

## 2020 CAMP SUNRISE VOLUNTEER APPLICATION

### NO HEALTH & PE CREDIT CHECKLIST

#### KEEP THIS FOR YOUR REFERENCE

#### QUALIFYING FOR THE PROGRAM:

1. Camp runs for **seven (7) weeks (June 22-August 7) Monday-Friday from 9:00 a.m.-3:00 p.m.** You will be required to volunteer TWO CONSECUTIVE WEEKS for a total of 60 hours.
2. Camp Sunrise is a camp for individuals ages 3-21 with special needs. You must be at least 14 years old or have completed your freshman year of high school to volunteer.

#### CAMP SUNRISE VOLUNTEER APPLICATION PROCESS:

1. The CAMP SUNRISE VOLUNTEER APPLICATION (including 2 “VOLUNTEER REFERENCE FORMS”) must be submitted to the Glastonbury Parks and Recreation Department **NO LATER THAN FRIDAY APRIL 3 2020**. If you miss the deadline, you will be placed on a waitlist. If you are a returning volunteer, the reference forms are not required.
2. **During the week of April 6, 2020.** The Glastonbury Parks and Recreation Department will **e-mail** you an AVAILABILITY SHEET. The AVAILABILITY SHEET is due back to the Glastonbury Parks and Recreation Department **NO LATER THAN Friday May 1, 2020**. Please make sure to write/type your e-mail legibly. Your e-mail **should not** be your school e-mail.
3. Prioritize the weeks that you want on the AVAILABILITY SHEET. Volunteers are scheduled on a first come first serve basis as AVAILABILITY SHEETS get turned in. **DO NOT WAIT** until the deadline because **YOU WILL NOT** get your first preferences. We can only accommodate 30 volunteers per week. Failure to return the AVAILABILITY SHEET by the deadline will result in disqualification from the program.
4. **During the week of May 4, 2020** SCHEDULES and MANUALS will be mailed to your home (if you have submitted the AVAILABILITY SHEET). **YOU WILL NOT** be able to change your schedule after this point.

#### CAMP SUNRISE REQUIREMENTS:

1. Attend the **MANDATORY** volunteer training on **June 17, 2020** at the Academy Cafeteria from 5:00-7:00 p.m. If you are a returning volunteer, the volunteer training is not required.
2. Check into Camp Sunrise on your first day. Sign in and out each day. **It is expected that volunteers will go into the pool to assist a peer buddy.** You will be evaluated by the staff after you have completed your 60 hours (the EVALUATION document).

#### CAMP SUNRISE EVALUATION PROCESS:

The Assistant Director of Camp Sunrise will complete your evaluation. If you would like a copy, you must request one.

Contact Anna Park, Recreation Supervisor, at (860)652-7683 or e-mail at [anna.park@glastonbury-ct.gov](mailto:anna.park@glastonbury-ct.gov) if there are any questions.

**CAMP SUNRISE VOLUNTEER APPLICATION  
DUE NO LATER THAN FRIDAY, APRIL 3, 2020**

**NAME:**

**ADDRESS:**

**PHONE:**

**E-MAIL:**

**DATE OF BIRTH:**

**AGE:**

**GRADE:**

You must be at least 14 years old or have completed your freshman year of high school to volunteer.

**PLEASE DETAIL ANY EXPERIENCE YOU HAVE HAD WORKING WITH CHILDREN WITH SPECIAL NEEDS (INCLUDING VOLUNTEER WORK, BUDDY PROGRAMS ETC...):**

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**PLEASE USE THE SPACE PROVIDED TO WRITE A SHORT ESSAY ON WHY YOU ARE INTERESTED IN BEING A VOLUNTEER WITH THE CAMP SUNRISE PROGRAM** (If you need additional space, please use the back of this form or attach a separate piece of paper):

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**REFERENCES** (Please include the two attached written references from people other than family members. Please list their name, address, phone number and relationship to you on the spaces provided below): **PLEASE NOTE: REFERENCES ARE REQUIRED FOR NEW VOLUNTEERS ONLY**

1. 

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2. 

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**THE DEADLINE FOR RETURNING THE CAMP SUNRISE VOLUNTEER APPLICATION, TWO VOLUNTEER REFERENCE FORMS AND INDEPENDENT STUDY FORM IS FRIDAY, APRIL 3, 2020  
PLEASE TURN PAPERWORK INTO THE GUIDANCE OFFICE.**

**CAMP SUNRISE VOLUNTEER APPLICATION  
VOLUNTEER REFERENCE FORM  
DUE NO LATER THAN FRIDAY, APRIL 3, 2020**

(Volunteer's Name) \_\_\_\_\_  
has applied to be a Volunteer with the Camp Sunrise Program. So that his/her application may be given proper consideration, your help is needed in completing this reference form.

I hereby release from all liability the company or person below, and authorize the release of all information regarding my relationship/employment with them.

\_\_\_\_\_  
Applicant's Signature Date

**PLEASE COMPLETE ALL APPLICABLE INFORMATION**

Name of Reference \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- 1) In what capacity have you known the applicant?
  
- 2) For how long?
  
- 3) If this individual has worked for you, how would you rate his/her work record and overall performance? Please explain.
  
- 4) Would you rehire?
  
- 5) How would you rate this individual's character? Please explain.
  
- 6) Do you know of any reason why this individual should not be a valuable employee?
  
- 7) Please use this space for any additional comments.

Signature of Reference \_\_\_\_\_ Date \_\_\_\_\_

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VOLUNTEER REFERENCE FORM  
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**PLEASE COMPLETE ALL APPLICABLE INFORMATION**

Name of Reference \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- 1) In what capacity have you known the applicant?
  
- 2) For how long?
  
- 3) If this individual has worked for you, how would you rate his/her work record and overall performance? Please explain.
  
- 4) Would you rehire?
  
- 5) How would you rate this individual's character? Please explain.
  
- 6) Do you know of any reason why this individual should not be a valuable employee?
  
- 7) Please use this space for any additional comments.

Signature of Reference \_\_\_\_\_ Date \_\_\_\_\_

**CAMP SUNRISE VOLUNTEER EVALUATION**

**Volunteer's Name** \_\_\_\_\_

**Date of Evaluation** \_\_\_\_\_

**# of years as a Volunteer** \_\_\_\_\_

**Day/Weeks Volunteered** \_\_\_\_\_

**1. Dependability.** The extent to which the volunteer can be relied on to stay with their assigned camper. The degree to which the volunteer is reliable and persistent.

- Above Average (3 Points)**  
Reliable and persistent. Stays with their assigned camper in spite of most difficulties.
- Satisfactory (2 Points)**  
Needs direction at times. Usually stays with their assigned camper but not during difficult times.
- Unacceptable (1 Point)**  
Gives up easily. Frequently unreliable. Does not wish to assume responsibility. Rarely stays with their assigned camper.

Evaluators Comments (Provide 2 specific examples)

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**2. Reliability.** The extent to which the volunteer can be relied on to be on-time, as scheduled, and complete all tasks as directed.

- Above Average (3 Points)**  
Always on-time. Rarely asks for schedule changes. Usually completes tasks as directed with few errors. Adheres to most check-in times.
- Satisfactory (2 Points)**  
Usually on-time. Sometimes asks for schedule changes. Usually completes tasks but with several errors. Adheres to most check-in times.
- Unacceptable (1 Point)**  
Always late. Always asks for schedule changes. Rarely completes tasks. Rarely adheres to check-in times.

Evaluators Comments (Provide 2 specific examples)

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**3. Initiative.** The degree to which the volunteer acts independently in new as well as everyday situations. The extent to which the volunteer sees what needs to be done and does it without being told.

- Above Average (3 Points)**  
Thinks and acts independently. Resourceful in familiar situations. Frequently willing to assist with unassigned tasks. Able to assist and/or take on new situations with little or no direction.
- Satisfactory (2 Points)**  
Initiative is satisfactory. Requires occasional supervision in routine situations. Sometimes willing to assist with unassigned tasks. Able to assist and/or take on new situations with assistance/direction.
- Unacceptable (1 Point)**  
Must be given an excessive amount of instruction. Takes little or no initiative. Unwilling and/or unable to take on new tasks.

Evaluators Comments (Provide 2 specific examples)

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**4. Judgement.** Knowledge and application of decision making techniques to come up with solutions independently, camp procedures, available equipment and materials required to do the volunteer work.

- Above Average (3 Points)**  
Uses sound decision making techniques to come up with solutions. Familiar with camp procedures and applies them in situations. Uses available equipment and materials in an appropriate manner.
- Satisfactory (2 Points)**  
Satisfactory decision making skills. Satisfactory knowledge of camp procedures and sometimes applies them. Will often seek support from others rather than risking a solution independently.
- Unacceptable (1 Point)**  
Volunteer lacks knowledge to perform tasks properly. Training has produced little or no improvement. Decision making skills continue to be poor. Incapable of coming up with solutions independently.

Evaluators Comments (Provide 2 specific examples)

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**5. Work Attitude.** Degree to which the volunteer exhibits positive behavior, participates in planned activities and encourages others to do the same.

- Above Average (3 Points)**  
Exhibits positive behavior, participates in all planned activities, **including assisting a buddy while in the pool**, and encourages participation from others. Exhibits enthusiasm.
- Satisfactory (2 Points)**  
Exhibits satisfactory behavior, and participates in most activities.
- Unacceptable (1 Point)**  
Always negative. Never participates in activities even after urging/prompting.

Evaluators Comments (Provide 2 specific examples)

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GHS Advisor Comments:

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Volunteer Comments:

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Signature of Camp Sunrise Evaluators: \_\_\_\_\_

Signature of GHS Advisor: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_

**I agree with this Evaluation :** \_\_\_\_\_ **( volunteer's initials)**      **I disagree with this Evaluation** \_\_\_\_\_ **(volunteer's initials)**

Evaluation Score (total points earned):