



Catholic Diocese of Richmond

# Summer Work Camp

## HOME BASE VOLUNTEER Registration Form – Work Camp 2025

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

### HOME BASE VOLUNTEER INFORMATION

Name: \_\_\_\_\_ First Name for Name Badge: \_\_\_\_\_

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

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

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

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

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

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

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

### 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:

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

Are you employed by a parish or Catholic school in the Diocese of Richmond? \_\_\_\_\_

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

### HOME BASE VOLUNTEER EXPERIENCE

What skills or talents do you have that would be helpful for this event?

<input type="checkbox"/> Move boxes of 25 pounds	<input type="checkbox"/> Familiar with IT and/or sound equipment
<input type="checkbox"/> Project your voice over crowds	<input type="checkbox"/> Stand for over an hour at a time
<input type="checkbox"/> High-Energy	<input type="checkbox"/> Good listener and able to repeat information to others
<input type="checkbox"/> Organize and pack supplies	<input type="checkbox"/> Friendly and talkative

Have you volunteered for the Office for Evangelization? If so, when:

Have you attended a Work Camp or mission trip as a youth or adult? If so, when:

Volunteers are expected to arrive at 2PM on Friday, June 20<sup>th</sup>, and depart at the end of the event on Friday, June 27<sup>th</sup>. Are you available for the entire duration of this volunteer commitment? If no, please explain: YES NO

Are you interested in carpooling to and from Work Camp with another volunteer, if available? YES NO

Are you willing to drive your own car during the event and transport other volunteers? YES NO

If yes, how many people can your car hold? \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

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

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

Relationship to Volunteer: \_\_\_\_\_



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## Medical Information and Release Form

*All information is kept private and confidential.*

Name of Volunteer: \_\_\_\_\_

### MEDICAL INFORMATION

*In many cases, our staff and volunteers are not familiar with the medical, physical, and/or emotional history of each participant. Please share **ANY** information relating to the participant in detail. BE AS SPECIFIC AS POSSIBLE.*

Does the participant have any dietary restrictions?

YES  NO

Select any restrictions that apply to this participant:

- Gluten-free**       **Peanut-free**  
 **Vegetarian**       **Dairy-free**

Is the participant allergic to anything?

YES  NO

List any details of allergies below (this may include food allergies, allergies to specific medications or chemicals, allergies to any substances, etc.):

Is the participant currently taking or has taken any prescription medication in the last 6 months?

YES  NO

List the specific prescription medications, reasons for medication, and daily dosage. Indicate if the medication is currently being administered.

Does the participant have any emotional, physical or sensory conditions?

YES  NO

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.

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).

Has the participant received a tetanus shot?

YES  NO

List the date of the last tetanus shot, if known:

### RELEASE OF LIABILITY AND MEDICAL RELEASE

*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. 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.*

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### USE OF PICTURES AND/OR VIDEO

*I give permission for pictures and/or videos of the above-named participant engaged in activities related to any diocesan event to be used in publications, social media, and/or websites of the Diocese of Richmond. If there is a concern with this policy, please contact the Office for Evangelization upon submitting registration.*

YES  NO Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## HOME BASE VOLUNTEER CODE OF CONDUCT

### Basic Role of Home Base Volunteers

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The Office for Evangelization depends on Home Base Volunteers to make the week of Work Camp run smoothly. These individuals will need to serve in various roles at home base such as Work Camp set-up and clean-up, kitchen assistance, running team building activities, performing office related tasks, running errands, etc. Home Base volunteers must be at least 20 years old before the beginning of Work Camp. Individuals in this role cannot serve as a chaperone or a contractor.

It is important that the Home Base Volunteers be an example of obedience and cooperation with the following policies as well as with our staff and participants on site. Because of the physical demands of Work Camp, it is necessary that Home Base Volunteers be in good health. If you have concerns about your health in regard to your role as a Home Base Volunteer, please contact the Office for Evangelization.

### Adult Code of Conduct

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Adults must read, sign, and return this sheet with the Medical Information and Release form. Please be sure that you understand and abide by these policies.

**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 pilgrimage.
- ✓ All event site 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.

**3. Participation**

- ✓ It is expected that all participants (youth, chaperones, group leaders) will be present at scheduled sessions during the event, and in appropriate places following the evening sessions.
- ✓ At no time should a youth participant leave the event site (Home Base and Work Sites) without an adult. 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 once off the event site grounds.

**4. Housing**

- ✓ We are guests at the facility. We ask that it is left in better condition than it is found.
- ✓ Youth should **at no time** be in the room of a member of the opposite sex.
- ✓ An atmosphere of quiet and respect is expected following the lights out time.

**5. Insubordination**

- ✓ It is expected that youth and adults will follow the direction of all Office for Evangelization 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. As a volunteer, if you notice something, please communicate with the Office for Evangelization staff so that they can handle it directly.

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***I have read, understand, and agree to the above principles. Any violation of the above principles may result in the Office for Evangelization dismissing me from the Diocesan Work Camp.***

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

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

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

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