



## **GUIDELINES FOR VOLUNTEERS/CONTRACTORS**

Working and volunteering in an outdoor environment presents some interesting challenges and opportunities. We are very appreciative and grateful for your help. Camping With Cradle (CWC) is an outdoor mentoring experience and all employees, contractors and volunteers who work or volunteer in any capacity agree to uphold CWC applicable moral standards.

Your role as a volunteer/contractor is to help youth understand the outdoors and assist with providing an optimal camping experience. Your work with CWC provides opportunities to support positive change in our youth, but it is not a forum to advocate for your personal and/or spiritual beliefs. Likewise, do not offer any legal advice in any form or fashion.

Listed below are a few cardinal rules:

1. Always respond or adhere to park/campground rules.
2. Do not engage in inappropriate conversation with participants
3. Respect the confidentiality of anything seen or heard during the experience. However, should any participant express suicidal thoughts or wishes to harm someone, please report this to CWC staff.
4. No physical contact with a participant beyond a simple handshake and that which is necessary to the performance of your obligations.
5. Be a role model. Listen and care. Use language and directions that are easily understood. Avoid unrealistic expectations. Encourage attempts for positive change. Encourage healthy attitudes and behavior.
6. Communicate problems to CWC Staff.

## **REPORTING VIOLATIONS**

It is your responsibility to report any violations that you may witness while volunteering on an outing. A violation is any act which threatens the security of the outing or safety of the participants and staff.

The following is a sample of some participant violations:

1. Assault.
2. Verbal Threats.
3. Failure to respect fellow volunteers/contractors.
4. Sending or receiving items through unauthorized sources.
5. Passing or aiding in the passing of unauthorized materials.



6. Property defacement.
7. Sexual harassment.
8. Possession of any type of weapon.

It is unlikely that you will encounter these situations, however if you should or if you have any questions, report it to the CWC staff immediately.

### **REPORTING ACCIDENTS AND EMERGENCIES**

No matter how inconsequential it may seem to you, notify a CWC staff member immediately. Should you need medical assistance, first aid kits are carried by CWC staff. There are also medical personnel on hand to treat your emergency needs at state and national parks.

In an emergency FOLLOW PARK/ NATIONAL FOREST STAFF DIRECTIVES. Failure to comply can result in injury or accidents and you are subject to disciplinary action—up to and including termination or loss of credentials.

### **FIRST AID KITS**

These are available to help treat your wounds. Medical personnel are also available for your emergency needs.

### **OBEY ALL SIGNS, RULES AND INSTRUCTIONS**

Failure to comply can result in injury or accidents and you are subject to disciplinary action.

### **SEXUAL HARASSMENT**

In general, harassment is verbal or physical conduct that denigrates or demonstrates discrimination, hostility or aversion towards an individual because of race, color, national origin, ethnic group, religion, gender, disability, sexual preference, or political affiliation which has the purpose or effect of creating an intimidating, hostile, or offensive work environment or interferes with an individual's work performance or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to age, race, color, national origin, ethnic group, religion, gender, disability, sexual preference or political affiliation. Written or graphic material which denigrates or indicates hostility or aversion towards an individual or group is prohibited from display on the employer's premises or circulation in the workplace.

In practical terms, there are two kinds of sexual harassment:



## **QUID PRO QUO**

Where employment decisions or expectations (e.g. hiring decisions, promotions, salary increases, shift or work assignments, performance expectation, etc.) are based on an employee's willingness to grant or deny sexual favors.

Examples of Quid Pro Quo Harassment are:

- Demanding sexual favors in exchange for a promotion or a raise.
- Disciplining or firing a subordinate who ends a romantic relationship.
- Changing performance expectations after a subordinate refuses repeated requests for a date.

## **HOSTILE ENVIRONMENT**

Where verbal or nonverbal behavior in the workplace:

Focuses on the sexuality of another person, or occurs because of the person's gender, is unwanted or unwelcome; and/or is severe or pervasive enough to affect the person's work environment.

The following are examples of behaviors that can create a hostile environment if they are unwanted and uninvited:

- Off-color jokes or teasing.
- Comments about body parts or sex life.
- Suggestive pictures, posters, calendars or cartoons.
- Leering, staring or gestures.

## **REPORTING PROCEDURES**

If you are offended by someone's casual remarks or inappropriate behavior, you are encouraged to put the offender on notice that their activities are offensive. If you are uncomfortable confronting the offender, you should contact a CWC Staff Member.

**CWC ABSOLUTELY WILL NOT TOLERATE** sexual harassment in any form by anyone regardless of rank or position in this organization. If you feel that you are (or have been) the victim of sexual harassment, you should report it immediately to CWC Staff at 704-408-5201.





## VOLUNTEER/CONTRACTOR AGREEMENT

I understand that in order to minimize the risk of security breach for myself, Camping With Cradle employees and agents, and the participants, it is imperative that I adhere to all safety requirements and to all guidelines imposed on volunteers/contractors by CWC Staff.

1. I have read and will abide by all Camping With Cradle Volunteer Procedures.
2. I have read and have a copy of the CWC Policy regarding volunteer/contractor conduct with participants.
3. I realize that safety and security of participants is of primary importance. I will comply with all safety and security procedures and follow all staff instructions.
4. I have read and will abide by the CWC policy on confidentiality of information.
5. I have read and have a copy of the Camping With Cradle Policy on Sexual Harassment.

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_



### RELEASE AND ASSUMPTION OF RISK

I understand that Camping With Cradle, the Executive Director, the Board of Directors and its employees are not responsible for any personal injury or property loss that I may suffer, while I am performing volunteer/contract services in or for Camping With Cradle. I understand and accept that as a volunteer/contractor, I will be exposed to various risks, including the exposure to potentially violent animals and any communicable disease which they might have.

I hereby acknowledge and assume such risks. In return for being allowed to volunteer with Camping With Cradle and/or for being allowed to have contact with participant(s), I agree to hold Camping With Cradle, the Executive Director, the Board of Directors and each of its employees and agents harmless for any injury or loss which I may suffer as a result of or in connection with my access into any such experience/outing or my performance of volunteer task(s).

I also understand that I am not an employee and will not be entitled to any compensation from Camping With Cradle, the Executive Director, participants or anyone else for my services as a volunteer/contractor.

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_

CWC Personnel Only



**CAMPING WITH CRADLE (CWC)  
BACKGROUND CHECK: APPLICANT BACKGROUND INFORMATION**

PLEASE FILL THIS APPLICATION OUT COMPLETELY. ANY INCOMPLETE FORMS WILL CAUSE A DELAY OR DENIAL OF THE APPLICATION.

Full Name: \_\_\_\_\_ SS#:XXX-XX-\_\_\_\_\_ (last 4 only)  
Have you ever been known by/used any other name(s) and what were they? (ex. Maiden name(s))

\_\_\_\_\_  
Current Address: \_\_\_\_\_  
City/State/ZipCode: \_\_\_\_\_  
Driver License#: \_\_\_\_\_ State: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Contact Numbers: Mobile: \_\_\_\_\_ Home \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_

**Emergency Contact Information**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_

Address for the past 10 years (beginning with current address)

From	To	Address	County	City/State	Landlord

What specific service will you provide for Camping With Cradle?

\_\_\_\_\_



List all professional and civic memberships, organizations and other volunteer commitments:

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Camping With Cradle conducts criminal history screening on all parties prior to approving their application. All questions must be answered truthfully. Failure to disclose all misdemeanor or felony charges, tickets and/or arrests may disqualify you.

If the answer to any of the questions is YES, please explain in detail in the spaces below. (Use additional sheets if more space is needed).

If the question is not applicable to you, you must write "Not Applicable" or "N/A" in the space provided.

**Please note that "Not Applicable" is not an acceptable answer for questions 1-3.**

1. Are you related to or do you know anyone [participant] currently involved with Camping With Cradle? If the answer is yes, please provide name (s), relationship and what contact you have with each person.

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2. Have you ever been arrested or charged with any criminal offense (including misdemeanor/non traffic tickets) even if it were dismissed? If the answer is YES, list all dates and charges:

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3. Have you ever been convicted of a crime, other than misdemeanor traffic offenses? If the answer is YES, please explain in detail:

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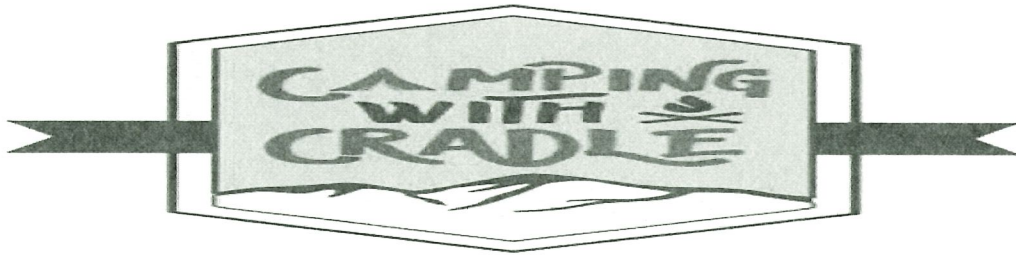
4. Do you have any criminal or traffic charges pending against you?

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5. Have you taken any illegal drugs in the past year?

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6. Are you city/county employee? \_\_\_\_\_



7. If you are a contractor, name the service you will provide:

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My signature authorizes Camping With Cradle to obtain a criminal background check prior to volunteering my services and/or being considered to participate with Camping With Cradle for volunteer/contract services.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_





CAMPING WITH CRADLE VOLUNTEERS – RELEASE OF INFORMATION BY THIRD PARTIES

I, the below named individual, wish to volunteer my time/services to Camping With Cradle (CWC). I understand that CWC must determine whether I have the requisite expertise for services I voluntarily provide to CWC, as well as whether any of my background information poses a risk to the safety and security of participants and staff. I hereby authorize any agent of CWC to obtain information regarding me, within one year of the date below. Records to be provided include without limitation, any information in your records pertaining to me, such as my employment history and disciplinary records (if any); the results of any disciplinary investigations involving me, confirmation of my educational background such as courses of study at and/or degrees obtained from your institution; and the results of any background checks regarding me that CWC deems necessary. This release also pertains to, without limitation, any and all criminal records, arrests for any reason that pertain to me (if any). I hereby authorize you to release such information to CWC upon request of CWC or any agent acting on behalf of CWC. This release is executed with full knowledge and understanding that the information you provide to CWC is for official use of CWC purposes only. Should there be any questions as to the validity of this release, you may contact me as indicated below. A photocopy of this release will be valid as an original thereof, even though said copy does not contain an original writing of my signature.

Full Name of Volunteer Applicant (Signature): \_\_\_\_\_

Full Name of Volunteer Applicant (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number and Email Address: \_\_\_\_\_