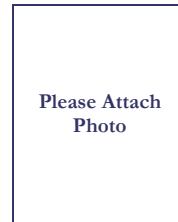


# The Vineyard

## Vineyard International Counselor Program (V.I.C.P) DS-2019 Application, 2010 Season



The Vineyard International Counselors Program is designed to assist foreign staff desiring to work in the United States during the summer months. These staff are hired for positions that would not otherwise be filled with U.S. staff. Our camp is registered with the State Department as an “Exchange Visitor Program”, meaning that we can issue DS-2019 forms to qualified international students. Those who are sponsored by The Vineyard may immediately apply with the U.S. Embassy of their country for J1, Camp Counselor international exchange visa.

### What is required for a DS-2019 form to be approved by us?

- Be interviewed face to face by one of our approved representatives
- Provide to us a photocopy of your passport
- Provide to us a photocopy of your student ID card
- Sign and return one of our staff applications and a staff contract
- Completely fill out the camp’s medical forms (A and B)
- Verify to us that you are able to, and are prepared to, purchase your own round trip airline ticket for the dates of the program
- Provide to us three reputable references
- Be completely honest and truthful about the information on all your forms.
- Provide to us a recent (less than one year) Criminal Background Check issued by the police or government of your home country.
- All forms must be turned in to us no later than February 1, 2010
- Pay (or transfer to The Vineyard International Camp and Conference Center) the \$365 VICP fee (DO NOT send money by mail).

### What is required by the U.S. Embassy in your country to receive a J1, Camp Counselor visa?

- Present a DS-2019 form processed by a registered agent of the U.S. State Department
- Schedule an appointment at least one month in advance and notify them that you have a DS-2019 form
- Give ample proof and evidence to the Consular that you will return to your home country after your time at camp
- Bring evidence of citizenship (birth certificate, passport and school records)
- Be prepared to pay a fee to the U.S. Embassy for the visa (this fee is not covered by the VICP and must be paid in advance)
- Pay in advance the SEVIS I-901 fee (this fee is not covered by the VICP)  
<http://www.ice.gov/sevis/>
- NOTE THAT the U.S. government can change visa requirements at any time. You will find the most updated information on requirements and fees at the U.S. Embassy website of your home country. Please visit <http://usembassy.state.gov/> to find the embassy website for your home country.

Whereas you cannot get a J1, Camp Counselor Exchange Visitor visa, without a DS-2019 form, it is the U.S. Consul that approves the J1 visa, not The Vineyard, and it is the passport control in the USA, which ultimately will determine if you may enter the USA. We have **NO** influence over decisions made by the U.S. Embassies or Immigration. Therefore, we cannot guarantee every applicant will receive a J1, Camp Counselor visa. We do know, however, that the embassies reject any applicant lacking the required credentials as well as those who appear to be dishonest. It is the applicant’s responsibility to prove to the Consul that he/she will return home after his/her time in the USA. Also, a J1, Camp Counselor visa cannot be issued to a person already in the USA and a J1, Camp Counselor visa issued for the counselor exchange program cannot be extended, and is not transferable. The visa can only be issued in the applicant’s home country.

## Who May Apply?

Only staff recommended by parents of past campers, staff recommended by missionaries, or staff recommended by our International Representatives are considered for the initial meeting with the camp's director. After the initial meeting, a private interview is scheduled with one of The Vineyard directors.

The Vineyard will conduct criminal background checks, the endorsement of past employers, professors, and priest/ministers on all first time staff.

Selection is based upon five considerations:

1. Does the applicant speak and understand English clearly - i.e.. fluent
2. Is the staff responsible and spiritually and morally mature?
3. Does the applicant have the needed gifts, patience, and knowledge to work with children?
4. Is the applicant outgoing, friendly, communicative, and engaging?
5. Does the applicant have a skill or athletic ability to share at the camp?

In making the selection process, please note that all international staff are hired to work exclusively with the North American campers - they are not hired to mingle with children from their own country or their countrymen.

**Placement.** Staff are placed in cabins with children from countries other than their native country. Because of this, numbers of applicants we can hire from each country is quite limited. The placements are made based on their preference and skills for particular ages, and their assignments to skill instruction is based upon their proven experience in teaching that area as demonstrated during the orientation week.

**Orientation.** All first-time staff are required to participate in a VICP orientation prior to camp. In addition, all staff are required to participate in the camp specific orientation upon arrival at camp. During the initial VICP orientation we go over cultural differences and our expectations for foreign staff. We will also cover everything from our purpose and goals, to state laws regarding child abuse. We will cover usual emergency procedures, and details of national camping requirements.

**Oversight.** Weekly meetings for all staff are regularly conducted. Staff will be evaluated, encouraged, and reminded of areas in which they are weak. Each staff is given opportunity to contact the VICP director to comment about problems he/she has encountered. Each staff is also given the option of meeting with his/her direct supervisor upon request.

**Evaluation.** After Camp each staff is able to receive a full evaluation at the end of his/her time at camp. The supervisor or director directly responsible for the staff along with a separate evaluation by the VICP Director gives this evaluation. These evaluations include pointing out the strengths and weaknesses and the potential for being invited back for the next year. We are permitted to invite 10% of the international staff back the following year. All others desiring to return to the USA must apply at a different camp, but we can assist with the J1 visa. Each staff must purchase a round trip airline ticket for the exact duration of the contract. All international staff are required to return to their home country at the end of their contract at camp. Should the staff desire to extend his/her stay, the limit on their J1 visa is checked, and, if time and place permits, their contracts are extended. In no event are foreign staff permitted to stay in the USA beyond their four-month limit. Any attempt to stay beyond the four months will result in the staff being reported to immigration officials. Please do not invite foreign friends or family members to visit you while at the camp and make no plans to visit them while at the camp.

## Staffing

The Vineyard will be recruiting foreign counselors to assist in one of two areas:

1. **Cabin Counselors and Assistant Counselors.** These staff are at least 18 years of age, and are responsible for North American campers or international campers from a country other than their home country. During the day, the counselors assist in skill instruction but their main responsibility is the health and welfare of their campers.
2. **Program staff.** These staff are at least eighteen years old and are specifically hired for expertise in a skill area (e.g. soccer, equitation, rafting). Like other staff, they live in cabins with North American campers.

## **Selection of Candidates**

All prospective staff apply to the camp by first completing a VICP Staff Application, and must indicate that they have read the brochure and are in agreement with the VICP purpose and program. After the staff application has been received, our International Representatives screen all international applicants. Those staff who have not been referred to the camp by a sponsor are rejected immediately. Those who have a sponsor's signature are then screened in the following manner:

1. **A personal interview is set up between the applicant and one of our International Representatives.** If that interview is positive, and there are no concerns, a follow up with the references submitted (which include a teacher, last employer, and spiritual leader) is conducted. Specifically, the references are asked if they would trust their child to the care of this applicant, if they are aware of any criminal accusations or problems with the police, and if they have known the applicant for at least five years.
2. **A second interview is conducted with a VICP Director.** He presents to them hypothetical problems that might occur at the camp and asks them to evaluate, describe the work and cultural differences, goes over general rules and expectations, and evaluates their skills in English.

The skill instruction level of the staff are verified with our background checks to teachers and employers, and applicants are also asked to provide any documentation to prove that they have been certified in any athletic organization or have received special training. Their age is verified with their passports, and if there was doubt about their skills or teaching ability, our representatives would simply ask for some sort of documentation or a formal recommendation from club, school, or other appropriate institution.

Our area representative will check the integrity of the references rendered. In any case, the recommendation of active university professor's, a priest or spiritual leader, or employer is essential. Police background checks will be conducted on ALL first time staff. Area representatives will assist the camp and applicants in securing the documents from the police prior to our initial interviews.

## **Evaluation of English**

All potential international staff must have completed at least three years of High School English and must demonstrate, both verbally and in writing, that they are able to clearly and understandably communicate in "North American" English. The evaluation takes place in the interview process where questions and situations are presented orally in English by a full-time staff. The interviewer communicates with the candidate in the same manner, and with same diction he/she would communicate with any North American candidate. The interviewer observes how often the candidate asks for the question to be repeated, explained, or worded differently. The interviewer also notes how understandably the candidate responds and communicates during the interview.

In order for a candidate to be accepted, "basic" and "sufficient" skills must be demonstrated. These include the ability to command a vocabulary and grammar suitable for a High School level (by North American Standards). The staff must be able to speak and write in such a manner that children and their parents would have no difficulty understanding them. This can only properly be evaluated through a personal interview process where the candidate is judged by the same standards of communication as any other North American staff would be judged by.

## **Compensation**

All international staff receives total compensation comparable to their North American counterparts. Compensation for international staff includes a weekly salary, room, meals, and ground transportation to and from the nearest airport.

## **Health Care and Insurance**

VICP staff will receive up to four (4) months of limited emergency medical and illness insurance coverage, and limited insurance coverage for emergency medical evacuation and repatriation of remains. The insurance coverage is valid during the time of employment in the cultural exchange program. Applicants interested in traveling before or after employment are required to purchase additional insurance for the time of travel. All applicants are required to maintain the insurance requirements of the J-1 visa program from the time they arrive into the USA until they depart from the USA. For details about the medical insurance coverage please see or request the Medical Insurance Policy. For details about medical insurance requirements, please refer to the J-1 visa program or your DS-2019 document. VICP staff that already have an insurance policy that fulfills the J-1 visa insurance requirements can choose to maintain their own insurance and decline the VICP insurance. These staff will automatically forfeit the VICP insurance and receive a discount of \$100. Proof of insurance is required to receive the discount and must be presented during the interview

**Please mail this form to:**

The Vineyard  
Attn: V.I.C.P.  
1945 Vineyard Road  
Westfield, NC 27053, USA

E-Mail: [letters@vineyardcamp.com](mailto:letters@vineyardcamp.com)  
Tel: 1-877-CAMP-532 or 1-336-351-2070  
Fax: 1-336-351-2902  
Web: [www.vineyardcamp.com](http://www.vineyardcamp.com)

**If your address will change in the next several weeks, please indicate your new address here:**

<b>Address:</b>		<b>City:</b>	
<b>State:</b>	<b>Zip:</b>	<b>Country:</b>	<b>Effective date:</b> <small>(mm/dd/yy)</small>

**Check List**

V.I.C.P. STAFF APPLICATION + Picture	<input type="checkbox"/>	COPY OF PASSPORT (valid for minimum 6 months after last day of employment)	<input type="checkbox"/>
V.I.C.P. DS-2019 APPLICATION	<input type="checkbox"/>	COPY OF STUDENT ID	<input type="checkbox"/>
Three (3) V.I.C.P DS-2019 REFERENCES	<input type="checkbox"/>	\$ 365 NON-REUNDABLE FEE	<input type="checkbox"/>
V.I.C.P. MEDICAL FORM PART A	<input type="checkbox"/>	INTERVIEWED BY CAMP REP.	<input type="checkbox"/>
V.I.C.P. MEDICAL FORM PART B	<input type="checkbox"/>	CRIMINAL BACKGROUND CHECK	<input type="checkbox"/>

If you are accepted into our program and offered a position by one of the camps, you will receive your DS-2019 documentation within thirty days after placement. Please call or email our office and let us know at once when you do receive the DS-2019 form. You should proceed immediately to schedule a meeting with the US Embassy and visit the US embassy website of your home country to familiarize yourself with **ALL procedures and requirements of the J1 Cultural Exchange Visa program**. After you receive your visa please contact us to coordinate your arrival and departure dates, travel plans, insurance dates, and orientation. If we do not hear from you within thirty days we must call the embassy to inform them that your paperwork should be cancelled.

Accepted staff will receive from us the following information:

- A staff manual
- An orientation manual for the Exchange Visitor Program
- Information about the Exchange Visitor Program and its purpose
- Requirements regarding your return to your home country
- Housing, ground transportation, meals, and other covered expenses
- Incidental costs and expenses you can expect in the USA
- Health care, disability, and repatriation insurance/coverage
- An explanation of all your duties and responsibilities
- Transportation form

**Fee Policy**

No DS-2019 application will be processed before our office receives the \$365 non-refundable VICP application fee, and the applicant shows evidence that he/she is prepared to purchase a round-trip airline ticket from their home country to the nearest airport of the camp.

**Airline Ticket**

Applicants are responsible for their own airfare, connection travel/flight to their “host camp”, and return airfare from the nearest airport of the host camp. All applicants must confirm the dates of travel, and itinerary with our office prior to purchasing the airfare. All first time applicants are required to arrive into Greensboro, NC, for the initial VICP orientation, then travel to their host camp. After employment return to their home country must be arranged from the nearest airport of the host camp. Any applicants desiring to travel before or after the exchange program must specify dates, locations, and airport of arrival/departure with our office in advance.

## PERSONAL INFORMATION

Surname(s): _____		(as it appears in your passport)	
Given Name(s): _____		(as it appears in your passport)	
Passport #: _____	Passport Expiration Date: _____		(mm/dd/yyyy)
Country of Issuance: _____	Electronic Passport? <input type="checkbox"/> YES <input type="checkbox"/> NO		
The name you would prefer to be called: _____	Social Security #: _____	Date of birth: _____	
		(if any)	(mm/dd/yyyy)
Gender: <input type="checkbox"/> (male) <input type="checkbox"/> (female)	Height: _____	Weight: _____	
		(feet, inches)	(pounds)
Place of birth: _____	(country)		
Country of citizenship: _____		Country of permanent residence: _____	
Your address: _____			City: _____
State: _____	Zip: _____	Country: _____	Phone: _____
country code - area code - #			
Cell: _____	Fax: _____	E-Mail: _____	
country code - area code - #			
Your parents address: _____		City: _____	State: _____
Zip: _____	Country: _____	Phone: _____	
country code - area code - #			
Exact age as of June 1, 2010: _____	Classification in school: _____		
Name of High School/University: _____			
Have you declared a major yet? <input type="checkbox"/>	If yes, please describe: _____		
Name of camp last attended: _____			Number of years: _____
What is your church affiliation? <input type="checkbox"/> (Catholic) <input type="checkbox"/> (Protestant)	Name of denomination: _____		Other: _____
What is the religion/denomination of the parents? _____			
		(father)	(mother)
For African Staff, name of your tribe: _____			
Have you ever been fired from a job? <input type="checkbox"/>		If yes, please explain the circumstances: _____	
_____			
_____			
Have you ever been convicted of a crime? <input type="checkbox"/>		Is a criminal trial pending for you? <input type="checkbox"/>	
Do you presently have a Visa for the USA? <input type="checkbox"/>		If yes, What Type? _____	
What teaching experience have you had? _____			
_____			
With what clubs, civic organizations, or teams have you been a part? _____			
_____			

I have read this application and brochure, and agree to abide by all the program's policies, rules, and procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)