



2014 Summer Camp Volunteer Travel *and* Certification Assistance Request Form – Page 1



The Travel Assistance Fund

Camp Ten Trees has budgeted \$5,200 for the 2014 Summer Camp Volunteer Travel Assistance Fund. Hopefully, the organizational community will raise at least this much to help volunteers with travel costs! **To donate to this fund**, simply make a donation via the Camp Ten Trees website, indicating that the donation is “in honor of” summer camp volunteer travel assistance. **To request funds** to help cover your own travel costs, send this completed form to Camp Ten Trees, 1122 E Pike ST, #1488, Seattle, WA 98122 or to cori@camptentrees.org along with your volunteer application.

The 2014 Camp Ten Trees summer camp volunteer team is expected to be over 80 strong. Some of these volunteers come to Camp Ten Trees from across the United States, or even outside of the country, which is of great benefit to our regionally diverse camper population! Since some volunteers have hefty travel expenses than others and since volunteers come from a variety of economic situations, Camp Ten Trees encourages volunteers who are able to cover their own travel costs (or who have identified other sources of support for covering these costs) to not complete this form. If you live in Western Washington and/or are not financially stressed, please consider the needs of long distance and/or low-income volunteers before requesting assistance. If you decide to request travel assistance, Camp Ten Trees asks that you spend some time researching the least expensive means to travel to Seattle. The Camp Director or your fellow volunteers can work with you to arrange hosting and traveling once in Seattle.

What is Covered by Travel Assistance Funds?

Travel Assistance Funds can be used to cover the following traveling costs as long as a receipt is provided: gas, plane tickets, train tickets, bus tickets, costs for other transportation to and from the airport (vans, taxis, etc.), luggage costs, and, for people traveling by road longer than 480 miles, lodging (campsites, motel, hotel, etc.) costs. No other costs (food, camping gear, personal items, etc.) are covered by this fund. Please do your best to keep your costs low to ensure as many people can be funded as possible.

If I am accepted as a volunteer and am granted travel assistance, what happens next?

Research the least expensive route that works for you in getting to the camp sessions. Set up those plans and make sure there is a way for you to get a copy of all of your travel receipts to the Camp Director. If purchasing ticket(s) for travel, email or mail the receipt for those tickets within one week of purchase. If traveling by road, let the Camp Director know and they will send you the required Travel Assistance Reimbursement Form to organize your receipts. For road trips, collect all gas receipts (and lodging receipts if traveling farther than 480 miles), complete the Travel Assistance Reimbursement Form and give these to the Camp Director at volunteer training. Once receipts are provided and processed, a check will be given to you. If you need the funds before traveling, Camp Ten Trees can mail you a check in advance. If your expenses end up being lower than the check amount, you can work out a payment plan to pay back the difference.

The Certification Assistance Fund

Camp Ten Trees has budgeted \$300 to support volunteers in attaining certifications. **To donate to this fund**, just make a donation via the Camp Ten Trees website, indicating that the donation is “in honor of” summer camp volunteer certification assistance. **To request funds** to help cover your own certification costs, send this completed form to Camp Ten Trees along with your volunteer application. Camp Ten Trees encourages volunteers who are able to cover their own certification costs (or who’ve identified other sources of support for covering these costs, such as family or workplaces) to not complete this form.

If you decide to request certification assistance, Camp Ten Trees asks that you spend some time researching the least expensive means to attain a certification. The Camp Director or your fellow volunteers can let you know whether a basic Adult and Child First Aid and CPR training may be offered by Camp Ten Trees at a reduced cost, an option that may be cheaper for you than attending an outside training and receiving some financial assistance. If you’d like to help arrange such a training, contact the Camp Director.

What is Covered by Certification Assistance Funds?

Certification Assistance Funds can be requested to cover any certifications required for your volunteer role, such as Adult and Child First Aid & CPR, Lifeguarding, Small Craft Safety, Challenge Course Facilitation, Archery, etc. These funds should not be requested for general training or for certifications that you would not be using relative to your role at the upcoming camp session(s).

If I am accepted as a volunteer and am granted certification assistance, what happens next?

Research the least expensive certification process that works for you. Set up those plans and make sure there is a way for you to get a copy of all of your receipt(s). You may need to attain your certification before knowing if you’ve been selected as a volunteer and/or before knowing how much certification assistance camp can provide. Email or mail the receipt for the certification(s) as soon as possible to help with prompt reimbursement. Once receipts are provided a check will be given to you for the granted amount.

When is the Travel and Certification Assistance Request Form (this form!) due?

It’s due with your application. Applications for coordinator, lead, and specialist roles requiring certification are due **February 28, 2014**. Applications for other roles are due **March 17, 2014**. Requests received after these dates will be considered if funds are available.

How are the Amounts Granted to Volunteers Determined?

After selecting volunteers, the Camp Director reviews all fund requests and determines the percentage of each person’s request Camp Ten Trees is able to grant based on the amount of money requested and the amount budgeted. In recent years volunteers requesting travel funds have received 50-100% of their request. While certification funds have always been available, 2014 is the first year we’re using a request form for these funds, so it’s difficult to anticipate the percentage we’ll be able to provide requesters.

For questions about this or any part of the assistance request process, please contact Cori at cori@camptentrees.org or 206-288-9568.



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**Travel *and* Certification Assistance
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Name

Today's Date / / 2014

TRAVEL FUNDS REQUEST:

I plan to travel via (Check all that apply): ☐plane ☐train ☐bus ☐car

In addition to the cost of my above travel method(s), I expect to have the additional travel costs:

Here's my situation, by the numbers:

_____ is my estimated total cost of travel.

_____ is the amount of the total that I can afford to pay, or plan to raise myself.

_____ is the portion of the total I am requesting from the 2014 Summer Camp Volunteer Travel Assistance Fund.

Here's the "when" of my financial situation:

Receiving travel assistance funds after the summer camp session(s) will be fine. ☐

Travel assistance funds are required before my trip to Camp Ten Trees. ☐

(Please note: You can only receive assistance up to the amount granted and only if receipts are ultimately provided.)

Anything else you'd like to share about your request for funds? Please share it here:

CERTIFICATION FUNDS REQUEST:

I need assistance to attain the following certification(s):

Here's my situation, by the numbers:

_____ is my estimated total cost to attain these certification(s).

_____ is the amount of the total I can afford to pay, or plan to raise myself.

_____ is the amount of the total I am requesting from Camp Ten Trees.

My receipt for the certification(s) course, etc. is attached. ☐

I will save my receipt and send it to Camp Ten Trees within one week of receiving the receipt. ☐

(Please note: You can only receive assistance up to the amount granted and only if receipts are ultimately provided.)

Anything else you'd like to share about your request for funds? Please share it here: