

## 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.



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 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
4. 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 do next:

1. Fill out the application.
2. Sign the code of conduct
3. Mail in your application and code of conduct by the postmark deadline. **(February 7)**
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 February 7 (Postmarked). **We will let you know ASAP if we have questions or if more information is needed.** 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 you will consider apply again next year.

Please be praying for yourself, the campers and for the Winterfest Weekend so that God can use you and the gathering as effectively as possible in changing lives of His campers and the staff that serves.

If you have any questions or concerns about the application process, please contact us through email:  
[staff@yaconline.com](mailto:staff@yaconline.com).

We are looking forward to a great retreat and eagerly anticipate what God is going to do!

# Our Values and Expectations



January 2022

## **Hello!**

We are excited that you / your student is considering joining us and this year at Winterfest 2022!

*We want you to know that as you consider joining our week of camp a few things you can expect from us.*

*All of these items are based in our Core Values based in the Holy Bible  
and affirmed by our association with the Free Methodist Church USA ( [fmcusa.org](http://fmcusa.org) )*

- We will do our best to make a great and safe camp experience.
- We will be taking steps for keeping the areas clean and have hand sanitizer available various places.
- We will have masks available if you do not have one.
- You need to know that some of our events make us be in close contact.
- You will be with other staff and campers choosing to be an 'intentional community' for the week.
- We believe you were created with care by God that choose to do so. You are NOT an accident.
- You will be valued as a person created for a purpose and you are a thinking person.
- You will be respected as such. Even if you disagree you can safely share your thoughts.

*We expect you to also respect the values that govern us as an organization  
and people that have the responsibility to oversee the camp.*

- We expect that you will respect the staff and other campers as people uniquely created as well.
- We ask that because of the values we hold to, based in the Holy Bible, that when you fill out your registration form in the area of cabin housing that the gender selected is the one with which you were created and born.
- We ask that you honor the Code of Conduct that you will need to sign before Winterfest starts.

Thank you for reading. You are loved by Jesus and us!

# Winterfest Volunteer Application

For anyone ages 19 and over!

Mail to: Suzy Jewell 2689 Frew Mill Road New Castle PA 16101



Please fill out this application entirely and include your Code of Conduct. You will be contacted by January 28 and upon receipt of completed application and signed conduct form regarding your level of assistance needed. All forms due by January 21.

## VOLUNTEER INFORMATION

Name _____		Age _____	Birthdate (mm/dd/yy) _____
Mailing Address _____			
City _____		State _____	Zip Code _____
Email _____		F / M _____	Sex _____
Home Phone _____	Cell Phone _____	Able to send/Receive text messages? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## CHURCH INFORMATION

Church Name _____	City and State _____
Senior Pastor _____	Church Phone _____

## EMERGENCY INFORMATION

*Medical Insurance - Please provide a copy (Front and Back) of insurance card to avoid possible denial of treatment.*

Family Physician _____	Phone _____
Do you carry family medical / hospital insurance? <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you use alcohol, drugs, or tobacco in any form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What position are you applying for?	<input type="checkbox"/> Cabin Leader	<input type="checkbox"/> Programming Staff
	<input type="checkbox"/> Other (specify) _____	
Do you speak multiple languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which one(s)? _____	

## CERTIFICATION AND SKILL SETS

	<u>Previously Taken</u>	<u>Still Current</u>	List any other specific 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"/>	_____
Lifeguard	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ropes Course	<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) Why do you want to volunteer at Winterfest? How do you think you can contribute the most to this experience?

3) 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.

# Pastor Recommendation



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 week, 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.

### Position volunteering for:

- Programming Staff                       Cabin Leader

Other: \_\_\_\_\_

\_\_\_\_\_  
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                                    | <input type="checkbox"/> Regularly | <input type="checkbox"/> Occasionally      | <input type="checkbox"/> Rarely |
| Know Jesus Christ as their personal Savior.          | <input type="checkbox"/> Yes       | <input type="checkbox"/> No                |                                 |
| If yes, exhibited spiritual growth in the past year  | <input type="checkbox"/> Yes       | <input type="checkbox"/> Some              | <input type="checkbox"/> None   |
| Would have a positive Christian Witness to the youth | <input type="checkbox"/> Yes       | <input type="checkbox"/> Some Reservations | <input type="checkbox"/> 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?

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

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

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\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

Note; Applications 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: Suzy Jewell  
Keystone Conference YMT  
2689 Free Mill Road  
New Castle PA 16101

or Email: [staff@yaonline.com](mailto:staff@yaonline.com)  
Subject: Pastor Recommendation

# Volunteer Code of Conduct

*Read the below statements of conduct and then sign and date to signify that you understand and agree to follow them. This signed document should be mailed with your completed application.*



I will endeavor to present myself as an excellent representative of my home, my church, and Youth Ministry team in attitude and behavior and recognize that the focus and goals of YAC are directed toward the campers.

When I am responsible for campers, either as a cabin leader or leading a rotation, 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 week 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 during the week, 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 throughout the week. I recognize that YAC 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 dating relationship with a camper, I will inform the Youth Ministry Team prior to camp and will keep that relationship "on hold" for the duration of the week. Again, I recognize that I am here to serve campers and not advance my personal relationship.

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 for camp keeping in mind the type of activities and the people we are with. We are setting an example by our co-operation with the dress code for campers. I will make sure my clothing keeps me covered at all times and will wear shorts that are appropriate length (Bermuda shorts-length are perfect for our events) and tops that are appropriate for our activities. (all clothes need to keep undergarments covered at all times.) I will also make sure that I have sneakers and appropriate footwear at 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.

By volunteering to help out in this camp, I understand the camp's mission that we work together to communicate the truth of God's Word to the campers. Therefore, I will conduct myself and speak in ways consistent with the Mission, Vision, Purpose, and values of the Free Methodist Church.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

## Suggested Packing List



## DO BRING:

- Child Protection Form
- FBI Clearances (If not on file with your church)
- Signed Code of Conduct
- Bible
- Notebook and pen/pencil
- Warm Clothes (You will be walking outside between buildings)
- Clothes for Getting dirty
- Shoes/Boots
- Bathroom supplies (towel, soap, toothbrush, etc.)
- Bedding (pillows, sleeping bag)
- Camera
- Flashlight
- Snacks
- Extra spending money (for camp store)
- Games (for free time)
- Sports Equipment (Football, basketball, etc.)
- Alarm Clock
- Garbage bag for all your wet and possibly muddy clothes

## DO NOT BRING:

- Clothes that do not cover you up (No bare-stomachs, shorts need to be half-way between knee and thigh, no low-cut shirts or spaghetti straps, no yoga pants, 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 are allowed ONLY if you are on Program Staff and blade must not be longer than 3"-4")
- Drugs, tobacco products, vaping devices, 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@yaconline.com](mailto:staff@yaconline.com)