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Memorial Nature Resource Center

## TWIN PINES

### CAMP, CONFERENCE & RETREAT CENTER

# Summer Staff Employment Paperwork Requirements

It is understood people dislike doing paperwork. However, to be an employee of Twin Pines Camp Summer Staff, the following paperwork must be on file before your employment. Please use the following checklist to ensure all paperwork is in the office prior to June 16, 2023.



The following forms must be completed and returned to the office within two weeks of camp – postmarked no later than May 31, 2022!!!

- \_\_\_ signed and dated Summer Staff Contract and Job Description
- \_\_\_ completed and returned Emergency and Medical Information
- \_\_\_ signed and dated Employee Records Memorandum – *returning summer staff only*
- \_\_\_ completed IRS W-4 Form – *new summer staff definitely, returning staff only if there are changes from the previous year*
- \_\_\_ completed Berkheimer Form – *new summer staff definitely, returning staff only if there are changes from the previous year*
- \_\_\_ completed I-9 Form – this requires 2 forms of I.D. which must be shown (*one I.D. must contain a personal photo*)
- \_\_\_ if under age 18 at start of camp – signed and dated Travel Policy



The following have special deadlines or require that you have someone else complete the paperwork prior to being returned to the Twin Pines Camp office.

- \_\_\_ **Completed Health Form** (including the physical exam information on the back of the form!)  
**The physical exam must be obtained from your physician within 3 weeks of reporting to camp. Bring this health form along with you to camp when you report for work, with ALL REQUIRED SIGNATURES. (physician’s signature, if under 18 – parents signature, otherwise your own signature)**
- \_\_\_ **If you are under age 18 by the start of camp – a copy of your *Working Papers* from your school district are required. This must be presented to Twin pines before you can start to work! (Get the application form from your school district guidance office as soon as you receive your contract – it requires a physical, employer signature and a visit to your guidance office with your parent before they issue the actual working papers.**
- \_\_\_ **Clearances & Mandatory Reporter Training must be completed ASAP as employment at Twin Pines is not possible without their completion. This must be completed every 5 years. These are to ensure the safety and personal security and healthy development of any camper at Twin Pines Camp.**



Other paperwork.

- \_\_\_ if you desire to have a car on camp property – a copy of your Driver’s License, Insurance and Registration Cards.
- \_\_\_ if you are a Life Guard – A copy of your Life Guard certificate.