



To all Potential Volunteer Staff,

Thank you for your interest in serving at Midnight Sun Bible Camp (MSBC). Your willingness to work at camp as a Christian volunteer follows the paths of many before us. Many have volunteered their time and demonstrated their love for our young people by serving at MSBC. We have a unique opportunity to have a positive influence on the lives of our youth through our example and the teachings of our Lord, Jesus Christ.

Our priority is to ensure that all those who work with our youth in any capacity at camp are properly suited and trained for the task. They must also be able to present themselves as strong Christian examples, as little eyes are always watching and learning through what we say and do.

As in past years, we will continue to require all potential staff to fill out a Staff Registration Packet and complete a new background check. Your Staff Registration Form is due no later than June 15th, 2018. Forms can be submitted via email to msbc@gci.net in person to Bob Hoffman or Jason Gardner.

Background checks will be processed online again this year, so you will need internet access to complete this portion of your staff application. Background checks are required for all staff serving this year, even if you completed a background check last year. Background checks are due no later than June 22nd, 2018. No one will be allowed to serve as a staff member without a background check.

Additionally, we are asking all first-time staff to attend at least one training session (in person or via telephone) scheduled for the week of June 24th – June 29th. This training is being held to clarify camp goals, communicate the expectations of camp leadership, and to better prepare new and returning staff in an effort to continually improve the camp experience for everyone involved. Please see the schedule below for available training dates and times.

- Training Session #1 - Anchorage Church of Christ: June 24th from 4-5:30pm
- Training Session #2 - Valley Church of Christ: June 25th from 7-8:30pm
- Training Session #3 - Anchorage Church of Christ: June 26th from 7-8:30pm
- Training Session #4 - Valley Church of Christ: June 28th from 7-8:30pm

The 2018 Staff Registration Packet includes:

1. MSBC Cover Letter
2. Packet Checklist/Table of Contents
3. 2018 Criteria for Staff Serving at MSBC Youth Events
4. 2018 MSBC Staff Registration Form
5. SecureSearch Guide to Online Reporting (Background Check)
6. 2018 Staff Background Check Procedure
7. State Consumer Reporting Requirements Information

Our goal each year is to enhance the camp experience for all those who attend. Thank you for your patience as we work to streamline our processes, and thank you for your willingness to serve our Lord at MSBC. May God bless all of our campers, staff, and our efforts to serve Him!!

In Him,
Jason Gardner
Midnight Sun Bible Camp - Program Director

PACKET CHECKLIST

Please use this guide when completing your 2018 Staff Registration Packet. Check of each item as you complete it.

Read and understand the Criteria for Staff Serving at MSBC Youth Events (pg 3) _____

Fill out and return the Staff Registration Form to msbc@gci.net (pg 4-5) _____

Read the SecureSearch Guide to Online Reporting (Background Check) (pg 6) _____

Read the 2018 Staff Background Check Procedure (pg 7) _____

Read State Consumer Reporting Requirements-Background Investigation (pg 8-11) _____

Attend at least one of the four scheduled training sessions _____

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****REMEMBER****

You don't have to know EVERYTHING to be a successful Volunteer Staff Member at MSBC!! Have a heart of service, seek advice from other experienced staff members, have an open mind, and "love the Lord your God with all your heart, and with all your soul, and with all your mind" (Matthew 22:34), and we will all have a very successful week at MSBC!! We look forward to working with you and welcome any suggestions you may have to help us improve the MSBC program!

God
BLESS
you



2018 Criteria for Staff Serving at MSBC Youth Events

Thank you for your interest in becoming a Volunteer Staff Member at Midnight Sun Bible Camp (MSBC). We all know that working at camp brings special joys to all those that participate in any of the many jobs there, whether it be the Directors, counselors, cooks, craft persons, recreation staff, teachers, or KGWV staff.

We must ensure that all those that work with our youth in any capacity at camp are properly suited for the task. As all parents know, little eyes are watching and learning through what we do and say and how we behave. Please keep this in mind at all times while at camp.

All Staff members must agree to abide by the published rules governing conduct at camp. The Weekly Director has final authority on all matters while camps are in session. He may delegate some authority to the Head Boys/Girls Counselor or others, but the Director has final authority. Questions or concerns regarding decisions made by the Weekly Director can be taken up with the elders at the Anchorage Church of Christ after the week of camp is complete.

Overall:

All staff shall be (baptized) Christians in good standing with a recognized congregation of the Church of Christ, be even-tempered, and have a servant's heart. They must be willing and able to present themselves as strong Christian examples for the benefit of the campers and other staff.

Staff Application Form:

Those interested in serving as staff must submit an application for review by the MSBC deacon and leaders. The applicant will be notified promptly whether their application has been accepted or rejected. The application includes an area where an elder or minister of the applicant's home congregation agrees that the applicant is a Christian in good standing with the church.

Criminal Background Checks:

Criminal background checks are required annually for all staff members. This is an online process that must be completed by June 22nd, 2018.

Training:

Please plan to complete all training requirements by the stated deadlines. Training allows us to operate camp more effectively, communicate expectations, improve moral, improve our effectiveness, and improve safety.

Age:

Head cabin counselors shall be at least 21 years old. Assistant cabin counselors can be younger but must be at least 3 years older than the oldest camper, and must be mature and responsible enough to serve as a counselor.

Children at Camp:

Staff members may serve during the same week that their child is attending camp, however, bringing under-age children is not allowed without the Weekly Director's express permission. Campers will not be assigned to a cabin where their parent is serving as a head or assistant counselor.

Sincerely,
The Anchorage Church of Christ Elders



2018 MSBC Staff Registration Form

We wouldn't have camp without YOU! Thank you for helping us serve you and our campers better by filling out this form. Administrative contact information has been provided below if you have any questions. Please email your completed form to the MSBC Deacon: msbc@gci.net.

Name: _____ Phone #: _____

Email: _____ Home Address: _____

City: _____ State: _____ Zip code: _____

Emergency Contact: _____ Relationship to you: _____

Emergency phone: (Day) _____ (Evening) _____

T-Shirt size (circle one): Small Medium Large X-Large XX-Large XXX-L

For what position(s) at camp do you wish to serve? _____

Is there a position(s) in which you do NOT wish to serve? _____

For which camp session do you wish to volunteer? (Check one)

Primary: July 9-July 12th Junior: July 15-July 20st Senior: July 22-July 28th

Is this your first time volunteering for MSBC? _____

If so, what do you hope to experience at camp? _____

If not, what are you looking forward to the most at camp? _____

Are you a member of a church body and if so, which one? _____

Have you been baptized? YES NO



What changes and/or improvements to the camp program would you like to see? _____

Do you have any previous training that could be valuable at camp? For example: CPR etc.

What other skills and/or talents do you feel you can contribute to camp? _____

Do we have your permission to perform a background check? (Circle one) YES NO

Please provide us with two references including a church elder, or in the absence of an elder, a preacher or church leader.
Please provide a non-relative adult for your other reference.

Name: _____ Phone # or email: _____

Name: _____ Phone # or email: _____

Thank you for taking the time to fill out this form! We look forward to another great year at MSBC!

Contact the Anchorage Church of Christ at: 907.272.7584 anchoragechurchofchrist@gci.net

Contact Bob Hoffman (MSBC Deacon) at: 907.344.2815 msbc@gci.net

Contact Jason Gardner (MSBC Program Director) at: 907.952.6933 jasongardnerak@yahoo.com



SecureSearch Guide to Online Reporting (Background Check)

THANK YOU again for your interest in working on our staff!

Our goal again this year is to hold a training class for all of our staff once everyone has been confirmed. All volunteer staff members will be required to participate. Please address any questions you may have with the MSBC Deacon or Program Director.

We must continue to do our due diligence in protecting the children that come to MSBC. Background checks will continue to be required for all staff in 2018. You will receive an email with a link to a website where you will enter your required information. MSBC will not see all of the personal information you enter (social security numbers, etc), only the final report, with abbreviated personal information that allows us to identify the individual associated with the report. After you enter in your information it will then be processed by SecureSearch, the company we have contracted to perform the actual background check. The results will only be sent to the MSBC Deacon (Bob Hoffman) to complete the application process. If you prefer, a SecureSearch Volunteer Disclosure & Authorization Form has been provided in this packet (below) for you to manually fill out and return to Bob Hoffman. Using either method, (website preferred) you will be authorizing Midnight Sun Bible Camp to perform your background check.

This authorization is needed to comply with the Fair Credit Reporting Act (FCRA), 15 U.S.C. §1681-1681y as part of your application. MSBC will not request (nor pay for) searches related to education, employment, credit history, or personal interviews with sources such as your neighbors, friends or associates. We may contact spiritual leaders including the elder(s) or minister/preacher (in the absence of elders) at your local congregation. The results of the background check will be held in strict confidence. Should something be found, you will be contacted for any additional information or follow up discussion. Obviously, a report listing any sex offenses or recent physical abuse charges or convictions will automatically prevent you from either serving or visiting camp.

As of this writing, there is a cost associated with each background check. If you want to spare the camp this expense, please contact the MSBC Deacon to reimburse the camp.

Please read the 2018 Staff Background Check Procedure for instructions on how to complete your online background check.

** Only a basic name and Date of Birth (DOB) search will be performed on applicants 18 and under.

As always, feel free to contact the MSBC Deacon or MSBC Program Director with any questions you may have and thank you for your time and efforts in completing this process.



2018 Staff Background Check Procedure

Background Check Process:

1. Weekly Directors will recruit and prescreen suitable staff applicants for their event per current MSBC staffing requirements (See “2018 Criteria for Staff Serving at MSBC Youth Events” document).
2. Directors will submit the following information to the Camp Deacon for the background check.
 - a. First Name (can be short name but legal will be required)
 - b. Last Name
 - c. Email address
 - d. Indicate week name or event (primary week, youth retreat, etc.)
3. Submit via email to msbc@gci.net. (Information may also be submitted in person to the Camp Deacon).
4. The applicant will receive an email from msbc@gci.net with the subject:

“2018 Staff Application for Midnight Sun Bible Camp”

This email will contain a link to the SecureSearch website with their username and password. Applicants can cut and paste the logon information as needed.

5. Applicants will fill out the application per the online instructions. This process should only take a few minutes to complete.
6. The background check will be automatically run. (Results will be available for review by the Camp Deacon within 72 hours)

Post Background Check Process:

1. The director will receive an email notice that the applicant has either passed or failed. Results with problems will first be addressed by the camp Deacon with the applicant.
2. Once the background check is complete, training will be assigned.

**Weekly Directors are reminded that there is a cost associated with each background check. Please only submit applicants you believe can (1) Meet the minimum requirements to serve as staff during MSBC youth events, and (2) Pass the background check.

****All results and information received from the background check will be kept confidential.**

Please feel free to contact the Program Director or Camp Deacon with any questions, and thank you for your assistance in helping us with this process.

Thank You,

Bob Hoffman – Camp Deacon

Jason Gardner – Program Director



State Consumer Reporting Requirements – Background Investigation

Residents of California and Maine only:

Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on the Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

Residents of Massachusetts only:

Under state law you have a right to receive a copy of your investigative consumer report if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on the Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

Residents of Minnesota and Oklahoma only:

Under state law you have a right to receive a copy of your consumer report, free of charge, if one is required by Client. By checking the below box, a copy will be provided to you at the address you provide on the Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

Residents of New York only:

Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Client by contacting SecureSearch Faith directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by checking the below box.

I wish to receive a copy of any report on me that is requested.

Residents of Washington State only:

Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act's disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting SecureSearch Faith directly.



Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.



Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

You may limit “prescreened” offers of credit and insurance you get based on Unsolicited “prescreened” offers for credit and information in your credit report. Insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.



States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

CONTACT:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
d. Federal Credit Unions	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
3. Air carriers	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
4. Creditors Subject to Surface Transportation Board	Nearest Packers and Stockyards Administration area supervisor
5. Creditors Subject to Packers and Stockyards Act	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
6. Small Business Investment Companies	Securities and Exchange Commission 100 F St NE Washington, DC 20549
7. Brokers and Dealers	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	

