

Camp Echo 2008 Paperwork Instruction Sheet

Short Version

1. Accept or Reject Job (by the deadline on your letter of agreement):

- a. Read the Personnel Guidelines Manual
- b. Read the Job Description
- c. Sign both copies of the Letter of Agreement and mail *one* of them back

2. Planning:

- d. Examine the Paperwork Checklist – *do not return this sheet, keep it for your records*
- e. Schedule a visit with a licensed health care provider for your health exam
- f. Sign up for courses in CPR, First Aid, Lifeguard, and/or Wilderness First Responder
- g. If you want direct deposit to a Savings Account, get a pre-printed Form from your bank

3. Photocopying:

- h. Proof of Citizenship: (if you did *not* work for pay at Echo last year) – see back of the I9 form
- i. Driver's License: (if you are 21 or older, and will drive camp vehicles) on *enlarge* setting 150%
- j. Automobile Insurance Card: (if you are bringing a car to camp) automobile insurance card
- k. Health Insurance Card: (if you have health insurance or are covered by parents), front & back
- l. Certification Cards: (if checklist is marked “renew” or “provide”) front & back of any we don't have

4. Forms, Group 1 (send back within two weeks):

- m. Federal W4 ... and ... Illinois W4 or Michigan W4
- n. I9 Form ... with Photocopy Sheet for I9 if you did not work for pay at Echo last year
- o. Direct Deposit Agreement (optional) *with voided check, or bank form for savings account*
- p. Liability Waiver
- q. Voluntary Disclosure Form (everyone) *and* Background Check Permission (new staff 18 & older)
- r. Code of Conduct – *Read completely before signing*
- s. Staff Bio Sheet
- t. Echo Pledge Form (optional) for the "Send a Kid to Camp" fund
- u. Photocopy Sheet for Driver's License (if 21 or older and will be driving camp vehicles)

5. Forms, Group 2 (send back later, or bring to camp):

- v. Vehicle Information Sheet (if bringing a car to camp) *with photocopy of your insurance card affixed*
- w. Health Form *with photocopies of your health insurance cards affixed*
- x. Scheduled Med Form
- y. If under 18, Work Permit ... or ... if you have graduated from high school, Photocopy of Diploma
- z. Photocopy Sheet for Certifications (minimally, any certifications you obtained since last summer)

Mail or deliver forms to: **Rob Grierson, Camp Echo Director, McGaw YMCA Camp Echo**

up until May 1st

1000 Grove St, Evanston, IL, 60201

after May 1st

3782 S. Triangle Trail, Fremont, MI, 49412

For More Information, Long Version Follows ...

Long Version

1. Accept or Reject Job (by the deadline on your letter of agreement):

- a. Read the Personnel Guidelines Manual

Changes from last year are highlighted in gray.

- b. Read the Job Description

Like last year, we are counting on you to uphold the YMCA core values and the YMCA Diversity Initiative.

- c. Sign both copies of the Letter of Agreement and mail **one** of them back

If the dates of employment are wrong, email me. If the salary appears to be wrong for reasons other than certifications, email me – your salary reflects certifications we have on file, and it can be adjusted later. Note that by signing the Letter of Agreement, you are stating that you have read the Personnel Guidelines Manual and the Job Description – and that you understand them completely. Ask questions now if you are confused.

2. Planning:

- d. Examine the Paperwork Checklist – **do not return this sheet, keep it for your records**

*DNA stands for Does Not Apply. **Keep this** and use it to track your paperwork. Do **not** send it back to me.*

- e. Schedule a visit with a licensed health care provider for your Health Exam

Make an appointment now. If you've had a physical exam within the last 24 months, you don't need a new one – but your doctor will still need to fill out and sign your Health Form. Or, if you had a Health Exam for Echo last year, ask us to attach last year's form to this year's form as proof that you have had your Health Exam.

- f. Sign up for courses in CPR, First Aid, Lifeguard, and/or Wilderness First Responder

CPR and First Aid are required for all staff. We will offer full courses at camp on Thursday June 5 and Friday June 6, but we encourage you to take care of this before camp. Red Cross CPR expires every year. Red Cross First Aid and Lifeguard are good for three years. Check the "Staff" section of the Echo website for links to more information about CPR, First Aid, Lifeguard, and Wilderness First Responder courses.

- g. If you want direct deposit to a Savings Account, get a pre-printed Form from your bank

Direct Deposit is optional, and not available to staff working two weeks or less. The Y will reject direct deposit to a Savings Account without a pre-printed bank form. For a Checking Account, you don't need a form.

3. Photocopying:

- h. Proof of Citizenship: (if you did **not** work for pay at Echo last year) – see back of the I9 form

There are many ways to satisfy this requirement. The easiest is a photocopy of a current or expired passport. The next easiest is a photocopy of your drivers license and your government-issued social security card. See the list of other acceptable methods on the back of the I9 form. First year ACs, please don't skip this step!

- i. Driver's License: (if you are 21 or older, and will drive camp vehicles) on **enlarge** setting 150%

Front side only, unless you have a sticker on the back that extends the expiration date. The clearance process for drivers takes 4 to 6 weeks. Please, please, please send this photocopy in – don't bring it to camp with you.

- j. Automobile Insurance Card: (if you are bringing a car to camp) automobile insurance card

The Vehicle Information Sheet is set up so you can photocopy your insurance card directly onto the sheet.

k. Health Insurance Card: (if you have health insurance or are covered by parents), front & back

Photocopy the front and the back, then cut out the card copies and attach them to the front of the Health Form.

l. Certification Cards: (if checklist is marked “renew” or “provide”) front & back of any we don't have

Consult the “Paperwork Checklist” to see what we have on file. Make copies of those you earn or renew.

4. Forms, Group 1 (send back within two weeks):

m. Federal W4 ... and ... Illinois W4 or Michigan W4

If you have an ongoing job at the McGaw Y, write “ON FILE” at the top and turn in the forms not filled out. Be sure to check off your marital status. Be sure to sign and date the forms. Don't cut the forms off, return the entire sheets. If you did not owe Federal taxes last year, and you don't expect to owe Federal taxes this year, you can write "EXEMPT" on Line 7 of the Federal W4 form and federal taxes will not be withheld. If you are exempt from Federal taxes, then you are probably also exempt from State taxes; claim exemption as follows:

- If you live in Illinois, check the little box to the left of your signature on the Illinois W4

- If you live in Michigan, check the box for exempt on #8a on the Michigan W4

If you don't live in Illinois or Michigan, you should submit a Michigan W4, mark #8b, and write "Temporary Seasonal Employee" on the 'Explain' line. (You may owe state taxes to your home state later on.)

Consult an expert if you are not sure if you are allowed to file as exempt.

n. I9 Form ... with Photocopy Sheet for I9 if you did not work for pay at Echo last year

*If you have an ongoing job at the McGaw Y, write “ON FILE” at the top and turn in the form not filled out. Fill out the Section 1 only. Be sure to sign and date the form – your signature goes in the box **under** the “I am aware ...” statement, where it says “employee signature” – not on the line above “employee signature”. If you did not work at Echo last year, attach the appropriate photocopies. See the lists on the back of the form.*

o. Direct Deposit Agreement (optional) ***with voided check, or bank form for savings account***

You can't go on direct deposit if you are working two weeks or less. The Y will reject direct deposit to a Savings Account unless you have a pre-printed Form from your bank. For a Checking Account, you don't need a form, but you do need to attach a VOIDED check. Be sure to sign and date the form – up in the top section.

p. Liability Waiver

On this form you acknowledge that certain activities at camp involve risk, assume that risk, and waive your right of claims against Camp Echo. If you are 18 or older, sign it yourself. If you are under 18, your parents sign it. Be sure you list any activity restrictions on the back of your Health Form.

q. Voluntary Disclosure Form (everyone) ***and Background Check Permission*** (new staff 18 & older)

ACA standards require that everyone submit a Voluntary Disclosure Form every year. We are required to conduct, annually, a criminal background check on new staff (and returning staff who skipped last summer) age 18 or older. This form authorizes us to do that, and, on the back, explains your rights.

r. Code of Conduct – ***Read completely before signing***

*By signing and dating this form, you agree to the 22 points listed. An “Unsanctioned Child Care Waiver” is also enclosed; it releases you from sections 18 and 19 of the Code of Conduct if, outside of camp, you are hired to provide child care or transportation for one of your campers. **Set the waiver aside – do not return it now.***

s. Staff Bio Sheet

We use this sheet for the “2008 Staff” section of our website. The instructions are on the form.

t. Echo Pledge Form (optional) for the "Send a Kid to Camp" fund

Read Katie's letter for more information; fill out the form to donate to the "Send a Kid to Camp" fund.

u. Photocopy Sheet for Driver's License (if 21 or older and will be driving camp vehicles)

Trip Guides, Teen Programs, Town Run, and Leadership Staff. The clearance process for drivers takes 4 to 6 weeks. Please, please, please send this photocopy in well before camp starts – don't bring it to camp with you.

5. Forms, Group 2 (send back later, or bring to camp):

v. Vehicle Information Sheet (if bringing a car to camp) **with photocopy of your insurance card affixed**

*The Vehicle Information Sheet is set up so you can photocopy your insurance card directly onto the sheet. You will be issued a Camp Echo Vehicle Permit that must be displayed on the left side of your rear window at camp. **The latest you can turn in this form is upon arrival at camp. You can't have a car at camp without a Permit.***

w. Health Form **with photocopies of your health insurance cards affixed**

*We use the same form for campers and staff. Circle the sessions you're working and "Staff". The Health Form also provides us with Emergency Contact Information. Include cell phones if known. If you don't have health insurance, write NONE in that section – Camp Echo will take care of you if you are injured on the job, but you will be responsible for medical expenses if you get sick at camp or injured on time off. **You, or your parents if you are under 18, must sign and date the form in two places.** You will also see 9 questions in the 'Health History' section on the back. All 9 questions must be answered, with attachments if appropriate.*

*Before you see your doctor, fill out the back, except the last section. If you've had a physical exam within the last 24 months, you don't need a new one – but your doctor will still need to fill out and sign your Health Form. Or, if you had a Health Exam for Echo last year, ask us to attach last year's form to this year's form as proof that you have had your Health Exam. **The latest you can turn this form in is upon arrival at camp. You can't work without having this form on file.***

x. Scheduled Med Form

*The Health Officer collects, holds, and dispenses all drugs, prescription and over-the-counter. Fill in your regular medications before camp. Even if you are not on any medications at this time, keep the form – set it aside. If you were to get sick right before camp, and have short-term medications, you'll need this form. **The latest you can turn this form in is upon arrival at camp. Turn in your meds upon arrival at camp.***

y. If under 18, Work Permit ... or ... if you have graduated from high school, Photocopy of Diploma

*This form is only enclosed for persons age 16 or 17. **If you are a high school Senior, you can be exempt from the work permit if you bring a photocopy of your high school Diploma to camp.** Camp Echo has already completed Section 2. You are to complete Section 1. For "Last Grade Completed" put 11 since this is a summer job that starts after school is out. For "School Status" check "In School" since you are planning to return to school in the fall. Sign the form and enter your parent info. **Do not take this form to your school. Do not fill out Section 3. Bring a photo ID with birth date to camp. A member of the Camp Echo Leadership Staff will take you to Fremont High School on the first Monday you work, and school personnel will fill out Section 3.***

z. Photocopy Sheet for Certifications (minimally, any certifications you obtained since last summer)

Consult the "Paperwork Checklist" to see what we have on file. Make copies of those you earn or renew. We will have a copier machine set up for your use upon arrival at camp as a last resort. If you get certified right before camp, and the card will be delayed, see if you can get a note from the instructor. If you get certified at camp, we'll take care of making copies of the cards before we issue them to you. In any case, your salary will reflect only the certifications we have on file. Salary will be adjusted – retroactively – when you turn in cards.