



WorkCamp

200 North Glebe Road, Suite 540 Arlington, VA 22203 • 703.841.2559

November 5, 2018

Dear Prospective WorkCamp Volunteer Contractor,

As the Assistant WorkCamp Coordinator for the Office of Youth, Campus, and Young Adult Ministries, I would like to invite you to participate in our annual Diocesan WorkCamp for high school-aged teens which will be taking place the last week of June 2019. If you are a new volunteer, the WorkCamp staff and I are delighted that you are interested in joining us. If you have volunteered for us before, welcome back!

I should probably explain what I mean by a 'WorkCamp Contractor' before we get too far. A WorkCamp Contractor is not necessarily a licensed contractor; these are men and women who are skilled at basic home repair and maintenance and act as a project leader during WorkCamp. These skills can be anything from interior or exterior painting to building wheelchair ramps or decks and many projects in between. If you are up for the challenge, read on.

The time and effort that the Contractors contribute assures the success of WorkCamp. Indeed, your expertise and willingness to share are incredible to witness. I look forward to working with you on some very special projects in the counties of King George, Caroline, Essex, Westmoreland, Richmond, Stafford and Spotsylvania. WorkCamp 2019 will only be possible because of the many skilled people who volunteer their time and talents to help make basic home repairs for those in need.

Over 800 high school youth are anticipated to sign up to make basic home for those in need. This year, during our 30th WorkCamp, **HomeBase will be at King George High School in King George, VA.** The teens will be working on site Monday, June 24, 2019 through Thursday, June 27, 2019. The youth will be divided into approximately 160 crews of 5 teens each. Every crew will be led by an adult leader. This adult leader has many responsibilities for the safety of the crew and work schedule. Your focus will be on the project itself. If you are not available those days or are not comfortable working with teens, we can also use your help before and after those days. For more information on this please contact Jamie at 703-841-2559.

As a WorkCamp Contractor, your role has many facets:

- You will be working with an adult leader and a crew to complete your work project as scheduled. As the skilled member of the team, you will be responsible for teaching your crew **how** to do the repairs correctly. It is the crew's job to perform the work under your guidance! Your projects will be selected based upon your experience as well as safety and time constraint considerations. It is important that you and the adult leader work together to ensure that the youth follow all safety rules in general as well as those specifically listed on the project outline. We ask that you set the example and follow the specific safety instructions outlined.
- You are asked to bring any appropriate tools that you have for the project. If you do not have all the tools, that is fine. The parish you are attending WorkCamp with is required to assist you in supplying tools for your project. You will be provided with a tool list at least a month prior to WorkCamp.
- You may be asked to assist with trash pickup and disposal.

To assist you in your role as Contractor, 'troubleshooters' will be traveling from site to site to provide technical assistance, if needed. You will also have a "site coordinator" who you will be in touch with each day if you have any material or tool needs. Each of these skilled individuals will have a cell phone so you can contact the individual assigned to your site if a need arises.

For many reasons, including safety issues and insurance concerns, you are not able to bring your own children to WorkCamp with you. High School aged students may participate through their parish.

If you can join us this year, there are three steps you need complete:

1. **Register for WorkCamp.** All WorkCamp Contractors are required to register. This year we have a brand new online registration system that is secure, paper-free, and includes the use of digital signatures. For instructions on how to complete your registration paperwork, see the attached document titled "Contractors: How to register for WorkCamp 2019"
2. **Submit a current background check authorization form.** This step is for any WorkCamp Contractor who has not previously completed a background check within the Diocese of Arlington. To do this fill out the Employee / Volunteer Criminal Background Check Authorization form listed on the WorkCamp Resources Website and return to your parish Stakeholder or Parish Child Protection Liaison, as soon as possible. (Note: If you have completed the background check within the last five years as a WorkCamp Contractor or other youth ministry volunteer, then we still have yours on file).
3. **Attend the WorkCamp Contractors' Meeting** scheduled for Wednesday, June 5, 2019 at St. Ann Parish from 7:30 p.m. to 9:30 p.m. This meeting will provide an opportunity to pass on to you project-specific information, to better prepare you for WorkCamp, and to answer any questions that you may have. Please make attendance at this meeting a priority in your busy schedule. *There will be a second Contractor's Meeting on the Sunday of WorkCamp, June 23rd at 7pm.*

If you have any questions, please contact me at the Office of Youth, Campus, and Young Adult Ministries at 703-841-2559 or jamie.chichester@arlingtondiocese.org. If you know another person skilled in home repairs or a licensed contractor and think that they would fit with WorkCamp, please let me know and I will send them this letter and other information. We are need of carpenters, especially those with experience in deck and handicapped ramp construction or window replacement. Electricians, plumbers and experienced roofers are also very critical to completing the projects for the week.

As of the date of this letter, WorkCamp 2019 is just a little over eight months away, but preparations have been underway since before WorkCamp 2018! Excitement is building as parishes begin to plan for this very special week. As we continue to grow, we desperately need your help to complete our mission and look forward to working with you this year!

Please be assured of our prayers as you consider responding to this invitation. Thank you in advance for all that you do for the youth of the diocese and those who need our assistance!

Sincerely yours in Christ,



Jamie Chichester
Assistant WorkCamp Coordinator
Office of Youth, Campus, and Young Adult Ministries
Catholic Diocese of Arlington

Contractors: How to register for WorkCamp 2019

We are excited to continue to use the new WorkCamp registration site! This site allows for a secure, paper-free registration, that includes digital signatures. **Registration for all volunteers and participants opens on December 3, 2018.**

How to Register:

Our new registration system requires the creation of a Family/Household Portal. This portal will be created for you, upon logging in with existing credentials or creating a new account. You may register yourself and/or family members from within the portal.

Have you registered for WorkCamp in past years? Your log-on credentials will remain the same. After creating your portal, register yourself by selecting "Register Adult Volunteer" next to your name and complete the registration process through the signature page.

Are your spouse and/or children also attending WorkCamp? All members of your household should register under the same account. Click "Add Family Member" to list additional participants in the portal and then click "Register" next to each individual's name to complete the registration process. Parents must register and sign forms for their youth participant. Each adult participant will sign their own forms.

If you are planning to volunteer this year, click the link below to register today!

<https://secure4.arlingtondiocese.org/WorkCamp>