Congratulations! You’ve been accepted to Camp Exchange USA, a CIEE: Council on International Educational Exchange program. As a camp counselor, you will have the unique opportunity to acquire skills and experiences that will help you make a lasting, meaningful impact on our global community; you will also play a key role in influencing the personal growth and skill development of young American campers.

The U.S. tradition of summer camp began in the late 1800s as a movement to provide a fun, challenging, and educational outdoor experience for American youth. There are now more than 12,000 camps across the U.S. where youth can learn self-reliance, wilderness skills, and social skills in a safe and fun atmosphere away from home.

Today, there are a broad range of summer camps that can impact kids in a variety of ways. Yet every camp in CIEE’s network shares at least one thing in common: each offers you the chance to experience American life through the lens of summer camp – an American tradition stretching back more than 100 years.

Get ready! The best summer of your life starts now.

About this Handbook

This CIEE Camp Exchange USA handbook is designed to guide you through the camp exchange experience – everything from getting your placement and preparing your documents to traveling internationally, completing paperwork, and paying taxes. This handbook will also provide tips on how to adjust to life at camp. Please read each section carefully and take this handbook with you.

As your visa sponsor, CIEE will continue to support you throughout your experience. If you have any questions or problems of any kind during your CIEE Camp Exchange USA program, don’t hesitate to call or email us using the information below.

We are always here to help!

Quick Contacts

CIEE Participant Services
contact@ciee.org
1-888-COUNCIL (1-888-268-6245)

CIEE Insurance
insurance@ciee.org
www.ciee.org/insurance
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Before You Go

In this section, we’ll identify important documents and things you’ll need to do before leaving your home country.

Documents Checklist

In preparation for your journey to the U.S., you must have current and correct documents, or you might not be allowed to enter the U.S. Please make sure that you have printed out all of the important documents listed on the following page.

Make at least two photocopies of each document, and leave one copy at home with a parent or friend.

Do not pack any of these documents in your checked luggage! Take all of them on the plane with you. Your luggage could be lost or delayed during your travel, and you may be required to return home if you do not have these documents with you.
Before You Go

**DS-2019 form:** This form is issued by your visa sponsor, CIEE, and is provided to you by your representative in your home country. You will need your DS-2019 Form for your J-1 Visa interview at the U.S. Embassy. You will also need to present your DS-2019 form to the immigration officer upon entry to the U.S.

Your DS-2019 identifies CIEE as your sponsor and it shows the exact dates you can legally work in the U.S. They may be different from your J-1 Visa dates and the Program Dates that are indicated on your Confirmation of Insurance. If your camp placement or contract dates change for any reason after you have arrived in the U.S., you must contact CIEE to adjust these dates in SEVIS so that you are legally authorized to work.

If you are issued a DS-2019 Form by CIEE, this means you are only eligible to work for the camp and position and dates listed on your DS-2019 form. If you wish to shorten or extend these dates, you must contact CIEE to request a change to your SEVIS record. If you do not do this and are working outside of your authorized dates, you will be in violation of the CIEE Camp Exchange USA program rules and this can affect your future applications for U.S. visas.

**SEVIS receipt:** You will receive this official receipt along with your DS-2019 Form after your Camp Counselor application is successfully processed. SEVIS is the Student and Exchange Visitor Information System. It is the U.S. Government system for tracking visitors to the U.S. You will need to take the SEVIS receipt with you to your embassy interview.

**Passport:** You will need a valid passport. You cannot travel on an expired passport. Please know that damaged passports will not be accepted by the U.S. embassy, so you will need to renew if your passport is in bad condition. Visitors traveling to the U.S. are required to have a passport valid for six months beyond the period of their intended stay in the United States.

**J-1 Visa:** You will need a valid J-1 Visa in order to enter the U.S. To get your J-1 Visa, you need to contact the U.S. Embassy in your home country and schedule an interview. Your local representative will help you with this, so be sure to ask them for guidance. Your J-1 Visa will note whether it is a single entry or multiple entry visa. If you have an M in your J-1 visa this means you can enter the U.S. multiple times. If you have an S in your J-1 Visa this means that you can enter the U.S. ONE TIME ONLY on this visa.

**Confirmation of Insurance and Insurance ID card:** This document is issued by CIEE and serves as confirmation of your CIEE health insurance coverage dates. You should not be in the U.S outside of these dates because you will not have insurance coverage. The dates on your Confirmation of Insurance are called your Program Dates, which will differ from the dates on your DS-2019 Form, which only indicate your work dates. If you want to travel in the U.S. at the conclusion of your program, you need to have insurance coverage for this period of time. CIEE insurance will cover you for 30 days of travel in the U.S. beyond your last day of work at camp. Your insurance ID card is your Proof of Insurance form.
☐ **Camp Contract/Agreement:** This document is your job agreement with your camp. It indicates the details of your job and the dates you have agreed to work. The immigration officer may ask you to present this form upon entry to the U.S.

☐ **Medical health form:** CIEE or your camp will send this to you and will require that this be completed and signed by your physician. You must have all sections of the form completed and bring this with you to camp.

☐ **Placement Agreement form:** Be sure to have this letter with you in case you are asked to provide it at U.S. Customs upon arrival. This shows your camp details and program dates, and indicates that CIEE is your sponsor. If your camp has also issued you a separate contract, bring this along with you in addition to the CIEE Placement Agreement form.

☐ **Social Security Form SS-5 Application:** CIEE will provide this to you at Meet and Greet. Make sure to take this completed application to the Social Security office upon arrival in the U.S. If you don't attend CIEE Meet and Greet, camp will provide this form upon arrival at camp and your camp will provide transportation to the nearest Social Security office.

☐ **Social Security officer letter:** CIEE provides you with this letter to help you through the Social Security process. Please take this with you when you apply for your Social Security card, and present it to the Social Security Officer.

☐ **State Department Exchange-Visitor Welcome Brochure:** CIEE or your local representative will provide you with a copy of the Exchange Visitor Program Welcome Brochure from the Department of State. This brochure will help you understand the purpose of the Exchange Visitor Program, provide you with information on contacting the Department of State, and introduce you to some of the major requirements of the Exchange Visitor Program regulations.
Things to Do Before You Leave

Get Your Visa

Make a visa appointment at your local U.S. Embassy or Consulate. You must apply in person for the J-1 Camp Counselor visa. The procedures for booking J-1 visa appointments vary by country. Your local representative will assist you with the process of booking your visa appointment. It is extremely important to remain in close contact with your local representative with regard to your visa processing.

Book Your Travel

Once your J-1 Camp Counselor visa has been approved by the U.S. Embassy or Consulate, you can book your international travel. Your visa dates are assigned for one day prior to your Camp Arrival Date through 30 days after your Camp Contract End Date. You may book travel within the U.S. for this duration and no longer.

If you are a first time program participant attending CIEE’s Meet & Greet, you must book your international flight to arrive one day prior to your Camp Arrival Date into the designated Meet & Greet location: either Boston or New York.

Don’t worry about the rest: CIEE will send you arrival instructions from the airport to the Meet & Greet location, get you checked in, go over the highlights of your orientation, arrange for one night accommodation upon your arrival into the U.S., and transportation for your onward travel to camp on the following day. You are required to arrive on the day specified by your camp. You may lose your placement at camp if you don’t, so plan accordingly!

Repeat and Direct Participants: If you are returning for your 2nd or more summer at camp, or you applied and accepted a position with your camp without receiving the placement services of CIEE, you will not attend the CIEE Meet & Greet, and you must book your flight to arrive on the date and airport that your camp has designated. You must upload or submit your arrival and departure travel itinerary to your local representative or CIEE. If your itinerary changes for any reason, you are required to inform CIEE and your local representative of these changes.

Return Travel: Your J-1 Camp Counselor visa allows you a 30 day grace period for travel within the United States after your camp contract ends. But remember, if you are returning to university, you are expected to depart the U.S. before your next term begins, so you might have less than 30 days depending on when camp ends and your school term starts.

You may change your travel plans after your program ends, but it must fall within the 30 day grace period. If you choose to leave the U.S. within these 30 days, you may not re-enter with this J-1 visa.

Visit your Doctor and Dentist

CIEE or your camp will send you a medical health form, and will require that this be completed and signed by your physician. You must have all sections of the form completed and bring this with you to camp. Failure to do so may result in either dismissal from your camp or costly out-of-pocket doctor visits in the U.S.

Please note: The immunizations required in the U.S. may differ from those available in your home country. If your camp’s medical health form includes an immunization or vaccination that your doctor cannot provide, please contact your camp. If you are unable to get the immunizations required, you may be required to obtain this at your own expense when you arrive at camp, or alternatively, your placement might be cancelled.
Certain immunizations are required due to increased health risks in the United States. These include MMR [measles, mumps, and rubella] and a current TB [tuberculosis] Test. We strongly recommend that you ask your camp for their specific immunization requirements and complete these prior to your departure. Immunizations, x-rays, and other procedures are costly in the U.S. and your CIEE insurance will not cover them.

The insurance you receive from CIEE is a travel insurance policy and it is meant for sudden illnesses and medical emergencies. It does not cover routine care. We recommend that you visit a doctor in your home country before you travel to the U.S. CIEE also encourages you to read the CIEE insurance website (www.ciee.org/insurance) before you leave for the U.S.

If you take prescription medication, you should bring a supply from home that will last for your entire stay. You should also have a note from your doctor that explains what medications you take and why you need them. You will be required to keep these medications at the camp Health Center or Infirmary for the duration of your program, as these are typically not allowed to be in your cabin.

CIEE strongly recommends visiting a dentist prior to arriving in the U.S. Your dental plan offers limited coverage and excludes cavities, fillings, crowns, and bridges. For more information about your dental plan, please visit the insurance website (www.ciee.org/insurance).

Make Sure You Bring Enough Money

When you enter the U.S., you are required to show proof of funds (at least US$400) at Customs. Only cash, bank statements, and traveler’s checks are accepted as proof of funds. CIEE recommends that you bring more money, if possible, in case of emergencies. Make sure that you have enough money to cover all the expenses you will have before you receive your first paycheck.

Attend CIEE Orientation

Before you start your CIEE Camp Exchange USA program, you must complete a CIEE orientation. In this session, you will learn about program rules and regulations, and get advice on how to have a successful summer at camp.

Orientation will be done in-person, with your local representative, and you are expected to make every effort to attend. Orientation allows you to meet other program participants, some of whom may travel with you or even work at the same camp. This is also a chance to get a glimpse of what camp life is like, meet others who have done the program before, and have all your questions answered. If you have not received a placement at a camp yet, attending orientation will also give you tips on improving your chances of a placement for this summer.

You are required to complete the CIEE orientation with your local representative before you travel to the U.S.

Know Your Camp’s Rules

All summer camps are designed to be safe and healthy environments for youth. Camps have strict policies against smoking, drinking of alcohol, and illegal drug use, as well as use of foul language and inappropriate activity. These policies are in place both before campers arrive and once they are at camp with you. You may find some of these policies hard to get used to, but if you do not follow them once you arrive at camp you will very likely be asked to leave immediately. It is important to prepare for these expectations prior to departure for the U.S.
Packing Tips
Make sure to pack all of your important documents, as well as a change of clothes and anything else you might need in your carry-on bag in case your checked luggage is delayed.

- Before you travel, always check with your airline about luggage restrictions.
- Take an extra set of clothes in your carry-on luggage.
- Make sure you pack your important documents in your carry-on luggage. Pack copies in your checked luggage.
- All prescription drugs should be clearly marked and accompanied by a prescription from your doctor. Bring any prescriptions in your carry-on luggage.
- Do not bring articles made from protected species or perishable foods such as cheese, fruit, or nuts.
- Do not bring alcohol. Alcohol is not allowed on any summer camp premises.
- Pack light: You will have to move bunks or cabins at least a couple of times throughout the summer.
- Don’t bring valuables. Camp is a communal living environment where everyone operates on the honor system. You cannot keep all of your belongings locked away, so it is recommended that you do not bring items that are special to you or valuable or that you’d hate to lose.
- Remember: There are laundry facilities you can use regularly throughout the summer.

After you are placed, you will receive a specific packing list from your camp. Please stick to this list and don’t feel you need to bring as much as you would if you were traveling independently for a few months.

Visit the following websites for more useful travel information:
U.S. Customs and Border Protection: www.cbp.gov
U.S. Citizenship & Immigration Service: www.uscis.gov
U.S. Transportation Security Administration: www.tsa.gov

GETTING TO THE U.S.
Welcome to the U.S.! In this section, we’ll help you with U.S. Customs, arrival into the U.S., Meet & Greet, getting to camp, and more paperwork.

On Your Flight
I-94 Arrival Card: If you have traveled to the U.S. before, you may have had to fill out a white I-94 card that was stapled to your passport upon arrival.

Customs Declaration Form 6059B: You will receive this card on your flight to the U.S. and must fill it out before going through Customs. What does it mean to “declare your possessions”? When you “declare” something, you indicate that you have a specific type of goods in your possession. This is done on Form 6059B. You will not be required to list your personal effects, such as clothing, toiletry, or portable electronics. You must, however, declare the value of any gifts or articles you have in your possession that are not for your own personal use. CIEE strongly recommends that you do not bring non-personal items with you. If you packed well, you will not have brought anything unnecessary that needs to be declared.

Remember, some types of goods are completely restricted (including most agricultural
products), and may not be brought into the U.S. under any circumstances. You also may be required to pay a duty, or tax, on certain items. However, there are many exceptions that will allow you to bring a fixed amount of some goods with you to the U.S. For more information on restricted goods, please visit www.cbp.gov.

The following tips from United States Customs and Border Patrol (www.customs.gov) should help you avoid most difficulties that can arise during a typical Customs inspection. Keep them in mind, and you should pass into the U.S. smoothly.

- Keep key travel documents with you at all times. It is best to always carry your passport and visa materials on your person. Never pack them in your luggage.
- Declare any food products you are bringing with you.
- Declare everything you’ve purchased outside the U.S. that is not for your specific personal use. Remember, advice from friends and shopkeepers about what you must declare is often wrong. You must declare duty-free goods, even if you purchased them in a duty-free store.
- Don’t assume. Find out if the items you plan on bringing to the U.S. are acceptable. There are very specific restrictions on fruits, vegetables, meat, fish, live plants and animals, trademarked goods, and animal trophies to name a few. DO NOT attempt to bring any of these items to the U.S.

Arriving at the Airport

When you enter the U.S., it is important that you cooperate fully with U.S. Customs and Border Protection and answer all of their questions clearly and respectfully. The officers may ask you some general questions about your visit, program, and the place where you will stay.

You should be prepared to present U.S. Customs and Border Protection with all of your relevant travel documentation. They will ask you many questions related to the information you have provided on your I-94 Arrival Card and Customs Declaration Form (Form 6059B), as well as about the nature of your citizenship, your trip, and any unusual items you are bringing into the U.S. Expect to have your baggage opened for examination, and make sure that you have declared any non-travel related goods that you have with you.

These are the general steps you will follow once you arrive at the airport:

1. Present the immigration agent with all of your relevant travel documents, including your Passport, J-1 Visa, and DS-2019 Form.
   a. Be sure that the official stamps your passport. This is your record of arrival, as well as a nice travel souvenir.
   b. When you get to camp, ask your camp director if they can keep these documents in a safe and secure place. You may move cabins more than once during the summer, and these items have a tendency to get lost if stored in your cabin or among your other belongings during the summer.
2. The immigration agent will ask you a variety of questions. Expect to be asked about the purpose and duration of your stay and your address while in the U.S.
3. All visa holders (with few exceptions) will be required to submit digital finger scans and a digital photograph as part of the provisions of program US-VISIT (U.S. Visitor and Immigrant Status Indicator Technology).
After passing through immigration, follow signs to the baggage claim area. To find the correct carousel, check the display board for your flight number. If you waited a long time at immigration, your bags may have already passed through and been placed on the floor of the baggage area.

After collecting your luggage you will likely encounter a baggage check point. You may be asked to open your luggage and allow U.S. Customs and Border Protection officials to investigate your belongings. The purpose of this search is to ensure that you have not brought any restricted items with you into the U.S.

4. Finally, you will present your Customs Declaration Form 6059B to a Customs Official.

Welcome to the United States!

Missing Luggage?

If your luggage is lost or delayed, go to the airline desk at the airport and file a lost luggage report. If you know the mailing address of where you will be staying in the U.S. that night, provide this address; if you don’t, provide your camp’s address so your bags can be delivered there. You should also call CIEE the next business day to report that your luggage was lost and file an insurance claim.

At the Meet & Greet

CIEE offers an arrival Meet & Greet in either Boston or New York, depending on which location your camp has designated. Meet & Greet is for most first-time participants that have been placed in their jobs through CIEE. Meet & Greet is not required for return- ing participants, or those participants who applied and accepted positions with camps directly (not through the placement services of CIEE). Prior to departure for the U.S., CIEE or your Representative will send you information on your arrival transfer to the Meet & Greet location at one of the following locations:

Hostelling International
19 Stuart Street
Boston, Massachusetts 02116

Hostelling International
891 Amsterdam Avenue
New York, New York 10025

You will be responsible for making your way from the airport to the Meet & Greet location without a CIEE representative. If you are flying into NYC, you will receive a SuperShuttle voucher to be used to board a SuperShuttle bus from your airline terminal to Hostelling International NYC. You will check in with your first and last name at the hostel and be given more information once you have arrived there.

If you are flying into Boston, you will take the Silver Line shuttle from Logan International Airport to South Station, Boston. From there, you will be emailed a map for a short walk to Hostelling International Boston. You will check in with your first and last name at the hostel and be given more information once you have arrived.

In case of flight delays or late arrivals, you should plan on having money available to you for buses or taxis. Don’t be nervous; CIEE will provide detailed transportation instructions to the hostel prior to your departure. We will also provide you with the local CIEE representative’s phone number to contact in case you lose your way or cannot find us in the arrival terminal.
Getting to the U.S.

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Getting to Camp

Whether or not you attend the U.S. Arrival Meet & Greet, you will need to get specific travel instructions to get to your camp. These will be provided to you either by your home country representative before you have left home, by CIEE at the Meet & Greet, or by your camp. If you have not received these instructions and you have not been given Meet & Greet instructions within one week prior to your departure for the U.S., please contact your local representative. CIEE will send you instructions for where a representative from your camp will pick you up, most likely at a bus station, airport, or train station.

Getting to the U.S.

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The Meet & Greet is a fun and exciting opportunity for you to explore the city with other camp counselors before your summer at camp. A CIEE representative will always be available for you to call should you run into any problems. If you have a smart phone, we recommend you download WhatsApp application, as there are many Wifi hotspots in both cities that you can take advantage of for communicating with CIEE representatives as well as other counselors arriving on the same day.

Participants in the Camp Exchange USA program will attend the arrival Meet & Greet for one night before traveling on to camp. This is an opportunity for you to have a rest before the next leg of your journey and to get your continuing itinerary on to camp. Prior to travel, your home country representative will provide you with specific details on your transfer to the Meet and Greet.

The CIEE Meet & Greet staff will go over the highlights from your orientation, check you in, and give you information on your ground transportation to camp the following morning. You will most likely take a bus or train to a meeting point where your camp will pick you up. If, for any reason, you are unable to attend the Meet & Greet, CIEE will advise you on direct transportation to camp from your arrival location.
Once You Arrive

You’re finally at camp! But there are still some things to take care of. You will be registered in SEVIS, get a Social Security number, and take care of your pocket money and paychecks.

Register with SEVIS

If you attend Meet & Greet, CIEE staff will assist you in registering for SEVIS (Student and Exchange Visitor Information System). If you do not attend Meet & Greet prior to heading to camp, you will need call CIEE and speak with a Customer Service representative who will assist you in registering. You must call CIEE to register on the same day you arrive at camp.

Apply for a Social Security Number (SSN)

Do I Have to Get a SSN?

All participants must apply for and receive a SSN by visiting the local Social Security office. Your camp will help you get to the Social Security office and set up an appointment. After you apply, it may take between four to six weeks to receive your card with your Social Security number. You also need a SSN to open a bank account and to file your tax return. If you already have a SSN, you do not need to apply for another one. If you do not have your physical Social Security card and you do not remember your SSN, you can visit any Social Security Administration office to replace your card for free. To find an office near you, please visit www.ssa.gov/locator.

If you do not have a SSN, you need to apply for one as soon as possible. The Social Security Administration recommends that you wait 10 days after your arrival in the United States AND be registered in SEVIS for two days before applying for a SSN. Following these guidelines will ensure that your SSN is issued as quickly as possible.

What Do I Need to Bring?

- Passport with J-1 visa and admissions stamp inside (please note that this stamp replaces the paper I-94)
- Dear Social Security Officer Letter (provided to you by CIEE at Meet and Greet or emailed to you if not attending Meet & Greet)
- Social Security Form SS-5 Application that can be filled out and printed from the website.

When you apply, remember to list your camp address so that the card is mailed to you at camp. After you apply, the Social Security Administration will give you a receipt. This is an important document that you give to your camp to show you have applied for a SSN and are eligible to work.

What Happens After I Apply?

You should check on the status of your application in seven to ten days by returning to the Social Security office. This simple step guarantees that your application is being processed and there are no delays. When you check on the status of your application, be sure to bring your important documents along with your application receipt. Your number may already be available, and the Social Security Administration can give you the number right away. Your card will arrive in the mail at the address you provided on your application.
When Will My Social Security Card Arrive in the Mail?

If you follow the steps above, you can expect to receive your Social Security number in four to six weeks. It’s very important that you enter your camp address on your Social Security application. If this does not arrive by the time you have finished your camp placement, you can visit the Social Security office and update your mailing address to your permanent address in your home country. If you are not able to do this, you should ask your camp to forward it to your permanent address in your home country once it arrives at camp.

Take Care of Paperwork at Camp

During your first day or two at camp, you will meet with your camp director or someone in the camp office to fill out your paperwork. You should be sure to have the following documents together, and ask the director if he/she will store these for you in a safe place so you do not lose them at camp:

- Passport with J-1 Visa
- DS-2019 form
- Proof of application for your Social Security number (SSN)
- Social Security number (upon receipt)

If your camp has questions about your pay or your ability to start work before you have received a Social Security number, please remind them to get in touch with CIEE.

Your camp director will ask you to complete several documents: an I-9 Form, a Federal W-4 Form, and in some cases, a State W-4 Form.

I-9 Form

This confirms your employment eligibility in the U.S. You will fill it out with your camp director. When completing the I-9 form, you only have to fill out Section 1 and give your full name, camp address, date of birth, and SSN. If you don’t have your SSN yet, you can give it to your camp once you do. Put a check mark in the box verifying that you are a non-resident alien authorized to work in the U.S. and fill in your DS-2019 end date. Sign and date the form.

Federal W-4 Form

This form will determine the federal tax that will be deducted from your paycheck. Your camp will help you make sure that you fill the form out correctly.

While on the Camp Exchange USA program you are classified as a non-resident alien, which means that the standard instructions on the form do not apply. Use the following instructions when completing the W-4 Form:

- Personal Allowances Worksheet: Ignore this section.
- On the bottom half of the W-4 Form:
  - **Box 1**: Enter your personal information including U.S. camp address.
  - **Box 2**: Enter your Social Security number (SSN). If you have not been issued an SSN but have applied for one, write “applied for:” Give your camp your SSN once you receive it.
  - **Box 3**: Check or fill in withholding as “single,” regardless of actual marital status.
  - **Box 4**: Leave blank.
  - **Box 5**: Enter “1.” There are no exceptions to this.
  - **Box 6**: Write “NR” to indicate Non-Resident Alien status.
  - **Box 7**: Leave blank. Non-Resident Aliens cannot claim “exempt.”
  - **Boxes 8-10**: Leave blank.
  - Sign and date the form.
State W-4 Form

This form determines the amount of state tax to be deducted from your paycheck. Although it may look different from the Federal W-4 Form, it asks for the same information and you should complete it as above.

Manage Your Pocket Money

Check with your camp to learn how often you will be paid. Some camps will pay you a portion of your pocket money every two weeks during the summer; others might pay all of your pocket money out at the end of the summer (unless you require an advance earlier on). Knowing when you will be paid will help you to budget your spending money on days or nights off from camp. You should make sure to save the bulk of your pocket money for travel after camp if you intend to stay on for your 30-day travel period. You are not eligible to work anywhere else after camp, so budget wisely!

Check on Income Tax

Generally, you will not have earned enough income to incur any taxes owed from your placement at camp. However, most camps still require that you complete the paperwork and go through the process. If U.S. income taxes are withheld, this should be a nominal amount. You will be able to reclaim this amount back by filing taxes as the end of the year.

As a foreign exchange visitor working on a J-1 Visa, you are required to pay some, but not all, of the taxes which U.S. citizens pay.

You do pay:
- Federal income tax
- State income tax
- Local or city income tax

You do not pay:
- Social Security & Medicare tax (FICA)
- Federal unemployment tax (FUTA)

After you receive your first paycheck, review it to ensure there are no errors. If you have questions about your paycheck, speak with your camp. Remember that you do not pay Social Security and Medicare taxes – if these were deducted in error, speak with your camp. For additional information about filing your taxes at the end of your CIEE Camp Exchange USA program, visit the “Back Home” section at the end of this handbook.

LIFE AT CAMP

Now that all that paperwork is finally taken care of, you can turn your full attention to camp, and the real reason you are taking part in the CIEE Camp Exchange USA program. In this section, we’ll discuss your role as a counselor and offer some keys to success, as well as suggest ways to make your adjustment period go smoothly. We’re also here to help whenever you need it.

Your Role as a Counselor

Your job at camp may be the hardest job you’ve ever had, but you can bet that it will be more than just a job – it will be a unique personal experience. Working at a summer camp is nothing like working in an office.

Despite the personal nature of the camp experience and the friendships you are sure to develop, you are always expected to do your job, to act as a role model for children and fellow counselors and staff, and to do your best to always represent your home country. Because you are working with children in a communal living environment, it is crucial that you are aware of your influence and that you act appropriately at all times.
Life at Camp

Keys to Success
Remember that even though the environment may be informal, it is still your job. To succeed, you are expected to:

Be a Team Player
Working at camp is all about teamwork. Help your fellow counselors and staff, be flexible, and don’t be afraid to ask for their help when you need it. In this role, you are also the leader of your team of campers in your bunk. You are expected to be an example to each of them by taking initiative, giving them positive feedback, and helping them to learn how to be a team player themselves.

Your camp may ask you to perform tasks outside of your job description; this is normal and will add to your experience by being involved in all parts of camp life. There are many elements that are required to ensure camp runs successfully each day – and all of the counselors and staff are expected to go above and beyond their own responsibilities to make this happen.

Be On Time
Although camp is a place filled with fun activities and games, every minute of the day is tightly scheduled. Being on time is essential, and ensuring that your campers arrive to meals and activities ready and with the necessary attire and equipment is a daily mission. Showing up late to meals and activities is unacceptable – if you are late repeatedly, you will be seen as a person who doesn’t take their job seriously, and you run the risk of being fired.

Be Enthusiastic
Have a positive attitude! You are working at camp to engage and empower campers, and to build up their confidence levels in every activity they do. This can be exhausting at times, so try not to let tiredness affect your mood. Get a good amount of sleep, take part in the full range of activities with your campers, and know that you will be able to rest well after a successful summer. You cannot have this time again, so make the most of it while you can!

Adjusting to a New Culture
Adjusting to a new culture and way of life will likely take a few days. It can be both exciting and challenging; you’re bound to experience both good and bad times during your stay at camp as well as during your travels in the U.S. after camp is finished. During times of difficulty, just remind yourself that cultural differences and new adventures are the reason we all love to travel, to experience the unknown!

While everyone responds differently to a new culture, there are typically four stages most people experience:

Stage One: Full of Excitement
At first, you will probably feel a great deal of stimulation as you take in all the new things around you. The camp atmosphere is special, and packed with fun. During this time, you’ll probably be going through camp staff training, which typically lasts around one week. You will soon get to know your fellow American and other international staff.
Both returning staff and new counselors develop close relationships with one another during the course of the summer. If this doesn’t happen right away, be patient. The schedule will be long during staff training, and you may feel tired at times. The more you engage in and become involved with all of the activities and your fellow staff, the smoother this stage will be.

**Stage Two: The Newness Wears Off**

In the second stage, you should begin to adjust to daily life at camp, and the sense of adventure will wear off. You may begin to find things different, strange, and even frustrating. The behavior of Americans might seem unusual and unpredictable. Camp activities will certainly be different, and you might not understand all of the traditions and activities you are required to participate in. You might begin to dislike the culture, feel anxious, or want to be alone. It is helpful to recognize when this is happening, and know that this phase – hopefully – won’t last too long. Do what you can to identify these feelings, but don’t put too much emphasis on them. Camp traditions, rituals, songs, skits, and activities are done in an effort to create a special environment for the campers, so remember – camp is for the campers, and you are there to provide a memorable experience for them, which will in turn give you a unique understanding of a different culture.

**Stage Three: Getting into the Routine**

By the third stage, you’ll have developed a routine and will feel more confident in dealing with your campers, fellow staff, and the American culture, as well as the subculture within camp life. For some participants, this might take place during staff training; for others, it might not come until the campers have arrived.

**WHAT TO DO IF YOU HAVE PROBLEMS AT CAMP**

If you are having a problem with your job or coworkers, try to resolve it professionally. Speak with your manager in a constructive manner. As a new employee, you may encounter problems that your coworkers have already experienced. Speak to them about these issues; they may be able to give you advice that will help you resolve matters quickly and harmlessly. If you need assistance, or feel that your camp is not being responsive, contact CIEE.

**If you are laid off or fired, you MUST contact CIEE right away at 1.888.268.6245. This means you have also broken the CIEE program rules and your program will be ended immediately. Handling your departure in the right way will ensure that you receive your final paycheck in a timely manner and affect whether your camp will give you a recommendation letter to use in the future.**

**If you quit or change your job without first receiving CIEE approval, you will be withdrawn from the CIEE Camp Exchange USA program, CIEE’s sponsorship will be withdrawn, and you will be required to return home immediately.**

Once the values and characteristics of people in the U.S. become more familiar to you, day-to-day life will become easier. This is your true adjustment to camp life!
Stage Four: Making it Your Own

In the last stage, you will feel at home in the daily regimen at camp. You’ll know your daily schedule of activities and function well in it. You might be surprised by your enthusiasm and realize that you prefer certain American cultural traits as well as camp “ways” over your own. Perhaps you’ll leave the U.S. and adopt certain behaviors that appeal to you the most. This is what cultural exchange is all about. No matter what stage you are experiencing, remember that you’re never alone. You can call CIEE at any time to talk about the feelings you’re experiencing. We’re happy to help you or your CIEE Camp Counselor friends any time.

Sexual Harassment and Racial Discrimination

Sexual harassment and racial discrimination in the workplace are illegal in the United States. Sexual harassment can be defined as:

- unwelcome sexual advances
- requests for sexual favors
- other verbal, nonverbal or physical harassment of a sexual nature

Sexual harassment can interfere with your work performance and create an uncomfortable work environment. The victim of sexual harassment and the harasser can be either a woman or a man, or could be of the same sex.

Examples of Sexual Harassment

- Sexually suggestive notes or e-mails
- Inappropriate sexual gestures
- Sharing sexually suggestive or explicit images or videos
- Commenting (offline or online) on someone’s clothing, body, or appearance
- Inappropriate or unwanted touching
- Offensive comments about a co-worker’s gender identity or sexual orientation

Please note: The above list is not complete. Sexual harassment includes a wide range of behaviors that can be verbal, visual, or physical. As such, you should treat people – in and beyond the workplace – with respect and dignity at all times. Expect the same treatment in return.

If you are the victim of sexual harassment

If you are being sexually harassed, the first thing you should do is tell your harasser that their behavior is unwelcome. If their behavior doesn’t stop immediately, contact your supervisor or manager. If your supervisor or manager is your harasser, you should contact your camp director. You may feel afraid or ashamed that reporting a sexual harassment incident will put your job at risk. It is illegal to punish anyone who reports sexual harassment and your camp does not have the authority to cancel your visa.

In either case, you should always contact CIEE at 888-268-6245. We will work to resolve the situation. You should never feel uncomfortable in your work environment. If the problem cannot be resolved at your current employer, do not worry; we will find you a new and safe place to work.

For more facts about sexual harassment, please click here.

Before You Leave Camp

If you and your camp determine after you have arrived at camp that your contract dates should be changed or extended, you must contact CIEE at least two weeks prior to your current contract end date (the date on your DS-2019 Form) to adjust the dates in SEVIS. If this is not done, you will be in violation of your visa, which may have implications on any future U.S. visas.
Before your last day at camp, give your contact information (address, email, telephone, etc.) to your camp so they can mail you your **W-2 Form** for tax purposes. A W-2 Form is the form that your employer sends to the Internal Revenue Service at the end of the year, showing how much they paid you and the amount, if any, in taxes that were withheld.

Request your final paycheck before returning home. If this is not possible, ask your camp when you can expect to receive it and how you will receive payment (paycheck, direct deposit, etc.).

If you do not have your Social Security number one month before your DS-2019 ends, visit a local Social Security Administration office and check on the status of your application. It does not have to be the same office where you filed the Social Security number application.

If your camp provided your housing, and you paid a security deposit, it should be refunded to you (if the housing is left in the condition in which you found it).

Keep your camp’s information (company name, address, manager’s name, phone number, email, etc.) in case there is any reason to contact them from your home country after your program is over.

If you want to return to camp next year and you want to work for the same camp, speak to your camp director about returning. Talking in person is one of the best ways to make future plans.

Ask your camp to write a letter of recommendation for you. When you start to look for jobs in your home country or elsewhere, this letter is a great way to confirm your qualifications.
Know the Law

Familiarize yourself with some basic customs and laws. They may be very different from those in your home country. Ignorance is no excuse for breaking the law!

Important U.S. Laws

Smoking

Even outside of the camp setting, Americans are likely to be much less tolerant of smoking than people in other countries. It is illegal to smoke in many public places, so look around you before you light up; NO SMOKING signs are usually posted in a clear, visible location. Smoking is restricted in office buildings, restaurants, and public transportation, among other places.

Drugs

Illegal possession of controlled substances (drugs) in the U.S. is subject to prosecution by law. The penalties for drug possession vary from state to state. Any type of illegal drug use while in the U.S. may have serious consequences. You may have to pay fines, go to jail, or leave the country if you are caught with drugs or people who have drugs.

Alcohol

You must be 21 years old to drink alcohol legally in the United States. If you are under 21, and are found with alcohol, you may be arrested and subject to fines. In addition, if you purchase alcohol for persons under 21, you can be arrested and subject to fines. Drinking alcohol in public areas is also illegal in many places. You will be subject to fines if found guilty.

Even if you are over 21 years of age, drinking or being under the influence of alcohol on camp, whether you are on duty or off, is likely to result in being fired. If you are fired from camp or end your contract early, you may be responsible to repay your Loan & Guarantee, CIEE will end your program and you are required to leave the U.S. immediately. If you end your contract early for any reason, you will forfeit your 30 day Grace Period.

Driving While Intoxicated (DWI) or Driving Under the Influence (DUI)

DO NOT drive a car if you have been drinking alcohol, and do not get into a car if the driver has been drinking. Not only is your safety in danger, but DWI/DUI laws are very strict. You might have to pay up to US$5,000 or go to jail if found guilty of DWI/DUI. Americans often choose a “designated driver” when going out with a group of friends. This person agrees to not drink alcoholic beverages and drives the rest of the group to and from their destination. If you are arrested or get a citation for driving while intoxicated or under the influence of alcohol you will be terminated from your job.

Local Law Enforcement

Unlike most countries, laws in the U.S. vary from state to state and even city to city. It is important to become familiar with and obey the local laws in the town or city where you are living.

Your Legal Rights

CIEE Camp Exchange USA program participants have the same rights as U.S. citizens if accused of a crime:

- You have the right to know the crime you are being charged with.
- You have the right to remain silent and the right to refuse to answer any questions if you so choose.
- No person accused of a crime may be forced to confess or give evidence against themselves.
- You have the right not to be searched unless the police officer has a warrant.
- Most importantly, you have the right to be represented by a lawyer, and to be provided with a lawyer to represent you if you cannot afford to hire one.
- You are entitled to be released from jail upon posting of a bail bond (money paid to ensure that the person reports for trial) set by the court while you await trial.
- You are entitled to a fair trial conducted according to all the rules of evidence and court procedures.
- Above all, you are presumed innocent until proven guilty. You do not have to prove your innocence, but rather the prosecution must prove your guilt beyond a reasonable doubt.

**What to Do if You Are Arrested**

If you are arrested, you are allowed one phone call. It is important that you call CIEE at 1-888-COUNCIL to notify us of your situation. CIEE will then be in direct and constant communication with your camp and with your representative in your home country, who will be in communication with your parents or family.

If you are accused of committing a crime, the best advice in most circumstances is to talk to a CIEE staff member before you answer any questions regarding charges. CIEE can advise about the availability of free or low-cost legal services in your area.

If you are arrested, the following may happen:

- You may have to fill out paperwork.
- You could be charged with a crime and fingerprinted.
- You could be held in jail until bail is posted.
- You could see a court judge who hears preliminary details and either drops the charges against you or sets a court date within the next 30 days. Sometimes court dates can be set sooner, especially if you remind the judge that you are only legally able to stay in the U.S. until your expected date of departure (program end date).
- Depending on the severity of the charges, you may have to stay in the area in order to attend your court date.

If you are found guilty of a crime, possible penalties include:

- Monetary fine
- Community service
- Jail time
- Deportation

Breaking a U.S. law or being arrested will result in the end of your camp placements as well as your CIEE Camp Exchange USA program. It is important to follow our safety tips and it is imperative that you abide by all U.S. and local laws while you are on the program. If you have questions or issues contact CIEE immediately at 1-888-COUNCIL.
HEALTH AND SAFETY TIPS

Explore this section for information on staying safe and healthy throughout your program – both while at camp and during your travels afterward.

We want to make sure that you have a wonderful experience. It’s important that you know about safety and health care in the U.S. in general, beyond the scope of your camp. And remember, if you have any problems or questions while you are in the U.S., you can always contact CIEE at 1-888-COUNCIL.

We’re here to help you, and we even have staff available during regular business hours who can speak your native language. Give us a call; let us know how you’re doing.

How to Stay Safe

A little caution, common sense, and some basic street smarts will go a long way in preventing any problems.

- You may be approached by people asking for money. You may say no – but be polite.
- Avoid empty streets, subway stops, and bus stops – always travel where there are other people, and make sure you know where you’re going or have directions. It is always best to not travel alone at night.
- Walk in a confident and purposeful manner.
- Do not show large amounts of cash in public.
- Keep your possessions in a firm grasp.
- Be especially careful in railway and bus stations. These are often crowded places that attract pickpockets.
- Car theft is possible – do not leave any luggage or valuables in an unattended car.
- Beware of potential scams, such as people bumping into you. This could be a way to distract you while your wallet is being stolen.
- Finally, trust your instincts, and always be cautious.

If you are interested in learning more about how to be safe while in the U.S., check out the National Crime Prevention Council’s website: www.ncpc.org

Bicycle Safety

Motorists in the U.S. are not always accustomed to sharing the road with bicycles, so it is very important that you are cautious and alert when riding a bicycle. Bicyclists are considered vehicle operators and are required to follow and obey traffic laws. Following these tips will help to make sure that your experience is a safe one:

- Wear a bicycle helmet
- Wear bright clothing
- Install reflectors and lights on the front and back of the bicycle, and always use lights at night
- Ride with the flow of traffic
- Bike on the road where cars will see you, not on sidewalks
- Use hand signals so others can anticipate your actions
- Make sure the bicycle is functioning properly before using it

For information on bicycle safety, proper hand signals, and more, check out the following websites:

www.BicycleSafe.com
www.nhtsa.gov/Bicycles
Motor Vehicle Safety

In recent years, CIEE has seen an increase in the number of program participants involved in serious automobile accidents while in the U.S. In many of these cases, serious injury or even death could have been avoided if participants had been wearing seat belts. Please review the information below before you decide to drive.

During your post-camp travel period, CIEE recommends that you use public transportation such as buses, trains, and airplanes when possible. If public transportation is not available and you choose to rent a vehicle, you MUST obtain the proper auto insurance that covers medical and liability requirements in your state.

CIEE recommends purchasing more than the minimum requirements for both medical and liability. Though it is more expensive, the coverage is essential if you are involved in an accident. Some car rental companies also require an international permit in addition to your international driver’s license. Most car rental agencies will not rent an automobile to persons under 25 years of age.

If you choose to rent a vehicle, you should know the following:

- Motorcycles/mopeds and recreational vehicles are NOT covered on your CIEE Insurance plan
- CIEE insurance is NOT Auto Insurance
- Each state has unique minimum insurance requirements and it is your responsibility to know them and to ensure you meet them
- You must have a valid driver’s license

Basic safety tips for driving in the U.S.:

- Always wear your seat belt – it is the law
- Follow the rules and speed limits posted on the road
- Do not drive while under the influence of alcohol or drugs
- Do not drive when you are tired
- Do not use your cell phone while driving; it is against the law in many states

YOUR CIEE INSURANCE

Your travel insurance policy is designed to cover your medical expenses during your CIEE Camp Exchange USA program. As a general rule, your insurance will cover medical emergencies and most sicknesses, but routine examinations, vaccinations, regular dental treatment, or vision services will not be covered. In addition, injuries from some specific high risk activities are also excluded from coverage. As is usual with these types of limited policies, there is no coverage for pre-existing conditions. If you suffer from a chronic disease (such as asthma or diabetes), you need to ensure that your health insurance at home covers you for any costs related to these sicknesses while in the U.S. Visit the CIEE website (www.ciee.org/insurance) to see a summary of coverage and a list of exclusions.
The U.S. Health Care System

The U.S. health care system is probably quite different from what you are used to in your home country. Your insurance provided by CIEE is through a company called Aetna, which includes more than 672,000 medical providers throughout the U.S.

Because understanding the U.S. health care system can be complicated, CIEE has a special Insurance team to assist you. It is best to carefully read the details of your insurance coverage before you enter the U.S. If you have any questions or concerns, you should contact your representative or email the CIEE insurance team at insurance@ciee.org.

Always Carry Your Insurance ID Card

In the U.S., you must show proof of insurance when you need medical treatment. While at camp, the nurse or doctor in the camp health center should have a copy of your insurance card to keep with your file. Even if they do not ask for this in the beginning of the summer, it is a good idea to give them a copy to keep it safe. If you do not have proof of insurance, you may be asked to pay more than your co-payment at the time of the visit. This can be very expensive. Be sure to write your DS-2019 number on your insurance ID card, and keep a second copy in your wallet at all times.

If You Need Medical Attention

If you are at camp and you need medical attention, see the camp nurse or doctor first. Your camp will have emergency procedures and will help you if you need to seek treatment.

You can also:

- Go online to find a doctor, hospital, clinics, or emergency care center (http://www.ciee.org/insurance/locating_doctor.html)

If you are not at camp, the quickest and most convenient way for you to get medical treatment for non-emergency situations is to go to a walk-in clinic or urgent care center. Benefits of these facilities include:

- They are open on weekends and sometimes in the evenings
- The wait is usually much shorter than an emergency room
- The cost is less than visiting an emergency room
- You do not have to make an appointment nor have a relationship with the doctor to be seen and treated

If you go to the emergency room for a non-emergency, you will most likely have to wait several hours to be seen and could incur higher costs than your co-payment. If you need to go to a hospital or clinic but it is not life-threatening, take transportation such as a cab, bus, or subway, or ask a friend to drive you. Ambulances are for medical emergencies only. When you require medical attention away from camp, you MUST contact CIEE at 1-888-COUNCIL.

Medications

If you currently take medication and will continue this medication while on the program, you should bring enough to last the duration of the program. You should have all these products properly packaged and labeled before leaving your home country. Please check with your local embassy about any specific documents you may need to enter the U.S. with this medication.
Upon arrival at camp, the nurse at camp will require that you keep all medications and prescriptions in the camp health center, as these cannot be kept in your cabin. It is important for the camp to document the medications and dosage of all staff and campers for safety purposes.

If you lose or run out of your prescription medication, you will have to visit a U.S. doctor. Your prescription from home is not valid in the US. CIEE recommends you bring enough medication for the duration of your program. The dispensing of birth control is not a free service in the United States, nor is it covered by your insurance. If you need medicine after you arrive in the U.S., please contact CIEE for additional assistance.

Dental Care

Your policy has limited dental coverage. CIEE recommends seeing a dentist prior to leaving your home country. For complete dental coverage information, please visit the insurance section of our website: www.ciee.org/insurance.

Non-Emergency Issues

For other concerns, you may contact CIEE during office hours using our toll-free number. Non-emergency issues that we can help you with during day-time hours are:

- Loss of DS-2019
- Loss of Passport (also contact your home country’s consulate)
- Homesickness
- Basic legal information
- Victim of theft or a non-violent crime
- Employee/camp concerns
- Social Security and tax problems
- Forwarding your Social Security card
- SEVIS registration
- General information about flights and travel after camp
- Finding a nearby doctor or clinic for non-emergency treatment

Please call 1-888-COUNCIL during regular business hours to address these concerns, or email us at contact@ciee.org

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**Emergencies**

CIEE has a 24-hour emergency support line for program participants. If you have an emergency, call the CIEE 24-hour phone number: 1.888.268.6245

Emergencies include the following:

- Death, serious injury or other medical emergency
- If you’ve been the victim of a crime
- If you have been arrested
- Urgent counseling, particularly if you have been fired from camp

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**When to Call 911**

This is the emergency phone number in the U.S. that links directly to the local police station in your area. If you are not at camp, and you have an emergency and need assistance from the police, fire department, or an ambulance, dial 911. You’ll be asked questions; try to answer them as clearly and carefully as you can. Police and medical or fire crews will be sent to your location. Do not call this number if it is not an emergency; in some places, you could be fined.
During the CIEE Camp Exchange USA program, you are expected to work at your CIEE approved camp for the entire length of your program. After this time, you are not eligible to work at camp or anywhere else.

Your overall program dates are those stated on your Confirmation of Insurance Coverage document that you received with your DS-2019. Those dates cover both the camp placement period and the travel period.

The U.S. Department of State has a grace period that allows you to legally remain in the U.S. for an additional 30 days after your DS-2019 expires. Please visit the U.S. Department of State website for a full explanation of what the grace period is: http://j1visa.state.gov/participants/

All participants on the Camp Exchange USA program can take advantage of this 30 day grace period, or travel period. However, if you are a student, you are not allowed to miss classes to travel within the grace period.

TIPS FOR TRAVELING IN THE U.S. AFTER CAMP

Traveling around the U.S. after camp can be one of the best parts of the CIEE Camp Exchange USA program. It’s a good idea to plan your trip in advance, to make the most of your travel time. In this section, we’ll give you some resources and advice on planning your adventure.

Set Travel Dates

Are you intending to travel in the U.S. at the end of your CIEE Camp Exchange USA program? We encourage you to explore the country for the period of time indicated on your Placement Agreement form listed under “Program End.” You’ve got up to 30 days!
Travel Smart
When you travel after camp, during your CIEE Camp Exchange USA program, keep the following tips in mind:

- Travel with friends whenever possible.
- Take a map and plan ahead. Research hotels, hostels, and transportation if you will be traveling for more than one day.
- Always tell friends and coworkers where you are going and when you will be back.
- Take phone numbers for your friends and camps with you, and give them your phone number as well.
- Take your important CIEE Camp Counselor documents with you.
- Protect your personal property by keeping it in a safe place; if there are safes where you are staying, lock up your valuables and important documents.
- Never hitchhike. No matter what you’ve heard, this is no longer a common custom in the U.S.

Find Transportation
Many travel providers offer discounts for students, and some offer special discounts just for CIEE participants.

U.S. Air Travel
Air travel can be a great way to travel across the U.S. It can often be cheaper than bus or train, and may be much quicker. There are more than 1,000 airports throughout the U.S., so you can usually find one near where you’re trying to visit.

You will typically need to book flights in advance to get the best fares. There are many websites that search all airlines to get you the lowest fares. Be sure to look for student discounts.

Here are some of the most commonly used websites:
www.studentuniverse.com
www.orbitz.com
www.STAtravel.com
www.Expedia.com
www.Travelocity.com
www.Kayak.com
www.hipmunk.com

Trains
Traveling by train is not as common in the U.S. as it is in many other countries. However, the national railroad, Amtrak (www.amtrak.com), offers passes for up to 30 days just for international visitors. Student discounts are also available.

Buses
Greyhound (www.greyhound.com) is the major nationwide bus company in the U.S., serving more than 2,000 destinations. It offers weekly and monthly passes allowing unlimited travel during a set time period. Student discounts are also available.

Local Transportation
There are many regional bus and rail companies that you may find convenient, especially when arriving in or leaving the U.S. You can often find this information on the website of the airport where you arrived.

Reserve Accommodations
Hostels can be a great solution if you’re looking for a cheap place to stay. They offer a comfortable night’s sleep in friendly surroundings, and are a great way to meet other travelers. There are also many budget hotels and motels across the U.S. These can be a good option, especially if you are traveling in a group.
Use Travel Websites & Guides
There are lots of useful websites with information about many U.S. destinations. Here are a few; many of them also offer guidebooks:
www.budgettravel.com
www.letsgo.com
www.fodors.com
www.frommers.com
www.lonelyplanet.com
www.roughguides.com
www.tripadvisor.com
www.virtualtourist.com
Individual cities and states may also have helpful tourism websites.

Consider Adventure Tours
Small group tours are a unique way to experience some of the most beautiful parts of the U.S. Book a tour with official CIEE partner, Intrepid Suntrek, get your CIEE discount, and go explore the U.S.

While you are here in the U.S., discover the real America: the Grand Canyon, Las Vegas, cowboy country, Hollywood, the Golden Gate Bridge, Niagara Falls, and much more. Intrepid Suntrek tours are ideal for young, international travelers on a budget! CIEE will send you a list of recommended tours you can participate in after camp.

View all USA trips: www.intrepidsuntrek.com

Here’s why Intrepid Suntrek is the perfect travel option:
• It’s a reliable, fully-licensed and insured tour operator
• It gives you easy access to national parks that are hard to reach alone or by public transportation
• It provides guaranteed departures and no hidden costs

• It’s fun. Many travelers are international students and young professionals
• Traveling in a private van accompanied by a professional group leader is the safest and most secure travel option
• Intrepid Suntrek is part of Intrepid Travel, one of the world’s largest small group adventure tour operators
• A cancellation protection plan is available

Traveling Outside the U.S.
If you have pre-arranged travel outside the U.S. during the program, it must be during the work dates in Box 3 of your DS-2019 and this must be approved by both CIEE and your camp. If you travel outside the U.S., you must have your original DS-2019 signed for travel by CIEE and receive a Good Standing Letter.

To travel outside the U.S., you must send CIEE your DS-2019 form, along with a pre-paid, self-addressed, trackable mail envelope and a note stating your travel dates, destination, mailing address, and phone number. Please send this material at least two weeks before you intend to travel outside of the U.S. These materials should be sent using a trackable shipping method (FedEx or UPS are best) to:

CIEE
Attn: Customer Service
300 Fore Street
Portland, ME 04101 USA
Traveling Outside the U.S. After Camp

CIEE advises against traveling outside the U.S. while on the travel grace period. Should counselors travel outside of the U.S. during the grace period, they may not be permitted to re-enter the U.S. on their J-1 visa.

Important Rules for Travel Outside the U.S.

- Notify CIEE two weeks before any trip outside the U.S. to ensure you get your DS-2019 signed and returned.
- Travel to Mexico, Canada, Puerto Rico, and the U.S. Virgin Islands (St. Croix, St. John, and St. Thomas) is covered by CIEE insurance. Travel anywhere else outside the U.S. is not covered by CIEE insurance.
- Your J-1 Visa must be valid and the dates on your DS-2019 must be current when re-entering the U.S. It is your responsibility to make sure that you meet the re-entry requirements.
- Do not travel without your signed DS-2019. Doing so will cause delays of 30 to 90 days for Department of Homeland Security (DHS) to process your paperwork and mail it to CIEE.
- Depending on your home country, you may be required to have a visa for the country you are traveling to. Be sure to check with the embassy before you travel anywhere outside the U.S.
- You must be authorized to enter the U.S. on more than one occasion. The number of times you are allowed to enter the United States is indicated on your J-1 Visa under the section “entries.” You can have multiple entries if the letter “M” appears in this section; if it does not, you are only allowed to enter the U.S. the specific number of times indicated (usually one or two).
- Mail your DS-2019 and a note that explains your travel plans in an envelope to CIEE, using the U.S. Postal Service, FedEx, or UPS. Include a prepaid return envelope (from CIEE to your U.S. mailing address) using the same mail service. Do not send money in the mail.
- If you have multiple trips outside of the U.S. planned, please call or email CIEE before sending in your DS-2019. Depending on your travel dates, you may not need to have your documents signed.
The program is over, and you're back at home. Stow away your memories, but don't forget three important things: taxes, your evaluation, and joining the CIEE Alumni Global Network!

**Take Care of Taxes**

As a participant in the CIEE Camp Exchange USA program, you earn income in the U.S. You are required to pay Federal, state, and sometimes local taxes. If your camp has withheld taxes from your pay, you may be entitled to a refund of some or all of those taxes.

You are required by law to file a U.S. tax return, even if you will be in your home country when it is time to do this. Tax returns must be filed by April 15 for the previous tax year (January 1-December 31). If your camp did not withhold any taxes from your paychecks, you do not have to file a tax return. You can file your tax return yourself or you can use a company to file the tax return for you.

If you decide to complete the tax returns yourself, you will need the following forms:

**W-2 Form**

At the beginning of the calendar year after your CIEE Camp Exchange USA program, you should receive a W-2 Form from your U.S. camp. It details the total wages and the amount of each tax that was withheld. Make sure that you give your camp(s) your home address so they can send the W-2 form(s) to you. The W-2 must legally be issued by January 31; you can expect to receive it in February or March at the latest. If you worked for more than one camp, you will receive a separate W-2 form from each.

**1040NR-EZ Form**

Once you have received the W-2 form(s), you can fill out the 1040NR-EZ Form. This form is specifically for non-resident aliens. It can be obtained, together with instructions for filling it out, on the US Internal Revenue Service website: www.irs.gov (search for “1040NR-EZ form”). Use the charts found in the 1040NR-EZ instructions to determine the tax refund or the amount of tax owed.

**State Income Tax**

You will also need to fill out state and, in some cases, city, tax forms. Each of the 50 states in the U.S. has a different form, and you will need to complete the form for each state(s) in which you have worked. A list of state tax sites is available online at www.irs.gov. The earlier you file your tax returns, the sooner you will receive your refund. Remember, the standard deadline for filing U.S. tax return forms is April 15.

If you prefer to have assistance filing your taxes, CIEE recommends Taxback (www.taxback.com).

**Tell Us What You Think**

Shortly after you return home, you will receive an email from CIEE asking you to complete an online evaluation of your CIEE Camp Exchange USA program experience.
Participant evaluations are used by CIEE to update and improve the CIEE Camp Exchange USA program and the services we offer.

In your evaluation, we ask you to tell us about your job as a counselor, your accommodations, and your experience with CIEE as your sponsor. We will also give you the chance to tell us your Camp Counselor story. There are some great prizes for the participants who send the most interesting stories.

In order to make sure you receive the evaluation, make sure CIEE has your correct email address, and add contact@ciee.org to your email account’s “safe sender” list.

**Join the CIEE Alumni Global Network**

Your program is just the beginning. As a CIEE program participant, you have the opportunity to be part of something bigger. Join the CIEE Alumni Global Network to connect with a passionate and diverse community of over 400,000 people representing nearly every field of industry and country on earth. As a member of the CIEE Alumni Global Network you have the power to connect with new people, engage with new projects, and seize new opportunities to learn:

- **Connect and reconnect** via the CIEE Alumni Global Network Online Community—whether it’s submitting class notes or browsing the online alumni directory to expand your network or to assist other CIEE alumni.
- **Learn about tools** to leverage your international experience in your professional life through leadership opportunities and mentoring.
- **Find out about** upcoming alumni gatherings, networking events, and virtual alumni events.
- **Pay it forward** to fellow alumni by providing career advice or job opportunities, or by getting involved as a volunteer in your local CIEE alumni club for gatherings and community service.

We believe in the power of your experience as well as your responsibility to share it. And our work together is just getting started. Learn more: www.ciee.org/alumni.

**Don’t Lose Touch**

CIEE is looking for guest bloggers to share their favorite camp stories and experiences throughout the summer months and beyond. We would love to hear from you. If you’re interested in participating, please email campsops@ciee.org. We’ll send you a camp care package to say thank you!

Win prizes! CIEE Camp Exchange USA will hold our annual summer photo and video contest from June through September. Send us your favorite photos or video at camp and we’ll mail prizes for the best submissions. Photos and videos can be sent to our Facebook, Instagram or hashtag #CIEECamp, #CampExchangeUSA.
Founded in 1947, CIEE is the world leader in international exchange, delivering the highest-quality programs that increase global understanding and intercultural knowledge. We provide participants with skills, competencies, and experiences that elevate their ability to contribute positively to our global community.

THE WORLD IS OUR CLASSROOM. JOIN US.

ciee.org/camp-exchange-usa

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