



**Community
Based
Activity
Program**

1341 Pacific Avenue Forest Grove, OR 97116
Tel/Fax: 503.359.2512

Dear Prospective Staff Applicant:

Thank you for your interest in working for the Community Based Activity Program this summer. This will be the 30th year of CBAP and we are expecting to have another great summer. Please fill out the Staff Application and return to 1341 Pacific Ave, Forest Grove or email it to me at cbapkids@gmail.com no later than April 12th. If we feel that you might be a good match for our program, we will call you and setup on interview.

It is extremely important that our staff is committed to working the entire program. If you anticipate an absence, please be sure to write the dates you will be unavailable on the application form. We ask that if you anticipate missing more than 4 days this summer, you consider applying as a **substitute**. It is so important that we have consistency for our kids and for your co-workers in this program. Change is very difficult for some of our participants and we owe it to them to be as consistent as possible. Our first staff meeting is scheduled for May 22nd at the Forest Grove School District Office in the Grove Room – 6:00pm. If you are unable to make it to this meeting, please be sure to let me know.

CBAP will begin June 24th and run through August 1st. Staff training will take place June 24th, *YOU MUST BE THERE*. Our first day with kids will be June 25th – this will be a half-day for kids.

The CPR/First Aid class has been scheduled for June 21st from 9:00am – 12:30pm with Laurie Dennis. Cost will be approximately \$30.00. If you are interested in attending, please let me know at our Staff Meeting May 22nd. If you should need to renew your certification and are unable to attend this class, you are responsible for obtaining this certification **BEFORE** the first day of CBAP.

Information we need: **(By April 12th)**

1. Staff Application
2. Dates of known absence
3. CPR/FA class interest
4. Release of Liability Forms

Please return to:

CBAP – Beth Buehler
1341 Pacific Ave
Forest Grove, OR 97116
cbapkids@gmail.com

Please call me if you have any questions!

Sincerely,

Beth Buehler
Community Based Activity Program
503-360-4153 (cell)
CBAPkids@gmail.com