



# Sunburst Projects

Serving Children & Families Living with HIV/AIDS

1025 19th Street, Suite 1A, Sacramento, Ca 95811

(916) 440-0889, Fax: (916) 440-1208

Website: [www.sunburstprojects.org](http://www.sunburstprojects.org)

Email: [admin@sunburstprojects.org](mailto:admin@sunburstprojects.org)

Office Hours: Monday - Thursday, 9AM - 5PM

Dear Camp Sunburst Applicant:

Thank you for your interest in applying to be a volunteer for Camp Sunburst.

Below are the requirements for Camp Sunburst volunteers:

- Volunteers must be 18 years or older to apply.
- Current TB test (done within 1 year prior to start of camp).
- Fingerprint clearance (see Live Scan info on page 14 of this PDF).
- Fill out a Camp Sunburst Volunteer Application along with 3 written Referrals

This PDF contains the following:

- Camp Volunteer Application (5 pages)
- Detailed list of responsibilities for Volunteer Positions (1 page)
- (3) Referrals (2 pages each – 6 total pages)
- Live Scan information (1 page)

Positions for Camp Sunburst are:

### **Camp Counselors**

1:1 or 1:2 counselor to camper relationship for the camp session. Counselors help with fun activities such as drama and swimming.

### **General Camp Support Staff**

Provide counselor relief, set up/clean up activities and generally is available to the Program Directors.

### **Medical/Mental Health Support**

Nurse, doctor, social worker, mental health specialist or massage therapist.

Instructions:

- Print the application and complete it.
- Print the 3 referral forms (2 pages each) and have 3 people (not your relatives) fill them out.
- Send application and 3 referrals to our above address. You can also fax forms to our fax number above.
- A TB test must be taken within 1 year of the camp session. To get a TB test, you can go to your own doctor or a local clinic. Mail in or fax your TB results to us.
  - Fingerprinting is required by law in the state of California for all people working with children. If you live in California you will need to get fingerprinted through an in state Live Scan provider. Live Scan Forms must be obtained through the Sunburst Office by contacting [jennifer@sunburstprojects.org](mailto:jennifer@sunburstprojects.org) or calling 916-440-0889.

To find out more about Live Scan services and where you can obtain them, see page 14 of this PDF.

Applicants from out of California will need to contact us for further fingerprinting instructions.

All of us at Sunburst Projects look forward to working with you at Camp Sunburst.

Sincerely,

Geri DeLaRosa-Brooks

Executive Director



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Received \_\_\_\_\_

(For office use only.)

Please include a current photo.

## Camp Sunburst Volunteer/Staff Application

(Please type or print clearly.)

Name \_\_\_\_\_ Male  Female

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Best phone number/best time to reach you? \_\_\_\_\_

Email Address \_\_\_\_\_ SS# \_\_\_\_\_ Age \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Ht. \_\_\_\_\_ Wt. \_\_\_\_\_ Driver's License# \_\_\_\_\_ State Issued \_\_\_\_\_

How did you hear about Camp Sunburst? \_\_\_\_\_

### Education:

College and Trade Schools	Major	Year Graduated	Degree
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1. \_\_\_\_\_

2. \_\_\_\_\_

Current Occupation \_\_\_\_\_ How long? \_\_\_\_\_

Present Employer \_\_\_\_\_ City \_\_\_\_\_

### Past Employment

Date	Employer	City	Nature of Work
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1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

**Previous Camp Experience** (Camper or Staff)

Date	Camp	Location

In the past six months have you experienced any major life change (work, living situation, death or other loss)?

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Using a scale from 1-4 please indicate the comfort level you have in discussing the issues listed below.  
(1) being most comfortable, (4) being least comfortable

drug abuse \_\_\_\_\_ alternative lifestyles \_\_\_\_\_ death \_\_\_\_\_ racism \_\_\_\_\_

HIV/AIDS related fears \_\_\_\_\_ public fears (homophobia, etc.) \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Are you currently in a recovery program? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Do you use medicinal marijuana? \_\_\_\_\_ If so, do you have a prescription? \_\_\_\_\_

**Volunteer and Community Service Experience**

1. Organization's Name: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Nature of work: \_\_\_\_\_ Your position: \_\_\_\_\_

2. Organization's Name: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Nature of work: \_\_\_\_\_ Your position: \_\_\_\_\_

Please list any volunteer trainings completed \_\_\_\_\_

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What other languages do you speak? \_\_\_\_\_





**Camp Volunteer Opportunities** (Please mark your preference)

1) Camp Counselor (attending to the daily needs of camper(s) assigned to you for the duration of camp)  
**OR**

2) General Support (providing counselor relief, setup/cleanup, and generally avails self to directors)  
**OR**

3) Medical/Mental Health Support (Nurses, Doctors, LSWs/MFCCs). RNs, LVNs, PAs, and MDs must have valid California license.

**THE JOBS LISTED ABOVE CAN BE PHYSICALLY DEMANDING.  
VOLUNTEERS MUST BE ABLE TO KEEP PACE WITH HIGH ENERGY CHILDREN.**

In order to help us make the best camper/counselor matches, please rate your ENERGY LEVEL by circling the appropriate number:

1	2	3	4	5	6	7	8	9	10
Low, not very active May need a nap		Low average			High average			High, I can go all day without stopping	

**Your commitment as a volunteer is needed at camp and throughout the year to help us continue our services!**

Please check all additional volunteer activities you will commit to:

- |   |   |
|---|---|
| <input type="checkbox"/> Mailings                   | <input type="checkbox"/> Graphic Design Work          |
| <input type="checkbox"/> World AIDS Day Penny Drive | <input type="checkbox"/> Respite Childcare Buddy      |
| <input type="checkbox"/> The Human Race             | <input type="checkbox"/> Annual Holiday Parties       |
| <input type="checkbox"/> Sacramento AIDS Walk       | <input type="checkbox"/> Holiday Food Basket Projects |
| <input type="checkbox"/> Other Fundraising          | <input type="checkbox"/> Public Outreach/Speaking     |
| <input type="checkbox"/> Newsletters                | <input type="checkbox"/> Grantwriting                 |

*Please read carefully and sign below*

I authorize Sunburst Projects to verify the information provided in my application, including the references by contacting persons or organizations, and I release them from all liability in their doing so. The above statements are true and complete to the best of my knowledge. Upon the offer of a volunteer position, I understand that I must supply Sunburst Projects with a current TB test result taken within one year of camp dates.

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

*Sunburst Projects welcomes diversity. All applicants are screened without regard to race, gender, religion, creed, national origin, ethnic background, or sexual orientation.*

## Volunteer Camp Counselor

**Specific Responsibilities:** *(Your responsibilities will include, but are not limited to, the following.)*

- Be present at all scheduled activities.
- Be aware if a camper from your assigned cabin group is missing from any scheduled activity (meals or program), take appropriate action to find the camper, and if necessary, report their absence.
- Be sensitive to the emotional, spiritual and physical well being of your assigned camper, using staff resources as needed.
- Stay with campers in the cabin when assigned to cabin duty during quiet time and evenings.
- Act as host/hostess in the dining hall to insure good manners, appropriate passing of food, table set up and clean up, and proper dining decorum as necessary.
- Provide opportunities for campers to feel empowered by their experiences during camp.
- Counselors are expected to take initiative to have their camper responsibilities covered by another counselor or support staff in case of emergency, crisis, or “need felt” on the part of the counselor. Also to inform Cabin Leaders and Camp Director.
- Assist with scheduled group activities, group games, spotting for lifeguard, leading, supervising or assisting in other activities.
- Participate in necessary meetings and training sessions scheduled.
- \* Communication among coworkers and campers that creates a safe environment is considered essential.
- Understand and use the Sunburst conflict resolution policy.
- \* Help with camp set up and break down and loading of storage units and trucks.

## General Camp Support

**Specific Responsibilities:** *(Your responsibilities will include, but are not limited to, the following.)*

- Assist campers in getting cleaned and dressed each morning and each evening before bed (when necessary).
- Participate in all cabin duties and activities.
- Cover cabin duty assignments during rest periods and evening staff meetings.
- Cover assigned rest periods (during day rest period and evening staff meeting) as assigned by Staff Director.
- Aid in any program activity site set-up or break-down as directed by Camp Directors.
- Assist and/or organize general camp activities such as, snack time, carnival, and camp Olympics.
- Daily clean up of specific sites and at camp’s end help with general cleanup and truck loading.
- Participate in all staff meetings when not assigned to cabin duty.
- Help with camp set up and break down and loading of storage units and trucks.

## Medical/Mental Health Support

**Specific Responsibilities:** *(Your responsibilities will include, but are not limited to, the following.)*

- Work closely with medical director and other medical staff.
- Assist with camper check-in and check-out, medication disbursement, handle small injuries and gather campers for evening medication.
- Provide guidance and assistance to camp counselors regarding camper behavior issues. Work directly with campers experiencing behavior issues. Communicate with Camp Coordinator and/or camp Director regarding severe behavior issues. They will handle any abuse claims and client follow up after camp.

\* *Physical Criteria:* All volunteers must be able to carry up to 25 lbs.

### Sunburst Projects – Camp Sunburst Reference Request #1

Please send us three references along with your completed Camp Sunburst volunteer application.

Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_ Daytime phone \_\_\_\_\_

Relationship \_\_\_\_\_ Date \_\_\_\_\_

The applicant listed above has given your name as a reference in applying for a volunteer position at Camp Sunburst, to work with children aged 6 to 18 years living with HIV/AIDS, and their families. We would appreciate your answering the questions carefully below. Your answers have an impact on the decisions we make regarding the applicant. Please reply to us within five working days or return this form to the applicant named above.

1. How long and in what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

2. In your opinion, is the applicant able to:

a. be responsible for children in a camp setting? \_\_\_\_\_

d. get along with co-workers under close living conditions? \_\_\_\_\_

e. assume responsibility for carrying out delegated duties? \_\_\_\_\_

f. accept ongoing guidance and supervision? \_\_\_\_\_

g. act calmly and responsibly in emergency situations? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

3. Have you observed the applicant interacting with young children?  Yes  No

If yes, where? \_\_\_\_\_

4. If yes, what skills does this candidate demonstrate in working with children? \_\_\_\_\_

\_\_\_\_\_

5. Do you feel this applicant is more of a team player or a team leader? \_\_\_\_\_

\_\_\_\_\_

6. Please check the statements which best describe this applicant:

a. \_\_\_\_\_ Gets along well with people of all types

b. \_\_\_\_\_ Accepts suggestions and corrections

c. \_\_\_\_\_ Is adaptable to new situations

d. \_\_\_\_\_ Is tolerant of others' ideas

e. \_\_\_\_\_ Has a genuine interest in people

7. How would you rate the applicant's ability to relate to youth in general? \_\_\_\_\_

\_\_\_\_\_

8. Would you be comfortable having the applicant as a mentor to your own child? \_\_\_\_\_

\_\_\_\_\_

9. Describe the applicant's relationship with people in general \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (please print clearly) \_\_\_\_\_

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

Position \_\_\_\_\_ Daytime Phone \_\_\_\_\_

The best time to call during business hours (9am - 4pm PST) for a verbal reference is \_\_\_\_\_

Please return to Applicant or to: Sunburst Projects  
1025 19th Street, Suite 1A  
Sacramento, CA 95811  
916-440-0889  
916-440-1208 FAX  
www.sunburstprojects.org

Thank you for your time!

## Sunburst Projects – Camp Sunburst Reference Request #2

Please send us **three** references along with your completed Camp Sunburst volunteer application.

Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_ Daytime phone \_\_\_\_\_

Relationship \_\_\_\_\_ Date \_\_\_\_\_

The applicant listed above has given your name as a reference in applying for a volunteer position at Camp Sunburst, working with children aged 6 to 18 years living with HIV/AIDS, and their families. We would appreciate you answering the questions carefully below. Your answers have an impact on the decisions we make regarding the applicant. Please reply to us within five working days or return this form to the applicant named above.

1. How long and in what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

2. In your opinion, is the applicant able to:

a. be responsible for children in a camp setting? \_\_\_\_\_

d. get along with co-workers under close living conditions? \_\_\_\_\_

e. assume responsibility for carrying out delegated duties? \_\_\_\_\_

f. accept ongoing guidance and supervision? \_\_\_\_\_

g. act calmly and responsibly in emergency situations? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

3. Have you observed the applicant interacting with young children?  Yes  No

If yes, where? \_\_\_\_\_

4. If yes, what skills does this candidate demonstrate in working with children? \_\_\_\_\_

\_\_\_\_\_

5. Do you feel this applicant is more of a team player or a team leader? \_\_\_\_\_

\_\_\_\_\_

6. Please check the statements which best describe this applicant:

- a. \_\_\_\_\_ Gets along well with people of all types
- b. \_\_\_\_\_ Accepts suggestions and corrections
- c. \_\_\_\_\_ Is adaptable to new situations
- d. \_\_\_\_\_ Is tolerant of others' ideas
- e. \_\_\_\_\_ Has a genuine interest in people

7. How would you rate the applicant's ability to relate to youth in general? \_\_\_\_\_

\_\_\_\_\_

8. Would you be comfortable having the applicant as a mentor to your own child? \_\_\_\_\_

\_\_\_\_\_

9. Describe the applicant's relationship with people in general \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (please print clearly) \_\_\_\_\_

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

Position \_\_\_\_\_ Daytime Phone \_\_\_\_\_

The best time to call during business hours (9am - 4pm PST) for a verbal reference is \_\_\_\_\_

Please return to Applicant or to: Sunburst Projects  
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916-440-1208 FAX  
www.sunburstprojects.org

Thank you for your time!

**Sunburst Projects – Camp Sunburst**  
**Reference Request #3**

Please send us **three** references along with your completed Camp Sunburst volunteer application.

Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_ Daytime phone \_\_\_\_\_

Relationship \_\_\_\_\_ Date \_\_\_\_\_

The applicant listed above has given your name as a reference in applying for a volunteer position at Camp Sunburst, working with children aged 6 to 18 years living with HIV/AIDS, and their families. We would appreciate you answering the questions carefully below. Your answers have an impact on the decisions we make regarding the applicant. Please reply to us within five working days or return this form to the applicant named above.

1. How long and in what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

2. In your opinion, is the applicant able to:

a. be responsible for children in a camp setting? \_\_\_\_\_

d. get along with co-workers under close living conditions? \_\_\_\_\_

e. assume responsibility for carrying out delegated duties? \_\_\_\_\_

f. accept ongoing guidance and supervision? \_\_\_\_\_

g. act calmly and responsibly in emergency situations? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

3. Have you observed the applicant interacting with young children?  Yes  No

If yes, where? \_\_\_\_\_

4. If yes, what skills does this candidate demonstrate in working with children? \_\_\_\_\_

\_\_\_\_\_

5. Do you feel this applicant is more of a team player or a team leader? \_\_\_\_\_

\_\_\_\_\_

6. Please check the statements which best describe this applicant:

- a. \_\_\_\_\_ Gets along well with people of all types
- b. \_\_\_\_\_ Accepts suggestions and corrections
- c. \_\_\_\_\_ Is adaptable to new situations
- d. \_\_\_\_\_ Is tolerant of others' ideas
- e. \_\_\_\_\_ Has a genuine interest in people

7. How would you rate the applicant's ability to relate to youth in general? \_\_\_\_\_

8. Would you be comfortable having the applicant as a mentor to your own child? \_\_\_\_\_

9. Describe the applicant's relationship with people in general \_\_\_\_\_

Name (please print clearly) \_\_\_\_\_

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

Position \_\_\_\_\_ Daytime Phone \_\_\_\_\_

The best time to call during business hours (9am - 4pm PST) for a verbal reference is \_\_\_\_\_

Please return to Applicant or to: Sunburst Projects  
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Sacramento, CA 95811  
916-440-0889  
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www.sunburstprojects.org

Thank you for your time!



## Fingerprint Policy Information

**Volunteers living in California are required to have their fingerprints processed at a Live Scan site.** Even if you have been fingerprinted through Live Scan for another job or volunteer position, you must be scanned again and submit the attached form. Allow one month for processing. Live Scan is a one-time process for Sunburst Projects. The cost is to be paid by the volunteer.

### In California

To find a Live Scan site in your area, go to: <http://ag.ca.gov/fingerprints/publications/contact.htm>

### Outside of California

Individuals who do not live in California or who do not have access to Live Scan services must use the manual fingerprint submission process. Contact [jennifer@sunburstprojects.org](mailto:jennifer@sunburstprojects.org) or call 916-440-0889 and a manual fingerprint card will be sent to you.

You can find locations that conduct manual fingerprinting in the Yellow Pages. After being fingerprinted, send the completed fingerprint card to:

Sunburst Projects, 1025 19th Street, Suite 1A, Sacramento, CA 95811

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*Please read the following carefully to determine if you will need to be fingerprinted.*

The following positions/situations require Live Scan fingerprinting:

- All positions at Camp Sunburst
- All positions within the Respite Program
- In-home services to children or adults
- Access to client files (i.e., intern program, office support)
- Any direct client contact

The following positions/situations do not require Live Scan fingerprinting:

- Mailings
- Volunteers under eighteen (18) years of age
- General office filing/support where there is no access to client information
- Pick up and delivery of donations to Sunburst Projects office
- Participation in prevention outreach
- Volunteering at one-time events (ie: Holiday Party, fundraisers)