



Cameron House Youth Ministries Volunteer Program

SUMMER 2012 VOLUNTEER OPPORTUNITIES

Cameron House is looking for people who enjoy working with elementary and middle school aged children, and who have the desire to develop their own leadership skills. Through all of our programs, we strive to empower people so that they can improve their lives and the lives of others. As a ministry dedicated to the well-being of youth, we expect all volunteers to learn, practice and role model positive, healthy behavior that demonstrates respect, patience, courtesy, responsibility, leadership, and compassion.

Volunteers are needed as Bilingual Summer Youth Program Leaders, Cameron Ventures Leaders, Solid Ground Leaders, and Site Assistants.

A description of each summer program is available on page 3 and at www.cameronhouse.org.

Minimum Requirements

FOR ALL APPLICANTS:

- Entering the 9th grade in Fall 2012
- Submit **completed** Volunteer Application Packet by Friday, April 27, 2012. Packet includes:
 - Updated Youth Ministries Information Form with necessary signatures for June 2012 – May 2013 (attached; pg. 5-7)
 - Summer Volunteer Registration Form (pg. 4)
 - Brief letter of introduction (max one page) describing 1) who you are, 2) what strengths, skills, and talents you would bring, and 3) your goal for a summer at Cameron House
 - Reference letter from someone other than a parent, guardian, relative, or friend
 - \$25 non-refundable application fee (checks payable to “Donaldina Cameron House”);

***A \$10 late fee applies if *completed* Volunteer Application Packet is not received on time.**

\$50 Program Fee. Upon acceptance into the program, there will be a \$50.00 program fee per volunteer. We will not turn away anyone for lack of funds, so please contact us should this fee be a hardship.

Application Packets cannot be processed if incomplete and / or minimum requirements are not met.

Volunteer Responsibilities

Volunteer responsibilities include but are not limited to:

- Supervising assigned 1st – 8th grade children during assigned work hours.
 - Maintaining a safe environment for all children & youth.
 - Planning and leading age-appropriate, creative, educational and fun activities.
 - Working as a responsible team member with other volunteers and staff.
 - Gathering needed supplies and maintaining upkeep of all program areas.
 - Abiding by Cameron House policies and code of conduct
-

If you are interested in joining our team and having a rewarding summer working with children & youth, please submit your completed Volunteer Application Packet to:

**Cameron House Volunteer Program
920 Sacramento Street
San Francisco, CA 94108**

Questions? Call Cameron House (415) 781-0401 ext. 126 or email youthministries@cameronhouse.org

(PLEASE KEEP THIS SHEET AS A REFERENCE)



Cameron House Youth Ministries Volunteer Program

IMPORTANT DATES for SUMMER 2012

Friday, February 24, 2012 – Volunteer Application Orientation at Cameron House (CH), 7:00pm

Come and learn about the different volunteer opportunities. This optional gathering is beneficial for incoming 9th graders, and all new and interested youth and/or their parents.

Friday, April 27, 2012 – DEADLINE TO SUBMIT COMPLETED VOLUNTEER APPLICATION PACKET!

Saturday, May 12, 2012 – Volunteer Orientation at Cameron House, 9:00 am – 1:00 pm

This is the first time the summer staff will get to meet you. Applicants will go through a series of activities that will assist staff in deciding your acceptance and placement.

NOTE: Freshmen and first time Cameron House summer volunteers are **required** to attend.

Saturday, June 2 – MANDATORY Mass Training, 9:00am – 5:00pm (bring your own lunch)

Monday, June 4 through Friday, June 8, 9:00am – 5:00pm – Training week in programs and departments

Sunday, June 10 – Summer Volunteer Commissioning at the Presbyterian Church in Chinatown, 925 Stockton St., San Francisco, 94108, from 10:45am to 12:00pm

Monday, June 11 – First day of Summer Programs!

Monday Planning Nights: MANDATORY planning sessions at Cameron House until 7:00pm

Thursday Night Fellowships: OPTIONAL activities for volunteers at Cameron House; 6:00pm-9:30pm

Wednesday, July 4 – Independence Day Holiday. NO PROGRAM.

Tuesday, July 10 – BYP Family Night; 6:00 – 9:00pm

Tuesday, July 17 – Ventures Family Night; 6:00 – 9:00pm

Wednesday, July 18 – Solid Ground Program Family Night; 6:00 – 9:00pm

Friday, July 20 – Last day of summer programming

Saturday, July 21 – Mass Clean-up day; Youth Worship Rehearsal

Sunday, July 22 – Youth Worship at the Presbyterian Church in Chinatown at 10:45am; End of Summer Service Party (place and time to be determined)

TYPICAL DAILY SCHEDULE

(Schedules subject to change based on needs of program)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|---|
| 8:30am – Arrive at site to prep and supervise children | 8:30am – Arrive at site to prep and supervise children | 8:30am – Arrive at site to prep and supervise children | 8:30am – Arrive at site to prep and supervise children | 8:30am – Arrive at site to prep and supervise children |
| 9:00am – programming begins/transit | 9:00am – programming begins/transit | 9:00am – programming begins/transit | 9:00am – programming begins/transit | 9:00am – programming begins/transit |
| 4:30pm – Returned to site; programming ends | 4:30pm – Returned to site; programming ends | 4:30pm – Returned to site; programming ends | 4:30pm – Returned to site; programming ends | 4:30pm – Returned to site; programming ends |
| 5:00pm - Leaders leave for planning at Cameron House | 5:30pm – Volunteers excused from site | 5:30pm – Volunteers excused from site | 5:30pm – Volunteers excused from site | 5:30pm – Volunteers excused from site |
| 5:30pm – 7:00pm Dept. Planning at Cameron House (CH) | | | 6:00pm – 7:00pm Dinner & Clean-up at CH (optional) | 6:00pm – 7:00pm Dinner and Clean-up at CH (optional) |
| | | | 7:00pm – 9:30pm Fellowship (optional) | 7:00-10:00pm – Friday Night Club Program at CH (optional) |

(PLEASE KEEP THIS SHEET AS A REFERENCE)



Cameron House Youth Ministries Volunteer Program

PROGRAM PREFERENCES

Four areas of volunteer opportunities are available. All programs run for six weeks from June 11 – July 20 with important events before and after (Please refer to page 1 of packet). Please review the program descriptions and then complete the Program Preferences on the back of this sheet. We will take your preferences into account, but we will need to consider the volunteer needs of each program and our ministries as a whole. Thank you for your understanding.

BILINGUAL SUMMER YOUTH PROGRAM (BYP) (Grades 1 – 5)

Offering academic support and recreational activities to youth from predominantly Chinese immigrant families, Volunteer Leaders will work in teams (departments) with a Coordinator. They will spend the first half of the day at Cameron House tutoring children in English, Math, Science and Social Studies, and the second half leading creative and fun outdoor recreation in our yards and nearby parks. BYP Volunteers will also assist in supervising weekly field trips around the City. BYP Volunteers' hours of service are 8:30 a.m. – 5:30 p.m., Monday – Friday, planning meetings on Monday evenings until 7pm, and optional Thursday Dinner and Fellowship from 6:00 p.m. – 9:30 pm. *BYP Volunteers report only to the Cameron House site.*

CAMERON VENTURES (Grades 1 – 5)

The Cameron Ventures program has offered outdoor fun for over 50 years, giving kids the opportunity to get outside and appreciate the things San Francisco has to offer. The Ventures program has an emphasis on helping youth build community and lifelong friendships. Volunteer Leaders will be responsible for planning and implementing outdoor activities such as games, crafts and cookouts that help promote growth physically, mentally, spiritually and socially. They will also supervise on field trips throughout the city. Ventures Volunteer's hours of service are 8:30 a.m. – 5:30 p.m. Monday – Friday, planning meetings on Monday evenings until 7pm, and optional Thursday Dinner and Fellowship from 6:00 p.m. – 9:30 pm.

SOLID GROUND (Grades 6 – 8)

A unique blend of our other programs, this Middle School program offers youth an opportunity to grow through community service projects, leadership development activities, and academic enrichment. Volunteer Leaders will help plan and implement mostly outdoor activities that are fun, educational, and encourage youth to become well-rounded citizens. Leaders will also supervise many exciting activities such as camping, field trips, cook-outs, and performances. Solid Ground Volunteer's hours of service are 8:30 a.m. – 5:30 p.m. Monday – Friday, planning meetings on Monday evenings until 7pm, and optional Thursday Dinner and Fellowship from 6:00 p.m. – 9:30 pm.

SITE ASSISTANTS (Chinatown, Richmond and Sunset Districts)

Site Assistants will serve at one of our three sites, working with a Site Supervisor. They are responsible for supervising the children and youth participants, interacting with the participants (eg. playing board games, handball, leading crafts - depending on the site facilities), helping to manage the afternoon Site Canteen, and helping to clean-up and close-down. Site Assistants' hours of service are 7:45 a.m. – 9:45 a.m. and 3:45 p.m. – 5:45 p.m., Monday – Friday. Volunteering only in the morning or afternoon is an option. Site Assistants are welcome to Thursday Dinner and Fellowship from 6:00 p.m. – 9:30 pm.

(PLEASE COMPLETE REVERSE SIDE OF SHEET)

**Summer Volunteer 2012
Registration Form**

Participant Information

LAST NAME: _____ FIRST NAME: _____ GENDER: _____

FULL ADDRESS: _____

PRIMARY PHONE: _____ E-MAIL: _____ GRADE IN FALL 2012: _____

| Program Preference | Site Preference |
|---|---|
| Please rank (1, 2, 3, 4) your preference below: <input type="checkbox"/> Bilingual Summer Youth Program <input type="checkbox"/> Cameron Ventures <input type="checkbox"/> Solid Ground <input type="checkbox"/> Site Assistant | Please rank (1, 2, 3) your preference below: <input type="checkbox"/> Cameron House (920 Sacramento, Chinatown) <input type="checkbox"/> Covenant Presbyterian Church (321 Taraval St., Sunset) <input type="checkbox"/> Lincoln Park Presbyterian Church (417 - 31st Ave, Richmond) |

Scheduling Conflicts and Availability: Please indicate any dates you are not available, including Monday Planning Nights, and all dates indicated on the SUMMER VOLUNTEER CALENDAR. Remember to take into account classes, vacation, sports practices/games, part-time work/internships, mission trips, etc.:

A non-refundable application fee of \$25 is required at this time. A late fee of \$10 is required if submitted after due date. Upon acceptance into the Summer Volunteer Program, a \$50 Program Fee will be due.

Total Payment Enclosed: \$ _____

Please make checks payable to **DONALDINA CAMERON HOUSE** and indicate participant name and program on check. Mail or bring in completed Registration Form to:

Donaldina Cameron House
Youth Program Registration
920 Sacramento Street
San Francisco, CA 94108

I, the undersigned parent/legal guardian of the minor student identified above hereby give my permission for the student to participate in the SUMMER VOLUNTEER PROGRAM, and have completed and signed the necessary 2012-2013 Youth Ministries Information Form that contains information regarding emergency contact, consent and discharge of liability, and media release.

 Parent/ Guardian's Name (please print) Parent/Guardian's Signature Date

Office Use Only Amt Pd: \$ _____ FA: \$ _____ Date _____ Initials _____ | ___ Cash _____ Check ___ CC | ___ YM Info Form

Donaldina Cameron House
Youth Ministries Information Form (Valid 6/01/12 – 5/31/13)

MINOR INFORMATION (please print)

Full Name of Minor: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: (____) _____ Secondary Phone: (____) _____ E-mail: _____
Gender: _____ Date of Birth: ____/____/____ Grade in Fall 2012: _____ School: _____
T-Shirt (check one): Child Med Child Large Adult Small Adult Med Adult Large Adult XL Adult XXL

PARENT/GUARDIAN INFORMATION

Parent / Guardian 1 Name: _____ Relationship to minor: _____
Home Phone: (____) _____ Secondary Phone: (____) _____ E-mail: _____
Parent / Guardian 2 Name: _____ Relationship to minor: _____
Home Phone: (____) _____ Secondary Phone: (____) _____ E-mail: _____

HEALTH / DENTAL INSURANCE INFORMATION

Health Insurance Company: _____
Policy Number: _____ Group Number: _____
Phone Number: _____ Doctor's Name: _____
Dental Insurance Company: _____
Policy Number: _____ Group Number: _____
Phone Number: _____ Doctor's Name: _____

EMERGENCY CONTACT INFORMATION

In an emergency, please notify one of the following:

1) Name: _____ Relationship to Minor: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ E-mail: _____
2) Name: _____ Relationship to Minor: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ E-mail: _____

MEDICAL HISTORY

Has Minor received all school-required vaccinations? Yes No Date of last tetanus shot: _____
Does Minor have a communicable disease or medical condition that may be a risk to others? Yes No If yes, please describe:

Does Minor have any drug allergies? Yes No If Yes, please describe: _____

Please list the name, dosage, and purpose of medications currently being taken by Minor: _____

Please describe any special considerations regarding Minor (medical conditions, food allergies, dietary restrictions, activity limitations, behavioral issues/concerns, etc.): _____

AUTHORIZATION FOR MEDICAL TREATMENT

As the parent or legal guardian of _____ (“Minor”), each of the undersigned gives his or her authorization and consent for Donaldina Cameron House of San Francisco, CA (the “Agency”) and the Agency’s adult employees, agents, and volunteers (collectively with the Agency, Donaldina Cameron House Parties) to seek, authorize, and consent to such medical or dental care for Minor (“Treatment”) as any one or more of them may deem necessary or appropriate. Such Treatment (1) shall be provided upon the advice of and supervision by a physician, surgeon, dentist, or other medical practitioner licensed to practice under the laws of the state or jurisdiction in which such Treatment is sought, and (2) may include without limitation, X-ray examination, anesthetic; medical, dental, or surgical diagnosis or treatment; and hospital care. Every effort will be made to contact one of the signers of this authorization before treatment is authorized whenever possible. This Authorization for Medical Treatment may be photocopy hereof shall be as valid as an original copy.

Each of the undersigned acknowledges and agrees that Donaldina Cameron House Parties shall not be legally or financially liable for any bill or expense incurred in, or any cause of action or claim arising from, the provision of any Treatment or the failure to provide or seek any Treatment. In consideration of Minor’s participation in one or more events sponsored by Donaldina Cameron House, each of the undersigned hereby agrees to indemnify, defend, and hold harmless Donaldina Cameron House Parties from and against any and all losses, damages, liabilities, or expenses (including, without limitation, reasonable attorney’s fees and other costs of defense) in connection with any and all actions, suits, claims or demands that may be brought or instituted against any Donaldina Cameron House Parties and arise out of or result from the provision of any Treatment or the failure to provide or seek any Treatment. This paragraph shall survive any termination or expiration of the Authorization for Medical Treatment for any reason.

Name: * _____ Signature: _____ Date: _____

Name: * _____ Signature: _____ Date: _____

*Note: Each person who has legal custody of Minor should sign this Authorization for Medical Treatment, and only a person who signs will be considered a legal custodian of Minor.

CONSENT AND DISCHARGE OF LIABILITY

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING IT. IT AFFECTS THE LEGAL RIGHTS OF YOU, THE STUDENT, AND OTHERS.

I, the undersigned parent/legal guardian of the minor student identified above hereby give my permission for the student to participate in any program or event occurring from June 1, 2012 through May 31, 2013 and to be transported to, from and during the Events in any vehicle designated by an employee, agent, or volunteer (an “Agent”) of Donaldina Cameron House of San Francisco, California (the “Agency”).

In consideration of the student being allowed to participate in the program:

1. I understand that the agency and its volunteers will exercise their judgment in supervising the student and other participants in all sponsored activities and have a right to expect conduct of activities to be accomplished in a safe and careful manner. In spite of this care, it is always possible for the student to be injured or become ill during the activities. In consideration of sponsoring, organizing, and supervising the activities during this time period as well as providing other services before, during and after the activities, I agree to defend and hold harmless the Agency and any of its Agents, employees or volunteers (collectively, the “Donaldina Cameron House Parties”) from and against any and all losses, damages, liabilities, or expenses that arise out of or result from the Student participating in the Program.
2. I understand and agree that the Student may be sent home at my expense if any Agent, employee, or volunteer determines that the Student has: engaged in disruptive behavior, broken any rules or constitutes a threat to the safety or well being of any other participant at any time during any activity.

Name (please print) _____ Signature _____ Date _____
Parent / Legal Guardian

MEDIA RELEASE

I, the undersigned parent/legal guardian of the minor student identified above hereby give my permission for pictures and video taken of the student during Donaldina Cameron House Programs and Events to be used for publicity, educational and program purposes. I understand that no compensation will be provided.

Name (please print) _____ Signature _____ Date _____
Parent / Legal Guardian

CURRENT INCOME INFORMATION

Our funders require us to collect income demographics from our program participants. Please circle the appropriate box corresponding to the approximate annual household income based on the number of people in your household.

| 1 person | 2 persons | 3 persons | 4 persons | 5 persons | 6 persons | 7 persons | 7+ persons |
|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| \$0 <23,350 | \$0 <26,650 | \$0 <30,000 | \$0 <33,300 | \$0 <36,000 | \$0 <38,650 | \$0 <41,300 | \$0 <44,000 |
| \$23,351 - 38,850 | \$25,651- 44,400 | \$30,001- 49,950 | \$33,301- 55,500 | \$36,001- 59,950 | \$38,651- 64,440 | \$41,301- 68,850 | \$44,001- 73,300 |
| \$38,851- 62,200 | \$44,401 - 71,050 | \$49,951- 79,950 | \$55,501- 88,800 | \$59,951- 99,950 | \$64,441- 103,050 | \$68,851- 110,150 | \$73,301- 117,250 |
| \$62,201 or greater | \$71,051 or greater | \$79,951 or greater | \$88,801 or greater | \$95,951 or greater | \$103,051 or greater | \$110,151 or greater | \$117,251 or greater |

MARKETING/OUTREACH SURVEY

Please help us reach more families by answering the following questions.

How did you find out about the Cameron House youth programs (check all that apply)?

- Past participant for _____ years
 Internet/website
 Resource Fair
 Friend/Family
 Flyer
 Other (please list):

I am interested in more information about the following Cameron House programs (check all that apply):

- Bilingual Afterschool Program
 Women's Guild
 Food Assistance
 Friday Night Club Program
 Domestic Violence Support
 Volunteer Opportunities
 Summer Programs
 Individual/Family Counseling
 Donations/Planned Gifts
 Basketball leagues
 Adult ESL classes
 Others (please list):