



So What Have I Got to Do to Become an OC ICO Certified Volunteer?

And What About Becoming an OC ICO Certified Leader?

OK...you asked, so here's a summary:

Once you're certified as an **OC ICO (adult) Certified Volunteer** ("Volunteer"), you may serve as an adult chaperone on OC ICO outings that are led by two certified Sierra Club leaders (one of whom must be a certified ICO leader). You'll help oversee the safety and well-being of all outings participants, and we welcome your help and input to organize pre-trip preparations. During outings, **Volunteers** help direct youth in camp chores, for example, and offer skills like teaching fly fishing, identifying birds and plants, or setting up tents. You might also teach on-site lessons, like tide pool investigations. You may NOT conduct outings (to conduct an outing is to lead or co-lead an outing). **Volunteers** are authorized by OC ICO to drive vehicles for ICO to transport youth and gear for these outings. As a driver, however, you must check with the youth agency (e.g, the high school youth group) to make sure the agency also authorizes you to drive for them.

You may elect to take advanced training and become a **Certified OC ICO Leader** ("Leader"). This means you may conduct outings (it takes at least two Sierra Club **Leaders** to conduct any outing). You and a co-leader would physically lead youth on outings. Your #1 priority is always safety, so you're responsible for the integrity of the entire group. Yes, it's a lot of responsibility, but YEAH!--it's so worth it, and such fun, too. When you spy a child, neck craned skyward at the Milky Way, and you hear, "Wow...I never knew there were so many stars in the sky..." all the work to make a trip happen suddenly pays off. It'll make you a kid all over again!

Mail (or email, if you can scan your signed forms) **pages 3 -11** to Dave Fujiyama, Certification Chair for OC ICO, 47 Via Tortuga, Rancho Santa Margarita, CA 92688 dfujiyama@cox.net cell 949-212-1337 home 949-709-2055

	Sierra Club membership http://www.sierraclub.org/	ICO Volunteer Application (see p. 3 - 6)	ICO Volunteer Agreement (see p. 7 - 8)	Code of Ethics (see p. 9)	CARP (see p. 2)	Background check (see p. 10 - 11)	Basic First Aid & Adult CPR	LTC http://angeles.sierraclub.org/ltc/	ICO OLT 101
Requirements for Volunteers (not Certified Leaders)	X	X	X	X	X	X			
Requirements for Certified Leaders	X	X	X	X	X	X	X	X	X



CHILD ABUSE RECOGNITION AND PREVENTION (CARP) TRAINING

CARP is a mandatory annual training for all volunteers, and can be done as a self-study activity. You may access the **CARP** curriculum, and its self-assessment and the accompanying answer key all online. Here's how:

<http://clubhouse.sierraclub.org/>

username: clubhouse

password: explore

Use the tab labeled "outings" to go to "inner city outings".

Choose from the left-hand purple menu "ICO OLT 101"; then choose from the left blue menu "Child Abuse Recognition and Prevention".

After you've studied the curriculum, please complete the Self-Assessment.

Please notify Dave Fujiyama dfujiyama@cox.net when you've completed this on-line training, and he'll update your file.

When you contact Dave Fujiyama, you need to let him know the date on which you finished the curriculum, including the self assessment. It's not necessary to send Dave a copy of your self assessment, or even report a score.

If you'd rather have a hard-copy of the **CARP** curriculum sent to you by US Postal Service, just let Dave know by phone **949-212-1337** or email **dfujiyama@cox.net**

Thanks for pursuing the opportunity to serve youth by opening their worlds to wilderness!

Inner City Outings Volunteer Application (cont.)

Are you currently a Sierra Club member? **YES** **NO**

My Sierra Club Membership # is _____ and it expires on ____ / ____ / ____.

Experience and Interest

How did you hear about Inner City Outings? What if any interactions have you had to date with ICO?

Why do you want to become a Sierra Club Inner City Outings leader? _____

Identify previous or current volunteer experiences you have had as an adult that may be relevant to your roles as an ICO leader. Please include the name of the organization, the timeline of your commitment, and the roles you served.

Name of Organization

Time period

Role served

Name of Organization

Time period

Role served

Briefly describe previous experience you have had working with youth. _____

Please describe any special outdoor skills you have. _____

Inner City Outings Volunteer Application (cont.)

Please indicate your training experience below by checking the box if you've received this training. Note that Basic First Aid and CPR are NOT required for volunteers. If you pursue leadership training (Leadership Training Course, or LTC), you will be required to be current in Basic First Aid and CPR. Regardless of what expiration date is noted on your BFA and CPR certificates, they're considered current by the Sierra Club for four years).

		On what date did you <i>complete</i> this training? (<u>NOT</u> the <i>expiration date</i> on your certificate.)	From which organization did you receive your training? (e.g, American Red Cross? American Heart Association?)
Basic First Aid	<input type="checkbox"/>	____/____/____	
Adult CPR	<input type="checkbox"/>	____/____/____	

Please indicate below whether you have had advanced Sierra Club-related training (many of our new ICO volunteers have been long-time volunteers or leaders in other Sierra Club groups—non-ICO groups—during which time they have taken *advanced training):

*Wilderness First Aid	<input type="checkbox"/>	____/____/____	
*LTC	<input type="checkbox"/>	____/____/____	
*OLT 101	<input type="checkbox"/>	____/____/____	
*WTC	<input type="checkbox"/>	____/____/____	
other training	<input type="checkbox"/>	____/____/____	
other training	<input type="checkbox"/>	____/____/____	
other training	<input type="checkbox"/>	____/____/____	

Please note that CARP is required for all volunteers and leaders, and must be renewed annually. See pg. 2 for details on how to complete this simple but important training.

CARP (see p. 2)	<input type="checkbox"/>	____/____/____	
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If you are already a certified leader in another Sierra Club group, please indicate this below:

I'm a(n) _____ - rated leader with the _____ group.
O/1
O/2
I
M
E
(e.g, Long Beach; OC Sierra Singles; etc)

Inner City Outings Volunteer Application (cont.)

Reference and Background Check

Please provide contact information for three references who are not relatives, and who preferably know you in a work or volunteer context:

Name: _____ Phone #: _____ Relationship _____

Name: _____ Phone #: _____ Relationship _____

Name: _____ Phone #: _____ Relationship _____

Do you know anyone who is currently an ICO volunteer? **Yes or No (circle one)**

If yes, whom? _____

ICO performs a background check on all potential leaders or volunteers. We conduct reference checks and criminal background and driving record checks, but we do not investigate your banking or credit history. We hold this information in strictest confidence, and only screen for violent crimes dealing with families and youth, and drunk driving convictions. If you feel for any reason that your background check is incorrect or needs explanation, then an appeal process can be initiated. Prior to conducting the background check, we will ask you for your Social Security number (see p. 10 of this application). Any fees associated with background checks are paid for by ICO. The Sierra Club, as part of its risk management program, mandates background check requirements for ICO leaders.

I give permission to ICO to conduct a background check (e.g., police, courts, Dept. of Motor Vehicles, etc.) for matters of public record regarding your background or history. Yes _____ No _____

I certify that the information given herein is true and complete to the best of my knowledge. I hereby authorize the Sierra Club to investigate all statements contained in this application, contact individuals and/or organizational references, and furthermore authorize the release of personal information regarding me. This information is to be used only to determine my suitability for leadership with Inner City Outings. I understand that misrepresentation or omission of facts called for herein will be sufficient cause for termination of service.

Signature: _____ Date: ____/____/____

Parent/Guardian's Signature (if under age 18): _____ Date: ____/____/____

Witness's signature: _____ Date: ____/____/____

IMPORTANT

Sierra Club Outing Volunteer Agreement

Thank you for volunteering to serve as a leader or local officer for the Sierra Club Inner City Outings (ICO) program. In order to serve in a volunteer leadership capacity in Sierra Club Inner City Outings, we need your agreement to the existing Sierra Club policy governing your status with respect to trips, ICO policies and standards.

First, in helping with the ICO program you are considered an **Outing volunteer**. You are not an employee of the Sierra Club or any of the Sierra Club's chapters or subsidiary organizations. Since you are a volunteer and not an employee:

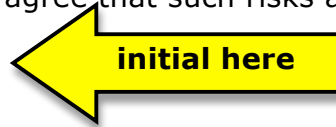
1. You will not be paid wages or salary or any remuneration whatsoever for your volunteer services;
2. You will not be entitled to any fringe benefits or other rights and privileges that may be afforded Sierra Club employees;
3. You will not be entitled to state unemployment compensation, state disability compensation, social security or any similar governmental benefit, and accordingly no unemployment, disability, or social security contributions will be paid on your behalf; and
4. You will not be covered by any workers' compensation insurance. None of the above benefits or payments will be paid to you or on your behalf because you are a volunteer and not an employee.

Second, as a Sierra Club volunteer offering to serve on an Inner City Outings trip, you are free to terminate your relationship with the Inner City Outings program and the Sierra Club at any time. (We anticipate that you will give your local ICO group chairperson reasonable notice of any such termination so that alternate arrangements can be made, if necessary.) The Sierra Club enjoys the same right to terminate the volunteer relationship at any time, with or without cause, and may exercise these rights in its sole and exclusive discretion. Leadership is a privilege, not a right. In order to maintain the high standards of the Sierra Club and to continue to live up to the public expectation based upon its excellent reputation as a leader in the outdoor industry, leaders must meet criteria established by Sierra Club volunteer and staff management.

Third, **Express Assumption of Risk**. You understand, acknowledge and agree that the Inner City Outings trips for which you have volunteered may involve inherent risks of injury. You understand that Inner City Outings may require considerable physical activity, mental activity and stress, unusual itineraries and modes of transportation which will entail certain risks to your person. You acknowledge that illnesses and accidents, including serious illnesses and accidents causing severe physical injury, mental injury, and even death, could occur during any Inner City Outing, and that such accidents could take place in remote locations which lack adequate medical facilities and from which there is not access to emergency rescue personnel or facilities. You appreciate and understand the seriousness of these risks and having been informed of these risks, and with such

Sierra Club Outing Volunteer Agreement (cont.)

appreciation, information and understanding, you freely and voluntarily and expressly and without reservation assume all such risks and agree that such risks are not the responsibility of the Sierra Club. _____



Fourth, as a Sierra Club Outing volunteer, you must cooperate fully with any investigation of suspected child abuse. Failure to do so may be grounds for immediate termination.

Please print your name, sign and date this letter in the spaces provided below, indicating your understanding and receipt of this agreement, and return it to **Dave Fujiyama (see page 1)**.

By executing this agreement, I, the undersigned volunteer, do consent to my volunteer status, to the policies and to the assumption of risk agreement set forth herein. This agreement will remain in effect until canceled in writing by one of the parties.

Understood and Agreed to:

Print Name _____ Membership #: _____
Address _____
City, State, Zip _____
Phone# _____
Signature _____ date ____ / ____ / ____

If you are a minor (under age 18), your parent or legal guardian must sign this form on your behalf.

Name and Age of Minor (Please print) (Age)

Signature of Parent or Guardian date ____ / ____ / ____

Inner City Outings Code of Ethics

(All Volunteers must read and sign this document)

1. Smoking or use of tobacco products in the presence of youth during ICO outings is prohibited.
2. Using, possessing, or being under the influence of alcohol or illegal drugs during ICO outings is prohibited.
3. Using or possessing any weapons during ICO outings is prohibited.
4. Volunteers will not abuse (verbally, physically, and sexually) participants or co-volunteers in any way.
5. Volunteers will conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and provide positive role models for all youth. Volunteers must treat children of all ages, religions, and cultures with respect and consideration.
6. Volunteers must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison, or criticism. Volunteers shall abstain from humiliating or frightening discipline techniques.
7. Two or more ICO volunteers must participate on each outing. If possible, both male and female volunteers should be present during co-educational outings. Under no circumstance, except extreme emergency, may any volunteer be alone with a youth participant. Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, or other volunteers.
8. Volunteers must be free of physical and psychological conditions that might adversely affect children's health, including fever, or contagious conditions.
9. Volunteers are prohibited from access, display, or possession of pornography on Sierra Club's property, equipment, or on trips with children.

I have read the above statement, and agree to its terms. I understand that any violation of this statement may result in my termination as an ICO volunteer.

Signature: _____ Date: ____/____/____

Witness's Signature: _____ Date: ____/____/____

IMPORTANT



Sierra Club Angeles Chapter
Orange County Inner City Outings (OC ICO)

AUTHORIZATION TO
RELEASE INFORMATION AND RECORDS

Please fill out and sign these waiver forms, and mail or email them to:

Dave Fujiyama
47 Via Tortuga
Rancho Santa Margarita, CA 92688
dfujiyama@cox.net

I, _____, hereby authorize the Sierra Club, and/or its agent to conduct an appropriate background investigation of my former addresses and employment, and criminal, court, police and driving records for determination of my eligibility for volunteering. I authorize all persons who may have information relevant to this investigation to disclose it to the Sierra Club and/or its agent. I release and agree to hold harmless all persons providing such information and the Sierra Club, its officers, directors, employees and agents from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original. I understand that my eligibility as an OC ICO volunteer is contingent on receipt of satisfactory background results. I further understand that I have a right, under Section 606(B) of the Fair Credit Reporting Act, to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the investigation requested.

Last name, first name middle name _____, _____

Other names ("maiden" names) previously used? If so, between which years?
(1) _____ to _____
(2) _____ to _____
(3) _____ to _____

Social Security _____ - _____ - _____ Date of birth ____/____/____ Sex _____

Driver's License # _____ Expiration date ____/____/____ State of issue _____

Automobile insurance company _____ Policy # (optional) _____

Addresses for the last seven years, starting with the most current address—Use a separate sheet, if necessary, please.

street city county state zip code years at this address
from (year) – to (year)
(1) _____
(2) _____
(3) _____
(4) _____



**Sierra Club Angeles Chapter
Orange County Inner City Outings (OC ICO)**

**AUTHORIZATION TO
RELEASE INFORMATION AND RECORDS (cont.)**

Have you been convicted in the last seven (7) years of (or is action pending by any law enforcement agency for) any violation?
(Please include court martial, but do not include juvenile convictions or traffic violations resulting in a fine of \$100 or less.)

Yes No

If you checked “Yes” please list all violations below, including dates and arresting agency. Attach additional pages, if necessary.

I certify that the information given herein is true and complete to the best of my knowledge. I hereby authorize the Sierra Club to investigate all statements contained in this application, contact individuals and/or organizational references, and furthermore authorize the release of personal information regarding me. This information is to be used only to determine my suitability for leadership with Inner City Outings. I understand that misrepresentation or omission of facts called for herein will be sufficient cause for termination of service.

Signature: _____ Date: ____ / ____ / ____

NOTICE TO ALL CALIFORNIA RESIDENTS

If you would like to receive a copy of your background information obtained by Sierra Club Angeles Chapter Orange County inner City Outings, please indicate by circling YES.

I understand that I’m entitled to a copy of my background information report.

Please send me a copy of my background report. **YES NO**

Signature: _____ Date: ____ / ____ / ____

NOTICE TO ALL APPLICANTS

Your background report will NOT include a credit report because we do not investigate your credit history or bank information.