



We are so excited you are applying to work or volunteer at Camp Holiday Trails!

We are now accepting applications on a rolling basis—the sooner you apply the better.

Read the information in this guide carefully for important information about our process.

## **STAFF & VOLUNTEER APPLICATION – IMPORTANT DATES**

### **SUMMER DATES**

**June 2-8** – Counselor Training Week\*

**June 10-16** – Burn Camp

**June 17-22** – Session 1\*

**July 4** – Kiwanis 5K, to benefit CHT

**June 24-July 6** – Session 2\*

**July 8-13** – Camp Youngblood\*

**July 15-27** – Session 3\*

**July 29-August 1** – Family Mini-Camp\*

*\*Required dates for staff*

Please contact the Camp Office with any questions you have  
**(we may be able to accommodate a date conflict!):**  
program@campholidaytrails.org OR 434-977-3781 ext. 305

## **APPLICATION INSTRUCTIONS**

To complete the online application, follow these instructions:

1. Go to [www.campholidaytrails.org](http://www.campholidaytrails.org) and click on the APPLY TO CAMP button
2. **Create a new account or log in** with your user name and password. (Forgot your username or password? Click on the link “Forgot your login information?” on the login page.)
3. After signing in, **click APPLICATION** in the toolbar. Select your name – under the heading NEW APPLICATIONS & BEGIN OR FINISH AN APPLICATION FOR...
4. **Select your “grade”** from the dropdown menu (“college” and “NA” are options).
5. **Select the application you are looking to complete** by checking the box to the left of the application name. Then **click the REGISTER** button.

### **IMPORTANT TIPS:**

- **CHECKOUT** of the cart (double-check!) when you are finished- you will receive an email confirming that we have received your application. **There is no fee to apply but you must PROCEED TO CHECKOUT and click the COMPLETE ORDER button to submit your application.**



**NOTES:**

- **To stop & restart an application:**
  - Log in to your account in UltraCamp
  - Click APPLICATION on the toolbar
  - Select your name – under the heading NEW APPLICATIONS & BEGIN OR FINISH AN APPLICATION FOR
  - Select the application you have chosen and move through the pages of the application again by clicking NEXT at the bottom of each page – **the system will remember the information you have already entered and you will be able to pick up where you left off**
- **To make changes to an application:**
  - Log in to your account in UltraCamp
  - Click on the highlighted name under ACCOUNT MEMBERS
  - Scroll to the bottom of the page to view/edit the forms in your application

Thanks for applying to be a part of the camp magic at CHT!



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