



BC Professional Fire Fighters' Burn Fund **BURN CAMP**

Counselor Application

(IAFF Members only)

Please mail or fax to address at bottom of form by:
DEADLINE - MAY 12, 2017

Position: COUNSELOR

Description & Expectations:

At Burn Camp, our Counselors stay in a cabin with Campers and do camp activities throughout the entire week (Sunday – Friday). Each Counselor is assigned an age group and within that group, the Counselor is specifically paired with two Campers (same gender). In some cases, a Counselor may be paired with just one Camper who has special needs (i.e.: a physical disability or behavioural concern.) Every Counselor will know who his/her Camper(s) are right at the start of camp and once campers arrive at Burn Camp Kick-Off, Counselors must be with, or know where, their Camper(s) are at all times.

The schedule for Burn Camp is jam packed with all kinds of great activities. Counselors are expected to participate in camp activities with their Campers and provide encouragement and a positive attitude. Cabin groups sit together during meals, do evening activities together (depending on the night) and prepare and present a cabin skit on Wednesday night. On average, Burn Camp welcomes 70 Campers ranging in age from 6-18 years old.

Each cabin has a Cabin Rep, this is someone who has been at camp for at least two years as a Counselor. The Cabin Reps are still assigned Campers but have the added responsibility of being the cabin leader and managing any cabin or Camper issues. Cabin Reps also liaise with the Burn Camp Committee members. Cabin Reps are great resources for new Counselors who may have questions about camp and how things work.

In order to bring together all the selected Counselors, new and returning, we host a Mandatory Counselor Orientation Session (MCOS) the Saturday before camp begins. It is required that every single Counselor attend, whether it's your first year or sixth year, as it allows everyone to meet and be a part of the Counselor training for the week ahead.

Burn Camp 2017 will be our 24th year and without a doubt, it has been our outstanding Counselors and their dedication which has enabled Burn Camp to be such a successful program for so many children who have suffered a burn injury. Thank you for your interest in being a Counselor.

The next page details several important items that you need to know so please read on.

Specific Dates, Travel Info and Time Commitment for all Counselors

Friday, July 14, 2017:

All out-of-town Counselors & Junior Counselors **who are travelling by plane** will arrive in Vancouver (on the latest arriving flights we can book for you that day) and you will be met at the airport by a Burn Camp Rep who will drive you to the hotel where you will share a room with another Counselor or Junior Counselor of your same gender.

All out of town Counselors **who are driving themselves to Vancouver** may proceed directly to the hotel where you will share a room with another Counselor or Junior Counselor of your same gender.

Saturday, July 15, 2017: All Counselors & Junior Counselors will attend the Mandatory Counselor Orientation Session (MCOS). You will be driven to the location or (if it's near the hotel) you will be given directions on how to walk there. This is an all-day event. While you are in this session, our campers from out-of-town will be arriving throughout the day, they will be taken care of by other chaperones who will check them into the hotel and provide some type of activity.

When the MCOS is over (approx. 4pm), you will return to the hotel and prepare for dinner. All out-of-town Counselors, Junior Counselors and Campers will have dinner together and then go to some type of event such as bowling. Additionally, on this night, you will be paired with 2 campers, of your same gender, who will be sharing your hotel room and for which you are responsible. (These will not necessarily be the same campers you will look after at camp.)

Sunday, July 16, 2017:

All Counselors, Junior Counselors & Campers will be taken by bus from the hotel to the Kick-Off location. After the Kick-Off event is over (12 noon) you will board buses to proceed to the Burn Camp location. Now camp officially begins!

Sunday, July 16 to Friday, July 21, 2017:

You will be at Burn Camp.

Friday, July 21, 2017:

Last day of camp and all campers leave. Counselors stay at camp for a mandatory de-brief session that happens in the early afternoon. Dinner is provided for all Counselors that evening. Out-of-Town Counselors **who are travelling by plane**, will stay overnight and then be taken to the airport on Saturday, July 22 for flights departing in the afternoon or early evening. Out-of-Town Counselors **who are driving back home** have the option to stay for dinner and/or overnight or are free leave directly after the afternoon de-brief session has ended.

IMPORTANT NOTE:

The Burn Fund office will book and pay for all flights and hotel accommodations. The list you have just read is our standard operating procedure for the days before camp 'officially' begins and after camp ends.

If you have specific travel requirements that are outside of the dates listed above or if you don't require a hotel room for the Friday night, please contact Nola at the Burn Fund office (as soon as you know you have been selected as a Counselor or Junior Counselor) to discuss. It is much easier for us to book it correct the first time than have to make adjustments. Thank you!

Any questions or concerns, please call the Burn Fund office 604-436-5617.



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PERSONAL INFORMATION

Name _____ E-Mail _____
Home Phone _____
Address _____ Cell Phone _____
City _____ Postal Code _____
IAFF Local Number _____ How long have you been an IAFF member? _____
Department Name _____

I, _____ (President) support _____ (Fire Fighter's)
application for a BCPFF Burn Camp Counselor position. I verify the information is true and valid to the best of my
knowledge and this member is in good standing.

Approval – Local President Name: _____ Date: _____
Signature: _____ Contact # _____

SECTION A

1. Are you fluent in any foreign languages? Please indicate _____
2. Do you possess a current Lifeguard/Water Safety Certification? (Circle one) Yes No
If yes, submit a copy with application.
3. Do you possess any other type of current certification, which may be helpful? (Circle one) Yes No
Please submit a copy and explain _____
4. What age group do you have previous experience working with?
Ages 6-9 ____ Ages 10-13 ____ Ages 14-18 ____ All ____ None ____
5. What age group do you prefer working with?
Place number 1, 2, 3 in order of preference Ages 6-9 ____ Ages 10-13 ____ Ages 14-18 ____
6. If you a returning Burn Camp counselor, how many years have you attended previously? _____
What years? _____
7. Are you comfortable with being placed one-on-one with a high needs child with the assistance of a Camp Staff
member (Circle one) Yes No
8. If you are returning and it will be your third year or more as a counselor, would you be interested in the
opportunity to be a Cabin Rep? Yes ____ No ____
If yes, what attributes and qualities do you feel you have to offer as a Cabin Rep?

- 9. Are you comfortable with being placed one-on-one with a high needs child with the assistance of a Camp Staff member? (Circle one) Yes No
- 10. Each Counselor receives an Adult size camp T-shirt, your size is: (Circle one) S M L XL XXL XXXL

There is a strict no smoking policy while attending camp. If you are a smoker contact the office for support ideas from the camp medical team.

If you have been at camp before, please go directly to Section C

SECTION B

- 11. Have you been a Counselor at another camp before? (Circle one) Yes No
 If yes, please explain _____
- 12. Are you out-going & feel comfortable with singing or leading songs in front of children? (Circle one) Yes No
- 13. Can you play a musical instrument, such as the guitar? (Circle one) Yes No
 If yes, please indicate which instrument (s) _____
 (Please take along if you wish)
- 14. Have you had experience with overnight camps for other organizations? (Circle one) Yes No
 If yes, please explain _____
- 15. What are your motivations in becoming a counselor for Burn Camp?

- 16. Have you worked with children before? (Circle one) Yes No
 If yes, please explain _____
- 17. How did you become interested in the BCPFF Burn Camp? _____
- 18. What are your expectations in becoming a Counselor for Burn Camp?

BC PROFESSIONAL FIRE FIGHTERS' BURN FUND - List Burn Fund activities you have been involved in:

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____

VOLUNTEER COMMUNITY SERVICE - List activities you have been involved in:

- 1. _____
- 2. _____
- 3. _____



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SECTION C - HEALTH INFORMATION:

Date of Birth: _____ Male Female (Circle one)

Family Doctor _____ Phone _____

Care Card Number _____

**** For NEW applicants – PLEASE include a PASSPORT size photo of yourself**

Do you have any allergies (food, medications, environmental)?

If yes, please list _____

Please describe severity of your allergic reaction (For example, rash, anaphylaxis or discomfort)

We will accommodate all food allergies but please understand that we are not able to accommodate food preferences.

Do you take medication for a particular reason? (Circle one) Yes No

If yes, please list _____

For your safety, are there any other medical conditions that the staff should be made aware of? (Circle one) Yes No

If yes, please list and explain _____

COUNSELOR EMERGENCY AUTHORIZATION

In the event that I, _____, cannot consent to treatment in an EMERGENCY, I hereby give permission to the physician selected by the Camp Director, to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery for me.

Signature _____ Date _____

PRIMARY PERSON TO CONTACT IN CASE OF EMERGENCY:

Name _____ Relationship _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-Mail _____

Address _____ City _____ Prov _____ Postal Code _____

SECOND PERSON TO CONTACT IN CASE OF EMERGENCY:

Name _____ Relationship _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-Mail _____

Address _____ City _____ Prov _____ Postal Code _____



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AGREEMENT AND RELEASE

In consideration of the BC Professional Fire Fighters' Burn Fund, accepting (Counselor's name) _____ (hereinafter called "Counselor") as a volunteer Counselor at the 2017 BCPFF Burn Fund Burn Camp and activities incidental thereto, including transportation provided by the BCPFF Burn Fund to and from Greater Vancouver, BC and also including Cheakamus Centre (our Burn Camp location) in Brackendale, BC at the request of the undersigned, the undersigned agrees, represents and certifies as follows:

1. It is recognized that the Counselor's participation in the camping program mentioned above and related activities involves risk of bodily injury and property loss and damage incidental to such type of activities, and it is agreed that the risk of any such injury, loss or damage is assumed by the Counselor.
2. The undersigned hereby waives, remises, releases and forever discharges the BCPFF Burn Fund and its respective officers, agents, employees and representatives, of and from all liability, claims or demands for damages whatsoever, except for those resulting from recklessness or willful misconduct, on account of personal injury to the Counselor or loss or damage to the Counselor's property resulting from, participation in the above mentioned activities, during the *2017 BCPFF Burn Fund Burn Camp*, including by way of illustration but not limitation, injury, loss or damage occurring during (i) travel to and from camp; (ii) activities held therein; (iii) overnights and meals, rest and waiting periods. The undersigned further hereby agrees to hold harmless and to indemnify and defend the aforesaid BCPFF Burn Fund and its respective officers, agents, employees and representatives, from and against any claims, loss, damage, cost, or expense including reasonable attorney's fees, that may be incurred as a result of any such action, claim or demand except for those based upon acts of recklessness or willful misconduct.
3. The BCPFF Burn Fund is hereby instructed and authorized to employ such emergency medical treatment as they see fit during the Counselor's participation in any of the above mentioned activities, if, in their sole judgment, the condition of the Counselor, because of injury, illness or otherwise, requires such emergency treatment, and the BCPFF Burn Fund and its respective officers, agents, employees and representatives, are hereby remised, released, and forever discharged by the undersigned from any liability for all their decisions and actions, made and done in good faith, in administering such emergency medical treatment.
4. By signing this agreement and Release the undersigned hereby acknowledges and represents that he/she has read and understands (1) each of the provisions contained herein, and (2) the activities in which the Counselor will participate during the camp program.

Dated at _____ this _____ day of _____, 2017
(City) (Date) (Month)

Signature: _____

Witness _____

PLEASE BE SURE TO HAVE WITNESS SIGN THIS PAGE

COUNSELOR PHOTOGRAPHY RELEASE FORM

I hereby grant permission for the taking of pictures and video and/or the release of information regarding:

Counselor's Name _____ Birth Date _____

The photograph(s) video, and/or general information may be used as needed in the administration of the BCPFF Burn Fund's Burn Camp and/or may be published in, or used by, any of the media (including newspapers, magazines, television, radio, pamphlets, brochures, reports, etc.), without any liability on the part of the BCPFF Burn Fund.

Date _____ Counselor's Signature _____

FINAL RELEASE

This is to certify that I, _____, have made application to the BCPFF Burn Fund Burn Camp, and hereby declare that the information provided by me in this application is true, correct and as complete to the best of my knowledge. I understand that any misstatements or omissions of fact shall be considered a cause for dismissal. I also grant the release of any information that may be helpful to the Burn Camp Committee in an investigation of my background.

(Signature)

(Date)

PLEASE NOTE:

No cameras or cell phones are allowed at camp. Only our designated photographers will be taking photos.

All campers and counsellors will receive a flash drive of the Burn Camp photo slideshow/video in the Fall.



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Counselor Applicant Name

Below is a list of activities offered at the Burn Camp. Please place a **1** by those, which you feel qualified to teach and help instruct. Place a **2** by those you would like to teach and help but need to learn how. Place a **3** by those you are not interested in. Please feel free to add any activities not listed, that you may have experience doing. (Keep in mind; most activities will have more than one teacher and helper at a time).

CRAFTS	_____	VOLLEYBALL	_____
KAYAKING	_____	HIGH/LOW ROPES	_____
SWIMMING	_____	OUTDOOR EDUCATION	_____
HIKING	_____	SOCCER	_____
ACTING	_____	WOOD WORKING	_____

OTHER ACTIVITIES NOT MENTIONED ABOVE _____

Please check the following if you will be qualified prior to the camp and **ENCLOSE COPIES** of both sides of certificates. Please note certification is not a requirement of acceptance, but is an asset.

LIFE GUARD _____ Expiry Date: _____ CPR LEVEL _____
FIRST AID LEVEL _____ OTHER CERTIFICATES _____
DRIVER'S LICENCE # _____ DRIVER'S LICENCE CLASS _____

PLEASE INCLUDE A VALID COPY OF DRIVER'S LICENCE & ONE OTHER PIECE OF VALID IDENTIFICATION (i.e. BC Care Card)

**** SURVEY FOR IAFF MEMBERS ONLY**:**

General fundraising for the Burn Fund is essential for the operation and delivery of programs and events such as Burn Camp. Bright Nights is the only fundraiser organized solely by the Burn Fund and its success is critical for the operations of the Burn Fund and continuance of an annual Burn Camp. The Burn Fund Board of Directors is always looking for ideas to maintain our programs and provide sustainable means of revenue. We require the applicants to complete this survey to help the Board of Directors in managing the Burn Fund programs and expenses. Please complete the questions below.

Have you ever volunteered time at Bright Nights? Circle all that apply Set up Operations Take down
If yes, how many days have you worked at Bright Nights and what years?

Have you worked on any other Burn Fund specific Fundraisers? Yes or No circle one

If yes, please give us details about the event, when you worked on the event and what you did for the event.



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**** Procedure for CRIMINAL RECORD check ****

Dear Burn Camp Applicant:

Please be advised that all applicants are required to complete a mandatory Criminal Record check as part of the process to participate in the BC Professional Fire Fighters' Burn Fund Burn Camp in any volunteer capacity.

The Burn Fund has enrolled in the Criminal Records Review Program (CRRP), a service allowing volunteers to fill out their information online which is convenient, **easy and FREE of charge.** The results will be emailed directly to the Burn Fund office and will be kept in strictest confidence.

Simply visit the link below, enter the access code and then fill out the info as requested on the website.

Online Link: <https://justice.gov.bc.ca/eCRC/>
Access Code: C78A8Q6SWJ

Please note that you need to click on one of the grey boxes at the bottom of the webpage either **'Request a New Criminal Record Check'** **OR** **'Share the result of a Completed Criminal Record Check'**. Then proceed through the rest of the online form.
(Results of the criminal record checks are automatically sent to our office.)

Thank you for your time and cooperation, if you require any further information or assistance, please contact the Burn Fund office at 604-436-5617.

With Respect,

Brian Pederson

Brian Pederson, Burn Camp Director