know about it. We will do everything we can to improve the situation at camp. If you quit without trying to work with Camp USA and your camp to solve the problem, we will not find you a second placement and you will have to fly home immediately and pay a non-completion fee. If you decide to quit your job at camp, you will follow the same procedure as someone who gets fired. You will come to New York and speak with us about what happened at camp. Camp transfers are rare and not guaranteed. If you don't receive a second placement, you will have to go home and pay a non-completion fee.

Remember that we are here to help you! We want you to have an amazing experience and feel comfortable speaking with us (and your camp!) about any problems or issues you are having throughout the summer.

Working With ADD & ADHD Campers

About 3-5% of American school-aged children are diagnosed with Attention Deficit Disorder (ADD) or Attention Deficit Hyperactive Disorder (ADHD). ADD and ADHD are disorders linked to a child's mental and social development, and they make it very difficult for the child to focus his/her attention on any one situation. These disorders are based in the brain, and there are medications campers might take to treat the deficiency. The following is a list of suggestions for dealing with ADD/ADHD children:

- Be very clear when communicating your expectations. Guide these campers rather

than excusing inappropriate behavior.

- Keep the most active campers nearest you, especially during large group events and at meal times.
- Control the issue of time. Give instructions for immediate expectations rather than for some needed performance that is hours or days in the future.
- Use stories, imagery and emotions to provide excitement about an activity.
- Be positive and supportive. Give positive feedback and use repetition until your instructions are clear.
- Use brief time-out moments, when children sit out of an activity to think about their behavior (but only when needed). This works wonders for children under the age of 12, and many ADD kids are already accustomed to time-outs. Make sure your supervisor informs you about the camp's policy on and the appropriate use of time-outs before you attempt to use this technique.
- Understand what ADD and ADHD are. You should receive more detailed information during your camp orientation. If you do not, please ask your supervisor for some information.

Working with Aggressive or Resistant Children

American children learn to test limits from an early age, so you may find that you will have to confront a child who is resistant to your authority. In this case, the worst thing you can do is hit the child. Understand that, in America, it is rarely considered okay for parents to hit their own child. It is never acceptable for someone else to do it. You will be fired if this happens. You may even face criminal charges. Never, ever hit a child! If you encounter a difficult camper, here are strategies you can use to improve the situation:

- Know your limits. Think about what you can do to handle the situation in a positive manner, and ask for help when you need it.
- Assert your expectations but also consider the child's feelings. Give him or her an opportunity to follow your rules and not be embarrassed at the same time. At the beginning of the summer, clearly discuss appropriate behavior with your campers.
- Be ready to ask for help; discuss camper behavior with your co-worker, a returning staff member or your supervisor.
- Reflect on what the behavior may be covering up. Also, pay attention to your own stereotypes and issues that may be clouding your judgment.
- Discuss the behavior at a time when you and the camper are calm.
- Follow up. Outline specifically why the behavior was inappropriate and offer positive alternative ways that the camper can handle his/her behavior in the future.

Dealing with Abuse

There are three types of child abuse: physical, psychological and sexual. In America, none are tolerated. This "zero tolerance" policy may be very different from your home country's policy, so be very careful about how you behave and seek help from your supervisor or camp director if you have any questions.

Physical Abuse: If you intentionally hit, shake, burn or cut a camper, that's considered physical abuse. Never hit a camper, no matter what, even if s/he hits you first. If you do, you will be fired. You will very likely be arrested and may have to serve jail time.

Psychological Abuse: If you yell, scream, insult, belittle or curse at your campers, this is considered psychological abuse. Camp is a place where children should feel safe and loved and where they can build their self-esteem. As a result, you should take care not to embarrass a camper, especially in front of a group of children. Don't curse or yell at a child. If you find that you are getting very

angry with a child, take some time to cool down and then come back and discuss what happened with the child in a calm state of mind.

Sexual Abuse: We expect that you will develop strong emotional bonds with your campers over the course of the summer. As we said above, you are going to become the surrogate parent for your campers, and children need physical contact to reassure them and make them feel safe. It is okay for you to show your affection for your campers, and you will find that they will show theirs for you as well. However, you should be careful about the sort of affectionate touching you are involved in. It is generally okay to hold a child's hand or put your arm around a camper's shoulder, but it may not be okay to carry campers or have them sit on your lap. Touching a child in any area that would be covered by a swimsuit is not acceptable. In all cases, talk to your supervisor about camp-specific policies on contact with campers. Remember to be careful! Never allow yourself to be alone with a child and never share your bed or shower with your campers.

Protect Yourself

The best advice we can give you is that you should never put yourself in a situation where you are alone with a child. If you need help because you are unsure about a situation, ask for it. Asking for help is not a sign of weakness but one of intelligence. You'll find that your co-workers and camp director will be more than happy to help you overcome your problems.

Sadly, most camps will have campers who have been past victims of child abuse. At home, some of these campers may already have a state government representative assisting the family through their problems. Other campers may currently be in abusive situations. For these campers, the abuse is still a secret; they have not told anyone about it, or they have been ignored when they tried. Ask your supervisor what you should do if a camper confides in you about an abusive situation he/she has experienced or if you suspect one of your campers has been abused. Similarly, counselors who have been victims of abuse may come to work at camp. As with the campers, some have had disclosures and interventions. Others may still be guarding their secrets. Be aware and supportive of others' pasts.

Sexual Harassment and Sexism

Most camps will cover the topic of sexual harassment during their pre-camp orientation. However, here is some general information that you should be aware of.

What is Sexual Harassment?

Sexual harassment is behavior that is uninvited, unwanted and unwelcomed by the recipient. The behaviors include physical contact, verbal abuse, gestures or written messages.

Sexual Harassment Includes:

- Continuous idle chatter of a sexual nature
- Sexual slurs, innuendos and other comments about a person's clothing, body and/or sexual activities
- Continuous and unwelcome flirting
- Lewd remarks or suggestive sounds such as whistling, catcalls or kissing sounds
- Implied or overt threats if sexual attention is not given
- Repeated unsolicited propositions for dates and/or sexual intercourse
- Jokes or comments based on sex
- The use of graphics or other materials degrading persons based on their sex
- Unwelcome touching or ogling
- Coercion, with the promise of reward
- Unwanted physical contact such as patting, pinching, stroking or brushing up against the body

- Attempted or actual kissing or fondling
- Physical assault
- Coerced sexual intercourse
- Rape

You Could Be a Victim:

Who are the victims? Anyone, male or female, young or old, can be the victim of sexual harassment from someone of the opposite, or even the same, sex.

Taking Action Against Sexual Harassment:

If you are being harassed, take action to stop it. Some options available to you are:

- Say no. Make it loud and clear. A harasser does not expect confrontation.
- Keep records of all incidents and confrontations and find witnesses or others who will back up your claim.
- Get support from a friend, employer or anyone else you trust. Make sure you don't keep it bottled up inside. The more help you get, the faster the harasser will stop.
- Call InterExchange. If you think that you are being sexually harassed, please contact us immediately.

Chapter 7 - Important Tax Information and Tax Forms

7.1 Form W-4

For tax purposes, you are required to fill out a W-4 Employee Withholding Allowance Certificate as soon as you start working. Your employer will give you a W-4 Form. However, it is your responsibility to complete and submit the W-4 to your employer. Based on the information you provide on the W-4 Form, your employer will calculate the amount of federal, state and local taxes to be withheld from your paycheck.

US law requires that you pay FEDERAL, STATE AND LOCAL TAXES. Your employer will deduct money from your paycheck every pay period. As an income-earning individual, you will be taxed on income from salaries, wages and tips. Your employer will submit the amount withheld directly to the federal government. Deductions for state and local taxes will vary. Some states do not have a personal income tax; others may tax income as much as 8%. Similarly, local taxes will vary but will be significantly less.

Note: You will only be paying income taxes. You do not have to pay Federal Social Security Taxes, Medicare or Federal Unemployment Tax (Please note: some states may deduct state unemployment taxes, which you are required to pay). If your employer has withheld these taxes from your paycheck, please advise him/her of the mistake and request a refund. To verify that the proper taxes are being withheld from your paycheck, you should review your pay stub (the paper with your wage details that comes with your check). If you see deductions that say FICA, FUTA, S.S. or Social Security, please notify your employer promptly. If your employer is unable to issue a refund, contact the Internal Revenue Service Center and request IRS form 843 "Claim for Refund and Request for Abatement". You will need to submit the completed IRS forms to the Internal Revenue Service Center.

How to fill out your W-4:

Please follow the instructions in this handbook. Your employer may tell you to follow the instructions printed on the form, but this is not correct. The instructions on the W-4 Form are for US residents. They are not for you. **Please follow the instructions below.**

1. Mark or check "Single" on line 3, even if you are married.
2. Claim "1" on line 5, unless you are a resident of Canada, Mexico, Japan, or South Korea, or a US national.
3. Write "NRA" or "Non-Resident Alien" on line 6. There should be no additional withholdings on this line.
4. Do not claim "exempt" on line 7. Line 7 should be left blank.

You are not exempt just because you are a student in your home country or because you make less than a certain amount of money. Please do not claim exempt.

As an Exchange Visitor on a J-1 Visa, you are considered a "non-resident alien" for tax purposes. Depending on how long you work and how much money you make, you may be eligible for a refund of much of the taxes you paid. Be sure to file a tax return to get this money back!

InterExchange staff are not tax professionals. If you have tax questions, please consult a tax professional.

Frequently Asked Questions about Tax:

Can I get back the taxes that were taken out of my paycheck?

You may be able to get a refund for some or even most of the money you paid. Your refund depends on how much money you made while you were in the US. It also depends on how you filled out your W-4. If you fill out your W-4 according to our instructions, you should not owe the government any money. You also may be able to get money back.

If I may be eligible for a refund later, why do I have to pay taxes at all?

If you don't pay taxes you are breaking the law. If you owe the government money at the end of your stay, you may not be able to return to the US in the future. Filling out your W-4 Form properly will ensure that you do not owe the US government any money. The taxes will be taken out of each paycheck. If you have paid too much in taxes, you can get it back by filing a tax return once you have returned home.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2010	
▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.					
1 Type or print your first name and middle initial. Last name OSCAR P. SCHMIDT		2 Your social security number 123 45 6789			
Home address (number and street or rural route) 123 SIXTH ST. #4B		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>	
City or town, state, and ZIP code OCEANVIEW OR 01010		5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 5 / 6 \$ NRA			
6 Additional amount, if any, you want withheld from each paycheck					
7 I claim exemption from withholding for 2010, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7					
<small>Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.</small>					
Employee's signature <small>(Form is not valid unless you sign it.)</small> ▶ Oscar P. Schmidt				Date ▶ 07/10/2010	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)			9 Office code (optional)		10 Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 2.			Cat. No. 10220Q		Form W-4 (2010)

Sample W-4

7.2 Filing Your Tax Return Once You Return Home

All individuals who have earned income in the US are required to file a tax return for the previous year. Your tax return should show your earnings for the previous year, the taxes you paid and the total amount of taxes owed or refunded. To file for your tax return you will need your W-2 and Form 1040NR-EZ.

7.3 Form W-2

At the beginning of the year, your employer will send you a W-2 Form (your employer is required by law to mail your W-2 to you by February 15). Please give your employer your home country address. If you don't do so, your employer will not be able to send you the necessary forms to file for your tax return. Those students who participate in the winter program will receive two W-2 Forms: one in February and one in February the following year.

Before leaving your job, give your employer a self-addressed envelope so that he/she can mail you your W-2. This form summarizes your earnings and taxes withheld from you the previous year. A W-2 usually has four copies: federal copy, state copy, local/city copy and employee copy.

a Control number		OMB No. 1545-0008	
b Employer identification number 12-9876543		1 Wages, tips, other compensation \$4000.00	2 Federal income tax withheld \$210.00
c Employer's name, address, and ZIP code ED UNIVERSITY COLLEGETOWN, STATE 54321		3 Social security wages	4 Social security tax withheld
		5 Medicare wages and tips	6 Medicare tax withheld
		7 Social security tips	8 Allocated tips
d Employee's social security number 500-11-1182		9 Advance EIC payment	10 Dependent care benefits
e Employee's name, address, and ZIP code 54321 DORMATORY RD COLLEGETOWN, STATE 54321		11 Nonqualified plans	12 Benefits included in box 1
		13	14 Other
		15 Statutory employee <input type="checkbox"/>	Deceased <input type="checkbox"/>
		Pension plan <input type="checkbox"/>	Legal not <input type="checkbox"/>
		Deferred compensation <input type="checkbox"/>	
16 State	Employer's state I.D. no.	17 State wages, tips, etc. \$4,000.00	18 State income tax \$160.00
		19 Locality name	20 Local wages, tips, etc.
			21 Local income tax

Form **W-2** Wage and Tax Statement
Copy 1 For State, City, or Local Tax Department
Department of the Treasury—Internal Revenue Service

Sample W-2

7.4 Filing Form 1040NR-EZ

Upon receiving your W-2 Form, you will fill out a 1040NR-EZ (Non-Resident Aliens with No Dependents) Tax Form. You can obtain this form at the United States Embassy in your home country or on the internet at www.irs.gov.

Once you have completed the form, mail it to:

United States Internal Revenue Service Center
Philadelphia, PA 19255 USA

When you request the 1040 NR-EZ Form, make sure to ask for the instructions pamphlet. To avoid any mistakes, follow the instructions carefully. If you overpaid the government, they will issue you a check. However, if you did not pay enough taxes, you must pay the government the amount you still owe. You must file your taxes before April 15. Please look at the sample 1040NR-EZ Form. There are separate forms for state and local taxes. You must request these state and local forms from your employer. They are not available at the Embassy.

The US government agency that collects taxes is the Internal Revenue Service. You can get forms, instructions and information from their web site: www.irs.gov.

Form 1040NR-EZ		U.S. Income Tax Return for Certain Nonresident Aliens With No Dependents		OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service		2009			
Your first name and initial		Last name		Identifying number (see page 4)	
Present home address (number, street, and apt. no., or rural route). If you have a P.O. box, see page 4.					
City, town or post office, state, and ZIP code. If you have a foreign address, see page 4.					
Country ▶					
Filing Status					
Check only one box					
1 <input type="checkbox"/> Single nonresident alien 2 <input type="checkbox"/> Married nonresident alien					
Attach Forms W-2 or 1042-S here.		3 Wages, salaries, tips, etc. Attach Form(s) W-2 (see pages 4 and 5)		3	
		4 Taxable refunds, credits, or offsets of state and local income taxes (see page 5)		4	
		5 Scholarship and fellowship grants. Attach Form(s) 1042-S or required statement (see page 5)		5	
		6 Total income exempt by a treaty from page 2, item J(1)(e)		6	
		7 Add lines 3, 4, and 5		7	
		8 Scholarship and fellowship grants excluded (see page 6)		8	
		9 Student loan interest deduction (see page 6)		9	
		10 Subtract the sum of line 8 and line 9 from line 7. This is your adjusted gross income		10	
		11 Itemized deductions (see page 7)		11	
		12 Subtract line 11 from line 10		12	
		13 Exemption (see page 7)		13	
		14 Taxable income. Subtract line 13 from line 12. If line 13 is more than line 12, enter -0-		14	
		15 Tax. Find your tax in the Tax Table on pages 17 through 25		15	
		16 Unreported social security and Medicare tax from Form: a <input type="checkbox"/> 4137 b <input type="checkbox"/> 8919		16	
		17 Add lines 15 and 16. This is your total tax ▶		17	
		18 Federal income tax withheld (from Forms W-2, 1042-S, and 1099-R)		18	
		19 2009 estimated tax payments and amount applied from 2008 return		19	
		20 Credit for amount paid with Form 1040-C		20	
		21 Add lines 18 through 20. These are your total payments ▶		21	
Refund		22 If line 21 is more than line 17, subtract line 17 from line 21. This is the amount you overpaid		22	
		23a Amount of line 22 you want refunded to you . If Form 8888 is attached, check here <input type="checkbox"/>		23a	
		b Routing number		c Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
		d Account number			
		e If you want your refund check mailed to an address outside the United States not shown above, enter that address here:			
		24 Amount of line 22 you want applied to your 2010 estimated tax ▶		24	
Amount You Owe		25 Amount you owe. Subtract line 21 from line 17. For details on how to pay, see page 9		25	
		26 Estimated tax penalty (see page 9). Also include on line 25 26		26	
Third Party Designee					
Do you want to allow another person to discuss this return with the IRS (see page 10)? <input type="checkbox"/> Yes. Complete the following. <input type="checkbox"/> No					
Designee's name ▶		Phone no. ▶ ()		Personal identification number (PIN) ▶	
Sign Here					
Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and accurately list all amounts and sources of U.S. source income I received during the tax year. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.					
Your signature ▶		Date		Your occupation in the United States	
Preparer's signature ▶		Date		Check if self-employed <input type="checkbox"/> Preparer's SSN or PTIN	
Firm's name (or yours if self-employed), address, and ZIP code ▶		EIN		Phone no. ()	

Sample 1040NR-EZ

If you have difficulties filing your Form 1040NR-EZ, there are many companies that will, for a small fee, file your tax return for you. InterExchange recommends that you use a registered tax preparation service such as RT Tax (www.rttax.com) or Taxback (www.taxback.com), among others.

Chapter 8: Check List Before You Leave

8.1 Check-Off List

Maintain regular communication with your international cooperator in your country regarding:

- Your camp placement
- Your visa documentation
- Your insurance
- Your flight information

Contact your camp:

- Send them a copy of your signed commitment letter
- Send a personal letter
- Send any additional information the camp may request

Prepare for traveling:

- Make two photocopies of all your documents. Pack them in two separate bags, just in case one gets lost.
- Buy U.S. Dollar traveler's checks
- If you have a bank card, make sure it works in the United States. You should check with your bank before you leave home to find out about any international fees or service charges that might apply if you use your card in the US.
- Pack according to the list contained in this book or the list provided by your camp.
- Say goodbye to your friends and family, and tell them to stay in touch. Give them your e-Kit contact information.
- Practice speaking English every day!

8.2 Sample Packing List

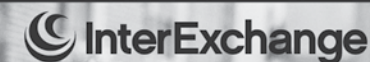
• Passport	• DS-2019 Form	• Placement Paper	• 6 T-Shirts
• 2 Pairs of Shorts	• 7 Pairs of Socks	• 2 Swimsuits	• 1 Sweatshirt
• 1 Raincoat	• Pajamas	• 7 Pairs of Underwear	• 1 Towel
• 1 Pair of Sneakers	• 1 Light Jacket	• 1-2 Pairs of Jeans	• Hat
• 1 Pair of Boots	• Sleeping Bag (optional)	• 1 Pair of Athletic Pants	• Sunglasses
• Address Book	• Travel Book	• Flashlight (Torch)	• Int'l Driver's License
• 1 Nice Outfit for Socials	• Shower Shoes/Flip-Flops	• Alarm Clock (battery powered)	• Money Pouch
• Medications (include your doctor's letter dicating type of medicine)	• Toiletries (soap, shampoo, deodorant toothpaste, toothbrush, etc.)	• Photocopies of all documents	• Batteries for electronic devices

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