

# Camp Care-A-Lot

PO Box 9407  
Springfield, Illinois 62791

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Founded in 1994, Camp Care-A-Lot is a residential camp that is both fun and educational for children ages 6-10 who come from low income homes. There is no charge to the families and it is staffed by volunteers who serve as day help or overnight Camp Counselors. Camp Care-A-Lot depends entirely on volunteers. The volunteer positions available are Camp Counselor and Day Volunteers.

Camp Counselor: Responsible for living with and leading a small group of campers. The Camp Counselor will participate in all activities with campers and may lead small group games and other small group activities.

Day Volunteers: Responsible for taking care of miscellaneous tasks that need to be done around camp on a daily basis. These tasks may include helping make sure that camp has the materials needed for activities. Day volunteers can help on a part time or full time basis; however, they will not stay the night at camp.

**Application Process:** The steps involved in volunteering for Camp Care-A-Lot start with the application. Once I receive your completed application you will be contacted for an in-person interview. Following the interview, references and background checks will be completed.

**Age guidelines:** 19 years or older

**Camp Dates:** Jacksonville Camp: Western Illinois Youth Camp  
Friday, June 20<sup>th</sup> through Monday, June 23<sup>rd</sup>

Springfield Camp: Camp Cilca  
Friday, August 8<sup>th</sup> through Monday, August 11<sup>th</sup>

**Orientation:** *Mandatory for all Camp Counselors Friday, June 20<sup>th</sup> from 9:00am-1pm in Jacksonville, IL at the Western Illinois Youth Camp site or Friday, August 8<sup>th</sup> from 9:00am-1pm in Springfield, IL at the Camp Cilca site. The afternoon will include setting up materials at camp and preparing for the kids who arrive that evening.*

**End of camp:** Children leave between 5:00-6:00pm on the last day (Monday). Full time staff are required to stay until all campers have been picked up.

**Stipend:** Camp Counselors will receive a \$100 stipend for volunteering. If you are a Camp Counselor for both camps you will receive \$100 for each camp.

**RECRUIT!!!!** Please forward this to potential staff members and people who will help with registration, check out, meal serving, nursing, or anything else.

<p><b>Send Completed Application To:</b> <b>Camp Care-A-Lot</b> <b>Attn: Carissa Calloway</b> <b>209 Kingspoint</b> <b>Sherman, Illinois 62684</b></p>
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# Camp Care-A-Lot Counselor/Volunteer Application

## Personal Information:

Last Name	First Name	Middle Name	Date of Birth	Age
Present Address	City		State	Zip
Home Phone	Cell Phone		E-mail Address	
Present Occupation/Employer/School/Affiliations				
Please check the appropriate box regarding the position you are applying for: <input type="checkbox"/> Full Time Overnight Counselor <input type="checkbox"/> Full Time Day Volunteer <input type="checkbox"/> Part Time Day Volunteer				
T-Shirt Size (Adult Sizes) <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Extra Large <input type="checkbox"/> Other _____				
Please check the appropriate box regarding the Camp session you are applying for: (you can do both) <input type="checkbox"/> Jacksonville Camp June 20 <sup>th</sup> -23 <sup>rd</sup> <input type="checkbox"/> Springfield Camp August 8 <sup>th</sup> -11 <sup>th</sup>				

## Emergency Contact:

Name	Relationship	Area Code and Phone Number
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## Volunteer Experience:

Have you volunteered with an organization?	If yes, where?
Why do you want to volunteer at Camp Care-A-Lot?	List any hobbies, skills, interests:

## Legal Background:

Have you ever been convicted of sexual abuse or a crime involving actual or attempted sexual molestation of a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered yes, please describe in full detail:
Have you ever been indicted or allegedly involved in the abuse or neglect of a child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been arrested or convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been indicted or allegedly involved in the sexual exploitation of a child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been in prison? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Short Questions:**

Please thoughtfully consider and answer the following questions.

1. Camp Care-A-Lot requires a generous time commitment (6 days in total including orientation and closing day). What motivates you to volunteer with us this summer?

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2. If selected, what do you look forward to the most? What do you hope/expect to gain from your time at Camp Care-A-Lot?

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3. What experiences have helped you prepare for this volunteer position? Please include any experiences you have had working with children.

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4. Volunteers are role models for the children at camp. What characteristics do you possess that qualify you for this position?

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5. Camp is a very high energy place and can be emotionally challenging. It is important that volunteers are self-aware and understand how to take care of themselves in an often intense environment. How would describe your mental health at this time?

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6. Although we have structured activities each day, counselors and other staff members are often asked to lead activities during cabin downtime. What is an activity you could facilitate with restless campers?

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7. Being a counselor requires a person to be physically active by walking a lot and participating in active games with campers. Do you have any physical conditions that may limit your ability to perform these activities? If yes, please explain.

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**References:**

The recommendations and comments provided by your references will be included in your Camp Care-A-Lot record and kept confidential. All three references must be received in order for your application to be processed. Please list three references both personal and professional who have known you for at least one year. References can come from a family member, spouse/significant other, employer, co-worker, school reference, friend or neighbor.

1. Name	E-mail
Phone	Relationship

2. Name	E-mail
Phone	Relationship

3. Name	E-mail
Phone	Relationship

**Medical History:**

Please complete the medical history form below.

Past or current history of:	If Yes, please explain	No
Heart Disease		
Epilepsy		
Convulsions/Seizures		
Fainting/heat stroke		
Asthma		
Hay Fever		
Allergies/Medicine		
Allergy/insects/poison ivy, etc.		
Hepatitis		
HIV/Aids		
Skin Disease		
Do you need medications at camp?		
Exposure to contagious disease		
Emotional problems		
Physical challenges		
Vision/Hearing Impairment		
Other		

I certify all the above information is correct or I may be subject to dismissal and/or legal action. I hereby authorize Camp Care-A-Lot to conduct any investigation (including criminal background checks or fingerprint identification) on my personal history which may relate to the position for which I have applied. Additionally, I hereby authorize the camp director/nurse or their designee to obtain any necessary emergency medical treatment or hospitalization as she/he deems necessary for my safety, health and/ or welfare.

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

## **Camp Care-A-Lot Code of Conduct**

\*Staff relationships may not interfere with any camp responsibilities. Relationships with all staff members should be friendly and supportive. Staff members may NEVER become intimate, suggestive or sexual with each other while at camp.

\*Relationships with all campers should be friendly and supportive. Romantic, intimate, suggestive or sexual relationships with campers are unacceptable. While hugs and pats on the back are encouraged, all displays of affection must be in public view of other staff and done appropriately, with respect and common sense.

\*If a child is uncomfortable with displays of affection, staff will respect the “space” of the camper. To determine whether a gesture is appropriate or not, see the Camp Director and refrain from touching or hugging until your concerns are answered.

\* “Full time” staff will help monitor other volunteers and not leave any part time volunteer or any staff member under the age of 21 alone with any individual child or small group of children.

\*No staff member will ever hit, physically or emotionally abuse, or in any way embarrass, tease, demean or degrade a camper, staff member or other volunteer for any reason.

\* Staff members will comply with the CHILD PROTECTION POLICY for the safety and security of adults and youth.

\*Staff members will not be in the possession of or use alcohol, drugs, or any illegal substance during the camp session. Illegal drug use or other illegal activity outside of camp will be cause for dismissal. Use of tobacco products will be at the discretion of the owners/managers of the camp rental sites. If Camp Care-A-Lot staff uses tobacco products, it will be off camp areas, away from any view of campers and other staff and they will do so safely with regard to fire prevention.

\*Staff members may not have in their possession or on camp grounds: firearms, sling shots, fireworks, water pistols, any knives or other weapons or materials resembling weapons.

\*Rental camp ground sites and facilities are to be treated with proper care and respect: no littering; damage or altering of facilities of any kind; no damaging or cutting down trees, bushes, etc.; when hiking stay on hiking paths at all times.

\*Staff members shall comply with all camp safety rules, curfews and common safety practices.

No one is permitted at the waterfront area at any time other than scheduled times. At those times there must be a certified rental camp lifeguard in attendance AND you must get permission from Camp Director. No candles, matches, food, beverages (except water) or medications in the cabins for any reason. All medications, keys, and CELL PHONES must be held by the Nurse or Camp Director in their stations. NO CELL PHONES AROUND CHILDREN AT ALL, for any reason.

\*Absolutely no full time staff member will leave the campgrounds for any reason other than emergency. For safety sake, all staff must be accounted for at all times.

CAMP CARE-A-LOT IS A NO TOLERANCE FACILITY: Any behavior not consistent with this Code of Conduct will result in immediate dismissal from camp.

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