WINTERFEST & YAC – 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 and YAC!

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.). Due to limited space **we ask that you adhere to this ratio** and not bring more staff that needed. If you cannot supply enough volunteers to accommodate this ratio, let us know so we can pull from non-affiliated volunteer applicants.
2. Space is limited and not everyone who applies will be accepted.
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!

If you understand the above, this is what you'll do nest:

1. Fill out the application.
2. Sign the Code of Conduct
3. Mail in your application and Code of Conduct by the deadline **(by January 5 for Winterfest or May 5 for YAC)**
4. Submit your Pastor Recommendation Form to your pastor and have him/her send it to the address on the form
5. Wait for a response from the Keystone Conference YMT.

The deadline for all staff applications is January 5 for Winterfest or May 5 for YAC (Postmarked). **All applicants will receive approval or rejection notice by January 10 for Winterfest or May 20 for YAC.** 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.

If you are accepted as staff you:

1. Will be notified by **January 10 for Winterfest or May 20 for YAC** by a 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 and YAC so that God can use you as effectively as possible in changing lives of His campers. Please read it and follow it the week leading up to the camp/retreat.
3. Need to fill out and turn in the Child Protection form with the names of all accepted Winterfest/YAC staff 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 YAC.
    If you do not have your clearances on file with your church, you will need to get an FBI clearance (check your local education center for details) and *bring a copy to show* us upon arrival. **Please DO NOT mail a copy of your clearances!

For YAC: You are expected to arrive Sunday, June 13th, 2027 for mandatory staff training. Dinner is at 5:30pm and training is at 6PM. You will need to make arrangements for your campers to arrive on Monday (volunteers, YAC Bus, etc.). If absolutely necessary, campers may stay on grounds for an additional $30.00 per person. However, this is greatly discouraged as there will be little supervision while staff training occurs.

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!

Our Values and Expectations



January 2027

Hello!

We are excited that you / your student is considering joining us and this year at Winterfest and YAC 2027!

We want you to know that as you consider joining our weekend/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**)*

- We will do our best to make a great and safe camp experience.
- 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 weekend/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 biological sex 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/YAC starts.

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

Winterfest & YAC 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. Send in by January 5 for Winterfest or May 5 for YAC.

I want to volunteer for: ☐ Winterfest 2027 ☐ YAC 2027

VOLUNTEER INFORMATION

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

_____
Mailing Address

_____ _____ _____
City State Zip Code

_____ F / M _____
Email Biological Sex T-Shirt Size for YAC

_____ _____ Able to send/receive text messages? ☐ Yes ☐ No
Home Phone Cell Phone

Are you graduating from college/grad school this year? ☐ Yes ☐ No Graduation date: _____

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? ☐ 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
What position are you applying for? ☐ Cabin Leader ☐ Programming Staff
☐ Other (specify) _____
Do you speak multiple languages? ☐ Yes ☐ No If yes, which one(s)?_____
Do you have any allergies? ☐ Yes ☐ No If yes, please specify: _____

CERTIFICATION AND SKILL SETS

	Previously Taken	***Still Current***
First Aid	☐	☐
CPR	☐	☐
EMT	☐	☐

List any other specific skills or certifications:
_____
_____
_____

Medical Form



MEDICAL INFORMATION

Please check Yes or No for each question. If yes is checked, please give approximate dates of occurrences and indicate whether mild or severe.

Asthma	YES	NO	
Convulsions	YES	NO	
Diabetes	YES	NO	
Heart conditions	YES	NO	
Physical Limitations	YES	NO	
Tetanus Shot (please list date)	YES	NO	
Are immunizations current?	YES	NO	
Currently taking prescription medication?	YES	NO	
Allergic reactions (medical, food, insect, etc.)	YES	NO	
Do you have any dietary restrictions?	YES	NO	
Anything else we should be aware of?	YES	NO	

(Use back of sheet if necessary)

PRESCRIPTION MEDICATION Prescribed medications must be in pharmacy prepared containers and labeled with the name of the volunteer, name of the drug, strength, dosage, frequency, physician's PA/APRN's or dentist's name and date of original prescription. A separate form must be filled out for each prescribed medication.

Condition for which drug is being administered during camp

DRUG: name, dose, and method of administration

Relevant side effects to be observed, if any

If there are side effects, plan for management

Are any other medications being taken? YES NO

If Yes, name of medications

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 and/or YAC? 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 weekend/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.

_____
Applicant Name

_____
Pastor's Name

Position volunteering for:

☐ Programming Staff ☐ Cabin Leader

☐ Other: _____

_____ _____ _____
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
Know Jesus Christ as their personal Savior.	☐ Yes	☐ No	
If yes, exhibited spiritual growth in the past year	☐ Yes	☐ Some	☐ None
Would have a positive Christian Witness to the youth	☐ 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'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 Frew Mill Road
New Castle PA 16101

or Email: staff@yaconline.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 Winterfest/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 weekend/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 weekend/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/weekend. I recognize that Winterfest/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.

I recognize that I am a model for these campers; therefore I need to model biblical values in relationships inside and outside of camp. If I am in a dating relationship with a camper or staff member, I will inform the Youth Ministry Team prior to camp and will keep that relationship "on hold" for the duration of the week/weekend. Furthermore, if I am in a dating relationship or engaged, I attest that we are waiting for marriage and living separately in a God-honoring way. If I am married, I attest that I am doing my best to honor God and be faithful to my spouse. Again, I recognize that I am here to serve campers.

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 (Footballs, 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 tight clothes [such as leggings, yoga pants, spandex-type clothes, etc.]) - **IF YOU'RE NOT SURE, DON'T PACK IT!**
- ☐ Electronic devices (speakers, portable game systems, tablets, etc.) – please see Code of Conduct for appropriate limited cell phone use.**
- ☐ Fireworks or weapons (pocket knives are allowed ONLY if you are on Program Staff and blade must not be longer that 3"-4")
- ☐ Drugs, tobacco products, vaping devices, or alcohol

** As staff you are able to keep your cell phone for use during the weekend/week 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/week (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

YAC Staff needs to fill out this form

Penn-York Camp Program Release Form updated 4/2020

For the purposes of this Consent and Release, the term Penn-York Camp Programing shall be deemed to include, but not be limited to, summer camp activities, high and low challenge course activities, rock climbing, rappelling, and all camp programs.

INTENDING TO BE LEGALLY BOUND HEREBY, I, on behalf of myself, my heirs, executors, administrators, and assigns, do hereby fully waive and release and discharge Penn-York Camp, its agents, employees, successors, and assigns from any and all rights, claims, and actions, arising now and or in the future, out of my participation in Penn-York Camp Programing conducted by and /or under the auspices of Penn-York Camp.

I am physically fit and know of no medical or health reason why I should not participate in Penn-York Camp Programing. Additionally, I agree to make Penn-York Camp Staff aware if I have a medical condition that could inhibit my ability to participate. This could include, but is not limited to, anaphylaxis, diabetes, Asthma, current or recently broken bones, current or recent sprains, back issues, etc.

I acknowledge that participation in Penn-York Camp Programing carries with it the risk of injury. It is understood that all precautionary measures will be taken during Penn-York Camp Program operation. I agree to assume all risk of personal injury, including paralysis and death, which may occur while I am at Penn-York Camp or involved in any of Penn-York Camp's Programing. I hereby release Penn-York Camp, its owners, officers, employees, lessors, insurers, and agents, from all liability for any such personal injury that I may occur. This release even extends to injuries that may occur through the negligence of Penn-York Camp employees or other parties released.

I agree that Penn-York Camp may use pictures and videos of me for promotional purposes.

Challenge Course Participants
I acknowledge the inherent risk in Challenge Course activities. I realize that those risks include but are not limited to falls, equipment failure, bad decision-making, and holds that have become loose or damaged by other climbers. I understand that there are unforeseeable, freakish accidents, and I assume all risks associated with such accidents, even though I cannot foresee them. I agree to advise Penn-York Camp staff if I do any damage or notice any damage. I agree to abide by all the climbing rules, and if Penn-York Camp staff make a specific request of or instruction to me, I agree to comply.

I understand that the zipline has a 250 lb weight limit, and that it is my responsibility to inform Penn-York Camp staff if I exceed this limit. I also understand that this weight limit only applies to the zipline itself, and I can safely participate on all other Challenge Course activities.

I understand that there are many different types of climbing and additional skills are needed for these types of climbing that are not offered me at this time. I agree to seek qualified instruction before attempting any additional type of climbing.

Parents and guardians take note!
If I am a parent or guardian of a minor involved in the Penn-York Camp Programing, by signing below, I agree to indemnify and hold harmless Penn-York Camp, and the other parties released, in the event a minor member of my family sues them or any one of them. I understand that this means I will pay all fees, costs, and charges incurred by Penn-York Camp or any other party released, including attorney fees.

This release is a binding legal contract.

By signing I understand that this release is a contract. I sign it of my own free will. I also understand that this contract is sever able; in other words, that if any part of it is held by a court of law to be unenforceable, the rest of it shall survive.

Participant Name: (Print) _____

Emergency Contact: _____ Emergency Phone: _____

Medical: (Please list any medical conditions the could affect involvement in Penn-York Camp Programing – use the back if necessary)

_____

Participant Signature: _____ Date: _____

Guardian Signature (if participant is under 18): _____

Group Leaders take note!
If I am an adult who is charge of a group of minors and is taking them for Adventure Programing, I agree to have a release like this one signed by a parent of each minor in the group. I understand that if I fail to do so, Penn-York Camp can refuse to let that minor climb or at its option, agree to let the minor climb, but that does so only because I hereby agree to assume full responsibility for the safety of that minor child, and to indemnify and hold harmless Penn-York Camp, and other parties released, if that child is injured and an action is brought on account of those injuries.

_____ (Sign)