

BRIDGEUSA J-1 VISA COMPLIANCE CHECKLIST FOR CAMP DIRECTORS

Government Regulations

- Acknowledge through the philosophy, programming, and staffing pattern of my camp that
- Camp Counselor and Summer Work Travel BridgeUSA visa programs are cultural exchange programs.
- Understand and train my administrative staff and supervisors about the difference between Camp Counselor and Summer Work Travel visa categories.
- Ensure that all BridgeUSA participants do not function in prohibited position responsibilities specific to each visa category such as nurses, health care aides, drivers, night watchmen (or any other overnight jobs), au pairs, or nannies.
- Verify that I have not violated US Department of State regulations by placing camp counselor applicants in support staff positions.
- Commit to not displace American staff through hiring international cultural exchange visitors.
- Document all recruitment efforts for American staff.
- Ascertain that the hours worked by my Summer Work Travel participants meet all of the government laws and regulations in my state.
- Confirm that my placement dates for support staff do not interfere with their university obligations and are within the visa period set by the visa sponsoring agency and the US Department of State.
- Provide all cultural exchange visitors remuneration commensurate with their American counterparts.
- Withhold all appropriate federal, state, and local taxes and provide appropriate paperwork for tax return filing.
- Commit to providing information to the visa sponsoring agencies and the Department of State upon request.

Support Cultural Exchange

- Provide arrival orientation specifically for the cultural exchange visitor and additional support and training throughout the summer.
- Provide cultural opportunities for all cultural exchange visitors at my camp and ensure their involvement.
- Offer my cultural exchange visitors opportunities for cultural exchange activities outside of camp and provide transportation.
- Educate American staff members about the BridgeUSA programs, their goals, and their value for public diplomacy.

Follow Required Program Procedures

- Submit all required worksite documentation to my visa sponsoring agency in order to verify camp business status.
- Obtain worker's compensation insurance for cultural exchange visitors according to my state regulations.
- Complete SEVIS validation procedures with my visa sponsoring agency, according to the agency's requirements for each cultural exchange visitor arriving to my camp.
- Notify my visa sponsoring agency if my cultural exchange visitor changes addresses for any reason during their camp contract.
- Assist all cultural exchange visitors in applying for social security numbers and cards if they do not have them.
- Notify my visa sponsoring agency immediately of any personnel action involving a cultural exchange visitor including official warnings, firings, and other disciplinary action.
- Document all employment-related conversations with my cultural exchange visitors and notify their visa sponsoring agency.
- Reiterate to my cultural exchange visitors that they must return home upon completion of the program and that they cannot extend their BridgeUSA J-1 Visa beyond September 21.
- Ascertain that the pocket money for each cultural exchange visitor is appropriate according to visa sponsoring agency guidelines and that additional money has been allocated to each visitor who works beyond the agency contract.
- Provide an evaluation of each cultural exchange visitor to the visa sponsor agency upon completion of the program.

VISA SPONSORING AGENCY AND AMERICAN CAMP ASSOCIATION RECOMMENDATIONS

- Send information to my cultural exchange visitors prior to their arrival at camp indicating the specifics of their job responsibilities and general information about my camp including contact information for other staff and/or staff alumni.
- Send detailed travel instructions to my cultural exchange visitors and their visa sponsoring agency prior to their arrival at camp which include preferred arrival city, airport, bus or train station, preferred arrival time, contact and phone number for day of arrival, and any other details relevant to their travel to camp.
- Include international staff information in my orientation for all staff.
- Obtain copies of certifications, health forms, background checks, passports, and visas for each staff member, including cultural exchange visitors.
- Provide my health center and administrative staff with information about health and accident insurance coverage for cultural exchange visitors.
- Develop a crisis plan for potential illness, injury, arrest, and death of a cultural exchange participant in partnership with my visa sponsoring agency.
- Familiarize my administrative staff and myself with the return flight procedures of each agency and participant's country.
- Review the visa dates, grace period, and projected work dates of each cultural exchange visitor to ensure all comply with the dates of placement at my camp.
- Confirm cultural exchange visitors have been informed by their agency about rules regarding leaving and reentering the borders of the US during their visa period.
- Determine that my work hours and time-off policy is the same for both cultural exchange visitors and American staff and meet requirements of my state for all categories of workers.