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Serving the Evangelical Congregational Church

Home of the Arvel H. Sweigart

Memorial Nature Resource Center

TWIN PINES

CAMP, CONFERENCE & RETREAT CENTER

SUMMER STAFF SHARED SUPPORT PROGRAM

You may not participate in this program till a signed contract is returned to Twin Pines

Summer staff members, hired by Twin Pines, indicate their agreement with the staff financial policy by signing and returning the staff contract, which is supplied to all staff before hiring.

Twin Pines will guarantee each staff member at least \$100.00 per week for the eight (8) weeks of summer camp. However, there is the opportunity to receive additional funds for your ministry work at Twin Pines.

Staff members may increase their weekly amount received by raising additional support from family, friends, church contacts, etc. ALL monies raised will be added to your base salary of \$800 (\$100/week times 8 weeks) and will be divided by eight (8) to arrive at your weekly rate. All support received is tax-deductible for the contributor.

If you choose to participate in this program, you must work within the guidelines below:

1. Donor cards are available to each staff member online to print, cut, and distribute. The 'cards' **must** be completely filled out and returned to Twin Pines at the above address with the total support amount to be added to your pay.
2. Receipts will be sent out to each donor by the camp. You may not do so, as this is a legal document the supporter needs for their tax purposes.
3. All checks **must** be made payable to *Twin Pines* for the support to be considered a tax-deductible gift and for Twin Pines to issue a receipt for the support. Please note on the donor card any contribution of cash.
4. **ALL** monies **MUST** be collected by the staff member and mailed to Twin Pines with corresponding donor cards by **June 1st**. This deadline is important – as the information is needed to prepare your paycheck!!! Any checks received at Twin Pines after this date will be added to your last summer staff paycheck.
5. Staff who terminate their position (or are terminated for cause) before the end of the eight (8) weeks of the summer season (for any reason) will relinquish their rights to any further salary, including support raised for the uncompleted time.

IMPORTANT: Submit to Twin Pines any financial support you receive within 2 weeks of collecting it. Checks can then be processed in a timely manner to appear on people's bank statements.