

# REQUIRED PAPERWORK FOR ALL SUMMER COUNSELORS AND CAMP DEANS

*AT THE CONCLUSION OF CAMP, PLEASE HAND IN ALL  
PAPERWORK TO THE SITE DIRECTOR. ALL PAPERWORK IS  
STORED AT THE CONFERENCE OFFICE.*

## **YEARLY- the following forms need to be completed by ALL:**

1. Dean's Covenant (Deans only; please submit PRIOR to camp)
2. Driver's Disclosure Form (if driving campers, applies to 25 yr olds and older)
3. Staff Medical Form (including Assistant Counselors)
4. Volunteer Disclosure & Covenant Form

## **ONCE ONLY - the following forms need to be completed in addition to the above forms:**

1. Applicant's Certification
2. Volunteer Consent and Release Form
3. Volunteer Application
4. Volunteer Recommendation Form (3 needed)

## **ASSISTANT COUNSELORS – need to complete the following forms:**

1. Staff Medical Form (must be signed by a parent/guardian if under age 18)
2. Volunteer Application
  - If status changes, an application should be re-done (i.e. -assistant counselor to counselor or counselor to dean)
3. Volunteer Disclosure & Covenant Form
4. Volunteer Recommendation Form (3 needed)

## **EVERY THREE YEARS clearances need to be renewed.**

Clearances Volunteers will need:

- [PA State Police Criminal History Report](#);
- [PA Department of Human Services Certification](#) (Child Abuse);
- [FBI Criminal History Report](#) (Fingerprints required),

**NOTE:** The FBI Criminal History Report is not required for incumbent or prospective volunteers who have resided in Pennsylvania continuously for a period of 10 years prior to becoming a volunteer or applying for volunteer status and who sign an [Affidavit](#) affirming that they have not committed certain crimes that otherwise would prohibit them from being a volunteer responsible for the welfare of a child or having direct contact with children. Volunteer clearances can be transferred and used as clearances for volunteer positions in other organizations.

## **NURSING STAFF – in addition to the above mentioned, the following form is required:**

- Nurse's Professional Liability Disclosure
- A photocopy of nursing license

To download dean's forms, go to the camping website at

<http://www.susumcamps.org/index.php/resources-forms/dean-s-forms>