

## Confidential Volunteer Application and Background Check

The information from this application and background check will be kept strictly confidential and will be used primarily to determine whether or not to engage a volunteer. Volunteer activity is contingent upon the satisfactory result of this background check.

Camp Fire USA considers it important to provide a safe environment for youth, volunteers, and staff. Camp Fire will provide orientation and the training suitable for each volunteer position. **Thank you for applying to become a Camp Fire USA volunteer!**

**Camp Fire Experience:** Have you ever been employed by or volunteered for Camp Fire before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what did you do? Use additional paper if necessary.

Dates	Position	Duties	Council name

**Other Volunteer Experience:** Have you ever been employed or worked with children or teens? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what did you do? Use additional paper if necessary.

Dates	Position	Duties	Organization

**References:** Please provide the name, phone number and email address of two people other than relatives who have knowledge of your skills and qualifications for this position.

- Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
- Name \_\_\_\_\_ Title \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Background Information:**

Have you ever been convicted, or entered a plea of no contest, to any crime against a person(s)? Yes \_\_\_ No \_\_\_  
If Yes, please give the following information and use additional paper if necessary.

State	Date	Offense	Disposition

**Driver Information:** Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Car Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

In the event that I transport Camp Fire USA members in my personal vehicle. I agree that my vehicle will be properly insured and in good operating condition. I further agree that each passenger will have a passenger seat, and all passengers and I will wear safety belts when the vehicle is in operation. I understand that any claims arising out of the use of my personal vehicle are my responsibility. Yes \_\_\_\_\_ No \_\_\_\_\_

**Photo Release:** In the event that I am photographed, filmed or recorded while participating in Camp Fire programs, Camp Fire may use the photo, film or recording for publicity, promotional or instructional purposes. Yes \_\_\_\_\_ No \_\_\_\_\_

For office use only:    Date received _____    Date completed _____    Interview date _____
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# Code of Conduct & Behavior Agreement

Camp Fire USA's philosophy of behavior management builds on a child's need to develop a sense of self-worth. To promote this, the program has been carefully planned according to national standards to foster positive behavior. To accomplish this:

- Children are involved in rule setting and help determine the consequences for misbehavior.
- The meeting sites and activities are set up to promote positive interaction among children.
- Volunteers encourage children to learn how to solve problems and settle differences among themselves.
- All disciplinary efforts are based on these practices.

When a child's behavior creates a risk for the physical health and safety of another child or adult, the following procedures shall be followed:

- The child is separated from the activity or situation. Volunteers help the child rejoin the group when he or she is ready.
- The volunteer listens to the child and discusses the consequences of further misbehavior.
- Repeated misbehavior will be handled by a telephone conversation or conference with the parent.
- The parent, child and volunteer agree to a written plan that will improve behavior, with the possibility of termination from the program if improvement does not occur.

I have read this Code of Conduct & Behavior Agreement and agree to its terms. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## Discloser Statement

I have been informed that Camp Fire USA, in efforts to attract the highest quality volunteers, will be making inquiries concerning my prior volunteer activities. As part of the application process, I fully consent to and authorize all such inquires.

If the council accepts my application, I will comply with all the policies set forth by Orca Council. I understand that inquiries may be made concerning my background, experience, and prior volunteer positions. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since it is made with my consent, and it is my interest that I be considered for volunteer service. I understand that it is this council's policy to secure criminal information as part of the screening process for volunteers. I have provided the following information for the sole purpose of the council obtaining a criminal history file search. I understand that my continued involvement as a volunteer is contingent upon a clean criminal history background check.

I also understand that I must immediately report any suspected incident of child abuse, sexual abuse or physical, mental or sexual harassment to the council executive. I recognize that I can be held criminally liable for any failure to report such incidents.

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of fact would exclude my being considered for volunteer service or after my service begins, may be cause for termination. I understand that the council will take seriously any allegation or suspicion of child abuse and will report such allegations to the police and state agencies for investigation.

I understand that any information related to staff, volunteers, youth and others involved with Camp Fire USA is confidential and will be maintained in confidence during and after my volunteer service with Camp Fire USA.

I understand and agree that if my service as a volunteer is accepted, there is no contract period for volunteer service and my service would be solely "at will" giving myself or the council the right to terminate my volunteer service at any time without liability or obligation.

I authorize Camp Fire USA Orca Council to confirm all statements in this application. I also authorize the parties listed herein to disclose to Camp Fire USA any pertinent information regarding my prior involvement/activity with them or their organization. If appointed as a volunteer, I agree to fulfill the training requirements of my position, and to abide by the philosophies and policies of Camp Fire USA.

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

Print Name: \_\_\_\_\_

**Please return completed packet to Camp Fire USA: PO Box 18170 Tacoma, WA 98419 or Fax: 1-235-486-1967**