

## Returning Volunteer Requirements Checklist

We are so glad you will be visiting Camp again this year! Please use this checklist to track your progress in completing all components of your application necessary to volunteer for this season.

If you are a returning volunteer and have not created a Campsite account, please do so here: <http://thepaintedturtle.org/volunteers-and-staff/staff-and-volunteer-application/>.

If you are a returning volunteer with a Campsite account, your **three** completed references and any immunization records previously submitted will be carried over into the new season. Any previous interview(s) conducted will be carried over as well; however, an additional or follow up interview may be requested at the discretion of The Painted Turtle's Volunteer Department depending on the session(s) or season(s) you are applying for.

Time to dive into what is required of you for your upcoming session! **The deadline for all requirements is two weeks prior to a Family Weekend or four weeks prior to a Summer Session.**

In addition to your background and medical clearance, participation at camp is contingent upon successfully completing and uploading the following forms (**required forms outlined in red in below image**) on your Campsite account:

- General Forms (*to be completed annually*)
  - 2018 Medical Requirements
  - 2018 Session Availability
  - 2018 Background Release and Authorization
  - 2018 Health Information Confidentiality Agreement
  - 2018 TB Risk Questionnaire
- Additional Medical
  - 2017/2018 Seasonal Flu Vaccine required for Family Weekends running from October 19, 2017 – April 22, 2018
  - Proof of Immunizations Upload (*any previously submitted records will be on file, but it is your responsibility to confirm all immunizations are up to date*)
    - Based on immunization proof or lack there of, titers for Varicella or MMR may be requested by our Medical Director
- Medical Forms for 2018
  - Health History Questionnaire
  - Medications and Allergies
  - Immunization and Consent to Treat



**Staff forms**

The Forms page of your dashboard contains all forms and upload fields that are needed to process your application. During your application process you may be directed back to this screen to complete additional forms, such as medical information and other agreements.

**General** ⇒ Forms to be updated annually

Type	Name	Due date	Received?
Web form	2018 Medical Requirements	None	No
Web form	2018 Session Availability	None	No
Printed form	Curriculum Vitae/ Resume Upload	None	No
Web form	Summer Staff/New Volunteer Questionnaire	None	No
Web form	2018 Background Release and Authorization	None	No
Web form	2018 Health Information Confidentiality Agreement	None	No
Web form	2018 TB Risk Questionnaire	None	No

**Certification(s)** \*\* Certificates not required for processing Camp Program volunteer application

Type	Name	Due date	Received?
Printed form	First Aid Certification Upload (if applicable)	None	No
Printed form	Lifeguard Certification Upload (if applicable)	None	No
Printed form	Other Certification(s) Upload	None	No
Printed form	Ropes Course Certification Upload (if applicable)	None	No
Printed form	Water Safety Instructor Certification Upload (if applicable)	None	No

**Additional Medical**

Type	Name	Due date	Received?
Printed form	2017/2018 Seasonal Flu Vaccine ⇒ Required for Fall and Spring Family Weekends (October 19 - April 22)	None	No
Printed form	Copy of Health Insurance Card Upload	None	No
Printed form	MMR Titer(s) Upload (if needed)	None	No
Printed form	Proof of Immunization(s) Upload	None	No
Printed form	TB Test, Negative CXR or Negative Blood Test Upload (Optional for Program Volunteers)	None	No
Printed form	Varicella Titer Upload (if needed)	None	No

**Medical forms for 2018** ⇒ Forms to be updated annually

Type	Name	Due date	Received?
Web form	Health History Questionnaire	None	No
Web form	Medications and Allergies	None	No
Web form	Immunizations and Consent to Treat	None	No
Web form	Health Insurance, Emergency Contact(s) and Health Care Providers	None	No

Regarding the above medical forms and documentation, you are responsible for ensuring all required immunizations are up to date and adhere to the requirements relayed by our medical team. If you have any questions or need a reminder of our medical requirements, please refer to your signed **2018 Medical Requirements** form located in your Campsite Account under the “General” section within “Staff Forms”.

January 9, 2018

THANK YOU for helping to ensure the health & safety of our campers! If you have any questions regarding the application process or are having trouble meeting the deadline, please give us a call or send us an email. We're here to help, so please be in touch!

Amanda Wesley, Volunteer Coordinator ([amandaw@thepaintedturtle.org](mailto:amandaw@thepaintedturtle.org)) 310-451-1353 x119

Becca Lovano, Volunteer Manager ([beccal@thepaintedturtle.org](mailto:beccal@thepaintedturtle.org)) 310-451-1353 x108