

JONAH MINISTRIES GUEST INFORMATION FORM

Please type or print and mail to: Jonah Ministries ~ 31 Little Mountain Road ~ Trout Lake, WA 98650

GUEST INFORMATION

Camp/Retreat _____ Dates _____

Name (First, Middle, Last) _____ Camp Nickname _____

Camp/Retreat involvement (Ex: kitchen, program, music) _____

Birthdate _____ T-Shirt Size _____ Social Security # _____ Male Female

Home Church _____

Email Address _____ Cell _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____

I have training in:

<input type="checkbox"/> Basic First Aid _____	<u>Exp. Date</u> _____	<input type="checkbox"/> WFR _____	<u>Exp. Date</u> _____	<input type="checkbox"/> Lifeguard _____	<u>Exp. Date</u> _____
<input type="checkbox"/> Advanced First Aid _____	_____	<input type="checkbox"/> EMT _____	_____	<input type="checkbox"/> Wilderness Leadership _____	_____
<input type="checkbox"/> Food Handlers Card _____	_____	<input type="checkbox"/> WEMT _____	_____	<input type="checkbox"/> Rockclimbing _____	_____
<input type="checkbox"/> CPR _____	_____	<input type="checkbox"/> SRT _____	_____	<input type="checkbox"/> Ropes Course _____	_____
				<input type="checkbox"/> Other: _____	_____

PARENT / GUARDIAN INFORMATION (if under 18)

Parent or Guardian Name(s) _____

Mailing Address _____ City _____ State _____ Zip _____

Physical Address _____ City _____ State _____ Zip _____

Family Home Phone _____ Family Email Address _____

Father Work Phone _____ Employer _____

Father Cell Phone _____ Fax _____

Father Email _____ Business Website _____

Mother Work Phone _____ Employer _____

Mother Cell Phone _____ Fax _____

Mother Email Address _____ Business Website _____

Where did you hear about Jonah Ministries? _____

EMERGENCY AND MEDICAL INFORMATION

Emergency Contact Name _____ Relationship _____

Emergency Contact Phone _____ Cell _____

Insurance Company Name & Address _____

Policy/ID # _____ Physician _____ Phone _____

Pre-Existing Medical Conditions, Allergies or Intolerance _____

Current Immunizations: _____ Yes _____ No

Initial here _____ if your child can receive over-the-counter medication (Tylenol, Advil, etc.)

Medical and Special Needs _____ asthma _____ diabetic _____ ADD _____ ADHD _____ other

Medication _____

Special diets _____

Special needs _____

JONAH MINISTRIES GUEST WAIVER

JONAH MINISTRIES ADVENTURE ACTIVITIES WAIVER

Challenge Course * Caving * Hiking * Swimming * Camping * White Water Rafting
(All activities on or off campus)

WHERE PARTICIPATION EQUALS SUCCESS
IN PROBLEM SOLVING. TEAM BUILDING. PERSONAL CONFIDENCE AND PHYSICAL ABILITY

DISCLOSURE:

Jonah Ministries (JM) Adventure Activities involve a variety of events that present rigorous physical challenges. The level of participation in the adventure activities is at all times completely up to the individual's choice. Each participant will, however, be asked to commit to trying each activity the program offers. The risks involved in each Adventure Activity must be assumed by each participant.

RELEASE OF LIABILITY:

I understand that parts of the JM Adventure Program may be physically and/or emotionally demanding. I affirm that my health is good, and that I am not under a physician's care for any undisclosed condition that bears upon my physical abilities to participate in JM activities. I understand that JM has taken extensive safety measures, including the training and documentation of its staff in Adventure Activity facilitation, as well as making every effort to aid in the safety of all participants. However, I also recognize that JM cannot guarantee that the participants, equipment, grounds and /or activities will be free of accidents or injuries. I understand that each participant must assume the risk of injury and expense that could result from any of these activities. I release the property owners, JM, its staff members, and Board of Directors from liability for any injury to me from participation in the JM Adventure Activities.

In the event that medical care is necessary, I give permission to the physician selected by the JM staff to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for the participant named above. I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while participating, or else I agree to bear the costs of any such injury or damage.

If a minor is involved, the minor, as well as one parent must sign.

Signature of participant: _____ Date: _____

PARENTAL RELEASE & PERMISSION

A. My child has my permission to participate in all activities on or off the grounds. I recognize the inherent risk of injury in camp activities I understand that Jonah Ministries has taken extensive safety measures, however, I also recognize that Jonah Ministries cannot insure or guarantee that the participants, equipment, grounds, and/or activities will be free of accidents or injuries. I will defend Jonah Ministries from all liability and claims of liability and will hold harmless Jonah Ministries, its staff, employees, and its Board of Directors from any claims of liability arising from my/my child's participation in the Jonah Ministries Camps or Activities.

B. In the event that I cannot be reached in an emergency, I give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and order injection, anesthesia, X-rays, routine tests, and/or surgery; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. I also accept responsibility for expenses incurred through such treatment. **I recognize that Jonah Ministries carries only secondary insurance coverage.**

C. I give permission for Jonah Ministries to use any photo or video of my child for Jonah Ministries publications or promotion/ advertising . I release my right to any kind of remuneration for said photos or videos.

D. I hereby authorize the directors and staff of Jonah Ministries to act for me according to their best judgment in any emergency requiring medical attention. I have made note of any medical or physical problems which might affect my child's ability to safely participate in the camp. I will be responsible for any medical or other costs in connection with his or her attendance at Jonah Ministries Camps.

Signature of participant: _____ Date: _____

Signature of parent/guardian if participant is under age 18: _____ Date: _____

PARENTS MUST SIGN AND DATE HERE!

Applicant Disclosure Form

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.

- 1. If applying for a position that involves handling money or personal property, have you within the past seven years been released from prison or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail or coercion?

2. ANSWER NO YES. IF YES, EXPLAIN BELOW.

Pursuant to Chapter 486, Laws of 1987:

- 2. Have you ever been convicted of any crimes against persons as defined in Section 1 of Chapter 486, Laws of 1987, and listed as follows: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?

ANSWER NO YES. IF YES, EXPLAIN BELOW.

- 3. Have you ever been found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER NO YES. IF YES, EXPLAIN BELOW.

- 4. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER NO YES. IF YES, EXPLAIN BELOW.

- 5. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER NO YES. IF YES, EXPLAIN BELOW.

- 6. Have you ever been convicted of any crime for any violation of any law (excluding minor traffic violations)? For the purposes this question, the term "convicted" means and includes: (1) all instances in which a plea of guilty or nolo contendere is the basis for the conviction and (2) all proceedings in which a charge has been deferred from prosecution or the sentence has been suspended or deferred.

ANSWER NO YES. IF YES, EXPLAIN BELOW.

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant Signature _____ Date and Place _____

JONAH MINISTRIES CHILD ABUSE POLICY	01/08/2008
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JONAH MINISTRIES WILL NOT TOLERATE THE PHYSICAL, EMOTIONAL, OR SEXUAL ABUSE OF CAMPERS. JONAH MINISTRIES IS REQUIRED BY LAW TO REPORT ANY ALLEGATION OR REPORT OF CHILD ABUSE TO THE WASHINGTON CHILDREN'S SERVICES DIVISION.

The Camp Director will inform the Camp Coordinator and the JM Medical Personnel of the camper's report. At that point, an official report will be filed with the Washington Children's Services Division. JM will cooperate fully with any investigation by the state agency or law enforcement agencies involved. **ONLY THE CAMP COORDINATOR WILL TALK TO THE MEDIA. REMEMBER YOUR RESPONSE: "I'm not authorized to answer your questions. Please talk to the Camp Coordinator."** (See the JM Emergency Communications Plan.)

1. Each staff applicant will be put through a Washington State Police Background Check.
2. Child/sexual abuse education will be included in the Staff Manual.
3. Every staff member will report suspicions of child/sexual abuse to the Camp Coordinator.
4. If the camp Coordinator determines that the allegation is reasonable, the staff member will be relieved of his/her responsibilities during the investigation.
5. If the allegation is deemed to be true, the Camp Coordinator will make immediate arrangements to remove the staff member. If required by law, a report will be made to the appropriate civil authorities.
6. In the case of the allegation being unproved, the staff member and his family may receive counseling for the traumatic event, and, if deemed helpful, he/she will be offered a new assignment.
7. Every effort will be made to preserve the dignity of all involved by observing an agreed upon code of confidentiality. If the accuser had deliberately or maliciously made a false accusation against a staff member, he/she will be immediately be dismissed from camp.
8. When a staff member is accused of child abuse by the state or arrested for the same, this constitutes a crisis/contingency situation in the ministry and as such:
 - The Camp Coordinator will be the only person to have contact with the media.
 - A log of daily events will be meticulously kept.
 - Contingency care will be initiated e.g. engage a lawyer, inform and support the accused's family, and support the staff member in court.

Responsibilities of Jonah Ministries to a staff member who falls into this sin:

1. Make arrangements for professional psychological counseling.
2. Encourage the former staff member's home church to set up an accountability relationship with the former staff member for restoration. Care must be taken not to violate the law in releasing information.
3. Care for the innocent parties.

In the event a staff member falls into abuse/sexual misconduct, Jonah Ministries will HOLD HARMLESS any person or organization which in good faith recommended the staff member for service in the JM programs.

I have read, understand, and agree to abide by the Jonah Ministries Child Abuse Policy.

Name

Date

STAFF & EMPLOYEE CODE OF CONDUCT, MISSION STATEMENT, STATEMENT OF FAITH
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01/08/2008

JM Staff members are representatives of Jesus Christ and Jonah Ministries wherever they go. The testimony of JM staff includes modesty in dress, as well as conduct. Because of the wide range of personal convictions and upholding Scriptural principles, JM staff dress casually, but are asked to maintain a modest standard in their personal grooming and dress code. Staff are an example to campers and others of the character of our camp's ministry. **It should never be necessary to make an apology for any staff member's appearance or actions.**

JM Staff are expected to have a growing relationship with Jesus Christ, an intense desire to share Christ with campers, a lifestyle and attitude that exemplifies the Fruit of the Spirit, an attitude of respect for JM rules and authority, and a team player attitude.

Our staff is chosen for their love relationship with the Lord that overflows to a love for kids. All staff members are expected to put the needs of the campers first.

PERSONAL DISCIPLINE - Christian maturity and growth do not happen by themselves. Each staff member will work hard at spending personal time with the Lord through prayer, Bible study, etc.

CONDUCT - The conduct of all JM staff is expected to be consistent with the Christian faith and ethics. **Conduct that is immoral, illegal, or persistently contrary to the policies, procedures, and traditions of JM may result in dismissal from the staff.** Illegal use of alcohol, drugs, fireworks, firearms, knives, weapons, or destruction of camp property are not allowed. No knives will be allowed on the premises unless the Camp Coordinator gives prior permission.

PERSONAL GROOMING -You, as a staff member, are to set the example for the campers. Modest dress and behavior is expected and required of all staff. All clothing needs to be modest and non-revealing. Girls, please no tight-fitting clothes, low-cut necklines, or tank tops; sleeveless shirts are permitted (no cleavage or bras showing). Hem of shirts must cover waist of pants at all times. All shorts are to be at least mid-thigh length. No underwear showing, please (this means boxers, too, guys). Swimsuits must be modest and non-revealing (one-piece for girls preferred). Swimwear is for waterfront activity only. Jonah Ministries reserves the right to define appropriate standards of appearance for the workplace.

MEDICATION -*All medications brought to camp MUST be checked in with the Medical Supervisor at registration. *All medications (prescription, over-the-counter, supplements, vitamins, etc.) require:

- Original container
- Specific written instructions including name, amount, time, and reason for dispensing
- Parent's signature authorizing administration by camp personnel
- Correct name, time, and dosage on the label for prescription medications

*Please send only essential medication; incidental, over-the-counter medications are supplied by the Medical Supervisor on staff according to the Standing Orders of the camp physician.

POSITIVE RELATIONSHIPS - Campers are the top priority for each and every staff member, second only to your relationship with God. Time spent apart from them is a neglect of your responsibility unless you are on assigned duty or a free hour.

When you single out a staff member during camp, your relationship becomes exclusive and is, therefore, a distraction to other staff members and campers. Campers will be looking for "girlfriend-boyfriend" relationships among the staff, and to be known as a "camp couple" can be one of the greatest hindrances to an individual's ministry. Therefore, displays of romantic affection (holding hands, kissing, back rubs to individuals of the opposite sex, etc.) are not allowed, unless married.

STAFF HOUSING - To avoid any appearance of impropriety, male staff may not enter female staff housing, and female staff may not enter male staff housing without permission from the Camp Coordinator or Camp Director. Each staff member is expected to keep his/her living area clean and orderly — especially on days when parents and campers arrive.

ELECTRONIC EQUIPMENT- **Please leave all electronic equipment at home (including laptop, ipod, etc.), unless you have prior permission from the Camp Coordinator.** E-mail may be received and sent, on a very limited basis, from the Staff Desk. You may bring a cell phone with you, but it will only be used with permission.

WEEKEND EXPECTATIONS AND CONDUCT - The same high conduct, as listed above, is expected when staff are off camp on weekends. The camp program requires much of an individual both physically and spiritually. Therefore, it is important that all staff members follow a very relaxed schedule between camps. This time should be used wisely. Catch up on rest as much as possible. Spend time in the Word and meditation. Pray for the campers who have left and for those who will be coming in. Find a quiet spot to be alone with God. On Sunday, staff will be expected to worship at the church of their choice.

PROMPTNESS - All staff members are expected to be on time to meals, meetings, and program assignments. **REMEMBER TO SET YOUR WATCH TO THE KITCHEN CLOCK!**

LOST & FOUND – **Please label all belongings.**

OUR RULES

- 1. Put others first**
- 2. No complaining**

OUR GOALS

- 1. Learn more about God**
- 2. Have Fun!**

MISSION STATEMENT

Jonah Ministries is dedicated to promoting spiritual growth in a Christian environment through fun, God-honoring camps and retreats.

STATEMENT OF FAITH

- 1. We believe that the Bible is the inspired Word of God and is without error, infallible and authoritative in the original writings.
- 2. We believe in one true God, eternally living in three Persons: Father, Son and Holy Spirit
- 3. We believe in the deity of our Lord Jesus Christ, in His miraculous virgin birth, in His sinless life, in His miracles, in His substitutionary death and atonement through His shed blood, in His bodily resurrection, and in His personal return in power and glory.
- 4. We believe that for the salvation of lost and sinful man, that faith in the Lord Jesus Christ and rebirth by the Spirit are essential.
- 5. We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a godly life.
- 6. We believe in the forgiveness of sins, the resurrection of the body, and life eternal.
- 7. We believe in the spiritual unity of the Church, which is called the Body or the Bride of Christ, made up of all who are spiritually reborn through faith in the Lord Jesus Christ.

I agree to abide by the Jonah Ministries Code of Conduct . I am in full agreement with the Jonah Ministries Statement of Faith, and I agree to refrain from any activity that would conflict with the above beliefs.

Name

Date

JONAH MINISTRIES STAFF ORIENTATION

Staff Training in a Nutshell

- God is our Camp Director
- Our Rules: Put others first and no complaining
- Our Goals: Take the next step in your walk with God and have fun!
- Our Work Ethic: “Clean as you go,” “Go the extra mile,” “If you see it, make it happen”
- Emergency Procedures:
 - Outdoor emergency – One long whistle every 10 seconds
 - Indoor emergency – One long continuous buzzer. Meet at baseball diamond and line up by cabin groups
 - Emergency over – Three short buzzes or whistles every 10 seconds
- Safety First. Parents entrust their most prized possessions to us. Take the responsibility seriously.
- Safe Haven. From ridicule, pain, stress. If they can't find love and acceptance here, where will they find it?
- Fill out and sign all necessary paperwork: Staff Application or Guest Form, Background Check form, Staff Manual Checklist, Code of Conduct and Statement of Faith
- Code of Conduct: Modest clothing, wisdom with guy/girl relationships
- No Counselor Clumping allowed
- Wear shoes at all times—everyone!
- Boundaries: South-rock wall, West-Herrings, North-tree line, East-tennis court
- Incident Form: Use to report such things as homesickness, problems between campers, discipline problems, abuse
- Accident Form: Use to report any type of accident
- Decision Form: Use to report any spiritual decision made by camper, not just salvation (we're planning for a whole file!). The Next Step Notebook in Staff Lounge
- Camper Certificates: Fill out at the end of the week with a character quality specific to each camper
- Evaluation Form: Fill out after camp ends and before you leave. Please be honest so that we can improve for next year's camp. Plan to attend the evaluation/debriefing meeting in Party Room after camp ends.
- All forms can be found in the black FORM notebook on counter in office
- In case of media involvement you say, “I am not authorized to answer your questions. Please talk to the Camp Coordinator.”
- This week's verses are _____
- If your camper does not own a Bible, please ask for one in the office. We love to give away Bibles!
- ALL medication needs to be turned in at registration. No staff may dispense of meds without permission.
- First Impressions: Meet and greet campers and parents well. Ask them questions. Learn names quickly.
- Quiet time is top priority. Ask each other each day, “Have you been in the Word today?”
- Your campers might need help with their quiet times. We have lots of helps available
- Spiritual Warfare: It's a pretty regular occurrence when people are meeting the Lord. Have your shield in place.
Ephesians 6:10-18
- Unity, “Be at peace with all.” Matthew 18
- Team Meetings will be held in the _____ room this week.
- Be familiar with the facility: Bathrooms, shower rooms, gym, dining hall, first aid, meeting room, etc.
- Mail: Place in the outbox in the office before 11 AM. Incoming mail will be distributed at dinner
- Housing Assignments
- Don't share, loan, use any hair brush, comb, hat. Lice control!
- Don't borrow clothes
- Schedule
- Breaks

- Camp Names
- Raise your hand to volunteer!
- Participation: Join in all activities with a positive attitude. Play as if you've never played the game before
- Be happily flexible: A very necessary attribute in the camping ministry
- Staff Lounge is available to you at all times to study, eat, rest, sleep, etc.
- Staff Desk is available to you. Please sign in and out when using internet. Please limit calls to 10 minutes and to family members, unless other permission is granted
- Ask, "How can I help?"
- You are the "parent." Know where your campers and their belongings are at all times!
- Know when to say, "I don't know."
- Duke Privacy: Please feel free to knock. Don't just walk in
- Baby Policy: Don't feed or hold the babies without permission. Pecking order: Parents, Great Grandma, Grandpa & Mimi, Aunts & Uncles, then staff 😊
- Free T-shirt: Please wear your Jonah shirt today as campers arrive
- Staff are allowed two free things at the snack shop—only when it is open
- No TV or movies without permission from Lead Staff
- Five Love Languages
- Listen intently
- Give God your first, your best, and more
- "Work becomes worship when you dedicate it to God and perform it with an awareness of his presence." From *Purpose Driven Life*
- Homesick Camper: Love, encourage to participate, talk about their home with them, don't ever promise a call
- "Early is on time. On time is late. And late is not happening!" Set your watch by the Dining Hall clock
- Check message board on wall outside of Staff Lounge
- Laundry Facilities are available on a very limited basis. Fold each others' clothing if you take it out of the dryer. Guys do laundry downstairs, girls upstairs
- Call or email your Prayer Partners
Commit your week, your will and your way to the Lord this week. After all, it's His camp!

Thank you for serving the Lord,
through Christian Camping at Jonah Ministries!