

Officers Application Form

The Camp Committee asks all prospective camp officers to complete and return this form. Please send us one form per camp you wish to attend. The information you provide will be kept confidential and used for P&DAYC purposes only. Only the Booking Secretary and the organiser for the week you have applied for will have access to it. However, your name, address and telephone number may need to be shared with fellow officers of your week and camp staff for the purposes of organising and running camp. Your completed form will be forwarded to the relevant organiser who will keep it only until after camp, when it will be destroyed. Alternatively your form can be returned to you, please ask your Organiser after your week of camp.

PLEASE APPLY AS EARLY AS POSSIBLE so that the Camp Organisers can start planning their week following the March committee meeting. **Please complete all 6 pages.**

Please return your application to: -

Tim & Sara Lawson (P&DAYC Booking Secretaries)
4 Waterside Row, Keaton Road,
Ivybridge,
DEVON,
PL21 9DF Tel: (01752) 895356

Your Camp Organiser will contact you during May to let you know when a planning meeting is being held for your week and advise you how best you can help. Please feel free to contact your Organiser at anytime if you have any concerns regarding camp. A list of Organisers' telephone numbers can be found on the information sheet attached. Your application is accepted subject to the discretion of the Camp Committee.

If you are unsure about how to fill in this form, or have any queries please feel free to contact Tim and Sara or your Camp Organiser who will be happy to help.

1. Personal details

Full Name **Mr / Mrs / Miss / Ms**

Address _____

_____ Post Code _ _ _ _ _

Telephone No. (_ _ _ _ _) _____

Mobile No. _____

E-mail _____

Date of Birth _ _ / _ _ / _ _ Applicants will not normally be accepted under 18 years of age.

Are you planning to bring any family members under camp age? **YES / NO**

Please discuss this with your organiser who will be happy to inform you if this is practical.

If **YES** please give details

Child,s name	Age	Coach transport required			
		Totnes	Saltash	Plymouth	None

2. Camp choice

Please indicate which camp you would like to attend.

PLEASE TICK ONLY ONE BOX. A separate form is needed for each week

<input type="checkbox"/>	Senior Camp Houseparty	15 years plus
<input type="checkbox"/>	Senior Camp	15 years plus
<input type="checkbox"/>	Junior 1	11 - 15 years
<input type="checkbox"/>	Junior 2	11 - 15 years
<input type="checkbox"/>	Junior Explorers	9 - 11 years

Are you planning to come to more than one camp as a camper or officer? **YES / NO**

If **YES** please complete one-application form for each camp you plan to attend. Photocopies will be accepted.

Officers bookings close on the 30th of April. All applications after that date will be accepted according to the needs of each camp and will be directed to alternative weeks if necessary.

What do you think you can contribute to camp? _____

Is this your first time at camp? **YES / NO**

If **NO** when did you last attend camp? [] Last year
 [] 2-3 years ago
 [] More than 3 years ago

Was this as a camper or officer? **CAMPER / OFFICER**

3. Transport

Coach transport is available from Totnes, Plymouth and Saltash. Please indicate how you intend travelling to and from camp. Transport is not provided for the Senior Camp Houseparty- contact the Organiser for further details.

	Totnes	Plymouth	Saltash	Own Transport
Travelling to camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Returning from camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are planning on arriving late or leaving early please contact your organiser.

4. Criminal Records Bureau

All officers need an enhanced disclosure from the Criminal Records Bureau (CRB) carried out through Camp. If you do not have one, we will send you a form once we receive your application. If you have an up to date disclosure from camp's umbrella body you will not have to reapply.

Do you have an enhanced disclosure carried out by camp and/or camp's umbrella body? **YES / NO**

**IF YOU DO NOT HAVE A DISCLOSURE YOU MUST APPLY BEFORE
 APRIL 30th**

This is to enable us to arrange for a disclosure to be done, you will not be able to attend camp until your disclosure has returned from the CRB.

Have you been a resident in the UK for the last 5 years? **YES / NO**

Application from individuals who have not been a resident in the UK for the last 5 years will not normally be accepted. Please contact Tim & Sara before making your application.

5. References

Camp needs to ensure the safety of the children in our care and your suitability for a role at camp. Please therefore ask two adults to support your application.

Reference A.

This must be a senior leader in your home church as stated in section 7 (e.g. Elder/Minister/Pastor) but must NOT be the organiser of the week and if possible not be attending the same week of camp.

Name _____

Address _____

Telephone no. (_____) _____

E-mail _____

Please state in what capacity you know this person. E.g. Elder/Minister/Pastor/Other,

Reference B.

This can be a responsible adult, who is not a relative, has known you for 3 years, and is not attending the same week of camp.

Name _____

Address _____

Telephone no. (_____) _____

E-mail _____

Please state in what capacity you know this person. E.g. Friend/Fellow church member/Work colleague

It is courteous to seek permission before submitting someone as a referee.

6. Rehabilitation of Offenders Act 1974 – Exemption from 4(2)

Working with vulnerable children

Because of the nature of the work for which you are applying, this post is exempt from the provision of 2.4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 Exceptions Order 1975.

You are, therefore, not entitled to withhold information about convictions, which for other purposes are considered “spent” under the provisions of the Act. Any failure to disclose such convictions could result in your application being rejected by the camp committee. Any information given will be completely confidential and will be considered only in relation to this application.

Have you ever been convicted of a criminal offence by a court of law (with the exception of minor motoring offences or offences committed as a juvenile under the age of 16)? **YES / NO**

If **YES**, please give details including the offence and the date. _____

Signed as a correct statement _____ **Date** ____ / ____ / ____

Please sign to confirm that you do or do not have any convictions relating to the above

7. Your home Church

Church name _____

Address _____

How long have you been attending this church?
_____ years.

Do you have any previous experience of looking after or working with children and/or young people? **YES / NO**

If **YES** please give details _____

Has there ever been a cause for concern regarding your conduct with children/young people? **YES / NO**

Have you ever had a position working with children/ young people declined? **YES / NO**

If **YES** please give details _____

If this was due to an unsuccessful job application please tick here [].

What role/roles do you normally undertake within your home church? _____

Please indicate if you hold any of the following: -

- | | |
|--------------------------|---|
| <input type="checkbox"/> | First aid certificate |
| <input type="checkbox"/> | Life saving certificate |
| <input type="checkbox"/> | Basic/Foundation food hygiene certificate |
| <input type="checkbox"/> | Health and safety certificate |
| <input type="checkbox"/> | Full valid driving licence |
| <input type="checkbox"/> | Full valid driving licence with category D1 (minibus) |
| <input type="checkbox"/> | PCV licence |
| <input type="checkbox"/> | Other relevant, please specify _____ |

<p>If you have any of the above certificates please remember to bring them with you to camp.</p>
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8. Cost

Please see the information sheet for the current years prices

Camp is heavily subsidised and will cost approximately £60 per person per week for them to be at camp.

Please return this form, with a minimum **£10 deposit**, (applications are not accepted without payment). All balances **MUST** be paid by 1st JUNE, (SENIOR CAMP HOUSEPARTY 1st MARCH). Balances paid before 31st December will be accepted at the current year's rate. Several payment options are available; standing order, BACS, PayPal, cash or cheque, please contact Tim & Sara for further details. Please ensure you use the name/s to whom the payments applies as a reference when paying online or put the name/s to which the cheque applies on the reverse of the cheque.

Any parents bringing family members under camp age are asked to pay £10 per child over 3 years old.

Please prayerfully consider giving over and above the cost of camp to help cover the cost of those who are unable to do so

Officers wanting to contribute further to the cost of camp can do so at any time as they feel the Lord's leading. Please fill in the gift aid form if you are a UK tax payer and are able.

Any reasonable cost incurred by officers can be claimed back with a valid receipt. Please discuss this before doing so with your Organiser.

9. Your health

Emergency contacts

Please give at least one emergency contact person who will be available during camp. If this person is going to be at camp as well please supply a second contact who will not be at camp.

Contact 1

Name _____

Address _____

Telephone numbers

Day (_____) _____

Eve (_____) _____

Mob _____

Relationship _____

Contact 2 (optional)

Name _____

Address _____

Telephone numbers

Day (_____) _____

Eve (_____) _____

Mob _____

Relationship _____

Medical details

Doctors Name _____

Doctors Address _____

Doctors Telephone No. (_____) _____

Is there anything you wish to advise us about yourself which could affect your stay at camp? E.g. dietary needs _____

If you would prefer your medical details to be held securely please use an alternative sheet of paper and place it in a sealed envelope with your name clearly printed on the outside. Please then attach the envelope to this form so that it can be opened only in an emergency.

Please give details of any conditions, including allergies that may affect your stay at camp. _____

Please give details of any medication you will be taking while at camp. _____

If the information you have provided changes before camp please inform your organiser when you arrive.

Please contact your organiser directly if there is anything you wish to discuss in confidence.

If you would prefer your entire form can be returned to you after camp.

10. Declaration

In making this application I confirm that: -

- 1) I appreciate the vital spiritual nature of the work and undertake to seek God's help in preparing myself to carry out my appointed task to His glory.
- 2) I recognise the need to give loyalty and support to the Camp Organiser and Senior Staff in the work. In this respect if any differences of opinion should arise I acknowledge the authority of the camp organiser and understand that he has overall responsibility for the camp.
- 3) I understand that all photos/videos taken of campers shall be used for camp purposes only and **MUST NOT** be shared for any other purpose, as stated in the camp child protection policy.

Signed _____ **Date** __ __ / __ __ / __ __

Please remember that camp is not just the 7 days of each individual camp but that a lot of work goes on just before and just after the camps to prepare the site. Please indicate which of the following you would be available to help with: -

- | | | |
|--------------------------|------------------|---|
| <input type="checkbox"/> | Site preparation | (usually the 1 st Saturday of Senior camp) |
| <input type="checkbox"/> | Site dismantling | (usually the Friday of Junior Explorers and/or the day after) |

*On behalf of the camp committee, thank you for applying to come to this year's P&DAYC camp.
We hope your time on camp will be a blessing to both you and the young people the Lord puts in our care.*

11. Gift Aid Declaration

If you are a UK tax payer and are able please fill in the Gift Aid form. If you have completed one previously there is no need to fill it in again unless your details have changed.

Plymouth and District Assemblies Youth Camp Trust. Registered Charity No. 288103

Gift Aid Declaration

If you are able, please complete the following form so that camp can claim gift aid (currently 28p for every £1 you give) on your gift. Please remember you must pay an amount of income tax or capital gains tax equal to the tax we reclaim on your gift.

Full Name **Mr / Mrs / Miss / Ms** _____

Address _____

Post Code _____

Telephone No. (_____) _____ E-mail _____

Declaration

All donations I have made since 6th April 2000 and all donations I make hereafter are to be treated as Gift Aid donations. I want Plymouth & District Assemblies Youth Camp Trust to reclaim the tax on my donations. I realise that I may cancel this declaration at any time and that, after notifying you of the cancellation, no further tax will be reclaimed from the date of cancellation.

Signed _____ **Date** __ __ / __ __ / __ __

Please remember to tell us if you no longer pay an amount of income tax or capital gains tax equal to the tax we reclaim on your donations

If you have any queries please contact Phil Cranch (P&DAYC Trust treasurer) on (01395) 515677 or at phil.cranch@talk21.com

Please remember that for legal reasons only gifts over and above the fee can be gift aided and that it will cost approximately £60 to cover the cost of your being at camp. Thank you for your contribution.

Plymouth & District Assemblies Youth Camp

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Information for Camp 2012

Camp is a holiday for boys and girls sleeping in tents in a happy and friendly Christian atmosphere, at Menadue Farm, Tintagel, Cornwall. The leaders in charge aim to provide an exciting week of swimming, visits, sports, walks, and making new friends. Above all, many young people find through the Bible teaching that God is real and discover that the Lord Jesus can become part of their everyday lives.

Menadue Farm is not an Activity Centre, just a Christian holiday site on the North Cornish coast, run by volunteers from churches in and around Plymouth, where Christian teaching, and the study of the Bible is encouraged.

CAMP LEADERSHIP

The leaders are not, “childcare” professionals. However, the leaders are Christians from several different churches, and many are involved in Youth Clubs and Sunday Schools during the year.

- All leaders, with the exception of some guest speakers, are unpaid volunteers.
- The camp organiser, who is also an unpaid volunteer, acts on behalf of the Camp Committee and has overall responsibility for the week and is the final authority for decisions taken at camp, consequently, for their own safety anyone attending camp must agree to abide by such decisions.
- All leaders are closely vetted and will have an Enhanced Disclosure from the Criminal Records Bureau to ensure they are suitable for this type of work.
- Some leaders at each week will have experience gained at previous camps.
- The younger and less experienced leaders are briefed on their roles and responsibilities before camp, and will often have attended camp for several years as campers.
- Part of the daily programme will include Bible teaching, which is provided by a guest speaker.
- At the younger camps each tent of 6 to 8 campers has a responsible adult (of the same sex), who will sleep in their tent and supervise their general care.

CODE OF CONDUCT

Good behaviour is expected of all campers and leaders, both on and off the campsite. Cigarettes, alcohol, drugs and offensive weapons are not permitted while at camp. Anyone found breaking the camp rules might be sent home immediately without a refund. Menadue is a non-smoking site

Electrical items **ARE NOT** permitted at camp for safety reasons, mobile phones are allowed for Senior, Junior 1 and Junior 2 but NOT at Junior Explorers. At the junior camps these will be looked after by responsible officers and use will be allowed at appropriate times. A kit list detailing what is needed will be sent out during July. The telephone number for Menadue Farm is (01840) 770477 and can be used at any time during camp.

CAMP FACILITIES

Camp has been running for over 50 years, and for the last 25 has been at Menadue Farm.

- Accommodation is provided in large ridge tents with plastic groundsheets.
- Catering is prepared by volunteers in a large kitchen and served in an adjoining barn.
- Mains water, electricity, calor gas and washing facilities (20p per shower) are all on site.
- There is a tuckshop, bookshop, and indoor games available on site.
- A large field is available for outdoor games.
- If the weather is wet camp can be muddy and cold, so suitable clothing will be needed.

CAMP ACTIVITIES may include: -

- Football, netball, volleyball, crocker, hockey etc.
- Inter-tent competitions.
- Coach/car/minibus trips to local beaches, towns, and sports centres.
- Swimming at local beaches (according to coastguard recommendations) and sports centres.
- Coastal and rural lane walks. Late night walks (senior camp only).
- Visits to local public leisure facilities (may involve additional cost).
- Daily Bible talks/ Bible based activities.

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COST 2012

<u>Camp</u>	<u>Dates</u>	<u>Age (on 1st Sept)</u>	<u>Cost - campers</u>	<u>Cost - officers</u>
Senior Houseparty	16 th – 18 th March	15 years plus	£29	£29
Senior Camp	28 th July – 4 th August	15 years plus	£75.00	£50
Junior 1	4 th – 11 th August	11 - 15 years	£70.00	£50
Junior 2	11 th – 18 th August	11 - 15 years	£70.00	£50
Junior Explorers	18 th – 24 th August (6 days only)	9 - 11 years	£62.00	£45

The cost includes

- Transport as stated on application form. You must make your own arrangements to get to the pickup point. No reduction can be made for those not using the transport provided. (Transport is not provided for the Senior Camp Houseparty- please contact the Organiser for further details.)
- All accommodation, transport and 3 meals each day during camp.

A discount of £10 for a second child and £20 for any subsequent children is offered to families sending more than one child. To be eligible for the discount, all children must live at the same address and all application forms must be received at the same time. Single applications made at a later date will not be eligible for the multiple child discount. Discounts do not apply to the Senior Houseparty. **If you do not wish to take up the discount we will not deduct it from your balance**

INSURANCE

Campers are responsible for their own equipment and personal belongings and are not covered by the camp insurance. Campers can put their money into the camp “bank” for safe keeping, otherwise they are liable for any losses.

HOW TO APPLY

Complete and return the attached form, with the **£10 deposit**, to your child’s Youth Leader, or direct to:

Tim and Sara Lawson (Booking Secretary),

4 Waterside Row, Keaton Road, Ivybridge, Devon, PL21 9DF

Tel: (01752) 895356

The £10 deposit is non-transferable and non-returnable. No refunds will be made within 28 days of the start of your camp. Please make cheques payable to **Plymouth & District Assemblies Youth Camp**. Please put the child’s/children’s name to which the cheque applies on the reverse of the cheque. Alternative payment options are available, please contact Tim and Sara for details.

CLOSING DATE/BALANCE OF FEES

Bookings are accepted any time after they are published on the first Sunday of January, and are accepted on a first come first served basis. The closing date is when camp is full, so please apply as early as possible to ensure a place, as camp can quickly become booked up. Any bookings received after a week is full will be added to a waiting list and a place given if one becomes available. Unless you hear otherwise you can assume your child has been accepted at camp. Please contact the Booking Secretaries if you wish to confirm this. All balances **MUST** be paid by 1st JUNE, (SENIOR CAMP HOUSEPARTY 1st MARCH) either to your child’s Youth Leader or direct to Tim and Sara.

In the event of unforeseen circumstances, the Camp Committee reserves the right to cancel camp and to refund any payments.

Letters advising on what clothing and equipment is needed, transport details and a medical records update will be sent out at the beginning of July. The adult who will be looking after your child at camp may write to them beforehand to introduce themselves.

Plymouth & District Assemblies Youth Camp has a Child Protection Policy, a copy of which is available on request.

Each camp will have a Photographer who will take photographs and/or video during the week of the campers doing various activities. These are only used during camp or camp reunion and occasionally for P&DAYC publicity, and will not be used for any other purpose.

For information about each week visit www.menaduecamp.org.uk, or contact the camp organisers directly on:

Senior/Weekend – Chris Bartlett (01752) 660499

Junior 2 – Pete Kelly (01752) 673034

Junior 1 – Kevin Bartlett (01803) 844941

Junior Explorers – Phil Lawson (01460) 27176

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