



Welcome!

C.A.M.P. University is a non-profit organization that provides opportunities for adults with special to continue developing interests as well as life, social, and job skills so that they Can Achieve their Maximum Potential.

While volunteering or interning you will be asked to assist the CAMPers and in doing so enhance their quality of life, knowledge, and abilities. You will be assigned a day or days to plan a lesson that will teach a skill or expand the CAMPers thought process and knowledge base. CAMP staff is prepared to help make suggestions and offer guidance. Please don't hesitate to come to any of the staff if there is a question or concern about anything.

As a leader we expect you to take initiative, be engaging, and participate. Please don't wait to be asked. Some activities may require you to help transport CAMPers. If you are willing to help we will need to make a copy of your driver's license and insurance.

Here's how to get started:

- Complete the form for a **background check**.
 - This includes providing your **ID, social security card, and \$5 to cover the cost.**
- Complete **the volunteer or internship application.**
- Sign the **confidentiality form.**
- Optional – Provide a copy of your driver's license and car insurance.

Your willingness to help our CAMPers reach their maximum potential is to be commended and we appreciate your help. If you have any questions about this process please contact us by phone at **956-800-5292** or by stopping by between the hours of **8:30am-4:30pm Monday through Friday.**

We are happy you may be completing your internship with us!

EXPECTATIONS

Hours

*Please keep track of your hours by signing in when you arrive and signing out when you leave. We cannot guarantee you will receive credit if you do not sign in. You may also want to keep track of your hours so that you are sure to meet your requirement.

*Notify staff ASAP if you will be absent or late. This is especially true if you have an activity.

Attire

*We expect dress to be appropriate for the activity.

*Please dress professionally. Jeans and tennis shoes are permitted. Tops should not be too tight or revealing. No messages on clothing please. Leggings are only appropriate on workout days and only if modest. Shorts and skirts should be no more than 4" above the knee. Our CAMPers do pay attention to these things.

Engagement

***Please turn your phone off or keep it put away while at CAMP.** You are here to consistently, throughout your time, engage with our students. Our CAMPers are excited to get to know you. Please make an active effort to get to know them. Sit with those who are alone and talk to those who have a hard time communicating. They all need to practice social skills with you not their fellow classmates. **Keep conversations appropriate and don't hesitate to correct inappropriate behavior.* Staff, interns, and volunteers must interact with CAMPers throughout the day, including during lunch, social time, and activities. IF you are just sitting around unengaged, that may be grounds for releasing you from your service at C.A.M.P. and unfavorable recommendations.

Awareness

Actively be aware of your work environment. You ALWAYS have three jobs at any given time: 1) what you committed or are assigned to do 2) what someone else needs help with, and 3) what no one wants to do! Look for opportunities to clean, take out trash, open doors, and help with activities. When you are done with one thing, ask the teachers or office staff if there's something you can help with. Be proactive!

Activities

*UTRGV Interns must plan 2-4 monthly activities. This will depend on your hour requirement. When the calendar is passed around please sign your name next to the topic that interests you.

*You are welcome to use what we have in the classrooms. If you will have specific needs please notify the staff in advance. We will not be able to assist with your activity's needs if a request is made the day of your lesson. Please plan ahead.

*You can also plan and coordinate a field trip that is appropriate for your activity. Notification of any fieldtrip must be made one month in advance.

*Please be prepared to help CAMPers with their lunch. Our goal is for them to be as independent as possible so allow them to do as much as possible. We ask that no more than 2 staff, interns, or volunteers sit at a table with CAMPers during lunch.

Confidentiality

*Please remember you have signed a confidentiality form. Review as needed. Please ask before posting pictures to social media.

*If you have questions or concerns please don't hesitate to ask.

Confidentiality Policy

All information concerning clients, former clients, our staff, volunteers, and personal data, medical records, financial data, and business records of C.A.M.P. University is confidential. “Confidential” means that you are free to talk about C.A.M.P. University and about your program and your position, but you are not permitted to disclose clients’ names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The board of directors, staff, and our clients rely on paid and volunteer staff to conform to this rule of confidentiality.

C.A.M.P. University expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

Failure to maintain confidentiality may result in termination of your employment, or other corrective action. This policy is intended to protect you as well as C.A.M.P. University because in extreme cases, violations of this policy also may result in personal liability.

Rationale

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Before you begin your assignment as a staff member/volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency’s refusal to support you in the event of legal action. Violations of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

Certification

I have read C.A.M.P. University’s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my services with C.A.M.P. University.

Signature _____

Name _____ Date _____

Internship Application

Personal Information:

Name: _____ Female Male

Home Phone: _____ Cell Phone: _____ Birth Date: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Emergency Contact:

Name: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Vehicle:

Make / Model / Year: _____

Copy of Insurance Card: yes no Effective Date: _____ Expiration Date: _____

Please bring your driver's license and proof of insurance if you are willing to help us with transportation.

College:

UTRGV STC Expected Graduation Date: _____

Major(s) _____

Minor(s) _____

Please list any academic or extracurricular clubs, organizations, professional societies, honor societies, etc.:

Career Goals:

Other:

List your special hobbies, skills, and talents: _____

What languages do you speak fluently? _____

Work experience: _____

How did you hear about us? _____

- C.A.M.P. Website
 Online Search
 Other: _____
 C.A.M.P. University Student/Staff (if so whom) _____
 School/University (if so which one) _____

When are you available to volunteer? (Program Hours are Mon-Fri 9:00am-3:00pm)

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekends
Times Available						

Have you ever worked with individuals with an intellectual disability? Explain:

What motivated you to seek out the opportunity to volunteer at C.A.M.P. University?

Please list any special skills, training or experience that you would be willing to share at C.A.M.P. University? (i.e. photography, marketing, sewing, etc.)

***Required for direct work with C.A.M.P. University students**

Are you willing to complete a background check? Yes No

Confidentiality Agreement:

It is understood and agreed to that certain information regarding C.A.M.P. University individuals must be kept confidential in order to respect and protect their identities. Please refrain from disclosing personal information including but not limited to full names, diagnosis, personal history and addresses of the individuals as well as any photography or sound recordings to anyone that is not directly affiliated with C.A.M.P. University unless prior permission is granted.

I, _____, have read, understand and voluntarily accept this agreement.

Signature: _____ Date: _____