



# 2020 Camp Counselors USA

## Support Staff Program Agreement – Czech Republic

This agreement is between CCUSA Inc., (CCUSA), and

\_\_\_\_\_ (print name) you, a CCUSA participant

CCUSA ID #

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### APPLICATION AND FEES

To apply to the Camp Counselors USA Support Staff program you will be required to pay Program Fees (all payments should be made out to CCUSA):

#### First Time Applicants:

Step 1: Complete your online CCUSA application registration form, program application and additional documents on your CCUSA Footprints account and pay the Application Fee: €45.

Step 2: Complete your CCUSA Interview and necessary interview documents.

Step 3: Acceptance Fee: €100. The acceptance fee is due within 14 days of acceptance or 15<sup>th</sup> of March 2020, whichever comes first.

Step 4: Final Installment: Payment is due 48 hours after placement/hire at Camp Fair or by 15<sup>th</sup> March 2020, whichever comes first.

a. Own Flight Option (ONLY available to First-Time participants and COMPULSORY for Pre-Placed participants): €55.

b. CCUSA Flight Option (ONLY available to First-Time participants and NOT available to Pre-Placed participants): €355.

#### Discount:

€50 if application is completed, accepted and you pay all your fees by December 1<sup>st</sup>, 2019 (First Time participants only, not applicable for Pre Placed).

#### Returnees:

A returnee is someone who is returning to the same camp (regardless of your previous visa sponsor). All program fees are payable to CCUSA and must be paid when you submit your online application form to CCUSA. Application for this category are taken on a first come, first serve basis. Applications might be closed earlier than other application deadlines. As a returnee you will pay the below fees and your camp pays nothing to CCUSA. You accept full responsibility for negotiating your total pocket money with your camp.

Step 1: Complete your online CCUSA application registration form, program application and additional documents in your CCUSA Footprints account and pay the Program Fee:

a. Program Fee: €350. For second or more year returnee (third year or more participation on J1 Visa) with CCUSA as visa sponsor last year.

b. Program Fee: €450. For second or more year returnee (third year or more participation on J1 Visa), if CCUSA did not sponsor your most recent year of participation on the Summer Work Travel Visa.

c. If you have not been to camp in the past 3 years you will have to apply as a first-time applicant. Refer to first-time applicants section above.

#### Additions:

If you apply and pay after 15<sup>th</sup> March 2020, you will incur a non-refundable €75 surcharge and the CCUSA head office in the US reserves the right to cancel your application.

### ACCEPTANCE AND PLACEMENT AT A CAMP

- If you have found your own placement with a camp (Pre-Placed), you can ONLY select the "Own Flight Option."
- Your application form and references are legal documents. You agree that you have personally completed the application form and any false, misleading or withheld information on your application or inappropriate behavior during your interview, on social media sites, prior to departure for the USA or during your participation on the CCUSA program, is grounds for immediate cancellation from the program without refund. You are required to inform CCUSA of any changes in information provided within your initial application, including but not limited to: health conditions, availability dates, skills and contact details.
- To apply to the program, you will be required to submit a completed application form, upload a personal video, 2 CCUSA reference questionnaires, a photo, school proof, all required fees and this signed Program Agreement. All materials submitted to CCUSA immediately become the property of CCUSA.
- CCUSA will conduct an interview to help you better understand the program and to assess your skills and experience. The CCUSA head office in the US determines final program acceptance of applicants.
- You may receive conditional acceptance on the program requiring you to attend the CCUSA Camp Fair in order to secure your placement. If you are accepted on this condition and do not attend the fair, you will be cancelled without a refund of your application fee. If you attend the fair and are not hired, CCUSA reserves the right to cancel your application less a €45 Administration Fee.
- Placement at a camp in the U.S. may occur any time after acceptance until 15<sup>th</sup> June 2020, or until it is no longer possible to obtain a visa in time for your arrival to camp.
- Your application, camp type choices, skills, experience, level of English and references will determine your placement at a camp by CCUSA. All placements are final. You will be notified of all the details of your camp placement, including your arrival and departure date travel instructions, and your contract dates via your online Footprints account. The dates indicated in your Placement Letter are considered your official contract and visa dates. Failure to complete your contract will result in additional costs as mentioned in Early Departures section point 1.
- While participating on the CCUSA program you are required to check your Footprints account regularly and provide CCUSA with a current email address that you will access every day from the time of application through the time you complete your trip to the U.S. CCUSA will not be held responsible for problems arising from failure to check your email regularly (including junk mail) or failure to notify CCUSA of changes to your email address. You may not use a university or school email account. You are required to create a personal web-based email account once you are accepted to the CCUSA program. Participants who continually fail to respond to CCUSA and Camp Directors in the USA (phone or email requests) are indicating to us that they are no longer interested in the program and will have their application cancelled after one warning and will forfeit all fees paid to CCUSA.
- During your participation on the program, CCUSA must confirm your arrival at camp within 3 days of your visa start date, and every 30 days throughout your program. You are required to contact CCUSA via Footprints (<http://footprints.ccusa.com>), or by phone/email every 30 days to confirm your whereabouts and job status at camp. If you do not contact CCUSA every 30 days over the course of your program, or if you withdraw from the program early for any reason, CCUSA reserves the right to end your visa.
- You, the applicant, are the only person CCUSA will liaise with in terms of your application/placement. CCUSA will not provide information about your application or program participation to parents/friends/other family, unless you are involved in a medical emergency while in the U.S., in which case we will contact the person you have listed on your CCUSA application form as your "emergency contact."
- If you or your parents are, have been, or are legally capable of becoming US passport holders or US Citizens (or you were born in the USA), you will not be eligible for the program (contact your local office for other program options).
- Once accepted to the program, if you do not have a passport or you need to renew your passport, you must apply for this no later than 2 weeks after your acceptance to the program. Failure to do this is grounds for cancellation without a refund of fees.

### INSURANCE

- Insurance coverage is included in your CCUSA fees for the period you are working at camp (actual camp contract dates as shown on your DS2019 form), you will have to extend your insurance with CCUSA to cover the entire period you will be in the USA.
- Your policy can be upgraded from economy to premium prior to departure for the US for €0,90/day. This has to be done before your insurance dates are locked, typically, but not guaranteed 15 days prior to the start date of your insurance. You will not be able to change your level of insurance after that date. You can do this on your CCUSA Footprints account.



# 2020 Camp Counselors USA

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- You can purchase an extension of your insurance **prior** to your departure to the US at a cost of €3,75/day (for economy plan) and €4,65/day (for premium plan). This must be done before your insurance dates are locked, typically, but not guaranteed 15 days prior to your insurance start date. After your insurance is locked any extensions must be done once you are in the USA and have validated your visa.
- Once your policy has commenced, any extension must be made prior to expiration (all extensions contingent upon insurance company's approval). Costs for extensions once in the USA are US\$4.20/day (for economy plan) and US\$5.10/day (for premium plan). Specific terms of coverage are available on your online CCUSA account.
- U.S. Government J-1 visa regulations require insurance coverage for the full duration of your time in the USA from the date you enter the US to the ending date on your DS2019 form. If the included visa period of coverage does not cover the full length of your stay in the USA, you must extend the policy to cover the full travel period at your own cost prior to departure to the US.
- The insurance plans do not cover baggage, pre-existing medical conditions, dental, or auto insurance.
- In case of an accident or incident, it is your responsibility to submit a claim form with all original documentation and/or follow the procedures set out by the insurance company. CCUSA is not the insurance company. All claims, processing, and queries are between you and the insurance company. You will receive a copy of the policy once you have been accepted to the program. Be sure to read all policy details via your online CCUSA account.

### CRIMINAL BACKGROUND CHECK

- To participate on the CCUSA program, you must apply for a current criminal/police background check after acceptance by the CCUSA head office. Please note that a background check cannot be older than 6 months at your start date at camp. Please apply for your background check no sooner than 1<sup>st</sup> January 2020. After 1<sup>st</sup> January 2020, apply no later than 14 days after acceptance to the program.
- As part of the application you are required to disclose to CCUSA **any and all criminal history, criminal offense, arrests, charges, or sentencing**. Any criminal history reflected in this background check could affect acceptance/placement opportunities and/or result in loss of placement. Non-disclosure will result in cancellation of your application and you will forfeit all fees paid to CCUSA.
- Once the background check has been processed, you must submit the report to CCUSA by 30<sup>th</sup> April 2020. If your Criminal Background check is not uploaded by 30<sup>th</sup> April 2020 you will be charged €50. U.S. summer camps require that you bring the original of this report with you to camp. Failure to do so is grounds for immediate termination.
- If you are not a citizen or permanent resident of the country from which you are applying, you must also gain a criminal/police background check from your home country as well with an English translation.

### MEDICAL HISTORY

- As part of the application you are required to disclose to CCUSA **any and all past or current medical conditions** (if you are unsure of what to include contact CCUSA to discuss). Non-disclosure will result in cancellation of your application and you will forfeit all fees paid to CCUSA.
- If accepted, you must download the CCUSA Health History form, which must be completed and signed by your physician. This must be completed per the instructions and submitted to CCUSA at least 4 weeks prior to departure for the U.S. A surcharge of €50 will be added to your application fees if you miss this deadline.
- Your camp also requires you to bring the original signed and completed form to camp. Failure to complete this form in your home country may result in your termination or you will be required to pay for a medical examination in the U.S (this exam is expensive and is not covered by your travel insurance policy).
- To participate on the CCUSA program you will need to have at least the following inoculations completed and up to date: Measles, Mumps, Rubella, Hepatitis, Polio, Whooping Cough and Tetanus. Your camp may require additional inoculations, which will be outlined in their health certificate and placement letter (in your Footprints account). If you do not have these inoculations completed before you go to camp your placement will be cancelled and you will forfeit all fees paid to CCUSA.

### J-1 VISA

- In order to participate on the CCUSA program you are required to obtain a J-1 Exchange Visitor visa before departing for the USA.
- The US Embassy charges a fee of US\$160 (subject to change) for visa processing. This fee is separate from the program fee you pay to CCUSA.
- The US Government also charges a US\$35 (subject to change) SEVIS fee, which is paid by your camp.
- The J-1 visa permits you to enter the U.S. and legally work for 9-11 weeks at a US summer camp, with an additional 30-day grace period for travel in the US only, after you have successfully completed your contract at camp.
- The DS2019 visa document is the document you will need to apply for your J-1 Exchange Visitor visa at the US Embassy. As a Department of State designated visa sponsor, CCUSA will issue this document for you once you have paid your program fees in full and you have confirmed all your passport details through your online CCUSA Footprints account.
- If you confirm your details incorrectly, or if the DS2019 is lost or damaged, the DS2019 form must be reprinted and you will be charged US\$75 for a new form.
- The U.S. Embassy requires an in-person interview for all participants. You must apply for and obtain your J-1 visa before departing your home country. If you have any criminal records or convictions, you will be required to show your completed original background check at the time of the Consulate Interview.
- The U.S. Consulate may charge a fee for booking your Consulate interview which will be passed onto you.
- Please check when you receive your passport and visa back if the document is correct. Mistakes can delay your trip.
- You must enter the U.S. by the start date on your DS2019 form and validate your program with CCUSA (through your online CCUSA account) within 3 days of arrival. If you know you are not going to be able to travel to the US by your DS2019 start date, CCUSA requires that you have your DS2019 start date changed (subject to change fees US\$25-\$75). It is YOUR responsibility to notify your local office and request a change to your program start date. Failure to validate your program within the required 3 days will result in a SEVIS status of "terminated" which means your participation in the program has been cancelled.
- You are required to check in with CCUSA every 30 days during your stay in the US. Failure to do so can jeopardize your program and visa status.
- CCUSA reserves the right to change program rules, conditions and fees if any US Government laws change or State Department regulations change for the J-1 visa change after printing of this program agreement.

### CANCELLATION AND REFUND POLICY

- The application fee is non-refundable if you are not accepted to the program.
- If you cancel prior to your acceptance to the program, the application fee is non-refundable. The full acceptance fee, if already paid, will be refunded. Written cancellation notification must be received within 10 days of cancelling to qualify for a refund.
- The application and acceptance fees will not be refunded if you cancel from the CCUSA program after acceptance (unless canceling for reasons outlined in Point 7). If you have not paid your fees in full, you will be invoiced for the amount due to CCUSA which are due within 14 days of canceling.
- If you change any information on your application **after** acceptance to the program that CCUSA determines will adversely affect your placement possibilities, CCUSA reserves the right to withdraw your application from the program; in this case there is no refund of any fees. This includes information you post in your application documents as well as any information that you post on the internet or social media.
- If you post anything on the internet or social media or break any of the camp, state or federal rules during your camp program (including time off), CCUSA reserves the right to cancel you from the program without any refunds (please see Early Departures for more details).
- Applicants who continually fail to respond to CCUSA are indicating to us that they are no longer interested in the program and will have their application cancelled after one warning and they will forfeit all fees paid to CCUSA.
- If you cancel due to life-threatening illness or a life-threatening illness or death of a parent or sibling (medical certificate required for review by CCUSA), you will receive a refund of your Acceptance fee. You will be charged for any flight cancellation fees if applicable. A written cancellation notification and the medical certificate documenting the illness must be received within 10 days of cancelling to qualify for a refund. No refunds will be made for cancellations as a result of pre-existing



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conditions.

- Fees incurred for obtaining your criminal background check, medical examination, visa processing and any other third-party services are non-refundable in most cases and CCUSA is not responsible for any refunds of these fees.
- The US\$35 SEVIS fee, if paid by CCUSA at the time of your cancellation, will be deducted from any refund owed to you. If you are not owed a refund and the SEVIS fee has been paid by CCUSA on your behalf, you will owe CCUSA US\$35 for the SEVIS fee.
- If you cancel from the program (for any reason) once you are placed and your international flight has been booked by CCUSA, you will be responsible for all flight cancellation fees as imposed by the airlines.
- If you are not placed by 15<sup>th</sup> June 2020 you will be cancelled from the program. Upon the return of your DS2019 form to CCUSA you will receive a full refund of the fees paid to CCUSA (less a €45 Administrative Fee). In this event, refunding the program fees is the limit of CCUSA's responsibility, as damages for non-participation are impossible to calculate.
- In the event the U.S Government rejects your visa application in your home country, the fees paid to CCUSA are non-refundable. CCUSA strongly advises you to apply for your J-1 visa only in your country of citizenship. Visa applications made in a country where they applicant is not a citizen or permanent and legal resident may face higher risk of visa denial. The U.S. Government requires additional documentation if you apply for your visa outside your home country. CCUSA cannot be held liable for visa rejections.
- If you have not applied for your visa within 15 days of the issuing of your DS2019 Form or if the U.S. Government does not issue your visa in time to arrive at camp by your start date as listed on your online CCUSA account, your participation in the program will be cancelled and no refund will be given.
- Your DS2019 visa application form must be returned to CCUSA before any refunds can be issued.

### PRE-DEPARTURE ORIENTATION

CCUSA provides a mandatory Pre-Departure Orientation meeting in your country to give detailed information about the J-1 visa, program rules and life in the United States. U.S. government regulations require that you attend this orientation. Failure to do so will result in the cancellation of your program without refund.

### TRAVEL TO CAMP

#### Own Flight Option (Participant arranges flights):

- You must arrange and pay for your own return flight transportation (including your international flight) to your camp's designated arrival meeting point in the US.
- Your full, international and US domestic travel itinerary to camp must be entered into your online CCUSA account or otherwise provided to CCUSA as soon as you have booked your flights. If you are placed prior to May 1, you must supply CCUSA with full international/domestic flight details no later than 4 weeks prior to your departure. If you are placed May 1 or later, you must supply CCUSA with full international/domestic flight details no later than 72 hours after placement or 24 hours in advance of your departure to the U.S., whichever is the earlier date.
- If you are not traveling directly to camp, you must provide a full itinerary including contact telephone numbers and addresses for each day overseas until you arrive at camp. Failure to complete these travel requirements in the time frame indicated may result in your cancellation from the program, and no refunds will be issued.

#### CCUSA Flight Option:

- CCUSA reserves the right to restrict the flight option you may choose after reviewing your application. The CCUSA flight option might not be available to all participants.
- You must arrange and pay for your own transportation to the designated CCUSA departure airport.
- Return international travel from the CCUSA designated airport to the U.S. is arranged and paid for by CCUSA.
- You are required to login to your online CCUSA account to request your return international flight date within 72 hours of being notified via your online CCUSA account of your placement. If you are not placed by 10<sup>th</sup> May, you will be required to request your return international flight date on the same day you are notified via your online CCUSA account of your placement. If you wish to depart on a different date than those available to select, you are responsible for any difference in the cost of the airfare.
- If you fail to request your return flight date, CCUSA will allocate you a return flight date based on the end availability date on your application form or your visa end date. You will be responsible for all necessary flight change costs following date selection.
- Your flight date into the US is chosen by CCUSA to coincide with your camp's required start date. If you require CCUSA to change your international flight to the U.S. (due to issues such as, but not limited to exams, sickness, missing the flight or failure to obtain your J-1 visa in time), you will be responsible for all subsequent flight change costs. If you cannot fly on the requested date by your camp, you might lose your placement and might be cancelled from the program without a refund.
- If you are placed in May or June you will have to be prepared to leave quickly (in 1 or 2 days in some cases) after your placement, if your camp requests this.
- Flight date changes are subject to airline fees and availability. These costs are not set by or under the control of CCUSA. If you end your program early or change either your return flight date or departure airport upon completion of your program, you are responsible for any flight change fees as well as a US\$50 surcharge to CCUSA for rebooking.
- Depending on your camp's travel requirements, you may be required to travel to the Meet & Greet site. If this is necessary you are responsible for local transportation, the cost of hostel accommodation (US\$99/night, subject to change), and meal costs during this time. Transfers from the U.S. arrival airport to the Meet & Greet site are not included in your program fees. CCUSA will provide you with cost efficient transportation options and instructions.
- In conjunction with CCUSA, your camp arranges and pays for your one-way travel to camp from the Meet and Greet site or the international arrival point. You are responsible for all travel following camp, including the cost of returning to the airport from which your international flight departs (in most cases New York).
- You are responsible for any baggage fees that might be charged by the airline.
- Once in the US, all return flight changes will be processed through your online CCUSA account based on availability with the airlines and a mandatory 7-day advance notice.

### POST CAMP TRAVEL

You are responsible for travel costs after camp including transportation, meals and accommodation. This includes travel costs to your U.S. departure airport for your return flight home or onward international travel.

### DURING THE SUMMER

- The standard resident camp season is up to nine weeks (eleven weeks for day camps), and you must arrive at camp on the date listed on your online CCUSA account. Your pocket money will begin accruing on the first day of general staff training. Some camps exceed 9 or 11 weeks. In these cases, you will be required to work at camp until the assigned end date (camp contract takes precedence over the 9 to 11 weeks specified by CCUSA in this Program Agreement). In such cases where you work longer than 63 days (9 weeks) at a resident camp or 77 days (11 weeks) at a day camp, you will be paid an additional amount per extra working day.
- Failure to complete your contract will result in additional costs (travel, food, lodging, etc.).
- Under Federal law, camps are required to withhold minimal federal and state tax from your Pocket Money. You will be required to file a tax return for 2020 as a CCUSA participant. CCUSA offers an inexpensive tax service for your convenience to assist with filing our tax return.
- As a J-1 Summer Work Travel visa participant you are required to apply for a Social Security Card at least 10 days after your visa start date. CCUSA provides full instructions on this and if your camp does not assist you, you still must lodge this application within 4 weeks of your visa start date.
- The camp pays a fee to CCUSA to cover administration costs associated with your recruitment, selection, placement, insurance, SEVIS fee and supervision. This fee does not comprise part of your Pocket Money; however, it does form part of the total expenses paid by the camp.



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(print name) you, a CCUSA participant

- Prior to arrival, any policies your camp has that supersede what is written in this agreement should be communicated to you in writing by your camp. Please note that camp policies cannot supersede US Department of State regulations for the J-1 visa program.
- The J-1 Exchange Visitor program you are traveling on to the US is a Cultural Exchange program with a work component in it, and has a required cultural component. Participants must participate in at least one cultural activity each week in order to expand their knowledge of American culture and life. CCUSA will provide you with resources for cultural activities in the area where you will be at camp. These resources are accessible through your online CCUSA account.
- You will be required to report on these cultural activities each month during your 30-day check in. Failure to participate in this required cultural component can jeopardize your program.
- You will earn a set amount of Pocket Money based on the program option you have chosen (own or CCUSA flight). You will be paid by the camp director according to camp policy, prior to the last day of camp.

For working the 9-week resident camp or 11-week day camp you will earn:

**CCUSA Flight Option:**

Support Staff US\$1,300

**Own Flight Option:**

Support Staff US\$1,850

**Returns:**

See Acceptance and Placement, Point 1

**Additional Pocket Money for which you may be eligible:**

- US\$49 a day: For each additional day you work as a Support Staff beyond the standard 9 or 11 week session (not including days off).

- Your camp will provide a bed, three meals a day and access to laundry facilities (facilities not always on camp property).
- Your personal expenses before, during and after camp are your own responsibility.
- Your visa dates will match your camp contract dates. You are not eligible to extend these dates in order to work at a different employer when your camp contract has been completed. From time to time, CCUSA will allow you to be placed at a different camp if you have successfully completed your original camp contract. Please contact the CCUSA Head Office for details.

**EARLY DEPARTURES**

- If you fail to fulfill the responsibilities of your position at camp or violate any camp rule, or State or Federal law, or leave voluntarily, your participation will be cancelled and in certain cases you must depart the USA immediately. This includes anything that might happen during your time off. You will incur additional costs for travel, food, lodging and a contract cancellation fee will be charged.
- Fees paid to CCUSA will not be refunded.

**RETURNEES**

In addition to all other points included in this agreement, the following policies pertain specifically to Returnees.

- A "Returnee" is classified as a person who is returning to the same camp, OR to a new camp under the direction of a camp director the applicant has previously worked under. Returnees applying for their third or more summer must be aware of the 10% returnee rule. This rule limits the amount of participants a Designated Visa Sponsor may have on the program according to the US State Department visa regulations. Additional documentation may be required.
- You must submit a complete online application, proof of student status, current criminal/police background check, this signed program agreement and a passport photo to your local CCUSA office along with a return invitation, contract or email from your camp director (must include a statement verifying you have been invited to return to camp and your proposed work dates) before CCUSA can process your application.
- Upon submission of all necessary forms and payments, CCUSA will provide you with a current DS2019 visa application form, worldwide travel insurance coverage for your work period (you will have to extend your insurance with CCUSA for the whole period that you are in the USA if different from the work dates) and 24-hour support while in the USA.
- You are required to submit your travel to camp plans to your online CCUSA account at least 4 weeks prior to your departure in order for us to activate your insurance policy. Information required includes airline, flight number, date and time of arrival as well as your method of arrival to camp if arranging this yourself. In addition, you MUST notify your camp of your travel plans. CCUSA is not responsible for coordinating an airport pickup with your camp. Failure to complete these travel requirements in the time frame indicated may result in your cancellation from the program, and no refunds will be issued.
- If you are applying for your visa in another country and need your DS2019 form sent there, you will be charged US\$50 to cover administration and shipping costs. You must supply a verified, deliverable FedEx street address (not a POBox) and an in-country contact phone number. Additional costs will be at your expense if the above is not adhered to.
- Returnee applications can close at any time.
- Participants who have used CCUSA as their previous visa sponsor will be given priority in case the returnee cap is close to be reached.

**PRIVACY STATEMENT**

CCUSA must comply with the requirements of the Data Protection Act and ensure that all personal information is held securely and is only lawfully disclosed. Please see your CCUSA Footprints account for the full Privacy Statement.

I certify that I am currently at least 18 years of age by 1<sup>st</sup> June 2020 and I personally completed the Camp Counselors USA application form. I understand that I sacrifice privacy and comfort, work long and demanding hours and must adhere to camp policies which may be limiting and not necessarily reflect my way of living (curfews, time on/off, no smoking, no alcohol, etc.). My signature below confirms that I have read, understood, and agreed to abide by the terms, conditions and rules as detailed above. I agree that all information written and given to CCUSA is 100% correct.

I allow CCUSA to send me program information and updates via email. I also allow CCUSA to forward my name, email address and postal address to our preferred travel agent, to other counselors who may wish to share a room for any travel options and to counselors placed at the same camp or traveling on the same flight. I allow photos taken of me at meetings, arrival sites and/or at my employer location to be used for publicity purposes. California law applies to any disputes arising out of this agreement.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**If you are under 18 years of age at time of applying, your parent/legal guardian will be required to co-sign this program agreement below.**



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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Please make a copy of this for your own records and return the signed original to your local CCUSA Office or upload in Footprints.**

