



# Volunteer Application and Background Check Forms



## Camp Dogwood

Volunteer hours are generally **Friday afternoon and Saturday**

*Please complete the following application and return it to:*

### Camp Dogwood

West Georgia Hospice | 1510 Vernon Road | LaGrange, GA 30240  
sandra.melton@wellstar.org | Phone: (706) 803-7335 | Fax: (706) 803-8794

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Religious Affiliation or Preference (optional): \_\_\_\_\_ TShirt Size \_\_\_\_\_

Have you experienced any recent deaths in your family or with someone close to you?

Yes No If Yes, list relationship and when they died: \_\_\_\_\_

Describe your general health in the past year: Good Fair Poor

Do you have any restrictions that might affect your volunteer placement with Camp (such as bad back, hearing or vision problems, unable to withstand hot temperatures, unable to walk long distances, etc.)?

Yes No If Yes, please specify: \_\_\_\_\_

Have you volunteered for Camp Dogwood in the past? Yes No

If Yes, what was your assignment? \_\_\_\_\_

Are you a licensed or certified counselor or social worker? Yes      No

Are you committed to being at camp both days? Yes      No

Check the areas of service you are interested in:

Direct involvement with group sessions

Group Leader (Counselor)

Group Buddy (primary vols for campers in group sessions)

Out of Group Buddy (primary vols for campers not in group sessions)

Kitchen Duty

Memory Room Activities

Arts and Crafts Activities

I am not able to attend all of camp, but would like to help with:

Loading and unloading camp stuff Friday & Saturday

Setup and registration

Recreation time

Other: \_\_\_\_\_

Comments:

**\*\*\*\* All volunteers assist with a quick pack up and clean up following the event \*\*\*\***

**Please complete all remaining forms. We will confirm receipt of your application packet by email. Thank you for your interest in serving with Camp Dogwood!**

**SUBMIT**

Email form to [sandra.melton@wellstar.org](mailto:sandra.melton@wellstar.org).  
Please save and attach your form to the email. Thanks!



# CAMP DOGWOOD

## CAMP RULES AND POLICIES (will be discussed in detail at Camp Training)



### CONFIDENTIALITY POLICY

Staff and volunteers are sometimes the observer and recipient of confidential information regarding Camp Dogwood participants. Confidentiality is based upon the right to privacy. It is the ethical obligation of the volunteers and staff, and is necessary to create effective trust. Staff and volunteers are required to ensure confidentiality and privacy with regard to history, records, and discussions about Camp participants.

- No information about an individual or family who is, or has been, a participant in Camp Dogwood will be offered or provided without a signed release of information form.
- The taking of personal notes, copying of records, or dissemination of records is strictly prohibited.
- During volunteer/staff training sessions, during Camp Dogwood, and during debriefing sessions, information will be shared about Campers and their families. This is not a violation of confidentiality, as all staff and volunteers are equally bound to honor that information as confidential outside of these settings.
- When staff or volunteers suspect that a camper may be at risk of harm to self and/or others, that information must be communicated to Camp Dogwood Coordinators immediately.
- Any suspected child abuse or neglect, however remote the suspicion, must be reported to Camp Dogwood Coordinators as soon as possible. The professional's legal obligation to report suspected child abuse supersedes the Camper's right of confidentiality.
- Violation of confidentiality may be grounds for disassociation from Camp Dogwood

### CHILD INTERACTION POLICY

Camp Dogwood has a responsibility to ensure that children are safe and well cared for while they are at Camp Dogwood. While it is desirable to show genuine warmth and affection in our interactions with children, it is important to guard against any behavior or communication that could be misunderstood or perceived as inappropriate, offensive, or dangerous. All Camp Dogwood staff and volunteers are expected to observe the following policies:

- Adults must NEVER be alone with a child at any time, including taking them to the bathroom.
- Do not assist a child in using the bathroom unless they are young enough to need your help AND there is another adult present.
- Do not give children "piggyback" rides or carry them over your shoulder.
- There will be no physical contact with children, except when appropriate in a group setting. For example, an occasional pat on the arm or shoulder, or a quick hug can be OK if the child seems receptive. Prolonged physical contact or roughhousing is prohibited.
- Report any accidents or injuries, however minor, to Camp Dogwood staff. Staff will complete an injury report form.
- Be familiar with Camp Dogwood rules and enforce them appropriately.
- Remember, it is not your role to discipline a child, either physically or verbally. If a child continues to break rules after reminders and attempts to redirect his/her behavior, Camp Dogwood staff will be asked to intervene.
- Violation of this Child Interaction Policy may be grounds for termination from Camp Dogwood.

### SPIRITUAL CARE POLICY

If a child opens the door to "Spiritual Care," then the volunteer is allowed to proceed into that sanctuary. To use "sanctuary" in this analogy is appropriate because it means a place of refuge and asylum. We allow the child a way to get some relief through our counsel but we are not educating the camper about religion. We must focus on allowing the child to create his or her own healthy relief with a positive outcome. We are relief agents and guides to refuge through grief, but we are not religious instructors. Example: If the child brings up, for example, "God," "Bible," "church," or "heaven" in conversation, the volunteer can then use those terms in conversation only after the camper has said them. The volunteer should not be the first one to say these words. However, if the child opens the door to the sanctuary of Spiritual Care – the volunteer may enter. As a reminder, we have a full-time Spiritual and Bereavement Care Professional available at Camp Dogwood.

### OTHER RULES

- Respect other Camp Volunteers and Staff... any issues or problems need to be addressed with the Camp Coordinators
- Campers should only participate in activities on the Camp Schedule. Any other activities (i.e. watching videos, trail walks, etc) are prohibited unless approved by Camp Coordinators.

I, \_\_\_\_\_ UNDERSTAND AND AGREE TO ABIDE BY THE POLICIES AND RULES AS STATED.  
(print name)

\_\_\_\_\_  
VOLUNTEER Signature

\_\_\_\_\_  
Date