

# Counselor in Training Request Form

Use this form to apply for a position as a CIT within the youth ministry programs. Youth must be in grades 7-12 to qualify. Please note that spaces are limited and sold on a first-come, first-served basis.



RAY & JOAN

# KROC

CORPS COMMUNITY CENTER  
QUINCY, IL

## STEP 1: CIT INFORMATION

NAME (FIRST, LAST) \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ GENDER \_\_\_\_\_ AGE \_\_\_\_\_

CIT SCHOOL \_\_\_\_\_ RACE \_\_\_\_\_ GRADE \_\_\_\_\_

CIT LIVES WITH (CUSTODIAL PARENT/GUARDIAN) \_\_\_\_\_

All Counselors in Training must also complete the annual youth ministry registration form. Please fill out each form completely to ensure staff have the necessary information. Mark N/A where items are not applicable.

## STEP 2: PARENT/GUARDIAN(S) INFORMATION

NAME \_\_\_\_\_ PRIMARY PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ PRIMARY PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

## SPECIAL ACCOMODATIONS

PLEASE LIST IF APPLICABLE (Contact the Specialist to ensure needs can be appropriately met)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INTERNAL USE ONLY

DATE \_\_\_\_\_

BY WHOM \_\_\_\_\_

NOTES \_\_\_\_\_

## STEP 3: CIT PROGRAM INFORMATION

Please check the programs your youth is registering for.

PROGRAM	CHECK HERE TO REGISTER	PROGRAM	CHECK HERE TO REGISTER
Camp Kroc CIT: Summer, Mon-Fri 8am-5pm, Grades 7-12		Kroc Academy CIT: School Year, Mon-Fri 2-6pm, Grades 7-12	
School's Out Day Camp CIT: 8am-5pm, Grades 7-12		Other:	

## STEP 4: DEADLINE & NOTIFICATIONS

Incomplete applications or failure to provide the required proof of income will result in applications NOT BEING PROCESSED. Please submit all of the required documentations to the welcome desk prior to the start of programs as completed applications will receive a phone call from the Youth Development and Outreach Specialist indicating whether the youth has been accepted as a CIT. Afterwards, the youth's name will be added to a list located at the welcome and control desk.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## STEP 5: DOCUMENTATION

Please describe why you are applying for the CIT position. Include your areas of highest proficiency, special skills, or other assets that may contribute to the youth ministry programs.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

---

---

---

---

---

---

## STEP 6: CODE OF CONDUCT

Clear guidelines have been created to better guarantee the youth ministry programs are safe and fun for all. The following rules will be strictly enforced for CITs.

Use appropriate language and have appropriate conversations

- Be a role model to the youth and remember eyes and ears are always on you

Show respect for all

- Be a support in your group and mirror the attitude you want the youth to reflect
- Respect is shown by conversations, word choices, facial expressions, and body language

Work together!

Keep hands to yourself

- Set a good example. Avoid playful or malicious rough housing or horse play
- Fighting or physical altercations will result in IMMEDIATE suspension

No judging, teasing, harassing, name calling, or bullying

Avoid complaining

- Your reactions can make or break an activity; whether you are positive or negative will impact the youth's experience
- If you have any problems or concerns contact the Coordinator or Specialist out of earshot from the youth

Participate

- Make it your goal to bring excitement as joy is contagious
- Participate in the activities to give buy-in for the other youth so they will get involved and make lasting memories

Demonstrate a positive attitude

- Smile and be kind
- Try to stay positive and be solution focused when dealing with all scenarios

No cell phones are permitted at camp

Understand the dress code

- Shirts and shorts must be conservative and appropriate in length, style, design, and logo
- Please make sure that undergarments are not visible
- Wear sneakers or athletic sandals daily
- Girls must have a one-piece bathing suit or tankini and boys must wear swimming trunks

The rules of the CIT program are to ensure that everyone has a good time and remains safe. If a CIT has trouble following the above rules, he/she will be referred to the Coordinator or Specialist. The Specialist reserves the right to suspend a CIT at any time due to disrespectful or inappropriate behavior. No refunds are given when this occurs.

I, \_\_\_\_\_, understand the above points and will follow them to the best of my ability. If I have trouble with any points, I will be referred to the Camp Director for disciplinary action.

Print Name \_\_\_\_\_ CIT Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_