Camp Adventure –
New Paperwork Checklist

As of March 1, 2020, the following items all need to be turned in to the Camp Adventure office. Some of these items are due before that date. These items can be turned in hard copy to your trainers or turned in via email to campa.paperwork@uni.edu as PDFs or clear, well-lit pictures (JPEGs). Keep a copy of each item you turn in to the Camp Adventure office as you may be asked for a copy if the original is misplaced during transit and processing. If you have any questions regarding your paperwork contact Ashley Sawyer at lekara@uni.edu.

Note – Not having all paperwork in by the listed due date will affect your ability to receive/retain your placement. This is due to different placements needing different paperwork items to be processed for visas, base access, or additional security/background checks. If we cannot process you for a particular placement because you do not have the necessary paperwork items in you may be removed from that placement.

General Paperwork

**Application (physical copy)**-including bio, participation eligibility survey, uniform sheet, and FedEx information sheet. All information on these forms is biographical. Fill out each requested field. Submit in a physical copy only, not electronically, due to containing your SSN and other PII (Personally Identifiable Information)—Should be turned in before/at LAC. If you are a late interview it should be turned in within 2 days of receipt. Can be turned in to your trainer or mailed to the Camp Adventure office.

**Sign and Return Forms (can be submitted electronically or physical copy)** – including appearance guidelines, statement of commitment, alcohol policy, drug policy, discrimination policy, process for managing missing paperwork, attendance and training policy, waiver of liability, conditions of participation, and authorization for the release of information.

Read each form and sign/date in the requested area to indicate that you have read, acknowledged, and agreed to the information and policies contained in the forms. –Should be turned in at LAC. If you are a late interview they should be turned in within 2 days of receipt.

**Enrollment Form (can be submitted electronically or physical copy)** – complete 1 copy of either the undergraduate or graduate enrollment form. The form needs to be signed on the bottom. Do NOT put your SSN on the form, if you intend to turn the form in digitally. –Should be turned in at LAC. If you are a late interview they should be turned in within 2 days of receipt.

**Business Pursuits Insurance Application or Liability Insurance (can be submitted electronically or physical copy)** – Write your name, permanent address, and sign the form. –Should be turned in at LAC. If you are a late interview it should be turned in within 2 days of receipt.
**Placement Form(s) (can be submitted electronically or physical copy)** – Complete all requested information on the placement and/or aquatic placement forms. – *Should be turned in at LAC. If you are a late interview it should be turned in within 2 days of receipt.*

**Health Information Forms (can be submitted electronically or physical copy)** – including proof of physical completed 9/1/19 or after, date and results of a TB test completed 9/1/19 or after, dates of last tetanus shot (must be completed 9/1/2010 or after), dates of 2 MMR shots (would have been completed when you were young). – *You will get this form from the LAC packet. It should be completed by January 31, 2020, if possible, but no later than March 1, 2020. This form is used in the background check process for some branches of the military, so having it in early may make you a more viable candidate for a wider range of positions.*

**Verification of Work with Youth Form (can be submitted electronically or physical copy)** – This needs to be completed by a supervisor from a professional, group childcare setting. You complete the top portion and your supervisor will complete the ‘Agency Complete’ portion. Your experience can be volunteer or paid. – *You will get this form from the LAC packet. It should be completed by January 31, 2020, or your first training.*

**Recommendation Forms (2) (can be submitted electronically or physical copy)** – At least one (1) needs to be completed by a supervisor from a professional, group childcare setting. It can be completed by the same person who completes your verification of work with youth form. The second recommendation can be from a more general, non-childcare source, such as a professor, volunteer coordinator, or non-childcare employer. Your recommendations cannot both be from the same location/organization – *You will get these forms from the LAC packet. They should be completed by January 31, 2020/your first training. This form is used in the background check process for some branches of the military, so having it in early may make you a more viable candidate for a wider range of positions.*

**Passport – (can be submitted electronically or physical copy)** – Submit a signed, color copy of your passport as soon as you receive it. If you already have one, submit the copy at your PLAC. If you have to apply for your passport, do so ASAP (in the fall preferably) and submit a copy of the receipt. – *You will get this form from the LAC packet. This form is used in the background check process for some branches of the military, so having it in early may make you a more viable candidate for a wider range of positions.*

**Transcript – (can be submitted electronically or physical copy)** – Submit an official transcript from each institution you have received college credit from. The transcript can be sent to us electronically if your school provides this option. Have the transcript sent to Ashley Sawyer at lekara@uni.edu. Otherwise you will need to either give your official transcript to your trainer or mail it to the Camp Adventure office at:

Camp Adventure Child & Youth Services  
2351 Hudson Rd. HPC 106  
Cedar Falls, IA 50614

*Do not submit your official transcript until your fall 2019 grades are available. The transcript needs to be ordered before your first training.*
Travel Registry Form – (can be submitted electronically or physical copy) – Initial, sign and date in all locations indicated. – Submit at your PLAC or first training.

Mandatory Reporter Certificate – (can be submitted electronically or physical copy) – You will be given instructions on how to access the course by your trainer. – Submit no later than March 1, 2020.

Red Cross Certifications – Complete the required Red Cross course and turn in a copy of the certification. Day Camp/CDC/MST/Teen participants must have an American Red Cross Lifeguarding certification. Aquatic participants must have an American Red Cross Lifeguarding and Water Safety Instructor (WSI) certification. – All participants must turn in their course registration no later than March 31, 2020, and have their certification in no later than April 30, 2020.

If you have any questions or concerns regarding the required certification skills, please contact Tracy Carey directly at campa.certifications@uni.edu. Tracy is the only person who can authorize alternative courses.

Health Insurance Card/Letter from Health Insurance Company or SHIP/other purchased health insurance – You are required to have health insurance that covers you in emergencies outside of the country. Most insurance plans do this, so contact yours to see if they do. If so you will need to request a letter that indicates that at least emergency coverage outside of the country. If your personal insurance does not cover you, you have the options of either purchasing SHIP or international travel health insurance. Contact Ashley Sawyer at lekara@uni.edu to discuss your options. – Submit no later than March 1, 2020.

Security Paperwork

You will get these forms at the LAC and need to turn in all security forms no later than your first training. If you do not complete a form the exactly the requested specifications we may have to request a new copy due to what the military will accept. In some cases, they will only accept perfect copies. Do not get fingerprinted until the spring semester, or your cards may expire and you will be required to get updated ones.

Information Regarding Security Checks Form – Complete the form according to the instructions on the cover sheet.
PSIP Form – Complete the form according to the instructions on the cover sheet.
SF85 (Questionnaire for Non-Sensitive Positions) – Complete the form according to the instructions on the cover sheet.
OF306 (Declaration for Federal Employment) – Complete the form according to the instructions on the cover sheet. This form cannot contain any errors, cross-outs/scrribbles, or write-overs.
DD2981 (Basic Criminal History and Statement of Admission) – Complete the form according to the instructions on the cover sheet. This form cannot contain any errors, cross-outs/scrribbles, or write-overs.
DD3058 (DOD Consent to Conduct Installation Records Check) – Complete the form according to the instructions on the cover sheet. This form cannot contain any errors, cross-outs/scrribbles, or write-overs.
**State Criminal History Record Checks** – List the states you have lived in the past 5 years on the cover sheet and complete the appropriate state background checks.

**Fingerprint Cards** – All new participants need to complete 2 FD258 fingerprint cards. These will be provided by your trainer. Some states require additional FD258 fingerprint cards, others require state specific cards, or additional digital fingerprinting. You will be informed of the specific requirements of the states you have lived in by closely reading the state background check for that state. Fingerprinting time will either be arranged by your trainer or you will need to access a local safety office/police station to get fingerprinted (ask your trainer if fingerprinting will be provided at one of your trainings). – *Due no later than Youth Conference, February 22, 2020.*

**Fees**

All fees have to be paid through the Camp Adventure payment portal at [https://uni.edu/campadv-d7/homepage](https://uni.edu/campadv-d7/homepage). You will receive a receipt via email. You do NOT need to attach a copy of your receipt to this packet.

NOTE: If the text in your email receipt is **PURPLE** then the payment did **NOT** go through. This may be due to a variety of factors. If you are not sure if your payment went through email Erin Frahm at [erin.frahm@uni.edu](mailto:erin.frahm@uni.edu).

- **Uniform Deposit Fee** - $145 - Due by 5 days after your PLAC
- **Course Materials Fee** - $175 – Due on or before January 31, 2020
- **Uniform Remainder Fee** - $160 – Due on or before February 28, 2020
- **Liability Insurance Fee** - $175 – Due on or before March 1, 2020
- **Tuition (12 credits)** - $648 – Due on or before April 30, 2020

**Additional Paperwork**

Depending on the branch you are placed with and your exact location you may be required to complete additional security or base access paperwork. You will be informed if this is necessary after you receive your placement.