



2019 Camp Counselors Canada Program Agreement – Czech Republic

This agreement is between CCUSA Inc, Camp Counselors Canada (CCUSA), and

CCUSA ID:

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(print name) you, a CCUSA participant

This application once accepted constitutes a binding contract between CCUSA and the participant (you) in the Camp Counselors Canada program. The following terms and conditions apply to all participants who apply to the program and if they are accepted to the program in 2019.

To apply to the program, you will be required to submit a completed application, upload a personal video, 2 CCUSA reference questionnaires, a photo, pay all required fees and submit this signed program agreement. The materials submitted to CCUSA immediately become the property of CCUSA.

Participation in the Camp Counselors Canada program entitles qualified participants to CCUSA's support services prior to departure, emergency support (24 hours a day) during your summer camp experience and access to cultural activities provided by your host camp to help foster a greater understanding of Canadian culture. CCUSA does not guarantee employment. Upon arrival in Canada, the program includes assistance in obtaining a Social Insurance Number and a Canadian Bank account.

Acceptance and Placement at a Camp

1. To apply to the Camp Counselors Canada program you will be required to pay Program Fees (all payments should be made out to CCUSA):

First Time Applicants:

Step 1: Complete your online CCUSA application registration form and pay the Application Fee: €45.

Step 2: Choose your program option and submit your program addendum application documents in your CCUSA Footprints account.

Step 3: Complete your CCUSA Interview and necessary interview documents.

Step 4: Acceptance Fee: within 15 days of acceptance you will be required to pay the acceptance fee (including 10 weeks of economy insurance coverage): €249.

Additions:

a. If full payment is not received within 15 days of acceptance, you will incur a non-refundable €50 surcharge.

b. If you apply after March 15th, 2019, all fees are due upon submission of your application form and incur a non-refundable €50 surcharge. No discounts will apply.

c. If you wish to apply for additional Autumn/Fall Work (4 or 8 week contract starting late August/early September) there will be a €95 administration fee added.

Returnee Participant:

The Returnee program fee is €125 (fee includes insurance for you up to 10 weeks). This fee needs to be paid when you complete the online CCUSA application.

- This CCUSA Program Agreement must be signed at the time of you sending your completed application form. You might be required to sign an additional Program Agreement addendum depending on where you are placed.
- Your application, information, and references are essential documents that will be relied on by CCUSA. Any false, misleading or withheld information on your application or inappropriate behavior during your interview, prior to departure for Canada, or during your participation on the program are grounds for immediate cancellation from the program without refund. This includes information you write on your application documents as well as any information you post on the Internet, or social media sites. You are required to inform CCUSA of any changes in information provided within your initial application, including but not limited to: health conditions, availability dates, skills and contact details.
- As part of the application you are required to disclose to CCUSA **any and all criminal history, criminal offense, arrests, charges, or sentencing**.
- CCUSA will conduct an interview to help you better understand the program, to assess your skills and experience and ascertain your suitability to the program. However, placements depend on the needs of the Canadian camps and cannot be guaranteed.
- A Camp might want to do a Skype interview with you before officially accepting your placement. Your failure to reply to a potential camp placement email or reply to a camp's email or phone/skype call to communicate your interest may result in your cancellation from the program with no refund. You will have no claims against CCUSA for any cause or reason.
- Placement at an organization may occur at any time after acceptance until July 1st, 2019. You will be notified directly by CCUSA of your placement, start date and arrival orientation date. However, due to the fact that your camp is your host employer and makes the final hiring decisions, placement is not guaranteed. CCUSA gives no assurances, expressed or implied that you will be placed. If you are placed, you will be an employee of the hiring host organization and not of CCUSA. It is your responsibility to research the camp placement arranged for you by CCUSA (e.g. review camp web-site, contact camp director and ask questions etc.). CCUSA will share your application with camp directors in order to initiate the placement process.
- CCUSA will not be your employer, your host organization will be your camp. The camp will offer you a volunteer or work contract according to camp rules and policies.
- As part of the application you are required to disclose to CCUSA **any and all past or current medical conditions**.
- You may be required to secure a valid Canadian or equivalent certification(s) such as First Aid, CPR and/or a Lifeguarding qualification in order to secure your camp placement. In most cases, the cost of the certification(s) will be paid by you and may not be reimbursed by your camp or by CCUSA. You may also be required to travel to Canada at an earlier date to take the course for this certification(s). The cost of extra accommodations for arriving early in Canada to take the course(s) may not be reimbursed by your camp or by CCUSA.
- You, the applicant, are the only person CCUSA will liaise with in terms of your application/placement. CCUSA will not provide information about your application or program participation to parents/friends/other family, unless you are involved in a medical emergency while in Canada, in which case we will contact the person you have listed on your CCUSA application form as your "emergency contact."
- CCUSA is not liable for any losses or damages actual or consequential of any kind whatsoever that you may suffer or be subject to arising out of, during, or as a result of your placement/employment with the organization(s) that hire(s) you. You will have no claim against CCUSA except for the refunds referred to in this agreement below.
- CCUSA will inform you of the commencement date for your camp and the date you will need to arrive in Canada. Information regarding your travel to camp from your arrival city will be shared prior to your departure.
- Depending on circumstances beyond your or CCUSA's control, you may not receive an orientation in Canada. Instead, you will receive an email from CCUSA before your travel to Canada, which includes: transportation to camp details, information about accommodations in the Canadian orientation city, information on setting up a Canadian Bank Account and securing a Social Insurance Number and the CCUSA emergency contact number. You will also receive an in-depth training when you arrive at camp.
- Participants will be required to obtain a work permit, and possibly a visa depending on their citizenship(s) and/or countries lived. You are responsible for all associated costs for your visa/work permit. CCUSA is not responsible for any losses or damages of any kind if your work permit or visa is not approved. You will have no claim against CCUSA and your application payment and program payment may not be refunded if your work permit or visa application is denied (depending on circumstances). Information will be provided to you after your placement is secured. You are at liberty to obtain immigration services on your own, or you may have the opportunity to use immigration services obtained by your camp, or CCUSA's preferred provider.
- It is your responsibility to ensure that the work permit you obtain is valid for the duration of your employment and that your immigration status in Canada is valid for the full duration of your stay.
- Support offered by CCUSA will end as soon as your camp work contract is completed or terminated. It is your responsibility to organize your travel from camp back to your home country or onward travel if you are staying in Canada or going to another country. CCUSA will continue to provide support if we organize additional placements for you after your summer work experience. Your support from CCUSA will end on the last day of the last work experience that CCUSA organizes for you.





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- If you terminate, or if the camp terminates your engagement with the camp before the expiring of the work contract, CCUSA will have no obligation, or responsibility to you. You should contact CCUSA as soon as possible and advise of your travel plans.
- In order to facilitate your communications with CCUSA while on the program, you must provide CCUSA with a current e-mail address that you will access daily from the time of application through the time you complete your trip to Canada. CCUSA will not be held responsible for problems arising from your failure to check your e-mail regularly or notify CCUSA of changes to your e-mail address. If you use a university or school email account, you are required to create a personal web-based email account when you apply to the program. For the duration of your time on the CCUSA program, you must take responsibility for returning our calls and replying to emails in a timely fashion. Participants, who fail to respond to CCUSA phone and email requests, are indicating to us that they are no longer interested in this program to come to Canada and may have their application cancelled after one warning. You are not entitled to a refund and no claims can be made against CCUSA.

Criminal Background Check

- To participate on the CCUSA program, you must apply for a current criminal/police background check within 2 weeks of acceptance by the CCUSA head office.
- As part of the application you are required to disclose to CCUSA **any and all criminal history, criminal offense, arrests, charges, or sentencing**. You will also be required to get a Federal Police Background check. Any criminal history reflected in this background check could affect acceptance/placement opportunities and/or result in loss of placement. Once the background check has been processed, you must submit the report to CCUSA by May 1, 2019. If your Criminal Background check is not uploaded by May 1, 2019 you will be charged €50. Canadian summer camps require that you bring the original of this report with you to camp. Failure to do so is grounds for immediate termination.
- If you are not a citizen or permanent resident of the country from which you are applying, you must also gain a criminal/police background check from your home country as well with an English translation.
- Please note this may be a different Police Background Check than the one you will need to apply for your Canadian work permit, this check is gained for the purposes of this program alone.
- The participant specifically authorizes CCUSA to provide all the information provided by you or gathered by us in connection with your application and proposed engagement to relevant camp directors.

Medical History

- As part of the application you are required to disclose to CCUSA **any and all past or current medical conditions** (if you are unsure of what to include contact CCUSA to discuss).
- If accepted, you must download the CCUSA Health History form, which must be completed and signed by a licensed physician. This must be completed per the instructions and submitted to CCUSA at least 4 weeks prior to departure for Canada. If the Health History Form is not uploaded by that time you will be charged a €50 surcharge.
- Your camp also requires you to bring the original signed and completed form to camp. Failure to complete this form in your home country may result in your termination, denial of a work permit or you will be required to pay for a medical examination in Canada (this exam is expensive and **is not** covered by your travel insurance policy).
- Some camps require specific inoculations. If so, those requirements will be indicated in your Placement Letter found on your Footprints account.

Insurance

- Up to ten weeks Insurance coverage (depending on your contract dates at camp) is included in your CCUSA fees, you will have to extend your insurance with CCUSA if you are placed at camp longer than 10 weeks or will be traveling outside of the contract dates.
- Your policy can be upgraded from economy to premium prior to departure for Canada for €0,80/day. You can do this in your CCUSA Footprints account. You will need to do this at least 4 weeks before your departure.
- You can purchase an extension of your insurance **prior** to your departure to Canada at a cost of €3,60/day (for economy plan) and €4,40/day (for premium plan).
- Once your policy has commenced, any extension must be made prior to expiration (all extensions contingent upon insurance company's approval). Costs for extensions once in Canada are US\$4.20/day (for economy plan) and US\$5.10/day (for premium plan). Specific terms of coverage are available on your online CCUSA account.
- If the included 10-week period of coverage does not cover the full length of your stay in Canada, you must extend the policy to cover the full travel period at your own cost prior to departure to Canada. For extension, please log into your Footprints account.
- The insurance plans do not cover baggage, pre-existing medical conditions, dental, or auto insurance.
- In case of an accident or incident, it is your responsibility to submit a claim form with all original documentation and/or follow the procedures set out by the insurance company. CCUSA is NOT the insurance company. All claims, processing, and queries are between you and the insurance company. You will receive a copy of the policy once you have been accepted to the program. Be sure to read all policy details via your online CCUSA account.

Refund Policy

- The interview fee is non-refundable.
- If you cancel your application prior to your acceptance to the program, you will not receive a refund. The full acceptance fee, if already paid, will be refunded. Written cancellation notification must be received within 10 days of cancelling to qualify for a refund.
- Returnee program fees are non-refundable.
- Fees incurred for obtaining your Police Check, medical examination and visa processing are non-refundable.
- The interview and acceptance fees will not be refunded if you cancel from the CCUSA program after acceptance, except in the case of your life-threatening illness or life-threatening illness or death of a parent or sibling (doctor's verification required). Cancellations must be received in writing within 10 days of canceling to be eligible for a refund. No refunds will be made for pre-existing conditions.
- Once accepted to the program, if you change any information in your application, health history form, or Federal Police Check and/or Footprints account that CCUSA determines will adversely affect your placement possibilities, CCUSA reserves the right to withdraw your application from the program, in this case there is no refund of any fees. This includes information you post in your application documents as well as any information that you post on the internet.
- If you post anything inappropriate on the internet or social media or break any of the camp, provincial or federal rules during your camp program (including time off), CCUSA reserves the right to cancel you from the program without any refunds (please see Early Departures for more details).
- If you are not placed by July 1st, 2019 you will be cancelled from the program; you will be entitled to claim a refund of the fees paid by you to CCUSA. In this event, refunding the fees is the limit of CCUSA's responsibility, as damages for non-participation are impossible to calculate. No further claims can be made against CCUSA.

Pocket Money, Travel to Camp, During the Placement:

- During the placement (8-10 week contract) you will receive a minimum (gross) stipend of:
 - \$1400 CAD for your summer camp placement as a Camp Counselors 18 year old*
 - \$1600 CAD for your summer camp placement as a Camp Counselor 19-20 year old*
 - \$1800 CAD for your summer camp placement as a Camp Counselor 21 year old*
 - \$1800 CAD for your summer camp placement as a Support Staff 18 year old*





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e. \$2000 CAD for your summer camp placement as a Support Staff 19-20 year old

f. \$2100 CAD for your summer camp placement as a Support Staff 21 year old
* Counselors with a valid lifeguarding certificate will receive an additional \$150 CAD.

If your placement is shorter than 10 weeks, you will get full payment, but you will not get free room and board for a full 10 weeks only until the last day of work. Your camp may request you to sign a camp specific contract. If this is the case, this may overwrite your Program Agreement in terms of dates and time off policies, but the amount of your pocket money cannot be overwritten by any camp contract.

Under Canadian law, camps are required to deduct an average of 5% to 7% of your earnings as CPP and Unemployment insurance. You may not be able to claim this money back at the end of the year.

- You must arrange and pay for your own return/one-way flight transportation from Prague to Canada. Your full travel itinerary to Canada must be provided to CCUSA as soon as you have booked your flights or at least 4 weeks prior to the start of your camp work placement. If you are placed prior to April 1st, you must supply CCUSA with full international/domestic flight details no later than 4 weeks prior to your departure. If you are placed April 1st or later, you must supply CCUSA with full international/domestic flight details no later than 72 hours after placement or 24 hours in advance of your departure to Canada, whichever is the earlier date. If you are not traveling directly to Canada's arrival orientation site, you will need to forward a full itinerary including contact telephone numbers and addresses for each day overseas until you arrive at the orientation site. Failure to complete these travel requirements in the time frame indicated may result in your cancellation from the program, and no refunds will be issued. You will have no claims against CCUSA.
- One-way domestic transport is organized by CCUSA and provided by your camp from the arrival city to your Camp destination. You are responsible for arranging your travel back to your arrival airport for your return flight home.
- The possibility of changing employers is not guaranteed and occurs only under exceptional circumstances. If you change employers, you are responsible for all related costs including transportation, meals & accommodations during your transition period. Pocket money will be pro-rated based on the number of days at your new organization.
- The employer provides a bed and three meals a day plus makes laundry facilities available.
- Your personal expenses before, during and after camp are your own responsibility.
- During the summer, Support Staff are not allowed to work more than 10 hours in any one full day and/or 60 hours in one full week.

Post Program Travel and Additional Placements

- You are responsible for travel costs after you complete a CCUSA program. This includes transportation, meals & accommodation and your trip back to your home city.
- If CCUSA provides you with additional placements at a camp/outdoor education centre before or after your summer placement then you:
 - Must research the camp placement organized for you by CCUSA (eg. Review camp website, contact camp director and ask questions etc.). You must notify CCUSA within one week after the camp placement is organized if the placement does not meet your needs. If you do not contact CCUSA with any complaints about your job role, responsibilities or any detail related to your camp placement within one week of receiving your placement then it will be assumed that you have accepted full responsibility for the decision to accept the placement.
 - Are required to extend your CCUSA travel insurance to cover you during these work dates
 - Must pay for fees related to extending or changing your work permit
 - Must organize and pay for your travel to and from the new placement(s)
 - Will receive free room and board from your employer
 - Will earn at least \$200 CAD per week for the duration of the placement(s)
- There is a possibility of post-camp work available – once you are accepted CCUSA will contact you directly about this.

Early Departures

If you fail to fulfill the responsibilities of your position at the camp organization(s), leave any of the placements organized for you by CCUSA before the end of your contract for any reason or violate any employer's rules or State, Provincial or Federal laws, your participation will be terminated and you must return to your country of residence forthwith. The following will result: Fees paid to CCUSA will not be refunded. Your travel insurance coverage may be cancelled. You will forfeit a pro-rated payment of your pocket money and you will incur extra costs for leaving your camp placement early (flight change fees, accommodation and living expenses).

Privacy Statement

CCUSA must comply with the requirements of the Data Protection Act and ensure that all personal information is held securely and is only lawfully disclosed. Please see your CCUSA Footprints account for the full Privacy Statement.

As a CCUSA participant, I fully understand that I give up a great deal of privacy and comfort, work long and demanding hours and must adhere to camp and outdoor education organization policies which may be limiting and not necessarily reflect my way of living (curfews, sleeping/living conditions, type of food provided, time on/off, no smoking, no alcohol, inappropriate behavior etc.). I also understand that this program requires a lot of independence and self-motivation. I may be required to live/teach on my own, live in rugged/primitive conditions, and be flexible and willing to adapt to changes as they occur throughout my placement(s).

My signature below confirms that I am currently at least 18 years of age and I have read, understood, and agreed to abide by the terms, conditions and rules as detailed above. I agree that all information written and given to CCUSA is entirely correct. I allow CCUSA to send me program information, and updates via email as well as forward my name and address to our preferred travel agent, to other participants who may wish to share a room for any travel options and to participants placed at the same camp or traveling on the same flight. Any stories or photographs in which you appear may be used for CCUSA promotional literature. This agreement is subject to California law for all matters and any disputes arising out of this agreement with CCUSA.

Participant's Name: _____ Signature: _____ Date: ____/____/____

Please make a copy of this for your own records and return the signed original to the CCUSA Office

