

## How to apply to serve as Adult Volunteer Staff

As a licensed camping facility, the State of Michigan and our insurers require that we have on file documents, including character references and other personal information, that would provide legal clearance for your service with us. Forms can be downloaded off our website at [www.campbarakel.org/staff/adult](http://www.campbarakel.org/staff/adult).

For first-time applicants and those needing to renew (paperwork is current for three years from date of signature) please follow these steps to comply with regulations:

**One** Be sure to fill-in (print) both sides of the **Personnel Form**

Provide a **Character Reference Form** to three non-relatives

**Two** Complete the **Health Form**

This is prompted by state regulations that govern our food services.

**Three** *Summer season only*

Submit a **Request Central Registry Clearance**

Michigan's Central Registry is a list of people who committed child abuse and neglect within the State of Michigan as required by Michigan's Child Protection Law (MCL 722.627-722.627j).

You will notice the box is marked to have the results sent directly to Camp.

Mail the completed form with a clear copy of your driver's license or State ID to:

**Michigan Department of Licensing and Regulatory Affairs  
Bureau of Community and Health Systems  
PO Box 30664  
Lansing MI 48909**

**Out-of-State Residents:**

In addition to the Michigan clearance, U.S. citizens also need to obtain clearance from the Department of Human Services in the state of your primary residence.

**Out-of-Country Residents:**

Out-of-Country residents, please attempt to obtain clearance from child abuse and neglect from the equivalent agency in the *country* where you usually reside, as well as from the State of Michigan.

Please make certain that a copy of your out-of-state or out-of-county clearance is mailed to:

Adult Volunteer Staff Coordinator  
Camp Barakel  
PO Box 159  
Fairview MI 48621-0159

You and your references may return forms to us by postal mail, email (Serve@CampBarakel.org), or by fax 989-848-2280. Thank you for your interest in serving at Camp Barakel!