



## Volunteer Work Camp Contractor Information

### What is expected of a Work Camp Contractor?

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Work Camp Contractors are needed to lead Work Camp Crews composed of 5 to 6 youth participants and 1 adult participant in home improvement projects. **You do not need to be a licensed contractor or a professional**, but you should be someone who is knowledgeable and experienced with home improvement. This means that you know how to safely operate a range of tools, have worked with different materials, and **are able to teach others what you know**.

### What kind of project would I be doing as a Work Camp Contractor?

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Projects include window and door replacement; building wheelchair ramps, decks, and stairs; installing skirting on mobile homes; widening interior doorways; installing vinyl tile; installing laminate T&G flooring; exterior painting and siding repair; etc. We do our best to match Work Camp Contractors with projects related to previous experience.

### Do I need to draw up plans for my project?

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No. Detailed plans and pictures are provided by email to Work Camp Contractors for review several weeks prior to the start of the camp. When you receive your plans you will be asked to schedule a time to speak with one of our lead contractors. This meeting is intended to give you an opportunity to walk through the plans together and ask any questions you may have.

### Do I need to bring my own tools?

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Yes. Each site plan includes a list of all the tools we anticipate being needed at the site. You should plan bring any tools you have and are willing to allow youth to use (including power tools) during the project. Also note, each parish is being asked to provide tools for their site as well. This may either include or be brought in addition to the tools that belong to you.

### Am I responsible for providing the materials needed for my project?

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No. The Diocese will purchase all the materials for the project and have them available for you at the worksite at the beginning of the week. However, there may be times throughout the week where you will need to transport some of the materials to the work site. Although you are welcome to pay for additional materials as needed, this is **not** an expectation – we have accounts set up at local suppliers and our lead contractors are responsible for purchasing materials.

### Should I bring my own vehicle?

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Yes. You are responsible for your own transportation to and from the work sites. Ideally, you should bring a vehicle that can easily transport tools and other building materials.

### Where will I be staying while at Work Camp?

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This year, the Work Camp home base will be located at the University of Virginia's College at Wise. All contractors will be staying in residence halls, with a roommate. Because safety is a top priority, no children outside of Work Camp participants and no pets will be allowed at Work Camp.



Catholic Diocese of Richmond

# Summer Work Camp

Wise County, VA  
June 18-24, 2022

## What is the schedule for the week?

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Below is a rough schedule for the week. Times may be subject to change slightly.

Saturday	June 18	3:00pm – 5:00pm	*Arrive to Work Camp in time for Vigil Mass and Contractor Meeting
Sunday	June 19	8:00am – 11:00am 4:00pm – 7:00pm	Contractor arrives at site, meets resident, surveys work Crew arrives at site to meet resident, eat dinner, see the scope of the work, and do minor prep
Monday	June 20	8:30 am – 3:30 pm	First full work day with crew
Tuesday	June 21	8:30 am – 3:30 pm	Second full work day with crew
Wednesday	June 22	8:30 am – 3:30 pm	Third full work day with crew
Thursday	June 23	8:30 am – 3:30 pm	Final full work day with crew
Friday	June 24	8:30 am – 2:00 pm	Contractor Blitz (contractors visit sites to complete work where needed)

*\*If for any reason you are unable to arrive by 5:00pm on Saturday, please contact us to let us know so that we can plan accordingly.*

*For questions or more information regarding the duties of Work Camp contractors, contact us via email ([bmathisen@richmonddiocese.org](mailto:bmathisen@richmonddiocese.org)) or via phone (804.622.5159).*



## CONTRACTOR Registration Form – Work Camp 2022

Please complete the registration form and return it to your parish contact for Work Camp.

### CONTRACTOR INFORMATION

Name: \_\_\_\_\_ First Name for Nametag: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Parish Name: \_\_\_\_\_ City: \_\_\_\_\_

Gender: \_\_\_\_\_ Birthday: \_\_\_\_\_ Adult T-Shirt Size: \_\_\_\_\_

Please check if you would like a special menu:  Vegetarian  Gluten-free  Peanut-free

Medical Training:  I am a doctor.  I am a nurse.  I am a dentist.  I am an EMT.  Other \_\_\_\_\_

Do you need sleeping accommodations at homebase?  Yes  No

### SAFE ENVIRONMENT

All adults who participate in a youth event sponsored by the Office for Evangelization must be in compliance with the Diocesan Safe Environment Policies. Please indicate your dates for the following:

Expiration Date of Screening One: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Date of VIRTUS Training: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Print your entire legal name: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Relationship to Participant \_\_\_\_\_





Exterior projects (i.e. decks, porches, wheelchair ramps, etc.) involve either replacing an existing structure or building a new freestanding structure. Interior projects *always* involve renovations. We do not build additions or replace roof systems.

We understand that completing a project on your own and at your own pace is very different from teaching and managing high school students (often unskilled) to do the work within a specific timeline. With that in mind, please complete the following:

<p><b>Place a check next to the types of projects you have completed in the past three years:</b></p>	<p><b>Rank yourself on a scaled of 1-5 based on your confidence with teaching and managing high school students to complete these projects:</b></p> <p><i>1 = very confident; 2 = confident; 3 = unsure; 4 = unconfident; 5 = very unconfident</i></p>
<input type="checkbox"/> Built a wheelchair ramp	1 2 3 4 5
<input type="checkbox"/> Built a deck and stairs	1 2 3 4 5
<input type="checkbox"/> Widened an exterior doorway	1 2 3 4 5
<input type="checkbox"/> Widened an interior doorway	1 2 3 4 5
<input type="checkbox"/> Framed interior walls	1 2 3 4 5
<input type="checkbox"/> Installed skirting on a mobile home	1 2 3 4 5
<input type="checkbox"/> Replaced windows in a mobile home	1 2 3 4 5
<input type="checkbox"/> Replaced windows in a standard home	1 2 3 4 5
<input type="checkbox"/> Hung sheetrock/drywall	1 2 3 4 5
<input type="checkbox"/> Taped and mudded sheetrock/drywall	1 2 3 4 5
<input type="checkbox"/> Installed exterior vinyl siding	1 2 3 4 5
<input type="checkbox"/> Installed vinyl composition tile	1 2 3 4 5
<input type="checkbox"/> Installed ceramic tile	1 2 3 4 5
<input type="checkbox"/> Exterior painting	1 2 3 4 5
<input type="checkbox"/> Interior painting	1 2 3 4 5
<input type="checkbox"/> Installed a bathtub and acrylic surround	1 2 3 4 5
<input type="checkbox"/> Installed a bathroom vanity with sink	1 2 3 4 5
<input type="checkbox"/> Installed/replaced plumbing in bathroom	1 2 3 4 5
<input type="checkbox"/> Installed toilet	1 2 3 4 5
<input type="checkbox"/> Replaced subflooring	1 2 3 4 5
<input type="checkbox"/> Installed floating laminate wood flooring	1 2 3 4 5



Catholic Diocese of Richmond  
**Summer Work Camp**

**Wise County, VA**  
**June 18-24, 2022**

**Medical Information and Release Form**  
*All information is kept private and confidential*

Name of Contractor: \_\_\_\_\_

MEDICAL INFORMATION	
<p><i>In many cases, our Work Camp team is not familiar with the medical, physical, and/or emotional history of each participant. Since this participant will be participating in a week-long camp, it is essential that <u>ANY</u> information relating to the participant is shared in detail. BE AS SPECIFIC AS POSSIBLE.</i></p>	
<p>Is the participant allergic to anything?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>List any details of allergies below (this may include food allergies, allergies to specific medications or chemicals, allergies to any substances):</p>
<p>Is the participant currently taking or has taken any prescription medication in the last 6 months?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>List the specific prescription medications, reasons for medication, and daily dosage. Indicate if the medication is currently being administered.</p>
<p>Does the participant have any emotional, physical or sensory conditions?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>List any emotional conditions that may impact participation in the event. This may include counseling, treatment for emotional conditions (i.e. depression, eating disorders), and/or family situations that may have a significant impact on the participant.</p> <p>List any physical and/or sensory conditions of which we should be aware or of which need special accommodations (e.g. hearing loss, visual impairment, mobility).</p>
<p>Has the participant received a tetanus shot?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>List the date of the last tetanus shot:</p>

RELEASE OF LIABILITY AND MEDICAL RELEASE	
<p><i>I agree on behalf of myself, my heirs, assigns, executors, and personal representatives, to hold harmless and defend the Catholic Diocese of Richmond, its officers, directors, agents employees, or representatives associated with this event from any and all liability, loss or damage arising from or in connection with my participation in this diocesan event.</i></p> <p><i>Furthermore, I hereby warrant that to the best of my knowledge, I am in good health and assume all responsibility for my health. In the event of an emergency, I hereby give permission to transport me to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor or that my emergency contact be notified prior to any further treatment. I will not hold the Diocese of Richmond responsible for authorizing any medical treatment beyond necessary transportation to the hospital.</i></p>	
Participant Signature: _____	Date: _____

USE OF PICTURES AND/OR VIDEO	
<p><i>I give permission for pictures and/or video of myself (named above) engaged in activities related to any Diocesan event to have my pictures posted in the Diocese of Richmond publications or websites. Names of participants <b>will not</b> be used without expressed permission.. If no box is checked below, the Diocese of Richmond assumes you give permission.</i></p>	
<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Participant Signature: _____ Date: _____</p>



## CONTRACTOR CODE OF CONDUCT

Contractors must read, understand, agree, sign and return this sheet. Please be sure that all contractors in your group understand and abide by these policies.

### Basic Role of Contractors

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The Office for Evangelization depends on the Adults to help facilitate order and to serve as a network of support for the youth. It is important that the Adults be an example of obedience and cooperation with the following policies as well as with our staff and volunteers on site. Because of the physical demands of the Work Camp, it is necessary that Adults be in good health. It is a very intense week and can be exhausting both physically and spiritually. Because of these conditions, it is not recommended that those with health problems participate as Adults.

Work Camp Contractors lead Crews in home improvement projects. **You do not need to be a licensed contractor or a professional**, but you should be someone who is knowledgeable and experienced with home improvement. This means that you know how to safely operate a range of tools, have worked with different materials, and **are able to teach others what you know**.

### Duties of a Contractor

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A Contractor's responsibilities include, but are not limited to, the following areas:

#### 1. Alcohol, Drugs, and Smoking

- ✓ All state laws concerning alcohol and drugs will be strictly enforced.
- ✓ Possession and/or consumption of alcohol or drugs are not permitted on site during the retreat.
- ✓ All Work Camp sites and buildings are smoke-free facilities.

#### 2. Appropriate Dress

- ✓ All participants are expected to dress in a fashion that represents modesty, respecting other participants and our Lord.
- ✓ Clothing must cover all undergarments and midriffs. Participants must wear shirts at all times.
- ✓ The Contractors are expected to help Chaperones enforce the dress code at the work sites during the Work Camp.

#### 3. Participation

- ✓ At no time should a youth participant leave the Work Camp without one of their adult Chaperones. Adults are strongly discouraged from taking youth off site, except in the case of an emergency.
- ✓ It is to be understood that the said adult takes full responsibility for a youth if they depart Work Camp.

#### 4. Housing

- ✓ All youth and adults must be in the sleeping areas by the designated times. If you have questions about how this applies to Contractors as the work progresses, please talk to a Lead Contractor.
- ✓ An atmosphere of quiet and respect is expected following the lights out time. Violators will be subject to appropriate discipline.

#### 5. Insubordination

- ✓ It is expected that youth and adults will follow the direction of all Work Camp staff and volunteers.
- ✓ Any instances of lack of cooperation or insubordination will not be tolerated and will be subject to appropriate discipline.
- ✓ The first and primary method of dealing with discipline problems will be to work through the Group Leader.

The Catholic Diocese of Richmond reserves the right to deny entrance to, or request the ejection of any group or individual who does not comply with the regulations and policies for the Work Camp. In the event that entrance is denied or a person(s) is ejected, NO REFUND will be made.

I have read, understand, and agree to the above policies. I will ensure that anyone accompanying me to the event also understands and agrees to these policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Parish: \_\_\_\_\_