

## Section 3B

### **3b. Community Family Club Youth/Adult/Club Registration**

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## **REGISTRATION FEES**

### **Who should register?**

Every youth and adult leader involved in your club program. Although registration can occur at any time of the year, each member's annual registration fees expiration date is September 30.

By registering each family will receive a copy of the council's quarterly publication "The Connection," and each registered adult will receive our monthly publication "The Peeks" electronically, keeping your club leaders informed of council news and programs.

### **Why register?**

You become a part of an organization that is one of the nation's leaders in not-for-profit youth development. Camp Fire, through its 85 councils spread from coast to coast, spent 22 million program hours serving thousands of children and youth in 2008. That number is expected to increase.

Founded in 1910, Camp Fire's outcome-based programs include leadership, self-reliance, after school groups, camping and environmental education and child care.

Registration fees are to be paid prior to participating in Camp Fire Snohomish County programs: i.e. Camp Killoqua, day camp, mom-youth overnight or Self-Reliance courses.

Also, the youth registration forms are the only way (other than a parent consent form for a trip) that you as a leader will have permission to obtain medical treatment for any member if the need arises.

### **Why is it important to register in a timely manner?**

So that adult and youth members have no lapse in membership or insurance coverage.

### **What is meant by timely registration?**

A club's registration forms must reach the Training and Resource Center by September 30 for renewing clubs. New clubs are requested to submit forms as soon as possible before meeting with the youth club members for the first time, in order that your club insurance will be intact.

All members must be registered by September 30 of the program year to participate in the pledging process of the Fall Council Fund-raiser, and/or by January 15 of the same program year for new members in the late fall to participate in the Candy Sale.

## COMMUNITY FAMILY CLUB REGISTRATION INSTRUCTIONS/FEEES

Thank you for assuming the responsibility for registering your club. If you have questions about registration procedures, please contact the Camp Fire Training and Resource Center at 425 258-5437. We would be glad to help!

1. Have parents fill out the registration forms at the first meeting or the beginning of each school year.
2. Prepare registration forms for each family:
  - a. Indicate the amount of membership fees to be paid:
 

\*A family of four or more members pays a yearly fee of \$55.00. A family of three pays \$40.00 and a family of two pays \$30.00.

\*Checks for membership fees need to be written to Camp Fire. If you are collecting club dues at the same time, have the parents write a separate check to the club treasurer. Checks, cashiers checks, cash or bankcards are the methods of payment.
3. Give the Family Registration forms and Adult Member Profile forms to the parents to complete.
4. Collect registrations and check to see if the correct amount of money was submitted. Return the pink copy to the parent or legal guardian.
5. Fill out a wallet-sized membership card for each youth member and give it to the youth at a special ceremony.
6. All Program Level Coordinators are required to submit a signed Club Leader Agreement with your registration packet. There are two copies of the Club Leader Agreement for each Program Level Coordinator to sign; one for the adult and one to be returned to the office with the club's registration.
7. Compile the information for the family onto the Program Unit Transmittal. The family information may be attained by checking the information on the Family Registration form. (If a family or family member joins the club at a later date, submit a supplementary Program Transmittal.)
8. Ask all adults who may provide transportation on a regular basis to complete the Driver Record & Insurance Disclosure Form and the National Background Check Form.
9. Retain the following copies for your records:
  - a. Family Registration Forms – yellow copy
  - b. Program Unit Transmittal – yellow copy
10. Submit the following items to Camp Fire, 4312 Rucker Ave., Everett, WA 98203.
  - a. Program Unit Transmittal (white copy)
  - b. Family Registrations (white copies)
  - c. Program Fees for the families (check made out to Camp Fire)

- d. Club Leader Agreement (Program Level Coordinators)
- e. Hold Harmless, Photo Release & Driver Record & Auto Insurance forms.
- f. National Background Check Form for all adults

Date
Site
Coord



4312 Rucker Avenue  
 Everett, WA 98203-2233  
 Telephone: 425 258 KIDS  
 Fax: 425 252 CAMP  
 Email: [info@campfiresnoco.org](mailto:info@campfiresnoco.org)  
[www.campfiresnoco.org](http://www.campfiresnoco.org)

CFC Location
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**COMMUNITY FAMILY CLUB ADULT MEMBER PROFILE**

Name: \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_  

Last
First
Middle

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

Street	City	State	Zip
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Occupation: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

e-mail: \_\_\_\_\_ Youth Name(s): \_\_\_\_\_

**Adult help is essential for a successful Community Family Club. Check the boxes in the areas where you are willing to help. We will provide quality training and ongoing support to help you be successful:**

- |   |   |   |                              |                               |                                       |
|---|---|---|------------------------------|-------------------------------|---------------------------------------|
| <input type="checkbox"/> Program Level Coordinator      | <input type="checkbox"/> pre-K          | <input type="checkbox"/> K-2                      | <input type="checkbox"/> 3-5 | <input type="checkbox"/> 9-12 | <input type="checkbox"/> Keep Records |
| <input type="checkbox"/> Volunteer with the kids grade: | <input type="checkbox"/> Club Treasurer | <input type="checkbox"/> Jammin' Jamboree Captain |                              |                               |                                       |

- Candy Sale Parent
- Outdoor/Camping Coordinator
- Make Phone Calls
- Leader's Meeting Representative (T)
- Awards/Recognition
- Other ways I can help (specify) \_\_\_\_\_
- Coordinate Family Events
- Coordinate Meals \_\_\_\_\_
- Edit Newsletter
- Transportation to Events

**Please mark any knowledge, skills or interests you would be willing to share with the club:**

- Arts & Crafts
- Literature
- Different Cultural Customs
- Fine Art
- Board Games
- Fitness
- Music
- Community Service
- Outdoor Activities
- Songs
- Sewing
- Camping
- Dance
- Cooking
- First Aid / CPR
- Dramatics
- Gardening
- Other (please specify) \_\_\_\_\_
- Performance Arts
- Science

What are some of your hobbies or interests? \_\_\_\_\_

What are some activities your family enjoys doing together or would like to try? \_\_\_\_\_

What do you look forward to getting out of the Community Family Club Program (CFC)?

- Family Involvement
- Community Activities
- Potluck Dinners
- Social Interaction
- Leadership Opportunities
- Life Skills

How did you hear about the CFC?

- Family Values
- Meeting Other Families
- Making New Friends
- Finding a Support Network
- Educational Assets

Other (please specify)

\_\_\_\_\_

\_\_\_\_\_

**The CAMP FIRE PROMISE:**

*Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. Light the fire within.*

**Camp Fire wants every child to have a positive experience. For this reason, we expect that parents/guardians strive for the following:**

1. Attend the orientation meeting or make other arrangements with the Site Coordinator.
2. Complete registration materials, and pay Camp Fire membership fees and dues promptly. Accident insurance is provided for all registered members.
3. Sign up to help with activities and projects during the year.
4. Be on time.
5. Notify Site Coordinator if you cannot attend.
6. Return a Field Trip Consent form for each field trip promptly so your child can participate.
7. Encourage and support your child's participation in club activities, area events, and council fundraising activities including the Candy Sale and Spring Into Action.
8. Support the meeting leaders and their rules.
9. Encourage your child to wear the club uniform.

If you follow these guidelines, we know that you will truly benefit from and enjoy Camp Fire.

Camp Fire Snohomish County's Risk Management Policy states that "No person shall have direct contact with minors in any capacity, on behalf of Camp Fire, who:

- a) Has been convicted by law ful authority of child abuse or any sex related crime(s); or
- b) Within the past ten (10) years, has been convicted by law ful authority in any crime involving or arising out of controlled substance abuse, alcohol abuse, assault, domestic violence, or weapons offense(s); or
- c) Within the past ten (10) years, has been convicted by law ful authority of any crime other than those described in this section, which evidences any physical, mental or emotional threat to the safety or general welfare of minors of family units."

Have you ever been convicted of child abuse, violations of any law or ordinance regulating conduct toward minors? ( ) YES ( ) NO

If yes, please

explain: \_\_\_\_\_  
\_\_\_\_\_

I certify that the information given in this application is true and complete to the best of my knowledge. I authorize Camp Fire Snohomish County to investigate all statements contained in this application. I understand that misrepresentation or omission of facts is sufficient cause for immediate dismissal. I have also read and understand Camp Fire's mission statement and expectations and will to the best of my ability incorporate it into my work with Camp Fire.

\_\_\_\_\_  
Signature of Adult Member

\_\_\_\_\_  
Date

**Camp Fire Snohomish County**

- 4312 Rucker Avenue
- Everett, WA 98203
- 425 258 5437