



## **Dillon International China Teacher/Assistant Application**

Thank you for your willingness to help with our Dillon Heritage Camps. Without the help from volunteers like you we would not be able to hold these camps every summer. We understand what a large commitment being a teacher and assistant is at camp and want you to know that we are truly grateful for your time and efforts. Below are some things we ask you to read through before fill out the application in order to fully prepare you for being a teacher/assistant.

### **Qualifications**

We would prefer that all teachers and assistants be available for the **entire time** of camp. We have found that this makes things easier on the other adults working in your class room. Also we have found that when campers see the same adults each day at morning drop off of camp the adjustment from parent to classroom goes much smoother. Children like consistency and it will reassure the camper that the same person will be with them throughout the camping experience. If you have an exception to this rule you must first get it approved by one of our heritage camp staff before being accepted into the teaching program at camp. Thank you all for your understanding in this rule as we strive to make this camp the most successful camp it could be for the families, volunteers and campers.

We ask that all teachers and assistance fill out a teacher/assistant application. Also due to licensing and insurance regulation, Dillon International is required to do a background check on all volunteers. This **MUST** be conducted before your application can be accepted. We must have the original signed copy of your background form. Let us know if you are unable to print the document and we will mail it to you. Please submit with you volunteer form and allow up to 2 weeks for your background check to process.

**Please note that we will not be able to have you as a volunteer if we do not have a background check for you. We will not be able to have "Walk-In" Volunteers.**

We cannot guarantee you a specific teaching/assistant position within camp. We only allow a maximum of two teachers and two assistants per classroom unless approved by the heritage camp staff. Please contact Whitney McIntire (Director of Camps) at [whitney@dillonadopt.com](mailto:whitney@dillonadopt.com) or Lisa Leung (Camp Volunteer Coordinator) at [lisa@dillonadopt.com](mailto:lisa@dillonadopt.com) if you have a specific position you would like and want to check availability. We have a first come, first serve policy for teaching/assistant positions.

### **Discounts**

All Teachers and Assistant receive a 50% camper fee discount. Each teacher/assistant also received a free camp T-shirt and free meals at camp. Please add your t-shirt size to the next page of this application.

For a teacher/assistant fee worksheet go to the fourth page if this application.

All day teachers/assistants will be provided lunch on each day of camp. If you are not able to eat the food provided we ask that you bring your own lunch.

Thursday Lunch: Hotdogs, chips, grapes and lemonade

Friday Lunch: Pizza, crackers, cookie and lemonade

Saturday Lunch: Traditional lunch

**Dillon International**  
**China Teacher/Assistant Application**

**Contact Information**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

**Volunteer Positions**

\_\_\_\_ Teacher

If you have been a teacher before at one of our heritage camp where did you teach?

\_\_\_\_\_

Which would you prefer:    \_\_\_\_ upper camp (grades 1-6)    \_\_\_\_ lower camp (4 yrs – kindergarten)

\_\_\_\_ Assistant

If you have been an assistant before at one of our heritage camp where did you assist?

\_\_\_\_\_

Which would you prefer:    \_\_\_\_ upper camp (grades 1-6)    \_\_\_\_ lower camp (4 yrs – kindergarten)

**Teacher/Assistant training**

Will you be able to attend the teacher/assistant training that is held the Wednesday before camp at 12:00 pm. Lunch will be provided for you and your family with an RSVP on this application or to [whitney@dillonadopt.com](mailto:whitney@dillonadopt.com). After the meeting each teacher/assistant will be shown to their room with all their supplies to prepare for the first day of camp.

\_\_\_\_ I will be attending the meeting                      \_\_\_\_ I will not be able to attend the meeting

If so how many people in your family will attend \_\_\_\_

**T-Shirt Size**

Each teacher and assistant are given a free camp t-shirt for them to wear on picture day of camp.

\_\_\_\_ S    \_\_\_\_ M    \_\_\_\_ L    \_\_\_\_ XL    \_\_\_\_ XXL    \_\_\_\_ XXL

**If this is your first time to volunteer:**

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports:

**General Questions:**

1. Have you ever been arrested or convicted of a sex related crime? Yes No

If yes, did the crime involve force or minors? Yes No

2. Have you ever been arrested or convicted of a crime involving violence or the threat of violence?

Yes No

**Person to Notify in Case of Emergency:**

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

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

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

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Relationship to you: \_\_\_\_\_

The I agree that Dillon International, Inc., Green County Event Center, instructors, staff and volunteers will not be held responsible for any accidents or losses however caused and agree to release all parties involved from claim or damage that may arise as a result of or by reason of such loss or accident. I understand that every precaution will be taken to ensure the safety of the child(ren). I give permission to be photographed July 11, July 12, July 13, and July 14, 2012 and acknowledge that Dillon will not put names or other identifying information on the photos.

I have read the terms and liability release above and consent. \_\_\_ I accept \_\_\_ I do not accept

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

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

**Teacher/Assistant 50% Discount Fee Worksheet-50% already factored in below!**

<b>Campers must be within the same immediate family to receive multi-child discount</b>	
Only One Camper attending \$65 per child	\$
Two Campers attending \$50 per child	\$
Three or more Campers \$45 per child	\$
Nursery: (Check all that apply) Thurs. am    Thurs. pm    Fri. am    Fri. pm    Sat. am	<i>FREE for Teacher/Assistants</i>
*Parent Workshop: Check all that apply- price per person/session Thurs. am-FREE p.m.\$10    Fri. a.m.\$10    p.m.\$15    Sat. a.m.\$15	\$
Additional T-shirts:\$12 each <b>(Do not include campers or teachers/assistants here)</b> <i>(Circle sizes you are ordering and indicate quantity for each):</i> Child: YS            YM            YL Adult: Small        Medium        Large    XL        XXL\$14	<i>\$ FREE for Teacher/Assistants</i>  Additional-\$
Chinese lunch on Saturday <b>(Do not include campers or teachers/assistants here)</b> \$10.00 per adult	<i>\$ FREE for Teacher/Assistants</i> Additional-\$
<b>Early bird discount</b> per family (Applications post marked <b>before April 15, 2012</b> ) -\$30.00	\$
<b>Late fee</b> per family (Applications post marked <b>after</b> June 28, 2012) +\$75.00	\$
SUBTOTAL=	\$
**"Campership" donation	\$
Teen Sponsorship \$30 (helps offset expenses for shirt and meals)	\$
General donation	\$
Donation TOTAL=	\$
<b>GRAND TOTAL=</b>	\$
<i>Please make your check payable to Dillon International, Inc.</i>	

**Camper Fee includes:**

- Camper registration                      - Camper T-Shirt                      -Camper Picture                      - Camper Lunches
- Camper Activities                              - Camper Arts and Crafts              -Family night                              - Saturday Luncheon

To apply for a campership please contact Rosalyn Metcalfe at [rosalyn@dillonadopt.com](mailto:rosalyn@dillonadopt.com)

Take advantage of the early bird discount. Mail in your application (took out on or) before April 15th.

To ensure an accurate and efficient registration process, registrations should be submitted by June 28<sup>th</sup>. **Any received after may result in your child not receiving a camp shirt.**

If your application is post marked *after* June 28<sup>th</sup>, please add \$75.00 to your total cost.

Refunds will be issued up to three weeks before camp starts, minus a \$50.00 processing fee.

\*Parent Workshop-If you are paying with camp fees please fill out the Parent Workshop Application and send in with camp application. Workshop apps should be online by February.

\*\*Campership donations allow those who otherwise could not take part in camp, the opportunity to attend.\*\*  
*Mail in applications and payment to Dillon International 3227 E 31<sup>st</sup> St. Suite 200 Tulsa, OK 74105*

**AmericanChecked, Inc.**

**Investigative Report Disclosure & Release for Volunteers**

**For Dillon International, Inc.**

In connection with my volunteerism with Dillon International, a volunteer background check may be requested from AMERICANCHECKED, INC. These reports may include the following types of information: criminal background check, sex and violent offenders check, SSN verification, address locator and wanted persons security screening. I authorize AMERICANCHECKED, INC. to run this check. I have been provided a copy of the summary of the rights of the consumer pursuant to the Fair Credit Reporting Act (FCRA).

I hereby fully release and discharge AMERICANCHECKED, INC., anyone affiliated with them and anyone providing information to them from all claims and damages arising out of or relating to any investigation of my background for volunteer purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

AMERICANCHECKED, INC. is authorized to disclose all information obtained to the requesting entity for the purpose of making a determination as to my eligibility for volunteerism. I agree that such information may be supplied to AMERICANCHECKED, INC. If I become a volunteer, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of volunteer checks at any time during my volunteerism.

By signing below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my volunteerism.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Print your full name \_\_\_\_\_

For purposes of gathering this information, I agree to supply the following information, which may be required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Print other last names you have used \_\_\_\_\_ (Example - maiden name)

Home Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Social Security No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State Issuing License \_\_\_\_\_

Sex: Male Female Race: Asian Black Hispanic White Other \_\_\_\_\_

(circle one)

(circle one)

List States and Counties of Residence for the past **3 years** (Attach a separate sheet if more space is needed.)

State \_\_\_\_\_ City/County \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

State \_\_\_\_\_ City/County \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

**Notice to California Applicants:** Under California law, the consumer reports we order on you for employment purposes within the State of California are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living. Under section 1786.22 of the California Civil Code, you may view the file maintained on you by AMERICANCHECKED, INC. during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at AMERICANCHECKED, INC. in person, by mail, or by telephone. AMERICANCHECKED, INC. may be contacted by mail at 4870 S. Lewis St Ste. 211 Tulsa, Oklahoma, 74105, or by phone at (800) 975-9876. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

I request to receive a free copy of any investigative consumer report ordered on me by checking this box. (California applicants only)

*Please complete the following:*

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Attached to this disclosure is a written summary of your rights under the Fair Credit Reporting Act (FCRA) as prepared by the Federal Trade Commission. ***Please take this with you.***

You have the right to receive, upon your written request within a reasonable period of time, (not to exceed 30 days) a complete and accurate disclosure of the nature and scope of the investigation requested. You have the right to make a request to AMERICANCHECKED, INC., upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information, and the recipients of any reports on you that AMERICANCHECKED, INC. has previously furnished within the two-year period preceding your request. AMERICANCHECKED, INC. may be contacted by mail at 4870 S. Lewis Ave. Ste. 211, Tulsa, Oklahoma, 74105, or by phone at (800) 975-9876.

#### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.
- In addition all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that

create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051