

ADULT APPLICATION

Instruction Sheet



INSTRUCTIONS

- Determine if you will be applying as a Counselor or a Staff person. Counselors work with groups of 5 to 10 students (typically from their own church) to provide oversight and spiritual guidance at CHIC. Staff are assigned positions in a wide variety of roles to help provide for a successful CHIC experience for all participants [see Volunteer Staff Job Description form].
- Complete the adult registration form and return it with payment (payable to your church) to the CHIC contact at your church.
- Give a blank pastoral recommendation form to your pastor, youth pastor, or staff minister, who will be responsible for submitting the completed recommendation to the University of Tennessee. NOTE: You may not complete a pastoral recommendation form for yourself.
- In order to protect students attending CHIC, criminal background checks are required for every adult serving at CHIC. Instructions for completing this step will be provided later in the process. If we have record that you completed a criminal background check as part of the adult application process for CHIC 2015 you do not need to complete another criminal background check for CHIC.
- Your registration will not be complete until the University of Tennessee has received your application, payment, pastoral recommendation, and you have passed a criminal background check. Those applying for a Staff position at CHIC will complete their registration process online. After UT has received your adult application form you will be sent instructions to complete the application process online. Counselors are not required to complete the online portion of the application.
- You will only be notified if your application is not accepted. If your application is not accepted, you will be notified, and a full refund of all payments received will be sent to your church.
- Registration fees must be paid through the church, using a church check.
- You are responsible for arranging your own transportation. Contact your conference/regional liaison for more information about transportation efforts within your conference.
- Applicants needing financial assistance should inquire within their home church or Conference/Regional Office.

QUALIFICATIONS

- Counselors must be at least 21 years of age by September 1, 2017.
- Staff must be at least 19 years of age by September 1, 2017.
- Special Needs Companions must be at least 19 years of age by September 1, 2017.
- Applicants must be able to articulate their faith in Jesus Christ and be willing to readily share that faith commitment with others.
- Applicants must have a heart for young people. Current participation in youth ministry will be considered in the selection process.
- Applicants must be willing to operate within the guidelines and framework of CHIC.

REQUIREMENTS (FOR ALL ACCEPTED ADULTS)

- For both quality assurance and liability issues, every adult attending CHIC must complete Adult Orientation and Training. Specific details concerning Adult Orientation and Training will be included in further publications and available through your conference/regional liaison.
- Collegians and those living outside of your home conference should apply in the conference where you are best known by pastors, youth pastors, and conference personnel.
- Staff should come to CHIC prepared to serve in any area of need. You will be scheduled to work at least 2 of the 4 available shifts each day. Available shifts are morning, afternoon, evening, and night.

FEES AND DEADLINES

Adults may choose to pay their registration fees according to the following options:

Option 1	Payment in full, postmarked by May 18, 2018	\$599
Option 2	Non-refundable deposit, postmarked by April. 18, 2018	\$100
	Balance postmarked by May 18, 2018	\$499

After May 18, 2018, adult applications will be accepted on an as-needed basis.

CHECKLIST FOR COMPLETING YOUR APPLICATION (FOR YOUR OWN PERSONAL REFERENCE)

Name _____

Church _____

- Pastoral recommendation form given to your pastor, youth pastor, or staff minister. Date _____
- Completed adult registration form and registration payment (payable to your church) given to the CHIC contact at your church. Date _____ Check # _____
- Pastoral recommendation form sent to the University of Tennessee. Date _____

All registration fees must be paid made using a church check, payable to "The University of Tennessee."
Personal checks will not be accepted.

VOLUNTEER STAFF JOB DESCRIPTIONS

University of Tennessee | July 15-20, 2018



All applicants are asked to rate their qualifications in each of the categories listed below and to indicate the specific jobs that best fit their gifts. This portion of the Staff Application will be completed after you have turned in your Adult Application form. The University of Tennessee will send you information on how to complete the application process once your initial application has been received and processed.

Administrative (i.e., office, computer, errands, accounting)

- Arrival Registration Assistant - Assist with welcoming students and leaders to campus, skill in MS Excel, MS Word
- Offering Counting - Assist with counting of the offering, bank experience a plus
- Registration Table Assistant - Assist with registration of students and volunteers, skill in MS Excel, MS Word
- Staff Administration - Provides admin. assistance for Staff Coordinator, skill in MS Excel, MS Word

Recreation (i.e., equipment distribution, facilitators, assistants)

- Excursion Registration Assistant - Staff excursion registration booth
- Excursion Transportation Assistant - Help students find proper bus, work with drivers to depart on schedule, assist bus captains
- Recreation Assistant - Assist with lessons and clinics
- Skateboard Alley Assistants - Assist with skate park. Monitor the skate park and ensure the rules of the park are followed

Hospitality (i.e., special needs, retail sales, usher, information desk, cleanup)

- Affirmation Team - Provide support and encouragement to staff working on campus
- Bookstore Clerks - CHIC Bookstore stock clerks
- Information Centers Staff - Booths around campus that provide event information
- Sign Holders - Guide students to MainStage or small groups
- Sign Language Interpreter - Provide sign language interpretation for students who are hearing impaired (Professional experience required)
- Extra Support & Special Needs Companions - Assist students with special needs
- Support & Special Needs Shuttle - Drive van to shuttle students with special needs to campus activities
- Ushers - Assist with collecting the Covenant World Relief offering

Staff Support (i.e., setup, transportation, video, sound)

- Dorm Assistants - Assist dorm supervisors to ensure the dorms and students are secure
- Environmental Engineering - Patrol the campus to assist in keeping the campus clean
- Security Team - Ensure the students' safety and adherence to CHIC policies
- Setup Specialists - Assist with setup of event rooms, movement of equipment, audio visual setup, etc.
- Shuttle Drivers (off campus) - Drive 15-passenger vans, shuttle adults from campus to housing
- Shuttle Drivers (on campus) - Drive 15-passenger vans, shuttle injured students or adults to and from events
- Video Camera Assistant - Assist MainStage camera person (experience required)
- First Aid Team - Provide non-emergency first aid to participants (professional medical experience required)
- Welcome Party Setup - Assist with all aspects of the Welcome Party setup (must be able to arrive one day early)
- Welcome Party Assistant - Assist at Welcome Party activities and clean up as needed (must be able to arrive one day early)

Prayer Team

- Serve on the Human Resource Team partnering with leaders and students

If you have questions, please contact the CHIC Office at 1-800-910-CHIC (2442).

ADULT Application (Page 1 of 2)



- Complete both sides of this form and return it with payment (payable to your church) to the CHIC contact at your church.
- Give a blank pastoral recommendation form to your pastor, youth pastor, or staff minister.

Due to the volume of information needed from each Adult Applicant, all Adults must complete this form in its entirety regardless of online registration options. Your registration will not be complete until the University of Tennessee has received your application, payment, and pastoral recommendation, and we have record that you have passed a criminal background check.

NAME _____

GENDER: Female Male D.O.B. ____/____/____
MONTH DAY YEAR

CURRENT ADDRESS _____

CITY _____ STATE/PROV _____ ZIP _____

HOME PHONE _____

EMAIL ADDRESS _____

SUMMER ADDRESS _____

CITY _____ STATE/PROV _____ ZIP _____

SUMMER PHONE _____

CHURCH _____

CHURCH ADDRESS _____

CITY _____ STATE/PROV _____ ZIP _____

CONFERENCE Alaska Canada Central East Coast
 Great Lakes Midwest Midsouth North Pacific
 Northwest Pacific Southwest Southeast Other

ETHNICITY (optional) African-American Asian-American
 Caucasian First Nation/Native American
 Hispanic or Latino/a Native Alaskan
 Indicate: _____

Please list your significant ministry experience:

POSITION _____ DATES _____

CHURCH/ORGANIZATION _____ AGE GROUP _____

CITY _____ STATE/PROV _____ ZIP _____

RESPONSIBILITIES _____

POSITION _____ DATES _____

CHURCH/ORGANIZATION _____ AGE GROUP _____

CITY _____ STATE/PROV _____ ZIP _____

RESPONSIBILITIES _____

MOBILE PHONE _____

How did you become a Christian and in what ways have you been growing spiritually over the last six months? If you need additional space, please use a second sheet of paper.

Why are you interested in serving at CHIC?

Are there any physical or personal lifestyle factors that might impede your full participation at CHIC? (physical limitations, medical needs, personal preferences, etc.) Yes No

If yes, please explain:

Have you at any time ever:

Been arrested for any reason? Yes No

Been convicted of, or pleaded no contest to, any crime? Yes No

Engaged in, or been accused of, any child molestation, exploitation, or abuse? Yes No

Are you aware of:

Any traits or tendencies of yours that could pose a threat to children, youth, or others? Yes No

Any reason why you should not work with children, youth, or others? Yes No

Explain in detail any "yes" responses to the above questions:

(Continued on reverse)

ADULT APPLICATION FORM (PAGE 2 OF 2)

NAME _____

GENERAL INFORMATION

What is your preferred position?

Counselor Staff Support & Special Needs Companion

If your preferred position is Counselor, are you willing to serve as Staff if needed? Yes No

If your preferred position is Staff, are you willing to serve as a Counselor if needed? Yes No

Have you already been recruited by CHIC staff to volunteer in a non-counselor position? Yes No

If yes, in what position? _____

By whom? _____

If you have not already been recruited by CHIC staff to volunteer in a non-counselor position, what is your preferred position as listed on the volunteer staff job description page? _____

Are you registering as a Companion to a student who requires extra support or who has special needs? Yes No

If so, what is the student's name? _____

Emergency Contact

In case of emergency, please contact:

PRIMARY CONTACT ↑

PHONE ↑

SECONDARY CONTACT ↑

PHONE ↑

INSURANCE PROVIDER ↑

POLICY # ↑

STATEMENT OF CONSENT AND MEDICAL RELEASE

The information contained in this application is correct to the best of my knowledge. I agree to be bound by the constitution, bylaws and policies of the Evangelical Covenant Church in the performance of my services on behalf of the church. I have read and will comply with the pre-CHIC requirements, the CHIC policies, and the job description for any role(s) that I fill for CHIC. I understand that a criminal background check is required of all adults attending CHIC. I agree to perform a criminal background check as part of the required Adult Orientation and Training. If I fail to complete the criminal background check I understand that I will not be allowed to serve at CHIC 2018. A criminal background check is not required if I performed a criminal background check as part of my application process for CHIC 2015.

I intend to attend CHIC 2018 at the University of Tennessee. I am confident that every reasonable measure will be taken to protect the safety of all participants. I hereby release, forever discharge, and agree to hold harmless, the Evangelical Covenant Church, the University of Tennessee, the Rafting Company, Mountain Challenge, and the owners, directors,

officers, agents, and employees and volunteers thereof, from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the participant that occur while said attendee is participating in CHIC.

Furthermore, I hereby assume all risk of personal injury, sickness, death, property damage and expense as a result of participation in recreation and excursion activities involved therein. Further, authorization and permission is hereby given to CHIC staff to furnish any necessary medical care, transportation, food, and lodging during CHIC.

I hereby give CHIC staff permission to take me to a doctor or hospital and authorize medical treatment. I will assume all responsibility for all medical bills.

Should it be necessary for me to be sent home for medical reasons, disciplinary reasons, or otherwise, I hereby assume all related costs.

I hereby grant permission for the Evangelical Covenant Church to publish my image for the purpose of promoting CHIC and the Evangelical Covenant Church through communications channels of the Evangelical Covenant Church. I grant this permission freely without reservation.

I understand that there are excursions and recreation opportunities at CHIC. I fully understand and acknowledge that (a) outdoor recreational activities have: inherent risks, dangers and hazards that exist in use of whitewater rafting equipment, kayaking equipment, paintball equipment, mountain bikes, hiking trails, and horses, participation in horseback riding, whitewater rafting, kayaking, paintball, mountain biking, and other activities; (b) participation in such activities and/or use of such equipment may result in death, injury or illness including, but not limited to bodily injury, disease, strains, fractures, partial and/or total paralysis, or other ailments that could cause serious disability; (c) these risks and dangers may be caused by the negligence of the participants, the negligence of others, accidents, breaches of contract, an unpredictable or unexpected reaction from an animal, and the forces of nature or other causes. and (d) by participation in these activities and/or use of equipment, I hereby assume all risks and dangers and all responsibility for any losses and/or damages, whether caused in whole or in part by the negligence or other conduct of the owners, directors, officers, agents, and employees and volunteers, of the Rafting Company, Mountain Challenge, the University of Tennessee or by any other person including the Evangelical Covenant Church.

I, along with my heirs, hereby voluntarily agree to release, waive, discharge, hold harmless, defend, and indemnify the Evangelical Covenant Church, the University of Tennessee, the Rafting Company, Mountain Challenge, and their respective owners, directors, officers, agents, and employees and volunteers from any and all claims, actions or losses for bodily injury, property damage, death, loss of services or otherwise which may arise out of the attendees use of whitewater rafting equipment, kayaking equipment, horses, paintball equipment, mountain bikes, hiking trails, or participation in whitewater rafting, kayaking, horseback riding, paintball activities, mountain biking, and hiking, and general participation at CHIC.

I specifically understand that I am releasing, discharging and waiving any claims or actions that I may have presently or in the future for the negligent acts or other conduct by the owners, directors, officers, agents, and employees and volunteers of the University of Tennessee, the Rafting Company, Mountain Challenge, and any other contracted vendor for the CHIC event, and the Evangelical Covenant Church.

PRINT NAME _____

SIGNATURE _____

SIGNATURE DATE _____

PASTORAL Recommendation Form



Adult Applicant: Please fill in only the upper section of this form, apply proper postage to the reverse side, and then give it to your pastor, youth pastor, or staff minister to complete and return to the University of Tennessee.
 ADULT APPLICANT NAME _____ DATE FORM GIVEN TO PASTOR _____

I am applying for the following position at CHIC:
 Counselor (Must be at least 21 years old by Sept. 1, 2017, and will have direct responsibility for students)
 Staff (Must be at least 19 years old by Sept. 1, 2017, and will serve in various support roles at CHIC)
 Extra Support & Special Needs Student Companion (Must be at least 19 years old by Sept. 1, 2017, and will provide one-on-one companion support for a student with special needs. The student I am supporting is: _____)

Pastor, Youth Pastor, or Staff Minister: Please complete this form and return it directly to UT by April 13, 2018. Pastoral recommendations and criminal background checks must be completed for every CHIC adult applicant.

The pastoral reference is critical to the selection process of adults at CHIC. We rely heavily on your personal knowledge and recommendation of the applicant. Please answer all questions candidly and honestly. Be aware that sometimes adult applicants are asked to serve in various roles that differ from the position they originally apply for. The information provided on this recommendation is confidential. Please print legibly.

1) How long have you known this person? _____
 In what capacity? _____

2) Please rate the applicant's abilities in each the following areas to the best of your knowledge (1=weak, 3=moderate, 5=very strong).

	1	2	3	4	5
PHYSICAL CAPABILITIES					
Ability to function capably under the rigors of a busy and active schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RELATIONSHIPS					
Ability to communicate and work well with youth and other adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate well and initiate relationships with new people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with and care for people who are different from them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SKILLS AND WORK HABITS					
Is self-motivated, requiring little supervision to complete an assigned task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work effectively as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to show respect for authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPIRITUAL / PERSONAL MATURITY					
Conveys an open and teachable spirit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gives witness of personal faith in Christ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal lifestyle is consistent with Christian standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has generally high self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays high moral and ethical standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOR COUNSELORS ONLY					
Ability to relate effectively with high school students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lead and facilitate small group discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to be assertive when discipline is needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to articulate his/her faith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3) Please select the statement(s) below that best summarizes your assessment of the applicant.
 This person has much to offer as a Counselor of a group of students, and I highly recommend this person for that role.
 This person has much to offer as a member of the Staff team, and I highly recommend this person for that role.
 This person has much to offer as a Companion, and I highly recommend this person for that role.
 I have reservations about recommending this person to serve at CHIC for the following reasons:
 I do not recommend this person as staff serving at CHIC in any role.

4) Do you have any other comments that may be useful to the assessment and placement process?

Signature _____ Date _____

Name _____ Position _____

Church _____

Church Address _____ Church Phone # _____

Please fold and staple so the address below is facing out, and mail directly to the University of Tennessee.

Don't forget proper postage!

UT Conferences
ATTN: CHIC
PO Box 2648
Knoxville TN 37901-2648

Postage