

Guide to completing your Summer Camp Application Form



The completed form serves as your application to become a part of an international cultural exchange programme. It is also your application to an employer (the camp director) for a job. It is to your advantage therefore, to present yourself on the form as a well-motivated, responsible person, someone who could be an asset to a camp's staff. Be upbeat and lively, present a good image, be honest and be yourself! Please read about the programme in the *Summer Camp USA* brochure or on the BUNAC website at www.bunac.org, BEFORE filling in the forms.

Please fill in the form using black ink and printing or typing neatly and clearly. Don't forget to sign it and stick a passport-sized (original) smiley photo to the front page and make sure that your face is clearly visible. Bring the fully completed and signed form (with photo attached) to your interview session.

Please follow these notes as you fill in the form. The numbering matches the numbers on the application form.

1. Your full name must be written exactly as it appears in your passport. Please include your middle name(s).
2. Give your complete family home address in your country of residence. Don't forget to include the full telephone number, including area code. (A camp director may try to call you and will need this information.)
3. Give your full, term-time address if you are a student, or your full, current address and phone number if you are no longer resident at your family address or temporarily living away from there.
4. Age in years and months on 1st June, 2008. If you will be under 18 on this date, please do not attend an interview session without first checking with your local BUNAC partner office.
6. If you do not have a passport valid until at least December 2008, you can still apply but obtain your new passport as soon as possible. Complete this question as accurately as you can and send your local BUNAC partner a copy of the details page of your new passport when your receive it.
7. Please put the earliest, **specific**, date possible on which you will be able to travel to the USA. The earlier the better. **Don't apply at all if you can't leave until after 23rd June.** If you are a student, confirm the dates you can leave and check exam schedules, etc., with your college/university before you apply. You may lose a job later if you have to change your date of departure. If you are not a student, please state the period of notice you are required to give to your employer.
8. **Camps require all staff to stay for the full duration of camp.** A few camps run until the third week in August.
9. If you are applying with a friend, or your fiancé or spouse, please provide their name here. **Please note that camps cannot usually accommodate friends or couples together and you should be prepared to be placed separately.**
10. Please say 'None' if you have no active religion. Otherwise, state your religion even if you do not wish to be placed on a religiously affiliated camp. (See also Q28.)
11. **If you have previously been a counsellor at an American summer camp and now wish BUNAC to find a different camp for you, you must have an interview again this year. Please take to your interview a reference from your previous camp and a letter (from you) explaining why you now want to go to another camp.**

You cannot apply without your letter and your former camp's reference. If you have previously been a counsellor and have a contract pre-arranged for 2008, please contact your local BUNAC partner as you may not need to have an interview.
12. **Drinking and drugs: camps object strongly to drink and drugs on camp. Anyone found with alcohol or drugs or who returns drunk at night will be fired. Please do not apply if you cannot comply with such regulations.**
13. **Please be truthful – and realistic. Most camps are non-smoking or else impose restrictions on where and when staff can smoke. If you say you don't smoke, you will be expected not to do so and could be dismissed if you are found smoking.**
14. Most camps take children of all ages from 6 to 16 and sometimes younger. It is helpful to know preferences (for bunk living) as there are some primary only and secondary only camps. Say that either primary or secondary will do unless you have a really strong reason for opting for just one age group. Specialists should note that living in a cabin with one age group does not restrict teaching to only that age or group.
15. **Placement is possible at many different types of camp.** We need to know where you are willing to work. Be as flexible as possible in your choices. Please see the BUNAC website or brochure for more details.

Applicants applying to work with special needs are required to complete an additional form - please ask your interviewer for a copy.
16. Many camps are either single sex or 'brother-sister' (where the boys and girls live on the same site but quite separately). Express your preference but we suggest that you also tick YES to 'But will either do?' to give yourself more possibilities for placement.
17. If you have strong feelings about NOT working with any particular group you should discuss this with the interviewer before giving your answer.
18. If you do wish to restrict your area of placement, mention it here but be aware that stating a preference for a particular area could limit your chances in areas where more places are available.

Please note that camps are only obligated to pay the one-way fare to camp. Travel from camp is the participant's responsibility.

NB: If you work on a Canadian camp, then your in-hand salary will probably be in Canadian, not US dollars.
20. Mark as many activities as you can.

Imagine that you are working with 12-year olds and consider whether you have the skill and ability to teach them, or even run the whole activity including supervising other staff (put '1'), or whether you would be able to assist in teaching an activity (put '2').

Put a '3' against those areas where you have useful experience as a participant or have been involved in as a hobby.
21. List your first, second and third choice preferences for working/teaching at camp. **Do not put activities which are not included in the lists in Q 20.** If you have a REAL strength in something not listed then please discuss possibilities with your interviewer. Note your answers are

regarded as preferences only. We cannot guarantee placement in any of the areas you list.

Please be specific with your choices - i.e. don't just write "LANDSPORTS" but put one of those activities listed under that heading, e.g., "soccer" or "tennis".

22. Nearly all BUNAC participants, strictly speaking, are **general counsellors** in the sense that they sleep with the children in a cabin/tent. However, most BUNAC counsellors also specialise in an activity and are therefore also specialist counsellors.

Most camps want counsellors who are happy to be specialists *and* live with the children. Therefore, unless you are *only* willing to teach one specific activity, you could severely limit your chances by answering a straight 'NO' to this question.

25. It is important to note the validity dates for each award.

26. Your answer could include: teaching practice, teaching in school or otherwise, relevant employment, family experience, coaching experience, church experience, youth clubs, scouts, guides, etc. **DO NOT LEAVE BLANK.**

28. This is an opportunity to talk about the standards you live by and your most dearly-held beliefs (not necessarily religious). If you indicated a willingness to work on a religiously-affiliated camp, you should give details regarding your own religious background and beliefs. **DO NOT LEAVE BLANK.**

33. You are required to disclose **all** convictions, cautions, reprimands and warnings **including spent convictions**. Please include driving offences. **You will be required to provide a criminal background check. BUNAC reserves the right to cancel any applicant whose failure to declare any criminal cautions or convictions is later discovered as a result of the background check or US Embassy search. In such cases no refunds will be made.**

You should call your local BUNAC partner before applying if you have ever been arrested, cautioned or convicted for any offence.

34. Please give the name, address and telephone number in your home country of the person to contact first in an emergency.
35. This is your chance to tell the camp director what you can do in your chosen specialist areas and what level of child (beginner, improver, average, good, etc.) you can teach. Be honest, but not too modest! Special needs applicants should

detail in full the types of population worked with, dates of employment/volunteer help, ages of children/adults and details of work/involvement with this population.

It is important that you provide copies of all relevant certificates or awards.

If you want to be a specialist counsellor and have solid experience in your chosen activity/ies but as yet no certification to back this up, work for the awards now and let us know once you have them.

Additional awards gained could greatly enhance your overall application.

36. It is important to mention here any past serious illnesses, as well as any ongoing medical problems (recurring injuries, diabetes, asthma, epilepsy, etc.). Failure to do so could cause you real and expensive problems later. If in doubt about any aspect of this question, please check with your local BUNAC partner.

NB: Your camp will probably require you to have a medical (at your expense) before you go to America.

Please say if you have any diet restrictions or allergies. Camps cannot always cater for special diets (including vegetarian) and so must be aware of your needs when considering your application. If you agree to work on a camp that does not provide your special diet, you will be deemed to have accepted the diet which is provided by the camp and be prepared to compromise accordingly.

NB: Give your height in feet and inches and your weight in pounds (lbs) please (12 inches = 1 foot; 14 lbs = 1 stone).

37. **Your personality should come through here!** Be as descriptive as possible. A good sense of humour helps too! We aim to place you at a suitable camp for you and the information you provide here should help us in this regard. Remember also that this is what the director will read to learn about your personality and background.

A director likes to know as much as possible about your family, your childhood and education, your hobbies and ambitions, spare-time activities at college, any previous employment and other relevant information plus any other thoughts on application choices. Use extra sheets if necessary, but **please fill in the application form first.**

38. If you leave camp early for any reason, you or your guarantor will be liable, on a pro-rata basis, for the amount which BUNAC would normally receive from the

camp to cover your air fare, visa administration and other expenses. *Note: soccer camp applicants are not required to provide a guarantor.*

NB: Most first-time counsellors (not specialist soccer coaches) travel to America via London on a flight specified by BUNAC. However, in some countries other flight options are available. Depending on the flight option you are on, the amount your guarantor is liable for will vary. Please check with your local BUNAC partner for further details.

39. Your signature here indicates that you have read the current *Summer Camp USA* information in the brochure or on the website, understand and accept the programme terms and conditions and are prepared to make a commitment to BUNAC.

All Summer Camp USA participants must be members of BUNAC. The membership fee for joining the Club is included in the registration fees you pay to your local BUNAC Partner.

Once we have accepted you on Summer Camp USA we shall be actively trying to place you until early May. Some placements happen relatively quickly, but others take longer so please bear with us. We will contact you as soon as we have any news.

Please note that the US Embassy may refuse to issue a visa on any grounds but especially for the following reasons: previous criminal convictions including driving offences, or any arrest history; accusations of child abuse; failure to show sufficient reason to return to your home country, previous entry/attempted entry to the US without the correct visa/previous entry overstay in the US; citizens without automatic right of re-entry into the country of application.

If anything on this list could be a problem for you, please check with your local BUNAC partner before applying.

Finally, make sure that you've attached your photo securely and signed in all the right places. Bring the completed forms and the appropriate amount of money to your interview session.

Good luck! We know that this is not a quick process and appreciate your time and interest in the programme. We hope that the camp experience will make it all worthwhile for you.

Contact your local BUNAC Partner if you have any questions about completing your application forms.