



# VA Kids Camp 2023

## Staff Application

### Staff Conduct Guidelines

As camp staff members, we need to be good examples and witnesses to fellow staff members, campers, visitors, and to the churches and people in the District who we are serving in the camp setting.

In order to fulfill this purpose, the Virginia District has established guidelines for Staff Members. The guidelines outlined herein are not meant to be an all-inclusive listing for all issues or situations, but are intended only to serve as a guide for Staff Members in the areas of general conduct and responsibility. Questions on matters not addressed in these Guidelines should be directed to Camp Leadership as defined below. Each Staff Member must abide by the following general guidelines:

1. Have personal faith in Jesus Christ, repentance from sin, water baptism in the name of Jesus Christ, and the baptism of the Holy Spirit.
2. Be age 18 or older (any exceptions to this must be only with specific permission of Camp Leadership).
3. Conducting oneself everywhere in a manner becoming of a Christian, including morality, honesty, and integrity.
4. Model a Christ-like life in attitude, actions, language, worship, and prayer.
5. Endeavoring to manifest brotherly love and fellowship toward all of God's people.
6. Attending camp services, classes, and/or activities as requested or scheduled by Camp Leadership.
7. Communicate to Camp Leadership if you must leave the grounds so that adequate staffing can be ensured during your absence.
8. Abide by curfew set by Camp Leadership. (Either in dorms or off campground in hotel if applicable)
9. Staff will be required to pay a \$35.00 registration fee to cover the cost of food and activities.
10. Staff will follow the camp dress code. No shorts allowed, ladies must wear skirts or dresses with slits no higher than the knee. Make up will not be worn at any time
11. No ornamental jewelry (Necklaces, Body Piercing, ear rings, rings, bracelets.)

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Safety

1. Immediately report to the Camp Leadership any safety hazards, whether indoors or outdoors.
2. Do not store any flammable items in or near a building.
3. Do not store any poisonous, corrosive, or polluting substances anywhere except by approval, in an appropriate container, and in a locked closet or a locked storage shed.

### Food & Drink

1. Eating and drinking is allowed only in areas designated by the Camp Leadership
2. No tobacco, illegal drugs, or alcoholic beverages on the premises.
3. After serving food or drink, all tables, floors and serving stations must be properly cleaned.
4. All food and drink must be properly stored after use.

### Building & Ground's Rules

1. Treat our building and grounds with respect, as the Lord's house.
2. Classrooms, closets, and offices should be locked when not in use, if possible.
3. Only authorized persons may operate the sound and musical equipment.
4. Put all trash in the trash cans inside or the dumpster outside. Do not leave trash bags on the ground outside.
5. No firearms or weapons of any kind allowed on the premises.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Guidelines for interpersonal interactions

1. Staff Member are not to initiate touch with any person of the opposite gender (back- rubs, hugs, etc.) except in the following limited circumstances:
  - Praying with people during camp services. We understand that touch is a normal part of praying with people during services. This type of touch with persons of the opposite gender is permissible, but should be limited to appropriate areas of the body such as head, forehead.
  - Assisting with medical emergencies. Despite the nature of these situations discretion must be used to protect the camper's privacy.
2. Any verbal or non-verbal sexual interaction with a camper or other Staff Member is inappropriate, prohibited, and will not be tolerated.
3. One-on-one interaction must be male-male and female-female only. Individual Staff Members must not meet in private with a child, camper, or other Staff Member of the opposite gender. In the event that a meeting with someone of the opposite gender is necessary, they must meet either in the presence of a third person or in an area with visual access to the public. Examples: (1) Meet in the presence of another worker. (2) Meet in an office with an open door with someone else in the vicinity. (3) Meet in a corner of the sanctuary with other people in the room.
4. Staff Members must spend time primarily with campers of the same gender.
5. Staff Members must report to Camp Leadership any of the following situations immediately:
  - Campers refusing to abide by the camp guidelines;
  - Physical abuse reported to you;
  - Sexual abuse or inappropriate contact reported to you;
  - Any camper's claim that he/she is suicidal (take them seriously).
6. Staff Members are **not** allowed to administer corporal punishment at any time.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Guidelines for accidents & injury

1. If a Staff Member or a camper is injured, the Staff Members first priority is to seek appropriate medical assistance for the injured person.
2. If any Staff Member or a camper is injured, Staff Members must immediately call for the medical staff person. If the seriousness of the situation warrants, Staff Members must immediately call 911 for medical attention.
3. All injuries and accidents must be reported immediately to Camp Leadership.

### Sexual Harassment Policy

(Definition) - Sexual harassment includes any form of unwelcome or nonconsensual sexual advances, request for sexual favors, or other verbal or physical contact of a sexual nature, when (1) submission to such conduct is made explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for employment with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It may include but is not limited to:

- Sexually oriented jokes, comments, verbal "kidding," or abuse.
- Suggestive, inappropriate, or graphic comments about a person's body, appearance, or actions.
- Sexually suggestive gestures or actions, including physical actions such as patting
- Pinching, constant brushing against another's body, or blocking another's movement.
- Subtle pressure for sexual activity or demands for sexual favors, whether or not accompanied by a threat.
- Sexual assault.
- Condoning any of the above.

### Procedure for complaints

1. A complaint of sexual harassment should be brought to Camp Leadership, who will take the following steps.
  - Arrange to minimize contact between the parties until the situation is resolved.
  - Conduct a complete investigation, including interviews with any other parties who may have knowledge of the incidents.
  - Make a judgment regarding the allegations; determine and carry out appropriate disciplinary actions; and notify accuser(s) of any disciplinary actions(s) taken against the accused.
2. A complaint against any member of the Camp Leadership should be brought to the Virginia District Board, who will investigate the matter.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Staff Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Drivers License No: \_\_\_\_\_ State of License: \_\_\_\_\_ SSN: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
Marital Status: \_\_\_\_\_ Church Name: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Have you been a member of this church for at least 6 months?  Yes  No

If no, please explain: \_\_\_\_\_

Have you repented?  Yes  No Been baptized?  Yes  No

Received the Holy Ghost?  Yes  No

Have you previously worked in a UPCI District Event?  Yes  No

(If yes, what position?): \_\_\_\_\_ Do

you have any physical handicap that would prevent you from participating in normal rigorous activity?

Yes  No

(If yes, please explain): \_\_\_\_\_

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense?  Yes  No

(If yes, please explain fully): \_\_\_\_\_

Do you use tobacco?  Yes  No Do you drink alcoholic beverages?  Yes  No

Do you use illegal substances (drugs)?  Yes  No

**Statement/Affirmation:** In consideration of the receipt and evaluation of this application by the VA District UPCI, I agree, represent, and affirm that the information contained in this application is correct to the best of my knowledge. I authorize any references, or any other persons or organizations, whether or not identified in this application, to provide the VA District UPCI and/or its agents any information including opinions) regarding my character and fitness for youth work. I hereby release any individual, church, agency, organization, employer, reference, or any other person or organization, including record custodians, both collectively or individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.



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If my request to serve as Camp Staff member is approved, I specifically release and hold harmless the VA District UPCI, VA District Children's Ministry, and/or its agents and representatives, both in their individual and official capacities, from and from all liability actions, causes of actions, claims, expenses, and damages on account of injury to person or property which I now have or which may arise in the future in connection with my serving as a Camp Staff member. I expressly agree and intend that this release, waiver, and indemnity agreement is to be broad and inclusive as permitted by the law of the State of Virginia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect. This release contains this entire contractual agreement between the parties. **I further acknowledge and state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act.** This is a legally binding release which I have read and understand. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

**Background Investigation Consent:** I hereby authorize the VA District UPCI and/or its agents to make an independent investigation of my background, references, character, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming information contained on my application and/or obtaining other information which may be material to my qualifications for service now, and if applicable, during the tenure of my service. I authorize the VA District UPCI and/or its agents to discuss the results of such an investigation with my pastor. I release the VA District UPCI and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

I have carefully read the 5 preceding pages and I agree to them.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Pastor Information

Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Church Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

I am personally acquainted with the applicant and in my opinion, he/she is competent and qualified to work with minors of any age. I know of no facts or allegations that raise any questions concerning his/her suitability for working with the children of our camp.

Pastor Signature: \_\_\_\_\_ Date: \_\_\_\_\_