

KCE Youth Camp Volunteer/Chaperone Registration Form

(Volunteers are accepted at no charge, they will be given a small honorarium for their services and KCE will cover the cost of their camp fees)

Non-Parent Volunteer ____

Parent Volunteer ____

Name: _____ Sex: ____ Birth date: _____

Address: _____ City: _____ Province _____ Postal Code: _____

Contact telephone No: _____ Email Address: _____

Emergency Contact: Name: _____ Phone: _____

Contact's Relationship to volunteer: _____

Alberta Insurance Number; _____

Volunteer's Special Needs (Dietary, Medical, etc.): _____

Volunteer's Special Areas of Interest, if any (e.g., hiking, arts, music, crafts, teach Kiswahili, etc.)

Waiver: I _____ am a volunteer for KCE Camp camping at Camp Wohelo.

I understand that I am responsible for these children's activities at the Camp and their safety and well being during the camping period. I also understand that Camp Wohelo and its board of directors and employees are not responsible for these children's safety and well being while they are at the Camp's facility. KCE board together with its staff and volunteers is responsible for this.

I understand that KCE Board will be requesting a background check that includes criminal records and child welfare check on prospective volunteers. I hereby grant permission and authorize the above-mentioned checks and give permission to allow verification of any information given on my registration form. I understand that failure to provide accurate information may result in nullification or termination of the offer. I understand that the information obtained will become part of my volunteer registration. *NB: All confidential information will be used for official purposes only and will be handled with high degree of confidentiality.*

I understand and agree that:

1. Due to the results from review of background information, KCE Board can deny a volunteer position to any person.
2. KCE Board may terminate volunteer service of any person:
 - Found to have a history of complaints of abuse of a minor, and/or
 - Found to have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of abuse of a minor.
 - Any misrepresentation or omission of facts would exclude my being considered for a volunteer position, or may result in dismissal from volunteering at the KCE Youth Camp.

Signature: _____

Date: _____

KCE YOUTH CAMP VOLUNTEER/CHAPERONE GUIDELINES

SEXUAL HARASSMENT AND CHILD ABUSE

Harassment: Kenyan Community in Greater Edmonton Association (KCE) is committed to providing an environment that is free of harassment. In keeping with this commitment, KCE board maintains a strict policy prohibiting unlawful harassment. The term “harassment” includes, but is not limited to verbal, graphic or physical conduct that relates to an individual’s race, color, religion, gender, national origin, age or disability. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. All forms of harassment will not be tolerated. This policy prohibits harassment in any form, including verbal, physical, psychological and visual.

Child Abuse: KCE Board is committed to providing an environment that is free of child abuse, and maintains a strict policy prohibiting any kind of child abuse. Child abuse is the mistreatment or neglect of a child resulting in injury or harm. If a volunteer suspects child abuse, please contact the Camp coordinator immediately. It is Canadian law to report suspicion of child abuse. Do not engage in an activity exclusively with one child. Find another adult to be present with you and the child.

Procedures: As a volunteer, you are responsible for documenting and reporting any harassment or abuse in the Camp. The person to whom the report is made will ensure that the report is passed expediently to an appropriate person. Any volunteer to whom an allegation is made will investigate the allegation and in turn promptly report the allegation.

ALCOHOL POLICY

We work with children. Illegal (including drinking under age) or improper use of alcohol will not be tolerated. No alcoholic beverages are permitted at/on Camp Wohelo. Volunteers should NOT consume alcoholic beverages at any time prior to work responsibilities, or discuss personal use of alcoholic beverages in the vicinity of campers or counselors.

ILLEGAL/PRESCRIPTION DRUGS

We work with children. The use of illegal drugs and the misuse of prescription drugs will not be tolerated.

SMOKING

We work with children. No smoking is allowed at/on the Camp Wohelo at anytime. Volunteers are expected to set an example for the campers.

Please read, initial, and sign below:

I have read and understood the above guidelines as they pertain to being a volunteer at KCE Youth Camp:
_____ **(initial)**

I will comply with the above guidelines and any other policies set forth in the Volunteer Manual. _____ **(initial)**

I understand that KCE Board will take seriously any allegations or suspicions of child abuse and will report such allegations or suspicions to the police and state agencies for investigation. _____ **(initial)**

I understand that KCE Board may take disciplinary action or terminate service of any person(s) who do not adhere to these guidelines, including myself. _____ **(initial)**

Applicants Name: _____

Signature: _____

Date: _____