Greetings Camp Staff Members!

All Staff should start to collect the following: This includes **All Staff** which includes Senior Staff, Junior Staff, CIT's, Kitchen Staff, long term volunteers, etc.)

BSA Membership Requirements

- ❒ For those registered in a Troop or Crew please note where your dues are paid on your **Staff Agreement.** If you are not currently registered in the Camp Crew please fill out a membership application (Youth up to age 21, Adult from 21 and Up)
- ❒ For those not registered in a Troop or Crew pay your Crew Dues of $24 for this year and fill out an application (Youth up to age 21, Adult from 21 and Up)

All Staff Employment Documents:

- ❒ All Staff Must Complete and Submit a current **Camp Staff Application**
- ❒ I-9 please type in all information completely and print both pages 7&8, bring the acceptable documents from page 9 to be copied, **sign** the **Signature of Employee line**, and bring the completed I-9 with you
- ❒ W-4 please type in all information completely and print both pages 1&2, **sign** the **Employee Signature line**, and bring the completed W-4 with you
- ❒ Residency Certification Form (if you live or work in PA) please type in all Employee Information completely, **sign** in the **Certification** box, and bring the completed Form with you
- ❒ A Copy of your Medical Form **signed by your parent** on **Part A** (if under 18) and your **doctor** on **Part B** and **Part C** (Must be good throughout the summer)

Junior Staff – Under 18

- ❒ Working Papers – available through your school office
- ❒ Consent to Transport – Have parents fill out on Part A of the Medical Form

All Staff Trainings:

- ❒ Boy Scout Youth Protection Training Good for 2 years from date of completion (make sure you print and bring your certificate)
- ❒ Venturing Youth Protection Training Good for 2 years from date of completion (make sure you print and bring your certificate)
- ❒ Weather Hazards Training Good for 2 years from date completion (make sure you pint and bring your certificate)
- ❒ Prevent Harassment & Discrimination Training Good for 2 years from date of Completion (if you did not complete it last summer go to this website, go through the training, and print off the form to submit. THIS WILL NOT SAVE IN YOUR MYSCOUTING!!!! As our council is headquartered in New York you must select New York to select our Camps.

If you have any questions please email your Camp Director or contact Ryan Ross at ryan.ross@scouting.org (570) 336-6236