

Cazadero Music Camp - Sonoma Jumpstart
Chaperone Guidelines from the Sonoma JumpStart Coordinator, Mrs. Carolyn Niehaus Owen

Thank you for volunteering and participating this weekend as a chaperone. You will be helping with supervision and overseeing the camper/mentor unit throughout the weekend. Please observe and review the mentor expectations on the back of this page to help ensure that camp runs safely and smoothly.

Chaperones have the rehearsal time to enjoy the camp grounds. Feel free to sit and watch the rehearsals, take a mile walk to the town of Cazadero, sit near the creek, etc. Chaperones will help oversee camper and mentors from their assigned unit. Your help will be needed during the following times:

Friday:

- Helping supervise lunch clean up (trash & recycling)
- Orientation and getting campers and mentors settled after tent assignments
- Working with assigned mentors and campers within your tent assignment to help stay on schedule
- *Helping keep campers quiet during meal time announcements ***Throughout the weekend****
- *Checking in with mentor/campers for clean up after dinner*
- *Helping with supervision on the Rec Field -*
 - *Basketball, Ping Pong, Large Games, Arts & Crafts will be available during Rec*
 - *Campers should not go down to the creek unless for the campfire activity*
 - *If rec equipment makes its way into the creek, a mentor or chaperone should retrieve it*
 - *No climbing on trees, benches, basketball hoops*
 - *Make sure we all clean up after ourselves after buying items from the store*
- Help with meal service as directed by CazPAC kitchen staff.
- Helping with s'mores assembly & distribution at the campfire
- Working with mentors to help campers get ready for bed before Taps
- Supervising the campers after Taps while mentors have time to be social in the lodge (11pm curfew)
- If rain occurs, we will discuss our battle plan - boys sleep in the shell & girls in the lodge/dorms

Saturday:

- Working with mentors to get campers ready for breakfast.
- Working with assigned mentors and campers within your tent assignment to help stay on schedule
- Helping with supervision on the Rec Field and near Camp Store during Rec Time - mentors will be rehearsing
- Help with meal service as directed by CazPAC kitchen staff.
- Supervising campers while mentors rehearse after dinner and bring unit to shell for mentor concert
- Working with mentors to help campers get ready for bed before Taps
- Supervising the campers after Taps while mentors have time to be social in the lodge (11pm curfew)
- If rain occurs, we will discuss our battle plan - boys sleep in the shell & girls in the lodge/dorms

Sunday:

- Working with mentors to get campers ready for breakfast.
- Help with meal service as directed by CazPAC kitchen staff.
- Helping the office staff with the evaluation and t-shirt distributions after breakfast
- Supervising and working with mentors and campers with camp wide clean up and packing luggage and sleeping bags
- Enjoy the concluding concert and help get your campers and mentors connected with their families after the concert
- Safe travels home and thanks again for all of your help!



JUMPSTART IN MUSIC

FRIENDS – MUSIC – CAZ!

JumpStart Camper Rules

1. No running or jumping on the bridge. Only 6 people on the bridge at one time.
2. Your Chaperones and Mentors are in charge. Do what is asked of you by your Chaperones and Mentors, unless you think it is bad for you or wrong. If you are asked to do something you feel is not right, talk to your teacher or Caz Staff.
3. When you hear the fire horn, IMMEDIATELY stop what you are doing and come to the designated assembly area: Main side of camp goes to blacktop, Highway side of camp goes to parking lot.
4. The pool is closed. Stay out of the locked pool area. Stay away from the creek unless you are with a Chaperone during creek walks or recreation times. (Decide whether or not it's safe for kids to get in the water)
5. Boys are not allowed in Girls Camp, and girls are not allowed in Boys Camp.
6. Never leave camp without permission. Stay within the camp boundaries at all times. This is for your safety and protection.
7. Be on time to all meals and activities. Listen for the bell!
8. Stay healthy: drink lots of water, wash your hands before meals, get plenty of sleep.
9. Do not hit anyone while at camp, in anger or in fun.
10. Do not litter.
11. Matches, lighters, and pocket knives are not allowed in camp. Chaperones and Mentors will take away any of these items that they find.
12. Do not store food in the camper unit unless you have asked your chaperone AND it is in a secure, airtight container so as not to attract animals and insects. Food may not be taken from the dining hall to your unit. Coffee station is for adults and mentors only.
13. Keep your showers short! Help us save water! Never flush anything down the toilet other than toilet tissue.
14. Do not enter your Chaperone and Mentor's tent or dorm room unless asked to do so.
15. Do not touch anyone else's personal belongings, especially instruments, without permission. This includes pianos and percussion instruments.
16. Wear closed-toe shoes at all times except for showering.
17. Benches are for sitting, not climbing.
18. You will be sent home immediately for any of the following reasons:
 - Use or possession of any illegal substances: this includes alcohol or tobacco related products;
 - Theft;
 - Vandalism;
 - Fighting.



JumpStart in Music

Friends - Music - Caz!

Sonoma County Schools JumpStart Weekend Sample Schedule

FRIDAY

- 12 noon - Arrival & Lunch
- 1:00 - All Camp Orientation, bunk assignments
- 2:00 - Rehearsal
- 3:00 - Break/Recreation
- 4:00 - Sectionals
- 5:00 - Rehearsal
- 6:00 - Dinner
- 7:30 - Evening Activity (Campfire)
- 9:00 - Back to Tents
- 9:30 - Taps

SATURDAY

- 7:30 - Reveille
- 8:00 - Breakfast
- 9:00 - Rehearsal
- 10:00 - Break
- 10:30 - Rehearsal
- 11:30 - Set up for sectionals
- 12:00 - Lunch
- 1:00 - Sectionals
- 2:00 - Rehearsal
- 3:30 - Recreation/Break & Mentor rehearsal
- 6:00 - Dinner
- 7:00 - Mentor rehearsal
- 7:30 - Mentor Concert/Variety show
- 9:00 - Back to Tents
- 9:30 - Taps

SUNDAY

- 7:30 - Reveille
- 8:00 - Breakfast
- 9:15 - Dress Rehearsal
- 10:45 - Camp clean up, evaluations, t-shirts
- 12:00 - Lunch
- 1:00 - Concert

DIRECTIONS TO CAZADERO MUSIC CAMP

We recommend that you use caution when relying on GPS or internet mapping programs as they may take you on a circuitous route through Sonoma County.

The easiest route to follow is:

From Highway 101 just north of Santa Rosa take the River Road/Guerneville exit and head WEST. Proceed through Guerneville, and continue West on Highway 116 to the town of Monte Rio. Bear right at the stop sign and continue another 2.5 miles and turn right onto Cazadero Highway. Follow Cazadero Highway for 5.5 miles. The camp is on the left side of the road, across the street from the Elim Grove Bakery and 1/2 mile **BEFORE** the town of Cazadero. Park in the lot and walk across the suspension bridge.

The camp address is:
5385 Cazadero Highway
Cazadero, CA 95421





REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A2242 _____ Employee / Volunteer (circle one)
 ORI (Code assigned by DOJ) _____ Authorized Applicant Type _____
 Caz Job Title: _____
 Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned) _____

Contributing Agency Information:

Cazadero Performing Arts Camp _____ 02357 _____
 Agency Authorized to Receive Criminal Record Information _____ Mail Code (five-digit code assigned by DOJ) _____
 PO Box 7908 _____ Debbie Buracker _____
 Street Address or P.O. Box _____ Contact Name (mandatory for all school submissions) _____
 Berkeley CA 94707 _____ (510) 527-7500 _____
 City State ZIP Code Contact Telephone Number

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
 Other Name: (AKA or Alias) _____
 Last Name _____ First Name _____ Suffix _____
 Sex Male Female
 Date of Birth _____ Driver's License Number _____
 Height _____ Weight _____ Eye Color _____ Hair Color _____ Billing Number 143772 _____
 (Agency Billing Number)
 Place of Birth (State or Country) _____ Social Security Number _____ Misc. Number N/A _____
 (Other Identification Number)
 Home Address Street Address or P.O. Box _____ City _____ State _____ ZIP Code _____

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

_____ Applicant Signature _____ Date _____

Your Number: _____ Level of Service: DOJ FBI **do not select FBI for Caz.*
 OCA Number (Agency Identifying Number) _____ (If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: _____
 (Must provide proof of rejection) Original ATI Number _____

Employer (Additional response for agencies specified by statute): **This section not applicable for Caz.*
 NA _____
 Employer Name _____
 NA _____
 Street Address or P.O. Box _____ Telephone Number (optional) _____
 NA _____
 City _____ State _____ ZIP Code _____ Mail Code (five digit code assigned by DOJ) _____

Live Scan Transaction Completed By:

Name of Operator _____ Date _____
 Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)