

How to Complete Your HC Volunteer Paperwork

Follow this link to the HC UltraCamp Document Center

<https://www.ultracamp.com/info/downloaddocuments.aspx?idCamp=463&campcode=hnc&lang=en-US>

All the forms are under the **Volunteer Forms** gray box. Here are the forms you will need to complete:

ALL 2020 Volunteers

- Step 1: HC Volunteer Application (Replaces what used to be called “Volunteer Profile”)
- Step 2: ACA Voluntary Disclosure Statement
- Step 3: Health History for Adults
- Step 4: HC Volunteer Background Check Form
- Step 5: HC Volunteer Online Training (Karen Steelhammer will contact you about the online course after you complete this form.)
- Step 6: DCYF Name Search Authorization Release (New as of 2020, must be printed, completed and notarized before mailing to the NH Conference Office: 140 Sheep Davis Rd, Pembroke, NH 03275)

1. Click on the Step 1 form (HC Volunteer Application) and you will be brought to a screen to create an UltraCamp account or login with an existing account.

Note: You must be the primary contact on the account. If you have been a camper, you must create your own separate account from the one through which your guardians registered you for camp.

Horton Center - Account Management

New Hampshire Conference, United Church of Christ

My Account Reservations Make a payment Contact Us Additional Options

Log In

To access registration and account management features you must first create an account. If you already have an account, you may access it by entering your username and password below.

I already have an account

Username:

Password:

[Forgot your login information?](#)

I DO NOT have an account

New Account >>

Create an Account via Facebook >>

2. Create an account or log in to your account.

3. You will then see a screen asking you to select the person you want to complete the form for. If you just created an account, your name will probably be the only one there. If you already have an account to register kids and partners for camp, you may see several names. Either way, select your name.

Step 1: Horton Center Volunteer Application

☑ You have 11 unread messages.

Select the person for which you would like to complete this form. To add a person to your account, click [here](#).

[Olivia Pare](#)

Horton Center: [Contact Information](#) | [Return to Main Website](#) English Français 한국어 Español

4. After you fill out the form, it will ask you to create an electronic signature to complete the form. (It gives you lots of options that look like handwriting to choose from.)

Completion Acknowledgement

Yes, this information is complete and accurate.

Signature Required

 *Olivia Pare* 

5. Once you've signed, click SAVE.

Completion Acknowledgement

Yes, this information is complete and accurate.

Signature Required

 *Olivia Pare* 



6. After you've completed the form, you'll return to your home screen. To see your completed forms, click on the plus sign (+) for the **My Forms** section. To complete another form, you can click on "Complete a new form >>" in the **My Forms** section OR go the Additional Items menu at the top and navigate to the Document Center.

7. Select **Step 2: ACA Voluntary Disclosure Statement** and follow the same process for this form and for the remaining required forms (see Steps 1-6 above).

Note: For Step 6: DCYF Name Search Authorization Release, the link (must be copied and pasted into a new tab of your browser) to the form can be located within Step 6. After you have followed the link to the actual form itself, print, complete and mail it to the NH Conference Office (140 Sheep Davis Rd. Pembroke, NH 03275).

As you complete each form, you will get an email confirmation.