



June 28 – July 3 | July 26 – 31

ENCLOSED IN THIS PACKET

1. Staff Registration Form
2. Roles and Job Description Page
3. Packing List
4. Safe Environment Compliance Form
5. Adult Release/Waiver Form (for the Diocese)
6. Adult Release/Waiver Form (for the McGrath Family)

STEPS TO APPLY

1. Complete all forms and submit them to the Office of Youth Ministry and Religious Education at the Diocese of Jefferson City:
By email: khartman@diojeffcity.org
By mail: 2207 W. Main St. Jefferson City, MO 65109
Attn: Kris Hartman
By fax: 573-635-9127
2. Complete any outstanding VIRTUS Safe Environment requirements as early as possible.

FOR QUESTIONS OR MORE INFORMATION

Fr. Paul Clark
Camp Director, 2020
frclark@ourladyoflourdes.org
573-445-7915

Mr. John DeLaporte
Dir. of Youth Ministry and Rel. Ed
idelaporte@diojeffcity.org
573-635-9127 x233

CAMP MACCABEE 2020



STAFF REGISTRATION FORM

Thank you for your interest in assisting with Camp Maccabee, 2020. Please take a moment to complete this application. Submit all forms to the address noted on page 1.

PERSONAL INFORMATION

First and Last Name: _____ Age: _____

Cell Phone: _____ Facebook? Yes No

Email: _____

Your Parish and Town: _____

Your Diocese (if outside the Diocese of Jefferson City): _____

Which session are you applying to help with (circle all that apply)?

June 28-July 3

July 26-31

T-shirt Size (circle one): S M L XL XXL XXXL

Have you ever helped with Camp Maccabee before? Yes No

Did you ever attend Camp Maccabee as a teen? Yes No

What is your age? _____

Specialized skills (check all that apply)

Life Guard

CPR

Archery

Medical Background

Chauffeur's License

Other _____

Would you be willing to be trained in archery? Yes No

Please name any strengths, gifts, skills or talents that you have that you feel would be relevant to your work at camp (ie: leadership, group facilitation, witnessing to faith, leading prayer, athletic abilities, outdoor skills, cooking/meal prep, etc)

Please list any health conditions, dietary needs, or allergies we should be aware of during camp.

Please list any medications you take that you would like us to be aware of during camp.

Staff meeting and training will take place on **Saturday, June 27th at the McGrath Family Residence located at 344 Holly Oaks Ln, Camdenton, MO.** This is a time for staff to do some set up, preparation, training and prayer. It is very important that staff attend this meeting regardless of which session they may be serving. Can you make this meeting?

Yes No

ROLES AND JOB DESCRIPTIONS

Read the list of job descriptions and rank your position(s) in order of preference. You may select up to 3. Write your preference in the box. The Director will assign your role based on need and personal interest.

JUNIOR STAFF

6 college-aged men, 4 of whom serve as group leaders and 2 who serve as assistants to Senior Staff. Junior staff lead small group and serve as the primary supervisors of the campers in both large and small group settings. While expected to manage camper behavior, disciplinary issues are always handled by the Camp Director. Junior staff are offered a monetary gift of thanks at the end of each session in exchange for their contributions for the weeks.

DIRECTOR

Oversees Senior Staff and leads the senior staff meetings each night. Serves as the contact person for each venue and manages all financial activity at the camp. Drops off rental vans at the end of camp sessions. Responsible for maintenance and access to facilities. Makes necessary reservations for each camp, and maintains camper records and information during camp.

CO-DIRECTOR

Supports the Director as needed. Is the primary contact and oversees Junior staff. Leads junior staff meeting each night after "lights out." Assists with disciplinary issues that arise with the director.

KITCHEN STAFF DIRECTOR

Coordination and execution of all meals (including set up and clean up, packing/loading of items for meals when away from basecamp). Supervision and maintenance of grill. Develops the menu for the week. Assists Director in food purchases

ACTIVITY DIRECTOR

Set up and execution of all non-liturgical activities that do not fall under the role of Emcee. Makes sure all supplies for all events (except kitchen and liturgical supplies) are led for each daily excursion. Oversees the cleaning of the property at the end of the week. Wakes campers each morning. Awards merit ribbons.

MASTER OF CEREMONIES

- Liturgical: Assigns readers and servers for Masses and Prayer times. Sets up and cleans up for Masses. Make sure the LOTH books arrive at every location. Sets up for Stations of the Cross
- Non-Liturgical: Set up and take down of opening ceremonies. In charge of the ritual of Gathering/washing/folding of Camp shirts each night.

PACKING LIST

PLEASE BRING

- | | |
|--|---|
| <input type="checkbox"/> Summer clothing for 5 days of camp | <input type="checkbox"/> Water shoes for wading |
| <input type="checkbox"/> Swim trunks | <input type="checkbox"/> Old shoes that can get muddy |
| <input type="checkbox"/> Personal Toiletry items such as: | <input type="checkbox"/> Sleeping bag (if you don't have one, please let us know if you need one) |
| <input type="radio"/> Soap and Shampoo | <input type="checkbox"/> Pillow |
| <input type="radio"/> Deodorant | <input type="checkbox"/> Towel |
| <input type="radio"/> Toothbrush and toothpaste | <input type="checkbox"/> Cell phone |
| <input type="radio"/> Over the counter and prescription medication | <input type="checkbox"/> Flash light |
| <input type="checkbox"/> 1 athletic pair of athletic shoes 1 pair of athletic shoes that can be worn in doors. | <input type="checkbox"/> Rain Coat (optional) |
| | <input type="checkbox"/> Hiking boots (optional) |

PLEASE DO NOT BRING

- ✓ Air mattresses (these will be provided at St. Robert Parish)
- ✓ Tents
- ✓ Snacks (these are provided!)
- ✓ Flip-flops or crocs

OTHER ITEMS OF NOTE

- ✓ **If you are 16 years of age and would like to assist with the trout fishing activity at Mauntak State Park please purchase a fishing license at <https://mdc-web.s3licensing.com/>**
- ✓ Please consider the weather and the various outdoor activities you will be doing throughout the week of camp as you pack.
- ✓ Make sure that shirts are appropriate for a faith-based environment. Shirts with sexual innuendo, sarcasm or demeaning sayings are not permitted. Shirts with cut off sleeves, tank tops, muscle shirts are fine for activities, but will not be worn for chapel events. Shorts and pants should be without rips, holes or patches.
- ✓ You are responsible for taking any prescription or over-the-counter meds that you may need during the camp.
- ✓ While staff are encouraged to bring a cell phone for communication purposes, it is expected that staff model responsible use when in the presence of campers. Campers' devices are collected for the duration of camp to discourage use. Staff should help model and reinforce this policy.

SAFE ENVIRONMENT COMPLIANCE FORM

All staff are required to be compliant with diocesan safe environment standards. Compliance includes 4 parts:

1. Completed VIRTUS training
2. A completed criminal background check
3. A completed Child Abuse and Neglect Registry form.
4. A completed Pastoral Code of Conduct Form.

Use this form to communicate which parts you have completed. All items can be completed online through your VIRTUS profile. Instructions for how to complete each part are included on the next page

VIRTUS CERTIFICATION

- Yes, I have completed VIRTUS training with the Diocese of Jefferson City.
If completed in another diocese please list that diocese: _____
- No I have not completed VIRTUS training or any other safe environment requirements yet, but will complete it by _____.
***Please read the instructions on the next page to register for VIRTUS® training and to complete other safe environment requirements.*

BACKGROUND CHECK

- Yes, I have completed a background check through the diocese within the last 5 years.
- I am VIRTUS Certified, but I have not completed a background check through the diocese within the last 5 years.
***Please read the instructions on the next page to complete the background check process.*

CHILD ABUSE NEGLECT REGISTRY

- Yes, I have completed the Child Abuse Neglect Registry Form
- No I have not completed the Child Abuse Neglect Registry Form.
***Please read the instructions on the next page to complete this form.*

REVISED CODE OF CONDUCT

- Yes, I have read the revised Code of Conduct through my VIRTUS profile.
- No I have not read the revised Code of Conduct through my VIRTUS® profile.
***Please read the instructions on the next page to complete the Code of Conduct.*

INSTRUCTIONS FOR COMPLETION

Registering for VIRTUS training and completing the other safe environment requirements for first time users

1. Go to the VIRTUS website (www.VIRTUS.org)
2. Click on the “First Time Registrant” button and enter your profile information.
3. Indicate a future class that you will attend.
4. While logged in you will be prompted to complete the **Code of Conduct form**. When prompted, click on the PDF icon to open and review the Code of Conduct. Once finished, you may close the PDF *document*, click the box on the VIRTUS page confirming you have read the document, then enter your name and the date on the main screen. You do not need to print or sign any of this document, nor will you need to send it to the diocese.
5. While logged in you will be prompted to complete the **Child Abuse and Neglect Registry form**. When prompted, click on the PDF icon to open the form. Type the information requested in each box, print the form, sign it, and send it to the Office of Child and Youth Protection (listed below). You can then close the PDF and click the box on the VIRTUS page confirming you have done this, and enter your name and date on the screen.
6. While logged in you will be prompted to complete a **criminal background check**. When prompted, use the link provided to enter the Fastrax (SELECTION.COM) website and complete the criminal background check process. You will not need to print anything or send anything to the diocese from this site. When finished entering your information, simply click “submit”.

Completing a Background Check for VIRTUS certified individuals

1. Go to the VIRTUS website (www.VIRTUS.org) and login using your user id and password
2. While logged in you will be prompted to complete a **criminal background check**. When prompted, use the link provided to enter the Fastrax (SELECTION.COM) website and complete the criminal background check process. You will not need to print anything or send anything to the diocese from this site. When finished entering your information, simply click “submit”.

Completing the Child Abuse Neglect Registry Form for VIRTUS certified individuals

1. Visit <https://diojeffcity.org/safe-environment/>. Locate the link to download this form under the “download” list on the right side of the page.
2. Complete the form and mail it to Connie Schepers below.

Completing the Revised Code of Conduct for VIRTUS certified individuals

1. Go to the VIRTUS website (www.VIRTUS.org) and login using your user id and password
2. While logged in you will be prompted to complete the **Code of Conduct form**. When prompted, click on the PDF icon to open and review the Code of Conduct. Once finished, you may close the PDF *document*, click the box on the VIRTUS page confirming you have read the document, then enter your name and the date on the main screen. You do not need to print or sign any of this document, nor will you need to send it to the diocese.

For Questions or More Information Please Contact

Connie Schepers, Director of Child and Youth Protection

cschepers@diojeffcity.org | 573-635-9127 x224

Office of Child and Youth Protection

Schwartz Catholic Center

PO BOX 104900

Jefferson City, MO 65109



ADULT CONSENT AND RELEASE FORM

OFFICE OF YOUTH MINISTRY AND RELIGIOUS EDUCATION | DIOCESE OF JEFFERSON CITY



Participant's Name: _____ Date of Birth: _____

Address _____

City/State/Zip _____

CONSENT & LIABILITY WAIVER

Event & Location: St. Robert Bellarmine Parish 366 Old Rt. 66, St. Robert, O

Date & Time: June 28-July 3 & July 26

Method of Transportation: 15 passenger van

I acknowledge receipt of the attached information sheet describing the planned event/activity.

I acknowledge that **Camp Maccabee** is providing transportation to and from the event/activity. I acknowledge and assume the risk of this transportation. I will comply with the Diocese's rules and procedures. I also waive any claims against, and **RELEASE AND HOLD HARMLESS AND INDEMNIFY**, the Diocese of Jefferson City, The McGrath Family, the Parish and any of its and/or their religious, employees, volunteers, agents and representatives from any liability, claims, demands and causes of action and claims arising out of or relating to any loss, damage or injury sustained in connection with or arising out of my participation in the event/activity, including transportation to and from the event/activity.

Participant Signature

Date

VIDEO/PHOTOGRAPHY CONSENT

Participants are advised that photographs or videotape of participants may be used in publications, websites or other materials produced from time to time by the Office of Youth Ministry and Religious Ed/or the Diocese of Jefferson City. (Participants would not be identified, however, without specific written consent.) Please note that the Parish has no control over the use of photographs or film taken by media that may be covering the event in which you participate.

I hereby expressly assign to the Diocese of Jefferson City, and to all its agents all the rights, title and interest in, and to all photos/videotape recordings made by such in which I appear and/or my voice is used in and in connection with the videotaping of this event. I hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or any distribution of said photos/videotape without limitation for any purpose whatsoever; and I further waive all rights to any compensation for my appearance or participation in the photographs/videotape recordings.

Participant Signature

Date

ASSUMPTION OF RISK AND RELEASE AGREEMENT

LOCATION: MCGRATH FAMILY RESIDENCE. 344 HOLLY OAKS LN, CAMDENTON, MO 65020

DATES: JUNE 28-JULY 3 & JULY 26-31

I, the undersigned, do hereby consent to participation in Camp Maccabee (“Activity”).

I am are fully aware of the risks and hazards connected with the Activity, which I/we understand could lead to bodily injury to myself and/or, among other things, loss or damage to my property. In consideration of participating in the Activity, I hereby release, discharge and hold harmless St. Robert Bellarmine Parish, the Diocese of Jefferson City, Mike and Val McGrath, and its and their affiliates, employees, volunteers and agents (hereinafter referred to as “Releasees”) from any and all liability to myself, for any and all injury, loss or damage, and any claim or damages resulting therefrom, on account of any injury to my person and on account of any injury to my property, whether caused by the negligence of Releasees or otherwise while I am participating in any manner in the Activity or on route to or from the destination where the Activity is being conducted.

In the event that any action or claim is brought against any Releasees related to the Activity and my participation therein, I further agree to indemnify any and all Releasees from all of their damages and costs, including attorney’s fees resulting from such action or claim.

I give permission to the Parish and the Diocese to publish, reproduce and display photographic images, video images and/or audio recordings of my participation in the Activity for use in all media, electronic or otherwise, in connection with their publications, advertisements and/or web pages.

In case of medical emergency, I, the undersigned, do hereby request and consent to examination and treatment of myself by any duly licensed medical professional or health care facility, and further accept full financial responsibility for charges for same, including ambulance charges.

IN SIGNING THIS ASSUMPTION OF RISK AND RELEASE AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I HAVE READ THE FOREGOING AGREEMENT, understand all its provisions, and sign it voluntarily as my own free act and deed. I warrant that no oral representations, statements, or inducements apart from the foregoing written agreement, have been made.

Signature

Date Signed