

# Ketchen Lake Bible Camp Volunteer Application Form

Please note that the information on this form will be kept confidential.

DATE: \_\_\_\_\_

## Personal Information:

Name: \_\_\_\_\_ Gender: M / F

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

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Age:  I am 18 years old or older  I am under 18 years of age (please specify age): \_\_\_\_\_

Staff T-shirt size:  Men's XL  Men's L  Men's M  Men's S

Housing: Please list dependents accompanying you to Camp (eg. Spouse, children, etc.): \_\_\_\_\_

Will they be involved in the program as campers (which camps? \_\_\_\_\_) or staff (what areas? \_\_\_\_\_)

## **In case of emergency, please notify:**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

I am interested in applying for...

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Head Cook          | <input type="checkbox"/> Maintenance (Help) | <input type="checkbox"/> Wilderness Leader |
| <input type="checkbox"/> Assistant Cook     | <input type="checkbox"/> Archery Leader     | <input type="checkbox"/> Other: _____      |
| <input type="checkbox"/> Kitchen helper     | <input type="checkbox"/> Canoe/Kayak Leader |  |
| <input type="checkbox"/> Camp Nurse         | <input type="checkbox"/> Crafts Leader      |  |
| <input type="checkbox"/> Maintenance (Lead) | <input type="checkbox"/> Riflery Leader     |  |

I am available for...

- Staff Orientation
- Teen Camp (ages 14 & up)
- Jr. Teen Camp (ages 12-14)
- Intermediate Camp (ages 10-12)
- Squirt Camp (Ages 7-9)
- Family Camp
- Sports Camp (ages 10-18)
- 24/7 Camp (ages 12-18)
- Camp Camo (ages 10-18)

## **Complete a Criminal Record Check AND Vulnerable Sector Check: (Every 2<sup>nd</sup> year)**

**Please Note:** Camp Policy also requires that employees over 16 years of age, acquire a Criminal Record Check AND a Vulnerable Record Check from your local RCMP detachment.

Here is how: Go to your local Royal Canadian Mounted Police station, ask them to do a "Criminal Records Check" and a "Vulnerable Record Check" on you. You will need to explain that you are volunteering for a position at Camp, working with children. Please enclose a copy with this application or send it to the address below. A letter is attached to this application that you may use.

Have you been convicted of a criminal offense?  Yes  No (Check one)

If Yes, please explain: \_\_\_\_\_

**Health Report:**

- Do you suffer from any medical / emotional condition that in any way restricts normal activities necessary in your position?  No  Yes (Check one)  
If Yes, please explain: \_\_\_\_\_
- Do you have allergies?  Yes  No (Check one)  
If Yes, please list: \_\_\_\_\_
- Are you on a special diet that you will be following at Camp?  Yes  No (Check one)  
If Yes, please describe (eg. Vegetarian): \_\_\_\_\_

Provincial Health #: \_\_\_\_\_ Saskatchewan/Other: \_\_\_\_\_

Name of family Doctor: \_\_\_\_\_ Clinic: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please answer the following questions:** [Please use an additional sheet of paper – typed if possible]

- Why are you applying for this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- I have read KLBC's Statement of Faith and Code of Conduct (found below) and will sign it and include it with my application.  
 Yes  No (Check one) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In submitting this application, I declare all of the information is accurate to the best of my knowledge. I understand that being a Ketchen Lake Bible Camp Staff Member means serving and co-operating with my fellow staff members. I will not contradict KLBC's Statement of Faith with the campers, staff and visitors of KLBC. I authorize KLBC to access to information with respect to my person from Police / Child Abuse registry files.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: If applicant is under 18 years of age Parent / Guardian must also sign:**

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed application with your Testimony, Signed Statement of Affirmation Form, Criminal Record Check and Vulnerable Sector Check to:

Elaine Brewer, Ketchen Lake Bible Camp,  
c/o Box 68, Hyas, SK SOA 1K0  
(306) 594-2194  
E-mail: elainebrewer@rocketmail.com  
Website: ketchenlakebiblecamp.com

# Statement of Affirmation Form

## Statement of Faith and Code of Conduct

Ketchen Lake Bible Camp is a distinctively Christian organization. Our policies are built on principles taken from the Holy Bible. The Scriptures are the final authority guiding our faith and actions. Our understanding and interpretation of Scriptures is consistent with the evangelical Christian tradition. We expect all Ketchen Lake Bible Camp kitchen, medical and maintenance volunteers (referred to as personnel in this document) to in no way speak against our Statement of Faith and Code of Conduct to other volunteers, staff members, campers and visitors.

### We believe:

1. The whole Bible is inspired by God and therefore our authority for faith and practice.
2. The Trinity is one God: Father, Son and Holy Spirit.
3. Jesus Christ is God and was miraculously conceived, performed miracles, died and was buried, physically rose again, ascended to heaven and will return.
4. In the person of the Holy Spirit, whose ministry is to glorify the Lord Jesus Christ, convict mankind, renew the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.
5. In the total sinfulness of mankind and that only by being born again through faith in our Lord Jesus Christ alone can we have salvation.
6. In the resurrection of our body, the eternal life of the saved and the eternal punishment of the unsaved.
7. In the existence of Satan, a created being and an enemy of God.

### Code of Conduct:

1. Personnel are to be careful, responsible stewards of Ketchen Lake Bible Camp property.
2. Alcohol and illicit drugs are not allowed on Ketchen Lake Bible Camp property.
3. Camp personnel are required to avoid conduct that is unethical or immoral and to avoid behaviour that is contrary to biblical principles including:
  - a. the use and possession of illicit drugs, and the abuse of alcohol
  - b. abusive behaviour
  - c. harassment, sexual assault or abuse
  - d. criminal activity
  - e. the use of profanity

I have read and understand Ketchen Lake Bible Camp's Statement of Faith and Code of Conduct. I will in no way speak against the Statement of Faith and Code of Conduct to other volunteers, staff members, campers and visitors. I acknowledge that failure to comply is grounds for immediate dismissal from camp property.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## CRIMINAL RECORD CHECK PROCEDURE FOR EVERYONE 18 YEARS AND OLDER

**Outlined below are step-by-step instructions to help you complete your mandatory criminal record check:**

1. Visit [www.backcheck.net/cca](http://www.backcheck.net/cca) and click on Saskatchewan Camping Association. Select SCA - Ketchen Lake Bible Camp from the list of camps provided.
2. You will need to register for a myBackCheck account and create a username and password.
3. Once registered, you will receive a confirmation of registration e-mail from myBackCheck.com. Open it and click on the web link to activate your myBackCheck.com account.
4. Type in your username and password to log in. Once logged in click on the 'Inbox' tab at the top of the page to find your Invitation.
5. Click on the CCA Invitation, which will allow you to click 'Accept and Continue' to move forward with your check.
6. Continue with the steps and pay online by credit card (\$29 plus tax – if applicable).
7. After the purchase is complete, click on "my Account" and then click 'Continue' to proceed with the criminal record check.
8. Enter your identity information.
9. Disclose any criminal records. These details will be used by the police department to verify any potential record you may have, so remember to be as accurate as possible.
10. Review the Term and Conditions.
11. Verify your ID online, or if you do not pass the ID online process, print the Canada Post ID Verification Form and take it to your nearest participating Canada Post location to have your IDs verified and submitted to myBackCheck.com. No money needs to be given to the Canada Post representative as this payment is included in the initial fee through the myBackCheck.com site.

That's it! Results of your check will be processed and the results released within one business day. Your results will be shared with SCA - Ketchen Lake Bible Camp at the same time that they are released to you.