Volunteer Registration Packet For: _____

Camp UNITE 2016
"UNITE Strong!"

When	Where
Monday, July 25 to Friday, July 29, 2016	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, July 1, 2016.

Volunteers are not officially registered until they receive a confirmation letter.

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About Camp UNITE

Keep this document

- Camp UNITE is a free 4-day, 3-night adventure/leadership program to be held Tuesday through Friday, July 24-29, 2016.
- Volunteers are asked to arrive at Camp on **Monday morning, July 25, 2016**, for a day-long orientation, training and setup.
- Volunteers will stay in dormitories and eat in the cafeteria on the University of the Cumberlands campus in Williamsburg.
- Volunteers will assist Team Leaders and UNITE staff with a variety of Camp functions. This may include, but is not limited to monitoring campers, set-up for or clean-up after Camp activities, registration and providing camp activities.
- 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 4 days. Designs or wording should not contain foul language or be offensive. All shorts, skirts, etc. should be of appropriate length.
- 1 full set of old clothes that may become stained (for messy games)
- Comfortable walking shoes
- Respectable swimming suit (i.e. one-piece, tankini, 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
- Camera (if desired)

What NOT to Bring

- Tobacco products
- Weapons
- Electronic music/entertainment 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

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Volunteer Information Sheet

Form TL-1

Complete and return a separate form for EACH applicant

PLEASE PRINT

Volunteer'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 2015-16 _____ 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: _____

Other Contact Information

_____ _____
Parent/Legal Guardian's Name (if under 18) 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___

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Waiver & Release

Form TL-2

Complete and return a separate form for EACH applicant

PLEASE PRINT

Volunteer'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 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 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 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 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 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 Volunteer's participating in Camp UNITE activities. This waiver and release form shall be governed by the laws of the Commonwealth of Kentucky.

_____ _____

Volunteer's or Volunteer's Legal Guardian's Signature (if under 18) Cell Phone

_____ _____

Volunteer's or Volunteer'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

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Camp UNITE Code of Conduct

Form TL-3

Complete and return a separate form for EACH applicant

While traveling to or participating in Camp UNITE:

- Volunteers may not have in their possession, use or consume any non-prescribed controlled substances, illegal drugs or alcoholic beverages.
- Tobacco products may not be consumed in the presence of campers, or by anyone under age 18.
- Volunteers may not be in possession of or use any weapons (knives, guns, etc.) or explosive products.
- Volunteers 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.
- Volunteers shall not engage in the threat of, or commission of, any physical violence against any person.
- Volunteers shall not engage in verbal, written or physical harassment or intimidation of any person by any means.
- Camp T-Shirt and shoes should be worn at all times (with the exception of Messy Games).
- All clothing, including swimsuits, should be appropriate and tasteful in nature.
- Male Volunteers are not allowed in the female Volunteers' dorm. Female Volunteers are not allowed in the male Volunteers' dorm.
- Volunteers shall not engage in any promiscuous, indecent, or obscene behaviors or public displays of affection.
- At no time should a Volunteer be alone with an individual camper.
- All accidents (even small ones) must be reported to a UNITE staff member immediately.
- If a Volunteer feels sick, they shall report their symptoms to a UNITE staff member.
- No profanity or disrespectful language will be tolerated at any time.
- Certain areas of campus will be off-limits.
- Volunteers should show respect for campers, program providers, other adults and other Volunteers at all times.

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 Volunteer, 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.

_____	_____	_____
Volunteer's Signature	Printed Name	Date
_____	_____	_____
Parent/Legal Guardian's Signature (if under 18)	Printed Name	Date

Photo & Media Release

Form TL-4

Complete and return a separate form for EACH applicant

Volunteer'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 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.

_____ _____

Volunteer's or Volunteer's Legal Guardian's Signature (if under 18) Date

_____

Volunteer's or Volunteer's Legal Guardian's Printed Name (if under 18)

Insurance & Physician Information

Form TL-5

Complete and return a separate form for EACH applicant

You MUST submit a copy of the front and back of ALL insurance, medical, and prescription identification cards covering the camp participant 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

Volunteer'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 Volunteer:_____

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 Volunteer:_____

Physician's Name: _____

Address: _____ City: _____ State:___ Zip: _____

Phone Number(s): _____

Dentist's Name: _____

Address: _____ City: _____ State:___ Zip: _____

Phone Number(s): _____

Medical Information & Release

Form TL-6

Complete and return a separate form for EACH applicant

Please attach a copy of the most recent immunization record.

PLEASE PRINT

Volunteer's Name: _____ Social Security #: _____

Are all of your immunizations up-to-date? Yes___ No___
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):

Hearing impaired	Yes___ No___	Hemophilia	Yes___ No___	ADHD	Yes___ No___
Cancer/leukemia	Yes___ No___	Heart trouble	Yes___ No___	Asthma	Yes___ No___
Recent surgeries	Yes___ No___	Convulsions/Seizures	Yes___ No___	Diabetes	Yes___ No___
High blood pressure	Yes___ No___	Kidney disease	Yes___ No___	Other	_____

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 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 Volunteer's personal insurance.

_____ _____
Volunteer's or Volunteer's Legal Guardian's Signature (if under 18) Date

_____ _____
Witness Signature Date

Background Check Authorization

Form TL-7

Complete and return a separate form for EACH applicant

Pursuant to KRS 17.160

Organization: Operation UNITE (Unlawful Narcotics Investigations, Treatment and Education), Inc.
2292 South Highway 27
Somerset, KY 42501

____ I will be age 18 years of age or older on July 25, 2016. (Please complete the rest of this form if checked)

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

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: 606-878-1018

For more information contact:

Tracey Brafford

606-330-1421

tbrafford@centertech.com

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Fast Tracks Activity Interest

Form TL-8

Complete and return a separate form for EACH applicant

Volunteer'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. Closed-toed shoes **MUST** be worn for all tracks.

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.

Volunteers may be asked to assist with these Fast Tracks.

Please select your top six (6) activity choices from the list below. **NUMBER** the activity in order of preference with (1) being the top priority to six (6) being the lowest priority. DO NOT MARK MORE THAN 6 CHOICES.

_____ Archery
_____ Arts & Crafts
_____ Basketball
_____ Dance
_____ Drama
_____ Eye-Spy
_____ Fitness
_____ Football
_____ Martial Arts
_____ Soccer
_____ Ultimate Frisbee
_____ Volleyball

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

_____ _____

Volunteer's or Volunteer's Legal Guardian's Signature (if under 18) Date

_____

Volunteer's or Volunteer's Legal Guardian's Printed Name (if under 18)

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