



## **Interfaith Camp Everytown Staff/Facilitator Application Checklist**

### **Return to SVCCJ:**

- \_\_\_ Application for Staff/Facilitators
- \_\_\_ Medical Information/Voluntary Self Identification Form
- \_\_\_ Behavior Limits
- \_\_\_ Release Form
- \_\_\_ Fingerprint Receipt

### **For Your Records:**

- \_\_\_ Interfaith Camp Everytown Description
- \_\_\_ Live Scan Instructions (see below)
- \_\_\_ Checklist
- \_\_\_ Directions/Map to Point Bonita

### **Fingerprint Directions:**

- Make a fingerprinting appointment online at [www.sccsheriff.org](http://www.sccsheriff.org)
  - Fingerprints must be completed before your interview
- Call to schedule an interview with:
  - Bruce Bramlett (408) 286-9663 ext. 330
  - or
  - Clarissa Moore (408) 286-9663 ext. 329
- Please bring completed application packet, resume and fingerprint receipt with you to:

The Silicon Valley Conference for Community and Justice  
777 North First Street, Suite 220  
San Jose CA, 95112  
Phone: (408) 286-9663  
Fax: (408) 287-8061



**SVCCJ**  
**Interfaith Camp Everytown**

**June 15 - 19, 2008**

**Interfaith Camp Everytown**, a program of Silicon Valley Conference for Community and Justice, is an intensive 5-day/4-night residential retreat for high school youth that builds teamwork through respect, appreciation for diversity, and leadership skills. Interfaith Camp Everytown is designed to explore religious diversity, to reduce stereotypes, biases, and prejudices while increasing understanding and respect for differences in religion, race, ethnicity, gender, culture and other factors that act to divide us. Students and staff are empowered to build positive relationships across the deepest social divides.

Student delegates will be led through interactive small group discussions, workshops, shared experiences and daily exercises specifically addressing inter-religious conflict and positively accenting religious diversity and content. Subjects include self-identity; religious, racial, cultural and ethnic issues; family relationships; gender roles and equality; peer relationships and stress management. Students will brainstorm action plans on how to recreate the Everytown environment in their own communities.

Interfaith Camp Everytown is based on *respect, acceptance, and responsibility*, core values that promote respect and non-violence in our local communities. Everytown enhances inter-religious respect, adult-student communications, police/youth relations, conflict resolution skills, and citizenship values.

This retreat is for members of the faith communities that have adherents in our region and is recommended for in-coming high school sophomores, juniors and seniors. Interfaith Camp Everytown is not appropriate for everyone. The language and situations can be intense and emotionally raw. Please make sure your student has the maturity to participate in this extraordinary experience. Teachers and youth leaders will be invited to attend as counselors, along with other adult leaders (ratio of one adult to approximately seven students).

Our goal is not to prepare students religiously, but to help them navigate and lead in a multi-cultural/interfaith environment as respectful spokespersons for their own beliefs. Students gain the invaluable experience of exposure to other faiths:

- To understand their religious environment
- To learn how to effectively relate to peers of faiths different from their own
- To learn how to respectfully communicate with them

**As a staff/facilitator you need to know that:**

- **There will be no proselytizing by anyone**
- **As a staff member/facilitator expect to sleep in the dormitory with the students**
- **Because this is a religiously oriented camp, we will make every effort to make accommodation for prayer, modesty concerns and most religious dietary laws.**

**Application and Payments:**

Total cost for 5days/4nights is \$475 per staff/facilitator. This includes all meals and accommodations.

Application packet and your deposit of \$250 is due by **Wednesday, April 30, 2008**

Balance of \$225 is due by **Thursday, May 15, 2008**

Please send application packet and payments to: SVCCJ, 777 N. First Street #220, San Jose, CA 95112

**Interfaith Camp Everytown will be held at:**

YMCA Point Bonita  
981 Fort Barry  
Sausalito, CA 94965  
415.331.9622

**Parent and Student Orientation:**

All facilitators are encouraged to attend one parent/student informational meeting. They will be held on:

**Wednesday, April 30, 2008**

7:00 – 9:00 p.m.

Foothill Presbyterian Church  
5301 McKee Road  
San Jose

or

**Sunday, May 18, 2008**

2:00 – 4:00 p.m.

Temple Emanu-El  
1010 University Avenue  
San Jose

**Get Acquainted With Other Staff:**

We strongly suggest you attend the Get Acquainted With Staff session on:

**Wednesday, May 28, 2008**

5:00 – 8:00 p.m.

SVCCJ Office  
777 N. First Street, Suite 220, San Jose  
A light meal will be served

**Staff/Facilitator Training:**

Two staff training sessions are mandatory. They will be held on:

**Tuesday, June 3, 2008**

5:00 – 9:30 p.m.

SVCCJ Office  
777 N. First Street, Suite 220  
San Jose

and

**Thursday, June 5, 2008**

5:00 – 9:30 p.m.

SVCCJ Office  
777 N. First Street, Suite 220  
San Jose

**Transportation:**

You are responsible for your own transportation to and from camp.

Please arrive at camp on Sunday, June 15 by 1:00 p.m.

Camp will officially close at 5:00 p.m. on Thursday, June 19

**For Further Information:**

Please contact Bruce Bramlett, [bbramlett@svccj.org](mailto:bbramlett@svccj.org), 408.286.9663, Extension 330



## Interfaith Camp Everytown Application for Staff/Facilitators

*Please complete each section fully and accurately. Use the back of the last page if you need additional space. Please print clearly or type, and remember to sign the application in the space provided at the end of the form. SVCCJ does not discriminate on the basis of race, sex, color, disability, national origin, ancestry, religion, creed, age, marital status, sexual orientation, citizenship or authorized alien status, veteran status, or any other basis prohibited by law.*

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Address: \_\_\_\_\_ Home #: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_ Work #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell #: \_\_\_\_\_

Are you at least 18 years of age? If no, please list age: \_\_\_\_\_ YES  NO

Is there anything that will prevent you from performing the essential functions of the position for which you are applying, with or without reasonable accommodations? If yes, please explain: \_\_\_\_\_ YES  NO

How were you referred to SVCCJ? \_\_\_\_\_

Were you ever been employed by, or provided volunteer services to SVCCJ? YES  NO   
 If yes, please list dates and location(s): \_\_\_\_\_

Have you ever been convicted of a felony within the last 7 years?  
 If yes, please explain, including date and location : \_\_\_\_\_ YES  NO

**Education** *Please list the school and location, degree/diploma earned or number of years of study completed, and course of study, for the highest level of education achieved.*

School & Location	Degree/Diploma Or No. of Years	Course of Study
_____	_____	_____
_____	_____	_____

**Skills and Training** Please summarize special job-related skills, training and other qualifications from your previous employment or other experience.

**Employment** Please list your most recent employers, assignments or volunteer activities

Employer \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
\_\_\_\_\_ Supervisor \_\_\_\_\_  
Telephone \_\_\_\_\_  
Duties \_\_\_\_\_

Employer \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
\_\_\_\_\_ Supervisor \_\_\_\_\_  
Telephone \_\_\_\_\_  
Duties \_\_\_\_\_

**References:**

Name	Relationship	Years Known	Phone No.
1. _____			
2. _____			
3. _____			

**Certification**

I certify that the information provided in this application is true and complete. I authorize SVCCJ to investigate in this application and to secure any necessary information from all employers, references, academic institutions, and other organizations. I also agree to execute any additional written authorizations necessary for SVCCJ obtain access to and copies of records pertaining to this information. I agree to release any person, company, or other institution from any and all cause of action that otherwise might arise from supplying SVCCJ with information if may request pursuant to this release.

I understand that acceptance of my offer to facilitate INTERFAITH CAMP EVERYTOWN is contingent upon receipt of satisfactory responses to any or all investigations conducted by SVCCJ. I understand that any false answers or statements, or misrepresentations by omission, made by me on this application or any related document, will be sufficient for rejection of my application, or for my immediate discharge if discovered after I begin providing facilitation services.

I agree to comply with all applicable policies, procedures and rules of SVCCJ, and I understand that any violation may result in my immediate dismissal as a facilitator. I understand that nothing in this application, or in acceptance of my offer to facilitate, is intended to create an employment contract between SVCCJ and me.

I hereby acknowledge that I have read and understand the preceding statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Silicon Valley Conference for Community and Justice  
Interfaith Camp Everytown**

**Staff/Counselor Medical Information - Self-Identification Form**

**Medical Information**

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

Emergency Contact 1) \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

2) \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Current medical conditions \_\_\_\_\_

Activity limitations \_\_\_\_\_

Allergies (food, meds, bee stings, etc.) \_\_\_\_\_

Additional comments or instructions, including special dietary considerations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (use back of sheet if necessary)

Medications (list all, & purpose, dose, frequency) \_\_\_\_\_

\_\_\_\_\_

Personal Physician \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Medical Insurance # \_\_\_\_\_

**SVCCJ** will not discriminate against anyone because of race, sex, color, national origin, ancestry, religion, creed, age, marital status, sexual orientation, citizenship, or authorized alien status, veteran status or any other basis prohibited by law. **SVCCJ** also seeks to ensure diversity at Interfaith Camp Everytown to match that of the delegates. **Please mark and complete all categories below that apply.**

**SEX**

MALE \_\_\_\_\_

FEMALE \_\_\_\_\_

**FAITH**

BUDDHIST \_\_\_\_\_

SIKH \_\_\_\_\_

BAHA'I \_\_\_\_\_

HINDU \_\_\_\_\_

JEWISH \_\_\_\_\_

MORMON \_\_\_\_\_

MUSLIM \_\_\_\_\_

JAIN \_\_\_\_\_

EASTERN \_\_\_\_\_

ORTHODOX \_\_\_\_\_

CHRISTIAN \_\_\_\_\_

(specify) \_\_\_\_\_

OTHER (specify) \_\_\_\_\_

**ETHNICITY – PLEASE BE SPECIFIC**

LATINO(A) \_\_\_\_\_

AFRICAN-AMERICAN \_\_\_\_\_

WHITE \_\_\_\_\_

PACIFIC ISLANDER \_\_\_\_\_

ASIAN \_\_\_\_\_

MIDDLE EASTERN \_\_\_\_\_

NATIVE AMERICAN \_\_\_\_\_

MULTI-ETHNIC \_\_\_\_\_

OTHER \_\_\_\_\_

**VETERAN STATUS**

Are you a disabled veteran? (Y/N) \_\_\_\_\_

Are you a veteran? (Y/N) \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

**Silicon Valley Conference for Community & Justice**  
**Interfaith Camp Everytown Behavioral Limits Policy**  
**For Counselors, Facilitators and Volunteers**

Interfaith Camp Everytown is a program delivered by SVCCJ, the Silicon Valley Conference for Community & Justice. Interfaith Camp Everytown works with youth to address issues of bias, bigotry and prejudice. Working with minors involves specific local and state mandatory provisions. For the safety of the youth involved in our programs, as well as for yours and SVCCJ, it is essential that you understand and abide by all laws, regulations and guidelines regarding working with minors. *You are expected to model appropriate behavior to maintain the safety of the participants* in your role with SVCCJ.

SVCCJ staff/facilitators must maintain appropriate conduct and follow clear guidelines with all minors participating in SVCCJ programs. Appropriate conduct and guidelines shall be maintained during all SVCCJ program involvement.

- ❑ SVCCJ staff/facilitators will maintain confidentiality during and following programs (except for mandatory reporting, e.g. abuse or when individual is a danger to self or others).
- ❑ SVCCJ staff/facilitators will treat all participants equally and avoid favoritism or cliques.
- ❑ SVCCJ staff/facilitators will respect off-site facilities and environment.
- ❑ SVCCJ staff/facilitators will maintain positive, supportive and healthy mentoring relationships with program participants.
- ❑ SVCCJ staff/facilitators will exhibit language and behavior consistent with SVCCJ's mission – e.g. no disrespectful comments related to race, religion, gender, sexual orientation, ability, age, etc.\*
- ❑ SVCCJ staff/facilitators shall not possess or use weapons, illegal substances, commit status offenses or engage in other illegal activity or activity inconsistent with the management of the program.
- ❑ SVCCJ staff/facilitators will have no sexual or romantic relationship with minors who are program participants during or after an SVCCJ program.
- ❑ SVCCJ staff/facilitators may not use illicit drugs or alcohol at any time (on or off site) during the program.
- ❑ SVCCJ staff/facilitators may not be alone with minor participants in secluded areas. To avoid situations that could be considered a violation of professional guidelines, when meeting with minors for any reason there must be a SVCCJ employees and/or volunteer of each gender present.

If you have concerns or complaints about the handling of such concerns, please contact the SVCCJ President/Executive Director at: (408) 286-9663 ext. 326.

Your signature indicates that you have read, understood, and agree to abide by the above rules.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\* With the exception of carefully controlled and supervised exercises that model these behaviors, you should be alert and sensitive to any appearance of harassment or discrimination and avoid or avert them.*



## **Interfaith Camp Everytown Release Form**

In consideration of \$0 (zero) which is the total amount due to me, receipt of which is hereby acknowledged, I hereby give the SILICON VALLEY CONFERENCE FOR COMMUNITY & JUSTICE, its successors and assigns, and those acting under its permission, the absolute right to use, publish, distribute and/or copyright in any and all media, pictures, sound recordings or likenesses of me or in which I may be included in whole or in part, including distortions thereof, in character or form, in conjunction with my own or a fictitious name, for any and all purposes, including but not limited to advertising, publicity, self-promotion, motion pictures and any other lawful purpose.

I hereby waive any right to inspect or approve the finished product or the use to which it may be applied.

I hereby release and discharge myself, my heirs, executors, administrators, and assigns, the said SILICON VALLEY CONFERENCE FOR COMMUNITY & JUSTICE, its agents, successors and assigns and all persons for whom it is acting under its permission, from all claims and demands and any liability resulting from the production, reproduction or use hereunder of my picture, likeness, sound recording or illusion or use in composite form, or be produced in connection, therewith whether intentional or otherwise.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Dated**

\_\_\_\_\_  
**Please Print Name**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**Zip Code**

# SVCCJ INTERFAITH CAMP EVERYTOWN

## Checklist

**THESE ITEMS ARE RECOMMENDED. PLEASE BE SURE ALL ITEMS ARE LABELED.**

- |                                      |                            |
|--------------------------------------|----------------------------|
| ___ Sleeping bag/bed roll and pillow | ___ Shirts/t-shirts - 5    |
| ___ Toothbrush                       | ___ Long pants - 2         |
| ___ Toothpaste                       | ___ Shorts                 |
| ___ Soap                             | ___ Underwear - 5          |
| ___ Brush/comb                       | ___ Pajamas - 1            |
| ___ Bath towels - 2                  | ___ Socks - 6 pairs        |
| ___ Washcloth                        | ___ Sturdy shoes - 2 pairs |
| ___ Bathing suit- for showers        | ___ Slippers - 1 pair      |
| ___ Rubber sandals-for showers       | ___ Toiletries             |
| ___ Heavy sweaters - 2               |                            |

### **YOU ARE ENCOURAGED TO BRING THE FOLLOWING:**

- |                    |  |
|--------------------|--|
| Religious book     | Prayer items                                       |
| Religious clothing | Religious artifacts you are willing to show others |

### **CONVENIENCE ITEMS:**

- Pillow
- Sunscreen
- Chapstick
- Shower shoes
- Kleenex
- Flashlight
- Insect repellent

### **EXTRA ITEMS:**

- Musical instruments
- Binoculars
- Camera/film
- Day pack
- Laundry bag
- Readings, poetry, etc.
- Cultural clothing
- Cultural music for Cultural Pride Night

### **THE FOLLOWING ITEMS ARE NOT TO BE BROUGHT TO CAMP:**

- |                       |                        |
|-----------------------|------------------------|
| Weapons of any kind   | Cell phones            |
| Alcohol/Drugs/Tobacco | Radios/CD players/iPod |
| Magnifying glass      |                        |

**INTERFAITH CAMP EVERYTOWN is absolutely a non-smoking camp!  
Do not enroll if you cannot spend 5 days tobacco-free.**

**PLEASE DO NOT BRING ANYTHING VALUABLE TO CAMP  
WE ARE NOT RESPONSIBLE FOR LOST ITEMS**

**YMCA OUTDOOR AND CONFERENCE CENTER  
POINT BONITA  
981 FORT BARRY, GGNRA  
SAUSALITO, CA 94965  
415.331.9622**



**From South of the Golden Gate Bridge:**

Going North on Highway 101 from San Francisco, cross the Golden Gate Bridge. Go past the Vista Point exit and take the Alexander Avenue exit. As you exit, bear right but proceed slowly. After approximately 500 feet, take the first left to the Marin Headlands onto Bunker Road. Ahead you will come to a one-way tunnel. You may have as much as a five-minute red light here. At the green, continue through the tunnel. Continue straight on Bunker Road for approximately 2 miles. After you see the horse stables, bear left and follow the signs up the hill onto Field Road heading to Point Bonita and the YMCA Point Bonita.

**From North of the Golden Gate Bridge:**

Head South on 101 to the last Sausalito exit (after the Waldo Tunnel and just before the bridge). At the exit stop sign, turn right and double back under 101. Bear left after the stop sign. Proceed slowly, after 500 feet, take the first left to the Marin Headlands onto Bunker Road. Ahead you will come to a one-way tunnel. You may have as much as a five-minute red light here. At the green, continue through the tunnel. Continue straight on Bunker Road for approximately 2 miles. After you see the horse stables, bear left and follow the signs up the hill onto Field Road heading to Point Bonita and the YMCA Point Bonita.