Registering as a NEW Camp Rudolph volunteer:

Start at the link provided in the email, this will take you to the staff/volunteer login page.

Login using the SAME ID and password as you use for camper or donor account info. Or create a new account if you have NEVER registered anyone in your family for camp.

On the dashboard you will see a Personal Info box, the dropdown will have any name that has been added as staff before. To add someone who is not in the dropdown list, click the green button Add Staff.

If you have registered a camper, you should be listed on your camper's registration you can choose "Make Existing Person a Staff" otherwise choose the other option that fits.
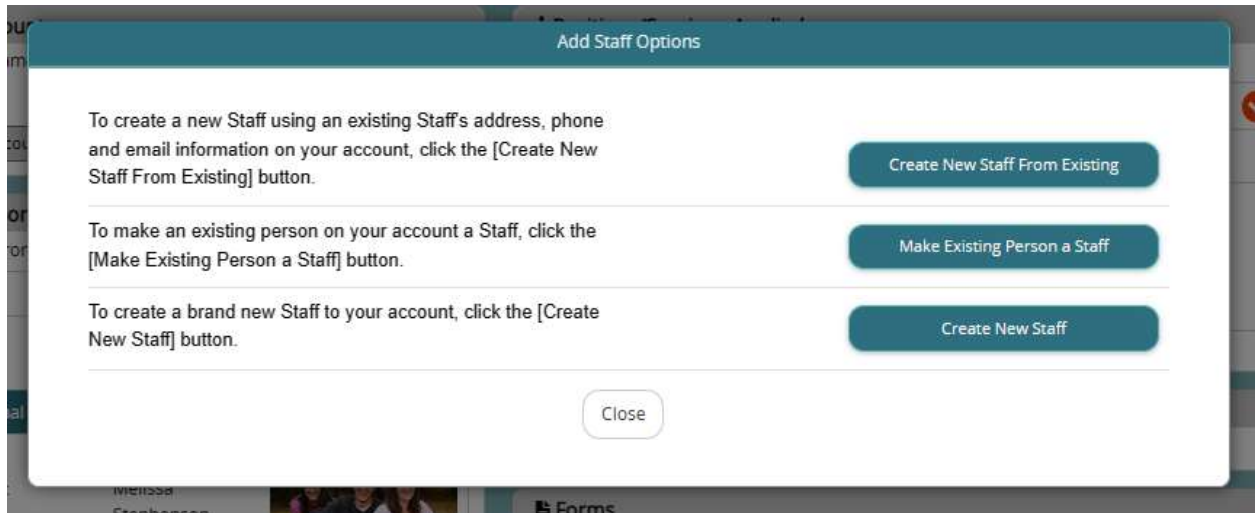
Complete each page, clicking Save/Next after each.

After entering all the information it will take you into the "application" registration process

Select an Application period:
Click 2024 Summer Volunteers Save/Next
Select a Staff position
Click Adult Counselor Save/Next
Complete the required form:
Click Open beside the Faculty Questionnaire form. It is 4 pages, be sure to click **Save/Next** to get to each new page and when done.
Once the form is complete click Save/Next again.
The next page will ask which sessions you are registering to help with, please choose only the session(s) you have been asked to serve and have confirmation that the dean is expecting you.

The system requires 2 references for all volunteers. We only send the requests for first timers. The first one needs to be someone from your church's leadership team who knows you well. The second should be someone who knows about your spiritual walk/volunteer activity that is not a relative. Name, email, phone and relation are all required.
Save/Next

The next page is the financial page. You can make a donation and/or add canteen money here. A donation toward your cost of food during your time at camp, helps us not pass so much on to camper fees. Meals range from $3-10 each, Full week sessions are served 15 meals, Half week sessions are served 8 meals. Canteen items are $1 each and we prefer not to deal with cash at the window. Full week suggested canteen credit is $20, half week is $10.

To make a payment:

1. Make sure you selected the correct staff person on the main dashboard for whom you want to pay.
2. On the Amount tab, all Application Period payments will default to the suggested donation amount. This amount assists with food costs allowing Camp Rudolph to avoid more increases to camper fees. It is completely optional. You can change the amount to be between $0.00 and the full payment amount. Change the amount to $0.00 to not pay for an Application Period
3. Click NEXT or the Payment Options tab to view your payment summary. Choose a payment method and fill in the required fields. Click NEXT to process the payment.

Note: Do not click any other buttons while payment is being processed.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

| Contact Us |

| Amount | Payment Options | | Dashboard |

Payment Amount

Total Payment Amount: $40.00

Application Period	Status	Appl. Bal.	Str. Bal.	Appl. Pmt. Amt.	Str. Pmt. Amt.
2023 Retreat Volunteer (02/08/2023-12/30/2023)	Applied	Pmt Amt greater than Bal $0.00	$0.00	$20.00	$20.00

| Prev | | Save/Next |

To add a donation amount enter it in the Appl. Pmt. Amt., to add money for your canteen enter it in the Str. Pmt. Amt.

Neither are required. You will simply return to the dashboard via the button on the top right.

If you do choose to add either Save/Next takes you to the payment screen, Credit or eCheck (echeck payments avoid fees). Enter the information needed and Save/Next. A pop-up will ask if you understand that the payment is more than the amount due. Click ok to continue. It will then allow you to Submit Application.

Or back on the dashboard hit the red Submit beside the position. A pop-up will ask if you are sure you want to submit, click ok. Give it a minute to process, it should change to "Submitted". If it does not, please email Trish at thackett@camprudolph.org to let her know it did not go through.

After that you will receive an email with the next steps for background check, Child Protection Training and EQUIP training. Background checks and Child protection training are good for 2 years, EQUIP training happens yearly in case of changes or updates.