

Dear Prospective Volunteer,

Thank you for your interest in the WV Elks Major Project Camp. This camp is designed for individuals who are mentally and/or physically challenged. Campers attend camp at no cost to their parent or guardian. Volunteers must be sixteen years or older. The number of campers is determined first and foremost by adequate staffing, and then bed space.

Each summer there are two opportunities for you to volunteer.

**The North / Central camp at Camp Muffly, Morgantown, WV from June 22 -- 28**

**The South camp at Glenwood 4-H Camp, Princeton, WV from July 20 - 26**

At the WV Elks Camp, campers are encouraged to try new things and enjoy a week away from home with lots of new friends. Through arts and crafts, outings, games, swimming, and evening events, campers are assisted in maximizing their abilities and minimizing weaknesses. Campers will develop good hygiene techniques, physical skills, social skills, and creative thinking. But most importantly we want all campers to have fun.

As a volunteer you will receive housing, meals, and plenty of snacks with the campers at no charge to you. Though we look for past experience, First-Aid and CPR certification are not required. Above all maturity, an enthusiastic attitude and a willingness to experience new things is a must. I can guarantee that you will end the week with an increased sense of self and new direction in your life. It will be a week you will not soon forget or stop talking about.

In past years some activities have included bowling, cookouts, visits from police and fireman, as well as daily arts and crafts, water fun, and Special Olympic games. Each evening has a different theme from carnival to talent shows to a visit from St. Nick himself.

After reviewing applications, confirmation letters or a personal phone call will be made to those volunteers selected for the WV Elks Camp. In accordance with Elks Camp Policy, we will conduct mandatory staff training meetings. Recently, these sessions have been early in the afternoon that camp starts. This is done to minimize the amount of time that you will have to spend traveling.

Feel free to copy this application and give it to a friend -the more the merrier!

Parents or volunteers feel free to call if you have any questions. Please note the times to call below.

I hope to see you at camp.

Sincerely,

Rick Romino, President  
Board of Directors

SEND A COPY OF ALL 5 PAGES OF THE APPLICATION TO:

Rick Romino  
214 Cochran St.  
Fairmont, WV 26554

and

Taffy Hower, Director  
1524 Moores Court  
Brentwood, TN 37027

(304)363-2292 AFTER 6:00  
e-mail – [raromino@aol.com](mailto:raromino@aol.com)

(808)779-4855 (1 hr. time difference)  
e-mail – [princesstaffodil@yahoo.com](mailto:princesstaffodil@yahoo.com)

# WEST VIRGINIA ELKS MAJOR PROJECT, INC. DISABLED CAMP

## VOLUNTEER APPLICATION

Application Deadline – May 15, 2008

Check the one: North/Central Camp ( ) – Camp Muffly, Morgantown, WV

June 22 -- 28

South Camp ( ) Camp Glenwood, Princeton, WV

July 20 – 26

THIS INFORMATION WILL REMAIN STRICTLY CONFIDENTIAL.

If you are under 18 yrs. old, your parents / guardians must sign  
the consent & release forms on pages 2 –5.

### GENERAL INFORMATION:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ T-Shirt Size \_\_\_\_\_

### EMERGENCY CONTACT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone- Home: \_\_\_\_\_ cell: \_\_\_\_\_ work \_\_\_\_\_

If this person will be out of town any part of the week, please give the following information.

Destination : Hotel or Person visiting \_\_\_\_\_

Phone numbers where they can be reached : \_\_\_\_\_

Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

If emergency contact is not a parent(s), please complete.

Parents Name : \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

### EDUCATION:

High School: \_\_\_\_\_

Graduated: YES NO Year: \_\_\_\_\_ Highest Grade: \_\_\_\_\_

College Attending /Attended: \_\_\_\_\_

Degree: YES NO Major: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

### EXPERIENCE

Do you any certifications or license?

CPR/First-Aid \_\_\_\_\_ Sign Language \_\_\_\_\_ RN \_\_\_\_\_ Water Safety \_\_\_\_\_ EMT/Paramedic \_\_\_\_\_

Other \_\_\_\_\_

Do you have any special skills or interests? \_\_\_\_\_

Arts & Crafts \_\_\_\_\_ Fun & Games \_\_\_\_\_ Sports/Physical Activities \_\_\_\_\_

Would you like to chair or co-chair a activity? \_\_\_\_\_

Have you volunteered at our camp before? Yes ( ) No ( )

Do you have any experience working with Special Needs individuals? Please list any work, volunteering, or educational experience and/or background, where you had contact working with physically or mentally challenged individuals. (use additional page if needed.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When will you be available to work? ( entire week , certain days, certain time during day, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEDICAL INFORMATION:**

Do you have any allergies that limit your activity in a camp setting? \_\_\_\_\_  
\_\_\_\_\_

Do you have any health and/or medical conditions that would effect you or limit your participation at camp?  
\_\_\_\_\_

Is your Tetanus immunization up to date? Date of last immunization \_\_\_\_\_

**Please Note:** If you are on any type of medication, it must be checked in with the camp nurse and locked in the medicine chest. We do not want medicine of any kind in the cottages.

The medication must be brought in the original pharmacy container with the label completely in tact listing strength & dosage.

**CAREGIVERS** – You may be asked to assist other staff members with some camp duties.

For Example: decorating, break duty, kitchen duty, etc..

**PHOTO RELEASE :** The West Virginia Elks Major Project, Inc. take photographs and films daily of our camp and the participants during all activities to be used for fund-raising and publicity purposes. This consent allows The West Virginia Elks Major Projects to use your photograph or film for these purposes.

I hereby give my consent to the West Virginia Elks Major Projects, it's director, officers, volunteers, or cooperating agents to use my photograph for publication. I understand that any pictures, prints, slides, audio and/or video tape recordings shall be used by the West Virginia Elks Major Project for recruitment, promotional use or educational purposes. The afore mentioned photographs or films may be modified, edited, or retouched for the purposes previously specified.

Yes ( ) No ( ) Signature \_\_\_\_\_

**IF UNDER 18 YEARS OLD**

My parents / guardian have reviewed this application, photo release, the rules and guidelines, and the liability release on pages 3-5 with me and we understand the contents. Signature of parent / guardian signifies that they consent to all provisions and are willing to allow their child / legal ward to volunteer at our camp.

Signature – Parents / Guardian - \_\_\_\_\_  
\_\_\_\_\_



## West Virginia Elks Major Project Camp Volunteer Rules and Guidelines



The parents / guardian have entrusted us with one of their most prized possession – their child. We will conduct ourselves in a respectable manner and exercise the utmost maturity at all times.

Please read the following Rules and Guidelines carefully, then sign the compliance statement that follows.

\*\* Mature – You are expected to be mature and self-disciplined.

\*\* No Horse Play – Only bad will come from this. You may get injured, a camper may be injured, equipment or furniture can get damaged or broken, or parents and visitors may witness it. All of these things cost time, money, and the image of our camps. Please expend your energy on the campers.

\*\* Respect – It is your responsibility to respect the camp leadership and nurse, as well as helping to maintain a healthy camp environment.

\*\* No Cell Phones – There are phones at each camp and we provide calling cards so that everyone has access to a phone. If you feel that you must bring a phone to camp, the phone is kept with your belongings in your cabin. We will not talk on phones while we are with the campers.

\*\* Curfew – A curfew will be established by the Director, and the staff will be expected to adhere to it. It takes an enormous amount of energy to work with special needs children and we expect you to be mature enough to get the proper rest. There is no place for machoism at camp.

\*\* Valuables – We ask that you not bring anything of any value, or a large amount of cash. All your food will be provided for you, and we also provide an assortment of snacks and sweets.

\*\* No Smoking or Tobacco - We ask that you not smoke around the campers or within sight of the campers. Please do not use of smokeless tobacco around the campers or in the cabins. There is no smoking allowed in any of the 4-H camp buildings.

\*\* No Alcohol, Drugs, or Weapons – Possession or use of any alcoholic beverages or illegal drugs are strictly forbidden, and will grounds for immediate dismissal from camp. We will contact the local authorities if necessary. If you come to camp and are believed to be under the influence of alcohol or drugs you will be immediately dismissed. Possession of any type of weapon is also forbidden, and will be dealt with by dismissal from camp.

\*\* Staff will follow the signing in and out of camp procedure set up by the Director. Also a guest policy will be explained during the training session.

\*\* Please do not discuss pornographic information, sexual activity, obscene, lewd, or other sensitive material or topics with the campers. Do not tell off-color or sensitive jokes to campers.

Please do not use offensive or profane language.

\*\* Caregivers – You may be asked to assist other staff members with some camp duties. For example, you may be asked to help with kitchen duty, break time, setting up or decorating for a party or activity. This will not interfere with “caregiver” duties

\*\* Clothing – Please do not wear any clothes advertising alcohol or tobacco products, nudity of any kind, or containing vulgar or obscene language, gestures, or pictures. No halter tops, see-thru cloths, tube tops, mini skirts or ‘shorty’ shorts, and no skimpy string bikinis. We are conducting a camp for individuals who may be impressionable, so please dress respectfully. Try to look neat, because you never know when parents will show up or the media will pay us a visit.

\*\* Your attendance at the Training Session prior to camp is imperative. Whether you are a veteran of many years, or a new comer, the session is a must, so that we are all aware of our way of doing things, and the correct medical procedures to be followed.

The above Rules and Guidelines as set forth by the WV Elks Major Project must be adhered to during the camp. They are set forth to ensure the safe environment for our campers and staff throughout the duration of camp.

I have read and understand the rules and guidelines and by my signature agree to abide by the policies detailed above, and those instituted by the Camp Director or Nurse.

Signature of Volunteer: \_\_\_\_\_ Date \_\_\_\_\_

If Under 18 Years Old

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

PLEASE SEND A COPY OF ALL 5 (FIVE ) PAGES TO:

RICK ROMINO, PRESIDENT  
BOARD OF DIRECTORS  
214 COCHRAN ST.  
FAIRMONT, WV 26554  
(304)363-2292  
e-mail – raromino@aol.com

AND ANOTHER COPY OF ALL 5 (FIVE) PAGES TO:

TAFFY HOWER  
1524 Moores Court  
Brentwood, TN 37027  
(808) 779-4855  
e-mail – princessstaffodil@yahoo.com

RELEASE OF LIABILITY

In consideration of being a volunteer at the 2007 West Virginia Elks Major Project, Inc Disabled Individuals Camp, the undersigned does hereby expressly release, acquit and forever discharge the West Virginia Elks Major Project, Inc., the West Virginia Elks Association, Mercer County 4-H Camp, Camp Muffly 4-H Camp, and the respective agents, employees, officers, and representatives of said entities, of and from any and all liability or claims for damages, of whatever kind in nature, which may arise, whether directly or indirectly, in whole or in part, from my volunteering at said camp. In executing this Release of Liability, it is the express intent of the undersigned to waive any and all claims for personal injury, property damage or loss of any kind and character, including, but not limited to, tort claims of any and all types, which may relate in any manner, no matter how remote, to my volunteering at camp.

The undersigned expressly represents that I have read the foregoing Release of Liability and that I understand the meaning and effect of the Release of Liability; and I have signed the same as a free act and deed, with full knowledge of the consequences thereof.

WITNESS my signature this \_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_

**If volunteer is under 18 years old, their parents or legal guardian must sign.**

As the parents of \_\_\_\_\_ who is applying to volunteer for said camp, I / we have read and understand the meaning and effect of the Release of Liability, and by my signature, agree to all of the provisions.

WITNESS our signature this \_\_\_\_ day of \_\_\_\_\_, 2008

Father Signature \_\_\_\_\_

Mother Signature \_\_\_\_\_

Legal Guardian \_\_\_\_\_

Legal Guardian \_\_\_\_\_