



# CAMP HOPE 2024 VOLUNTEER CHECKLIST

## ONLINE VOLUNTEER APPLICATION




-  Complete & submit online volunteer application at [CampHopeRegistration.com](https://CampHopeRegistration.com)
  - Registration opens Feb 15th

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

-  UNDER 18
  - Print, complete and upload medical forms.
  - Physician signature on camp medical form
  - Signed physical forms from 2024 suffice as a doctor's signature along w/ camp forms
  - Upload forms using link from registration confirmation or on camp website
-  OVER 18
  - Digitally complete and submit forms using link sent with acceptance email.
-  FOR ALL
  - Medical forms MUST be received by July 1st, 2024
  - Attach scan of insurance card with forms (front and back)


## SAFE ENVIRONMENT PAPERWORK (18+)

-  PGC certificate emailed to [camphope.poh@gmail.com](mailto:camphope.poh@gmail.com) if renewed recently or new volunteer
-  Background check done following instructions outlined on the website

## CAMP AGREEMENTS / LIABILITY FORM

-  You will receive a link to a document outlining policies on camp agreements & liability. Read, sign and digitally submit

## SHIRT ORDER PLACED (IF NEEDED)

-  Visit [CampHopeRegistration.com](https://CampHopeRegistration.com) for shirt ordering information. Follow the instructions on the shirt page
  - Order now through July 15th
  - 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

[www.CampHopeRegistration.com](https://www.CampHopeRegistration.com)



# CAMP HOPE KEY INFORMATION

## 1. DATES

- Volunteers arrive Saturday, August 3rd and Camp Hope officially runs Sunday, August 4th to Saturday, August 10th, 2024.

## 2. CAMPER ARRIVAL

- Camper arrival takes place Sunday afternoon, Aug 4th. Exact drop off times are coordinated by camper last names. Stay tuned for further details.

## 3. VOLUNTEER ARRIVAL

- Volunteers must arrive by 12pm on Saturday, Aug 3rd for camp setup as well as final orientation & training. NOTE: No campers are allowed at this day

## 4. CAMPER PICKUP

- Camper pickup will take place on Saturday, August 10th from 12 to 1pm (not before please). Stay tuned for further 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 print and submit completed camp medical forms. This must include a doctor's signature or recently signed physical forms (must be from 2024)
- Once completed with appropriate signatures (parent/doctor), all forms must be digitally uploaded on the camp website using the document upload area (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 digitally complete and submit a medical form & medication use form (if needed) but a doctor's signature is not needed

## 7. CLOSING CELEBRATION

- On Sunday, August 11th, 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 2024 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
- Bathing 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
- Rainboots
- 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 two 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, smart watches, iPads, etc.)
- Inappropriate literature of any kind
- Dangerous toys, hunting equipment, swiss army knives or similar

[www.CampHopeRegistration.com](http://www.CampHopeRegistration.com)



# 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 Name (18+): \_\_\_\_\_ Individual Signature: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Physician Signature: \_\_\_\_\_