

Becoming a Counselor at Redwood Glen

Check List

All forms must be returned to Redwood Glen at least 4 weeks prior to the start of your session camp.

All forms are available at (unless noted otherwise): www.redwoodglen.com/programs/counselors

1. Fill out and return the application & health form

Mail, e-mail, or fax to Redwood Glen. *(Contact info on reverse side)*

2. Submit three completed reference forms

(One completed form from your pastor if you volunteered for a Redwood Glen program camp last year).

Mail, e-mail, or fax to Redwood Glen. *(Contact info on reverse side)*

3. Complete a Background Check

*Select one of the following, please check your selection on the Counselor/Program Staff Application:
(Do not complete this step if you are under the age of 18)*

a. Annual Background Check – Valid for one year

(Recommended for your first year, or if you don't plan on volunteering for more than two years).

Annual background checks usually cost approximately \$10.75. Redwood Glen will reimburse up to that cost (submit your receipt when you arrive for training).

Redwood Glen Program Staff will initiate a request with our background check vendor and you will receive an email form: www.CampBackgroundchecks.com. Redwood Glen will use the email you provided on the Counselor/Program Staff application for this request. Follow the instructions provided in the email. To complete, you will need to provide (1) your full legal name, (2) social security number, (3) date of birth, and (4) payment.

b. Live Scan Fingerprint Background Check – Imperishable

(Recommended if you plan on volunteering for three or more years).

Live Scan Fingerprint background checks usually cost approximately \$25.00. Redwood Glen will reimburse up to that cost (submit your receipt when you arrive for training).

You will need to: (1) request the Department of Justice Live Scan form from your Session Camp Director or Redwood Glen, (2) fill in your personal information, and (3) schedule to be fingerprinted. You will need to bring the completed Live Scan form along with: (4) your current photo I. D. and (5) payment with you to your appointment to be fingerprinted. For locations and hours of Live Scan Fingerprint Services visit: <http://ag.ca.gov/fingerprints/publications/contact.php>.

If you have completed a Live Scan for Redwood Glen in the past, you will not need to do one again. If you have completed a Live Scan for any other organization, such as your church or place of employment, you will still need to do one for Redwood Glen.

In addition, we will perform a check of the National Sex Offenders Website of every counselor/program staff, every year you volunteer with us.

4. Read the Counselor Handbook prior to arrival.

This is an essential part of your training. It will answer many questions you may have.

