



OKIZU

Supporting Families with
Childhood Cancer

16 Digital Drive, Suite 130 Novato CA 94949 TEL 415.382.9083 FAX 415.382.8384 www.okizu.org info@okizu.org

January 2017

Dear Returning Staff Members,

I hope you know how much I appreciate your support. All year long, we hear about how important camp is to the families that we serve and I want you to know that Camp Okizu is successful because all of you are willing to give yourselves to these kids.

We are staffing for Camp Okizu 2017 and we would love to have your help! There is a lot of information in this letter, and I would be grateful if you would read through all of it.

Here are some key points:

- The 2017 Returning Staff Application is ready! If you want to apply, simply print the application, fill it out, and mail it to the Okizu office at 16 Digital Drive, Suite 130, Novato, CA 94949 or fax it to 415.382.8384. **Applications are also available on online at www.okizu.org/apply.**
- Because some colleges will still be in session when camp starts, we are asking those of you who will be out of school and/or have flexible schedules to consider volunteering at one of the first weeks of camp.
- In 2017 we will hold nine Family Camp weekends and we would love to have your help.
- In order to give families a longer time at Family Camp, we have added an extra day and night to our non-holiday weekend Family Camps. Now all Family Camps, including Memorial Day and Labor Day, will run from Friday evening to Monday morning. For Family Camps 1, 2, 3, 5, 6, 8, and 9, the staff time commitment is Friday evening through Sunday after dinner and staff are encouraged to stay through Monday morning if they are available. For Family Camps 4 and 7 (Memorial Day and Labor Day), the staff times commitment is Friday evening through Monday morning. Please pay close attention to the staff time commitment outlined in the application.
- We'll start confirming volunteers for Family Camp and Summer Camp in March.
- Please be flexible and give us second and third choices of weeks you could volunteer.
- **WE NEED YOUR HELP WITH RECRUITING NEW STAFF.** You're the best advertisement out there; please give us the names and email addresses of friends that you think would be a good fit at camp, so that we can send them an application.
- If you have someone interested in applying and they've not been to camp before, they need to complete a 2017 New Staff Application. These can be downloaded from our website. **New Staff Applications are also available online at www.okizu.org/apply.**
- Two of our Family Camp weekends are specifically for bereaved families. At our Bereaved Family Camps, we are only able to consider staff applications from returning staff members. Please keep this in mind when you are recruiting new volunteers.

Here are the details:

Please return your application as soon as possible. We accept applications until all the spots are filled, so don't assume you won't get in if you send it later. Once we can confirm a spot for you, we will send a confirmation packet with the health form, fingerprinting information, and anything else you need to know.

We really encourage you to consider volunteering at a week of SIBS Camp. SIBS campers are a wonderful group of kids who are dealing with really complex issues and emotions. SIBS Camp gives them a break from the day to day stress of having a brother or sister who has cancer and allows them a chance to meet and connect with children who are in similar situations to theirs. At SIBS Camp, volunteers are charged with building campers self-esteem and reminding them that they are special and important. If you have questions about our SIBS Camp programs, please contact the Okizu office.

We need to have an actual application from you to consider giving you a spot at camp. A phone call or email won't work with our system. If you have lost track of your application or need some help, please call us at the Okizu office at 415.382.9083. Applications are also available online. Visit www.okizu.org/apply to apply.

Toward the end of the application, we put a space for you to give us names and addresses of friends you think might make good counselors. When you are filling this out, keep in mind that camp staff needs to be hard-working, flexible, able to put the kids first, full of energy, safety-conscious, fun, willing to sing camp songs, interested in kids, and willing to work toward building kids' self esteem.

And lastly, we will need lots of staff at our spring and fall Family Camps. Please sign up if you can come and please encourage your friends to sign up as well. Family Camp is a weekend commitment where campers and their whole families can get a few days of Okizu spirit and relaxation. Counselors work with kids, staff activity areas and help with all aspects of the weekend.

Please mail your application to the Okizu office at 16 Digital Drive, Suite 130, Novato, CA 94949 or fax it to 415.382.8384.

I hope we will get to see all of you at camp this summer. Please feel free to call me at the office or email me at katie@okizu.org if you have any questions or if I can help you in any way.

I am looking forward to the 2017 season in Berry Creek. Hope you are too!



Katie Mahon
Director of Volunteer Sustainability
[Katie@okizu.org](mailto:katie@okizu.org)

Okizu Volunteer Staff Minimum Qualifications and General Responsibilities 2017

Okizu Volunteer Staff Minimum Qualifications

- o Desire and ability to work with children outdoors.
- o Ability to be a positive member of a staff team.
- o Ability to accept supervision and guidance.
- o Good character, integrity and adaptability.
- o Must be at least 18 years of age.

Okizu Volunteer General Responsibilities

- o To identify and meet camper needs.
- o To monitor the safety of each camper assigned.
- o To carry out camp programs.

Family Camp Volunteer

Essential Functions

- o Ability to communicate and work with groups and provide necessary guidance to campers.
- o Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- o Visual and auditory ability to identify and respond to environmental conditions and any hazards.
- o Must possess strength and endurance. For example, must be able to lift and carry up to 25lbs and walk a minimum of three miles daily on uneven terrain. Must be able to meet the physical and cognitive requirements of being responsible for minors in an outdoor living situation.

Cabin Counselor

Additional General Responsibilities

- o To be responsible, 24 hours a day, for children in a camp setting.
- o To monitor the daily health of each camper assigned.

Essential Functions

- o Ability to communicate and work with groups and provide necessary guidance to campers.
- o Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- o Visual and auditory ability to identify and respond to environmental conditions and any hazards.
- o Must possess strength and endurance. For example, must be able to lift and carry up to 25lbs, and able to walk a minimum of three miles daily on uneven terrain. Must be able to meet the physical and cognitive requirements of being responsible for minors in an outdoor living situation.

Activity Counselor (Lifeguard, Archery, Ropes Course, Arts & Crafts)

Additional General Responsibilities

- o To teach and help coordinate camp programs.
- o To help maintain standards that lead to quality programs.

Essential Functions

- o Ability to communicate and train staff and campers in safety regulations and emergency procedures.
- o Visual and auditory ability to identify and respond to environmental conditions and any hazards.
- o Ability to communicate and work with groups and provide necessary instruction to campers and/or staff.
- o Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- o Cognitive and communication abilities to plan and conduct the activities to achieve camper development objectives.
- o Must possess strength and endurance. For example, must be able to lift and carry a minimum of 25 pounds and walk a minimum of three miles daily on uneven terrain. Must be able to meet the physical and cognitive requirements of being responsible for minors in an outdoor living situation.



Okizu Returning Staff Application 2017

Applications are also available online. Visit www.okizu.org/apply to apply.
If you have any questions, please contact Katie at katie@okizu.org

Name: _____ Camp name: _____ Birthdate: _____

Current address: _____
Street City, State, Zip

County: _____

I will be at this address until: _____ Email address: _____
Please include an email address that you check regularly

Permanent address: _____
Street City, State, Zip

County: _____

Cell phone number: (_____) _____ Alt. phone number: (_____) _____

Social security number: _____ Driver's license number: _____ State: ____ Exp: ____/____

Do you speak Spanish? _____ If yes, how fluent are you? _____

Indicate the session(s) for which you would like to volunteer. Please remember that you must be available for all of the dates of the session(s) you choose:

2017 Summer Camp Dates

____ Oncology Camp 1: June 10 – 18

____ SIBS Camp 1: June 17 – 25

____ SIBS Camp 2: June 24 – July 2

____ SIBS Camp 3: July 8 - 16

____ SIBS Camp 4: July 15 - 23

____ Oncology Camp 2: July 22 - 30

____ Oncology Camp 3: July 29 – August 6

2017 Family Camp Dates

____ Family Camp 1: April 21 – 24*

____ Family Camp 2: April 28 – May 1

____ Family Camp 3: May 19 – 22**

____ Family Camp 4: May 26 – 29

____ Family Camp 5: August 18 - 21

____ Family Camp 6: August 25 - 28

____ Family Camp 7: September 1 -4 (Labor Day)

____ Family Camp 8: September 15 – 18*

____ Family Camp 9: September 22 – 25

2017 Family Camp Weekend-Specific Notes and Time Commitment Information for Staff

* Family Camps 1 and 8 are specifically for bereaved families.

** Family Camp 3 will include additional resources for Spanish-speaking families. If you speak Spanish, please consider volunteering at this weekend.

-Family Camps 1, 2, 3, 5, 6, 8, and 9: In order to give families a longer time at camp, we have added an extra day and night to these Family Camps and families will have the option of staying at camp through Monday after breakfast. The staff time commitment is Friday evening through Sunday after dinner. Staff are encouraged to stay through Monday morning if they are available.

-Family Camps 4 and 7: On Memorial Day and Labor Day, most families will stay through Monday morning. The staff time commitment is Friday evening through Monday morning.

Please update us on anything that has changed since your last application (education, volunteer work, employment, CPR/first aid certificates, etc.):

EDUCATION

College/University _____ Major _____ Year completed _____

VOLUNTEER HISTORY Please list your two most recent volunteer positions. Please include organization, supervisor, dates volunteered, address, phone number, and email address.

1. _____
Organization Supervisor Dates Volunteered

EMPLOYMENT HISTORY Please list your two most recent employers. Please include employer, position, supervisor, dates worked, address, phone number, and email address.

1. _____
Employer Position Supervisor Dates Worked

2. _____
Employer Position Supervisor Dates Worked

LIST ANY RED CROSS CERTIFICATES OR EQUIVALENT

First Aid: _____ Expiration Date _____ CPR: _____ Expiration Date _____ Lifeguard training: _____ Expiration Date _____

Please carefully read and sign the following volunteer agreement:

- I have read and understand the Okizu Volunteer Staff Minimum Qualifications.
- I have not been charged with or convicted of any violent or sexual crimes involving children or adults.
- I have never been adjudged liable for civil penalties or damages involving physical or sexual abuse of children.
- I am not subject to any court order involving physical or sexual abuse of children.
- Upon being selected as a volunteer staff member, I will agree to be fingerprinted for a data collection of criminal records.
- Upon being selected as a staff member, I agree to complete a voluntary disclosure statement and authorize Okizu to do a background check.
- I hereby authorize you to contact my references.
- I agree to present a certificate of good health and physical condition before my starting date as a staff member.
- If selected for a position, I would accept the Okizu philosophy and strive to carry out a program within that framework.
- I agree to make every effort to build the self-esteem of every camper at Camp Okizu and not take any action that would make any children feel badly about themselves.
- I will be happy to be assigned to work with any age group or to any support staff position needed to help Camp Okizu.
- I agree not to post or email any photos of minors taken at Camp Okizu.
- I authorize the taking of pictures and/or videos of me during my time at camp and consent to the use of any or all pictures in publication media.

Signature: _____ Date: _____

Print Name: _____

**Please print and mail completed applications to Okizu:
16 Digital Drive, Suite 130, Novato, CA 94949 TEL 415.382.9083 FAX 415.382.8384 www.okizu.org**

We are always looking for new volunteers. Please list below friends or family who you think would make good Okizu staff members. When you are filling this out, keep in mind that camp staff needs to be hard-working, flexible, able to put the kids first, full of energy, safety-conscious, fun, willing to sing camp songs, interested in kids and willing to work toward building kids' self-esteem.

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Voluntary Disclosure Statement
All Camp Staff FM 16
Developed and approved by the
american **CAMP** association®

Mail this form to the address below by _____ (date)

Name _____ Birth date _____
Last First Middle

Home address _____
Street Address City State Zip

Social Security # _____ Other names by which known (e.g., maiden name) _____

Home phone _____ Business phone (if applicable) _____

Cell phone (optional) _____ E-mail address (optional) _____

School or College _____

Address _____
Street Address City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last five years (include college and home residences):
- City _____ State _____ Years _____
- City _____ State _____ Years _____
- City _____ State _____ Years _____
- City _____ State _____ Years _____

(Continue on separate sheet, if necessary.)

2. Have you ever been arrested and/or charged with a crime? (This includes all arrest and charges whether or not they were dismissed, deemed nolle prosequi, deferred adjudication, or found not guilty.) Yes No

3. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them? Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

4. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? Yes No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes.

If yes, please explain: (Use a separate sheet, if necessary.)

5. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

6. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

7. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain:

I understand that:

- a) The camp may deny employment to any person who answers "yes" to any one of questions 2-7. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers. (A separate release form may be required)
- c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
 - 1) have a history of complaints of abuse of a minor;
 - 2) have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - 3) have falsified or omitted information in this disclosure statement.
- d) This disclosure statement must be updated yearly and immediate notification provided to the camp if any information provided changes.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____