



January 2012

Dear Staff Applicant:

Thank you to all our new and returning staff for your interest in Kay's Kamp. Kamp will be much earlier this year and will run from Saturday, June 23, 2012 to Saturday, June 30, 2012 at Saint Andrews School in Middletown, DE. The theme for our Kamp this year will be "Blast Off Into SPACE. All accepted volunteer staff members can attend free of charge. This year we will be using new submission deadlines and a new on-line application form that you will need to complete. Please make sure you complete all appropriate areas for your staff position. The last page of the application is a required certification/authorization that must be completed for your application to be considered. Once the application form has been started, you should save a copy on your computer or memory device to avoid losing entered information. When you have completed the application and checked the appropriate sign-off, save a completed copy and e-mail using the online submit option or mail a hardcopy to: The Kaylyn Elaine Warren Foundation, 560 People's Plaza, #111, Newark, DE or fax a copy to (302) 836-8534.

All Staff applicants must be 21 years or older, CPR certified prior to Kamp week and must **complete and forward their application to Kay's Kamp by no later than March 15, 2012**. Applications submitted after that date will **automatically be put on a wait list and will be accepted only on an as needed basis**. Please do not delay in returning your application.

Once we have received your completed application, it will be reviewed by our Kamp Director, Medical Director and staff to ensure that it is complete and accurate. Kay's Kamp provides opportunity for volunteers from all walks of life and endeavors to select those qualified volunteers that reflect the ethnic and racial diversity of the Kamper population we serve. New applicants will have references checked, undergo a background check, be scheduled for an on-site interview, and evaluated against the resource needs at Kamp. Returning staff will undergo an updated background check and be evaluated against those same needs. Once the combined pool of applicants has been evaluated, each applicant should receive a letter or e-mail either accepting them as a volunteer, being placed on a wait list or notifying them of their denial. Please make sure to regularly check the Kamp website at www.kayskamp.org for updates on information.

If you have any questions, please do not hesitate to contact me at gloose@kayskamp.org. Our staff looks forward to meeting you at our 2012 Space Kamp! Go Kamp!

Gretchen Loose
Kamp Director