Team Leader Registration Packet For: ________________________________

You must have completed your sophomore year in high school to be a Team Leader.

Camp UNITE 2018
“UNITE Strong!”

When
Monday, July 23 to Friday, July 27, 2018

Where
University of the Cumberlands
Williamsburg, Kentucky

You have as much fun as the campers!

Please return all forms and documents to:

Camp UNITE
c/o Operation UNITE
350 CAP Drive
London, KY 40744
FAX: 606-877-1018

Completed packet must be received by Friday, June 29, 2018.

Team Leader positions are limited and slots fill up quickly.

Team Leaders are not officially registered until they receive a confirmation letter.

Leadership • Teamwork • Adventure
About Camp UNITE

- Camp UNITE is a free 4-day, 3-night adventure/leadership program to be held Tuesday through Friday, July 24-27, 2018.
- Team Leaders are required to arrive at Camp on **Monday morning, July 23, 2018**, for a day-long orientation, training and setup.
- Team Leaders are required to stay on campus through 3 pm Friday, July 27, 2018.
- Team Leaders will stay in dormitories and eat in the cafeteria on the University of the Cumberlands campus in Williamsburg.
- Team Leaders will be responsible for a group of 4-6 students under the direction of a UNITE staff member and are expected to stay with their group throughout Camp.
- It is important that Team Leaders participate in the entire camp program. Please do not schedule doctor or other appointments during this week.
- Camp UNITE is comprised of many fun, action-packed activities designed to develop leadership and communication skills, promote teamwork and problem solving, instill confidence and trust, and let youth know they do not have to face difficult situations on their own.
- Activities will include a combination of challenge events, swimming, outrageous games, motivational speakers, talent show, visit to the Hal Rogers Water Park, and much more.

What to Bring

- Please limit to 1 suitcase.
- Clothes (shirts, shorts, pants, socks, underwear) for 5 days. Designs or wording should not contain foul language or be offensive. All shorts, skirts, etc. should be of appropriate length.
- All Team Leaders & Volunteers will be provided Camp T-shirts to be worn during Camp.
- 1 full set of old clothes that may become stained (for messy games)
- **Tennis shoes** for Activity Tracks
- **Respectable swimming suit** (girls should be one-piece, boys trunks of appropriate length)
- Flip-flops for pool and water park
- Towels, washcloths and other toiletry items
- Lightweight jacket or sweatshirt
- Sleeping bag or a twin bed sheet and cover
- Pillow
- Prescription medication in **original** container

What NOT to Bring

- Tobacco products (including smokeless and E-Cigs)
- Weapons (including pocket knives)
- Electronic music or entertainment devices (including computers, tablets and gaming devices)

Application Checklist

- Form TL-1 Team Leader/Volunteer Information Sheet
- Form TL-2 Waiver & Release
- Form TL-3 Camp UNITE Code of Conduct
- Form TL-4 Photo & Media Release
- Form TL-5 Insurance & Physician Information
- Form TL-6 Medical Information & Release
- Form TL-7 Background Check Authorization
- Form TL-8 Fast Tracks Activity Interest
- Form TL-9 Team Leader/Volunteer Questionnaire
- Form TL-10 Social Media Policy & Release

For more information call 866-678-6483 or e-mail Tracey Brafford at tbrafford@centertech.com
Complete and return a separate form for EACH applicant

PLEASE PRINT

Team Leader’s Name: ____________________________________________ Male ___ Female ___

Mailing Address: ________________________________________________ Birth Date: ___/___/___

City: _____________________________ State: ___ Zip: __________ County: _______________

Physical Address (if different than mailing address): __________________________________________________________

City: _____________________________ State: ___ Zip: __________ County: _______________

Grade completed in 2017-18 __________ Name of School: __________________________________________________________

Or Place of Employment: ___________________________________________________________________________________

Cell Phone: __________________________ Home Phone: __________________________

Email Address (that you check regularly): ______________________________________________________________________

Social Media Handles (Twitter, Instagram, etc.): __________________________________________________________________

Name of UNITE representative who could serve as a reference: _______________________________________________________

**Contact Information**

Parent/Legal Guardian’s Name: __________________________________________ Relationship

Cell Phone: __________________________ Home Phone: __________________________

Work Phone: __________________________ Email Address: __________________________

Additional Contact #1: __________________________________________ Relationship

Cell Phone: __________________________ Home Phone: __________________________

Work Phone: __________________________ Email Address: __________________________

**Current Certifications** (mark all that apply)

____ CPR Expires ___________ Provider __________________________

____ Life Guard Expires ___________ Provider __________________________

____ Water Safety Expires: ___________ Provider __________________________

____ Other (specify): __________________________________________________________________________________________

Please submit a copy of each certification card along with this application.

**T-shirt Size** (check only 1 box)

Adult Small ___ Adult Medium ___ Adult Large ___ Adult X-Large ___ Adult 2X-Large ___ Adult 3X-Large ___ Other ___
Waiver & Release
Complete and return a separate form for EACH applicant

PLEASE PRINT

Team Leader’s Name: ____________________________________________

Mailing Address: ______________________________________________________

City: ____________________________________________ State: ______ Zip: ________

Having been made aware of the activities in which the Team Leader/Volunteer will participate, I hereby consent to the above named Team Leader/Volunteer’s participation in Camp UNITE. I voluntarily release and forever discharge Operation UNITE, Inc. from any and all liability, claims actions or rights of action which are in any way related to the Team Leader/Volunteer’s participation in Camp UNITE activities. I agree to indemnify and hold Operation UNITE and its directors, officers, employees and agents harmless from any and all costs or damages, including attorney fees, incurred in connection with the Team Leader/Volunteer’s participation in Camp UNITE activities. I further agree not to sue, assert or otherwise maintain any claim or cause of action against Operation UNITE and its directors, officers, employees and agents arising from the Team Leader/Volunteer’s participation in Camp UNITE activities. In case of an emergency, including medical, I understand every effort will be made to contact parents or guardians of minor campers. However, if parents or guardians cannot be reached, I hereby give Operation UNITE permission to act on my behalf in seeking and administering medical treatment in the event that such treatment is deemed necessary or advisable for the Team Leader/Volunteer’s health, safety and welfare. I release Operation UNITE from liability in acting on my behalf in this regard and rendering such medical treatment. I assume full responsibility for and the risk of any bodily injury, death or property damage resulting from Team Leader’s participating in Camp UNITE activities. This waiver and release form shall be governed by the laws of the Commonwealth of Kentucky.

Team Leader’s or Team Leader’s Legal Guardian’s Signature (if under 18) ___________________________ Cell Phone ___________________________

Team Leader’s or Team Leader’s Legal Guardian’s Printed Name (if under 18) ___________________________ Home Phone ___________________________

In case of emergency, and I am not available, contact:

Name ___________________________ Relationship ___________________________

Cell Phone ___________________________ Home Phone ___________________________

Date Signed ___________________________
Camp UNITE Code of Conduct

Complete and return a separate form for EACH applicant

While traveling to or participating in Camp UNITE:

- Team Leaders may not have in their possession, use or consume any non-prescribed controlled substances, illegal drugs or alcoholic beverages.
- Tobacco products in any form, including E-Cigarettes, are prohibited during Camp UNITE.
- Team Leaders may not be in possession of or use any weapons (knives, guns, etc.) or explosive products.
- Team Leaders may not steal, deface, disfigure, damage or destroy any real or personal property belonging to Camp UNITE, the host facilities, or other campers. **Team Leaders/Volunteers will be responsible to pay for any damages.**
- Team Leaders shall not engage in the threat of, or commission of, any physical violence against any person.
- Team Leaders shall not engage in verbal, written or physical harassment or intimidation of any person by any means.
- Camp T-Shirt (provided) and shoes should be worn at all times (with the exception of Messy Games).
- **All clothing, including swimsuits (one-piece females, trunks males) should be appropriate and tasteful in nature.**
- Male Team Leaders/Volunteers are not allowed in the female Team Leaders/Volunteers’ dorm. Female Team Leaders/Volunteers are not allowed in the male Team Leaders/Volunteers’ dorm.
- Team Leaders shall not engage in any promiscuous, indecent, or obscene behaviors or public displays of affection.
- At no time should a Team Leader/Volunteer be alone with an individual camper.
- All accidents (even small ones) must be reported to a UNITE staff member immediately.
- If a Team Leader feels sick, they shall report their symptoms directly to their Pod Leader.
- No profanity or disrespectful language will be tolerated at any time.
- Team Leaders are required to let their Pod Leader know their whereabouts at all times.
- Team Leaders are not allowed to leave the camp area without prior approval.
- Certain areas of campus will be designated off-limits.
- Team Leaders/Volunteers should show respect for campers, program providers, other adults and other Team Leaders/Volunteers at all times.
- **Team Leaders are required to know the whereabouts of their campers at all times.**
- Cell phone usage should be minimal and correspond with times that campers are allowed to use their phones.
- Team Leaders are not permitted to leave camp premises during camp for any reason without the express permission of the camp director or their designee.

**NOTE:** Violation of these rules may result in disciplinary action, forfeiture of volunteer hours, and possible dismissal from the Camp. In the event of dismissal, transportation home will be the responsibility of the Team Leader, or their parent or guardian. Operation UNITE reserves the right to contact law enforcement officials if deemed necessary.

I have read, understand, and agree to comply with this Code of Conduct.

___________________________________  _____________________________________  ____________
Team Leader’s Signature                  Printed Name                             Date

___________________________________  _____________________________________  ____________
Parent/Legal Guardian’s Signature (if under 18)  Printed Name                             Date

Leadership    •    Teamwork    •    Adventure
Photo & Media Release
Complete and return a separate form for EACH applicant

Team Leader’s Name: ____________________________________________________________

I, the undersigned, do hereby assign and grant to Operation UNITE the right and permission to use and publish the image of the above named team leader/volunteer. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, video and/or sound recordings taken during the team leader/volunteer’s visit to Camp UNITE for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the UNITE website. I agree that these images may be used by Operation UNITE for a variety of purposes and that these images may be used without further notifying me. I specifically waive any right to any compensation I may have for any of the foregoing and release Operation UNITE from any and all liability for such use and publication.

___________________________________________________________  ______________________________
Team Leader’s Signature (or parent/guardian if under 18)  Date

___________________________________________________________
Team Leader’s or Parent/Legal Guardian’s Printed Name
Insurance & Physician Information  
Complete and return a separate form for EACH applicant

**NOTE**
You MUST submit a copy of the front and back of ALL insurance, medical, and prescription identification cards covering the applicant either as a hard copy with this application, via fax (606-877-1018), or via email scan (unite@centertech.com).

All information MUST be completed IN FULL for application to be considered complete.

PLEASE PRINT

Team Leader’s Name: ____________________________________  Social Security #: ______________________

**Primary Insurance Company:** ________________________________________________________________
Member ID #: __________________________________________  Group/Policy #: _________________________
Phone Number(s): ______________________________________
Billing Address: _________________________________________  City:____________________ State:__ Zip: ______
Policy Holder’s Name: ____________________________________
Address: ______________________________________________  City:____________________ State:__ Zip: ______
Relationship to the Team Leader: ____________________________

**Secondary Insurance Company:** ______________________________________________________________
Member ID #: __________________________________________  Group/Policy #: _________________________
Phone Number(s): ______________________________________
Billing Address: _________________________________________  City:____________________ State:__ Zip: ______
Policy Holder’s Name: ____________________________________
Address: ______________________________________________  City:____________________ State:__ Zip: ______
Relationship to the Team Leader: ____________________________

**Physician’s Name:** ______________________________________
Address: ______________________________________________  City:____________________ State:__ Zip: ______
Phone Number(s): ______________________________________

**Dentist’s Name:** ______________________________________
Address: ______________________________________________  City:____________________ State:__ Zip: ______
Phone Number(s): ______________________________________
Medical Information & Release

If you are under age 18, please attach a copy of the most recent immunization record.

PLEASE PRINT

Team Leader’s Name: ________________________________ Social Security #: ________________________________

Are all of your immunizations up-to-date? Yes___ No___ Date of last tetanus shot: ________________________________

Do you regularly take any over-the-counter or prescription medications? Yes___ No___

If yes, please list any medications to be taken at Camp, including drug, dosage, route (oral, injection, etc.)
and frequency:

______________________________________________________________________________________________

______________________________________________________________________________________________

Do you have any allergies? Yes___ No___ Please list: _______________________________________________________

Do you have a history of any of the following (check Yes or No for each item):

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes___</th>
<th>No___</th>
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</thead>
<tbody>
<tr>
<td>Hearing impaired</td>
<td></td>
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<tr>
<td>Cancer/leukemia</td>
<td></td>
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<td>Recent surgeries</td>
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<td>High blood pressure</td>
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<td>Hemophilia</td>
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<td>Heart trouble</td>
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<td>Convulsions/Seizures</td>
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<td>Kidney disease</td>
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<td>Diabetes</td>
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Please explain any “Yes” answers: ________________________________________________________________

______________________________________________________________________________________________

Do you have any special dietary needs? Yes___ No___ Please list: _______________________________________________________

______________________________________________________________________________________________

What is your swimming ability? Non-swimmer_____ Beginner_____ Intermediate_____ Advanced_____

Do you require specialized accommodations in order to fully participate? Yes___ No___

Please describe: ________________________________________________________________

Statement of Consent: (To be signed in the presence of a witness.)

I (print your name) ________________________________, or as the parent/legal guardian of the above named Team
Leader/Volunteer (if under 18), in the event of an emergency or non-emergency situation requiring medical treatment,
including accidental injury or illness, hereby grant permission for any and all medical and/or dental attention to be
administered, or until such time as my parent/legal guardian can be contacted. This permission includes, but is not limited
to, the administration of first aid, the use of an ambulance, and the administration of anesthesia and/or surgery, under the
recommendation of qualified medical personnel. I accept full responsibility for all financial costs that are a result of my
receiving medical treatment not covered by the Team Leader/Volunteer’s personal insurance.

__________________________________________________________ Date ________________________________

Team Leader or Parent/Legal Guardian’s Signature (if under 18)

__________________________________________________________ Date ________________________________

Witness Signature

__________________________________________________________ Date ________________________________

Leadership • Teamwork • Adventure
Background Check Authorization

Complete and return a separate form for EACH applicant

Pursuant to KRS 17.160

Organization: Operation UNITE (Unlawful Narcotics Investigations, Treatment and Education, Inc.)
350 CAP Drive
London, KY 40744

I will be age 18 years of age or older on July 23, 2018. (Please complete the rest of this form if checked)

In order to be considered as a Team Leader for Camp UNITE, please print or type the following information clearly:

Date of Birth: ___________________________ ___________________________ ____________

Social Security Number: ___________________________ ___________________________ ____________

Full Name: ___________________________ ___________________________ ___________________________ ___________________________ 

Maiden or Alias Names: ___________________________ ___________________________ ___________________________ ___________________________ 

Return this form to:

Camp UNITE
c/o Operation UNITE
350 CAP Drive
London, KY 40744

FAX: 606-877-1018

For more information contact:

Tracey Brafford
606-330-1421
tbrafford@centertech.com

Leadership • Teamwork • Adventure
**Fast Tracks Activity Interest**

Complete and return a separate form for EACH applicant

Team Leader’s Name: ___________________________________________________________

During camp, participants will take part in three (3) “Fast Track” activity programs. Each activity is designed to provide campers an opportunity to try out new interests in a non-threatening, learning environment. Campers **DO NOT** have to have prior knowledge of or skills in the activity in order to participate.

Every effort will be made to place campers in the Fast Tracks of their choice. Operation UNITE reserves the right to limit class size. Priority will be given based upon the date a camper’s completed application packet is received.

**Team Leaders will assist with these Fast Tracks.**

Please select your top six (6) activity choices from the list below. **NUMBER EACH ACTIVITY IN ORDER OF PREFERENCE** with (1) being the top choice to six (6) being the lowest choice. **DO NOT MARK MORE THAN 6 CHOICES.**

- _____ Archery
- _____ Arts & Crafts
- _____ Basketball
- _____ Dance
- _____ Drama
- _____ Football
- _____ Hair & Makeup Tips
- _____ Martial Arts
- _____ Outdoor Skills
- _____ Soccer
- _____ Ultimate Frisbee
- _____ Volleyball

**Closed-toed shoes, such as tennis shoes, MUST be worn for all Activity Tracks.**

I, the undersigned, do hereby give my permission for the above named Team Leader/Volunteer to participate in the selected activities.

________________________________________________________________________

Team Leader’s or Parent/Legal Guardian’s Signature (if under 18)                        Date

________________________________________________________________________

Team Leader’s or Parent/Legal Guardian’s Printed Name (if under 18)
Team Leader Questionnaire

Form TL-9

Complete and return a separate form for EACH applicant

PLEASE PRINT

Team Leader’s Name: ____________________________________________

Have you ever worked with middle school-aged children? ................................. Yes___ No___
   If yes, please explain the role you played and responsibilities you had:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Have you had any community volunteer experience?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Would you be willing to participate in skits, cheers or other activities while at camp? .......... Yes___ No___

Would you feel comfortable leading small-group discussions during camp? Please list previous experience where you have led small-group discussions or qualities that you feel make you qualified to do so.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Have you ever been a Camper at Camp UNITE? ......................................................... Yes___ No___
   If yes, please list the years: ________________________________________________________________

Have you ever been a Team Leader/Volunteer at Camp UNITE? ............................ Yes___ No___
   If yes, please list the years and explain the most impactful event/moment that you remember:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Leadership • Teamwork • Adventure
Social Media - Use and Standards

Due to today’s technology-dependent society, social media is a constant presence in the lives of many. Social media can take many different forms including, internet forums, blogs & micro blogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music-sharing, and voice over IP. Examples of social media applications include LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Instagram, and Vine, etc.

UNITE strives to maintain a professional image on all online fronts, so its use is not to be taken lightly by UNITE. While we encourage online collaboration and welcome our personnel to participate in social media, the following guidelines for appropriate online conduct will assist you in avoiding the misuse of this communication medium. When utilizing social media, even for personal reasons, UNITE personnel, must adhere to the guidelines below. A lack of adherence to these policies may result in disciplinary action, up to and including termination of employment.

1. You may not share information that is confidential and proprietary about UNITE’s operations. To this extent, UNITE’s operations are in many instances highly confidential and sensitive, including but not limited to: drug treatment referrals and criminal investigations.

2. Respect all copyright and other intellectual property laws. For UNITE’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including UNITE’s own copyrights, trademarks and brands.

3. Maliciously false statements about UNITE, current employees, potential employees, and third parties associated with UNITE, such as volunteers, are prohibited.

4. You are encouraged to write knowledgeably, accurately, and with appropriate professionalism. Despite disclaimers, your web interaction can result in members of the public forming opinions about UNITE and its employees, partners and operations.

5. You are not authorized to speak on behalf of UNITE, either online or otherwise. You will be subject to discipline if you suggest that your speech represents that of UNITE or if you knowingly permit others to infer that you are speaking on behalf of UNITE.

6. Recognize that you are legally liable for anything you write or present online. Personnel can be disciplined by UNITE for posting commentary, content, or images that are maliciously false, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

7. Adherence to UNITE’s Code of Conduct is required in the personal use of social media.

8. A word about accepting invitations to connect on social media. Personnel, in particular, those engaged in outreach activities involving children, must be cognizant that if you accept invitations or connect with children involved in UNITE programs, you must make sure that your content is at all times professional, appropriate for viewing by these individuals, and consistent with UNITE core values being taught by UNITE personnel. For example, engaging in speech and/or photos that are reckless, irresponsible, sexually explicit or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or any protected class of individuals, are prohibited and grounds for discipline up to and including termination. It may also preclude you from future employment with UNITE in any outreach program for children.

9. For safety and security reasons, UNITE personnel engaged in law enforcement activities, are cautioned not to disclose their affiliation with this agency nor shall they post information pertaining to any other member of the agency without their permission. UNITE personnel engaged in law enforcement activities are cautioned not to: (a) display UNITE logos, uniforms, or similar identifying items on personal web pages; or (b) post personal photographs or provide similar means of personal recognition that may cause them to be identified as a UNITE
law enforcement official. Personnel who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.

Similarly, UNITE personnel engaged in law enforcement activities should recognize that social media postings may provide grounds for undermining or impeaching your testimony in criminal proceedings, and thus, can have a direct bearing on your ability to perform your job duties.

10. When using social media, UNITE personnel should be mindful that their speech and/or photos become part of the worldwide electronic domain. Therefore, UNITE personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

11. Nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act, 29 U.S.C. § 157.

12. UNITE personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by UNITE at any time without prior notice.

13. UNITE personnel who have knowledge of a posting or of any website or webpage in violation of the provision of this policy shall notify their supervisor immediately for follow-up action.

I have received, read and understand the terms of UNITE’s Social Media – Use and Standards Policy. I agree to adhere to the policy, and understand that violations of the policy may lead to appropriate discipline, up to and including termination.

__________________________________________________________________________
Team Leader/Volunteer Signature                                         Date