



Camp Dogwood for the Blind & Visually Impaired
7050 Camp Dogwood Drive
PO Box 39, Sherrills Ford, NC 28673
800-662-7401 x229
www.nclionscampdogwood.org

Hello Lion!

January 2017

We need you! Hopefully you are already thinking of volunteering with us this summer. Volunteering for a week with visually impaired/blind campers will be the most rewarding experience of your summer. You can make a significant difference in the lives of the blind and visually impaired. Do you enjoy helping people? Come to experience what Camp Dogwood is all about, and how important it is to the individuals we serve. **This summer Camp Dogwood will serve up to 84 campers per week. To accomplish this we need 6 volunteers each week.**

Meals and lodging are provided at no charge to our volunteers. Wireless internet is available if you would like to bring your laptop. This is a one week commitment. We request that all volunteers arrive by 3pm on Sunday, and depart after breakfast following Saturday. We have a volunteer orientation meeting at 3pm on arrival Sundays. If you need additional information or applications please let us know. We are happy to mail them out and they are also available on our website www.nclionscampdogwood.org.

Once your application has been approved and your week has been assigned, I will email or mail you a confirmation. We encourage you to bring your spouse or a Lion friend to volunteer with. **If you cannot volunteer this summer please help us by passing this application on to someone who can.**

Please read all the attached information carefully, including the "Standards of Conduct" policy. Please return the application to me as soon as possible. Feel free to contact me with any questions at 800-662-7401 ext. 229 or email me at susan@nclionsinc.org. We look forward to having you here!

Best regards,

A handwritten signature in cursive script that reads "Susan L. King".

Director

2017 Camp Volunteer Application

***** Please return pages 7-9 only to the camp office*****

North Carolina Lions, Inc.
Employee/Volunteer Standards of Conduct

As a matter of fundamental principle, the nonprofit and philanthropic community should adhere to the highest ethical standards because it is the right thing to do. Donors and volunteers support charitable organizations because they trust them to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct. Nonprofit and philanthropic organizations must earn this trust every day and in every possible way.

The North Carolina Lions, Inc., (NCLI) is a nonprofit organization exempt from federal income taxes under Section 501(c) 3 of the Internal Revenue Code. The organization was established in 1934 and incorporated in 1947. The NCLI provides a variety of humanitarian services, the majority of which are services to those with sight or hearing difficulties. The "Standards of Conduct" is a code of conduct to govern the decision and actions of employees (both wage and volunteer) in the course of their duties. The NCLI is committed to ensuring that its employees behave in an acceptable manner in all their work-related dealings with clients, Lions, advocates, colleagues, other agencies and the general community.

Every employee is expected to act in a professional, responsible, and courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive.

It is impossible to identify all standards of conduct that are unacceptable. The expectation is for employees to act in a professional and courteous manner. We expect that employees will use common sense and good judgment in achieving this goal. However, the NCLI Board and Executive Director, and not that of any individual employee, is the benchmark for what is acceptable and what is not. An employee's conduct is not made acceptable solely because the employee believes it to be. Nor may an employee excuse his or her conduct because this guideline does not specifically prohibit the objectionable conduct. The NCLI expects that employees recognize that inappropriate conduct, from rudeness to theft, etc. is unacceptable. The decision as to what is inappropriate is left in the NCLI management's hands and sole discretion.

The NCLI expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the NCLI. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

When communicating publicly on matters that involve NCLI business, employees must not presume to speak for the NCLI on any topic, unless they are certain that the views they express are those of the NCLI, and they have received permission to speak for the NCLI.

Except as the Board of Directors may permit, or as otherwise required by law, no employee shall share, copy, reproduce, transmit, divulge or disclose any confidential information related to the affairs of the NCLI.

Employees will uphold the strict confidentiality of all meetings and other deliberations and communications. All discussions shall be maintained as confidential and cannot be shared with clients, Lions, advocates, colleagues, other agencies and the general community.

All employees will immediately inform the Executive Director of any complaints, concerns or issues of clients, Lions, advocates, colleagues, other agencies and the general community that they become aware of.

Personal information of clients and staff will not be shared with anyone including other staff unless there is a legal need for the sharing of information.

All employees share a serious responsibility for the NCLI's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the NCLI and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the NCLI that would, or would appear to create an excessive demand upon their time and attention, thus depriving the NCLI of their best efforts on the job or create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in the NCLI's best interest.

Employees must take care to separate their personal roles from their NCLI positions when communicating on matters not involving NCLI business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

Employees will:

- Acquaint themselves with the mission, principles, values and policies of the NCLI and behave accordingly.
- Fulfil their responsibilities as employees in accordance with their respective duty statement and with due care and diligence.

- Co-operate with management, colleagues and other agencies to promote and deliver quality services to clients.
- Understand and comply with the administrative and work practices of the NCLI and maintain records as required by the NCLI.
- Respect clients as valued persons entitled to the same treatment and regard as other members of society.
- Observe the privacy, dignity and confidentiality rights of clients, their families and advocates.
- Apply the highest standards of personal conduct in their dealings with clients, Lions, advocates and other agencies.
- Not make any public statements to the media without the prior approval of the Executive Director.
- Not make improper use of their position, or information gained through their position, as an employee to gain, directly or indirectly, an advantage for themselves or any other person, or cause detriment to the organization or its clients.

CAMP DOGWOOD SUMMER VOLUNTEERS

QUALIFICATIONS:

1. A Lion in good standing of a North Carolina Lions Club.
2. An immediate family member, at least eighteen (18) years old, of a Lion in good standing of a North Carolina Lions Club and attending with that Lion.
3. A former counselor.
4. All others must submit 3 letters of recommendation from Lions in good standing of a North Carolina Lions Club.
5. Persons will not be allowed to serve as volunteers and campers during the same camp season.

ATTRIBUTES OF A GOOD VOLUNTEER:

1. Volunteers should have strong personal moral standards.
2. Volunteers should have concern for others, and be comfortable around people who are different, including persons with intellectual disabilities. They should enjoy reaching out to assist those with varying degrees of disability other than visual impairment.
3. Volunteers should feel comfortable having close association with people regardless of their race, social and economic status, and educational backgrounds.
4. It is necessary that volunteers be in relatively good health and physical condition.
5. All volunteers are under the direction of the Camp Director and must be team-oriented individuals willing to accept a variety of assignments and duties.
6. Each volunteer must appreciate and support the mission of Camp Dogwood as a recreation facility for persons with blindness or visual impairment and their immediate families, and the goal of the Camp to provide a memorable experience for the campers.
7. The first interest of every volunteer is the camper. The camp exists and operates for the camper.
8. No alcoholic beverages or illegal drugs may be in a volunteer's possession or consumed by a volunteer while on camp premises. Any volunteer found in violation of this regulation will be dismissed.
9. Smoking Policy: Camp Dogwood is a non-smoking facility. Smoking is only allowed in designated areas. Designated areas will be marked indicating that smoking is allowed.
10. The lodge kitchen is "off limits" to everyone except kitchen staff.
11. Fraternizing between volunteers and campers is prohibited. Any volunteer found in violation of this regulation will be dismissed.
12. The North Carolina Lions, Inc. has adopted a policy of post-accident and random drug testing for all volunteers. Subject to the procedures of the North Carolina Lions, Inc. routine criminal background inquiries are completed on all volunteers.
13. The camp reserves the right to use any and all pictures taken of volunteers during the performance of their duties as camp volunteers without compensation.
14. Volunteers agree to abide by the policies and procedures of Camp Dogwood and the North Carolina Lions, Inc.
15. **Acceptance of tips and or gifts from campers or any sighted persons accompanying the visually impaired or blind by staff, counselors, and volunteers is strictly prohibited.**

2017 Camp Dogwood Summer Schedule

<u>Session</u>	<u>Date</u>	<u>Special Events</u>	<u>Dance Theme</u>
1	June 4 th -10 th	Poetry/Writing Class	Sports Fan Party
2	June 11 th -17 th		Pajama Party
3	June 18 th -24 th		Second Chance Prom
4	June 25 th -July 1 st	Jewelry Class	Masquerade Party
5	July 2 nd -8 th	Celebrate Veterans	Patriotic Party
6	July 9 th -15 th	Youth Week(Closed to Adults)	
7	July 16 th -22 nd	Camp 50 th Anniversary	Second Chance Prom
8	July 23 rd -July 29 th	Painting Class	Christmas in July Party
9	July 30 th -Aug. 5 th		Masquerade Party
10	Aug. 6 th -12 th	Nifty Thrifty Crafts	Sports Fan Party

Other Special Events:

- **Orientation & Mobility Instruction (courtesy of IFB)**
- **Low Vision Eye Exams (courtesy of IFB)**
- **July 4th Fireworks**
- **Musical performances**
- **Educational Speakers and Seminars**
- **Beeping Easter Egg Hunt (Courtesy of the Winston-Salem Police Dept. Bomb Squad)**
- **And much more.....**

CAMP DOGWOOD VOLUNTEER APPLICATION

(Please print legibly or type)

OFFICE USE ONLY

Date received: _____
Reviewed by: Camp Director Recommended Yes No Date: _____
Approved by: NCLI Committee Approved Yes No Date: _____

Contact Information

Name: _____
Current Mailing Address: _____
City: _____ State: _____ Zip: _____
Primary phone #: _____ Secondary #: _____
E-mail address: _____

Emergency Contact Information

Name: _____
Relationship to volunteer: _____
Additional Information (email, etc.): _____
Primary phone #: _____ Secondary #: _____

Other Information

Have you ever been convicted of any crime? Yes No.
If yes, please give full detailed information. Use separate sheet of paper if needed.

Are you a member of a Lions Club? Yes No
If not a Lion, spouse's/family member's name: _____
Club: _____ District: _____

Have you volunteered at Camp Dogwood previously? Yes No

Do you have any impairment that may affect your ability to assist the campers or perform certain duties? Yes No
If yes, please explain.

*****This information will not disqualify you from volunteering. This information will help us to place you where you will be most suited. *****

Do you have any medical conditions that we should know about? ___Yes ___No

If yes, explain _____

Do you have any suggestions or additional information for or about camp that you would like to share with us? _____

Will you drive these camp vehicles if needed?

Passenger Vans ___Yes ___No

Golf Carts ___Yes ___No

If yes, Driver's License #: _____ State: _____

*****It is now necessary for us to obtain a motor vehicle report on all camp vehicle drivers*****

T-shirt size: ___Small ___Medium ___Large ___X-Large ___2X-large ___3X-Large

Please check the duty(s) for which you prefer to assist with, or be assigned too.

*****This does not guarantee your assignment to these duties*****

- | | |
|--|----------------------------|
| _____ Waterfront | _____ Lodge Duty |
| _____ (Fishing, boating, tubing, swimming) | _____ Snack Bar |
| _____ Arts & Crafts | _____ Bingo |
| _____ Rec Center | _____ Off Campus trips |
| _____ Flag Raising | _____ Ice cream/Snow cones |
| _____ Dance | _____ Golf Cart driving |
| _____ Mini Golf | |

Other duties you may be asked to perform or assist with are as follows:

- Guiding visually impaired campers
- Serving trays and helping at tables during mealtimes
- Assist campers with computers, books, etc.

Which Session would you like to volunteer for? (Please list the session number and dates):

*****See Camp Dogwood Summer Schedule page 6*****

As with any undertaking in today's world, VOLUNTEER understands that he/she could become the subject of civil and criminal legal proceedings as a result of the volunteer activities in which he/she engages. Camp Dogwood and the NC Lions, Inc. specifically prohibit actions on the part of its volunteers that could become the subject of such legal action whether such actions are clearly illegal or are merely misinterpreted. Volunteer understands that if such legal action occurs, Camp Dogwood and the NC Lions, Inc. will not provide any legal representation or financial assistance to VOLUNTEER with respect to legal costs or fees incurred in defense of such legal actions.

All volunteers are subject to routine criminal background inquiries and post-accident and random drug testing.

I certify that all information is correct and true to the best of my knowledge. I have read and understand the "Standard of Conduct" policy included with this application.

Signature: _____ Date: _____