

## Terms & Conditions

Applicants who wish to participate on the program will be bound by the following conditions:

1. **Applications** for the 2011 season are to be sent through mail or by applying online, through camp Europe's system of data recollection. Camp Europe system is administered in North America as Camp Europe Canada & for the counterpart based in Europe by Camp Adventure in Germany; ("Camp Europe") which acts as the centre for administration and central processing of worldwide applications." Applicants to the program out of the European Union will be expected to visit CampEurope.ca web site for online access to news, announcements and meet the requirement of managing their application & participation via our communication system, and accept all communications via online systems.
2. **Booking** a Camp Europe interview or acceptance of your application at a placement event constitutes application to the program. All references must adhere to our 2011 reference policy (as detailed on our website and .pdf format).
3. Your completed **application is submitted** by the interviewer to the Selection Committee, located in Ottawa, ON, for initial screening. Once your application has been checked and accepted by the Camp Europe office, you will be advised via our on line system that your application has been shown to Camp Directors. At the same time we will confirm the stipend money you will receive at the end of your camp placement. Once a camp director manifest interest in your collaboration at their camp, you will receive a placement offer through our European office. At this stage you will be required to submit all required documents, as well to make the Deposit payment (see website for specific amounts and timelines). If your payment is not received within 21 days after your acceptance of the extended placement offer, your application will be withdrawn from the program.
4. Substantial expenses are incurred by Camp Europe on your behalf while your application is considered by Camp Directors. If you **withdraw** following a successful interview, you will forfeit the Deposit Payment. (At Camp Europe's discretion exceptions may be made in some cases of illness or medical incapacity as confirmed by a medical certificate.) If you decide to withdraw from the program, you must inform Camp Europe immediately.
5. Having completely checked the website information, please discuss with your interviewer any **medical** problems that you have or have had in the past which may affect your chances of being placed or of participating on the program. Failure to disclose relevant medical information at the earliest opportunity is grounds for dismissal from the program. Any deposit payments already made will be forfeited, and our medical insurance policy rendered invalid. Please note that pre-existing medical conditions may not be covered by Camp Europe's insurance provider, and participants may be required to buy a supplementary Non-Camp Europe policy at their own additional expense to ensure they have sufficient coverage for program participation.

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6. Even after you pass the interview and you are **accepted** as a candidate for the program and after being offered a placement, it remains your responsibility to inform the Camp Europe office in writing of any material changes to your medical or criminal history circumstances.

Camp Europe **reserves the right to** vary, delay or cancel your placement should your medical circumstances deteriorate between the time of your application and the date that you are due to depart for Europe. Please note that some camps may require immunizations for Hepatitis A or B, Mumps or TB and any costs incurred are the responsibility of the applicant.

7. **Criminal Offences** - Please note that we actively promote equality of opportunity for all our applicants and seek out the right mix of talent, skills and potential and we welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to a position with Camp Europe. However, failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Failure to disclose details of criminal convictions (including juvenile, cautions and current charges) are grounds for dismissal from the program, and will lead to any deposit payments already made being forfeited. If you have had incidents with the law, you are advised to check our website and discuss such matters with your interviewer or the local recruitment office before you are interviewed for the program. Please note that because all our participants work closely with children our program comes under the Rehabilitation of Offenders Act, and you must therefore declare relevant spent convictions.

8. Camp Europe requires all participants to provide **Criminal Background** checks (see our website or talk to your interviewer for details). Charges for a criminal record checks vary from province to province / state; and payment will be the responsibility of the applicant. Camp Europe reserves the right to dismiss anyone from the program without compensation or refund if they are found to have concealed any criminal conviction, caution or pending charge. You are therefore advised to make such information known at the earliest possible opportunity. If you have problems with legal authorities between applying to the program and embarking for Europe you must notify the Ottawa Office of Camp Europe. Any attempts to conceal such incidents are grounds for dismissal from the program and will lead to any deposit payments already made being forfeited. In Canada, it is Camp Europe policy to obtain Criminal Record Bureau checks under the RCMP name, with possibility to apply for it online, under liability of [backcheck.ca](http://backcheck.ca)

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9. For all applicants, even if your application is accepted, there is **no guarantee** that a camp director/resort director will offer you a summer position. A match is needed between the needs of the camp/resort and your availability, experience and skills. More effort in your application and photos will improve your placement prospects. If a position cannot be found, you will be informed as soon as possible (certainly by 30th June) and have your Deposit Payment refunded no later than October 31st.
10. When a camp/resort placement is found to suit your availability and interest, Camp Europe will inform you via our online communication system immediately, and you will then be required **to pay the fee** published on the web site and provide our Canadian office with all the required documents. Your final group of payments includes a compulsory medical insurance premium. Cancellations at the point of placement must be notified immediately and cannot be inferred by non-payment of the fees.
11. After placement, if you fail to participate for any reason except, medical incapacity (as confirmed by a medical certificate and at Camp Europe's discretion), the deposit payments and with medical insurance **surcharges will be forfeit**. Penalties are necessary because of the expense of interviewing, matching applicants with vacancies and general administrative costs involved in the program. Camp Europe must be informed immediately of all cancellations.
12. It is the duty of every Camp Europe participant to comply with the requirements of the medical policy and criminal record check procedures of Camp Europe. **Failure to disclose** relevant information or to complete the required paperwork at the appropriate time can lead to termination from the program and the forfeiture of all payments (see our website for the Camp Europe medical and criminal record check requirements).
13. You are required to complete a **4 up to 12 week assignment** (camp). Any requirement to work longer than 12 weeks should be confirmed with your Camp Director prior to the start of your placement. Participants taking a Day Camp placement may be required to undertake a 10 week placement due to the time off given during the placement. If, through no fault of your own, your initial placement is unsuitable, Camp Europe will do its best to find you an alternative placement enabling you to fulfill your commitment.
14. Accommodation and food **costs** during the time between placements will be the **responsibility of the applicant**. During this time applicants will be required to maintain daily contact with our German office or will be deemed to have left the program. If for any reason you fail to complete your assignment and/or engage in conduct that in the opinion of Camp Europe is deemed detrimental, you will forfeit your weekly stipend, application payments, insurance payment and all other payments.
15. Camp Europe has a **legal and moral obligation to report to the EU authorities** anyone who leaves the program prematurely. You will be remaining in the EU without a volunteer-tourist exchange visitor's permit. You will also be liable to pay \$200 to cover costs incurred by Camp Europe.

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16. Air transportation between North America and Europe are responsibility of each participant.
17. All participants should be aware that the camp/resort is charged a fee in respect to the costs associated with organizing the Camp Europe program. This fee is paid by Camps and is charged in all circumstances without exception and applies equally to returning participants.
18. Late applications will only be accepted for pre-placed applicants up until April 30th 2011.
19. Camp Europe in **Canada** & Camp Adventure in the **EU (Germany)** work together as a temporary internship agency under the Terms of the Employment Agencies Act.
20. Camp Europe may **refuse to accept an application**, or may reject an application at any stage given a valid reason.
21. Applicants should be aware that all **refund claims** should be submitted by September 30th in the year you applied for Camp Europe program. No further claims will be accepted after this time.
22. **Camp Europe will:**  
If applicable, will arrange transportation for you to the Camp Europe accommodation following your June/July transatlantic flight. It should be noted that we will provide instructions for onward travel to your camp. Participants will be provided with a shuttle service (free of charge) from the airport of arrival to the training site camp.
23. **Transportation** to camp after the training session will not be arranged by Camp Europe for participants. However, it should be noted that travel costs incurred at this time should be paid by the participant, but that these costs will be reimbursed by your Camp Director upon production of receipts (maximum 70 Euros for 2011).
24. In return for a **medical coverage** payment we arrange for insurance to cover your medical treatments up to \$50,000 (semi private room only). Participants pay the first \$1,000 in respect of each separate sickness or injury. Pre-existing conditions are not covered by the Camp Europe insurance based in Germany nor in Canada.
25. Keep available at Camp Europe headquarters in the EU during normal business hours throughout your stay in the program as a member of our staff for purposes of consultation who can be reached **by telephone** +49(0)4043261982 and provide emergency back-up services. Emergency back-up service is also provided outside office hours (i.e. 24-hour emergency coverage) by either phoning the above number and being connected to our answering service.

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- 26. Reimbursement for travel costs incurred by the participant is given under a compensation stipend, based on a weekly basis,** indicated on the web site and as confirmed during the interview and the personal placement offer. If you do not work the full amount of days indicated in the contract for your respective program, you will be awarded your stipend money on a pro-rated basis upon the number of days you actually worked. If you leave the program for any reason, you will also only be given pro-rated stipend money based upon your actual days worked. This weekly stipend payment includes the refund of deposit payments you paid to Camp Europe prior to your departure.
- 27. In some few instances taxation** may be deducted from the amount of the after camp payment you receive. You can claim this money back from the EU country's Government and you will receive the refund in December. Camp Europe will try to assist you in obtaining this refund by referring you to a commercial tax assistance company who will charge for their services.

### **The applicant will:**

- 28. Agree to complete all visa** requirements including attending personal interview at the Selected Country Embassy or Consulate at your own expense in accordance with the instructions thereof and to be responsible for obtaining a valid passport at least three months prior to departure and to comply with all vaccination and immunization requirements.
- 29. Agree** to be present in good time for all flights or other transportation arranged to be punctually at the start of Camp Europe program/training. Camp Europe will not provide or be responsible for alternative transportation, except in the case of illness or accident in accordance with its group insurance policy.
- 30. Understand** that Camp Europe and its staff undertake at all times to treat applicants and enquirers with courtesy and respect. In return for this we require our applicants to always be courteous and polite to our staff and associates. You therefore agree that hostile or aggressive behaviour by applicants will result in immediate cancellation from the program and the forfeiting of all payments.
- 31. Agree** to abide by all lawful rules and reasonable regulations of Camp Europe contained herein and of the camp/resort in which you are placed.
- 32. Agree** to work for the required period at the camp/resort to which you have been assigned. In some cases less or more weeks may be required; this will be confirmed on your placement letter
- 33. Agree** to abide by all appropriate regulations and instructions of the E.U. Governments, including returning home no later than five months after entry to the E.U. through any Schengen country.
- 34. Agree** that in order to protect the children in the facilities to which we send staff, Camp Europe reserves the right to cancel placement without explanation right up to the moment of departure. In these very rare circumstances, at Camp Europe's discretion, a refund of charges will be made.

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35. **Agree** to carry out your Camp Counsellor/ Team leader duties and other responsibilities towards the participating camp/resort to the best of your ability and with due respect and to take full advantage of the travel opportunities at the end of your camp/resort program in accordance with the rules and guidelines set out in the Camp Europe program brochure, handbooks and website.
36. **Agree** to leave the E.U. at the end of your stay on or before the termination date of your visa- permission.
37. **Agree** not to accept any form of paid employment in the E.U. during your stay other than within your duties as a Camp Counsellor Intern with the designated camp/resort.
38. **Understand** that Camp Europe provides no **flights** and that you are responsible for any transportation costs across continents.
39. **Co-operate** fully with those supervising the program on behalf of Camp Europe, and you agree to abide by any reasonable instructions they may give you.
40. **Understand and acknowledge** that you are not an employee or agent of Camp Europe or any affiliate thereof and agree not to make any representations to any third party or employee of the participating camp/resort to that effect. You understand that you are a cultural exchange visitor and not an employee of the camp to which you are assigned.
41. **Understand** that Camp Europe does not own or in any way assume responsibility for the operation of camps/resorts. The running of each camp/resort is solely at the discretion of its proprietor and/or director. As a consequence, Camp Europe cannot, and does not, accept liability for any decisions, actions or omissions of whatever nature made by or on behalf of the proprietors and/or directors of the camps/resorts. If you consider that you have suffered any loss, injury or damage whatsoever as a result of any such decisions, actions or omissions, your right to recourse lies against the director or proprietor of the individual camp or resort. Your acceptance of a placement with a camp/resort is subject to this condition.
42. **Understand** that the responsibility of the camp to you is limited to housing, food, linen, the cost of transport from the arrival city in the E.U. assigned city to the camp/resort, and the after camp payment paid to you by the camp/resort. If any problems should arise between you and your camp during the course of your stay, you must promptly inform **our representative in Hamburg, Germany**.
43. **Warrant** that information given in the application procedures by you is honest and accurate and agree that you will perform your duties to the best of your ability. Providing false or misleading information about you will lead to cancellation from the program.
44. **Be responsible** for any liability, obligation, loss or expense including court costs and legal fees, incurred by Camp Europe, its staff, agents, employees and organizations affiliated with it, the participating camp/resort or third party resulting from any injury, loss, property damage or expense that you directly or indirectly cause or to which you contribute in any way.

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- 45. Understand and acknowledge** that Camp Europe, its affiliates, agents and employees, will act on your behalf in arranging transportation in connection with your appointment as a Camp Counsellor Intern and in providing other services.
- 46. Waive and release Camp** Europe and its affiliates, agents and employees from any claims whatsoever arising from any injury, loss, damage, accident, delay, or expense resulting from events beyond its control, including without limitation acts of God, acts of war, strikes, incidents of politically motivated violence, terrorism, sickness or quarantine, government restrictions or regulations, and, in the absence of gross negligence (or negligence in the case of personal injury) by Camp Europe, arising from the use of any vehicle or from any act or omission by any agent or employee or guests of the participating camp, individual, firm, or company in relation to transportation to, from and within the E.U. or another facility or service organized on your behalf.
- 47. Understand** that Camp Europe or its affiliates or agents may, without liability, or expense to themselves take whatever action they deem appropriate with regard to your health and safety and may place you in a hospital for medical services and treatment or, if no hospital is readily available, may place you in the hands of a local medical doctor for treatment. You undertake to reimburse us, our agents or the summer camp/resort in which you are placed for any expenses incurred by us or them in taking any action reasonably considered necessary in the interests of your health and safety, which is not covered by the medical insurance policy. If deemed desirable by Camp Europe or its agents, you authorize them to transport you back to your country of origin at your own expense.
- 48. Understand** that Camp Europe considers children and young people to be individual and valuable members of society who have an unconditional right to be treated with dignity and respect. As such they should be fully protected against any exertion of inappropriate power, whether sexual, physical or emotional. Camp Europe will fully support any action taken against perpetrators of abuse.
- 49. Consent** to your personal information being held, processed and disclosed by Camp Europe both within and outside the EU. Participants understand that data will be transferred both electronically and by physical means between offices employers, government departments and have supplied this information for the purpose of seeking seasonal internship/placement in the E.U. and in order for Camp Europe to arrange transport. For the purposes of this clause personal data includes but is not limited to all information supplied on application forms, medical forms and criminal record confirmations. For full details on how we use personal information see our Privacy Policy section.

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- I have read the conditions of eligibility. I understand that if I am selected for a position at any camp, I will be required to attend a training session prior to the placement on 2011. The cost of board, local transportation and meals is partly covered by Camp Europe.

I have read and I agree with the terms & conditions, for Camp Europe 2011

- I hereby declare that the information I provide is correct and I do not deny the important information to be carried as described in the privacy policy.
- I understand that this is not a caretaker contract, but only to an extent of an information sheet of acts.

All information will be kept confidential.

Date \_\_\_\_\_



\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

- Please, along with your resume, send to:

Camp Europe;

303 Jardin Pr.

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Ottawa, On

CANADA

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