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## VOLUNTEER INFORMATION FORM

*(An annual background check must be completed on all camp volunteers)*

Please complete this form completely and print neatly. Thank you!

Desired Session Date (i.e. 7/10/2020) \_\_\_\_\_ Final Assigned Date (office only): \_\_\_\_\_

Preferred Service: check box    Meal Preparation    Camp Care    Either

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

When is the best time to reach you? \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Do you have First Aid/CPR training? \_\_\_\_\_ Expiration date: \_\_\_\_\_

Do you have a food handler's permit? \_\_\_\_\_ Expiration date: \_\_\_\_\_

### Emergency Contact Information

*If an emergency arises, please contact: (someone not at camp with you)*

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Conditions we should know about: \_\_\_\_\_

\_\_\_\_\_

# EXPERIENCE AND INTERESTS

Please mark the items below in which you have interest and/or experience.

## CAMP

- Meal Preparation/Serving
- Volunteer Group Leader
- Volunteer Recruitment
- First Aid/CPR
- Spring Clean-Up
- Crafts
- Recreational Activities
- Boat Driver
- Tractor & Wagon Driver
- Fishing Assistance
- Campfire Song Leader
- Musician
- Nature Trail Maintenance
- Litter Cleanup
- Debris Removal
- Recycling
- Photography
- Mosquito Sprayer Operator

## GENERAL

- Camp Care & Cleaning
- Masonry
- Painting/Wallpapering
- Flooring/Tiling
- Plumbing
- Roofing
- Carpentry
- Electrician
- Welder
- Chainsaw Operator
- Handy worker
- Backhoe Operator
- Bulldozer Operator
- CDL Truck Driver
- Facility Design/Construction
- Tree Trimming/Falling
- Snow Shoveling
- Video Production

## OFFICE/MANAGEMENT

- Board/Committee Member
- Bookkeeping
- Bulk Mailing
- Clerical
- Receptionist
- Graphic Design
- Writing/Editing
- Computer/Internet Services
- Data Entry/Word Processing
- Filing
- Financial/Accounting
- Financial Planning
- Fundraising Events
- Grant Development
- Conference Exhibit
- Event Coordination
- Event Setup/Cleanup (Auction)
- Public Relations

Other Hobbies/Areas of Interest: \_\_\_\_\_

Previous volunteer experience: \_\_\_\_\_

Foreign language(s) in which you are fluent: \_\_\_\_\_

Referred to Camp Prime Time by: \_\_\_\_\_

During the summer camp sessions, most volunteer duties require a two-night stay at camp. However, there are many other ways of serving as a volunteer as well. Please circle days you are available:

Days available: *Sunday Monday Tuesday Wednesday Thursday Friday Saturday Holidays*

Times available: \_\_\_\_\_

Are you available for last minute "on call" if someone cannot fulfill their weekend commitment? \_\_\_\_\_

Why do you want to volunteer at Camp Prime Time? \_\_\_\_\_

Please answer these optional questions if you would like:

Any physical limitations that you feel we should know about? \_\_\_\_\_

Race/Nationality (optional): \_\_\_\_\_

# PRIME TIME CODE OF CONDUCT

Prime Time is a charitable not-for-profit organization dedicated to providing a restful wilderness camping experience to children with a severe/terminal illness or disability and their families. In an effort to maintain the high standard of conduct expected and deserved by the special-needs families whom we serve, this Code of Conduct has been adopted and is applicable to all volunteers and paid staff.

No volunteer or paid staff member shall: *(please initial each item)*

- \_\_\_\_\_ Utilize any affiliation with Prime Time to promote partisan politics, religious matters, or issues opposed to the official position of Prime Time, Inc.
- \_\_\_\_\_ Disclose any confidential Prime Time information to any person.
- \_\_\_\_\_ Make derogatory statements regarding race, physical condition, or personal traits to anyone.
- \_\_\_\_\_ Operate or act in any manner that conflicts with the best interests of Prime Time, Inc., or its users.
- \_\_\_\_\_ Use alcohol or any other substance while at Camp Prime Time that could impact job performance or the safety of people or property.
- \_\_\_\_\_ Interact with any campers or staff if you have any medical or criminal background that may cause, or appear to cause, harm to anyone.
- \_\_\_\_\_ Authorize the use of the name, logo, services, or property of Prime Time, Inc. for the benefit of other individuals or organizations not associated with Prime Time, Inc.

\* \* \* \* \*

**I certify that I have read and understand the Code of Conduct of Prime Time, Inc., and agree to comply with it.**

**I understand that a background check will be performed. If I have a criminal record I will disclose it to the Executive Director or the Prime Time Board President so that it can be discussed. This will not necessarily preclude me from serving as a volunteer.**

**Date:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_