



Camp LEAD Application Training

Please fill out the top of this sheet in blue or black ink. Make sure you write legibly. Read the following instructions carefully, then fill out the checklist as you work through this packet. This is part of your Camp LEAD training – even if you don't get selected, you will receive a certificate if you finish this entire process.

NAME	Preferred Week	DOB
Transition Specialist	VR case #	VR HQ <i>(city)</i>

Welcome to the Camp LEAD application process. We here at Heart of Oregon Corps know that this can be a confusing and daunting process, so this packet will guide you through it. Please be assured that this represents a typical application packet that you might encounter when applying for ANY job. This packet will explain the function of every single document to help you understand why we are asking you to fill it out. Please be sure to fill out every form completely, accurately, and legibly. Mistakes, missing information, and/or illegible handwriting will delay your application.

Please remember that filling out this packet is part of Camp LEAD's job training curriculum. This is preparing you for future opportunities in the workforce. Once you have successfully completed the packet, you will receive a digital certificate indicating that you have completed this portion of the training. Even if you are not selected to attend Camp LEAD, or if you are unable to attend when the time comes, you will still receive this certificate which you can include in your employment portfolio.

Why do we ask you to submit ALL of this material so early in the year (as opposed to right before camp begins)? Time is your ally – getting these documents in early ensures that you will have a reserved slot at Camp LEAD. Further, on a more practical note, because of the onslaught of applications for our summer conservation corps that arrive in the month of April, we don't have the capacity to process applications after that point – early Camp LEAD submissions make it possible for us to fill the camp slots and prepare for the season with enough time to make adjustments, if necessary. **Rest assured, all documents are kept in a secure location, per federal regulations, and if you are not selected, or if you drop out of the camp, your documents will be securely disposed of.** Your privacy and protection are among our top priorities at HOC!

You will find all the required documents at the Camp LEAD portal on the Heart of Oregon website:

<http://heartoforegon.org/portal/login.html> Username: **leadcamper** \ Password: **leadership1**

Once you are logged in, click on **Application Materials** (left side of the screen). From there, you will find instructions for downloading each form, links to external courses, and videos to help you through the process. Once you are done, please scan these documents and make sure you have saved them as PDFs (except for ID documents, which can be saved as picture files – see the checklist for more information). Upload them in the section called **UPLOAD ALL FORMS**. Once you have submitted everything (including this checklist and the online application), **you are done!**

We will notify applicants of their status in April. Please call or email if you have any questions. Thank you and good luck!

Yancy Wilkenfeldt, Summer Program Coordinator

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Required Documents

Are you under the age of 18? (circle one): YES NO

If you circled YES, you are required to submit a consent form, signed by your parent/guardian, in order for you to attend Camp LEAD.

This document is a legal requirement for minors attending overnight programs. Please be advised that several other forms might require a parent/guardian signature, and that it might be helpful to have the assistance of a parent/guardian or trusted adult when you fill out this packet.

- ☐ **Consent Form (#1)** signed by a parent/guardian (I am under the age of 18.) **PDF file only.**
- ☐ I do **not** need a consent form. (I am 18 or older.)

- *If you circled NO*, you are required to complete the **Youth Protection Course** and submit the certificate you earn at the end of the process. The course can be found here:
<http://resources.learningforlife.org/exploring/YPT/index.html> Use **5556** as the Post Number.

This document is an additional layer of job training for Camp LEAD youth. A copy of the certificate can be included in your employment portfolio. This course also allows us to ensure that we have the highest safety standards for our program.

- ☐ I do **not** need to submit a Youth Protection Course Certificate. (I am under the age of 18.)
- ☐ **Youth Protection Course Certificate** (I am 18 or older.) **PDF file only.**

- ☐ **Online application** click here to complete and submit:
http://survey.az1.qualtrics.com/SE/?SID=SV_0iUllqZ7g2Z9gep (This will automatically be sent to us – you don't have to submit it via the portal.)

Almost all jobs require prospective employees to fill out applications. A job application, unlike a resume or cover letter, requires employees to present *all* the factual information about their professional history. For the purposes of Camp LEAD, the application allows HOC to collect essential employment information and program eligibility. It is suggested that you fill out this application form with a parent/guardian or Transition Specialist. You can fill this out before or after you complete this packet.

- ☐ **Explorer Application (#2)** (**5556 is the Post Number.**) **PDF file only.**

This is an additional layer of the program that helps enhance youth's employment portfolios. The Explorer Application essentially enrolls youth in a chapter of Boy Scouts of America. This also provides Camp LEAD with an additional layer of liability protection.

- ☐ **Photo & Video Release Form (#3)** **PDF file only.**

This is a very common form for employers who have a strong online and/or community presence. As a non-profit, we work very hard to promote our programs in the press and on social media. As such, we are legally required to obtain a consent form from all participants. You **MUST** check YES or NO, sign and date this form, and if you are under 18, have a parent/guardian sign it. Denying HOC consent to use your image in promotional materials will **NOT** affect your standing in any way.

☐ I signed this form.

☐ I dated this form.

☐ My parent/guardian signed this form (if under 18 years old).

☐ **HOC Enrollment Demographics Form (#4) PDF file only.**

This form is a unique requirement of HOC. Because we are a non-profit and rely heavily upon funding from public agencies and private foundations, we are required to collect demographic information about the youth who enroll in our programs. Please keep in mind that your attention to detail when filling out of this form will assist us in funding Camp LEAD.

☐ I filled out both sides of this form.

☐ The answers I gave were accurate.

☐ I wrote legibly.

☐ **HOC Medical History Form (#5) PDF file only.**

Medical forms are sometimes required by employers. HOC has very high safety standards, and this medical form is a result of that. Having this information on file will allow us to take quick, effective action in the face of any medical emergencies in the field or at the campsite.

☐ I filled out both sides of this form.

☐ The answers I gave were accurate.

☐ I wrote legibly.

☐ **W-4 (#6) PDF file only.**

This is an IRS document, and is required for *all* employees in the United States. The W-4 form determines how much of your paycheck gets withheld for taxes. Please click here if you need help filling out this form. The most important thing to remember is to clearly write your correct mailing address on the form. *This is where we will send your check.* Also, you **MUST** include your Social Security number, even if you do not have a Social Security card. If you don't have a card, please go to this website (below) immediately and request one. This process takes at least 2 weeks. <http://www.socialsecurity.gov/ssnumber>

☐ I included my current mailing address.

☐ I included my Social Security number.

☐ I signed this form.

☐ I dated this form.

☐ I wrote legibly (or typed).

☐ **I-9 (#7) PDF file only.**

This is another required document for all United States employees, from the Department of Homeland Security. Its purpose is to determine your citizenship and employment eligibility in the United States. Please see the next few items for information on the citizenship verification documents you will need to submit along with this form. **Please remember to sign and date this form where indicated.** You do NOT need to fill out the Preparer and/or Translator Certification UNLESS someone else fills out this form for you.

☐ I signed this form.

☐ I dated this form.

☐ I wrote legibly.

☐ **Photo ID – must be legible, with a clear picture. JPEG or PNG or PDF file only.**

This is required by the Department of Homeland Security, in order to verify your citizenship status. If you submit a passport, you are not required to submit any other identity documentation. If you don't have a passport, you can submit a photo ID (driver's license, learner's permit, tribal ID card, or school ID card), in addition to a Social Security card OR birth certificate. If you don't have a photo ID, you can get one from this website: <http://www.oregon.gov/ODOT/DMV/pages/driverid/idget.aspx>

☐ **Social Security Card – name and number must be legible. JPEG or PNG or PDF file only.**

This is required as part of your citizenship verification, if you do not have a passport. If you do not have a Social Security card, you can submit a birth certificate along with your photo ID. But please note that you are required to have a Social Security *number* in order to receive your paycheck. You will need to fill in that number on your W-4.

☐ **Birth Certificate – must be legible. JPEG or PNG or PDF file only.**

This is required as part of your citizenship verification, if you do not have a passport. If you do not have a birth certificate, you can submit a Social Security card along with your photo ID. If you need to order a birth certificate, please visit the website below immediately. It can take months to receive a new birth certificate, so act quickly. <http://public.health.oregon.gov/BirthDeathCertificates/GetVitalRecords/Pages/faqs.aspx>

☐ **CHC Consent Form (#8) [PDF file only.](#)**

Criminal history checks are required by most employers. This allows us to create the safest environment possible for youth in our programs. If you are under 18, a parent/guardian is required to sign this form, as well. Your CHC will include a NSOPW check and a state background check. (Campers are not required to be fingerprinted.)

☐ I signed this form

☐ I dated this form.

☐ My parent/guardian signed this form (if under 18 years old).

☐ **Receipt of Handbook (#9) [PDF file only.](#)**

Most employers will provide new employees with a handbook and require a signed receipt of that handbook. This ensures that employees take responsibility for knowing the workplace policies. By signing this form, you are acknowledging that you have received and read the handbook. (You can download the handbook through the Camp LEAD portal.)