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VOLUNTEER INFORMATION FORM

(A background check must be completed on all camp volunteers each year)

Please complete this form and print neatly. Thank you!

Name: _____ Nickname: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Birth date: ____ / ____ / ____ Email: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other: _____

Occupation: _____ Employer: _____

When is the best time to reach you? _____

Marital Status: _____ Spouse's Name: _____

Do you have First Aid/CPR training? _____ Expiration date: _____

Do you have a health card? _____ Expiration date: _____

Do you have a food handler's permit? _____ Expiration date: _____

Emergency Contact Information

If an emergency arises, please contact: (someone not at camp with you)

Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Alternate: _____ Phone: _____

Medical Conditions we should know about: _____

EXPERIENCE AND INTERESTS

Please mark the items below in which you have interest and/or experience.

CAMP

- Boat Driver
- Fishing Assistance
- Campfire Song Leader
- First Aid/CPR
- Meal Preparation/Serving
- Crafts
- Recreational Activities
- Horseback Riding Assistance

GENERAL

- Handy worker
- Masonry
- Painting/Wallpapering
- Flooring/Tiling
- Plumbing
- Roofing
- Carpentry
- Electrician
- Welder
- Chainsaw Operator
- Crane Operator
- Backhoe Operator
- Bulldozer Operator
- Mosquito Sprayer Operator
- Facility Design/Construction
- Gardening
- Litter Cleanup
- Debris Removal
- Snow Shoveling
- Nature Trail maintenance
- Recycling
- CDI Truck Driver
- Facility Design/Construction

OFFICE/MANAGEMENT

- Board/Committee Member
- Bookkeeping
- Bulk Mailing
- Clerical
- Receptionist
- Volunteer Recruitment
- Writing/Editing
- Computer/Internet Services
- Data Entry/Word Processing
- Filing
- Financial/Accounting
- Financial Planning
- Fundraising Events
- Grant Development
- Conference Exhibit
- Event Coordination
- Event Setup/Cleanup
- Photography
- Desktop Publishing
- Graphic Design
- Public Relations
- Public Speaking
- Video Production

Previous volunteer experience: _____

Foreign language(s) in which you are fluent: _____

Other Hobbies/Areas of Interest: _____

Referred to Camp Prime Time by: _____

During the summer camp sessions, most volunteer duties require a weekend stay at camp. However, there are many other ways of serving as a volunteer as well. Please circle days you are available:

Days available: *Sunday Monday Tuesday Wednesday Thursday Friday Saturday Holidays*

Times available: _____

Are you available for last minute "on call" if someone cannot fulfill their weekend commitment? _____

Why do you want to volunteer at Camp Prime Time? _____

Please answer if you would like:

Any physical limitations that you feel we should know about? _____

Race/Nationality: _____

PRIME TIME, INC.

CODE OF CONDUCT

Prime Time is a charitable not-for-profit organization dedicated to providing a restful wilderness camping experience to children with a severe/terminal illness or disability and their families. In an effort to maintain the high standard of conduct expected and deserved by the special-needs families whom we serve, this Code of Conduct has been adopted and is applicable to all volunteers and paid staff.

No volunteer or paid staff member shall: *(please initial each item)*

- ___ Utilize any affiliation with Prime Time to promote partisan politics, religious matters, or issues opposed to the official position of Prime Time, Inc.
- ___ Disclose any confidential Prime Time information to any person.
- ___ Make derogatory statements regarding race, physical condition, or personal traits to anyone.
- ___ Operate or act in any manner that conflicts with the best interests of Prime Time, Inc., or its users.
- ___ Use alcohol or any other substance while at Camp Prime Time that could impact job performance or the safety of people or property.
- ___ Interact with any campers or staff if you have any medical or criminal background that may cause, or appear to cause, harm to anyone.
- ___ Authorize the use of the name, logo, services, or property of Prime Time, Inc for the benefit of other individuals or organizations not associated with Prime Time, Inc.

* * * * *

I certify that I have read and understand the Code of Conduct of Prime Time, Inc., and agree to comply with the conduct code.

I understand that a background check will be performed. If I have a criminal record I will disclose it to the Executive Director or the Prime Time Board President so that it can be discussed. This will not necessarily preclude me from serving as a volunteer.

Date: _____

Name (printed): _____

Signature: _____