



Holiday Lake 4-H Educational Center Camp Volunteer Checklist & Documentation Form



Volunteer Name: _____ Role: _____

Unit: _____ Agent: _____

Staff Screening

Extension Agent or staff member should initial each of the following as they are complete

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|--|--|
| _____ Personal Interview | _____ General Waiver (when applicable) |
| _____ National Sex Offender Registry check | _____ Equine Waiver (when applicable) |
| _____ Virginia Sex Offender Registry check | _____ Special Dietary Needs Form (when applicable) |
| _____ Health History Form | _____ Medication Form (when applicable) |
| _____ Standards of Behavior for 4-H Volunteers | _____ Reference checks (work history optional) |
| _____ Media Release Form | _____ Criminal background check |
| _____ 4-H Volunteer Application/Enrollment* | |

*4-H Volunteer Application/Enrollment Long Form (adults 19+), 4-H Camp Teen Counselor Application (teens 14-18), Camp Staff Application (4-H Center Staff)

Pre-Camp Training

Extension Agent, staff member or volunteer should check each topic as it is covered in pre-camp training.

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|--|--|--|
| <input type="checkbox"/> Camp purpose | <input type="checkbox"/> Camper supervision (lodge checks, day and nighttime) | <input type="checkbox"/> Volunteers' roles in health care |
| <input type="checkbox"/> Camp goals | <input type="checkbox"/> Child protection | <input type="checkbox"/> Blood borne pathogens/universal precautions |
| <input type="checkbox"/> Youth development through 4-H camping | <input type="checkbox"/> Accountability/chain of command | <input type="checkbox"/> Medication collection and administration procedures |
| <input type="checkbox"/> Training expectations (for paid and volunteer staff) | <input type="checkbox"/> Recognizing, preventing, reporting child abuse/child maltreatment | <input type="checkbox"/> 4-H center emergency policies and procedures |
| <input type="checkbox"/> Position descriptions (for paid and volunteer staff roles: CIT, teen counselor, adult volunteer, staff) | <input type="checkbox"/> Limits of authority | <input type="checkbox"/> Sensitive issues |
| <input type="checkbox"/> Roles and expectations (of paid and volunteer staff) | <input type="checkbox"/> Developmental characteristics of camp-age youth | <input type="checkbox"/> Camp as an inclusive environment |
| <input type="checkbox"/> Standards of behavior | <input type="checkbox"/> Managing youth behavior at camp | <input type="checkbox"/> Programming objectives |
| <input type="checkbox"/> Expectations for volunteer performance and evaluation of performance | <input type="checkbox"/> Role modeling | <input type="checkbox"/> Programming safety considerations |
| <input type="checkbox"/> Time off and leaving camp policies | <input type="checkbox"/> Negligence/liability/duty of care | <input type="checkbox"/> Programming operating procedures |
| <input type="checkbox"/> Sexual harassment (types, how to respond) | <input type="checkbox"/> Above Suspicion Policy | <input type="checkbox"/> Common 4-H camp situations |
| | | <input type="checkbox"/> Other: _____ |

Assessment of 4-H Camp Staff Competency Completion Date: _____

Volunteer Signature: _____

Date: _____

Agent

Signature: _____ Date: _____