



INTERNATIONAL COUNSELOR EXCHANGE PROGRAM

(Sponsored by the Association for World Travel Exchange, Inc.)

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USA
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Camp Request Form -- Summer 2004

Camp Name _____

Director's Name _____ Sponsoring Organization _____

Staff Member Responsible for International Staff Placements (if different from Camp Director):

Winter Address _____

Phone _____ Fax _____ E-mail _____

Summer Address _____

Phone _____ Fax _____ E-mail _____

Website address _____

Earliest date you wish to begin reviewing applications: _____

What is the best time of day to reach you? _____

Total number of international counselors requested: _____ (_____ Women and _____ Men)

Skills desired: (waterfront / arts & crafts / music / sports / general, etc.)

Our camp is: Coed _____ Girls only _____ Boys only _____ Number of campers _____

Age range of campers: _____ Age range of counselors: _____

What is the ratio of international counselors to American counselors in your camp? _____

How many international counselors do you hire in total each summer? _____

Date counselors are expected to arrive at camp: _____

Date counselors are free to leave camp at the end of the summer: _____

(over)

Please state briefly the purposes and educational policies of your camp, as well as information on the types of children served. We would appreciate a few sentences describing why you hire international counselors and the ways in which they contribute to your camp community. Include any special requirements for staff members and any other important information we should know about your camp.

Please enclose camp literature and brochure.

Special Instructions:

Beginning in January 2004, we will offer a weekly e-newsletter with profiles of available candidates and other important information to help you prepare for the summer. Do you wish to receive this e-newsletter? Yes No

Counselors placed as lifeguards at camp should attend: ICEP arranged Lifeguard Training course Training at camp

Counselors should apply for Social Security Number: At ICEP Orientation in New York At local Social Security office near camp

We anticipate Direct Placement assistance for approximately _____ counselors.
(See below for instructions on Direct Placement procedures).

Other Special Instructions:

Direct Placement Assistance:

If you have new or returning international counselors whom you would like to hire directly and require ICEP's assistance in coordinating the **Direct Placement** process, please follow the simple procedures below. Feel free to include the required information when submitting this form.

-Camp sends a letter or e-mail to ICEP indicating the position and financial arrangement you have offered to the counselor. Please include the counselor's contact information and a copy of the contract or agreement offered to the counselor.

-ICEP will send application materials to the participant, which he or she must complete in full and return to ICEP's New York office as soon as possible.

-Camp sends \$400 program fee to ICEP, which includes the counselor's health insurance.

-When both the complete application and the \$400 fee have been received by ICEP, Form DS-2019 (formerly IAP-66) will be sent to the counselor so that he or she can apply for a J-1 visa at the US Consulate in his or her home country.

***Space is extremely limited for returning counselors participating for the 3rd summer or more. These spaces are allocated on a first come, first serve basis.**

Signature of Camp Director _____

Date _____