

# CAMP STAFF SCREENING APPLICATION

**Mail to: Apostolic Campground, Sis Swain, 35 Derrer Rd; Columbus, Ohio 43204**

Staff Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Age \_\_\_\_\_

Name and City of Home Church \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Pastor's Phone \_\_\_\_\_

This application is to be **completed by all applicants** who are involved in the physical operation of the camp but **will not be supervising minors**. This is not an employment application form. It is being used to help the district provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. You are not required to answer or discuss any questions. If answers to questions are omitted or you refuse to discuss them, it will not automatically disqualify you from being selected.

Do you believe you are in the proper spiritual condition to perform this service?  
\_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? If yes, explain.  
\_\_\_\_\_

Have you ever confessed to or been convicted of molesting anyone? If yes, explain.  
\_\_\_\_\_

Have you had any previous experience working in a children's or youth camp? If yes, explain.  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Insurance Information**

All Accident and Injury Claims must first be submitted to the patient’s insurance provider.

Insurance Company Name \_\_\_\_\_

Policy Number \_\_\_\_\_

Health Information \_\_\_\_\_

Please check if you have been vaccinated or inoculated for the following diseases:

- Diphtheria
- Measles
- Polio
- Rubella
- Tetanus
- Other

List any CURRENT Infectious diseases: \_\_\_\_\_

List any know mental, emotional impairments, allergies or medical restrictions that would limit your normal group activities: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I agree to be bound by the policies of the Ohio District United Pentecostal Church Inc. relating to camps and to refrain from unscriptural conduct in the performance of your services on behalf of the district. I understand that I am considered an "at will" camp worker. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand. I also hereby grant the Ohio District of the United Pentecostal Church the right to obtain a police report on myself.

Signature of Applicant \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Parental Consent**

I hereby grant my permission for my child to receive the necessary doctor and medical treatment which the camp nurse or management deem necessary for his/her well being. I agree to assume all responsibility for expenses not covered by camp insurance.

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**PARENTAL CONSENT FOR CAMP STAFF  
UNDER 18 YEARS OF AGE**

I, the undersigned parent or guardian, hereby consent to my child, \_\_\_\_\_, who is \_\_\_\_\_ years of age, participating in the activities at any or all summer camps sponsored by the Ohio District of the United Pentecostal Church. I certify that my child is able to participate in these activities, including sports, swimming, boating, water skiing, and tubing (unless otherwise indicated). If my child has medical conditions which may be relevant to a physician in the event of an emergency, I have listed them below. In the event an emergency occurs, I may be reached at the telephone number listed below. If I cannot be reached within a reasonable period of time, I hereby authorize the Ohio District United Pentecostal Church International, to make emergency medical decisions for my child. If there are any activities in which I do not want my child to be involved, I have listed them below.

I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON SAID ACTIVITIES, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO. I do hereby agree to hold the United Pentecostal Church and its agents and employees, harmless from any and all liability, actions, causes of action, claims, expenses, and damages on account of injury to my child or property, even injury resulting in death, which I now have or which may arise in the future in connection with the activity or participation in any other associated activities.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Ohio and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto, and the terms of this release are contractual and not a mere recital.

I further state that I HAVE CAREFULL Y READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Medical Conditions to be Aware of:

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Physical Restrictions:

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Instructions and Medications:

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Date of Last Tetanus or Booster: \_\_\_\_\_

**PARENTAL CONSENT FOR CAMP STAFF  
UNDER 18 YEARS OF AGE**  
*Continued*

I do not wish my child to participate in the following:

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Parent or Guardian

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Parent or Guardian

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Date

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Date

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Emergency Telephone Number

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Emergency Telephone Number

Ohio

## **CAMP POLICY**

In the following information we explain what is expected of you as you work at the Campground and what you can expect from the Ohio District. These procedures will be modified from time to time. We feel this information will help to develop a better understanding between camp administration and personnel. We are not trying to answer every question. We have tried to use simple and clear language in order to avoid misunderstandings. If any statement in this information is not completely clear to you, please do not hesitate to call it to our attention for additional explanation.

We try to be careful to use only those who have a burden for the work of God, qualified to do the work, and who will be congenial with others working here. You have been selected with care. Every person is important to the success of this ministry. You have become an integral part of a team ministry. Together, we will make our contribution to the great work of God. We hope that you will be happy here in your work and anticipate a pleasant relationship, and profitable results for His kingdom.

### **Camp Manager**

The Camp Manager is responsible for the operation of the camp and oversees all camp staff personnel. The Camp Manager reports to the District Board. Camp staff should recognize and respect a chain of referral, starting with Supervisor, or Camp Director, and then Camp Manager or Board Representative.

### **Personal Appearance**

We expect all employees, both men and women, to dress with Christian simplicity and modesty. We care about your appearance, because as an employee you are a representative of the Ohio District United Pentecostal Church. Be conservative in your manner of dress, and avoid extremes of fashion and adornment. Neatness and cleanliness are expected.

### **Church Attendance**

All personnel should be a regular attendant of church and Sunday School. We encourage all personnel to be generous in the support of his/her church with their finances. We strongly encourage all personnel to practice tithing, as this is God's financial plan to provide for His work.

### **Spiritual Commitment**

All personnel serving the Ohio District Camp believe in the fundamental doctrines of the United Pentecostal Church International and practice the same, namely repentance, baptism in water by immersion in the name of the Lord Jesus Christ, and receiving the Holy Ghost with the initial evidence of speaking with other tongues as the Spirit gives utterance.

### **Confidentiality**

All matters of the Ohio District Camp are confidential. This includes matters related by campers or staff. If matters are commented on or brought to your attention by campers or visitors to the camp, you should advise the individual to take the matter to the proper administrative official without personal comment. You should never engage in discussion of these matters.

It should be understood that any violation of this confidentiality could possibly result in dismissal.

### **Absences from Camp**

No camp personnel are to leave the Campground without prior approval of the appropriate supervisor.

## **CAMP POLICY**

*Continued*

### **Termination**

Any camp personnel may be asked to leave if they cannot fulfill their responsibilities or do not fully cooperate with all camp policies or supervisors. "Full cooperation" includes not only actions but also attitudes.

### **Public Relations**

Visitors to the District and Campground should be treated with respect and concern. Always present a cheerful attitude and be a helpful host or hostess. Visitors should always see our best side. Their impression of you will also be their impression of the District. Remember, you always represent the Ohio District.

### **Keys**

All keys are to be checked out through the Registrar or Camp Manager. The keys are to be returned as soon as possible after they are through being used. At no time is anyone to have copies of keys made without the approval of the Camp Manager.

Ohio

# CAMP STAFF POLICY

## Qualifications

1. Must have or be seeking the Holy Ghost, been baptized in Jesus Name, and living a consistent Christian Life.
2. Must have a love for young people and be able to relate to them, and also have a sense of responsibility for their spiritual well-being.
3. Dorm personnel must be at least 18 years of age for the Sunday School camps and 23 for the Youth Camps. Any exceptions must be approved by the Department Head and Camp Chairman.
4. Before any member of a local congregation is contacted to help in any capacity at any camp, he/she must have the approval of his/her local pastor and must have been submitted for acceptance by the District Board or representative.
5. Must have camp staff application filled out - especially regarding medical information - if under 21 years of age.
6. Must work in harmony with staff and faculty.
7. Must be willing to put in long hours and be on call at any time. Will be in subjection to their supervisor and camp officials.

## Regulations

1. Will abide by all rules of conduct and dress as those for the campers. Any violation of camp rules or policies will result in immediate dismissal from the grounds. (Children of staff members will abide by the rules also.)
2. All motor vehicles are to be impounded for the duration of the camp. No personnel will be permitted to leave the Campground for any reason without the knowledge and consent of the District Representative or Camp Director in charge of that camp. Anyone under 18 will turn over their keys to camp director.
3. No personnel or campers are permitted off the grounds after the night services, except in an emergency.
4. No staff members will be permitted down to the lakefront after dark except those patrolling the grounds.
5. No minor staff members shall be permitted to use the rooms in the motel unless accompanied by an adult.
6. All personnel must be seated in the Tabernacle for evening service (near the front) and shall remain there until service is complete. Only those whose duties require such shall be excused from any part of this rule.
7. No unmarried staff of opposite sex will be permitted to have physical contact anywhere on camp property (holding hands, hugging, embracing, etc.)
8. No staff members are permitted in rooms of member of the opposite sex at any time (with the exception of maintenance work requested by a supervisor).
9. During Adult Camp, all minor staff members must be in the afternoon services, unless excused by their supervisor. No personnel should be in the halls of the hotel or wandering around the grounds at this time.
10. The golf carts are only for the use of those so designated. AT NO TIME are the students permitted to ride the carts, except in the case of injury or emergency. Neither shall they be used in an unsafe manner.
11. The only persons who are up after curfew are those who are actually working, and they are to retire as soon as work is completed, unless permission is granted by the District Board Representative and personally supervised by a responsible adult. (*All workers need to be in their rooms at the same time including dorm supervisors, kitchen help, concession, and cleaning crews, after a certain amount of time is allotted for socializing once work is done.*)
12. Any final decisions concerning conduct will be made by the Board member on site at the Campground.
13. Adults and/or parents of minors shall be responsible for any and all damage done to camp property, including graffiti.

## CAMP STAFF POLICY

### *Continued*

14. No one is allowed on the grounds except for the evening service (Adult Camp excluded) unless registered as a camper or staff member. Children of faculty are to be under camp rules. (*Staff members must be responsible for their children. If they are of camp age they should be enrolled - if older, should be working in some capacity, not just wandering the grounds.*)
15. No one may call the emergency squad except the District Board Representative, Camp Manager, the Camp Director or the Camp Nurse.
16. The United Pentecostal Church, International is categorically opposed to the homosexual lifestyle and believes that homosexuality is sinful behavior. (*Genesis 19:4-7; Romans 1:24-32; 2 Timothy 3:3*). We have stated our opposition to this sin in our Articles of Faith and position papers. (*UPCI Manual 2012, Pg. 57, 174, 180*). No camper who openly purports to be a homosexual, or engages in or attempts to engage in homosexual acts, or who actively promotes the homosexual lifestyle through conversation, gestures, clothing, mannerisms, print or electronic media or by any other means shall be permitted to enroll as a camp worker. Any camper/staff member engaging in any of these behaviors after being enrolled, shall be asked to leave.

### Compensation

1. Free room and meals.
2. Camp staff - those invited by the camp - a small allowance for snacks and after-service foods will be provided by food cards. (*NO free pop and snacks to anyone except camp evangelists and families.*)
  - a. \$20 in food cards for each staff member per week. (Staff members and families are expected to use their cards for pop, candy, and food after evening service.)
3. Department staff shall be compensated by the department who invited them.
4. A great spiritual time of fellowship and meeting new friends.
5. An opportunity to do something for the Lord and for our youth.
6. A great reward in Heaven for your sacrifice.
7. Those working two or more weeks can attend their camp free. Individuals working one week shall pay one-half the camp fee. Parents may work only for their own children under the same guidelines.



## CAMP RULES AND DRESS CODE

During any scheduled activity, all persons staying on the Campground are under the jurisdiction of the Campground Rules. This includes daytime, evening, and overnight guests.

### Dress Code

*The same dress code will be in effect for all camps.*

1. Girls must have dresses to at least mid-knee.
2. Girls are not to wear pants, gauchos, or shorts. *Only decent culottes are acceptable as previously approved by the District.*
3. No sleeveless, capped sleeves, see-through, or low-cut blouses are allowed.
4. All boys must have decent haircuts and be clean shaven *before arriving on the Campground.* This means hair must be off the collar and the ears and no facial hair.
5. No tight fitting pants, shorts, or sleeveless shirts will be permitted. This includes ball uniform pants and sweat pants.
6. All dress shirts must be tucked inside pants.
7. No suggestive slogans or pictures will be allowed on clothing or elsewhere.
8. Make-up, necklaces, earrings, etc. are not permitted on the Campground.
9. Girls are not to be in the hallways without a decent robe. This includes from the shower to the room.

### Rules

A UPCI pastor must *personally* sign the registration form of each student enrolled, and the student must also sign indicating that he/she has read the rules and pledges to abide by them. The registrar must call for the pastor's approval for non-signed forms. The pastor will sign his name and the registrar will initial. The Presbyterian and UPCI pastor from their area must sign for anyone from a non-UPCI church.

1. Any young person attending youth camps may not use his/her motor vehicle for individual service for pleasure with the exception of coming and going from such activities. All motor vehicles must remain impounded on the Campground property for the duration of the camp.
2. All young people must have permission from the Camp Director to leave the Campground for any reason after they are registered.
3. Choir attendance at Youth Camps and Sunday School Camps is mandatory, and young people must sit in their assigned choir seats for evening service.
4. No student will be permitted to ride in a private boat.
5. No student of the opposite sex will be permitted to have physical contact anywhere on camp property (holding hands, hugging, embracing, etc.).
6. No student will be granted permission to go back and forth to the Tabernacle after the evangelistic service begins.
7. Each student must remain in the Tabernacle after the evangelistic service until permission is granted to leave.
8. No student will be permitted down at the lakefront after dark.
9. No food or drink shall be allowed in the dorms, hotel or Tabernacle.
10. All lights must be out by 12:00 midnight -- and all noise is to cease.
11. Each student must be responsible and liable for any property damage incurred by him/her.
12. No one is permitted to remove any furniture from its proper setting or place at any time.
13. No radios or tape players will be permitted on the Campground.
14. No matches or candles are allowed in the hotel or dorms.
15. No one is allowed on the grounds during the day or after 12:00 P.M.. unless enrolled as a camper or a staff worker.
16. All campers must arrange transportation for leaving the camp no later than 11:00 P.M. on the final night of that particular camp.
17. No UPCI pastor shall sign for a person not in their assembly if that young person is from a church in question, or from a church that has been refused membership in the UPCI, or attends another UPCI church.