

Camp Fire USA Central Oregon Council

204 NE 4th Street
Bend, OR 97701
(541) 382-4682
campfire@bendcable.com



Dear Camp Fire USA Central Oregon Council Volunteer Applicant:

To protect the safety and welfare of children in our programs, Camp Fire USA Central Oregon Council will conduct background checks on all volunteers who will work directly with children and youth.

We realize that many of you have been volunteering for years, providing an invaluable service to youth. However, because Camp Fire USA Central Oregon Council must be fair, thorough and consistent, the same guidelines and procedures must apply to everyone working closely with our children. Since volunteers are an essential part of our organization, we strongly hope you will grant us permission to conduct a background check. However, if you do not wish to participate due to personal reasons, we understand and respect your decision; however to work closely with youth in our organization you must have a background check completed.

The only reason we are conducting these checks is to assure a safe, healthy learning environment for each and every youth. This is a critical part of our missions as a youth service organization.

If you have any questions or concerns, please contact me at 382-4682. You will be able to speak confidentially with me.

We appreciate your understanding and cooperation in this important matter.

Sincerely,

Christine Brousseau
Executive Director, Camp Fire USA Central Oregon Council

04/01/08
Volunteer Letter
ccb

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DIRECTIONS FOR COMPLETING VOLUNTEER FORMS

Please complete the following forms in the enclosed packet of information:

1. Fill out the Volunteer Application Form and return it to the Camp Fire USA Central Oregon Council office where you would like to volunteer.
2. Fill out the Criminal History Verification of Applicants form. It is important that you answer each question.
3. Place this form in the attached envelope marked "Camp Fire USA" and seal it.
4. Return the sealed envelope to Camp Fire USA. Or you may mail the envelope to Camp Fire USA, 204 NE 4th Street, Bend, OR 97701. This form will be kept on file in a locked filing cabinet to ensure confidentiality.

You will be notified of the results of the background check if there is a problem with the information reported from the Public Information Verification service.

If you have any questions, please call 382-4682.

Volunteer Expectations

Camp Fire USA Central Oregon Council encourages the use of volunteers. Camp Fire USA Central Oregon Council understands and appreciates the role volunteers can fill in the education of the children and young adults in our communities.

Volunteers provide a positive role model for our children. Clear expectations for volunteers are essential to a successful volunteer program. Camp Fire USA Central Oregon Council wants to emphasize four of these expectations:

1. **Dependability** - The ability to depend on a volunteer is an essential expectation. Members and Staff look forward to the volunteer's commitment to report to a Camp Fire USA activity at an expected time and to complete the volunteer assignment thoroughly and enthusiastically.
2. **Professionalism** - The volunteer is a role model for children and young adults in dress, manner and behavior. Working in a team environment cooperatively with others and demonstrating a willingness to learn are integral parts of professionalism.
3. **Confidentiality** - The volunteer must respect the confidentiality of sensitive information learned at Camp Fire USA. Members and their families should not be discussed outside the Camp Fire environment.
4. **Communication** - The volunteers' success depends on effective communication. Asking questions and following directions are key components of communication.

If there are concerns regarding a volunteer who may not be following these expectations, the concerns should be communicated to the Program Administrator. Camp Fire USA will conduct an objective investigation regarding any identified concerns. If cause exists, the volunteer will be removed from his/her assignment. Camp Fire USA will be vigilant to provide a safe environment for children.



Camp Fire USA Central Oregon Council, 204 NE 4th Street, Bend, OR 97701

CAMP FIRE VOLUNTEER APPLICATION FORM

Camp Fire USA Central Oregon in (city) _____

Application for position of _____

Name _____ Home Phone _____

Address _____ email _____ City/State/Zip _____

Occupation _____ Place of employment _____

Working Hours _____ Business Phone _____

Date of Birth _____ Driver's License Number _____

How did you hear about Camp Fire USA? _____

Are you interested in working with _____ adults? _____ children?

If children, with what grade level of children do you prefer to work? _____

PREVIOUS JOB-RELATED EXPERIENCE

Please describe position(s) held and general responsibilities.

As a volunteer? _____

As a paid employee? _____

CURRENT MEMBERSHIPS HELD (in community, youth or professional organizations):

EDUCATION AND/OR SPECIAL TRAINING:

HOBBIES/INTERESTS/SKILLS: _____

HEALTH LIMITATIONS OR CONSIDERATIONS: _____

On the space below, please comment on your interest in a Camp Fire USA position and the contribution you can make to youth through this role:

EMERGENCY CONTACT

Name: _____ Phone _____ Relation _____

REFERENCES

Please give at least two references with complete addresses (other than relatives):

Name _____ Phone _____

Address/City/State/Zip _____

Name _____ Phone _____

Address/City/State/Zip _____

Name _____ Phone _____

Address/City/State/Zip _____

Do you have a valid driver's license for you state of residence? _____ Yes _____ No
Have you ever been convicted of child abuse, violation of any law or ordinance regulating conduct toward minors, or any felony? _____ Yes _____ No
If Yes, please explain _____

I certify that the information given herein is true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application. I understand that misrepresentation or omission of facts called for herein will be sufficient cause for cancellation of consideration for employment or dismissal if I have been employed.

SIGNATURE OF APPLICANT _____ Date _____

Camp Fire USA is an Equal Opportunity Employer. Applicants are considered without regard to race, religion, sex, national origin, age, veteran status, handicapped condition or any other reason prohibited by the Fair Employment Law.

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CRIMINAL HISTORY VERIFICATION OF APPLICANTS

Please type or print clearly.

As Appears on License

Name: _____ Date of Birth: _____ Sex: _____
Last/First/Full Middle MM/DD/YY

List other Names Previously used: _____

Social Security No: _____ Oregon Drive License No: _____

Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial of volunteer or any rights, services or benefits to which you are otherwise entitled. If you do provide the number the Oregon State Police will use it as an additional identifier to search for any criminal record you may have. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Address: _____
Full Street Address

City: _____ State: _____ Zip: _____

A. Have you EVER been convicted of a sex-related crime? [] Yes [] No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

If yes, did the crime involve force or minors? [] Yes [] No

B. Have you EVER been convicted of a crime involving violence or threat of violence? [] Yes [] No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

C. Have you EVER been convicted of a crime involving criminal activity in drugs or alcoholic beverages? [] Yes [] No

If yes, was the conviction in Oregon or another state? (Please specify if another state.) State: _____

D. Have you EVER been convicted of any other crime except a minor traffic violation? [] Yes [] No
(Includes Traffic Crimes)

E. Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal? [] Yes [] No

Advisory: A check of the applicant's criminal history will be made by the Public Information Verification to verify the responses to the preceding questions.

I hereby grant to Camp Fire USA Central Oregon Council permission to check civil or criminal records to verify any statement made on this form. Regardless of whether the applicant grants consent, Camp Fire USA Central Oregon Council will conduct a criminal offender record check of applicants for the position of volunteer or employees working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights laws. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, Suite 1070, Portland, Oregon 97232, telephone 503-731-4075.

I acknowledge reading and the receipt of this notice.

Applicant's Signature: _____ Date: _____

Form 581-2282-M (rev.6/00)

This form may be reproduced locally without change.