

CAMP HOPE 2021 VOLUNTEER CHECKLIST

ONLINE VOLUNTEER APPLICATION

- Complete & submit online volunteer application at CampHopeRegistration.com
 - Registration opens the week of June 1st and closes July 10th

Not every teen/adult applying to volunteer will be able to serve at Camp Hope. The below steps are only to be completed once you have been contacted by Camp Hope staff and have received confirmation that you will be serving.

RECOMMENDATION LETTER (UNDER 18)

- Recommendation letter from valid reference emailed in
 - Your volunteer application will not be processed until this letter has been received

VOLUNTEER MEDICAL FORMS

- Complete and submit medical form
- Attach photocopy of insurance card with forms (front and back)
- Physician signature on camp medical form for those under 18
 - Medical forms MUST be received by July 10, 2021
 - Upload forms using link from registration confirmation or camp website
 - We are no longer accepting physical forms in place of the camp hope medical form

SAFE ENVIRONMENT PAPERWORK

- PGC certificate emailed to camphope.poh@gmail.com (18+)
- Background check done following instructions outlined on the website (18+)

SIGN AND RETURN AGREEMENTS/LIABILITY FORM & COVID POLICY

- Review, sign and return the Camp Hope agreements/liability release form
- Review, sign and return the Camp Hope Covid Policy

SHIRT ORDER PLACED (IF NEEDED)

- Visit CampHopeRegistration.com for shirt ordering information. Follow the instructions on the shirt page
 - Ordering window is June 1st through July 10th
 - Shirts will be mailed direct to homes end of July

REVIEW PACKING LIST

- Review Camp Hope packing list and acquire any needed items

KEY INFORMATION DOCUMENT

- Review Key Information document

Email Address for all paperwork:
camphope.poh@gmail.com

www.CampHopeRegistration.com



CAMP HOPE KEY INFORMATION

1. DATES

- Volunteers arrive Saturday, August 7th and Camp Hope officially runs Sunday, August 8th to Saturday August 14th.

2. CAMPER ARRIVAL

- Campers arrival procedures are being reviewed in relation to COVID safety and summer camp recommendations. Details TBD but expect Sunday afternoon after 1pm.

3. VOLUNTEER ARRIVAL

- Volunteers must arrive by 12pm on Saturday, Aug 7th for camp setup as well as final orientation & training. NOTE: No campers are allowed on Saturday, Aug 7th.

4. CAMPER PICKUP

- Camper pickup will take place on Saturday, August 14th around noon (not before please). Stay tuned for exact details.

5. CAMP T-SHIRTS

- All campers and staff are required to wear Camp t-shirts everyday at camp. Shirts are available for purchase on the Camp Hope website. Please visit the website for information as to how to order shirts and corresponding deadlines to placing orders.

6. REQUIRED MEDICAL FORMS

FOR ALL CAMPERS AND VOLUNTEERS UNDER 18

- Each camper & high school volunteer under 18 is required to submit a physician signed camp medical form. **PHYSICAL FORMS ARE NO LONGER ACCEPTED**
- Once completed with appropriate signatures (parent/doctor), all forms must be digitally uploaded on the camp website (scan or photograph - follow link sent to you). Your child's place at camp is not secured until all documents & payments have been received.

ALL ADULT STAFF 18 and OLDER

- All adult staff 18 and older must submit a completed medical form & medication use form (if needed) but do not need a doctor's signature.

7. CLOSING CELEBRATION

- On Sunday, August 15th, 2:30pm-4:30pm there is a closing Camp Hope celebration hosted at Koinonia Academy in Plainfield, NJ for campers and their families. The celebration includes the debut of the Camp Hope 2021 highlight reel, praise & worship, camp overview, camper sharings, refreshments, and family fellowship.



CAMP HOPE PACKING LIST

- Bible and Rosary
- Notebook Pens/Pencils
- Writing Paper
- Ready to mail envelopes
- Sleeping bag or blankets
- Sheets
- Pillow/pillow case
- Play Clothes for 1 week
- Camp t-shirts
- Swim suit* (see below)
- Kleenex
- Hand sanitizer
- Two Towels (Bath/swim)
- Sweatshirt/Jacket
- Hat/Cap
- Raincoat/Poncho
- Sleepwear
- Sneakers, Sandals, Flip-flops
- Flashlight /extra batteries
- All toiletries (toothbrush, toothpaste, soap, shampoo, brush, comb, deodorant)
- Laundry bag (mandatory)
- Rainboots
- Mask
- Sunscreen
- Bug Repellant
- Water bottle (mandatory)
- Markers/crayons(suggested)
- Baseball glove (if possible)
- Fishing gear (optional)
- Fan (optional)
- Spending money for snack shack (\$10)
- Good reading material

DRESS CODE

The following dress code was developed to allow all attending Camp Hope to participate fully in activities and to assure that no one feels offended or uncomfortable during his or her stay. Please be advised that the following dress code will be enforced for all staff, counselors, and campers. Plan accordingly so that you will not be asked to change inappropriate clothing.

- **IN GENERAL:** All clothing should be neat and in acceptable condition and appearance and worn within the bounds of decency and good taste.
- **CAMP SHIRTS:** Campers & staff must wear camp issued shirts at all times. Please make sure to purchase and pack enough camp shirts (5-7 recommended). An extra shirt or 2 might be helpful if one gets dirty or wet.
- **OTHER GUIDELINES:** We do not allow clothing that displays profanity, products or slogans that are distracting, or anything that does not support our faith environment. Avoid clothing that is excessively baggy, tight, or short. **MEN:** shorts that fit appropriately or have a belt if necessary - **WOMEN:** shorts/skirts at least fingertip length w/arms extended at side. No leggings or yoga pants worn as pants)
- **WATER ACTIVITIES:** Campers wear cover ups and/or camp t-shirts to and from all water activities. **MEN:** Swimsuits or shorts - **WOMEN:** Swimsuits that are or look like one piece

REMINDERS

- Mark everything you bring with your name
- The showers/bathrooms are separate from the cabins.
- Weather at Camp can be hot in the day, and chilly in the early morning/nights
- Please review with your children respect for others and their belongings as well as caring for their own belongings.

WHAT NOT TO BRING

- Electronics of any kind (game systems, cell phones, iPads, etc.)
- Inappropriate literature of any kind
- Dangerous toys, hunting equipment, swiss army knives or similar

www.CampHopeRegistration.com



CAMP HOPE ADULT MEDICAL FORM / PERMISSION TO TREAT

I. Volunteer Information

Volunteer Legal last and first name _____ SSN _____

Age _____ DOB _____ Male__ Female__ (Please Check)

Home Address: Street _____ City _____

State _____ Zip Code _____ Cell phone (_____) _____ - _____

II. Emergency Contacts (2 contacts mandatory)

1. Name/Relationship to volunteer _____

Home/Cell/work numbers _____

2. Name/Relationship to volunteer _____

Home/Cell/work numbers _____

III. Insurance Information

Medical Insurance Company _____ Subscriber _____

ID Number _____ *MANDATORY - Attach a photo of both sides of card

PHYSICIAN NAME _____ Phone Number (_____) _____ - _____

Additional Physician Name _____ Phone Number (_____) _____ - _____

ALLERGY INFORMATION: List any allergies to foods, meds, animals, insects, plants or other

For severe Allergies, Asthma, Diabetes or any health issue requiring a nurse's care, you MUST provide a mandatory doctor prescribed protocol AND signature

IV. Medical Information

A. History: (Check if Yes)

<input type="checkbox"/> Allergies	<input type="checkbox"/> Menstrual problem	<input type="checkbox"/> Bedwetting
<input type="checkbox"/> Sleepwalking	<input type="checkbox"/> Glasses	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Stomach/Bowel problem	<input type="checkbox"/> Contacts	<input type="checkbox"/> Eating Disorder
<input type="checkbox"/> Speech problem	<input type="checkbox"/> Vision problem	<input type="checkbox"/> Fainting
<input type="checkbox"/> Lung disease/condition	<input type="checkbox"/> Kidney/Bladder problems	<input type="checkbox"/> Heart Disease
<input type="checkbox"/> Hearing Difficulty	<input type="checkbox"/> Orthopedic problems	<input type="checkbox"/> Hypertension
<input type="checkbox"/> Nasal/Sinus problem	<input type="checkbox"/> Asthma	<input type="checkbox"/> Head Injury

*IF YOU CHECK YES FOR ANY ABOVE ITEMS PLEASE PROVIDE A WRITTEN EXPLANATION IN FULL

• Can you participate in all activities: YES _____ NO _____ IF NO EXPLAIN:

• Please list and explain any general health issue(s) that require ongoing care/nurse's care

• Height _____ Weight _____ Date of last tetanus shot _____ (mandatory)

• Have you received a COVID19 Vaccination? YES _____ NO _____ If YES, date of final shot _____

- Dietary restrictions or concerns (please be specific with severe allergies and dietary needs)

___ Social/psychological (ADD, learning disability, anxiety, depression, etc.)

EXPLAIN: _____

___ Behavioral Issue

EXPLAIN: _____

___ Surgical /serious illness /or injury within the last year

EXPLAIN: _____

___ Physical Limitation or Other

EXPLAIN: _____

****Foreign adult volunteers must submit current TB results or provide a doctor's note that they are clear***

List any medications regularly used:

B. AUTHORIZATION: (Read all information and sign) I have fully, accurately, and to the best of my knowledge completed this history. I understand this information will be shared only on a medical/camp need-to-know basis. I hold the Camp Staff harmless in connection with the administration of medications and treatments. In the event of an emergency, I hereby give permission to the Camp Staff to secure treatments and emergency care for myself including but not limited to COVID19 testing. I understand I am financially responsible for any/all medical bills/copays incurred, including payments incurred not covered by my insurance. I have attached a copy, front and back, of my insurance card.

Printed Name of Individual

SIGNATURE: _____ **Date** _____

CAMP HOPE MEDICATION USE & PERMISSION FORM

PLEASE FILL OUT ONE FORM PER INDIVIDUAL ATTENDING CAMP HOPE

FOR CAMPERS / COUNSELORS under 18 – This Form must be completed by a Parent and Doctor for any camper/counselor taking any medications of any kind - (prescriptions, over-the-counter, vitamins, herbals). Individuals under 18 years of age taking routine medications **MUST** have a signed permission for administration from both the physician and the parent.

FOR COUNSELORS / STAFF 18+ – This Form must be completed by any individual (18+) taking any medications of any kind. (prescriptions, over-the-counter, vitamins, herbals)

LAST NAME _____ FIRST NAME _____ DATE _____

Medications for any individual will be administered by nurses at Camp Hope.

- If a child must carry an emergency medication such as an inhaler or Epi-pen, the doctor must provide specific permission/instructions for carrying and self-administering medication at camp.
- All meds and permission forms will be handed to nurse upon arrival at Camp Hope. Please plan to review administration with nurse and your child.
- Prescription drugs must be in original bottle, with date for this year and labeled for the specific child. Label every prescription box/non-prescription container/equipment with child's name.
- Package all medications for each child in a large Ziploc bag and label with child's name.

MEDICATION	DOSE	FREQUENCY	REASON FOR MEDICATION

I hereby authorize this individual / child to receive the above medications while at Camp Hope.

Individual (if 18+) Name: _____ Individual Signature: _____

Parent and Doctor sign below for any camper / counselor under 18.

Parent/Guardian Name: _____ Parent Signature: _____

Physician Name: _____ Physician Signature: _____