



Perry County Day Camp

Camp Dates for 2019: Weeks of July 8 –12 and July 15 – 19

Dear Prospective Adult Volunteer,

Thank you for offering to volunteer for PCDC. The following information is provided to help you become better acquainted with the goals and operation of the Perry County Interagency Day Camp and your responsibilities as a group leader.

GOALS OF PERRY COUNTY INTERAGENCY DAY CAMP

- To develop a respect for nature
- To develop a respect for fellowman
- To offer an enjoyable experience for the campers

On the reverse of this letter is a list of your responsibilities.

To help you help us reach these goals, we ask you to please attend an orientation meeting at Little Buffalo State Park at the picnic pavilion behind the stage. A post card will be in your acceptance letter for choosing a date to attend.

At orientation, each leader is given a packet of information that includes a daily schedule, an attendance record, a Counselor Booklet, and an Activity Booklet. The Counselor Booklet includes a list of things that you will need to bring to camp and guidance for safety, discipline and emergency procedures. The Activity Booklet has suggestions for the unit activities you will provide. Both of these booklets are available on line at our website: www.perrydaycamp.org.

In addition to completing the Adult Volunteer Record enclosed, you are required to obtain clearances through the PA State police and the PA Department of Welfare, Further information is on the reverse of this letter. Also, an arrest/conviction report and certification form is enclosed for you to fill out and return.

Just sending in your forms will not guarantee your acceptance. Please keep the following in mind when agreeing to be a volunteer:

1. Be sure to send all materials in by the due date: **MAY 18, 2019**. (A record of when your materials arrive will be kept. Those arriving sooner will have preference over those arriving later. (If your form along with your children's forms arrive after the due date, you and they will not be considered at all.))
2. Be flexible in your choice of week to attend. Being able to do either week will be beneficial to being accepted.
3. If you have any questions, please call one of the following BEFORE the due date: (Please, just leave your name and number if you are asked to leave a message)
 - a. Karin Getz – (717) 589-3858
 - b. Melva Gohn – (717) 789-4314

If you need more forms call Melva Gohn. Requests for group preferences indicated on your application form are subject to change.

If you have any questions or concerns, please do not hesitate to call.

Sincerely,
Karin Getz, PCDC Administrative Director
(717) 589-3858

Adult Volunteer Leader Responsibilities

Please read and consider the following:

- Be on time each day – upon arrival sign in to show that you are present.
- Keep accurate daily attendance records.
- Plan two, thirty minute activities to do with your group.
- Include your teen helper in planning and activities
- Accompany your group on hike to the pool and at all activities.
- Be involved in activities by providing assistance to staff and campers.
- Encourage interest and Involvement in 4H presentations
- Provide a safe atmosphere.
- Praise each child at least once a day.
- Instill a respect for nature.
- See to it that the campsite is clean.
- Make sure your children have fun. Be enthusiastic! It's catching!
- Be flexible! Camp is held rain or shine!
- Refrain from cell phone use during camp activities or hikes.
- No smoking.

Information for applying for clearances:

- **PA State Police Criminal background check (THERE IS NO CHARGE FOR VOLUNTEERS)**

Can be done online <https://epatch.state.pa.us>

Online gives an instant report, after record is processed, click on control number to view certificate, then print certificate.

- **Child Abuse History Clearance - please allow at least 6 weeks for this report to be returned**

Can be done online www.compass.state.pa.us/CWIS choose create a new, individual account

- **Federal Bureau of Investigation- \$27.50 need only if you have been a PA resident less than 10 years**

You need to pre-register before going to the fingerprinting site.

Registration is available online 24 hours a day seven days per week at www.pa.cogentid.com choose block that says PA Dept of Public Welfare under registration, choose register on line

- **Arrest Conviction Form – please complete and sign – does not need to be notarized**

Return the following items **by May 18** to:

Melva Gohn,

51 Wineberry Drive

Landisburg, PA 17040

Volunteer Registration Form

Clearances – State Police, Child Abuse History, FBI if needed – copies only, you keep originals

Arrest/Conviction Form