



## Narrow Lake Youth Conservation Camp 2017 Volunteer Form

Samantha Menzel

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### Part A: Camp Information

I will volunteer for:

Camp 1: July 2-8

Camp 2: July 16-22

Please indicate which position that you would like to do and if there are any courses that you are interested in taking. (Due to limited space successful candidates will be notified via email and a letter. Thank you for your understanding.) PLEASE HAVE FORMS IN BY April 15 STAFF WILL BE NOTIFIED BY May 1, 2017.

#### Volunteer Positions

- Instructor for courses (please indicate course) \_\_\_\_\_
- Camp Counselor/ Junior Counselor
- Camp cook
- Assistant Camp Cook
- Camp Volunteer
- Lifeguard
- Camp Medical Staff
- Camp Coordinator
- Other: \_\_\_\_\_

#### Courses that are offered

- Hunter's Training
- Boater's Safety
- Un-restricted Firearms
- Restricted Firearms

If you are interested in taking any courses please provide to pieces of government issued IDs.

Type #1 \_\_\_\_\_ ID number \_\_\_\_\_

Type #2 \_\_\_\_\_ ID number \_\_\_\_\_

Please read the following and sign and date the form: (Please note that if you are under 18 you have to have a parent or guardian sign this form as it is a legal document.)

\* If you are over 18 a criminal record check needs to be provided.

I Insert Name hereby agree to serve as a Staff member at the Narrow Lake Youth Conservation Camp 2017 during the above indicated date(s). and mutually agree the following:

1. You will fulfill the role indicate above.
2. In return you will receive food, personal lodging and legitimate camp-related expenses and have adequate free time for personal needs.
3. The staff person agrees to serve in accord with the principles of the Alberta Fish and Game Association; to be respectful of the environment, plants, people and animals; to demonstrate principled, ethical leadership with respect to all people; and to work under the direct supervision of the camp director and camp coordinators.
4. The staff person may decline to offer leadership or direction in areas for which he/she lacks qualifications, skills, and experience. The staff person shall not participate in any program, which is not advertised in the camp brochure, and not agreed to by the camp director.
5. The staff person agrees to behave in ways that set good examples, and brings credit to self and the organizations represented.
6. The camp agrees to support the legitimate efforts of the staff person to fulfill obligations, and to support the staff person should any questions arise as a result of his/her participation as a staff person. The camp reserves the right to terminate these services of a staff person for just cause, such as negligence, incompetence, abusive or inappropriate behaviour. Over 18 staff that are caught supplying alcohol, cigarettes or other illegal substances to others or minors will be terminated immediately and the RCMP The reasons(s) for any such termination shall be offered to that staff person in written form and the board will be notified.

Date: \_\_\_\_\_ Staff Person and Guardian Signature (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_ Camp Director Signature: \_\_\_\_\_



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Part B: Personal Information		Parents or Personal Email:	
Last name:		First Name:	
Gender		Date of Birth	
Mailing Address		Town/ City	
Postal Code		Home Phone #	
Please indicate shirt size:		<input type="checkbox"/> Sm <input type="checkbox"/> Med. <input type="checkbox"/> Lg <input type="checkbox"/> X-L <input type="checkbox"/> XX-L <input type="checkbox"/> XXX-L	

Part C: Medical Information		AHCIC Number	Blue Cross #
Family Doctor		Doctor's Phone Number	
Emergency Contact (relation to)		Relationship	
Address		Daytime phone number	
		Evening phone number	
<p>Other Information: Please on a separate typed note list all medications and serious medical symptoms of the volunteer on a separate piece of paper. This is to ensure that medical treatments are taken care of by our on staff medical person(s). ALL medication is to be given to the camper registrar on the time of arrival to ensure safety of student and others on site.</p> <p>Medical Waiver:            In case of a medical emergency, I understand that every reasonable effort will be made to contact the volunteer's emergency contact. If I cannot be reached, I give my permission to any Physician selected by the camp director to secure necessary treatment, including hospitalization. To the best of my knowledge I, or my child, is in good health.</p>			
_____ Signature of Parent/ Guardian if under 18	_____ Date	_____ Signature of Volunteer.	

Here attach a copy of your Alberta Health Care and Insurance provider.



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## THE ALBERTA FISH AND GAME ASSOCIATION RELEASE OF LIABILITY (PLEASE PRINT CLEARLY AND LEGIBLY)

I, YOUR FULL NAME, am registering for the Great North Wildlife Affiliates Inc. a/o Alberta Fish & Game Association *Narrow Lake 201+ Youth Conservation Camp* to be held at *Narrow Lake Conservation Centre near Athabasca, AB*. I hereby release the Great North Wildlife Affiliates Inc. a/o Alberta Fish & Game Association and/or its members, heirs and/or executors from all actions, causes of action, suits, debts and liabilities of any kind arising from or out of the attendance of the Narrow Lake Youth Camp 20    .

I completely understand the inherent risk of the activities that I am going to take part in, and that the Alberta Fish and Game Association cannot guarantee the safety of any participants. Some of these activities include:

- Water activities, fishing, canoeing, boating and swimming;
- Being around fire;
- Various outdoors activities on all types of terrain; including woods, swampy, rocky, hilly; ect.
- Riding on a boat;
- Paddling and lifting a canoe;
- Use of cooking equipment for cooking meals;
- Being in a Sauna;
- Use of sharp hooks, clippers, knives, axes, and other tools
- Use of archery, firearms and other various hunting equipment.
- Following and guiding under the supervision of the director, camp coordinators, and/or instructors.

I fully comprehend and understand the implications of this Waiver and Release. I am aware of the risk and accept it, and I am signing this document freely and voluntarily.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_  
in the province of Alberta.

SIGNED: \_\_\_\_\_  
(PLEASE PRINT CLEARLY) (SIGNATURE)

WITNESS: \_\_\_\_\_  
(PLEASE PRINT NAME CLEARLY & CONTACT NO.) (SIGNATURE)

### Photo Release Form

Photos are taken throughout the workshop to be used to promote the *NARROW LAKE YOUTH CAMP* and AFGA activities to our members and to the general public, via newsletters, displays or through the AFGA website, Facebook, Narrow Lake Website.

I, hereby give the Alberta Fish & Game Association permission to use my image, or the volunteer's image, and likeness in any program informational or marketing material in any medium, and to televise my participation in the workshop for the purpose of promotion/marketing and public display. There is 24 surveillance on the property to ensure all members safety. Please be aware of this.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ NAME OF VOLUNTEER IF UNDER 18 \_\_\_\_\_  
(PLEASE PRINT)



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January 1, 2016.

Dear Volunteers:

Well another year has gone by and here we are again gearing up for camp. First of all I would like to say to all of you volunteers, thank you for all the hard work that you do. I know that sometimes life takes us away from what we all love doing, and I would commend you for the time you put in, even if it is at setup for a couple of days, or to help us put it all away. The work that you do, do is amazing and I am truly blessed and very much appreciative that all you do in which ever form you help. You are the leaders of tomorrow and you are making leaders for tomorrow so please take some time to give yourself a pat on the back.

If you are getting this letter for the first time, congrats. I would like to say, you have made an impression on us and we are glad and excited to make you part of our team out here at Narrow Lake, only a few get selected, so congrats.

So, down to the nitty gritty. There are a couple of housekeeping things that I would like to get out to you. First of all this letter is intended for you, please ensure that you take the time to read this, and read through the contract that you are signing. There are a couple of changes to the volunteer form this year, so please take some time to carefully read it. Also we are looking at purchasing vests for staff this year, so please make sure to put your shirt size.

Next of all there are "sort of caps" on the amount of full time people that we are looking for and the job descriptions of each. The caps are not because of expenses to the camp, however it is for amount of people on the grounds. Please take the time to read through them. People required will be listed beside.

Director: (1)

- To work collaboratively as a team member.
- The organization of the program.
- Oversee program is running smoothly.
- Provide leadership.
- To organize and provide direction all equipment and materials for the camp.
- Provide knowledge and assistance with all facilities of the camp.
- To troubleshoot problems and offer solutions with team support for problems that arise.
- To offer direction to camp coordinators, instructors, counselors and all other volunteers.
- The selection of staff members with suggestions from staff members; and placement of counselors and instructors.
- To intake camper and volunteer forms.
- To be a figurehead on behalf of the Narrow Youth Conservation Camp.
- To provide first aid when needed, and medical emergency transport.

Co-coordinator: (1)

- To work collaboratively as a team member.
- To deliver and oversee the day to day operation of the programming
- Provide leadership.
- Provide knowledge and assistance with all facilities of the camp.
- To troubleshoot problems arising from the day-to-day operation and support team to find the best possible solution.
- Offer direction and/ or assistance for the day-to-day workings of the programs to counselors, instructors, and all volunteers.
- To offer assistance to the director when needed.
- To provide first aid when needed and medical emergency transport.
- To provide assistance with the setup and takedown of camp, if needed.
- Assist with the maintenance of equipment, facility and materials if required.
- 

Instructor/ Instructor Assistant: (1 for each course we offer, with one assistance if required)

- To work collaboratively as a team member.
- To provide expert instruction in your respective field.
- Provide and collaborate with team members, with delivery of instruction.
- Provide knowledge and assistance with all facilities of the camp.
- To ensure that course work is delivered in a timely manner.
- To provide instruction in evening on ranges if needed.
- To troubleshoot and work as a team to provide solutions to problems arising during your instructional time.
- To offer direction to counselors, coordinators and director with delivery of your course.
- To provide first aid when needed.
- To provide assistance with the setup and takedown of camp, if needed.
- Assist with the maintenance of equipment, facility and materials if required.



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### Camp Cook: (1)

- To work collaboratively as a team member.
- To provide nutritious food to all staff and campers in a timely manner according to the schedule.
- To tailor meals for special circumstances.
- To provide expert direction to volunteers assisting in kitchen.
- Provide and collaborate with team members, with delivery of meals.
- Provide knowledge and assistance with all facilities of the camp.
- To answer the phone, when the director and/or coordinators are not around.
- Provide directions to team members on what is expected and required for mealtime.
- To budget food expenses and take care of erroneous items that are required for food preparation and delivery.
- Provide first aid when needed.
- To provide assistance with the setup and takedown of camp, if needed.
- Assist with the maintenance of equipment, facility and materials if required.

### Lifeguard: (1)

- To work collaboratively as a team member.
- To provide expert instruction and direction in your respective field to all team members and campers.
- Provide and collaborate with team members with safety and maintenance of the waterfront.
- To provide and enforce safety of all people at the waterfront.
- Provide first aid when needed.
- To provide assistance with the setup and takedown of camp, if needed.
- Assist with the maintenance of equipment, facility and materials if required.

### Camp Medical Staffer: (1)

- To work collaboratively as a team member.
- To provide expert instruction and direction in your respective field to all team members and campers.
- To offer assistance with the monitoring of medication of underage staff and campers.
- To be the Chief first aider, to make the judgment call whether it is or not a medical emergency.
- To maintain first aid supplies and first aid records.
- To provide assistance with the setup and takedown of camp, if needed.
- Assist with the maintenance of equipment, facility and materials if required.

### Adult Volunteer: (1 per 30 people out on site \* 3-4 for kitchen)

- To work collaboratively as a team member.
- To provide assistance where ever and when ever assistance is needed.
- To take direction from instructors, camp cook, coordinators and director.
- To provide assistance with the setup and takedown of camp, if needed.
- Assist with the maintenance of equipment, facility and materials if required.

### Camp Counselors: Junior/ Senior \*: (12 basic counselors, 3 advanced; 1 floater)

- To work collaboratively as a team member.
- To get to know and take care of the campers who are in your groups.
- To take care of issues that arises within your groups and campers.
- Provide assistance to staff members and or campers when needed.
- Provide assistance to instructors during instructional time with delivery and running of course and/ or behaviour management of campers.
- To assistance with the setup, running and takedown of evening activities.
- To provide assistance with the setup and takedown of camp.
- Assist with the maintenance of equipment, facility and materials if required.
- Having a working knowledge of how the programs run and the use of equipment being used.
- To maintain common areas of counselor area, and to take care of personal items.

\* The only difference between a junior and senior counselor is the expectations increases with years of experience.

### Gopher: (1)

- To work collaboratively as a team member.



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- To provide assistance where ever and whenever assistance is needed.
- To take direction from instructors, camp cook, coordinators and director.
- To provide assistance with the setup and takedown of camp, if needed.
- Assist with the maintenance of equipment, facility and materials if required.
- Assist with laundry of the kitchen and garbage of the kitchen.
- Fill waters and clean garbage from the ranges daily.
- Responsible for the care of the camera and taking pictures of the activities that are happening at the camp.

With this I hope it clears up some issues arising from last camp. If you can only come out for a portion of the camp, please contact me and we will see how I can utilize your services. These are just an outline, but I would like to make sure that everyone knows, we are a team. We are all truly amazing when we work together, and I know it sounds cliché but TEAM, does stand for Together Everyone Achieves More, and I truly believe that. So thank you for taking the time to read this long winded, but vital letter.

With this, I would like to remind everyone what you do is amazing; you are the ones that change these campers lives with just who you are and what you do. Please remember this is a volunteer job, so if you can make it work, great, if not, there is always other ways to help. Thank you again for everything and please forward all your paperwork to me, since I need to know who and numbers. If you have any questions or concerns please call me, text me, facebook me; or come on by.

Sincerely;

Samantha Menzel  
Director.