



16 Digital Drive, Suite 130 Novato, CA 94949 TEL 415.382.9083 FAX 415.382.8384 info@okizu.org www.okizu.org

January 2010

Dear Returning Staff Members,

We are staffing for Camp Okizu 2010 and we would love to have your help.

There is a lot of information in this letter, and I would be grateful if you would read through all of it. Here are some key points:

- The 2010 RETURNING STAFF applications are ready! If you want to apply, simply print the application, fill it out and send it to the Okizu office at 16 Digital Drive, Suite 130, Novato, CA 94949.
- The Returning Staff application has some changes, including four questions we would like you to answer to get you thinking about the job you are applying to do and about putting the kids first. Please make sure to read the application carefully and complete all sections fully.
- In 2010 we will hold eight Family Camp weekends and we would love to have your help. There is a paragraph below that describes Family Camp and a Family Camp application is attached to this email.
- We'll start confirming volunteers in March.
- We leave extra spots for new folks at Oncology Camp, so please be flexible and give us second and third choices of weeks you could volunteer.
- If you have someone interested in applying and they've not been to camp before, they need to complete a 2010 NEW STAFF application, which can also be downloaded or mailed out. Have them give us a call if they want us to send one.
- WE NEED YOUR HELP WITH RECRUITING NEW STAFF. You're the best advertisement out there; please give us the names and addresses of friends that you think would be a good fit at camp, so that we can send them an application.

Here are the details:

We will start confirming spots by the first of March, so please return this as soon as possible. We do continue to accept applications until all the spots are filled, so don't assume you won't get in if you send it later. Once we can confirm a spot for you, we will send a confirmation packet with the health form, fingerprinting information, program information and anything else you need to know.

Lots of people wonder about how spots are confirmed. We try our best to balance the needs we have with the applications we have. We have to fill all seven weeks of camp, and yet most of our applications come in for Oncology Camp. We will try to get some folks to switch to SIBS or add a week of SIBS and we will end up having to put many people on the waiting list for Oncology Camp. Feel free to let me know if you have additional questions about this.

We need to have an actual application from you to consider giving you a spot at camp. A phone call or email won't work with our system. If you have lost track of your application and need some help, please call us at the office at 415.382.9083.

On the second page of the application, we put a space for you to give us names and addresses of friends you think might make good counselors. When you are filling this out, keep in mind that camp staff needs to be hard-working, flexible, able to put the kids first, full of energy, safety-conscious, fun, willing to sing camp songs, interested in kids and willing to work toward building kids' self esteem.

And lastly, we will need lots of staff at our spring and fall Family Camps. Please sign up if you can come and please encourage your friends to sign up as well. Family Camp is a weekend commitment where campers and their whole families can get a few days of Okizu spirit and relaxation. Counselors work with kids, staff activity areas and help with all aspects of the weekend.

I hope you know how much I appreciate your support. All year long, we hear about how important camp is to the families that we serve and I want you to know that Camp Okizu is successful because all of you are willing to give yourselves to these kids. Two of my favorite quotes from the kids after last summer are:

The people here are very genuine and understand what you are going through. I have fun every single day at Okizu. – 14-year-old camper

As usual I had the best week of my year at Camp Okizu. Everybody is friends, no one passes judgment, and everyone seems genuinely happy to see you. – 16-year-old camper

Please mail your completed application to Okizu, 16 Digital Drive, Suite 130, Novato, CA 94949. You can also fax your completed application to 415.382.8384.

I hope we will get to see all of you at camp this summer. Please feel free to call me at the office or email me at suzie@okizu.org if you have any questions or if I can help you in any way.

I am looking forward to the 2010 summer in Berry Creek. Hope you are too!

Suzie Randall
Executive Director
Camp Director



Camp Okizu 2010

Returning Staff Application – Summer Camp

Name _____ Camp Name _____

Current address _____
Street City, State, Zip

I will be at this address until _____ Email address _____

Permanent address _____

Primary phone number _____ Alt. phone number _____

Social security number _____ Driver's license number _____ Exp ____/____

Position applying for ____ Cabin Counselor ____ Lifeguard

Indicate the session(s) for which you would like to volunteer. Please remember that you must be available for all of the dates of the session(s) you choose:

2010 Summer Camp Dates

____ SIBS Camp 1: June 19 – 27

____ Oncology Camp 5: July 24 – Aug. 1

____ SIBS Camp 2: June 26 – July 4

____ Oncology Camp 6: July 31 – Aug. 8

____ SIBS Camp 3: July 3 – 11

____ Oncology Camp 7: Aug. 7 – 15

____ SIBS Camp 4: July 10 – 18

Please update us on anything that has changed since your last application:

Education _____

Employment _____

Volunteer Experience _____

List expiration dates of any Red Cross certificates or equivalent:

First Aid: _____ CPR: _____ Lifeguard training: _____
Expiration Date Expiration Date Expiration Date

In an effort to get you to start thinking about the job you are applying to do and about putting the kids first, please answer the following questions on a separate sheet of paper and send it in with your completed application:

1. Why do you want to volunteer at Camp Okizu?
2. How will you welcome new staff and new families/campers to our programs?
3. What will you teach your co-counselor to help them be successful at Camp Okizu?
4. What is the most helpful thing you learned from another Okizu staff member?

Please carefully read and sign the following volunteer agreement:

- I have not been charged with or convicted of any violent or sexual crimes involving children or adults.
- I have never been adjudged liable for civil penalties or damages involving physical or sexual abuse of children.
- I am not subject to any court order involving physical or sexual abuse of children.
- Upon being selected as a volunteer staff member, I will agree to be fingerprinted for a data collection of criminal records.
- Upon being selected as a staff member, I agree to complete a voluntary disclosure statement and authorize Okizu to do a background check.
- I hereby authorize you to contact my references.
- I agree to present a certificate of good health and physical condition before my starting date as a staff member.
- If selected for a position, I would accept the Okizu philosophy and strive to carry out a program within that framework.
- I agree to make every effort to build the self esteem of every camper at Camp Okizu and not take any action that would make any children feel badly about themselves.
- I will be happy to be assigned to work with any age group or to any support staff position needed to help Camp Okizu.
- I agree not to post or email any photos taken at Camp Okizu.

I understand that making any false statements on this application will be sufficient cause for discharge. I understand that this is an application and not a guarantee of a position.

Signature _____ Date _____

Print Name _____

Please mail or fax your completed application to Okizu, 16 Digital Drive, Suite 130, Novato, CA 94949 F 415.382.8384

We are always looking for new volunteers. Please list below friends or family who you think would make good Okizu staff members. When you are filling this out, keep in mind that camp staff needs to be hard-working, flexible, able to put the kids first, full of energy, safety-conscious, fun, willing to sing camp songs, interested in kids and willing to work toward building kids' self esteem.

Name	Address	City, State Zip
1 _____		
2 _____		
3 _____		
4 _____		
5 _____		
6 _____		
7 _____		



Camp Okizu 2010

Returning Staff Application – Family Camp

Name _____ Camp Name _____

Current address _____
Street _____ City, State, Zip _____

I will be at this address until _____ Email address _____

Permanent address _____

Primary phone number _____ Alt. phone number _____

Social security number _____ Driver's license number _____ Exp ____/____

Indicate the session(s) for which you would like to volunteer. Please remember that you must be available for all of the dates of the session(s) you choose:

2010 Summer Camp Dates

____ Family Camp 1: April 16 – 18

Do you speak Spanish? ____

____ Family Camp 3: May 14 – 16*

____ Family Camp 4: May 28 – 31 (Memorial Day)

____ Family Camp 5: Sept. 3 – 6 (Labor Day)

____ Family Camp 7: Oct. 1 – 3

____ Family Camp 8: October 15 – 17

*The May 14 – 16 weekend will include additional resources for Spanish-speaking families. If you speak Spanish, please consider volunteering at this weekend.

** Family Camps 2 and 6 are specifically for bereaved families and there is a separate application for these weekends. If you are interested in volunteering at Bereaved Family Camp, please contact the Okizu office to request an application.

Please update us on anything that has changed since your last application:

Education _____

Employment _____

Volunteer Experience _____

List expiration dates of any Red Cross certificates or equivalent:

First Aid: _____ CPR: _____ Lifeguard training: _____
Expiration Date Expiration Date Expiration Date

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- I have never been adjudged liable for civil penalties or damages involving physical or sexual abuse of children.
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Name	Address	City, State Zip
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____