How to Complete Your HC Volunteer Paperwork

Follow this link to the HC UltraCamp Document Center

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.

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.
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.)

5. Once you’ve signed, click SAVE.

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 to 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.