

WINTERFEST - Volunteer Application

Winterfest is February 1-3, 2019

Mail to: Chuck Jewell | 2689 Frew Mill Road | New Castle, PA 16101

This form is due no later than January 11, 2019



Please fill out this application entirely and include your Pastor Recommendation

and the Child Protection form with your name included (one copy per church group, please).

You will be contacted upon receipt of completed application and forms regarding your level of assistance needed.

VOLUNTEER INFORMATION

Name _____ Age _____ Birthdate (mm/dd/yy) _____

Mailing Address _____

City _____ State _____ Zipcode _____

Email _____ Gender _____

Able to send / receive text messages?

Home Phone _____ Cell Phone _____ YES NO

CHURCH INFORMATION

Church Name _____ City and State _____

Senior Pastor _____ Church Phone _____

EMERGENCY

Medical Insurance – please provide a copy (BOTH front and back) of insurance card to avoid possible denial of treatment

Family Physician _____ Phone _____

Do you carry family medical / hospital YES NO Name of Policy Holder (not provider) _____

EMERGENCY CONTACTS

Name: _____ Day Phone: _____

Relationship: _____ Evening Phone: _____

Name: _____ Day Phone: _____

Relationship: _____ Evening Phone: _____

GENERAL QUESTIONS

Have you ever been convicted of a felony? YES NO

Do you use alcohol, drugs, or tobacco in any form? YES NO

Do you speak multiple languages? YES NO

If yes, which ones? _____

CERTIFICATION AND SKILL-SETS

	<u>Previously</u>	<u>Still Current</u>	List any other special skills or certifications:
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	_____
CPR	<input type="checkbox"/>	<input type="checkbox"/>	_____
EMT	<input type="checkbox"/>	<input type="checkbox"/>	_____

Short Answers – (use extra pages if needed)

- 1.a) If first time volunteering – Describe your conversion / commitment experience and current spiritual growth.
- 1.b) If not the first time volunteering - Describe how God is currently working in your life.

2) Briefly describe relevant church experience and camp/community experience

LIABILITY & MEDICAL RELEASE

I, as an adult-age volunteer, am fully aware that camping activities involve risk and are sometimes stressful and physically demanding. I am aware that the Keystone Conference Youth Ministry Team and staff will use all safety precautions to insure the well-being of those participating in Keystone events but understand that even with the best of safety standards, incidents may happen which are beyond the control of the staff. Knowing these things, **I assume any risk involved, release, indemnify and hold harmless** the Keystone Conference (Free Methodist Church USA), Whitehall Camping Association, the Keystone Conference Youth Ministry Team, these organizations' respective staff and any associated personnel from any liability, claim and costs of treatment due to accident. With my signature, I authorize treatment including medicines, anesthesia, or any other medical procedures deemed necessary by hospital staff/medical professionals and the Keystone Conference Youth Ministry Team or designee.

X

Volunteer Signature

Date

- I give consent for the Keystone Conference to use photographs or videos taken of me for publication and/or advertising.
- I **DO NOT** give consent for the Keystone Conference to use photographs or videos taken of me for publication and/or advertising.

WINTERFEST - Child Protection Form

Mail this completed form to:

Chuck Jewell | 2689 Frew Mill Road | New Castle, PA 16101

This is due no later than January 11, 2019.



Due to the state of our society, we want to be prudent and require that churches enter into the following agreement with the Keystone Conference Youth Ministries to protect those who attend our events as campers. This is to ensure the safety of yours and other group's teenagers and adults.

The criminal background checks we require are the **PA Child Abuse Clearance** (Act 151), **PA Criminal Background Check** (Act 34), and the Act 114 **FBI Fingerprinting** (if you haven't lived in PA for more than 10 years). If you are coming to volunteer and do not have your clearances on file with your church, you must have your clearances completed and available on request.

Please complete the form stating that a) the volunteers listed on this form have their clearances on file at their church or b) the individual listed below has clearances completed will bring them to the event for verification.

This agreement is between the Keystone Conference Youth Ministries and:

Church _____ Church Phone _____

Address _____

City _____ State _____ Zipcode _____

Contact Person _____ Contact's Phone _____

I, [Youth Leader/Pastor] _____ do hereby certify that each volunteer who is the age of 18 or over that will accompany our church, and whose name appears below, has the required checks on file at the above named church office.

Required Signatures:

Senior Pastor: _____ Date: _____

Church Representative: _____ Date: _____

BOX ONLY FOR INDIVIDUAL USE (NOT CHURCH). Please bring copies of your clearances with you for verification. We WILL NOT keep your copies.

I am coming as an individual not affiliated with a church (please print name, sign, and date below).

Printed name: _____

Signature: _____ Date: _____

The completed agreement must be turned in no later than January 11th.

Please mail form to: Chuck Jewell
Keystone Conference YMT
2689 Frew Mill Road
New Castle, PA 16101

Or staff@yaonline.com
email: subject: Child Protection Form

WINTERFEST - Volunteer Code of Conduct

This form needs to be completed, signed, and turned in with your completed volunteer application. Please mail to:

Chuck Jewell | 2689 Frew Mill Road | New Castle, PA 16101

*This form is due by **January 11, 2019.***



Please check these off as you read them and sign the bottom of the page acknowledging that you **understand and agree** to abide by the code of conduct while serving as staff.

- I will endeavor to present myself as an excellent representative of my home, church, and Youth Ministry team in attitude and behavior and recognize that the focus and goals of Winterfest are directed toward the campers.
- When I am responsible for campers I will not leave them unattended during group activities including meals and worship. If an emergency arises, I will find another staff member to stay with the campers. I will also endeavor to have a general knowledge of the camper's whereabouts during free-time.
- I will not use tobacco products, alcohol, or drugs or bring weapons or anything else that could potentially harm myself or someone else.
- I understand that as staff, I may keep my cell phone for use during the weekend as necessary. However, I will use it sparingly to contact churches, parents, or for personal matters **only** when appropriate and away from campers. I will act responsibly with it knowing that it could distract campers from life-changing experiences. If I need to use any other electronic device over the weekend, I will discuss with the Youth Ministry Team and will follow their guidelines.
- I will be respectful to other staff and campers and lead by example in attitudes and actions. I recognize that Winterfest is not simply entertainment, but it is a ministry opportunity and I need to be an example of Christian manhood or womanhood to the campers.
- If I am in a relationship with another staff member, I will inform the Youth Ministry Team prior to the arrival and will keep that relationship respectful and appropriate knowing that campers are observing how we conduct ourselves. We will not sneak off to be alone as we are **here to serve the campers** and not advance our own relationship.
- If I am in a dating relationship with a camper, I will inform the Youth Ministry Team prior arrival at camp and will keep that relationship "on hold" during the weekend.
- I will be responsible for my belongings and treat other's belongings with care. If I should damage any camp property, I will talk with the Youth Ministry Team and make repairs and or see that the camp is properly compensated for the damages if necessary.
- I will adhere to the dress code at all times keeping in mind the type of activities and the people we are with. I will make sure my clothing keeps me covered at all times and will wear clothes that are appropriate for our activities (all clothes need to keep undergarments covered at all times). I will also make sure that I have appropriate footwear for all activities at camp.
- I will be respectful of other campers and staff and refrain from participating in pranks knowing that each person has a unique personal history and something I do could negatively impact someone and cause him/her to miss out on possible life-changing experiences. If I learn of a plan for pranks, I will personally address the issue and, if unresolved, I will inform the Youth Ministry Team.

Signature of Volunteer: _____

Date: _____

WINTERFEST - Volunteer Cover Letter

Please read this document in its entirety before continuing with the application process. There may be some new information or changes that have been made since last year.



Thanks for considering volunteering at Winterfest!

Before you get started there are a few things you should be made aware of:

1. Volunteering for Winterfest is a little different than YAC in that **we ask each group to supply a volunteer at a ratio of one staff for six campers** (e.g. 1-6 campers = 1 staff, 7-11 campers = 2 staff, etc.)
2. Due to limited space **we ask that you adhere to this ratio** and not bring more staff than needed. If there are extenuating circumstances that would require more staff, please contact us at staff@yaconline.com to discuss the need. If you cannot supply enough volunteers to accommodate this ratio, let us know so we can pull from non-affiliated volunteer applicants.
3. Deadlines are put in place for a reason. If we do not receive your application on time it will be moved to the bottom of the pile and you may not be accepted.
*As much as we love those of you who have volunteered before we will be following this deadline very closely. You are veterans, so get your stuff in on time! If there are extenuating circumstances that prevent you from getting the form in on time, please contact a Youth Ministry Team (YMT) member to discuss the options.
3. It is required that you are plugged in at a church and that we get a pastor recommendation form. If you are the youth pastor, have your senior pastor fill out the form. If you are the senior pastor have your youth pastor fill out the form (and give him/her a raise)! ☺

If you understand the above, this is what you'll want to do next:

1. Fill out the application.
2. Sign the code of conduct.
3. Mail in your application and code of conduct by the deadline (**January 11**).
4. Submit your Pastor Recommendation Form to your pastor and have him/her send it to the address on the form.
5. Fill out and turn in the Child Protection form with the names of all applicants from your church included. One form is sufficient for all volunteers and needs to be signed by the senior pastor and whoever is representing the church at Winterfest.
6. Wait for a response from the Keystone Conference YMT.

The deadline for all staff applications is January 11 (postmarked). **All applicants will receive approval or rejection notice by January 24.** This allows you ample time to make accommodations and allows us to make sure we have the staff we need. Please remember that space is limited and not everyone will be selected as staff. If you are not selected this year, we hope that you will consider applying again next year.

If you are accepted as staff you:

1. Will be notified **by January 24th** by Chuck Jewell or another member of the Youth Ministry Team.
2. Can expect to receive a primer via email to help prepare you for serving. The purpose of this primer is to give you a framework for preparing your heart during the week leading up to Winterfest so that God can use you as effectively as possible in changing the lives of His campers. Please read it and follow it the week leading up to camp.

If you have any questions or concerns about the application process, please contact us through email: staff@yaconline.com. We are looking forward to a great retreat and eagerly anticipate what God is going to do!

WINTERFEST - Suggested Packing List

This is a suggested packing (and don't pack) list.

This form DOES NOT need to be turned in with your other forms.



DO BRING:

- Child Protection Form with your name on it
- FBI Clearances (if not on file with your church)
- Signed Code of Conduct
- Bible
- Notebook and pen/pencil
- Warm clothes (you'll be outside walking between places)
- Clothes for getting dirty! ☺
- Shoes / Boots
- Bathroom supplies (towel, soap, toothbrush, etc.)
- Bedding (pillow, sleeping bag)
- Camera
- Snacks
- Games (for free time)
- Sports equipment (football, basketball tournament, etc.)
- Garbage bag for all your wet and possibly muddy clothes!

DO NOT BRING:

- Clothes that do not cover you up (no bare-stomachs, no low-cut shirts or spaghetti straps, etc.) – **IF YOU'RE NOT SURE, DON'T PACK IT!**
- **Electronic devices (mp3 players, iPods, portable game systems, tablets, etc.)
- Fireworks or weapons (pocket knives included)
- Drugs, tobacco or alcohol

As staff you are able to keep your cell phone for use during the weekend as necessary. Please use it sparingly and only as needed to contact churches, parents, or for personal matters **only when appropriate and away from campers. If you need to use any other electronic device over the weekend (such as computer, tablet, etc), please discuss with the Youth Ministry Team as outlined in the Code of Conduct.

Have a question about a certain item? Email us at: staff@yaonline.com.

WINTERFEST - Pastor Recommendation

Please mail this form to:

Chuck Jewell | 2689 Frew Mill Road | New Castle, PA 16101

This form must be postmarked by January 11, 2019



Dear Pastor,

Thank you for taking the time to participate in the process of selecting top quality staff for Keystone Conference Youth Ministries. These volunteers will be in close contact with our campers throughout the retreat and your recommendation will help us better decide how to utilize each volunteer. Your honest responses are very much appreciated and will remain confidential to the Keystone Conference Youth Ministry Team.

Applicant Name

Pastor's Name

Church Name

Phone Number

Email

Church Mailing Address

City

State

Zip code

Please answer the following questions about the applicant to the best of your knowledge:

- Attends my church Regularly Occasionally Rarely
- Knows Jesus Christ as their personal savior Yes No
- If yes, exhibited spiritual growth in the last year Yes Some None
- Would have a positive Christian witness to the youth at camp Yes Some Reservations No

Please grade the following on a scale of 1 to 10 (1 being lowest, 10 highest, and U is unknown)

Christian lifestyle	U	1	2	3	4	5	6	7	8	9	10
Emotional balance	U	1	2	3	4	5	6	7	8	9	10
Friendliness	U	1	2	3	4	5	6	7	8	9	10
Trustworthy / responsible	U	1	2	3	4	5	6	7	8	9	10
Temper control	U	1	2	3	4	5	6	7	8	9	10
Respect for authority	U	1	2	3	4	5	6	7	8	9	10
Work ethic	U	1	2	3	4	5	6	7	8	9	10
Spiritual maturity	U	1	2	3	4	5	6	7	8	9	10
Heart for ministry	U	1	2	3	4	5	6	7	8	9	10
Time management	U	1	2	3	4	5	6	7	8	9	10
Self-confidence	U	1	2	3	4	5	6	7	8	9	10
Response to stress and pressure	U	1	2	3	4	5	6	7	8	9	10

What strengths does the applicant have that could be utilized for this ministry?

What are the applicant's weaknesses that may inhibit their ministry at camp?

Is there any other information about the applicant that would be beneficial for us to consider?

Pastor Signature

Date

Note: Applicants are considered on the basis of a variety of factors including: past performances as a staff member, their application, this pastor's recommendation, and staffing. The applicant will not be considered without this recommendation form.

Please mail form to: Chuck Jewel
Keystone Conference YMT
2689 Frew Mill Road
New Castle, PA 16101

or email: staff@yaonline.com
subject: Pastor Recommendation

WINTERFEST - Volunteer Clearances



As you know state laws are changing and so are the clearances that are needed to work with kids under the age of 18. We've compiled the list of clearances that need done in order to work with youth in the state of Pennsylvania. They can be completed in a few ways:

1. Complete them online, on your own, and bring copies with you to Winterfest (we WILL NOT keep these copies, we simply want to verify that you have them).
2. Check with your church and see what processes they have in place to get your clearances on file there.

Step 1. Act 34 Clearances: Criminal Record

<https://epatch.state.pa.us/NewRecordCheckAction.do;jsession>

Click on "submit a new record check" and fill out the request for a criminal record check. This is free to unpaid volunteers and will give you an instant report. Print out a copy of it and bring it with you.

Step 2. Act 151: Child Abuse

<https://www.compass.state.pa.us/cwis/public/home>

Follow the instructions to set up an account and fill out the application online. Again, this is free if you are not a paid volunteer. When you get your clearances back, keep the original and make a copy of it to bring with you.

Step 3. Act 114: FBI Fingerprinting (ONLY IF YOU HAVEN'T LIVED IN PA FOR MORE THAN 10 YEARS)

<https://www.pa.cogentid.com/index.htm>

You will need to register for FBI Fingerprinting if you have not lived in the state for more than 10 years. Fill out the registration (at a cost of \$27) and you will get a print out of the registration once completed. Take this print out and a photo ID to a fingerprinting place near you. This will take at **least 4 weeks to process** so start this ASAP. Make a copy of the report and bring it with you.

Volunteers working with teens are being required to have these clearances. Even if you don't volunteer with your church or don't have them on file there, you are still expected and required to have these clearances checked and completed prior to volunteering at Winterfest.

All volunteers are required to **complete the child protection form** included in the packet even if you are not coming in an official capacity from your church (and bring copies of your clearances with you for verification! We WILL NOT keep your copies.)