



# 2018

Dear Counselor:

Enclosed is your application packet. **Please fill it out completely and return it before April 1, 2018.** I'm very excited that you will be attending Camp Roehr 2018 the week of June 10<sup>th</sup> – 16<sup>th</sup>, 2018 as a counselor.

After processing your application, you will be receiving a final packet with directions, a list of needed items to bring, arrival/departure time schedule, and camp site information.

If you have any questions, please feel free to call me at (618) 236-2181 ext. 111.

Sincerely,

Gary L. Miller  
Camp Director  
Epilepsy Foundation of Greater Southern Illinois



## Brief Overview

Camp Roehr Mission: To provide a safe, enjoyable, residential camping experience for children with a primary diagnosis of epilepsy, to build self-esteem by promoting self-confidence, competency and social interaction, and to foster independence in a safe environment away from home.

Camp Roehr is a 7 day/6 night residential summer camp for children with epilepsy ages 6 through 17 held at the YMCA Trout Lodge and Camp Lakewood in Potosi, MO. Often children with epilepsy are denied the privilege of attending summer camp because of their epilepsy, but that is not the case at Camp Roehr. Camp is a place where children are able to try new things in an environment that is safe, encouraging, and supportive.

## Eligibility and Criteria

Eligibility for selection to attend Camp Roehr is dependent upon completion of all forms, releases, and applications in this packet. **Counselors MUST attend the training session on June 2, 2018.** All applications are reviewed and counselors are selected by the Camper Selection Committee. Counselors will be notified by either phone or mail of the selection committee's decision no later than May 15<sup>th</sup>, 2018.

Should any information completed in this application be found to be falsified previous to and/or during the week of camp, the Epilepsy Foundation of Greater Southern Illinois reserves the right to deny acceptance and/or send the counselor home. (For example, but not limited to: excessive physical limitations, required care that does not reflect our staff ratio, behavior disturbances, etc.)

## Application, Deadlines, Submission Information

To apply to participate in Camp Roehr, the volunteer or parent/legal guardian (if under 18 years of age) must complete, sign, and return the Application Packet.

### Counselor Application – All forms below must be signed and returned by April 1, 2018.

- Part A – Counselor Information Form
- Part B – Emergency Information Form
- Part C – Medical History Form
- Part D – Camp Roehr Consent Forms
  - Background Check
  - Conviction Information Request
- Part E – Camp Roehr Reference Form
- Part F – Counselor Dismissal Policy Form

Original signatures required; applications will **ONLY** be accepted by mail or drop off:

**Epilepsy Foundation of Greater Southern Illinois**  
**Attn: Camp Director**  
**3515 North Belt West**  
**Belleville, IL 62226**

For questions, concerns, or if you require assistance with the application, contact us by phone (618) 236-2181 or toll free (866) 848-0472.

*The Epilepsy Foundation of Greater Southern Illinois provides equal opportunity to qualified persons without regard to race, color, creed, sex, or national origin.*



## PART A – COUNSELOR INFORMATION

Name: \_\_\_\_\_  
Last First Middle Initial

Position Applied For: Camp Roehr Volunteer  Male  Female

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Are you legally entitled to work in the United States? \_\_\_\_\_

Have you ever been convicted of a crime or been substantiated for abuse or neglect? \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

T-Shirt Size: Youth S M L XL Adult S M L XL XXL



## PART B – EMERGENCY INFORMATION

Emergency Contact 1	Emergency Contact 2
Name: _____	Name: _____
Relation to Counselor: _____	Relation to Counselor: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Home Phone: _____	Home Phone: _____
Cell Phone: _____	Cell Phone: _____

### Physicians

Primary Care	Secondary Care
Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____

### Health Insurance

Do you have health Insurance?  Yes  No Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Policyholder Name: \_\_\_\_\_ Relation to Counselor: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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



## PART C – MEDICAL HISTORY

Counselor Name: \_\_\_\_\_

### Allergies

List allergies below, if no allergies or reactions write "None"

Medication Allergies	Foods/Plants/Pollens/Insections

### Seizure Summary (If Applicable)

Age diagnosed with epilepsy: \_\_\_\_\_ Date of Last Seizure: \_\_\_\_\_

**Seizure Type(s)** *(Please check all that apply)*

- Absence Seizures (Petit Mal)    Atypical Absence    Atonic (Drop Attack)    Simple Partial  
 Tonic-Clonic (Grand Mal)    Complex Partial (Temporal)    Secondary Generalized  
 Non-epileptic    Other: \_\_\_\_\_

How many seizures do you have per month: \_\_\_\_\_ How long do they last: \_\_\_\_\_

**Description of your typical seizure:**

Describe in detail what do your seizures look like: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your recovery period after a seizure (i.e. sleeps, confused): \_\_\_\_\_

\_\_\_\_\_

Do you have loss or bowel or bladder control during a seizure?  Yes    No



Do you usually get a special warning (aura) before a seizure?  Yes  No If yes, please describe:

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Have you had epilepticus or a seizure that lasts longer than 15 minutes?  Yes  No

How Often? \_\_\_\_\_ Date of last episode: \_\_\_\_\_

What action did you take? \_\_\_\_\_

List any identifiable seizure triggers or avoidances: \_\_\_\_\_

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## PART D – CAMP ROEHR CONSENTS

Please read and initial to confirm that you have read each section.

Name of Counselor (Print): \_\_\_\_\_

**CAMP AGREEMENT.** I understand that I have committed myself to volunteer at Camp Roehr from June 10th through June 16th, 2018. **I also understand and agree that I will attend the camp training session on June 2, 2017 from 9:00 am to 1:00 pm at the EFGSI Office building. This training is required to attend the camp as a volunteer.** \_\_\_\_\_ (Initial)

**POLICY OF ABUSE.** Consumers of Epilepsy Foundation of Greater Southern Illinois are to be treated with dignity and respect at all times and under any circumstances. Mistreatment in the form of verbal, mental or physical abuse of any nature will not be tolerated. Any employee/volunteer found guilty of abusing a client in any manner is subject to immediate discharge. Local authorities will be notified immediately, and criminal charges may be filed against any employee/volunteer guilty of such charges. Anyone found guilty of such criminal charges is subject to a fine up to \$5,000 and up to three years imprisonment. I hereby state that I have read and do understand the above statement. \_\_\_\_\_ (Initial)

**PARTICIPATION CONSENT. My signature below gives my consent to participate in camp activities at Camp Roehr.** I understand and certify that I may participate in Camp Roehr and its activities at YMCA Trout Lodge and Camp Lakewood, and that my participation is completely voluntary. I have familiarized myself with the programs and activities at Camp Roehr in which I will participate. I recognize that certain hazards and dangers are inherent in these activities, which may include, but not be limited to, the activities of horseback riding, high and low elements rope course, swimming, archery, canoeing and team sports such as soccer. I acknowledge that although the Epilepsy Foundation of Greater Southern Illinois (EFGSI) and YMCA Trout Lodge and Camp Lakewood have taken safety measures to minimize the risk of injury to camp participants, EFGSI and YMCA Trout Lodge and Camp Lakewood cannot ensure or guarantee that the participants, equipment, premises or activities will be free of hazards, accidents, or injuries. I understand that under Missouri Law, an equine professional is not liable for an injury or death of a participant in equine activities resulting from the inherent risks of equine activities. I recognize the importance of knowing and abiding by the rules, regulations and procedures for Camp Roehr. \_\_\_\_\_ (Initial)

**PERMISSION FOR TREATMENT AND TRANSPORT. My signature below gives my consent to be treated and transported.** The medical history described in the Camp Roehr Counselor Information and Medical History Form is correct to the best of my knowledge. In the event of an accident or injury involving myself, I authorize the Camp Roehr and/or YMCA Trout Lodge and Camp Lakewood directors, counselors, program staff, medical staff, volunteers or other executors to obtain medical treatment for me and to transport if needed. I give permission to the physician selected by EFGSI to order x-rays, routine tests, and treatments; and, in the event of any perceived emergency. I give permission to the physician selected by EFGSI to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for me named above. I understand that payment of any medical expenses incurred will be my responsibility.  
\_\_\_\_\_ (Initial)







## PART E – CAMP ROEHR REFERENCE

Instructions: complete top portion.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

I hereby authorize the above named reference to answer any related questions posed by the Epilepsy Foundation of Greater Southern Illinois.

\_\_\_\_\_  
Applicant Signature

----- OFFICE USE ONLY -----

How do you know this person? \_\_\_\_\_

How many years have you known this person? \_\_\_\_\_

Would you describe this person as:

- |               |           |          |
|---------------|-----------|----------|
| Trustworthy   | Yes _____ | No _____ |
| Dependable    | Yes _____ | No _____ |
| Kind          | Yes _____ | No _____ |
| Energetic     | Yes _____ | No _____ |
| Creative      | Yes _____ | No _____ |
| Helpful       | Yes _____ | No _____ |
| Team Oriented | Yes _____ | No _____ |
| Friendly      | Yes _____ | No _____ |
| Courteous     | Yes _____ | No _____ |
| Cheerful      | Yes _____ | No _____ |
| Clean         | Yes _____ | No _____ |

Would you recommend this person for a volunteer position at Camp Roehr? Yes \_\_\_\_\_ No \_\_\_\_\_

Why or why not? \_\_\_\_\_

\_\_\_\_\_  
Interviewer Signature

\_\_\_\_\_  
Date



## PART F – COUSELOR DISMISSAL POLICY

Camp Counselors and Volunteers will be terminated from Camp Roehr for any of the following reasons:

1. WILLFULLY INJURING STAFF, VOLUNTEERS OR CAMPERS
2. THREATENING STAFF, VOLUNTEERS, OR CAMPERS
3. NEGLIGENT HARM OR DAMAGE TO STAFF, VOLUNTEERS OR CAMPERS OR THEIR PROPERTY
4. USAGE OF ALCOHOL OR ANY ILLEGAL SUBSTANCE DURING CAMP ROEHR
5. ANY BEHAVIOR DEEMED GROSSLY INAPPROPRIATE FOR CAMP ROEHR.

**ALL MEDICATIONS ARE TO BE CHECKED IN ORIGINAL PILL BOTTLES IN LARGE ZIP LOCK BAGS LABELED WITH COMPLETE NAMES AND HELD BY THE CAMP NURSE TO PROTECT THE SAFETY OF ALL INVOLVED.**

Campers are to be treated with total dignity and respect at all times!!!

The Epilepsy Foundation of Greater Southern Illinois has a zero tolerance policy for physical or psychological abuse against persons with disabilities. Should abuse occur, immediate action will be taken and authorities notified.

I \_\_\_\_\_ have never been convicted of a major crime or felony with the exception of traffic violations in which harm was caused to another individual. Furthermore, I have read the above information and will abide by the regulations set forth by the Epilepsy Foundation of Greater Southern Illinois.

\_\_\_\_\_  
Counselor Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State of Illinois  
Department of Children and Family Services

**AUTHORIZATION FOR BACKGROUND CHECK**  
Child Abuse and Neglect Tracking System (CANTS)  
**For Programs NOT Licensed by DCFS**

**NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.**

Name: \_\_\_\_\_  
Last First Middle

Date of Birth:  --  --  Gender:  Male  Female Race: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street/Apt #  
\_\_\_\_\_  
City State Zip Code

If you currently reside in Illinois, please list all previous addresses for the past five years.

**OR**

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List maiden name and/or all other names by which you have been known: (last, first, middle)

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

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below:

<b>Submit by mail OR fax OR email.</b>
Mail to: Department of Children and Family Services 406 E. Monroe – Station # 30 Springfield, IL 62701
FAX to: 217-782-3991
Scan/Email to: CFS689Background@illinois.gov

\_\_\_\_\_  
Signed Date

**Please type, use bold letters or label:**

618-236-3654

(Submitting Agency Fax Number)

garym@epilepsygsil.org

(Submitting Email Address)

Epilepsy Foundation of Greater Southern Illinois

(Agency Name)

Gary Miller

(Contact Person)

3515 North Belt West

(Address)

Belleville, IL 62226

(City/State/Zip)

Print Form