



# C.I.T. (Counselors in Training)

## APPLICATION PROCESS

### **RETURN TO: DuBois Center • 2651 Quarry Road • DuBois IL 62831**

1. Complete a **Volunteer Application\***. Be sure to have your Pastor, Director of Christian Education or a recognized Community Leader (if you are not a member or friend of a church) review it and then sign in the appropriate section on the last page. (\* A Volunteer Application is part of the process because you will be around younger campers, and some CITS are invited to return later in the summer as assistant counselors.)
  2. Complete the **CIT Questionnaire**.
  3. Give two **Reference Forms** to two of the three individuals listed in your Volunteer Application as References. (The application lists qualifications for the references.) Ask your references to return the completed forms, as soon as possible, to the DuBois Center office. Remember to follow-up with these people. Your application will not be reviewed until it is complete. Applications are not complete until both references are returned.
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### **RETURN TO: DCFS Office – The address and fax number are on the form.**

4. Complete the **DCFS Authorization for Background Check**.
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### **RETURN TO: ISC DuBois Center • 1312 Broadway • Highland IL 62249**

5. Complete the **2018 Registration Form** which can be found in the camp brochure or online.
  6. Mail Registration Form and payment for the **"Family Share"** of the camp fee, or a deposit of \$50.
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**Notification of acceptance** will be sent, via email or snail mail, by April 16 or within three weeks of receipt of your application – whichever is later.

**When your packet is complete and you have been accepted into the program, a discount of \$118 will be applied to your camp fee balance. We see this as an investment in our future leaders.**

**NOTE:** If an applicant is not accepted into the CIT program, the entire camp fee will be refunded or transferred to another session.

If you have any questions, please contact us in the DuBois Center office at 618.787.2202 or by email at [dcinfo@DuBoisCenter.org](mailto:dcinfo@DuBoisCenter.org).

### **QUICK LIST of Items Needed:**

- Volunteer Application
- CIT Questionnaire
- 2 Volunteer Reference Forms
- 2018 Camp Registration Form (or online registration)
- Deposit or Payment of Family Share of Camp Fee
- DCFS Form – mail directly to the DCFS office

#### **CAMP / PROGRAM**

DuBois Center: 618.787.2202  
[dcinfo@DuBoisCenter.org](mailto:dcinfo@DuBoisCenter.org)

[www.DuBoisCenter.org](http://www.DuBoisCenter.org)

#### **REGISTRATION**

Registrar: 618.654.4052  
[register@DuBoisCenter.org](mailto:register@DuBoisCenter.org)