



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 mail it back to our office, or fill it out electronically and email it back to us at: info@campfireco.org. After we review your application, we will contact you for an interview and order a background check.

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.

Once you have successfully passed the application process, we will schedule your training.

If you have any questions or concerns, please contact me at (541) 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

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: _____

HEALTH LIMITATIONS OR CONSIDERATIONS: _____

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:

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)

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