

INSTRUCTIONS: Please fill out all pages of this application. The two reference forms are to be given to people who know you well. **These are to be sent directly to Wonderland Camp.** The other pages are to be sent to :

Zac Smith
Wonderland Camp & Conference Center
PO Box 222
Camp Lake, WI 53109
(262)889-4307 (Fax)

If you need any further information,
please feel free to call or email:
Zac.Smith@usc.salvationarmy.org
(262)889-4305, ext. 304

Included with this application is a copy of the Mission Statement, Doctrines of The Salvation Army and the Staff Requirements and Responsibilities of The Salvation Army Wonderland Camp and Conference Center. Please read these statements now and check the appropriate box at the end that reflects your personal beliefs:

MISSION STATEMENT OF THE SALVATION ARMY

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

DOCTRINES OF THE SALVATION ARMY

We believe that the Scriptures of the Old and New Testaments were given by inspiration of God, and that they only constitute the Divine rule of Christian faith and practice.

We believe that there is only one God, who is infinitely perfect, the Creator, Preserver, and Governor of all things, and who is the only proper object of religious worship.

We believe that there are three persons in the Godhead - the Father, the Son, and the Holy Ghost, undivided in essence and co-equal in power and glory.

We believe that in the person of Jesus Christ the Divine and human natures are united, so that He is truly and properly God and truly and properly man.

We believe that our first parents were created in a state of innocence, but by their disobedience, they lost their purity and happiness, and that in consequence of their fall, all men have become sinners, totally depraved, and as such are justly exposed to the wrath of God.

We believe that the Lord Jesus Christ has by His suffering and death made an atonement for the whole world so that whosoever will may be saved.

We believe that repentance toward God, faith in our Lord Jesus Christ and regeneration by the Holy Spirit are necessary to salvation.

We believe that we are justified by grace through faith in our Lord Jesus Christ and that he that believeth hath the witness in himself.

We believe that continuance in a state of salvation depends upon continued obedient faith in Christ.

We believe that it is the privilege of all believers to be wholly sanctified, and that their whole spirit and soul and body may be preserved blameless unto the coming of our Lord Jesus Christ.

We believe in the immortality of the soul, the resurrection of the body, in the general judgement at the end of the world, in the eternal happiness of the righteous, and in the endless punishment of the wicked.

**THE SALVATION ARMY WONDERLAND CAMP
STAFF REQUIREMENTS AND RESPONSIBILITIES**

REQUIREMENTS:

1. **Demonstrate a vibrant faith in Jesus Christ as your personal Savior.** Strong daily walk as a growing Christian in faith, in commitment and in practice of thoughts, values, words, actions, and relationships.
2. **Ability to lead a camper to salvation** through faith in Jesus Christ.
3. **Strong love and devotion for kids** - excited about living, playing and talking with them. Good understanding of the Scriptures and their practical application to life.
4. **Sensitivity and ability in listening,** communicating and encouraging with a positive approach.
5. **Genuine love and enjoyment of outdoors,** camp life and activities, with adequate ability to lead or teach camp skills and activities. Sincere agreement with Wonderland Camp's beliefs, standards and policies.

GENERAL RESPONSIBILITIES:

- Care for the health, safety, and spiritual welfare of all campers at all times
- Participate and engage with campers in all activities.
- Conduct cabin devotions with your campers each night as assigned.
- Pray daily for your campers by name.
- Be present and on time for all staff meetings and activities.
- Obey all rules and policies of the camp and supervise campers' adherence as well.
- Complete camper evaluations and other required reports completely and on time.
- Perform any other tasks requested by camp staff leadership.
- Have a positive, "Can do!" attitude.

I AGREE with the Doctrines of The Salvation Army and the Staff Requirements and Responsibilities of The Salvation Army Wonderland Camp and Conference Center.

I DO NOT AGREE with the Doctrines of The Salvation Army and the Staff Requirements and Responsibilities of The Salvation Army Wonderland Camp and Conference Center.

Notice: If you marked the box, "I DO NOT AGREE," please stop here and call Wonderland Camp before proceeding.

Have you ever been a camper at Wonderland Camp? No Yes

Have you ever been a summer camp staff member? No Yes If yes, where?

With what age group do you prefer to work? _____

Is your family in favor of you working here? No Yes If No, please explain

The Salvation Army desires that camps have a Christian atmosphere and influence. Thus we want each of our summer staff members to have a personal relationship with Jesus Christ. Though campers and staff come from many religious backgrounds, all are included in chapel services, grace before meals, bedtime prayers, etc. Staff members participate in leading campers in these activities and, in addition, staff are expected to live exemplary lives before campers and other staff alike. Your application for a staff position is interpreted as an indication that you subscribe to a Christian approach to life and camping.

Please answer the following in your own words. Use additional sheets if necessary.

Give and brief biographical sketch – (church activities, family responsibilities, career goals, etc.)

Explain the Plan of Salvation

Describe your personal conversion experience and your relationship with Jesus Christ

Describe what life should look like for a follower of Jesus Christ.

What contribution do you think a good Christian camp experience can make to a camper's life?

What contributions can you make to help Wonderland Camp fulfill its purpose and goals?



The Salvation Army Central Territory

The Metropolitan Division

Application for Employment

EQUAL OPPORTUNITY EMPLOYER M/F/D/V

Personal Data

Name (*last, first, middle*)

Date

Address

City

State

Zip Code

Phone ()

email

If employed, can you provide proof of authorization to work in the U.S.?

Yes

No

Position(s) applying for:

Education Record

High School

Address

Did you graduate?

Yes

No

College/University

Address

Degrees or Diplomas

Years attended 1 2 3 4

Trade or Technical Training

Address

Degrees or Diplomas

Graduate School

Address

Degrees or Diplomas

Years Attended 1 2 3 4

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Employment History

Begin with most recent employer. Attach additional sheet if needed.

1. Employer

Dates of Employment

Address

Phone ()

Ending Salary

Title/Duties

Manager's Name

Reason for Leaving

2. Employer

Dates of Employment

Address

Phone ()

Ending Salary

Title/Duties

Manager's Name

Reason for Leaving

3. Employer

Dates of Employment

Address

Phone ()

Ending Salary

Title/Duties

Manager's Name

Reason for Leaving

Personal Data

Have you ever been convicted of a felony?

Yes No

Explain: _____

Within the last two years, have you been convicted of a misdemeanor which resulted in imprisonment/jail? Yes No

Explain: _____

(Note: A conviction will not necessarily disqualify you from employment. The applicant should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed)

Have you been employed by The Salvation Army before?

Yes No

Do you have any relatives that are either an employee or an officer of The Salvation Army?

Yes No

May we contact your current employer?

Yes No

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date

AGREEMENT, AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION

PLEASE TYPE OR PRINT

I, _____
 LAST NAME FIRST NAME MIDDLE NAME (PLEASE INCLUDE Jr., Sr., II, III Etc.)

understand that in conjunction with my application for employment, work to be performed under contract, promotion, volunteer position, reassignment, and/or retention ("Engagement"), **The Salvation Army** will use the services of an outside agency to research and verify the information I have provided on my application for Engagement including my personal background, character, professional standing, work history and qualifications. This agency will provide a written report of its findings to **The Salvation Army**. **The Salvation Army** uses **Sterling Infosystems, Inc.**, a consumer-reporting agency, as an agent to perform its Employment related background investigations.

Sterling Infosystems, Inc will utilize various sources of information it deems appropriate including but not limited to: criminal records, current and former employers, department of motor vehicle records, military records, education records, licensing authorities, state and federal sanctioning authorities, professional and personal references and workers compensation records including any and all injuries in compliance with the Americans with Disabilities Act. I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above to **The Salvation Army**, and **Sterling Infosystems, Inc.**

I agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report and understand that it may contain information about my character, general reputation, personal characteristics, or mode of living. This authorization in original or copy form shall be valid for my term of Engagement from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified by **The Salvation Army** if Engagement is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to **The Salvation Army**. I further understand that I may request a copy of the report, and that when doing so, proper identification will be required and I should direct my request to: **Sterling Infosystems, Inc.**, 5750 West Oaks Blvd, Suite 100, Rocklin, CA 95765. I understand that residents of all states will automatically receive a copy of the report if an adverse action is taken regarding the employment application, or upon request as outlined herein.

CHECK THIS BOX IF you are applying for work with a California, Minnesota or Oklahoma based employer and you would like a copy of your Consumer Report if one is prepared in the investigation of your background. CA Codes 1785.20.5 & 1786.16(a)(5)(b)(1), MN Code 13C Subdivision 2, OK Code 24 O.S. §148

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. PLEASE PRINT CLEARLY.

Signed	Today's Date
Name as it appears on your driver's license	Position Applied For
Social Security Number	Date of Birth
	Driver's License Number
	State

Other names you have used, or are also known as, including maiden name, name changes and any aliases:

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

	Mo./Yr. / Mo./Yr
Current Address:	/
Street Apt.# City State Zip Code	From / To?
Former Address:	/
Street Apt.# City State Zip Code	From / To?
Former Address:	/
Street Apt.# City State Zip Code	From / To?
Former Address:	/
Street Apt.# City State Zip Code	From / To?

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

The Salvation Army

Metropolitan Division

Background Investigations Acknowledgment

3/04, revised 6/05, 9/06

All individuals being considered for employment with The Salvation Army- Metropolitan Division must submit information for a background investigation. Based upon position responsibilities, this can include a credit check, driving record report, criminal conviction record and sexual offender report.

Offers of employment with The Salvation Army-Metropolitan Division are contingent upon successfully completing this background investigation. Until completing this investigation and receiving approval for ongoing employment, all individuals are considered conditional employees.

In evaluating information obtained in a background investigation, a number of things are considered including a position's responsibilities, the type of conviction, when the conviction occurred and Salvation Army policy and procedures.

If the background investigation results in an adverse report that does not meet the expectations of the position, you will be disqualified from employment. If a conditional employee, employment will end. In both of these cases, you will be notified of the decision.

I understand the above and have provided accurate information concerning my background.

I also understand that if my background check does not clear in 90 days, my employment with The Salvation Army will terminate.

Signature

Date

Printed Name

Salvation Army use only:

Location

Position

Until final background clearance is provided, this individual will be supervised at all times by _____.

If at any time before clearance is obtained this individual is unsupervised, both the individual and the employee responsible for supervision will be placed on an unpaid suspension.

Signature - Corps Officer/Program Director

Date

Statement

As the applicant described above, I do hereby represent to The Salvation Army, with the understanding that The Salvation Army will rely upon the information provided in considering my application for work with children, that the foregoing information and following statements are true:

1. In my prior employment, I have never used a name other than that set forth above.
2. I understand the essential duties of my position in connection with the working with children in the programs of The Salvation Army. I am able to perform those essential job duties with no accommodation except as follows: _____
3. I have never been accused of abuse of a child or of actual or attempted sexual molestation of a child, either in a program for children or otherwise.

If the foregoing statement is not true, please describe the circumstances of the accusation and the outcome:

4. I have never been arrested as a result of a charge of child abuse or of actual or attempted sexual molestation of a child.
5. I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation of a child.
6. I authorize any of the churches or other organizations and their representatives and my personal references listed above to give to The Salvation Army any information they may have regarding my character and fitness for work with children. I release all such organizations and individuals from any liability that may result from their furnishing such information to The Salvation Army. I waive any right that I may have to inspect any records containing such information.
7. I am aware that The Salvation Army is a branch of the Christian Church and, in the event that my application is accepted, I agree that I will conduct myself in my work with children in a way that is consistent with the religious and charitable policies and principles of The Salvation Army.
8. Having provided the foregoing information and having affirmed the foregoing statements are true, I recognize that any false information or statements are punishable under the laws relating to perjury.

Date _____ Applicant _____ 20____

Signature of Witness

Name _____
Please Print

Address _____

City State Zip

SAFE FROM HARM

Guidelines for Working with Children, Youth and Vulnerable Adults

Abuse of vulnerable persons, including children, frail elders, the physically challenged or the mentally impaired, is a reality in our society. The Salvation Army is committed to addressing this reality by taking steps to protect all categories of vulnerable persons in our care. The Central Territory has implemented a program to safeguard these special individuals while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be followed by anyone working with vulnerable or dependent persons in the Central Territory.

- **Two Adult Guideline** - Whenever feasible, a vulnerable person will not be in the primary care of only one adult. Teams of adults (preferably male and female) will supervise activities. This guideline has three purposes: it provides for more than one adult to help ensure appropriate levels of supervision. It protects workers and The Salvation Army from unfounded allegations. It lessens the possibility of an adult becoming a "guru" or "confidante" who thrives on the dependency of the vulnerable person, as well as an adult having undue influence over an individual.
- **Guidelines for Touching** - The sense of touch is extremely powerful and can wordlessly convey messages on many levels. Touch is necessary to all human thriving, but when used to manipulate, control or harm another, touch can be deadly. In our role as a "good shepherd," The Salvation Army must take steps to protect any and all vulnerable populations in our care.

Appropriate physical contact between workers and program participants is important. Hugs and other forms of affection, *properly applied*, help children developmentally and communicate warmth to people of all ages. Safe From Harm includes guidelines for touching that will, when carefully adhered to, safeguard those participating in our corps, worship, social service, and/or community service programs.

The guidelines below are to be closely followed by anyone working with vulnerable individuals:

- Touching behavior should not give even the **appearance** of wrongdoing. As Salvation Army representatives, our behavior must foster trust at all times; it should be above reproach.
- Workers are responsible to protect those under their supervision from inappropriate touching by others.
- Workers must promptly discuss inappropriate touching or other questionable behavior by co-workers with their supervisor or commanding officer.

Touching Guidelines specific to children/youth workers:

- Touching should be initiated by the child or youth. It should be a response to the child's need for comforting, encouragement, or affection. It should not be based upon the adult's emotional need.
 - Touching and affection should only be given when in the presence of other children's ministry or youth workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present, and the touching is open to observation. This rule is especially important when diapering a baby or helping a young child change clothes or use the restroom.
 - A child's preference not to be touched should be respected. Do not force affection upon a reluctant child.
- **Individual Counseling** - Team communication is preferable. When not feasible, notify another adult worker of the location and with whom you are meeting. Counseling should be done in a public setting where private conversations are possible and should occur in full view of others. Guard carefully to avoid seclusion. If possible, have female workers meet with females and male workers meet with males. A male/female team is generally appropriate for either gender.
 - **Long-Term Counseling** - Workers should not meet with vulnerable individuals more than three times to discuss the same issue. Workers are not prepared or supported for long-term counseling or formal therapy. Adult leaders are encouraged to refer persons who they suspect have a serious need for counseling to professionals in the community. Questions about referral must be discussed promptly with the program leader.

- **Informal Contact (Independent of Salvation Army Activities)** - Informal contact refers to phone calls, cards/letters, electronic messages or face-to-face contact between a worker and a program participant that is not connected to official Salvation Army activities. The Salvation Army recognizes that informal contact between workers and participants does occur. For example, workers may hire teens as baby sitters for their own children, or workers may see program participants during social events with a child's family, in worship services or at corp functions. This interaction is usually legitimate and beneficial.

With respect to children/youth, workers should seek the permission of parents before having informal contact with their child. The worker should clearly let the parent know the nature of the contact, and that it is not part of an official Salvation Army activity. Parents are responsible for monitoring this informal contact.

- **Transportation To and From Meetings** - Transportation to and from meetings is not a normal part of corps/program. In some cases, Salvation Army vehicles and drivers are provided as a component of the activity. The Salvation Army is not responsible for providing or arranging for transportation to activities that do not already include planned transportation by the corps/service/program. Family members or other adults are discouraged from asking workers to transport children or adult program participants informally. *However, if a worker does transport a program participant at the parent's/responsible party's request, this should be recognized as informal contact (not a part of corps activities), and the guidelines for informal contact should be followed (see paragraph above).*

Note: The practice of workers transporting minors is discouraged. However, if a unit chooses to allow this on a limited basis, ask parents to sign a form acknowledging that these rides are not a part of unit activity, and that the parent is responsible for supervising such activity.

- **Transportation as a Part of Corps Activities** - Units may provide transportation as an official part of certain corps activities. For example, corps may provide transportation to out-of-town events or field trips. When people are transported as a part of unit activities, all relevant guidelines will apply. Following the "two adult guideline" and having all drivers complete a Driver Application Form are especially important.
- **Confidentiality** - **Workers must report to an appropriate leader if a program participant discusses harming himself or others, committing a crime, or being abused.** There are limits to confidentiality when working with vulnerable persons. Questions about such cases or other issues of confidentiality must be discussed promptly with the supervisor or commanding officer/administrator. Conferring with an officer on sensitive issues is not considered breaking a confidence.
- **Gifts** - Workers are generally discouraged from giving or receiving personal gifts with program participants, including money. When the giving of *personal gifts* is desired, the worker must first notify parents and/or the supervisor. Gifts can be easily misinterpreted. Gifts given to groups of young people are appropriate, such as graduation presents or awards for participation and do not require notification of parents or supervisors. It is inappropriate for workers to accept or solicit gifts of any kind, including planned giving appeals, with vulnerable adult program participants.
- **Corporal Punishment** - Corporal punishment involving painful touch (hitting or spanking) and physical forms of maintaining order are not appropriate in Salvation Army activities. *This rule holds true even if parents have suggested or given permission for corporal punishment.* Workers must consult their supervisors if they need help with unruly program participants or discipline techniques.
- **Open Door Guideline** - All program events should be conducted with an "open door" approach. This means that parents/family members, other program participants and/or corps members have a right to observe any activity. Parents/family members and/or other caregivers should be informed that there are *never* secret activities, treatments or initiations in any Salvation Army programs. An atmosphere of transparency must be maintained at all times.
- **Romantic or Sexual Involvement** - Salvation Army workers are *strictly prohibited* from relationships with program participants that involve, even remotely, dating or sexual involvement. Additionally, adult youth workers may not be romantically or sexually involved with minor coworkers. Any individual with prior incidents of sexual misconduct may not serve in any capacity caring for minors or other vulnerable persons in Salvation Army programs.

- **Supervision and Communication** - Workers must meet on a regular basis with program leaders and program leaders must meet with the officer in charge/administrator periodically to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, guideline clarification, personal feelings, or other issues that may interfere with ministry efforts.

Guidelines Specific to Children/Youth Programs:

Youth Supervising Youth - Minors may help adults lead youth activities only under the direct leadership of adults. A minor may not be used to meet the team leadership or team counseling guidelines discussed above.

High Adventure Activities- Special precautions must be taken on high adventure activities such as: rock climbing, hiking, overnight camps, raft trips, or the like. Both physical safety and safety from abuse are at risk in high adventure situations. A high ratio of adults to youth is recommended. Guides for high adventure activities should be licensed by the sports governing body or government authorities to guide groups whenever possible. High adventure camping often raises unique circumstances involving individual privacy, sleeping arrangements, bathroom facilities, and so on. Adult leaders must be vigilant to avoid suspicious or misinterpreted behavior in these circumstances.

Overnight Activities - At least two adults should supervise overnight activities. If the participants are male and female, then male and female chaperons must be present. If these conditions cannot be met, then the event should be postponed. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities. Experienced workers should be included with newcomers to any ministry serving children and youth.

IN CLOSING:

Workers must report suspected or observed misconduct by other workers to the program leader or officer/administrator immediately.

Workers must avoid even the appearance of misconduct. This is necessary in order to maintain public confidence and avoid mistaken allegations.

Workers who disobey these guidelines may be reassigned or relieved from a program duty at the discretion of corps/program leaders or administrators.

I have read the guidelines above. I agree to observe them faithfully.

Signature _____

Date _____

revised 10/2010

PASTOR'S REFERENCE FORM FOR SUMMER MINISTRY POSITION

* If the pastor/officer is applicants parent, please find other pastor reference

Ministry staff applicant should complete this section:

Applicant's Name: _____ Phone Number: _____

Position(s) applied for: _____

By my signature, I authorize the release of any information relative to employment, agree to the anonymity of the response, and agree to "hold harmless" any respondent

Applicant's Signature

Dear Pastor: The above-named person is applying for a Summer Camp Ministry Staff position at The Salvation Army Wonderland Camp. The personal information requested below will supplement the information already presented by the applicant in his or her application and/or in a follow-up interview. Your objective evaluation of the applicant's personal character is of great importance to us. If unable or not familiar enough with the applicant to answer any given question, please mark it as "NA". Any information you give us will be held in the strictest confidence. Please return this form directly to Wonderland Camp at the address below.

PLEASE CHECK THE RESPONSE THAT BEST DESCRIBES THE APPLICANT RELATIVE TO THE SUBJECT

COOPERATION	<input type="checkbox"/> Defiant	<input type="checkbox"/> Complainer	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Genuine interest	<input type="checkbox"/> Enthusiastic
DEPENDABILITY	<input type="checkbox"/> Ignores duties	<input type="checkbox"/> Makes excuses	<input type="checkbox"/> Fulfills duties	<input type="checkbox"/> Reliable	<input type="checkbox"/> Unswerving
STABILITY	<input type="checkbox"/> Over reacts	<input type="checkbox"/> Moody	<input type="checkbox"/> Even keeled	<input type="checkbox"/> Optimistic	<input type="checkbox"/> Unshakable
TEACHABILITY	<input type="checkbox"/> Know it all	<input type="checkbox"/> Uninterested	<input type="checkbox"/> Observant	<input type="checkbox"/> Quick learner	<input type="checkbox"/> Brilliant
LEADERSHIP	<input type="checkbox"/> Unsupportive	<input type="checkbox"/> Needs prodding	<input type="checkbox"/> Passive	<input type="checkbox"/> Willing to lead	<input type="checkbox"/> Persuasive leader
INTIATIVE	<input type="checkbox"/> Negligent	<input type="checkbox"/> Careless	<input type="checkbox"/> Mindful	<input type="checkbox"/> Conscientious	<input type="checkbox"/> Driven
SOCIAL DEMEANOR	<input type="checkbox"/> Insolent	<input type="checkbox"/> Rude	<input type="checkbox"/> Civil	<input type="checkbox"/> Kind	<input type="checkbox"/> Chivalrous
INVOLVEMENT	<input type="checkbox"/> Conceited	<input type="checkbox"/> Aloof	<input type="checkbox"/> Involved	<input type="checkbox"/> Receptive	<input type="checkbox"/> Inviting
PERSONAL FAITH	<input type="checkbox"/> Hypocritical	<input type="checkbox"/> Confused	<input type="checkbox"/> Authentic	<input type="checkbox"/> Vibrant	<input type="checkbox"/> Sainly
CHILD AWARE	<input type="checkbox"/> Intolerant	<input type="checkbox"/> Tolerates	<input type="checkbox"/> Attentive	<input type="checkbox"/> Inclusive	<input type="checkbox"/> Invested
SERVANT LEADER	<input type="checkbox"/> Self-Centered	<input type="checkbox"/> Insensitive	<input type="checkbox"/> Supportive	<input type="checkbox"/> Seeks to help	<input type="checkbox"/> Foot-Washer

How long have you known the applicant? _____ Year(s). In what capacities? _____
 What do you consider the applicants strengths to be? _____

Their weaknesses? _____

Describe applicant's church participation and devotional life (if known)? (Only considered for program positions.) _____

Would you trust your own children to the applicants care and supervision? ___No ___Probably ___Absolutely

Thank you for your honest evaluation of the applicant. If you wish to make additional comments regarding the applicant's family relationships, life goals, strengths, weaknesses, experience, ability to work with children, please feel free to use the back of this form.

Respondent's Signature

Date

Print Name

Phone # and best time to contact

Please return completed forms to applicant in a sealed envelope for submission or, fax at (262)889-4307 or mail to:
 Wonderland Camp, **ATTN: Zac Smith**, 9241 Camp Lake Rd., Camp Lake, WI 53109

TEACHER/EMPLOYER REFERENCE FORM FOR SUMMER MINISTRY POSITION

Ministry staff applicant should complete this section:

Applicant's Name: _____ Phone Number: _____

Position(s) applied for: _____

By my signature, I authorize the release of any information relative to employment, agree to the anonymity of the response, and agree to "hold harmless" any respondent

Applicant's Signature

Dear Teacher/Employer: The above-named person is applying for a Summer Camp Ministry Staff position at The Salvation Army Wonderland Camp. The personal information requested below will supplement the information already presented by the applicant in his or her application and/or in a follow-up interview. Your objective evaluation of the applicant's personal character is of great importance to us. If unable or not familiar enough with the applicant to answer any given question, please mark it as "NA". Any information you give us will be held in the strictest confidence. Please return this form directly to Wonderland Camp at the address below.

PLEASE CHECK THE RESPONSE THAT BEST DESCRIBES THE APPLICANT RELATIVE TO THE SUBJECT

COOPERATION	<input type="checkbox"/>	Defiant	<input type="checkbox"/>	Complainer	<input type="checkbox"/>	Cooperative	<input type="checkbox"/>	Genuine interest	<input type="checkbox"/>	Enthusiastic
DEPENDABILITY	<input type="checkbox"/>	Ignores duties	<input type="checkbox"/>	Makes excuses	<input type="checkbox"/>	Fulfills duties	<input type="checkbox"/>	Reliable	<input type="checkbox"/>	Unswerving
STABILITY	<input type="checkbox"/>	Over reacts	<input type="checkbox"/>	Moody	<input type="checkbox"/>	Even keeled	<input type="checkbox"/>	Optimistic	<input type="checkbox"/>	Unshakable
TEACHABILITY	<input type="checkbox"/>	Know it all	<input type="checkbox"/>	Uninterested	<input type="checkbox"/>	Observant	<input type="checkbox"/>	Quick learner	<input type="checkbox"/>	Brilliant
LEADERSHIP	<input type="checkbox"/>	Unsupportive	<input type="checkbox"/>	Needs prodding	<input type="checkbox"/>	Passive	<input type="checkbox"/>	Willing to lead	<input type="checkbox"/>	Persuasive leader
INITIATIVE	<input type="checkbox"/>	Negligent	<input type="checkbox"/>	Careless	<input type="checkbox"/>	Mindful	<input type="checkbox"/>	Conscientious	<input type="checkbox"/>	Driven
SOCIAL DEMEANOR	<input type="checkbox"/>	Insolent	<input type="checkbox"/>	Rude	<input type="checkbox"/>	Civil	<input type="checkbox"/>	Kind	<input type="checkbox"/>	Chivalrous
INVOLVEMENT	<input type="checkbox"/>	Conceited	<input type="checkbox"/>	Aloof	<input type="checkbox"/>	Involved	<input type="checkbox"/>	Receptive	<input type="checkbox"/>	Inviting
PERSONAL FAITH	<input type="checkbox"/>	Hypocritical	<input type="checkbox"/>	Confused	<input type="checkbox"/>	Authentic	<input type="checkbox"/>	Vibrant	<input type="checkbox"/>	Saintly
CHILD AWARE	<input type="checkbox"/>	Intolerant	<input type="checkbox"/>	Tolerates	<input type="checkbox"/>	Attentive	<input type="checkbox"/>	Inclusive	<input type="checkbox"/>	Invested
SERVANT LEADER	<input type="checkbox"/>	Self-Centered	<input type="checkbox"/>	Insensitive	<input type="checkbox"/>	Supportive	<input type="checkbox"/>	Seeks to help	<input type="checkbox"/>	Foot-Washer

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Respondent's Signature

Date

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