

# Ronald McDonald Camp 2019

## Volunteer Counselor Application Checklist

Please use this checklist as a guide to be sure you have completed each step of the application process. The entire list below must be submitted by the application deadline for your application to be considered.

### Online Application:

- Submit Online Application:** you will receive an immediate email confirming submission.
- Submit Online Health Form:** you will need your immunization dates to complete this form.

**Paperwork:** you may submit by either uploading it to your application in the specific fields provided or emailing documents as attachments to [camp@philarmh.org](mailto:camp@philarmh.org).

- Headshot Photo:** Please upload or email a recent headshot of yourself.
- TB Test Form: (Required annually)** Make an appointment now and download the form from the camp website ([philarmh.org/camp](http://philarmh.org/camp)) right above the application link.
- TB Quantiferon Gold blood test results:** Only applicable if you choose to do the blood test. Please submit the lab report.
- Titers Report:** Only applicable if you do not have record of immunization dates and had titers drawn. Please submit lab report including the following titers: Varicella, Tetanus, Measles, Mumps, and Rubella
- Front and back copy of insurance/prescription card**
- Voluntary Disclosure Statement: (Required annually)** Please complete and sign.
- PRMH Criminal Background Authorization Form: (Required annually)** Please complete and sign.
- PA Child Abuse History Clearance: (Valid for 5 years)** Please upload the certificate when you receive it. If we have a valid certificate on file from last year, it has been uploaded for you.
- Disclaimer of Residency form: (Required annually and only applicable to those who have been residents of PA for 10 or more consecutive years)** If you are not a PA resident, do not submit this form. You must submit a FBI background clearance instead.
- FBI Criminal Background Clearance: (Valid for 5 years and only required of non-PA residents who have not lived in PA for 10 consecutive years)** Please upload the certificate when you receive it. If we have a valid certificate from last year, it has been uploaded for you.

**New Counselor Applicants:** Shortly after submission of your online application, you will receive an email from Doris Sterner ([dorda@verizon.net](mailto:dorda@verizon.net)) to set up your initial interview.