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January 2017

Dear Camp Okizu Medical Staff,

I hope this letter finds you well and happy. As you know, each session of camp is only possible if we get doctors, nurses, social workers, and child life specialists to volunteer to staff the health center and take care of all of us. We are so appreciative of you and everything you do for us.

As we gear up for the 2017 season of camp, I am writing to see about getting your help at Family Camp, SIBS (Special and Important Brothers and Sisters) Camp, and/or Oncology Camp. I am also writing to see if you might be able to help us get some other medical and psycho-social staff there as well!

Medical Staff Registration and Recruiting

The registration for Returning Medical Staff is available online. Visit www.okizu.org/apply to register today. Prefer a paper application? Please fill out the attached application and mail it to the Okizu office or fax it to 415.382.8384.

This year's application also includes a Voluntary Disclosure Form. You will remember this form from previous years' confirmation process. We have moved it to the application this year.

You are our best advertisement and we hope you can help us out by spreading the word to folks you think would be a good fit for Okizu. If you do know of any other nurses, doctors, social workers, or child life specialists who might be interested in volunteering at Okizu, please ask them to call me at the office or visit www.okizu.org/apply to apply!

The registration for process for new members of the medical staff has changed a bit from previous years and new medical staff will participate in a phone interview and background checking process. Details about the process can be found in the New Medical Staff Registration.

Family Camp

We will be having nine Family Camp weekends again this year, each of which will need at least one medical staff on site at all times.

Family Camps are an opportunity to let patients, parents, and siblings enjoy a weekend at camp. Families are able to relax, play, and share with each other and with other families who can relate to their situation. There are parent discussion groups, time for the kids to play with our counselors, and time for the whole family to enjoy together. We need to have a doctor or nurse on site during all Family Camps and we are hoping to add some medical staff to our roster of group facilitators.

Like last year, 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 our non-holiday weekend Family Camps, the Medical Staff time commitment is Friday evening through Sunday after dinner. Medical Staff are encouraged to stay through Monday morning if they are available. On

Memorial Day and Labor Day, most families will stay through Monday morning. The Medical Staff time commitment is Friday evening through Monday morning.

Family Camp 2 (April 28 – May 1) will have additional resources for families with a child with a brain tumor and Family Camp 9 (September 22 – 25) will have additional resources for families with a child with a solid tumor. If you are a doctor, nurse, social worker, or child life specialist who specializes in pediatric brain cancers or solid tumors, please consider being one of these additional resources and volunteer at one of these weekends. During Family Camp 3 (May 19 – 22), we will offer our regular programming in English and we will also offer a Spanish language discussion group; if you speak Spanish, please consider volunteering at this weekend.

Summer Camp

We will be running four weeks of SIBS Camp and three weeks of Oncology Camp this summer. We encourage people with pediatric oncology experience to apply for Oncology Camp, and for volunteers with other medical experience to volunteer for SIBS Camp. Adequate expertise in pediatric oncology is essential during Oncology Camp weeks, but additional professionals with expertise in general pediatrics or urgent/emergency care are also necessary.

Please also remember we would like a full week commitment for SIBS and Oncology Camp if possible. If you would like to split the week with another person from your treatment center, please let me know.

TNT and Bereaved Teen Weekends

In addition to Family Camp, SIBS Camp, and Oncology Camp, we also offer programs for teens and young adults. Teens-N-Twenties or TNT provides a chance for young adults (ages 18 – 25) to enjoy a weekend of Okizu spirit, friendship and peer support. There will be four TNT trips in 2017; two in the spring and two in the fall. This program is for patients and siblings and each of the weekends needs a medical staff person to accompany them.

We also offer a weekend program for bereaved teen siblings; this year will be March 10 – 12 and October 13 – 15. I don't have applications for these programs, just email me if you have questions or are interested in volunteering, and we'll take it from there.

Other Details

Over the years, we've had questions about medical staff bringing their children/families to camp with them. We can't routinely accommodate children or families of medical or psychosocial staff volunteers. However, if the volunteer is staying the entire week and could not come otherwise, exceptions can sometimes be made on a case by case basis. This request needs to come directly to me at my email address below.

Please think about whether or not you can commit to any of these dates and fill out the attached registration forms. If you have any questions, please feel free to call me at 415.382.9083 or email me at katie@okizu.org. Thank you for your help with this. I look forward to working with you soon.

Thanks for all you do for us, and for the kids.



Katie Mahon
Director of Volunteer Sustainability
Katie@okizu.org



Okizu Returning Medical Staff Registration 2017

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

Name _____

You are a Nurse _____ Doctor _____ Social Worker _____ Child Life Specialist _____ Other, please explain _____

Hospital or institution name _____

Department or specialty _____

Camp name (if applicable) _____

Medical License Number: _____ Medical License Expiration Date: _____

Address _____ County: _____

Home phone _____ Email _____

Work phone _____ Cell phone _____

Have you volunteered at Okizu before? _____

Indicate the session(s) for which you would like to volunteer.

2017 Summer Camp Dates

____ Oncology Camp 1: June 12 – 18

____ SIBS Camp 1: June 19 – 25

____ SIBS Camp 2: June 26 – July 2

____ SIBS Camp 3: July 10 – 16

____ SIBS Camp 4: July 17 – 23

____ Oncology Camp 2: July 24 – 30

____ Oncology Camp 3: July 31 – August 6

We encourage people with pediatric oncology experience to apply for Oncology Camp, and for volunteers with other medical experience to volunteer for SIBS Camp. Adequate expertise in pediatric oncology is essential during Oncology Camp weeks, but additional professionals with expertise in general pediatrics or urgent/emergency care is also necessary.

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

*While we encourage bereaved families to attend the session that best fits their scheduling needs, Family Camps 1 (April 21 – 24) and 8 (September 15 – 18) will be specifically for bereaved families.

**In addition to our regular Family Camp program, Family Camp 2 (April 28 – May 1) will include additional resources for families with a child with a brain tumor and Family Camp 9 (September 22 – 25) will include additional resources for families with a child with a solid tumor. If you are a doctor, nurse, or social worker who specializes in one of these areas, please consider volunteering at one of these weekends.

***While we encourage Spanish speaking families to attend the session that best fits their scheduling needs, we will be offering a Spanish language discussion group at Family Camp 3 (May 19 – 22) in addition to our regular English language discussion group. 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. Medical 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.

Once we have your registration, we will contact you to set up a phone interview.

Please print and mail, fax, or email completed forms to Okizu: 83 Hamilton Drive, Suite 200, Novato, CA 94949 FAX 415.382.8384 katie@okizu.org

Updated 1/18/2017

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 _____