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Dear Y.O.U. Sponsors,

Enclosed is the Y.O.U. Staff Application packet for the Spring Uniteen Camp, May 15-17, 2015 at South Mountain YMCA, 201 Cushion Peake Rd., Reinholds, PA. YOUers interested in being on staff to serve the region's Uniteens must meet the requirements stated on the enclosed *YOU Staff Information Form* AND must submit COMPLETED applications and required forms by the date indicated on the application – April 27, 2015.

Also enclosed for your reference is a list of the criteria used to select the YOU staff for each Uniteen Retreat. The success of the retreat depends in part on the leadership skills of the YOU Staff and this process is one step in determining how successful a YOUer might be as a staff member. The first step in the process however is you. When recommending your Y.O.U.ers for these positions, please consider this list of criteria and whether your Y.O.U.er has demonstrated leadership skills. Applicants must be active YOUers in good standing with their chapter who attend Sunday meetings and Y.O.U. events on a regular basis.

Sponsor or Minister and Uniteen Leader signatures are required on the form, However, it is the responsibility of the Y.O.U.er to mail the application on time. Please make a copy of the YOUers medical release form for travel and church records before they mail the application to me.

Because the timely submission of the application is an indication of the Y.O.U.ers commitment and ability to be responsible, incomplete or late applications will be placed on an alternate list and reviewed only if a position becomes available by cancellation.

Please encourage your Y.O.U.ers to apply as soon as possible. While previous staff experience at a Uniteen Retreat is a factor in consideration, it is not required for selection. Contact me if you or your interested YOUer have any questions.

In Peace & Light,

Jane Harden

Sponsor's Information Regarding Y.O.U. Staff Selection Criteria

1. **Paperwork** must be complete and submitted on time. If the paperwork is late and/or incomplete the application will automatically be placed on hold.
(Please remember – it is the YOU.e's responsibility to mail the application on time.)
2. **Leadership Experience.** YOUers applying to be on the Retreat Staff should have experience working with youth in a leadership role. Leadership experience may include activities within and outside of the YOU chapter.
3. **Previous Attendance** at 2 regional YOU or Uniteen events is required.
4. **Travel Arrangements.** YOUers must arrange for their travel prior to applying for a staff position. YOUers may NOT drive to or from a Uniteen Retreat. (See application for more details regarding travel)
5. **An understanding of the true purpose of the Uniteen Retreat.** While this event does offer leadership experience for qualified YOUers, the focus of the event is on the Uniteens.
6. **Impeccable adherence to heart agreements.** The YOU staff will be role models to younger teens. The YOU Staff must understand that their ability to fully honor heart agreements is essential to their role on staff.
7. **Minister/YOU sponsor Endorsement.** All applications must be signed by either the YOU Sponsor or the minister, recommending them for the position.
8. **Uniteen Leader Signature.** Applications must be signed by the Uniteen Leader, indicating their awareness that the teen has applied for a position.
9. **Parent Signature.** Applications must be signed by a parent or guardian.

Y.O.U. STAFF INFORMATION

WHO CAN APPLY?

Active Y.O.U.ers in good standing with their chapter who have demonstrated leadership experience and have attended at least two Y.O.U. or Uniteen retreats/rallies. Only a limited number of YOUers can be accepted on staff so send your application early.

WHEN IS THE UNITEEN RETREAT?

The Uniteen Rereat is Friday to Sunday, May 15-17, 2015. Check In is at 5:00pm on Friday. YOUers who are accepted as staff members must arrive at camp during check in between 5:00-5:30pm on Friday. The retreat ends at Noon on Sunday.

PRE-RETREAT RESPONSIBILITIES:

YOU Staff selected may be required to participate in a phone conference training of up to 1 hour which will be scheduled prior to the Retreat between May 4-8, 2015 after 4:00pm at a mutually agreeable time.

TRAVEL

YOU staff must travel with their Uniteen group or with an adult at least 25 years of age approved by their church. YOUers may not drive themselves to the event. Transportation arrangements are the responsibility of YOUer and the sponsoring church. YOUers should discuss travel plans with their Uniteen Leader.

REGISTRATION FEES / SCHOLARSHIPS

Registration fees for YOU staff is ½ of the fee or \$80.00. Registration fees will be paid by the YOUer or their church. In addition, any adult driver attending and staying at the event with a YOUer must register and pay the appropriate fee by the scheduled deadline.

DESIGNATED SPONSORING ADULT

YOUer must have an adult approved by their church attending the Uniteen Retreat as their Sponsor. The designated sponsoring adult may be the Uniteen Leader, YOU Sponsor or a surrogate YOU sponsor or Uniteen Leader willing to be responsible for the YOUer.

HOW TO APPLY

1. Submit the following, **COMPLETED** paperwork by the deadline below.
2. Application Form (this includes Y.O.U. Staff Heart Agreement and Medical Release) must be completely filled out with all required signatures
3. \$80.00 Registration Fee payable to UWMER (Fee will be promptly returned if Applicant not accepted for Staff position.)

STAFF APPLICATION DEADLINE – April 27, 2015

Completed applications (all 5 pages) with all required signatures and accompanying registration fee must be postmarked by **April 27, 2015**. Apply early, as there are a limited number of positions available. You will be notified as soon as possible but no later than May 5 whether you have been accepted or placed on the alternate list.

MAIL APPLICATION BY DEADLINE TO: Jane Harden, 1865 Laurel Mountain Dr, Salem, VA 24153

QUESTIONS: Contact Jane Harden at 540-375-3191, 540-598-9783 (Cell) or by email at jaharden@comcast.net

YOU STAFF JOB DESCRIPTION

DATES / LOCATION: Eastern Region Spring Uniteen Camp, South Mountain YMCA, PA

NATURE OF POSITION:

To enhance the Uniteen's experience at the Eastern Region Uniteen Retreat, supporting the Uniteens' Spiritual experience and general well being.

RESPONSIBILITIES: Assigned Responsibilities may include any of the following

- If you are assigned to a Spirit Group (Family Group), prepare for your assigned Spirit Group with love and compassion. You will be partnered with an adult leader and may be sharing in leadership responsibilities. Spirit Group material is provided, but you are responsible for reading all of the activities prior to the event.
- Assist with or facilitate one of the Uniteen Large Group Activities
- Lead Joysongs
- Take part in a pre-event conference call
- Demonstrate impeccable adherence to all Heart Agreements for the event as well as general YOU event agreements
- Assist event staff as needed
- Take an active part in all Uniteen Retreat activities from the Leaders' meetings on Saturday through the closing on Sunday. This includes encouraging the Uniteens to take an active part in events such as the skits, Spirit Group or large group activities.
- Promote a positive healthy environment for the Uniteens and practice personal leadership skills
- Smile a lot and be welcoming, friendly and supportive to all Uniteens
- Provide leadership and support to fellow YOU staff members
- Maintain appropriate boundaries with Uniteens: friendly but not intimate. (More information regarding appropriate boundaries will be provided during pre-retreat conference call)

APPLICATION / REGISTRATION RESPONSIBILITIES:

- Be willing and able to meet the application deadline and submit any additional paperwork requested by the regional consultant in a timely manner
- Send \$80.00 Registration Fee with Application.
- Make sure your Application is signed by your parent or guardian and endorsed by your Minister or YOU Sponsor AND the Uniteen Leader from your church. (See application)
- Provide own travel arrangements. Must travel with a Uniteen group or arrange for transportation with an adult who is at least 25 years of age and approved by Church. (See application for details)
- Arrange to have a Designated Adult Sponsor attend the Event with you (See application for details)

RELATIONSHIPS:

- Develop a good working relationship with the event staff, wellness team, and the regional consultant.

QUALIFICATIONS:

- Interested in working with Uniteens in a weekend, spiritual setting.
- Have demonstrated leadership skills within and outside of your YOU chapter.
- Have experience working with youth in a leadership role
- Interested in further developing personal leadership skills.
- Able to communicate effectively with Uniteens and staff.
- Have attended at least two YOU or Uniteen regional events.

Y.O.U. STAFF APPLICATION (Page 1)
2015 Spring Uniteen Camp, May 15-17, South Mountain YMCA, PA

Name: _____ Church: _____

Date of Birth: _____ Age: _____ Grade in School _____ Male / Female _____

Facebook : Yes No If yes, please send friend request to Jane Harden T-Shirt _____ (S-XXL)

Meal Preference: Regular Vegetarian Vegan _____ Other Dietary Restrictions

Phone: _____ E-mail address: _____
Cell phone or phone at which you can be reached Please include a valid email address that you check often. If this is not possible, leave blank.

Address: _____ City: _____ State: _____ Zip Code: _____

Experience

_____ years in Y.O.U. ***** _____ Regional/International events attended ***** _____ Uniteen Retreats attended

I am comfortable guiding/leading the following activities: (Please check all that apply)

Prayer/Meditation Craft Activity Ice Breakers Games Team Activities Joysongs _____

Leadership position(s) you hold or have held in your chapter or region: _____

Leadership position(s) outside of Y.O.U.: _____

Previous experience with children or middle-school youth: _____

What personal gifts or qualities do you believe you can share with the Uniteens?

My travel arrangements are:

_____ Traveling with Uniteen Group

_____ *Traveling with an adult over 25 years old. Name of Driver: _____

*If this adult plans on staying at the Unitreat they must register and pay fees by the appropriate deadlines.

PHONE CONFERENCE TRAINING: YOU Staff selected may be required to participate in a 1 hour phone conference training which will be scheduled between May 4-8 after 4:00pm. Please list dates/times after 4pm between May 4-8 you are NOT available for the Pre-Retreat Phone Conference

Y.O.U. STAFF HEART AGREEMENTS

If accepted to be on staff at the Uniteen Retreat:

- I agree to come prepared, reading ALL of the spirit group (Family Group) material and any program material/instructions BEFORE the Unitreat.
- I understand that the focus of this event is on the Uniteens and my role is to serve their needs, enhance their experience, and to encourage their spiritual growth.
- As a role model for the Uniteens, I agree to demonstrate Unity principles and maintain a friendly attitude toward the Uniteens, other Y.O.U.ers, the adult staff, the chaperones and myself.
- I agree to look for the highest good in all, bringing with me a loving, positive attitude. If I have a problem or issue during the Retreat I will bring it to a member of the event staff or the regional consultant. As a staff member I understand that it is inappropriate for me to voice my complaints to participants.
- I will support and show proper respect for Uniteens, fellow Y.O.U.ers, event leaders, chaperones and myself.
- I agree to respect the facilities, vehicles, equipment, environment and everyone's personal belongings. I will encourage the same respect from the Uniteens.
- I agree to follow directions, participate in all scheduled activities, and remain in designated areas unless authorized by an event leader.
- I agree to seek natural highs only and will abstain from alcohol, tobacco and artificial stimulants.
- I agree to refrain from aggressive roughhousing, fighting and/or other inappropriate physical contact. I recognize that intimate behavior is inappropriate at group events.
- I understand that it is inappropriate to demonstrate romantic feelings at a Uniteen Retreat and I will refrain from such behavior. Further, I will not engage in a romantic relationship with a Uniteen at an event or otherwise.
- I understand that iPods, or electronic music devices with headphones may only be used during free time or at bedtime and that cell phones may only be used briefly during freetime.
- I understand that these agreements are necessary for everyone's benefit, including my own and recognize my responsibilities as a member of the Uniteen Retreat staff.

Y.O.U.er Signature _____

Date: _____

Parent's Agreement

I have gone over the above agreements with my teen. Should he/she continuously or seriously violate this agreement, I will cooperate with event leaders to arrange immediate transportation home at my expense.

Parent/Guardian Signature _____ **Date:** _____

Minister or Y.O.U. Sponsor Signature:

I have read the above application and agreements and I recommend applicant for the position of Y.O.U. staff for the Unieen Retreat. I also confirm that the above named Y.O.U.er is an active member, in good standing with our Y.O.U. chapter and has **demonstrated** the leadership skills necessary to be successful in this position.

Signature: _____ Phone Number _____
Minister or Y.O.U. sponsor signature (circle one)

Uniteen Leader Signature:

I have read the above application and agreements and I recommend this Y.O.U.er for the position of Y.O.U. staff for the Unitreat.

Name: _____ Phone Number _____
Uniteen Leader signature

Designated Sponsoring Adult:

YOUer must have an adult approved by their church attending the Uniteen Retreat as their Sponsor. The designated sponsoring adult may be the Uniteen Leader, YOU Sponsor or a surrogate YOU sponsor or Uniteen Leader willing to be responsible for the YOUer at the retreat. Please provide the name, phone number, and Church of your designated sponsoring adult.

Name: _____ Phone Numbers: _____

Church _____ City/State: _____

Deadline & Submission Information

Y.O.U. STAFF APPLICATIONS MUST BE POSTMARKED BY **April 27, 2015**

SEND APPLICATIONS TO:

Jane Harden, Youth Consultant, 1865 Laurel Mountain Dr, Salem, VA 24153

You may contact Jane at 540-375-3191, 540-598-9783 (Cell) or jaharden@comcast.net

APPLICATION CHECKLIST: The following should be included with your Application

1. All 5 pages of this application completed with all necessary signatures
2. \$80.00 Registration Fee made payable to UWMER (If Application is not accepted Registration Fee will be returned to applicant promptly;
3. Make a copy of your 5 page application to travel with you.
4. Send Application and Registration Fee to Jane Harden at above address

Applicants cannot be accepted for Staff positions without all of the above documents and fees.

Youth & Adult Medical/Liability Release
Eastern Region Youth of Unity

Complete form in INK. Original copy sent with Registration. One Copy to be carried with participant to event.

Participant _____ Birth Date ___/___/___ [] M [] F Age _____
Parent/Legal Guardian _____ Relationship _____
Address _____ City, State _____ Zip _____
Home Phone (____) _____ Work/cell (____) _____ E-mail _____
Emergency contact(s) if parent cannot be reached _____
Relationship _____ Phone (____) _____ (____) _____

MEDICAL HISTORY

I certify that the above named person is in good health and able to participate in all normal activities of the group.

[] Yes [] No If no, specify limits of participation. _____

Allergic to any substance, food or medication? [] Yes [] No (If Yes, specify) _____

Is the participant currently under a doctor's supervision for: [] Epilepsy [] Diabetes [] Asthma or [] ADD/ADHD

Any other medical conditions: _____

List ALL current medications with dose and frequency _____

_____ Date of last Tetanus shot _____

Group leaders must be informed of any prescription medication brought by participant with clear information as to proper use and dosage. If medication is "as needed," the participant must understand the symptoms of their condition and know when to ask for help.

INSURANCE INFORMATION, MEDICAL CONSENT & LIABILITY RELEASE

Family Physician (name & phone number) _____

Medical Insurance Company _____ ID Number _____

Group Number _____ Policy Holder Name _____

Phone # to verify coverage or submit claim _____

As the above-named participant (or legal guardian if the participant is a minor under the age of 18), I hereby attest that I have read this complete document; all information provided is complete and true; I have legal standing to make decisions which affect the rights of the above named participant; and I understand and consent to all terms outlined on both pages of this document (including release of photographic images & personal information as described herein).

I hereby voluntarily and knowingly assume all risks and dangers inherent and incidental to Youth Ministry activities and travel understanding that some activities may pose a risk of injury. I will not hold liable the Church, the Eastern Region Association of Unity Churches and/or the Association of Unity Churches their employees, agents and event group leaders for any injury, illness or property damage involving the above-named participant no matter how caused. Whenever deemed necessary by group leaders, I authorize the calling of a doctor and/or the providing of other medical services and, unless covered by insurance, agree to pay for same. If the above-named participant is incapacitated or under age 18, I do hereby authorize group leaders as agent for the undersigned, to consent with respect to such participant to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care which is deemed advisable by a licensed physician or surgeon.

MEDICAL/LIABILITY RELEASE (Continued) (page 2 of 2)

Name of Participant _____

Photography Release: I hereby grant the Unity Church, Unity Worldwide Ministries Eastern Region, Association of Unity Churches, Unity and its representative permission to use, without compensation or restriction, photographs and videotape images (from local and regional Unity events) in which the participant appears, in any manner whatsoever, such as, but not limited to: publication, display, website, advertising, slide shows, etc.

Confidentiality Release: I understand that health information on this form will only be shared, as needed, with group leaders, church staff and medical professionals to safeguard and support the participant. This information will not be publicly disseminated or released to any outside organization. However, since it is common practice for the Church (or Eastern Region) to publish a participant's phone and email if they actively participate in the group (or attend a regional event), I authorize the Church (and Eastern Region) to publish such information on a local (or event) roster **EXCEPT** for the following (*please specify*):

I understand it is my responsibility to notify group leaders if any information changes.

Signature of Participant or *Parent/Guardian if under age 18*)

Printed Name

Date _____