

RESPONSIBILITIES and OBLIGATIONS of HOST ORGANIZATION

Below, you will find a list of responsibilities and obligations outlined for all host organizations to follow. Please read the following responsibilities and obligations and sign below indicating that you understand and agree to these conditions.

- A Training Placement Plan (Form DS-7002) must be completed and signed by the Host Organization and the Trainee. The DS-7002 will verify that all placements are appropriate and consistent with the objectives of the trainee as outlined in his/her program application and as set forth in the Training Placement Plan.
- You understand that the participant is coming for a program of training and you understand the basic goals and objectives of this program.
- You understand that the maximum duration of this program is 18 months for Business Management programs, 12 months for Hospitality and Tourism programs.
- You understand that the training position must be at least 32 hours of training per week and the duties should not involve more than 20 per cent of clerical work.
- You agree that this training position will not displace an American employee.
- You understand that CSB is the participant's exchange visitor program sponsor.
- You understand that the trainee is exempt from Federal Unemployment, Medicare and Social Security taxes but must pay all Federal, State and City Income taxes.
- You understand that the trainee must apply for a social security number.
- You understand host organizations must notify CSB promptly of any concerns about, changes in, or deviations from the Training Placement Plans during the training program and contact CSB immediately in the event of any emergency involving trainees.
- You understand that host organizations must abide by all Federal, State, and Local occupational health and safety laws.
- You understand that host organizations must abide by all program rules and regulations set forth by CSB and the US Department of State, including the completion of midterm and final program evaluations.
- Before CSB can issue the Form DS-2019, both the host organization and the trainee must fully complete and sign the Form DS-7002.
- You understand that CSB has the right to withdraw sponsorship from any participant who violates any rules or regulations or if the participant's host organization willingly does not comply with program rules or regulations.

I UNDERSTAND AND AGREE TO THE CONDITIONS ABOVE.

Host Organization _____

Name (print) _____ Title _____

Signature _____ Date _____