



**Counselor and Staff Missionary
Application Form**
Complete and Return by:
April 15, 2009

Thank you for offering your time and talents to work with the young people attending Catholic Youth Summer Camp. Volunteer missionary leaders such as you are indispensable to the ministry of CYSC. Because you will be working with young people, CYSC, Inc. requires some basic information about you. This information further ensures the best possible program for the young people entrusted to our care. Please complete the information below, and return this application as indicated on the last page.

Please note that all applicants will be selected based on camp need, applicant qualifications, and the date when all necessary paperwork is received to complete the applicant's file. Interviews will be scheduled for all applicants. All applicants will receive notification of their final selection status by May 1, 2009.

**CATHOLIC YOUTH SUMMER CAMP 2009
COUNSELOR / STAFF MISSIONARY APPLICATION**
*Please print or type clearly using **black ink**.*

PART A.

Applicant Name _____ Male Female
Last First Middle

Social Security Number _____ - _____ - _____ Date of Birth _____ / _____ / _____
 Street Address _____
 City _____ State _____ Zip Code _____ Age as of 6/26/09 _____
 Phone(s) _____
 E-Mail _____

Current Employment (position and location) _____

Students: Indicate School _____ Current Grade Level _____

AS A REQUIREMENT OF SERVING AS A VOLUNTEER COUNSELOR OR STAFF MISSIONARY WITH CYSC, ALL PERSONS AGE 18 OR OLDER (as of 6/26/09) AND/OR THOSE WHO HAVE NOT BEEN RESIDENTS OF THE STATE OF OHIO FOR THE LAST CONSECUTIVE 5 YEARS, ARE REQUIRED TO PROVIDE A SET OF FINGERPRINT IMPRESSIONS AND PROOF OF AN OHIO BUREAU OF CRIMINAL INVESTIGATION AND IDENTIFICATION RECORDS CHECK. (ORC §109.575 and CYSC, Inc. Policies and Guidelines)

Have you ever obtained an Ohio Bureau of Criminal Investigation and Identification (BCI&I) records check?
 No Yes

If yes, please provide the date and location of administration: _____

Have you been a resident of the State of Ohio for the last 5 consecutive years? No Yes
 (If you have answered "no", then you must obtain **BOTH** a BC&I **AND** FBI criminal background check prior to beginning your service with CYSC, per CYSC Policies and Guidelines)

IF YOU NEED TO SCHEDULE A BCI&I, PLEASE REFER TO DIRECTIONS IN PART C OF THIS APPLICATION.

NOTE: AS A REQUIREMENT OF SERVING AS A VOLUNTEER COUNSELOR OR STAFF MISSIONARY WITH CYSC, ALL PERSONS AGE 18 OR OLDER (AS OF 6/26/09) ARE REQUIRED TO ATTEND A *PROTECTING GOD'S CHILDREN* TRAINING SESSION. (Per CYSC, Inc. Policies and Guidelines)

Have you ever attended a *Protecting God's Children* training session? No Yes

If "yes", please provide the date and location of this training: _____

If you have attended a *Protecting God's Children* training session in the past, what parish or school currently holds your training record? _____

Do you give permission for CYSC, Inc., to obtain your *Protecting God's Children* training record? No Yes
 If you have indicated "yes", please sign here: _____

IF YOU HAVE NOT PARTICIPATED IN A *PROTECTING GOD'S CHILDREN* TRAINING SESSION, PLEASE REFER TO REGISTRATION DIRECTIONS IN PART C OF THIS APPLICATION.

Do you have a history of:

Alcohol or drug abuse No Yes

Mental Illness No Yes

Do you have any physical, mental, or emotional problems that might interfere with your ability to perform effectively as a small group counselor or staff person? No Yes

Legal Matters:

1) Have you ever been arrested? No Yes

2) Have you been convicted of child neglect or abuse of any kind? No Yes

3) Have you been convicted of a felony? No Yes

4) Have you ever been accused of harassment or sexual misconduct of any person including, but not limited to, workplace harassment? No Yes

5) Do you have a valid driver's license? No Yes If yes, DL # _____ State _____

6) Have you ever been on probation? No Yes

Please explain any 'Yes' answers _____

Education

Name of High School / College	Grade/Class Completed	Date of Degree/Diploma

Indicate any organized camping experience (as a camper and/or staff member – including CYSC)

Dates	Position/Role	Camp Address	Responsibilities

Employment History (within the last 5 years)

Dates	Employer/Company Name	Phone	Responsibilities	Reason for Leaving

Certifications

Check any of the following certificates or licenses you have earned and note which are current:

CERTIFICATION/LICENSURE	DATE EARNED	CURRENT? Yes or No
First Aid		
CPR		
Lifeguard (Red Cross)		
Water Safety (Boating)		
Canoe Instructor		
Adventure Course Instructor (Ropes and/or Initiatives)		
EMT		
Other:		

For 2009, CYSC will be held three separate weeks. Counselors and Staff will be required to be at camp one day prior to the arrival of campers for a Counselor/Staff Orientation Meeting and camp set-up.

- **Week 1** for counselors and staff is July 26-Aug. 1 (dates are inclusive). Campers during Week 1 will be High School students entering Grades 9-12 who will arrive on July 27. **Counselors applying for this week must have graduated from High School by June 2009; College students preferred.**
- **Week 2** for counselors and staff is Aug. 1-Aug. 7 (dates are inclusive). Campers during Week 2 will be Middle School/Jr. High Students entering Grades 6-8 who will arrive on Aug. 2. **Counselors applying for this week must have completed at least their Junior year of High School.**
- **Week 3** for counselors and staff is Aug. 8-Aug. 14 (dates are inclusive). Campers during Week 3 will be Middle School/Jr. High Students entering Grades 6-8 who will arrive on Aug. 9. **Counselors applying for this week must have completed at least their Junior year of High School.**

If you are a **High School student** (having completed your Junior year as of June 2009) applying to serve as a **CYSC Camp Counselor**, you have the following options:

- **Option 1:** Register and participate as a Camper Week 1 and return as a Camp Counselor for Week 3. (If you participate as a camper Week 1, you may not serve as a Camp Counselor Week 2.)
- **Option 2:** Serve as a Camp Counselor for Week 2 only.
- **Option 3:** Serve as a Camp Counselor for Week 3 only.
- **Option 4:** Serve as a Camp Counselor for both Weeks 2 and 3.

If you are a **College student** (having graduated from High School by June 2009) applying to serve as a **CYSC Camp Counselor**, you have the following options:

- **Option 1:** Serve as a Camp Counselor for Week 1 only.
- **Option 2:** Serve as a Camp Counselor for Week 2 only.
- **Option 3:** Serve as a Camp Counselor for Week 3 only.
- **Option 4:** Serve as a Camp Counselor for both Weeks 1 and 2, Weeks 2 and 3, or Weeks 1 and 3. (Thus, you may serve as a Camp Counselor for up to 2 weeks but not 3 weeks.)

Please indicate your grade level for the 2009-2010 school year: _____

Please indicate the week(s) for which you are applying:

_____ **Week 1**
 _____ **Week 2**
 _____ **Week 3**

Please indicate if you are interested in serving as a COUNSELOR or as STAFF:

_____ **I am interested in serving as a COUNSELOR only**
 _____ **I am interested in serving as STAFF only**
 _____ **I am interested in serving as EITHER Counselor or Staff as needed**

Activity Experience: Please indicate your level of experience/expertise in the following activity areas by placing a check mark in the appropriate column.

Activity	No Experience	Some Experience	Lots of Experience	Expert
High Ropes				
Grounds Initiatives				
Hiking				
Mountain Biking				
Horseback Riding				
Soccer				
Softball/Baseball				
Football				
Volleyball				
Running/Jogging				
Water Safety				
Swimming				
Canoeing				
Theatre/Drama				
Drawing/Painting				
Dance				
Liturgy/Prayer				
Singing				
Photography				
Crafts				
Computer Tech.				
Audio/Video Tech.				
Jet Skis				
Water Skiing				
Tubing				
Paintball				
Other:				

PLEASE NOTE: *If you have previously served as a CYSC Counselor or Staff then it is not necessary for you to complete PART B below. Simply go to PARTS C, D and E. If you are a new applicant, then you must complete PART B below.*

PART B.

How did you learn about CYSC? _____

Why to you want to serve as a Counselor or Staff Missionary? _____

In your opinion, what do you think are the most important characteristics of an effective small group facilitator?

What talents, gifts, or abilities do you possess that would make you particularly effective as a Counselor or Staff missionary? _____

Where do you attend school (or work)? Please list any activities, clubs, organizations, teams in which you are actively involved: _____

Do you play a musical instrument? Yes No

If yes, what instrument(s) do you play? _____

Are you advanced enough in your talent that you would be comfortable and willing to play your instrument at camp for Mass or Club? _____

To what parish do you belong? How often do you attend Mass? Please list any activities, programs, or ministries in which you are actively involved at your parish: _____

Are you involved in parish or diocesan youth ministry activities? If yes, please elaborate, including any experiences of leadership. _____

How might someone recognize you as a Catholic? _____

Describe your personal faith journey: _____

What teachings or traditions of the Catholic Church do you most treasure or appreciate? _____

What teachings or traditions of the Catholic Church do you struggle with or question? _____

What other camp or conference experience have you had? Please elaborate. _____

The following questions are representative of those most typically asked by campers in small group discussions. To the best of your ability (this is not a test!), answer the following questions as you would had an 8th Grade student asked them to you in a small group discussion. How would you reply or explain? (Answers to these questions will help us determine what theological issues we need to address in our counselor training session.) Please write more on the back if you need additional space.

If God is good and all loving, then why does God let bad things happen? Let wars happen? Let people die? Let parents divorce? Let earthquakes and other natural disasters happen? _____

How do we even know God exists? Has anyone ever seen God? What proof is there? _____

Where is heaven? Where is hell? What are they like? _____

What is purgatory? Does it really exist? _____

Does the bread and wine at Mass really become the body and blood, soul and divinity of Jesus or is it just symbolic? It still looks and tastes like bread and wine!

Why do we have to go to Confession to receive forgiveness of our sins? Why do I have to tell a priest? Can't I just ask God to forgive me? _____

If two people are dating and really love each other, how "far can they go" (i.e. physical intimacy) before it becomes a sin? _____

Is being "gay" a sin? What does the church teach about homosexuality? _____

I have heard that having sex before marriage is a sin. Why? If two people really love each other, how can it be a sin? _____

References:

First time applicants must request and secure three (3) personal references, including one from each of the following:

- 1) Parish Priest OR Parish Youth Minister
- 2) School Teacher, Coach, OR other School Activity/Club Advisor/Leader *(Not applicable to adults age 21 or over who are not college students.)*
- 3) Adult (age 21+) who is not a relative *(Adults age 21 or over who are not college students are requested to obtain 2 references in this category.)*

Using the three (3) Personal Reference Forms provided, applicants should complete lines A and B on each form and provide a self-addressed, stamped envelope to each of the persons completing the forms for their convenience (see address at bottom of Reference Form). Persons completing the Reference Forms should be instructed to mail or fax completed forms directly to CYSC as indicated on the reference form. Deadline for submission is April 15.

PART C.

Bureau of Criminal Investigation and Identification (BCI) DEADLINE FOR COMPLETION JUNE 26:

If you are, or will be, age 18 by June 26, 2009, **you will be obliged to obtain an Ohio Bureau of Criminal Investigation and Identification (BCI&I) background check.** *(Per CYSC, Inc. Policies and Guidelines)*

To obtain/schedule a BCI: Contact "Fast Fingerprints" by calling 614-457-8900. **You must inform them that you are with the Columbus Catholic Diocese / CYSC.** All details at www.fastfingerprints.com. Download and complete "General Registration Form" and take with you to your appointment. Three convenient locations, open Monday-Saturday. Cost is \$37.

Protecting God's Children Training Workshop (PGC) DEADLINE FOR COMPLETION JUNE 26:

If you are, or will be, age 18 by June 26, 2009, **you will be required to participate in a *Protecting God's Children* training session prior to beginning your service with CYSC (Per CYSC, Inc. Policies and Guidelines)**
TO FIND SCHEDULED TRAINING DATES AND LOCATIONS AND TO REGISTER ONLINE:

<http://www.cdeducation.org/oym/safe/index.html>

PART D

Personal Expense Fee

Because CYSC, Inc. is a 501(c)3 not-for-profit corporation, we must respectfully request that you, as a Counselor or Staff Missionary, agree to pay a \$150 Personal Expense Fee to help us cover your basic cost of participating at camp. This fee covers only a portion of your food, shelter, and activity participation costs for the week. You may pay this fee outright from your personal funds, or you may fund-raise this fee by soliciting sponsor support. Sample form letters for you to send to potential sponsors are available online at www.cysc.com. **This fee is due in full by July 1, 2009.** Regretfully, exceptions cannot be made to this rule. Thank you in advance for your compliance.

PART E

The Catholic Youth Summer Camp Community Covenant

I fully understand that CYSC, Inc. has particular policies and codes of conduct as stated in the Counselor and Staff Policies packet. I authorize investigation of all statements herein, including any checks of criminal records, and release Catholic Youth Summer Camp, Inc., its Board of Directors, all its employees, associates, and volunteers from liability in connection with the same. I also understand that untrue, misleading, or omitted information herein or in other documents I have completed may result in dismissal regardless of the time of discovery by CYSC, Inc. If accepted to serve as a Counselor or Staff Missionary, I agree to be a positive role model for the campers and, while part of the CYSC community, will adhere to the policies and codes as outlined. In particular, I understand that:

- the use or possession of alcohol, illegal drugs, fireworks, firearms, knives or any other kind of weapon is strictly prohibited;
- the use or possession of tobacco in any form is prohibited;
- the riding in or driving of a motor vehicle or watercraft without specific permission from the Camp Director or his designated representative is prohibited;
- all participants (including counselors and staff) are to remain on Camp Otyokwah property throughout their stay unless they have permission from the Camp Director or his designated representative and are accompanied by an adult (age 21+) staff member;
- inappropriate sexual behavior is prohibited;
- all participants will have respect for others and their personal property;
- all participants (including counselors and staff) will not alter their appearance in any way while at camp including tattoos, piercings, or hair alterations.

I further understand that serving as a volunteer Counselor or Staff Missionary is a privilege. Catholic Youth Summer Camp, Inc., through its Director or a person designated by its Board of Directors, reserves the right to terminate such participation and privilege should violation of policies and codes of conduct occur.

CYSC Code of Conduct

- CYSC counselors and staff personnel work collaboratively with the director and/or other administrative staff.
- CYSC counselors and staff personnel faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- CYSC counselors and staff personnel are competent and receive training commensurate with their role(s) and responsibilities.
- CYSC counselors and staff personnel respect the diversity of spiritualities among campers and will not make their own personal form of spirituality normative.
- CYSC counselors and staff personnel recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- CYSC counselors and staff personnel serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- CYSC counselors and staff personnel act to ensure all persons have access to the resources, services and opportunities they require with particular regard for persons with special needs or disabilities.
- CYSC counselors and staff personnel are accountable to the director or other duly appointed representative.
- CYSC counselors and staff personnel are called to serve campers, carrying out their ministry conscientiously, zealously, and diligently.
- CYSC counselors and staff personnel exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
- CYSC counselors and staff personnel respect confidentiality.
- CYSC counselors and staff personnel adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.
- CYSC counselors and staff personnel support the rights and roles of parents while ministering to the needs and concerns of minors.
- CYSC counselors and staff personnel are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Physical, sexual, or romantic relationships between a CYSC counselor or staff person and a minor are unethical and are prohibited.
- CYSC counselors and staff personnel model healthy and positive behaviors with minors.
- Procuring, providing, or using alcohol and/or controlled substances for or with minors is unethical and is prohibited.
- CYSC counselors and staff personnel are aware of the signs of physical, sexual, and psychological abuse and neglect.
- CYSC counselors and staff personnel are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals to the Director of Counselors or to the Camp Director.
- CYSC counselors and staff personnel adhere to civil and ecclesial law, policy and procedure for reporting abuse, suspected abuse or neglect.
- CYSC counselors and staff personnel are aware of and comply with all applicable policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.
- CYSC maintains a NO SMOKING policy.
- CYSC counselors and staff personnel are expected to present a neat, clean, and modest appearance at all times. The basics of good hygiene are expected. Counselors and Staff are expected to exercise good judgment and modesty in their choice of daily clothing and swimwear, setting the standard for all campers to follow. Extraordinary hairstyles, jewelry, or clothing with inappropriate messages or innuendo will not be tolerated. Excessively short, tight, or revealing clothing will not be tolerated.

I HAVE READ AND UNDERSTAND THE ABOVE CYSC COVENANT AND CODE OF CONDUCT AND COMMIT TO UPHOLD THESE CODES IN MY MINISTRY. I AFFIRM THAT THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION IS COMPLETE AND TRUTHFUL.

Applicant Signature: _____ **Date:** _____

*If applicant is under the age of 18 as of the signature date above, then a parent/guardian must also sign below:
I/we have read the Counselor and Staff Policies packet and, along with our minor child, agree to the terms of the
CYSC Community Covenant and Code of Conduct.*

Parent/Guardian Signature: _____ **Date:** _____

Please sign and return by April 15 to:
CYSC, Inc.
ATTN: Monica Richards, Director of Counselors
P.O. Box 6313
Columbus, OH 43206
Fax: 614-241-2572

Application Checklist:

- You will have graduated from High School by June 2009 (if you are intending to serve as a Counselor or Staff Missionary for Week 1. Current College students preferred.)
- You will have completed your Junior year of High School by June 2009 (if you are intending to serve as a Counselor or Staff Missionary for either Week 2 or Week 3).
- You are in good physical, emotional, and spiritual health.
- You will attend and participate fully in the required CYSC 2009 Counselor/Staff Training Retreat, June 26-27, location TBA.
- You can attend and participate fully in the Counselor and Staff Orientation at Camp Otyokwah immediately preceding your week of camp. (Either Sun., July 26 or Sat., Aug. 1, or Sat., Aug. 8 (time TBA)
- You agree to pay the \$150 Personal Expense Fee either outright or through support-raising. DUE JULY 1.
- You have completed and signed the Counselor/Staff Application Form. (Parents must also sign if you are under the age of 18.) DEADLINE FOR SUBMISSION: APRIL 15.
- You have asked and given three (3) persons a Personal Reference Form (along with self-addressed, stamped envelopes) to complete on your behalf. (*Not necessary for those who have served as a Counselor or Staff Missionary in prior years.*) DEADLINE FOR RECEIPT: APRIL 15.
- You have received and read *The CYSC Counselor and Staff Personnel Policies Booklet*.
- You have signed the CYSC Policies Verification Form. DEADLINE FOR RECEIPT: APRIL 15.
- You have signed the Harassment Policy Verification Form. DEADLINE FOR RECEIPT: APRIL 15.
- You have read and signed *The Catholic Youth Summer Camp Community Covenant and Code of Conduct* (Included in Application, DEADLINE APRIL 15)
- If you are or will be age 18 by 6/26/09, you already possess of or have made an appointment to obtain a BCI&I Criminal Background Check. (Refer to Part C of the Application for details.) DEADLINE FOR COMPLETION: JUNE 26
- If you are or will be age 18 by 6/26/09, you already possess certification of or have registered for a Protecting God's Children training session. (Refer to Part C of the Application for details.) DEADLINE FOR COMPLETION: JUNE 26
- Your interview will be scheduled for APRIL 25 or APRIL 26. You will be contacted by April 20 to schedule a time.
- You will be notified regarding your selection by MAY 1.