



# OKIZU

Supporting Families with  
Childhood Cancer

83 Hamilton Drive Suite 200 Novato CA 94949 TEL 415.382.9083 FAX 415.382.8384 [www.okizu.org](http://www.okizu.org) [info@okizu.org](mailto:info@okizu.org)

January 2018

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 2018 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 2018 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 83 Hamilton Drive, Suite 200, Novato, CA 94949 or fax it to 415.382.8384. **Applications are also available online at [www.okizu.org/apply](http://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 2018, 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 time 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.
- **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 2018 New Staff Application. These can be downloaded from our website. **New Staff Applications are also available online at [www.okizu.org/apply](http://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.

**Additional Volunteer Opportunities: TNT, Bereaved Teen Weekends, Weekend Warrior, Bus Chaperone, and Leadership role**

- In addition to Family Camps, SIBS Camp, and Oncology Camp, we also offer programs for teens and young adults. Teens-N-Twenties (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 2018; 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 April 6 – 8 and October 12 – 14.
  - We need Weekend Warriors at each weekend of camp to help with staff training and to help with the casino night. Weekend Warriors generally arrive on Friday evening or early Saturday morning and head home Sunday evening.
  - The purpose of the Bus Chaperone is to assist the kids during the bus ride, and keep them safe in case there is an accident, or some other emergency and the kids need to be supervised off the bus. If you can volunteer one-day during the summer, it would help us continue to provide safe transportation to and from Camp Okizu.
  - At camp, we offer opportunities to our returning staff to move into various leadership roles. These can include Unit Leader, Activity Directors (arts and crafts, fishing, archery, etc...), Program Director, Assistant Program Director, Assistant Unit Leader, and Under-18 leadership to name a few opportunities. We offer training, support, and tools to ensure your success. If this is a role you would like to learn more about, or to be considered, please indicate on the application and we will contact you before sending a confirmation packet.

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 on online. Visit [www.okizu.org/apply](http://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 83 Hamilton Drive, Suite 200, 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 [becca@okizu.org](mailto:becca@okizu.org) if you have any questions or if I can help you in any way.

I am looking forward to the 2018 season in Berry Creek. Hope you are too!



Becca Horton  
Director of Volunteer Sustainability  
[becca@okizu.org](mailto:becca@okizu.org)

# Okizu Volunteer Staff Minimum Qualifications and General Responsibilities 2018

## Okizu Volunteer Staff Minimum Qualifications

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

## Okizu Volunteer General Responsibilities

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

## Family Camp Volunteer

### Essential Functions

- Ability to communicate and work with groups and provide necessary guidance to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental conditions and any hazards.
- 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

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

### Essential Functions

- Ability to communicate and work with groups and provide necessary guidance to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental conditions and any hazards.
- 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

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

### Essential Functions

- Ability to communicate and train staff and campers in safety regulations and emergency procedures.
- Visual and auditory ability to identify and respond to environmental conditions and any hazards.
- Ability to communicate and work with groups and provide necessary instruction to campers and/or staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Cognitive and communication abilities to plan and conduct the activities to achieve camper development objectives.
- 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 2018

Applications are also available online. Visit [www.okizu.org/apply](http://www.okizu.org/apply) to apply.  
If you have any questions, please contact Becca at [becca@okizu.org](mailto:becca@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: \_\_\_\_\_

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:**

## **2018 Summer Camp Dates**

\_\_\_ Oncology Camp 1: June 9 – 17

\_\_\_ SIBS Camp 1: June 16 – 24

\_\_\_ SIBS Camp 2: June 23 – July 1

\_\_\_ SIBS Camp 3: July 7 – 15

\_\_\_ SIBS Camp 4: July 14 – 22

\_\_\_ Oncology Camp 2: July 21 – 29

\_\_\_ Oncology Camp 3: July 28 – August 5

## **2018 Family Camp Dates**

\_\_\_ Family Camp 1: April 20 – 23\*

\_\_\_ Family Camp 2: May 4 – 7

\_\_\_ Family Camp 3: May 18 – 21\*\*

\_\_\_ Family Camp 4: May 25 – 28

\_\_\_ Family Camp 5: August 10 – 13 \*\*

\_\_\_ Family Camp 6: August 17 – 20

\_\_\_ Family Camp 7: August 31 – September 3 (Labor Day)

\_\_\_ Family Camp 8: September 14 – 17\*

\_\_\_ Family Camp 9: September 21 – 24

## **2018 Family Camp Weekend-Specific Notes and Time Commitment Information for Staff**

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

\*\* Family Camp 3 and Family Camp 5 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.

**Additional Volunteer Opportunities: TNT, Bereaved Teen Weekends, Weekend Warrior, Bus Chaperone, and Leadership Role**

If you are interested in learning more about, or volunteering at, any of these programs please indicate which programs you would like to hear more about, and we will contact you with more information!

- Teens-N-Twenties  Weekend Warrior  
 Bereaved Teen Weekend  Bus Chaperone  
 Leadership role (Unit Leader, Activity Directors, Program Director, etc...)

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
2. \_\_\_\_\_  
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:  
83 Hamilton Drive, Suite 200, Novato, CA 94949 TEL 415.382.9083 FAX 415.382.8384 [www.okizu.org](http://www.okizu.org)**

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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.)

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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.)

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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.)

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

If yes, please explain:

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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 \_\_\_\_\_