



Dear Camp Fire Central Oregon Volunteer Applicant:

We are delighted that you want to be a part of Camp Fire's positive youth development work in Central Oregon! We are looking for volunteers to be positive mentors in the lives of youth. We are looking for people who are motivated, creative, compassionate, fun and have experience working with kids and youth. Once you decide to apply, complete the application and submit it to us in person at our office, or drop it off at the drop box outside of our office after hours. After we review your application, we will contact you for an interview and schedule a background check. To protect the safety and welfare of children in our programs, Camp Fire Central Oregon conducts background checks on all volunteers who will work directly with children and youth. Once you have successfully passed the application process, we would schedule training for you and connect you with a location to host your club.

In order to work directly with kids and youth, we do require that you successfully pass a background check. If you are unable to do so, for the safety of our children, we will not permit you to work with kids. But we could find another project for you to assist us with as a volunteer.

If you have any questions or concerns, please contact me at 382-4682. You will be able to speak confidentially with me.

We appreciate your understanding and cooperation in this important matter.

Sincerely,

Kecia Kubota  
Executive Director, Camp Fire Central Oregon

## **DIRECTIONS FOR COMPLETING VOLUNTEER FORMS**

Please complete the following forms in the enclosed packet of information:

1. Fill out the Volunteer Application Form and return it to the Camp Fire Central Oregon office.
2. Fill out the Criminal History Verification of Applicants form. It is important that you answer each question.
3. Place this form in an envelope marked "Camp Fire Central Oregon" and seal it.
4. Return the sealed envelope to Camp Fire Central Oregon. Or you may mail the envelope to Camp Fire, 62910 OB Riley Rd. Ste 130, Bend, OR 97701. This form will be kept on file in a locked filing cabinet to ensure confidentiality.

You will be notified of the results of the background check if there is a problem with the information reported from the Public Information Verification service.

If you have any questions, please call 382-4682.

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## **Volunteer Expectations**

Camp Fire Central Oregon knows that volunteers are vital to our organization. Camp Fire Central Oregon understands and appreciates the role volunteers can fill in the education of the children and young adults in our communities.

Volunteers provide a positive role model for our children. Clear expectations for volunteers are essential to a successful volunteer program. Camp Fire Central Oregon wants to emphasize four of these expectations:

1. **Dependability** - The ability to depend on a volunteer is an essential expectation. Members and Staff look forward to the volunteer's commitment to report to a Camp Fire activity at an expected time and to complete the volunteer assignment thoroughly and enthusiastically.
2. **Professionalism** - The volunteer is a role model for children and young adults in dress, manner and behavior. Working in a team environment cooperatively with others and demonstrating a willingness to learn are integral parts of professionalism.
3. **Confidentiality** - The volunteer must respect the confidentiality of sensitive information learned at Camp Fire. Members and their families should not be discussed outside the Camp Fire environment.
4. **Communication** - The volunteers' success depends on effective communication. Asking questions and following directions are key components of communication.

If there are concerns regarding a volunteer who may not be following these expectations, the concerns should be communicated to the Executive Administrator. Camp Fire will conduct an objective investigation regarding any identified concerns. If cause exists, the volunteer will be removed from his/her assignment. Camp Fire will be vigilant to provide a safe environment for children.



**CAMP FIRE VOLUNTEER APPLICATION FORM**

Camp Fire Central Oregon in (city) \_\_\_\_\_

Application for position of \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ email: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Place of Employment \_\_\_\_\_

Working Hours \_\_\_\_\_ Business Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_

How did you hear about Camp Fire? \_\_\_\_\_

\_\_\_\_\_

I'm interested in working with:      children/youth      events/administration      Tumalo Day Camp

If children, with what grade level of children do you prefer to work? \_\_\_\_\_

**PREVIOUS JOB-RELATED EXPERIENCE**

Please describe position(s) held and general responsibilities.

As a volunteer? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As a paid employee? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CURRENT MEMBERSHIPS HELD** (in community, youth or professional organizations):

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION AND/OR SPECIAL TRAINING:**

\_\_\_\_\_

\_\_\_\_\_

HOBBIES/INTERESTS/SKILLS: \_\_\_\_\_

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HEALTH LIMITATIONS OR CONSIDERATIONS: \_\_\_\_\_

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On the space below, please comment on your interest in a Camp Fire position and the contribution you can make to youth through this role:

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EMERGENCY CONTACT

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Relation \_\_\_\_\_

REFERENCES

Please give at least two references with complete addresses (other than relatives):

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Do you have a valid driver's license for you state of residence? \_\_\_\_\_Yes \_\_\_\_\_No

Have you ever been convicted of child abuse, violation of any law or ordinance regulating conduct toward minors, or any felony? \_\_\_\_\_Yes \_\_\_\_\_No

If Yes, please explain \_\_\_\_\_

I certify that the information given herein is true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application. I understand that misrepresentation or omission of facts called for herein will be sufficient cause for cancellation of consideration for employment or dismissal if I have been employed.

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

Camp Fire USA is an Equal Opportunity Employer. Applicants are considered without regard to race, religion, sex, national origin, age, veteran status, handicapped condition or any other reason prohibited by the Fair Employment Law.

## CRIMINAL HISTORY VERIFICATION OF APPLICANTS

**Please type or print clearly.**

**As Appears on License**

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Sex:** \_\_\_\_\_  
Last/First/Full Middle MM/DD/YY

List other Names Previously Used: \_\_\_\_\_

Oregon Drive License No: \_\_\_\_\_

Address: \_\_\_\_\_  
Full Street Address

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

A. Have you EVER been convicted of a sex-related crime?  Yes  No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: \_\_\_\_\_

If yes, did the crime involve force or minors?  Yes  No

B. Have you EVER been convicted of a crime involving violence or threat of violence?  Yes  No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: \_\_\_\_\_

C. Have you EVER been convicted of a crime involving criminal activity in drugs or alcoholic beverages?  Yes  No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: \_\_\_\_\_

D. Have you EVER been convicted of any other crime except a minor traffic violation?  Yes  No  
(Includes Traffic Crimes)

E. Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal?  Yes  No

**Advisory:** A check of the applicant's criminal history will be made by the Public Information Verification to verify the responses to the preceding questions.

I hereby grant to Camp Fire Central Oregon permission to check civil or criminal records to verify any statement made on this form. Regardless of whether the applicant grants consent, Camp Fire Central Oregon will conduct a criminal offender record check of applicants for the position of volunteer or employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights laws. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232, telephone 503-731-4075.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form 581-2282-M (rev.6./00)**

**This form may be reproduced locally without change.**