



# JumpStart in Music

Berkeley Unified School District  
CHAPERONE

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Dear Chaperone,

Thank you for volunteering to be a parent chaperone for the JumpStart in Music retreat. We appreciate your taking the time to serve as a volunteer and believe that you will enjoy sharing this wonderful musical weekend with your child.

If you have not yet registered, please use the online form <https://www.tfaforms.com/5030978>.

As a JumpStart chaperone your duties will include:

- Supporting the High School mentors in supervising the campers. There will be at least one mentor and one chaperone assigned to each group of 10 campers.
- Supervise during recreation and 'as-needed' throughout the weekend.
- Sleep on the deck with your camper group.
- Help with meal service as requested.
- If applicable, carpool to camp or transport equipment to camp.

**To volunteer for JumpStart you must be fingerprinted through Cazadero's DOJ account or through the Berkeley school district. There is a Livescan form in this packet with our account number preprinted on it. If you are already cleared to volunteer with BUSD please provide proof to [emily@cazadero.org](mailto:emily@cazadero.org).**

**To get fingerprinted:**

- Find a convenient LiveScan provider. Search for locations with Google or using: <https://oag.ca.gov/fingerprints/locations>. Make an appointment or make the time for a walk-in scan.
- Bring a copy of our LiveScan form with you along with a current photo ID.
- Please complete this process at least two weeks before your JumpStart weekend to allow time for processing.

**Orientation Meeting: Please make a note in your calendar, there will be an orientation meeting for chaperones and mentors on Tuesday before camp.**

## SAMPLE DAILY SCHEDULE AND RULES

You will find a sample daily schedule and copy of the Camp Rules in this packet.

## TRANSPORTATION

Chaperones usually drive themselves to camp. Buses will take the campers to camp on Friday morning. Buses will pick campers up at Berkeley High School. Exact details will be announced by your music teacher. At least one chaperone will need to ride each bus with the campers; these bus riders will be confirmed at the Orientation Meeting mentioned above.

## HEALTH and SAFETY

Cazadero Music Camp is committed to keeping all participants safe and healthy. We follow all recommended health guidelines related to Coronavirus safety and prevention from the state, county, and school districts.



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## CAMP ACCOMMODATIONS AND PACKING LIST

Camp accommodations are rustic. Campers sleep outside on wooden tent platforms above the forest floor. Each camper has a camp bed with a mattress and sleeps outside under the stars. Adjacent tents are used for storage and for privacy. As a chaperone you will sleep in the tent or dorm room next to your assigned campers. Bathrooms and showers are in buildings nearby.

- Bag lunch for Friday afternoon
- Sleeping bag, pillow and extra blanket
- Musical instrument
- Warm clothing for early morning and evening wear
- Hat
- Flashlight with extra batteries
- Casual clothes for everyday wear
- Towel and toiletries
- Rubber sandals or other non-skid shoes for the shower
- Sturdy shoes for lots of walking around camp
- Personal sports equipment
- Personal medication in original prescription container only
- Insect repellent
- Face masks in case of need

Campers cannot bring the following:

- Cell phones (except as cameras) or MP3 players, snacks, matches, lighters or anything valuable.
- No knives of any kind including camping knives.
- Excess cash. Just bring enough for a few snacks.

NOTE: Cazadero Performing Arts Camp does not tolerate alcohol, illegal drugs, theft, weapons or vandalism, and campers found to be in violation of this policy will be sent home immediately and unconditionally.

## CONTACT INFORMATION DURING JUMPSTART

Emergency contact: the camp office, at (707) 632-5159, will be staffed during the day throughout the weekend and messages will be checked at regular hours thereafter. The Berkeley office is not open over the weekend, so please call the camp. The camp office phone is also available for outgoing calls in case of emergency.

Thank you for volunteering to help out with JumpStart in Music! It will be a great weekend.

Sincerely,

Emily Wainacht, Executive Director  
Emily Brockman, Registrar  
510-527-7500  
jumpstart@cazadero.org



### 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](mailto: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

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### 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

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### 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 notification<sup>1</sup> 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.<sup>2</sup>
- 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.<sup>3</sup>

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.<sup>4</sup>

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>.*

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification

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

<sup>3</sup> See 28 CFR 50.12(b)

<sup>4</sup> 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)



# JumpStart in Music

Friends – Music – Caz!

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## 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!

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## BUSD Sample Schedule

### Friday

7:45 AM	Gather for check-in and board buses
8:30 AM	Buses leave for camp
10:30 AM	Arrive at Caz! Get bunk assignments-unload
11:30 AM	Meet at Shell for Picnic lunch, Introductions, and orientation
1:00 PM	Rehearsals - Band -shell, Orchestra - family camp
2:30 PM	Break and preliminary skit prep in cabins - move benches
3:30 PM	Band Sectionals, Orchestra and Ukeleles - family camp
4:15 PM	Band - Shell, Orchestra and Ukelele Sectionals
5:00 PM	Rest/Recreation and skit prep
6:00 PM	Dinner
7:00 PM	Cabin Introduction skits at Shell
8:00 PM	Campfire/Singing (Movie in Lodge if Raining)
9:00 PM	Back to tents
9:30 PM	Taps

### Saturday

7:30 AM	Reveille
8:00 AM	Breakfast
9:00 AM	Full rehearsal
10:00 AM	Break
10:15 AM	Band Sectionals, Orchestra and Ukulele - Family Camp
11:00 AM	Band - Shell, Orchestra and Ukulele Sectionals
11:15 AM	Break, clean up before lunch
12:00 PM	Lunch
1:30 PM	Band rehearsal - Shell, Orchestra - Family Camp
2:30 PM	Break (Store open)
3:30 PM	Band - Shell, Orchestra - Family Camp (Mentor Rehearsal)
4:30 PM	Break
4:45 PM	Activity Time
6:00 PM	Dinner
7:00 PM	Penultimate dress rehearsal
8:00 PM	Faculty/Mentor/Chaperone Concert
9:00 PM	Back to tents
9:30 PM	Taps (Except Mentors)

### Sunday

7:30 AM	Reveille
8:00 AM	Breakfast
9:00 AM	Dress rehearsal in Shell
10:30 AM	Camp clean-up, evaluations, t-shirts
11:15 AM	Pack up and free time
12:00 PM	Lunch
1:00 PM	Concert
2:30 PM	Load return bus

## 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

