



# Guide Book



# Introduction

Here's everything you need to know about your summer of a lifetime. It will come in handy before, during, and after the summer. We recommend reading it through, and downloading a copy to your phone for quick reference.

We hope you have a summer to remember - don't forget to have fun, stay safe, and make the most of this incredible adventure.

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# Contacting Camp Leaders

If you have a general question before you head to the States, email or call your local customer service team during business hours.

Once you're in the States, you may need to reach out to our US team for assistance.

Camp Leaders USA Office business hours are from 9am - 5pm EST, Monday to Friday. If you are calling from a landline, our US office telephone number is a toll free number and there is no cost. The USA office can be reached at **1-866-803-7643**, or via email [usa@campleaders.com](mailto:usa@campleaders.com).

You can reach the Camp Leaders US staff 24 hours a day at **1-866-803-7643**. During out of office hours, you should listen to the welcome message and **press 0** to be connected.

## In an Emergency

Contact the Camp Leaders USA office in any of the situations listed below:

- Travel difficulties
- Testing positive for Covid-19
- You have been fired
- You have a legal emergency
- There has been an emergency at home
- You are involved in a medical emergency
- You have gone to the emergency room
- You have concerns that need to be addressed prior to the next business day

Contact us on  
**1-866-803-7643**

# Sponsor Information

## J1 VISA Exchange Visitor Program Sponsorship

In order to visit the United States for longer than a holiday, it is necessary to obtain a visa. Camp Leaders participants come to America on a J1 Exchange Visa, as part of the BridgeUSA Program. This program is regulated by the Department of State (DoS) through their Bureau of Education and Cultural Affairs (ECA). Whose mission statement is “To increase mutual understanding between the people of the United States and the people of other countries through Educational and Cultural Exchanges that support the development of peaceful relations.”

The US Department of State designates visa sponsors, who support and take responsibility for you while you are in the US. Camp Leaders partners with camps, vetted by the visa sponsor, to ensure a safe environment for both staff and campers who attend

**It is mandatory for you to know who your visa sponsor is and how to contact them.**

## Visa Sponsor Information

The Camp Leaders primary visa sponsor is Cultural Homestay International (CHI) based in San Rafael, California. Some Camp Leaders participants are sponsored by other visa sponsors. It is mandatory for you to know who your visa sponsor is and how to contact them. Your visa sponsor’s information can be found on your DS-2019 and on your Camp Leaders profile in the visa section.

## Camp Leaders Visa Sponsor Partners Are:

### Cultural Homestay International (CHI)

255 West End Avenue, San Rafael, CA 94901  
Phone - **1-800-432-4643**

### United Studies Student Exchange (USSE)

100 Ridgeway St, Suite 1A, Hot Springs, AR 71901  
Phone - **1-800-869-8585**  
Phone - **1-888-812-3208 (Emergencies)**

### Cultural Exchange Network (CENET)

338 Broadway St., Ste. 620, Cape Girardeau, MO 63701  
Phone **1-866-513-3638**

## Department of State Requirements of Participants on Program and the VISA Sponsor

### Prep Days

Attendance at Prep days is a requirement of the Department of State and it is mandatory that you attend. Prep days are a crucial part of providing valuable information and also an introduction to your summer in America. Due to Covid-19, prep days will occur online for the 2021 season and it is mandatory you participate in an online session before traveling.

### VISA Sponsor Cultural experience questionnaire and check-in

Every 30 days you are required to fill out a short online questionnaire. This is a requirement of the US DoS (Department of State) and initiated by your sponsor to ensure your health, safety and welfare while on your camp program and to also share highlights of your program. You will receive further information on this via e-mail, directly from your visa sponsor. If you need more information, log in to your Camp Leaders profile and head to the Visa section.

# Important Forms & Documents

## Visa Paperwork Explained

Refer to your checklist of important documents that you are bringing with you to the United States – bring originals in your carry on bag and a photocopy of all important documents in your suitcase.

## J-1 Cultural Exchange Visa

The visa itself will be a sticker on a page inside your passport. Keep your passport and your DS-2019 form together at all times. Your visa represents permission from the US Government to work legally in the US as Support Staff or Counselor at a summer camp. At the conclusion of your program, you have 30 days grace period to travel within the USA before you are required to leave the country.

You may only work as a Counselor, or as Support Staff at the camp for which you have a contract. You must arrive at your camp on the date designated on your camp contract.

## DS-2019 Form

This form is issued by a US Department of State accredited visa sponsor. It certifies you as eligible to take part in the cultural exchange program and is a vital part of the application process for a J-1 Visa. This document must be kept safe with your passport and visa. Your passport and visa are no good without this form - so remember to take it with you! Make sure to keep all of your important paperwork together in a safe place prior to departing for the United States. If your DS2019 form gets lost or damaged, there is a reprint charge fee of \$50.00. If you don't have it you might not be able to travel

## SEVIS I-901 Receipt

SEVIS stands for Student and Exchange Visitor Information System. It is a system that the US Department of State and Homeland Security keep track of all participants on the J-1 Visa program. This form indicates that the SEVIS fee has been paid, and will be required for your J-1 Visa appointment at the US Embassy or Consulate. This fee is paid for you and you can obtain your information as to how to print out this receipt on your profile under the Visa Section. This form must also be part of your important documents that you bring with you to the United States.

## Customs Form

On the flight, you will be given a customs form. Make sure to have a pen in your hand luggage. All travellers to the USA are required to fill this out. At some airports this is a digital form you will fill out in the customs hall. Ask your flight attendant before landing if you do not receive one. The immigration officer you meet upon your arrival will stamp it and return it to you. On leaving the baggage hall, after picking up your luggage, you will give this form to a customs officer.

## I-94 Record

This is your official Arrival/Departure record from the United States Department of Homeland Security. This will need to be printed out once you have arrived at camp. This is a necessary document to apply for a Social Security Card and proves your legal visitor status in the United States. The form can be obtained by visiting the website listed below and entering the following information: Your full given name and last name (as shown on your passport), your date of birth, passport number and passport Country of issuance.

[Visit the I-94 Website](#)

## Paperwork After Arrival Explained

Once you arrive at camp you will be required to complete paperwork that your camp program requires.

### Social Security

All participants should apply for a Social Security number. Camps will assist with this process. In order to apply for a Social Security Card, camps are required to notify the Camp Leaders office that you have arrived.

If you are coming to the United States as a Camp Counselor, your visa sponsor will validate your program in SEVIS (Student and Exchange Visitor Information System an official website of the US Government) once camp notifies the US Camp Leaders office of your arrival. For Support Staff you must validate your arrival directly with your sponsor and this needs to be done as soon as you arrive at camp. Visit the visa section of your Camp Leaders account for information and instructions from your Sponsor as to how to do this.

Once your arrival process is complete, in approximately 5 business days you can apply for your Social Security Card. This requires the following: A completed application for Social Security Number, your passport, J-1 Visa, DS-2019, I-94 and your camp contract.

Due to covid-19 some local social security offices remain closed in the USA. If your camp cannot help you obtain a social security number, do not worry.

### I-9 Form

This is a required form for US employers. It serves as a verification that you are eligible and certified to work legally in the United States.

### W 4 Form

The W-4 form is the form that is completed in order for your camp to withhold taxes. Local state and US Government taxes are withheld based on the number of deductions entered on your form. Please make sure to ask questions if you are not clear on how to complete the form.

### Taxes

Your pocket money will be subject to taxation from your employer, this will be a small amount. You will receive a W2 form in January (following year). This is a summary of your earnings in the US. Based on this form by April 15th (following year) you can fill out your personal tax forms for the United States.

# How to Prepare

In this section, you'll find everything you need to know about going to summer camp with Camp Leaders. This will guide you from departure to your time at camp and even post-camp traveling. Use the subtitled categories to answer any questions you might have.

Use this section to make sure you're fully prepped with what you need to take with you to your program.

## The Essentials

- **Checked baggage** - See below for more information
- **Trainers** - 2 pairs
- **Casual shoes** - 1 pair
- **Shorts or leggings** - 3 pairs
- **Jeans** - 1 pair
- **Underwear/socks** - 10 pairs
- **Swimwear\*** - 2 pairs
- **Warm hoodie**
- **Raincoat**
- **T-shirts** - 5 minimum
- **Outfit for staff banquet**
- **Watch**
- **Adaptor**
- **Toiletries**

**Reminder: Label your suitcase on the inside and outside and use only TSA approved locks**

\*(One piece swimming suit usually required for females at most camps) - 2 pairs

## Top Tip

Keep your documents in a folder for easy access.

The following items should be in your hand luggage and make sure to carry an extra copy in your checked luggage. Most camps will have a safe place for you to store your important paperwork, such as a safe.

- **Your passport & J1 Visa**
- **Visa paperwork - DS-2019 form**
- **SEVIS receipt**
- **Insurance card**
- **Flight itinerary**
- **A copy of your camp contract**
- **A copy of your police check and medical form**
- **Any travel tickets for your departure and arrival (train tickets)**
- **A copy of your onward travel information printed out from your Camp Leaders profile**
- **Mask that covers your nose and mouth**
- **Supporting letter from your visa sponsor ONLY IF you are arriving later than the date on your DS-2019 form.**

## Checked Baggage

For overseas flights you can bring two pieces of luggage and one personal item

- **Check-in bag: 1 x 23 kg (height x depth x width = max. 158cm)**
- **Hand luggage 1 x 8 kg (55cm x 35cm x 25cm) + 1 personal item (handbag/laptop case), always check online**

# Things to Keep in Mind Before You Leave

## Mobile Phones

Check with your mobile phone company to see what is available on your contract before you head out. Look into costs to purchase a SIM card prior to coming to the United States. You can also purchase a pay as you go phone in the United States. Due to some remote locations for camps, anticipate that internet and cell phone service may be slow and potentially there will be no cell phone service.

## Money

We recommend having **\$200 in cash and a credit card with you** when coming to the United States. It may be that you have to get a bus or train to camp (which camp will reimburse) or your debit card doesn't work immediately when you arrive.

## Your Personal Bank

Once you know your departure date, notify your bank of your travel plans. If you do not, and attempt to use your bank card, your bank may presume fraud and potentially freeze your account. One quick phone call will make sure you're covered. Do the same for a major credit card.

## Social Media

Summer camps in America have quite a few rules surrounding social media. Make sure you have reviewed your camp's social media policies, and know what's expected of you when online.

## Going Private

Make sure to make your social media accounts private. Status updates, pictures and even the different pages you've liked can all be seen by others. Camps have dropped future staff members before they've even arrived in the USA based on what has been found on their social media accounts. Be wary about how you portray yourself on any of your social media accounts.

## Know Your Camp Rules

We're sure that when you sign your contract there will be a whole section on social media and what your camp expects, from adding campers on Facebook to phone usage at camp.

Take the time to read this, know this and understand it inside and out.

# Travel to the US

## Your Flight to Camp

Depending on the country from which you are travelling, flights may be arranged for you, or you will have organized your own. If you are unsure about your flight arrangements then check the 'Travel and Flights' section of your Camp Leaders profile.

For flights organized by Camp Leaders, you will receive an email notification of your outbound flight, no later than 10 days before your travel date. Once you receive this email, go to the Travel and Flights section to access your flight booking reservation number. You can view everything you need to know about your flights through your airline's website.

Always arrive at the airport at least 3 hours prior to your scheduled departure. Check the screens for the latest gate info as they may change.

## Travel Delays

You may be held up with flight delays. If your flight is significantly delayed at your home airport you should contact your local Camp Leaders office and let them know what is happening. The country office will follow up with your case as soon as they can but by the time you get to America, they will have a new onward travel ready for you.

At most American airports there will likely be access to free WiFi once you have cleared customs. In case you can't get to your emails, please call the US helpline as they have been keeping in touch with your country office and camp relating to any known flight delays or travel issues.

If your connecting flight has been delayed in the United States, call the US Camp Leaders helpline. Camps also keep an eye on your flight and most likely already know about the delay.

## Immigration and Customs

There are some things that you need to know to make sure that everything goes as smoothly as possible.

When arriving at the Immigration and Customs desk, be ready to answer questions and provide your documents to US immigration. It is important to be friendly, do not have your phone out, have your important documents readily available, passport, Visa, DS2019 form, camp contract, Sevis Receipt and customs form that you completed on the plane. Know the address and name of camp that you are going to. Have a copy of your onward travel instructions printed out with your important paperwork as this has the camp name and address on it.

In addition to reviewing your documents, an immigration officer will also ask you some questions: such as 'What are you doing in the USA?' Be prepared for this and please answer appropriately. For example: "I am going to Camp (Name) to be a Camp Counselor." They will also take your photograph and fingerprints. Now collect your luggage and head for the exit where you will pass through customs. Hand your customs form to the officer and be prepared to answer any questions.

## ESTA

You may have heard of an ESTA (Electronic System for Travel Authorization), which is the online application you have to submit before you can visit America as a tourist.

**You are not entering the United States on your ESTA, you are entering with your J1 Visa.**

# Arrival in the US

## Covid-19 measures

Covid-19 measures change quickly and will vary based on what country you are traveling from, and the state in the US you are traveling to. Your country office and your camp will do their best to communicate with you the most up to date guidelines related to your arrival to the US. Your camp will communicate with you anything you need to know or pack with you in regards to Covid-19 protocol at camp.

For information on guidelines for travelling to the US please visit [CDC's Travel Planner](#).

Smaller Earth, your visa sponsor and your employer are all working with your health, safety and welfare in mind. If you follow guidelines and protocol you are minimizing your risk of contracting covid-19 while in the USA. Please do your best to be responsible and keep all suggestions in protocols in mind during your travel to and from camp, and while at your summer placement. We are here to support you if you have any questions or issues arise.

## Connecting Flights in the USA

If you are on a connecting flight, you must collect your luggage, pass through customs and border control and then re-check it for your next flight. If you have a boarding pass for that flight, just check the information screens for your departure gate. If you did not get your boarding pass when you left your home country, just ask for it at the airline's service desk. Don't be afraid to ask a member of the airport staff if you're not sure.

**Note: Keep an eye on the airport screens for gate changes as this happens frequently.**

## Lost Luggage

If for any reason your luggage does not make it to your final destination, you must file a lost luggage claim while at the airport. Camp Leaders US Office and your camp can assist with obtaining your lost luggage, but cannot do so unless you have filed a lost luggage claim.

## Onward Travel to Summer Camp

You should have in your hand a copy of your onward travel instructions. You can access this via Wi-Fi with the Camp Leaders App or you can also visit the 'Travel and Flights' section of your Camp Leaders profile to print these instructions out before you fly. Contact the Camp Leaders US office helpline at any time during your travels if you need assistance.

## Arrival Checklist

- **Be ready to answer questions and provide your documents.**
- **Passport, visa, DS-2019 form, Camp contract, Sevis receipt, US customs form. Supporting letter from your visa sponsor ONLY IF you are arriving later than the date on your DS-2019 form.**
- **Know the name and address of your camp.**
- **Have a printed copy of your onward travel instructions.**
- **You do not need an ESTA, because you are travelling on a J1 Visa.**
- **If you are on a connecting flight, be sure to read the relevant section.**

# Life at Camp

Summer camp in America is an amazing experience, but it can also be intense. You'll encounter long hours, lack of privacy, and limited access to your phone. It's very important to know how to de-stress and look after your own well-being. This section will help you adjust to your new summer home.

Be sure to take care of yourself while at camp. If you're not feeling 100%, or you're a little overwhelmed, there's always someone to speak to. Whether it's your fellow staff, your Camp Director, or our 24/7 Camp Leaders help line, it's okay to ask for help.

## Top Tips For When You Arrive at Camp

- Get to know your surroundings
- Don't be afraid to get involved
- Get to know your co-counselors
- Contact your friends and family at home - let them know you've arrived safely

Summer camp can be an intense environment, and we want to ensure your physical and emotional well-being. If you feel you're overwhelmed, take the time to speak to someone or give us a call to check in with you.

Keep hydrated at all times, drink lots of water. If you have any specific dietary requirements or concerns, then make sure to speak to your supervisor at camp before you arrive.

## Training

When you arrive at camp, you will have training specific to your role. Your training will include camp rules, policies, and advice, in order for you to be successful in your role at camp. You may be slightly overwhelmed at the beginning, and that's ok, just make sure you're speaking to people about it and know we're always on hand to help. It can take up to 2 weeks to fully settle in your new environment. This is completely normal and your adventure starts with stepping out of your comfort zone.

## Time Off/Wellbeing

Each camp is different in the way they structure time off, so check in with your camp about your time and days off. If it doesn't sound right then don't be afraid to ask your supervisor or contact the Camp Leaders US office. Camp is great fun, but it is also extremely exhausting and you do not have much time to yourself. Be sure to take time out for yourself, during off periods at camp and on your day off. Days off may look different this summer due to covid-19 measures, but camp will still have great opportunities for you to unwind, relax and enjoy your time off.

# Rules and Regulations

Following the rules and regulations is essential to ensuring you have a great summer. All camps will have their own rules, policies, and philosophies, so just make sure you abide by these and pay close attention to them during your staff training.

## Smoking

The majority of camps do not allow smoking, including vapes and juul pens.

## Alcohol

The legal drinking age in the US is 21 and the authorities take underage drinking very seriously. Camps have very strict policies on alcohol. Familiarize yourself with these and follow the rules at all times.

## Poor Performance

Remember that you're working a summer job - it's up to you to be responsible and make sure you're being a good employee.

If you are prepared to work hard, learn, and improve then this should not be an issue. Be prepared, punctual, and care about your job. If you are not clear by the end of your staff training about what the expectations are, then just ask. This won't be perceived as a sign of weakness - it will show that you care about doing a good job.

If you were hired for a specific activity role at camp, ensure you have brushed up on your skills before you arrive at camp.

## Illegal Drugs

If you are found possessing/supplying illegal drugs of any kind, you will be fired without question and will be reported to the police. It is likely that you will face imprisonment, and ultimately deportation. In states where Marijuana is now legal, refer to your

camp contract and understand that camps have implemented a zero-tolerance policy of Marijuana usage in states where it has been legalized.

## Abuse

This is a wide topic but essentially refers to the mistreatment of a person in a physical, sexual, emotional or neglectful way. Your camp must provide you with its own policies and procedures regarding this, so listen and engage during staff training so that you can play your part in abuse prevention.

## Child Protection

Camp Leaders are committed to working in a way that ensures that children and vulnerable adults never experience abuse of any kind. We require all participants to understand that any inappropriate behavior towards children or vulnerable adults, will be reported by the camp to the law enforcement authorities.

# Leaving Camp Early

The last thing we ever want is for someone to return home early, but sometimes unexpected things happen over the course of the summer. If you feel that you need to end your contract and return home, understand the potential outcomes of your decision - and that it might be an expensive choice.

Over the course of the summer, you will be challenged, mostly positively, but there also might be times you feel stressed, tested or tired. We want you to be happy and have the best experience possible.

If you do feel like you need a little more help, use the chain-of-command at your camp for help, speak to more experienced camp staff or contact Camp Leaders US office. If you become ill at camp, we understand that the last place you want to be is far away from home. Look for support from your line manager, camp director, camp nurse and your visa sponsor and they will be able to help you.

If you do decide to leave camp early, and this should only be after you've exhausted every possibility of staying, you must contact the Camp Leaders US office before you leave camp at **1-866-803-7643**.

Leaving your job at camp is not as simple as leaving your job back home. Camp Leaders US office will talk you through this process and provide detailed instructions on the next steps. You should note that, in line with the program agreement, there may be financial implications for breaking your agreement and any travel and accommodation after leaving camp will be at your own expense.

## Getting Fired

Know your camp rules and follow them. If you break the camp rules, the consequences are that you run the risk of being fired. Most camps have contracts that contain language relating to "at will employment". This means that camp can fire you at any time.

If you leave early or are let go from your position at camp you need to contact the Camp Leaders office

immediately so that they can assist you with your next steps and offer support to you. Your Visa Sponsor will reach out to you. In most cases, you will still be able to continue with your 30-day travel time, but this is ultimately the visa sponsor's decision. The US Camp Leaders team will be there to support you throughout this time, the primary concern is your health, safety and welfare for the entirety of your time in the US.

In the past camp directors may say that you have to return home immediately since you have been fired, this is not a reality; only your visa sponsor can recommend you go home and that would require you doing something egregious.

Once the decision has been made for you to leave camp it will be done in a way which is best for the campers and the culture of camp as well as making this as easy as possible on you. Again, make good choices and decisions while at camp. It is important that the Camp Leaders office speak with both you and the camp when circumstances such as this occur. The US Camp Leaders office and your visa sponsor are available to assist through all of this.

The program agreement contains language as to your responsibility when you leave your camp program early. There is a financial commitment and responsibility to pay the remaining program fees that camp pays to Camp Leaders, less the amount of time you were at camp. This can be costly as are flight changes. When a program is ended early it is at the discretion of the Visa Sponsor as to length of travel time, but in most scenarios, you will still be allowed to travel up to thirty days from the day your program ended (when you leave camp).

# Insurance

It's very important to understand how your medical insurance in the United States works. If you need to claim insurance due to an accident, injury or sickness while in the USA, this information will be crucial. You must be insured from the day you depart to the United States until you arrive back home to be in line with J1 visa regulations.

It is your responsibility to ensure your insurance dates match your travel dates.

There are two types of insurance in the USA - Workers Compensation and Medical Treatment Coverage. The information below applies to most Camp Leaders participants.

## Workers Compensation Insurance Coverage

While carrying out your assigned duties at camp, you are covered by this special type of insurance. This is a policy provided by your camp program to provide insurance coverage during the scope of your employment. If you have an injury caused by, or related to, your work at camp, you do not need to worry about deductibles or payments - your camp will take care of it. If you are unsure if the treatment needed is covered by worker's compensation or your own insurance, please reach out to our US office.

## Medical Treatment Insurance Coverage

Medical treatment in the United States is provided by private companies and is very expensive. J1 visa regulation requires a minimum 100 000 USD coverage. The policy you are enrolled on provides coverage for medical expenses up to 250,000 USD or 2,000,000 USD if you have chosen to upgrade your policy. Note: The insurance that we provide is for illness and injuries on days or nights off, and while you are travelling after camp.

## Deductible

This is the amount you have to pay upfront before you receive non-emergency treatment. This will be \$20, \$50 or \$100 - it varies from the type of medical facility and your insurance plan (Upgraded plan - deductible is max. \$50). This is for treatment by a doctor, urgent care or walk-in clinic. Most camps have nurses and doctors on duty, so before going to see a doctor in town, please check with them as they will be able to assist you with questions. If you have any questions relating to insurance or your deductible while in the United States, we encourage you to reach out to the US office for assistance.

## Telemedicine

Your insurance policy also includes a premium service, it is called [DialCare](#). You have direct access to state-licensed and fully credentialed doctors, via phone or video consultations, to receive treatment and advice for common ailments, including colds, the flu, rashes and more. Doctors are available 24 hours a day, 365 days a year, allowing you convenient access to quality care while traveling in the U.S. We strongly recommend you use telemedicine service for minor health issues. It is free of charge (no deductible) and available for every Camp Leaders participant in the States. [More information](#)

## Direct Billing

This means that the costs of your treatment are billed directly to the insurance company after you have paid your deductible. This is why it is important that you print out and have your insurance card with you at all times. Insurance coverage is provided by AETNA and their information is on your insurance card. When seeking a treating doctor or urgent care, please make sure to select one that is affiliated with AETNA. This will decrease the amount of payment that you will be responsible for. To find a medical treatment provider, please log in to eSecutive system and use the search engine feature to find the nearest facility/doctor that AETNA provides coverage to.

## Prescriptions

Prescription medicines may be obtained from any CVS/Caremark pharmacy. Present your Insurance Card to the pharmacist and a discount will be applied. Payment is due at the time of purchase. You can receive reimbursement for the prescriptions you paid for, just collect receipts, fill out the claim form and submit them to MyInsurance portal.

## Upgraded Coverage

You have an option to upgrade your insurance plan and receive \$2 000.000 coverage. The upgraded policy also includes third party liability and coverage for your lost/broken personal items and luggage. Upgraded insurance gives you a lower rate of deductible (\$50 instead of \$100). The cost to upgrade the insurance is \$1,7 a day and \$2,95 for each day after initial 90 days. You can upgrade your insurance only before travelling to the States.

## Activating Your Insurance

You must activate your insurance before you depart for the USA. To activate your insurance follow Camp Leaders instructions in the insurance section of your Camp Leaders profile.

- All the details on your insurance policy, coverage and upgrades can be found through your [eSecutive account](#).
- Print out your insurance ID card in duplicate, one for your hand luggage and the other in your suitcase and keep this card with you at all times when in the USA.

## Pre Existing Conditions

Please be aware that if you have any condition that has been treated, or you have taken regular medication for, in the last 36 months, it will not be covered by this insurance. Contact your country office if you are not sure this applies to you, we'll be able to talk through and work out which coverage you need. We strongly recommend you to purchase your own insurance that will cover potential treatment in the US due to your preexisting condition.

## Insurance exclusions

Please note that injuries that were results of performing extreme sports or riding electric scooters are excluded from the policy. Only pain relief dental treatments are covered by this policy. Also, we recommend that you take with you medications that you usually use at home.

Please get yourself familiar with the full list of exclusions that can be found [here](#).

## Length of Insurance Coverage

The standard period of 90 days of insurance is included in your Camp Leaders program fees. If your camp program operates more than 90 days and/or you want to stay and travel after the initial 90 days, you need to extend your insurance. You can extend your coverage and pay through your [MyInsurance](#) account. You will see the length of your insurance in your account and any days over 90 will be set as pending. Please make sure, the pending days are paid before you travel to the States. Staying in the States without active insurance may end up in receiving horrendous bills for medical treatment.

## Extending Your Insurance

If you change your flight plans and decide to stay longer don't forget you must extend your insurance through your eSecutive account. Note: It is your responsibility to update your insurance dates to match any new travel dates. Staying in the States without active insurance may end up in receiving horrendous bills for medical treatment.

# Travel and Return Trip Home

Taking the opportunity to travel far and wide is a philosophy we encourage wholeheartedly. If you do decide to go further, know what to expect and what documents you will need.

There are times when you may need to depart the United States during your program and then return. In order to do this you must have a multiple entry visa (showing M under Entries) and will need to check with your visa sponsor and make arrangements to have your DS- 2019 form signed authorizing you to depart the United States and then return. In most cases, this can be done, but you will need to make arrangements to have Your DS-2019 form sent to your sponsor by US Post Office Priority Mail with tracking, Federal Express or UPS overnight. A return addressed postage/shipping charges paid label must also accompany your DS- 2019 form. The sponsor will then sign the DS-2019 Form and return to you promptly. Please contact the Camp Leaders US office to connect you with your sponsor to facilitate this process.

**Please always clear all plans during your contract with your camp supervisor prior to finalizing them.**

## Departing the US After Your Camp Program Has Ended

If you wish to travel outside of the USA after you have finished your camp contract, your J-1 visa will end as soon as you leave the US. If you want to return to travel in the USA, or need to return to the USA to catch your flight home, you must return as a tourist with an ESTA or with a valid tourist visa. You must apply for your ESTA at least a few days before re-entering the USA. If you do not qualify for an ESTA you will not be allowed back into the USA without a new existing tourist visa, even just to connect to your flight home.

If you are planning to visit any countries outside the United States, always check country-specific entry requirements such as visa, electronic travel authorization (ETA) and mandatory immunizations.

[Visit the ESTA website](#)

## Getting Around America

When looking at your mode of transport during your travel time, look at the pros and cons of each and make sure to find what works best for your budget.

Buses are often the most cost-effective way of traveling in the USA. Despite the cheap cost of buses, they can often be slow and are subject to delays and changes. Be prepared for instances such as this to occur.

There are many different ways to travel short distance by rail and many states will have their own railroad company for short distances. The national rail company is AMTRAK for longer trips. Trains are very efficient and clean, and provide a more comfortable, if a little more expensive ride than buses. They operate service to and from most of the major cities. Just like anywhere else, you should book in advance for cheaper fares.

Flying is the quickest form of transport while in America and internal flights are often very reasonable. Also look at other nearby airports as flight prices

can sometimes be drastically different and the most obvious airport might also be the most expensive.

You are permitted to drive in the USA as long as you have a full and valid drivers license in your home country.

Most of the well-known rental companies will require you to have a major credit card (not a debit card), and be at least 25 years old. Some may accept younger drivers, but it may be more expensive.

## Changes to Your Return Flight

For any questions regarding return flight changes, log into your profile, proceed to the travel and flight section and follow the clear instructions. The change fee is always set by the airlines and not by Camp Leaders. The possibility and the cost of a change depend on the availability.

## Return Flight

Please arrive at the airport at least 3 hours before your flight's departure as check-in and security can take longer in the USA.

We also advise you to be in your departure city for at least 48 hours before your flight home to avoid missing your return flight. A cancelled domestic flight could result in missing your scheduled return flight home.

## Covid-19 measures

Covid-19 measures change quickly and will vary based on what country you are traveling to or the state in the US you are traveling to.

For information on guidelines for travelling to the US please visit [CDC's Travel Planner](#).

We are hopeful that many of the current restrictions will have eased by the time you return home, however it is your responsibility to check any procedures that are in place regarding testing, quarantine or isolation and adhere to these.

Failure to do so may result in denial of boarding back to your home country.



# Share Your Summer Camp Stories

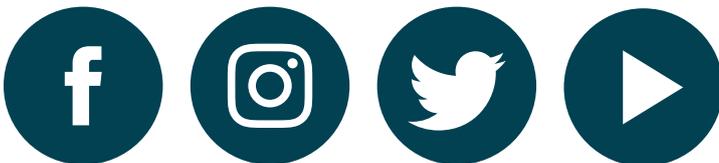
## #CampLeaders

When you do get the chance to update everyone back home with what you're up to at camp, we want updating too.

Make sure to follow and tag us in everything you do. When we say everything, we mean everything.

From days off (D'offs) to paint wars. From grilled cheese to the blob. Everything...

You can find us on:



Don't forget to #CampLeaders on your posts too.



# Sexual Harassment

# Overview

Every year, close to 300,000 J-1 Visa Exchange Visitors enter the USA. Exchange Visitors come from many countries, each with its own laws, regulations and cultural perceptions regarding sexual harassment. Sexual Harassment is a serious offense in the United States, especially in the workplace. Every season, there are Exchange Visitors who commit acts that are considered sexual harassment by their colleagues and/or host employers (camp). In addition, some Exchange Visitors are victims of sexual harassment by their colleagues.

Cultures often view sexual harassment differently and have different employment laws regarding sexual harassment in the workplace. The definition, examples of sexual harassment, possible consequences if you are accused of sexual harassment and things you can do if you feel you are being harassed are being provided because we want you to have a safe and successful program. If you ever have questions or concerns about sexual harassment, please call your visa sponsor.

# Definition in the US

Sexual harassment is unwelcome verbal or physical activity of a sexual nature that makes a person feel offended, humiliated, threatened, and/or intimidated.

- The term “harassment” includes, but is not limited to, jokes, slurs, or other verbal, graphic, or physical conduct relating to a person’s race, color, sex, religion, national origin, citizenship, age, gender identity, sexual orientation or disability
- Situations which create an environment which is hostile, intimidating or humiliating for the person being harassed
- Where a person, regardless of gender, is asked to engage in sexual activity as a condition of that person’s employment

## Examples

Examples of actions or behavior which are considered sexual harassment include, but are not limited to:

### Physical Conduct

- Unwanted physical touching, including patting, pinching, stroking, kissing, hugging, or inappropriate touching (even if it is with someone you have had a relationship with)
- Insulting colleagues based on the person’s gender or sexuality
- Brushing against someone or repeatedly standing/sitting too close when it is unwanted often combined with comments or body language that is sexual in nature
- Making job-related threats or promising rewards to ask for sexual favors
- Physical violence, including sexual assault
- Mentioning or threatening rape

### Verbal Conduct

- Making sexual comments about a worker’s appearance, age, private life, etc.
- Telling sexual stories or jokes
- Making unwanted sexual or romantic gestures
- Asking colleagues for dates or sexual acts repeatedly after they say, “No.”

### Non-Verbal Conduct

- Sending unwanted messages by social media, phone or email that have sexual language or images
- Displaying sexually explicit or suggestive material like pictures or videos
- Making sexually-suggestive gestures.
- Whistling at people.
- Looking at people sexually.

# Consequences

Consequences vary based on the type of act committed and the employer.

Common consequences for J-1 Exchange Visitors have included

- Verbal or written warning by host employer.
- Transfer to a different department/job.
- Unpaid Suspension for a period of time; often while incident is under review.
- Immediate dismissal from job.
- Removal from housing.
- Program review and possible program termination by sponsor depending on offense.
- Program is shortened and Exchange Visitor must return home early.
- Possible legal consequences depending on offense.

# Appropriate Behavior

If you behave professionally and politely, you should avoid being accused of sexual harassment. Follow these tips below while working in the United States

- Treat everyone around you respectfully, both at work and outside of work.
- Be careful about what you say to co-workers, friends and customers.
- If someone says “No” or “Stop”, assume they mean “No” and stop what you are doing (even if you are or have been in a romantic relationship with that person).
- Even if you have had a romantic relationship with someone previously, that does not mean you have the right to continue to engage with that person romantically or sexually.
- Do not use any kind of sexual language or gesture at work.
- Other than shaking hands, avoid physical contact with co-workers, unless they tell you it is okay.

# What to Do If You Are a Victim of Sexual Harassment

Anyone can be a victim of sexual harassment, regardless of their gender and of the gender of the harasser. Sexual harassment may also occur between people of the same gender. If you feel you are a victim of sexual harassment, below are some steps you can take

- If you feel you are in danger, call 911 immediately.
- If you feel safe, tell the person that you do not like the behavior and tell them to stop.
- Keep a record of all incidents.
- Contact your sponsor so they can help you determine next steps.
- Report the behavior to your supervisor and/or to the harasser's supervisor.
- Talk to someone in the HR department (if there is one).
- Ask a trusted friend or co-worker for support and help.
- Try to avoid being alone with this person until you can report the incident and seek help.
- Please do not assume the employer is aware of the problem. You must bring your concerns and/or complaints to your employer's attention to be





[www.campleaders.com](http://www.campleaders.com)