



Camp Dogwood for the Blind & Visually Impaired  
7062 Camp Dogwood Drive  
PO Box 39, Sherrills Ford, NC 28673  
828-478-2135  
[www.nclionscampdogwood.org](http://www.nclionscampdogwood.org)

Hello Lion!

### **We Need You!**

Hopefully, you are already considering volunteering at Camp Dogwood this summer. Volunteering for a weekly session to work with blind and visually impaired individuals is a rewarding experience. You have the opportunity to make a significant impact on the lives of each blind and visually impaired camper. If you are service-driven and enjoy helping others, then volunteering at Camp will be an experience that you cannot miss out on! Come witness what Camp Dogwood is all about, and how important it is to the individuals we serve.

**This summer Camp Dogwood will serve up to 60-80 campers per week. To accomplish this, we need approximately 10 volunteers each week.**

### **Important Information**

Meals and lodging are provided at no charge to volunteers. Wireless internet is available if you would like to bring your laptop. This is a one-week commitment. We request that all volunteers arrive by 1PM on Sunday to assist with check in, and depart after Campers leave the following Thursday. You are welcome to arrive on Saturday, the day before your weekly session. If you choose to arrive on Saturday, please notify the Camp Office. There will be a volunteer orientation meeting at 3PM on Sunday (the day of arrival).

### **Application and Additional Info**

If you need additional information or applications, please contact us. We are happy to mail applications out, but they are also available on our website [www.nclionscampdogwood.org](http://www.nclionscampdogwood.org). Once your application has been approved and your week assigned, a confirmation email will be sent or mailed to you. You are encouraged to bring your spouse or a friend who is a Lion that will volunteer with you.

**If you cannot volunteer this summer please help us by passing this application on to someone who can.**

Please read all the attached information carefully, including the “**Standards of Conduct**” policy. Please return the application as soon as possible. Feel free to contact Tammy Thomas with any questions, at 828-478-2135 ext. 229 or by email [tammy@nclf.org](mailto:tammy@nclf.org). We look forward to having you here!

Best regards,

Tammy Thomas  
Camp Director

**2024 Camp Dogwood Volunteer Application**

***Please return application to the Camp Office***

## **North Carolina Lions Foundation**

### **Employee and Volunteer Standards of Conduct**

As a matter of fundamental principle, the nonprofit and philanthropic community should adhere to the highest ethical standards. Donors and volunteers support charitable organizations because they trust them to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct. Nonprofit and philanthropic organizations must earn this trust every day and in every possible way.

The North Carolina Lions Foundation, (NCLF) is a nonprofit organization exempt from federal income taxes under Section 501(c) 3 of the Internal Revenue Code. The organization was established in 1934 and incorporated in 1947. The NCLF provides a variety of humanitarian services, the majority of which are services to those with sight or hearing difficulties. The "Standards of Conduct" is a code of conduct to govern the decision and actions of employees (both wage and volunteer) in the course of their duties. The NCLF is committed to ensuring that its employees behave in an acceptable manner in all their work-related dealings with clients, Lions, advocates, colleagues, other agencies and the general community.

Every employee is expected to act in a professional, responsible, and courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive.

It is impossible to identify all standards of conduct that are unacceptable. The expectation is for employees to act in a professional and courteous manner. We expect that employees will use common sense and good judgment in achieving this goal. However, the NCLF Board and Executive Director, and not that of any individual employee, is the benchmark for what is Acceptable and what is not. An employee's conduct is not made acceptable solely because the employee believes it to be. Nor may an employee excuse his or her conduct because this guideline does not specifically prohibit the objectionable conduct. The NCLF expects that employees recognize that inappropriate conduct, from rudeness to theft, etc. is unacceptable. The decision as to what is inappropriate is left in the NCLF management's hands and sole discretion.

The NCLF expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the NCLF. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if employees' sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

When communicating publicly on matters that involve NCLF business, employees must not presume to speak for the NCLF on any topic, unless they are certain that the views they express are those of the NCLF, and they have received permission to speak for the NCLF.

Except as the Board of Directors may permit, or as otherwise required by law, no employee shall share, copy, reproduce, transmit, divulge or disclose any confidential information related to the affairs of the NCLF.

Employees will uphold the strict confidentiality of all meetings and other deliberations and communications. All discussions shall be maintained as confidential and cannot be shared with clients, Lions, advocates, colleagues, other agencies and the general community.

All employees will immediately inform the Executive Director of any complaints, concerns or issues of clients, Lions, advocates, colleagues, other agencies and the general community that they become aware of.

Personal information of clients and staff will not be shared with anyone including other staff unless there is a legal need for the sharing of information.

All employees share a serious responsibility for the NCLF's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the NCLF and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the NCLF that would, or would appear to create an excessive demand upon their time and attention, thus depriving the NCLF of their best efforts on the job or create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in the NCLF's best interest.

Employees must take care to separate their personal roles from their NCLF positions when communicating on matters not involving NCLF business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

**Employees will:**

- Acquaint themselves with the mission, principles, values and policies of the NCLF and behave accordingly.
- Fulfil their responsibilities as employees in accordance with their respective duty statement and with due care and diligence.

- Co-operate with management, colleagues and other agencies to promote and deliver quality services to clients.
- Understand and comply with the administrative and work practices of the NCLF and maintain records as required by the NCLF.
- Respect clients as valued persons entitled to the same treatment and regard as other members of society.
- Observe the privacy, dignity and confidentiality rights of clients, their families and advocates.
- Apply the highest standards of personal conduct in their dealings with clients, Lions, advocates and other agencies.
- Not make any public statements to the media without the prior approval of the Executive Director.
- Not make improper use of their position, or information gained through their position, as an employee to gain, directly or indirectly, an advantage for themselves or any other person, or cause detriment to the organization or its clients.

## **CAMP DOGWOOD SUMMER VOLUNTEERS**

### **QUALIFICATIONS:**

1. A Lion in good standing of a North Carolina Lions Club.
2. An immediate family member, at least eighteen (18) years old, of a Lion in good standing of a North Carolina Lions Club and attending with that Lion.
3. A former counselor.
4. All others must submit 3 letters of recommendation from Lions in good standing of a North Carolina Lions Club.
5. Persons will not be allowed to serve as volunteers and campers during the same camp season.
6. **All volunteers must submit the Camp Dogwood Medical Form. Medical Forms are due 2 weeks prior to your assigned session.**
7. **Criminal background checks and Sexual Abuse Awareness training must be completed 2-weeks prior to your assigned session.**

## **ATTRIBUTES OF A GOOD VOLUNTEER:**

1. Volunteers should have strong personal moral standards.
2. Volunteers should have concern for others, and be comfortable around people who are different, including persons with intellectual disabilities. They should enjoy reaching out to assist those with varying degrees of disability other than visual impairment.
3. Volunteers should feel comfortable having close association with people regardless of their race, social and economic status, and educational backgrounds.
4. It is necessary that volunteers be in relatively good health and physical condition.
5. All volunteers are under the direction of the Camp Director and must be team-oriented individuals willing to accept a variety of assignments and duties.
6. Each volunteer must appreciate and support the mission of Camp Dogwood as a recreation facility for persons with blindness or visual impairment and their immediate families, and the goal of the Camp to provide a memorable experience for the campers.
7. The first interest of every volunteer is the camper. The camp exists and operates for the camper.
8. **No alcoholic beverages or illegal drugs may be in a volunteer's possession or consumed by a volunteer while on camp premises.** Any volunteer found in violation of this regulation will be dismissed.
9. Smoking Policy: Camp Dogwood is a non-smoking facility. Smoking is only allowed in designated areas. Designated areas will be marked indicating that smoking is allowed.
10. The lodge kitchen is "off limits" to everyone except kitchen staff.
11. Fraternizing between volunteers and campers is prohibited. Any volunteer found in violation of this regulation will be dismissed.
12. The North Carolina Lions Foundation. has adopted a policy of post-accident and random drug testing for all volunteers. Subject to the procedures of the North Carolina Lions Foundation. routine criminal background inquiries are completed on all volunteers.
13. The camp reserves the right to use any and all pictures taken of volunteers during the performance of their duties as camp volunteers without compensation.
14. Volunteers agree to abide by the policies and procedures of Camp Dogwood and the North Carolina Lions Foundation.
15. **Acceptance of tips and or gifts from campers or any sighted persons accompanying the visually impaired or blind by staff, counselors, and volunteers is strictly prohibited.**

## **2024 Camp Dogwood Summer Schedule**

<b>Weekly Sessions</b>	<b>Date</b>
<b>Session 1</b>	<b>May 26<sup>th</sup> to May 30<sup>th</sup></b>
<b>Session 2</b>	<b>June 2<sup>nd</sup> to June 6<sup>th</sup></b>
<b>Session 3</b>	<b>June 9<sup>th</sup> to June 13<sup>th</sup></b>
<b>Session 4</b>	<b>June 23<sup>rd</sup> to June 27<sup>th</sup></b>
<b>Session 5</b>	<b>June 30<sup>rd</sup> to July 4<sup>th</sup></b>
<b>Session 6</b>	<b>July 7<sup>th</sup> to July 11<sup>th</sup></b>
<b>Session 7</b>	<b>July 28<sup>th</sup> to August 1<sup>st</sup> (Family Week)- this is the only session minors attending with VIP's can attend.</b>

## **Summer Theme**

**This year's camp theme will be Mardi Gras! You are encouraged to bring Mardi Gras themed clothing and accessories!**

# CAMP DOGWOOD VOLUNTEER APPLICATION

(Please print legibly or type)

## OFFICE USE ONLY

Date received: \_\_\_\_\_  
Reviewed by: Camp Director Recommended  Yes  No Date: \_\_\_\_\_  
Approved by: NCLF Committee Approved  Yes  No Date: \_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_  
Current Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary phone #: \_\_\_\_\_ Secondary #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### Emergency Contact Information

Name: \_\_\_\_\_  
Relationship to volunteer: \_\_\_\_\_  
Additional Information (email, etc.): \_\_\_\_\_  
Primary phone #: \_\_\_\_\_ Secondary #: \_\_\_\_\_

### Other Information

Have you ever been convicted of any crime?  Yes  No.  
If yes, please give full detailed information. Use separate sheet of paper if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a member of a Lions Club?  Yes  No  
If not a Lion, spouse's/family member's name: \_\_\_\_\_  
Club: \_\_\_\_\_ District: \_\_\_\_\_

Have you volunteered at Camp Dogwood previously?  Yes  No

Do you have any impairment that may affect your ability to assist the campers or perform?  
certain duties?  Yes  No

If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Important Note: The information below will not disqualify you from volunteering. This information will help us place you where you will be most suited.**

Do you have any medical conditions that we should know about?    \_\_\_Yes    \_\_\_No

If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any suggestions, additional information, or questions about camp that you would like to share with us? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you drive these camp vehicles if needed?

15 passenger Buses Yes \_\_\_ No \_\_\_

If yes, Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Are you comfortable operating golf carts? Yes \_\_\_ No \_\_\_

**NCLF Insurance requires us to obtain a motor vehicle report on all camp vehicle drivers. NCLF Insurance also requires that you submit a criminal background check on each volunteer and staff member. Please fill out attached forms.**

Circle T-shirt size: Small    Medium    Large    X-Large    2X-Large    3X-Large

Please check the duty for which you prefer to assist with or be assigned too (Select more than one).

*This does not guarantee your assignment to these duties. If you have a medical reason you can not participate in an activity please let us know.*

- Waterfront (fishing, boating, swimming)**
- Arts & Crafts**
- Rec Center**
- Flag Raising**
- Dance**
- Snack Bar**
- Bingo**
- Off-Campus trips**
- Ice cream/Snow cones**
- Golf Cart driving**

***Other duties you may be asked to perform or assist with are as follows:***

- Guiding visually impaired campers
- Serving trays and helping at tables during mealtimes
- Assist campers with computers, books, etc.

**Which Session would you like to volunteer for? (Please list the session number and dates): We will do our best to accommodate your request. You will be notified of session once we receive all paperwork (See *Camp Dogwood Summer Schedule on page 6*).**

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***Volunteers' schedules are structured around meals, both before and after. Volunteers are asked to remember that VIP's are first priority. Please do not plan on leaving as a group to go off-campus.***

As with any undertaking in today's world, VOLUNTEER understands that he/she could become the subject of civil and criminal legal proceedings as a result of the volunteer activities in which he/she engages. Camp Dogwood and the NC Lions Foundation. specifically prohibit actions on the part of its volunteers that could become the subject of such legal action whether such actions are clearly illegal or are merely misinterpreted. Volunteer understands that if such legal action occurs, Camp Dogwood and the NC Lions Foundation. will not provide any legal representation or financial assistance to VOLUNTEER with respect to legal costs or fees incurred in defense of such legal actions.

***All volunteers are subject to routine criminal background inquires and post-accident and random drug testing.***

***All volunteers are required to complete abuse/risk management training online.***

I certify that all information is correct and true to the best of my knowledge. I have read and understand the "Standard of Conduct" policy included with this application.

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

**COVID Policy: Waiver and Compliance**

**In accordance with Executive Order 116, enacted March 10, 2020 and Session Law 2020-89 House Bill 118 Covid 19 I understand and agree that Covid 19 is a serious national pandemic/endemic that the NC North Carolina Lions Foundation, Lions International, and volunteers have taken certain measures to mitigate in holding Summer Camp at Camp Dogwood. However, nothing can be absolutely safe during this environment and I accept the risk that I may be exposed and may contract Covid 19 by participating in this event. NC Lions Foundation. /Camp Dogwood has mitigated through steps of social distancing, outside activities as much as possible, voluntary mask use, and the encouragement of personal responsibility in taking preventive measures before attending the NC Lions Foundation. /Camp Dogwood. I also certify that if I am exposed to any known source or contact that has tested positive for Covid 19 within the 14-day period prior to the Sunday that I am to attend, I will notify Camp Dogwood Director. Group events like this inherently contain risk of contact with other people, and the possibility of transmitting or receiving Covid 19, and I expressly waive and absolve the organization, volunteers, Lions clubs, and the sponsors, in all their various entities of any legal action, complaint, or demand for damages brought by me or my assigns or beneficiaries. When the NC Lions Foundation. /Camp Dogwood accepts this application, I, the undersigned, do hereby release and discharge the NC Lions Foundation. /Camp Dogwood, and any of its agents, affiliates, employees, and servants from any and all claims, liabilities, demands, or rights which I, or any of my friends or relatives, may have against said Organization or its agents, affiliates, employees, or servants on account of connecting with or growing out of any injury, accident, loss, or damage or suffering, I or my immediate family may hereafter sustain arising out of acceptance of this application I have read, or caused to be read to me, the foregoing and do hereby acknowledge that I fully understand each and every part thereof. I acknowledge these regulations and agree to abide by them.**

**This is the \_\_\_\_\_ day of \_\_\_\_\_, 2024**  
**Printed Name** \_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Witness** \_\_\_\_\_