

To: All Camp Escapades Volunteers and
Parents of Volunteers Under 18 Years of Age

Date: April 10, 2011

Subject: Attendance For Volunteer Hours

We would like to thank all volunteers for the very important role they play in making Camp Escapades possible. We are thrilled to have so many committed helpers and we appreciate your time and effort. We know that many of our volunteers will need a record of their hours for a variety of purposes, including college and scholarship applications. Pediatric Therapy Network is happy to assist with this process, however with hundreds of volunteers, we do need to have some procedures in place that make the process manageable for everyone.

Please read the attached agreement regarding volunteer hours at Camp Escapades. When you submit your on-line application to volunteer, you are agreeing to these guidelines.

Again, thanks so much for the important role you play at Camp Escapades!

Attendance For Volunteer Hours For Camp Escapades

Please read the following assumptions and requirements regarding volunteer hours at Camp Escapades:

- Camp Escapades welcomes volunteers who have decided to give their time to help children with special needs. Pediatric Therapy Network understands that this type of work is not a match for everyone. If a volunteer realizes that the camp experience is not an appropriate fit, he or she should let the group leader know as soon as possible.
- We expect volunteers to come to camp on time and be ready to work dressed appropriately with a camp white shirt.
- Attendance will be taken at the beginning, middle, and end of each day. A volunteer will receive 4 hours of credit for half day and 7 hours for full day. An additional ***hour*** will be added to these times for attendance at mandatory weekly meetings. If a volunteer arrives late or leaves early without prior consent from the group leader or Camp Staff and Volunteer Coordinator, he/she will not receive credit for their hours.
- Camp volunteer hours are as follows:
 - AM: 8-12
 - Full Day: 8-3:00

*Please note that volunteers are done as soon as Camp is cleaned up for the day. We anticipate that volunteers will be done at the above times, and are expected to be there for the entire shift, but it is possible for a volunteer to finish a little early on any given day.
- Mandatory meetings occur on Tuesdays and Fridays. They will last up to 30 minutes following the end of each shift (12-12:30 for AM and approximately 3:00-3:30 for Full Day groups).
- If someone is mature enough to volunteer at camp, we expect the volunteer to be responsible for applying on-line, adhering to the agreed upon Code of Conduct, and requesting any clarification that may be needed regarding their hours independently. PTN views the volunteer experience as one that helps young people to develop independence and responsibility. Therefore, we will communicate directly with the volunteer about their hours. We hope that parents of volunteers under age 18 will support us in this endeavor.
- A record of volunteer hours will be mailed to each volunteer approximately one month following camp. The record will reflect the total number of hours accumulated based on the number of times he/she was present for attendance. It is the responsibility of each volunteer to arrive before attendance is taken and stay until the end of camp when attendance is taken again. No changes to hours will be possible after camp ends.

Based on the information above, please read the following agreement. By registering to volunteer for Camp Escapades, you are agreeing to this policy. Again, if a volunteer is under age 18, a parent's signature is also required.

I am volunteering at Camp Escapades because it is a program with which I choose to be involved.

I understand that I am personally responsible for my actions at camp and I agree to follow the Code of Conduct.

I understand that it is my responsibility to be present when attendance is taken. I will only receive credit for my hours each day if I fully complete my commitment (4 hours for half day or 7 hours for full day) on that day. A verification of my hours will be sent to me after camp. If I have any questions or concerns regarding my hours, I will take responsibility for clarifying them with my group leader. I understand that management of my volunteer hours is my personal responsibility.