



SUMMER CAMP 2023

CONVOCATORIA









La organización civil Ole Staff S.C. a través de la dirección general de administración de programas internacionales y con base en su reglamento.

CONVOCA

A los aspirantes interesados en trabajar en un campamento de verano en Estados Unidos de América, a participar en el proceso de selección para el ingreso al ciclo summer camps 2023 presentando su solicitud completa, para antes del 18 de marzo del año 2023 conforme a los siguientes requisitos y condiciones:




REQUISITOS Y CONDICIONES

Los interesados en participar deben realizar en tiempo y forma, los tramites y procedimientos, además de cumplir con los requisitos básicos:

-  Ser mayor de 18 años cumplidos para 1 de marzo de 2023.
-  Concluir el registro en línea en el periodo del 1 de octubre 2022 y hasta el 18 de marzo de 2023.
-  Tener conocimiento del idioma inglés a nivel conversacional (Support staff mínimo de 55% y Counselor 80% o mayor).
-  Contar con la capacidad económica de cubrir todos los gastos necesarios para el programa en tiempo y forma.
-  Aprobar satisfactoriamente la entrevista de selección que se realizará al momento de completar su solicitud.
-  En el caso de support staff, se deberá ser estudiante de licenciatura o posgrado en nivel escolarizado.

RESTRICCIONES

La organización Olé Staff S.C. está interesada en reclutar y dar trabajo a personas útiles a la sociedad que reúnan los requisitos de ley, por tal motivo:

-  El incumplimiento de alguno de los requisitos o condiciones de la presente Convocatoria y su instructivo, así como de cualquier irregularidad que el aspirante cometa al momento de la aplicación traerá como consecuencia la cancelación de su registro.
-  Se cancelará el registro de todo aspirante que sea suplantado, sustituido, que proporcione datos e información falsa o exhiba documentos falsos o fraudulentos, además, se procederá conforme a la legislación común o extrauniversitaria.
-  Ole Staff, se reserva el derecho de verificar, sin excepción alguna y en cualquier momento, la identidad de los aspirantes presentados, así como de la validez y legitimidad de los documentos presentados por los participantes.

INSTRUCTIVO

Es importante que leas cuidadosamente y por completo la Convocatoria y este Instructivo, así como la información que aparecerá en cada pestaña de tu aplicación en línea.

Considera que:

- 📧 Te beneficia terminar tu aplicación lo antes posible, pues además de tener preferencia en la búsqueda de un contrato, habrá más tiempo para lograrlo.
- 📧 Los campamentos son durante los meses de mayo, junio, julio, agosto y principios de septiembre. A mayor disponibilidad tuya, mayor posibilidad de recibir un contrato. La duración mínima de un contrato es de 9 semanas.
- 📧 Existen dos tipos de trabajo para aplicar, y el sistema solo te permite aplicar en uno a la vez.
- 📧 El correo electrónico que utilices para abrir tu cuenta en línea será nuestro principal medio de comunicación; asegúrate de elegir uno que revises seguido.
- 📧 Se puede aplicar desde cualquier parte de la república mexicana.

OFERTA

Hay 2 perfiles diferentes sobre los que puedes aplicar para trabajar: camp counselor y support staff:

Camp Counselor

Son personas talentosas que deberán dirigir y enseñar a los niños en una o más de las siguientes áreas: Soccer, Tennis, Ski acuático, natación, salvavidas, escalada en roca, campismo, arte y manualidades, danza, ballet, aerobics, etc. Es ideal más no indispensable, contar con experiencia previa como instructor o maestro en la actividad sobre la cual se quiere conseguir el trabajo.

Se deben tener dominio del inglés, el cual se evaluará el día de la entrevista con la organización.

Se tiene un día de descanso por cada 6 días trabajados.

Se convive con los niños 24 horas al día, siendo los counselors el modelo a seguir para los pequeños, por lo que se les exige respeto y una conducta intachable durante la duración de su contrato.

Deberán tener cualidades como paciencia, entusiasmo y gusto por el trabajo con grupos de niños.

Si ya no se es estudiante de licenciatura o posgrado, es necesario contar con una actividad laboral que le permita ausentarse durante el verano sin perder su puesto (por ejemplo: maestros, instructores, empresarios, etc.).

El sueldo para un counselor es proporcional al tiempo trabajado; el mínimo de un contrato es de 9 semanas y reciben \$1800 dólares (antes de impuestos donde aplique), el alimentos y hospedaje es proporcionado por el camp sin afectar el sueldo antes mencionado.

Camp Support Staff:

Trabajan para los niños, asegurándose que las cosas funcionen adecuadamente en las actividades indispensables para la vida en el campamento, realizando trabajos como en: la cocina, en preparación de alimentos ya sea de chef o ayudante, en comedor, de lavalozas, pastelería y panadería, en las áreas de limpieza como lavandería o limpieza de cabañas, en mantenimiento de áreas verdes, como auxiliar en la oficina, etc. Es ideal mas no indispensable contar con experiencia laboral previa en la actividad sobre la cual se quiere conseguir el trabajo.

El rango de edad para aplicar es entre los 18 años cumplidos para marzo 2023 y los 29 años. Se debe tener conocimiento del idioma inglés a nivel medio, es decir a nivel conversacional, este nivel, se mide en la entrevista que se realiza en el proceso de aplicación.

Deberán tener cualidades como entusiasmo y gusto por el trabajo en equipo.

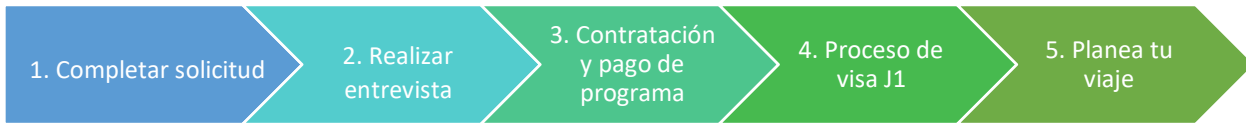
Es requisito indispensable ser estudiante inscrito de una institución superior, cursando una licenciatura o posgrado en modo escolarizado; no se aceptan diplomados o cursos menores a 2 años de duración.

El sueldo para support staff es proporcional al tiempo trabajado; el mínimo de un contrato es de 9 semanas y por estas se reciben \$2000 dólares, además de alimentos y hospedaje incluido (impuestos pueden aplicar). Los contratos pueden ser de 9 semanas y hasta los 4 meses, según lo permite el reglamento del programa J1 para los mexicanos.

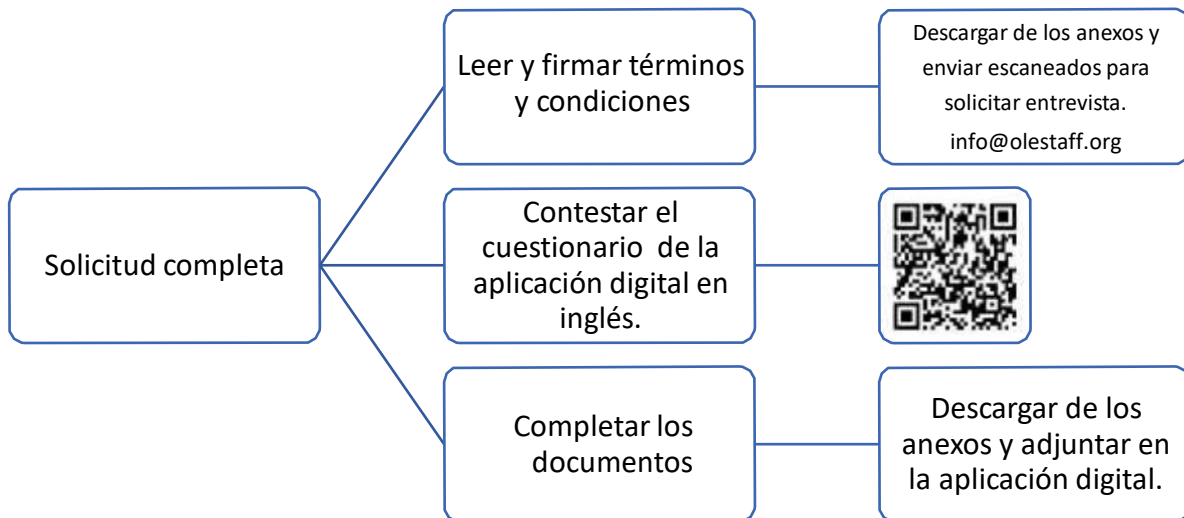
ACLARACIONES SOBRE EL PROCESO DE REGISTRO

Si tuvieras dudas sobre el proceso de registro, previa lectura total y cuidadosa de la presente convocatoria y este instructivo, se podrá atender a través del correo electrónico info@olestaff.org o carolina@olestaff.org o en los números telefónicos 2223-431181 y 2223-757219 en el horario de 10:00 a 14:00 o de 16:00 a 18:00 horas (hora del centro de México) de lunes a viernes.

LAS ETAPAS PARA EL REGISTRO



ETAPA 1 – Completar solicitud (1 octubre – 18 marzo)



Tanto si es tu primera vez o si eres returner, debes contar con una aplicación completa.

Después de haber leído la convocatoria y aceptado los términos y condiciones de nuestro programa, crea tu cuenta para la aplicación en línea

(<https://applications.campstaffusa.com/application?rec=OLESTAFF>), debes entrar en la parte que dice **Register for an account** ingresando un correo electrónico y contraseña, que te servirán para ingresar al sistema las veces que sea necesario; si ya tienes cuenta del año 2020 o 2021 puedes volver a ingresar con el mismo correo y contraseña. *Revisa en correo no deseado si después de 5 minutos no te ha llegado el mail de confirmación.

En esta aplicación digital, es donde deberás escanear y adjuntar en formato pdf los siguientes documentos:



Pasaporte Vigente

- Por lo menos con vigencia a enero 2024.
- Se puede tramitar hasta después de aprobada la entrevista.
- Consulta la pagina <https://www.gob.mx/tramites/> para mas info.



3 Referencias profesionales

- Deben ser de Jefes, ex - jefes, supervisores o Maestros exclusivamente. (no familiares, no amigos, no compañeros, etc.)
- Puedes usar la opción digital en tu solicitud o
- Puedes ocupar el formato que se encuentra en los anexos. Y subirlo escaneado



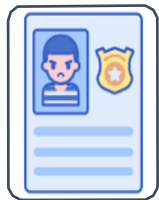
Constancia de Estudios

- El formato anexo a esta convocatoria es el ideal.
- Puedes ocupar uno de la universidad con membrete.
- No es obligatoria para camp counselor.



Formato Medico

- Solamente se acepta el formato de los anexos.
- Llenar con letra de molde y tinta negra o azul.
- No es necesario presentar copia de la cartilla, con completar el esquema de vacunación basta.



Carta de no antecedentes penales



- De septiembre 2022 en adelante ya es válida.



Cualquier documento en español, deberá llevar una traducción simple acompañando al original, en un solo archivo en formato PDF para adjuntarse a la solicitud.

ETAPA 2 – Realiza tu entrevista (1 octubre – 18 marzo)

La entrevista es vía digital y NO TIENE COSTO

Se solicita mandando un correo a entrevistas@olestaff.org con los siguientes documentos adjuntos:

-  Términos y condiciones firmados (imprimir de los anexos)
-  Copia de INE

-  Comprobante de domicilio
-  Y un currículum tradicional (independiente al que se crea al hacer tu perfil en línea; ejemplo en los anexos.)

Es importante que ya tengas completa la parte del cuestionario en línea y al menos 5 de los 7 documentos adjuntos.

La entrevista es necesaria para poder activar tu perfil y buscarte un contrato. Si en años anteriores ya la realizaste no necesitas hacerla nuevamente, solo avisarnos para poder actualizar tu perfil.

ETAPA 3 – Contrataciones y Pago de Programa (1 noviembre – 1 junio)

Una vez aprobada tu entrevista, se activa tu perfil y se inicia tu búsqueda de contrato.

Debes entender que la calidad de tu perfil y tu experiencia profesional marcará una diferencia considerable al momento de las contrataciones. Asegúrate de poner tu mejor esfuerzo al contestar el cuestionario de la solicitud en línea; tu foto y tus respuestas son tu carta de presentación ante quienes están buscando personal para su campamento. Ayuda mucho el contar con un rango flexible y amplio de fechas de disponibilidad.

Todo tu proceso será virtual, incluyendo las ferias de campamentos, asegúrate de estar pendiente de tu correo electrónico y de tu Skype porque ahí estarás recibiendo información de fechas y de campamentos interesados en tu perfil.

La oferta de trabajo se recibe vía email y en ella encontraras toda la información referente al camp que te está contratando. Debes darle click en el link de aceptar, para que quede oficial. Tu oferta aceptada, es tu contrato; puedes descargarlo y guardarlo para presentarlo en la embajada posteriormente.

Si eres returner (significa que regresas al mismo campamento), es tu responsabilidad negociar directamente con tu campamento tu sueldo, puesto y fechas de tu contrato.

El costo de programa para primer año es de 290 usd; la primera mitad se cubre después de aprobada tu entrevista y la segunda se paga en los primeros 10 días después de recibido tu contrato.

El costo de programa para quienes regresan al mismo camp es de 260usd, a pagar al momento de ingresar su solicitud completa. Si se ingresa la solicitud completa y se paga antes del 8 de diciembre, el costo tendrá un precio especial de 210 usd.

Si eres returner pero no fuiste con Ole inicialmente, debes considerar que un cambio de agencia/sponsor, debe ser autorizado inicialmente por tu campamento, y posteriormente verificar si aún hay cupo disponible para returners (las formas ds2019 son limitadas por el departamento de estado). Es importante mencionar que las cuotas de aplicación pueden variar según el tipo de convenio que tu camp tenga con el Sponsor. Para más información consúltanos de manera individual con tu caso específico y con gusto te orientaremos.

Una vez teniendo tu documentación en orden y contando con tu contrato, es importante cubrir de inmediato las cuotas correspondientes, ya que este dinero se ocupa para cubrir tu parte proporcional de los gastos administrativos que genera tu participación en este programa, para la emisión de tus documentos de visa de trabajo con la embajada de Estados Unidos (forma DS2019) y tú seguro médico internacional de gastos médicos por emergencia. Tu campamento, dará el restante de esta cuota, como parte de tus beneficios de trabajo, además de tu hospedaje y

alimentos.

Dentro de la oferta de trabajo que recibas, tendrás la información más importante respecto a tu contrato, que incluye:

Nombre del campamento, ubicación, puesto a realizar y fechas de contratación, así como la cantidad monetaria que recibirás a cambio de tu trabajo. Esta cantidad debe ser de 2000 dólares por 9 semanas, en el caso de Support staff y 1800 dólares por nueve semanas en el caso de camp Counselor. Si tu contrato dura más de 9 semanas, se calculará un sueldo diario de 35 dólares por cada día extra trabajado. Impuestos pueden aplicar, dependiendo las leyes federales y de las estatales donde se ubique tu campamento.

ETAPA 3 – Proceso de la visa J1

Una vez aceptado el contrato, y teniendo la aplicación completa, nos envían tu forma DS2019, (certificado personalizado de elegibilidad para la visa J1) que es indispensable presentarlo en la embajada.

Para aumentar tus probabilidades de éxito, te apoyaremos en todo el proceso de la cita para la visa. Llegado este momento, te enviaremos instrucciones detalladas y la asesoría necesaria.

Considera que el pago del programa no incluye el costo de la visa. Debes contemplar dentro de tus gastos el pago de 160usd a la embajada (se paga en ventanilla bancaria con un recibo que te ayudamos a obtener) más 35USD del sevis (El Sevis es una cuota que pide la embajada a personas que apliquen en programas de visas de intercambio como la J1 y se paga en www.fmjfee.com). Se te dará instructivo detallado para esto.

ETAPA 2 – Compra tu vuelo y planea tu viaje





El vuelo no está incluido en el costo del programa, planea con tiempo esta inversión para que no te tome por sorpresa. En su momento tu empleador, te dirá instrucciones sobre tu llegada al campamento. En algunas ocasiones te recogen en el aeropuerto y en otras es necesario tomar autobús. Se les sugiere no comprar vuelo, hasta no tener la visa en mano.

Con la visa J1, puedes ingresar 29 días antes del inicio de tu contrato y salir hasta 30 días naturales después para viajar y conocer el país. Considera que a raíz del Covid19 algunos campamentos piden a su staff no llegar a vacacionar antes del inicio, para disminuir la probabilidad de contagio, por lo que te recomendamos que antes de comprar tu vuelo te acerques a tu campamento para aclarar dudas.

ANEXOS

2023 Ole Life Adventures Participant Agreement

Required Procedures and Documentation. Participant agrees to follow all required procedures and submit to Ole-Life Adventures all required documentation.

-  Submit all the documents required in the Formats Instructions
-  Pay a \$35usd SEVIS fee
-  Pay program fees
-  Pay the VISA fee indicated by the U. S. Embassy in order to get the J1 visa. (Currently the embassy charges \$160usd)

Program Rules. Participant agrees to abide at all times to all rules set forth by the US Government pertaining to J1 Exchange Visitor Programs.

Behavior While on Program. Participant will conduct him/herself in a professional manner on the job and abide by all US and local laws while on the program. Further, Participant agrees to fulfill all terms and conditions as set forth in his/her employment agreement.

Passport. Participant is required to report to Ole-Life Adventures any changes to or renewal of Participant's his/her offer of employment.

Cross-Cultural Activities. Participant agrees to be active in getting involved in company and local events in order to foster cultural exchange. These activities include, but are not limited to, company gatherings, local sporting events, community seasonal festivals and events.

Program Termination. Should Participant decide to leave his/her job for any reason and/or should Participant be terminated from a position, Participant must immediately contact the sponsor indicated in his/her visa and DS2019 form. Participant must always have on hand the numbers and contact info provided by Ole.

Change of housing/contact info. Participant is required to inform Ole-Life Adventures should any housing or contact information change at any point during the program. Changes are required to be in writing and may be submitted to Ole-Life Adventures through www.lifeadventures.us or by emailing info@olestaff.org

Applying for US Social Security Number. Within the first two weeks in the US, Participant will apply for a US Social Security number. Participant should ask the employers assistance to get to the Social Security office. In the event that the employer does not provide the necessary assistance to do so, participant must inform immediately to Ole-Life Adventures

Active Email. Participant must have an active email on file with Ole-Life Adventures for ease of communication. Participant should also call or email Ole Life Adventures within the next 5 days after they arrive to camp to let know they are at camp.

Flight Itinerary. Flight information must be emailed to Ole-Life Adventures at least 15 days prior to departing home country.

Participant Name: _____ Participant Signature and date: _____

As an international Camp Worker and J1 visa participant I agree to the following:

1. I will abide by the camp rules and regulations and by the local Law.
2. I understand that doing something illegal can result, not only in the termination of my contract and J1 visa participation, but also in having to face legal consequences in the USA and in my home country on my own and at my own expenses.
3. Camp life, camp responsibilities, causes of homesickness, challenges and difficulties I will face in my job were all explained to me during orientation, and I understand it takes time to adapt to camp and especially camp job (usually 2 weeks average).
4. I understand that if I am not able to adapt to camp, I might need to go back home, in which case none of the expenses or program fees are refundable. (If I credited the fees, I still need to pay the credit obtained)
5. I understand that if my contract is terminated for whatever reasons, my J1 visa will also be terminated, and I need to go back home immediately. I also understand that I am still responsible of paying any outstanding fees.
6. I understand that my stipend/salary is mentioned in the program information, I acknowledge what it will be; I acknowledge that it is also described in my "camp placement". I also understand that taxes may be retained from my stipend/salary and that I am responsible of filing a tax claim between January and April next year.

Participant Name: _____ Participant Signature and date: _____

2023 Ole-Life Adventures Terms and Conditions

Fees. SEVIS and VISA fees and VISA must be paid before going to the embassy to apply for a J1 VISA. Any other expenses are explained to participant directly, so he/she understands all costs involved.

Program Fee. Must be paid upon acceptance in the program, so the participant is able to be scheduled to assist to a U.S. consulate in a group appointment, as required by the Embassy.

Passport. Participant must have a valid passport with an expiration date at least until December of the same year of the summer participating.

Medical Insurance. Ole-Life Adventures program provides the required insurance coverage for the contract dates. Further insurance can be purchased at \$15usd per week.

Flights. Participant must purchase roundtrip airfare to and from the U.S. Participant must provide Ole-Life Adventures with copies of the flight itinerary and receipt prior to departure to US.

Paperwork and Documentation. Participant must complete all required paperwork and documentation in a timely manner. Failure to provide Ole-Life Adventures with information may result in delay or termination of his/her program.

Cancellations and Refunds. After interview, the accepted participant must cover the Program fee. In case the participant cancels or withdraws from the program prior to June 1st. of 2023, for any reasons, the participant must cover the fee of \$150usd. In the case of a Visa Denial the Participant must provide proof of denial to Ole-Life Adventures and return the DS2019. If a participant is not offered a job after June 1st, he/she can withdraw from the program and receive a full reimbursement of Program fee.

Once a Ds2019 is issued, no refunds will be made except in the case of a visa denial as stated above. No refunds are made if participant is unable to fulfill a contract; this includes but is not limited to family issues or emergencies, accidents, sickness, medical issues, war, government acts, acts of God (earthquakes, hurricanes, epidemics, etc.)

Cancellation Insurance for participant. An optional cancellation insurance is available at a cost of \$150. This insurance will cover expenses for cancellations due to any emergency such as Pandemics, acts of God or other unforeseen emergencies.

Employment Time. Participant agrees that the minimum work time on the program will be three weeks and the maximum will be four months.

Post-Employment Travels. Participant must return to his/her home country. At the end of the Participant's employment term, he/she may travel the U.S. for a maximum of 30 days before returning home if the school schedule allows. During this time the Participant may not leave and then return to the U.S., unless the Participant's DS-2019 has been signed by sponsor official. Participants wishing to leave and then return to the U.S. should call Ole-Life Adventures at least 2 weeks prior to leaving the U.S. so that Ole-Life Adventures may clearly explain the rules and regulations regarding traveling.

Participant Name: _____ Participant Signature and date: _____

J1 EXCHANGE VISITOR CAMP PROGRAM

Camp Counselor and Camp Support Staff/Summer Work Travel

Terms and Conditions

Participants are required to understand and abide by all program terms and conditions as outlined herein prior to accepting employment.

Program Purpose:

I understand that the purpose of the J1 Camp Counselor and J1 Summer Work Travel programs are cultural exchange. The program provides me permission to work for approved US **camp employers** in order to subsidize my program costs and to travel the US for up to 30 days after my program end date. **Engaging in cultural exchange activities is a requirement and I agree to take part and to document such activities with my sponsor through my check ins and email communication.** I understand that camps offer many free cultural exchange opportunities such as using camp facilities or taking part in camp sports, events, activities, arts, field trips, etc. but not all cultural exchange activities are free and I am responsible for associated costs if I choose attend.

Program Eligibility:

1. I am at least 18 years of age.
2. I am sufficiently proficient in the English language to supervise and interact with American youth.
3. I am free of any criminal convictions in the US and my home country.
4. I do not have any pre-existing conditions that would hinder my ability to travel or to work in a camp setting.
5. I have access to necessary US funds in the amount of US\$800 (in cash, credit card, travelers check, or parental guarantee) for unforeseen travel delays, medical emergencies, and/or loss of employment. I further confirm that I have additional financial support in my home country that can assist me in case of unexpected job loss or emergency.
6. I understand that certain circumstances may cause me to be refused a visa (or cause for additional documentation at the embassy's request for consideration) that include but are not limited to an arrest or conviction of driving under the influence or driving while intoxicated or similar arrest/convictions occurring in the previous five years, arrest or conviction of other crimes, an application to migrate to the US, previously experienced US visa/immigration problems or overstay on a previous visit.
7. If I suspect that I may have problems, I must disclose these reasons in writing to my sponsor and recruiting agency. If my visa is refused for reasons previously undisclosed, I understand that no refund will be given.
8. **Camp Counselors:** Camp Counselor applicants must be a foreign post-secondary student, youth worker, teacher or individual with specialized skills.
9. **Camp Support Staff:** Camp support staff must qualify for the J1 summer work travel visa. As such, in addition to the above I must be a current (or at the time of application) a post-secondary school student enrolled in and actively pursuing a degree or other full-time course of study at an accredited classroom based, post-secondary educational institution outside of the US and have successfully completed at least one semester or equivalent of post-secondary academic study.

Application Process:

1. I understand that my placement is facilitated through the CampStaffUSA site and my sponsor will be named on my forms DS2019 in section 2 with contact telephone number in section 7.
2. I understand that as part of the J1 application process, I must provide complete and truthful information.
3. I understand that as part of the application process I must supply to my sponsor the following:
 - a. A copy of my passport with biographical information (valid date for up to 6 months after the program end date),
 - b. Three (3) written and verifiable professional references from employers, teachers, ministers, etc. dated within 24 months of application (**references from friends and family will NOT be accepted**),
 - c. Documented proof of current student status (**camp support staff only**),
 - d. Original and translated police background clearance results (obtained within 12 months of application or more recent at employer's request),
 - e. Medical Health Screening (obtained within 12 months of application or more recent at employer's request),
 - f. These signed camp program terms and conditions,
 - g. A copy of an accepted job offer.
4. I understand that my sponsor and Recruiting Agency cannot be held responsible for delays or denials in visa issuance. The final discretion to issue the visa lies with the US Consulate.
5. If my visa is denied, I can apply for reconsideration through the embassy at my own cost. I must contact my sponsor and my employer with my intention to reapply and with the final embassy decision.
6. I understand that if my visa is chosen for "Administrative Process," it may significantly delay my visa (weeks to months). I must contact my sponsor and my employer. If I do not receive approval prior to my contracted start date, my employer may withdrawal the job offer.

Program Requirements:

1. I understand that the Department of State requires a minimum three (3) week and maximum four (4) months program length.
2. **Camp Counselors** cannot accept contracts with an end date after September 30th.
3. **Camp Support Staff program dates** are also limited to their official academic summer break within their country's window of opportunity as determined by the Department of State. I understand that I am required to adhere to these dates. **Exceptions cannot be made regardless of University acknowledgement and working beyond those dates is in violation of program regulations.**
4. I understand that pre-departure orientation is required for all program participants and a copy of confirmation of such orientation must be on-file prior to my travels to the US. I must contact my sponsor if I have not received a pre-departure orientation from my Recruiting

Agency. I understand that failure to review this important information and to sign and upload the summary confirmation may result in the cancellation of my program with no refund of program fees.

5. I understand I am subject to all US local, state and federal law and I agree to abide by them. I am aware that stealing/shoplifting is a serious offense that can and does lead to possible jail time. My sponsor will provide advice and support if I am arrested, but any and all legal fees are my responsibility.
6. I understand my program can be shortened or terminated at the discretion of my sponsor if I behave in a way that violates program rules, causes dishonor to the employer, the sponsor or the Exchange Visitor program or is considered to be unethical or dishonest.
7. I understand that if my program is shortened or terminated, I will lose permission to work immediately.
8. I understand that if my program is terminated, I will need to leave the US immediately at my own cost. I further understand that termination of my program can negatively affect my ability to obtain future visas.

Reporting Requirements:

1. Changes: I am required to report ANY changes occur in in the following at any time during my program:
 - a. Passport details
 - b. Health: I must report any changes in my health that would hinder my participation.
 - c. Travel: I must report any changes in entry or departure dates.
 - d. Housing: I must update my sponsor each and every time that my address or contact details change to update my SEVIS record. If I fail to do this, my sponsor is required to terminate my visa.
2. Required Initial Check-Ins: I am required to complete an initial "check in" to report my arrival and confirm my US details within 5 days after the start-date in section 3 of my DS2019. This will permit my sponsor to "validate" my arrival which will change my visa status to "active." **If internet is not available, I must call to check in with my sponsor.** If I fail to do this within 10 days of the program beginning date indicated on my DS2019 (not my arrival date), my sponsor will be required to terminate my program. At that time, I will NOT be eligible to work and will need to return to my home country immediately at my own cost.
3. Required Scheduled Check Ins: I am required to "check-in" on the 1st and the 15th of each month within my program dates indicated on my DS2019. I am required to report in each "check in" changes in US address, program concerns and cultural exchange activities /events for which I have engaged. (Photos are welcomed and encouraged). **If internet is not available, I must call to check in with my sponsor.**
4. Sponsor Initiated Communication: I understand that it is required to maintain communication with my sponsor. I must provide my sponsor with a working telephone and working email address. I understand that I must respond to any and all sponsor communication within 5 days of receipt. If I fail to respond within the 5 days, my sponsor is required to terminate my program. If terminated, I am required to return home immediately at my own cost.

Travel:

1. Travel Outside of the US **within program dates** as defined in section 3 of my forms DS2019:
 - a. To a contiguous territory or adjacent island: I understand that travel outside of the US within my program dates whether for employment purposes or personal day off, is permitted without travel validation if traveling. I understand that my DS2019 will permit me re-admittance to the United States on the current program but does NOT permit me entry to any neighboring countries so I may be required to obtain a visitor's visa to gain entry.
 - b. Not to a contiguous territory or adjacent island: Travel outside of the US (not to a contiguous territory or adjacent island) during my program requires travel validation. I must submit my form DS2019 to my sponsor via Fed Ex with a prepaid self-addressed Fed Ex return label for its return to me at least 2 weeks prior to departure. Failure to have this signature may result in an early end of my program at the port of entry and the inability to return to the US on this program.
2. 30-day Grace Period:
 - a. I am permitted to travel within the US for **up to 30 days** after my program end date as indicated in Section 3 of my DS2019 form, often referred to as a "grace period."
 - b. If I am a **camp support staff**, I am also eligible for above "grace period" as long as it is during my academic summer break and within the official summer break as determined by the Department of State.
 - c. If I travel outside of the US during my grace period, my visa will be voided, and I will not be permitted re-entry into the US on my J1 visa. I may need a visitor's visa for return entry.

Social Security:

1. I understand that not all camps assist with the application process. It is my responsibility to check with my employer to see if they arrange for staff trips to the social security office or if I must arrange my own travel on a day off. If I have any questions about this, I must contact my sponsor.
2. I understand that I cannot apply for a Social Security Number unless I have checked in and my visa status has been "active" for at least 5 days prior to my application AND I cannot wait too long because social security offices will deny applications made within 3-4 weeks of my program end date.

General Camp/Program Work Expectations:

1. I am responsible for understanding the contract terms and salary PRIOR to accepting it. If I have questions about an offer provided, I am responsible for communicating with the camp to clarify information.
2. I understand that when I accept a job with an approved camp employer, I agree to do my best, abide by the terms of my contract, to comply with the employer rules and company policies and behave honestly, courteously and responsibly.
3. I understand that my program work dates are defined by the dates indicated on my DS2019 forms, however, my employer may have alternate requested travel dates to accommodate jet lag, orientation, etc. I must notify my employer and J1 sponsor immediately if there are reasons that would delay my travel. Failure to arrive on the agreed start date will be considered an automatic breach of program conditions and may result in the termination of my employment contract.

4. I will do my best to work out any problems and concerns regarding my job, co-workers or supervisor with my employer. I will update my J1 sponsor and request further assistance when necessary. My sponsor will endeavor to assist me.
5. I understand that I am choosing to take part in a summer CAMP program and if I voluntarily or involuntarily leave my initial camp, I must contact my sponsor immediately and:
 - a. My sponsor reserves the right to consider the reason for my departure and will either endeavor to find alternate CAMP employment, end my program early or terminate my program. Although my sponsor may assist me in finding alternate acceptable CAMP employment, it is not guaranteed and any cost in relocation and interim living expenses are my responsibility. ONLY camp employment will be considered as an alternative option if my employment is terminated.
 - b. If alternate acceptable camp employment cannot be secured within 10 days, my program will be ended early unless
 - i. I have paid my portion of program fees and medical insurance, and
 - ii. I can confirm that I have access to additional adequate funds to continue sustaining my living expenses for another 10 days, and
 - iii. I have requested to continue seeking camp employment.
 - c. If my program is terminated, I forfeit my 30-day grace travel period and must return to my home country immediately at my own cost.
6. I understand that accepting or engaging in unapproved employment will result in program termination. Camp Counselors and camp support staff are two separate programs and are not inter-changeable. Although there are times at camp every staff member helps in certain capacities, the majority of work time must be that of work associated in your visa category. Accepting primary positions including those listed as prohibited jobs or those governed by other visa regulations such as a camp counselor/camp support staff/au pair, may result in program termination.

Camp Counselor Work Expectations:

1. I understand that camp counselors often work from breakfast to bedtime with their assigned campers and often work 6 days per week.
2. I understand that salaries earned by camp counselors are usually exempt of minimum wage and overtime.
3. Although there are times such as pre-camp set up, post-camp clean up or times of event planning and “pitching in” during camp where I may be assisting in a variety of duties, I cannot accept a position in camp where I would primarily be working as a camp support staff or au pair during my program which are positions governed by other visa regulations. I understand that my visa does not permit me to work in general labor positions outside of camp. Accepting or engaging in unapproved employment will result in program termination.
4. Upon successful completion of my program, I am permitted to travel for up to 30 days after my program end date as indicated in Section 3 of my DS2019 form but I cannot accept employment during that time.

Camp Support Staff Work Expectations:

1. I understand that camp support staff typically work 6 days a week averaging 50-60+ hours per week.
7. I understand that some camp support working in dining halls and kitchens will likely work to prepare, serve and clean up for 3 meals per day. It is task orientated with breaks between meals once tasks are complete. The quicker the tasks can be completed, the longer the breaks I will have.
2. I understand that most US summer camps are exempt of minimum wage and/or overtime. In this case, I will not receive minimum wage and/or I am not eligible to receive payment for overtime. In accepting work in a US summer camp, I may be paid a set salary regardless of my hours.
3. I understand that summer camp employment does not permit secondary employment during contracted dates. If I complete my contract prior to the “window of opportunity” and prior to university beginning date, I am able to request an extension of program to seek additional work opportunities, but alternate employment must be vetted and approved prior to beginning employment. Accepting employment prior to receiving approval will result in visa termination.
4. Upon successful completion of my program, I am permitted to travel for up to 30 days after my program end date as indicated in Section 3 of my DS2019 form or until the program end date as specified by my home country, but I cannot accept employment during that time.

Housing:

I understand that camp housing can vary from living in tents to dormitory style housing. It is my responsibility to ask my employer about living conditions if it is not clearly outlined in the job offer. I understand that I must supply my sponsor with complete housing details to include bunk names, room numbers, etc. and I must update my sponsor should my residential location change. I agree to update my sponsor of and all housing changes through the Check In process.

Emergency Medical Insurance:

1. I understand that I must be insured for the entire program as defined in section 3 of my forms DS2019.
2. While coverage is not “required” for travel that I schedule after the program end date, I understand that my sponsor encourages me to extend the coverage. If I choose not to extend my medical insurance, I understand that should an injury or illness occur I will be responsible for the full cost of care and medical care in the US can be extremely expensive.
3. I understand that I must contact my sponsor to arrange extended coverage. I am responsible for any additional charges that may result in the extension.
4. I am responsible for reading the policy wording on receipt of my insurance certificate and fully understand the policy coverage and conditions.
5. I understand that when medical attention is necessary in nonlife-threatening cases, I must contact my insurance company for assistance before going to a hospital or walk-in clinic and will follow the instructions they provide.
6. In the case of a life-threatening emergency, I will call 911 or go to the nearest hospital.

7. I understand that the medical insurance is for emergency medical and acute sickness. It is NOT medical aid and does not cover pre-existing conditions or emergency room visits for illness that do not result in hospitalization. Pre-existing conditions must be disclosed and if necessary, secondary insurance coverage must be secured at my expense prior to sponsor approval and acceptance into the program.
8. I agree to keep with me the medical insurance toll free number.
9. Co-pays and medical expenses incurred outside of the policy coverage or the approval process are expensive and my responsibility.

Financial Obligations:

1. I understand I am responsible for all program fees as outlined by my recruiting agency.
2. Medical insurance is assessed at \$15/week. Requests for extension of program may require an extension of medical insurance at cost.
3. I understand that in order to keep my upfront cost low, and where possible, my sponsor assesses all or a portion of my program fees to the camp employer. ***I understand that where my employment is voluntarily or involuntarily terminated, my employer is only responsible to pay a proration of my program fees and I am responsible for any unpaid balance minus my program deposit up to USD \$1000.***
4. SEVIS: There is a SEVIS fee currently of US\$35 (nonrefundable) payable to US Homeland Security. (A credit card may be required to process this fee.) I am responsible for this fee whether I make payment myself or my Recruiting Agency makes payment on my behalf. Details can be found at <https://fmjfee.com>.
5. Embassy Application: ***(Not required for Canadian Citizens)*** There is an embassy application fee currently of US\$160 (nonrefundable) payable to the US Embassy. The amount can change at any given time by the US Embassy.
6. If my visa is denied, I can apply for reconsideration through the embassy at my own cost.
7. I understand that a replacement/reissuance of my DS2019 due to misinformation provided by me or my Recruiting Agency, or loss or damage of my original DS2019 will cost me US\$100 plus courier fees.
8. I understand I am responsible for all travel, lodging, personal or incidental expenses related to the day-to-day living while in the US.
9. I understand that if my visa status requires reinstatement, I am liable for a \$100 administrative fee in addition to courier and the reinstatement fee assessed by the Department of State.
10. I understand that I am responsible for transportation to and from my camp. In cases where the camp provides transportation assistance, I am responsible to be at the pick-up location on the day and time outlined. ***I understand that I may not be the only person to be picked up on that day and that I may need to wait as other travelers are expected. If I choose to arrange travel prior to my contract date or arrive outside of employer established hours, I am responsible for my own expenses of lodging and travel.***
11. ***I understand that I may have the option to purchase trip interruption insurance for my protection. Trip interruption insurance is meant to cover all expenses should there be an unforeseen reason I cannot take part in the program. Expenses include recruiter fee, embassy fee, SEVIS fee, program fee, medical insurance and flight.***

Compensation:

1. I understand that most camps are exempt of minimum wage and overtime pay. Housing and meals are usually provided and should be considered along with salary when considering/calculating total compensation. ***In 2010, the American Camp Association estimates the average value of room and board as \$194/week.***
2. New applicants can expect camps to offer a minimum salary as outlined by your recruiting agent with work up to 63 days with a per day worked wage earned thereafter. Participants who possess advanced skills may be offered more. Returning participants negotiate their own salary and determine with their camp who is paying the program fees.
3. Electronic job offers are provided through the CampStaffUSA system and should be carefully reviewed prior to accepting.
4. Job offers can be made through the electronic system or a separate contract supplied by the camp can be signed and uploaded but must include camp name, summer site of activity, camp point of contact, job title and brief description, contract beginning and end dates and salary.
5. I understand that the salary/wages that I have agreed to in my contract are subject to applicable state and federal taxes and my paycheck may differ from my contracted wages. I understand that I may be eligible for a US tax return and I can contact Sprint Tax for refund assistance.

Other:

1. I understand that my sponsor reserves the right to close the program at short notice or to cancel anyone from the program if a situation arises where this is necessary.
2. Despite reasonable efforts made by my sponsor to provide for a positive program experience, my sponsor cannot guarantee that I will not experience problems or difficulties; these may be temporary or may require me to return to my home country. Such problems may include but are not limited to work related issues, job loss, housing problems, Social Security related problems or program termination. My sponsor will make all reasonable efforts to assist me, but a positive outcome cannot be guaranteed.
3. I understand that my sponsor is responsible for providing support services in the US. My visa sponsor is indicated in section 2 of my DS2019 and a direct contact number for my sponsor is located in section 7. If I have questions or experience problems during my program participation, I can call the tollfree number 855-J1 STAFF (855-517-8233) or the number listed on my DS2019 for assistance and/or advice and to be connected to my sponsor.

Participant Declaration:

I agree to all terms as outlined herein and have provided true and accurate information as part of my application. ***I understand that any false declaration or documentation may result in forfeiture of my place in the Camp Program and I will be liable for program fees of USD \$1000 with no entitlement to any refund.*** I have no intention of staying in the US after the final date permitted by this program. I understand that any problems and expenses caused through my deviation from these and other sponsor instructions or by my own actions are my own responsibility.

PRINTED NAME OF PARTICIPANT

SIGNATURE

DATE (MM/DD/YYYY)

J1 Participant Professional Reference

(References from Friends, Family Members and Neighbors do NOT qualify)

Last Name (of Applicant)

First Name (of Applicant)

Date of Birth (MM/DD/YYYY)

The person named above has made application for sponsorship in the Exchange Visitor Program and is requesting you to provide a character reference on his/her behalf. In some cases applicants are looking for positions at US Summer Camps that would involve them working closely with children in a residential environment. We appreciate your help in screening this applicant.

A. Please complete the following information to the best of your knowledge.

1. What is your relationship to the applicant? (Employer, teacher, coach, pastor, etc.) _____
2. How long have you known the applicant? _____
3. Would you hire this applicant to work with a child of your own? Yes No
4. To the best of your knowledge, has the applicant ever been convicted or pleaded guilty to child abuse or any other felony? Yes No
5. Is there any reason you are aware of that this applicant should not work with children? Yes No

B. Please rate the applicant on the following:

| | <i>Excellent</i> | <i>Good</i> | <i>Fair</i> | <i>Poor</i> | <i>Unable to Judge</i> |
|--|------------------|-------------|-------------|-------------|------------------------|
| Communication Skills | | | | | |
| Maturity Compared with Peers | | | | | |
| Overall Health, Energy and Endurance | | | | | |
| Leadership Skill | | | | | |
| Ability to Get Along With Others | | | | | |
| Sense of Humor | | | | | |
| Ability to Adapt to New Situations | | | | | |
| Ability to Handle Difficult Situations | | | | | |
| Ability to Accept Responsibility | | | | | |

C. Please use the space below to provide comment on the applicant's suitability for employment.

D. Referee Information

As part of our application process, we reserve the right to confirm references. Please provide the following contact information. References submitted without contact information will not be accepted.

Your Name (please print) _____ Date: _____

Organization: _____ Position Title: _____

Phone (please include country code) _____ Skype: _____ (Optional)

Email Address _____

Signature _____

STUDENT STATUS CERTIFICATION



DEAR UNIVERSITY OFFICIAL: This document is to certify that the person listed as a student at your school. This is a required to the student to participate in the exchange program he/she is applying for. We appreciate and thank your time

| | | | |
|--|--------|----------|-------|
| Full Name: | | Phone: | |
| Date of birth. (mm/dd/yyyy) | | Email: | |
| Street Address: | | | |
| City: | State: | Country: | |
| University Name: | | | |
| Field of study (carrera): | | | |
| Date you started studying at this school | Month: | Day: | Year: |
| Expected graduation date. | Month: | Year: | |

TO BE COMPLETED BY THE SCHOOL

| |
|---------------|
| Stamp / Sello |
|---------------|

Please stamp with official school stamp in the box

| |
|---|
| University Official (representante de la universidad) |
| Name: |
| Email: |
| Phone: |
| Date (mm/dd/yyyy): |

Signature

I certify that the person named above is a full time university student for the academic year of 2022 - 2023

J1 SUMMER WORK TRAVEL PROGRAM

Health Screening (To be completed by physician)



ACIES
A CULTURAL EXCHANGE SERVICE

Last Name

First Name

Date of Birth (MM/DD/YYYY)

As an exchange visitor participant, the above named student will be traveling abroad with the intention of interacting with and potentially living with American citizens as an ambassador of his/her home country. As part of the program, the participant is permitted to and/or expected to work to offset travel and program costs. It is therefore important that we are advised of any physical or mental health problems that may have a bearing on the applicant's ability to accept such responsibilities.

Please review the information provided by the applicant on Page 1 of this form and answer the following questions. (Circle One)

The above named applicant is in good physical condition.

Correct

Incorrect

The above named applicant does NOT have any physical issues that might negatively affect or hinder his/her ability to work.

Correct

Incorrect

The above named applicant does NOT have any emotional issues that might negatively affect or hinder his/her ability to work or to socially interact and/or reside with American citizens.

Correct

Incorrect

Other Comments:

Please provide the date for each immunization (Those in bold are required for some camp employment):

COVID 19 Vaccination: Date Dose 1 _____ **Product** _____ **Date Dose 2** _____ **Product** _____

| | | | |
|----------------------------|---|---|--|
| Measles Date | Mumps Date | Rubella (German Measles) Date | Meningococcal Meningitis - MCV4 Date |
| Diphtheria Date | Tetanus Date | Pertussis Date | Varicella (Chicken Pox) Date |
| Hepatitis B Date | Hepatitis A Date | Polio – IPV Date | HIB Haemophilus Influenzae Type B Date |
| Rotavirus Date | Pneumococcal Conjugate – PVC 13 Date | Tdap – 10 year Booster Date | Whooping Cough Date |
| TB Mantoux test Date | H1N1 – Swine Flu Date | Most current Flu Shot Date | Typhoid Date |

Signature of Licensed Medical Personnel

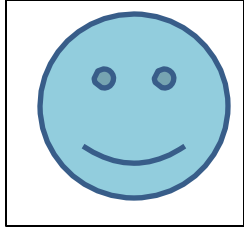
Date (MM/DD/YYYY)

Printed Name of Licensed Medical Personnel

Title

Telephone

Email



CURRICULUM VITAE

Objective: Apply for a support staff position, helping in the kitchen preferable. Available from ____ (date you can start working) until ____ (last day you can stay in the camp).

Name: Antonio Gonzalez Villanueva

Address: Priv. Chs # 5, Col. Aredas Cholula, Puebla. México. Postal Code 72160

Email miauchis@yahoo.com

Telephone: +52 (222) 232-1456. **Cell Phone** +52-1-2223-123-456

Nationality: Mexican

Date of Birth: January 1st, 1999

Marital Status: Single

Educational Qualifications:

Aug 2016- Currently UGP (Universidad Gastronómica De Puebla) Culinary Student. 9th Semester

2008 to 2011 Colegio Pola- Puebla, Pue.

High-School Diploma with specialty in Electricity

Employment to Date:

June 8 to Aug 18, 2018

Arteas Hotel, Cancún Quintana Roo Tel. (313) 4257608

Cook (Pantry for 800 people)

June 8 to Aug 01, 2017

Archimini Restaurant, Queretaro, Queretaro. Tel. (243) 123-456

Cook (Pantry and Bakery for 380 people) Italian Food

Nov 14, 2007 to March 20, 2017

ZARA store. S.A. de C.V

As a cashier and public service

April 15 to April 20, 2014

Cook. Watuzi Watoto Camps in Africam Safari, (222) 123-456

(Puebla, Mexico)

Other Studies and Activities

Course on Chocolatiere. June, 2018, Universidad de las Américas Puebla
300 hours duration.

Hobbies and Interests

Guitar: Play acoustic and electric since 2008.

Soccer. Play since 2015. Member of the University Team. Took classes from 2010 to 2014 in the Puebla FC.

Spoken Languages.

Spanish ... Native

English 90% spoken