

KAMP USA

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BUNAC's KITCHEN & MAINTENANCE PROGRAM

KAMP stands for **Kitchen And Maintenance Program** and is a program organized by BUNAC (the British Universities North America Club) to provide:

- i) **campers** with kitchen/maintenance/driving/cleaning/laundry/chambermaid/office/security assistance (in fact, ANY ancillary jobs) for the summer season;
- ii) **our club members** with a low outlay method of taking part in a work/travel, cultural exchange program to the USA.

The program under which *KAMP* operates is a J-1 Exchange Visitor Program and the official sponsor is IENA, International Exchange of North America. This means inter alia that all applicants are legally employable and meet ALL the relevant I-9 employment authorization criteria.

The program is similar in concept to BUNAC's *Summer Camp USA* but is run separately and differs in some important respects:

- a) Unlike *Summer Camp USA*, applicants **MUST** be current full-time students at colleges/universities. They will already have completed at least one full year of college. Minimum age is 18; the majority are 19-22 (or older).
- b) All applicants have specifically applied to work in ancillary positions on camp and are made well aware of what this entails. Our information is detailed and realistic. All *KAMPers* are required to attend a thorough and "down-to-earth" orientation in their home country.
- c) **You** make your staffing choices based on (i) a very detailed application form, **plus** (ii) a college reference, **plus** (iii) an employer reference **plus** (iv) a one-on-one interview assessment. We will screen forms and make selections based on your camp's needs and requests before sending suitable applications to you for consideration.
- d) Not different, but as with *Summer Camp USA*, our placement choice for each applicant will be a camp which is (a) personality/skill suitable, and (b) **offers the best working conditions and overall experience.** (See over.)

The *Terms & Conditions* of BUNAC's programs are enclosed - please read them **BEFORE** completing the attached *KAMP Staff Requirements* form.

Remuneration for *KAMPers* is split just as for counselors. The gross **MINIMUM** for 2010 is \$2940 (for up to 9 weeks on camp). Please budget to pay \$1590 of this to BUNAC in June and the difference between this and the contracted gross amount (i.e. a *minimum* of \$1350) directly to the *KAMP*er at the end of the season. The total remuneration should not be less than an American staff member would receive for the same job. *Please note that these separate amounts may vary depending on the participant's country of origin. The total amount remains the same for all.*

For any work over 9 weeks, you would pay pro rata on your 9-week scale (i.e. one ninth of the total salary per week) **directly to the KAMPer** (BUNAC's portion does not change). We would normally expect that 'camp' would not include any post-camp family or specialist sessions, and that you would pay *KAMPers* extra for any such period.

We stress that the \$2940 is a MINIMUM gross figure, because:

- a) unlike counselors, these workers are subject to minimum wage laws and should be paid accordingly,
- b) some jobs (e.g. cooking jobs, full-time drivers, etc.) would normally command a higher wage,
- c) camp requests currently far outnumber applicants and you are, therefore, in competition with other camps seeking such staff through BUNAC.

This last point is important. Although salary is not the only factor, it is a major consideration for students. Thus it will be part of our selection criteria when choosing applicants for a particular camp. By offering higher salaries to students, we hope to attract more participants to *KAMP*. Use of camp facilities, hours and conditions, type and location of camp, **availability of transportation out of camp, access to the internet/e-mail, involvement in full camp life and activities**, etc., will also count heavily. Compatibility with co-workers (language, academically, socially and age-wise) is very important - it is not always a good idea to mix different groups (even if they are both from overseas). We pay close attention to these factors when making *KAMP* placements.

KAMP staff should be covered under your Worker's Compensation policy. They are, EXEMPT from Social Security/FICA deductions and are not expected to incur federal income tax liability. However, they are required to obtain a Social Security card and you may want to arrange this during the camp orientation. BUNAC reserves the right to pass on to camps any additional fees (including SEVIS – currently \$35) imposed by the US Government for 2010.

In the UK, BUNAC makes this program possible to its members by loaning each *KAMPer* most of the program costs and the \$1590 salary portion you pay to BUNAC repays this loan. Each *KAMPer* pays a registration fee and with this, plus the \$1590, we provide: valid work visa, round-trip scheduled service transatlantic flight, pre-departure orientation, airport transfer and overnight (with breakfast) in New York and full back-up service while in the USA. We also encourage and give full information on post-camp travel in America, Canada and Mexico. For staff from other countries who do not utilize BUNAC flights, the total will be the same, but the amounts may vary. We will advise you of the costs for each individual when you receive an application form.

As with counselors, we secure a financial guarantee from each applicant to ensure that he/she realises the commitment to fulfill your contract. In the (very rare!) event that a *KAMPer* leaves camp early, **both** the BUNAC and *KAMPer's* salary portions are pro-rated. Please note that all participants are required to provide a police background check.

Please complete the attached form and return the **original** to our CONNECTICUT office. We are already recruiting for *KAMP USA* and would hope to be able to begin sending dossiers for your consideration from December. Please note that although we will always do our best to help, completion of the attached form does not guarantee that we will be able to send applications for your consideration.

Please let me know if you have any questions. We look forward to working with you again.

Judith Britten
KAMP Co-ordinator

1. Camp Name		
2. Director/ <i>KAMP</i> Hirer		
3. Winter Address Until which date? Telephone Fax E-mail Website	4. Summer Address <i>(must include street address)</i> Until which date? Telephone Fax E-mail Emergency Contact Number	5. Nearest bus stop/airport/train station? 6. Any special arrangements for getting staff to camp?
7. How many campers? How many staff?	8. Do you require <i>KAMP</i> staff to have a medical before camp?	9. Can you provide for vegetarian or other special dietary needs?
10. Brief description of your camp (accommodation type; separate staff accommodation or with campers; religious background, etc.) _____ _____ _____		

TEAR ALONG PERFORATION LINE

JOB SPECIFICATIONS		Please read enclosed <i>Terms & Conditions</i>	
11. ARRIVAL DATE Preferred? Earliest? Latest acceptable?	12. DATE CONTRACT ENDS	13. Hours per day	
		14. Days per week	
15. Arrangements for evenings/days off? Is transportation provided on evenings/days off? _____ _____			

16. STAFF REQUIREMENTS Please specify M(ale) or F(emale). If either is OK, put 'M/F'.			
Job Description	Gross Salary**	No. Needed	M/F

** A MINIMUM of US \$2940 for up to 9 weeks. After that, pro rata.

17. Other comments or requirements: (e.g. non-smoking, driver's license, etc.) _____ _____
18. Would you like to receive new applications: a) online; b) by e-mail; c) by mail; d) by fax? _____

I have read, accept and agree to the attached *Terms & Conditions* of *KAMP*. I agree to send a full job description to each person hired.

Signed: _____ Date: _____

