

Pre-Camp Instruction Form for Camp Grimes Staff

Greetings Camp Grimes Staff Member,

I would like to extend a warm welcome on behalf of the Mecklenburg County Council, BSA to the Camp Grimes Summer Camp Staff. It is truly a great team to be a part of, and one that will leave a lasting impact on the young men we will serve each and every day this summer.

Below you will find a very detailed list about how you can prepare to work this summer for Camp Grimes. It is imperative that you complete all of the following steps and turn them in as soon as possible. The expectation should be to have all of this completed and turned into me at the council office, via mail or email or in person by June 8, 2017. I know this is a quick turn-around, but we've had some staff changes that have slowed the process down a little bit. Items 1, 4, 5, and 8 are really what I must have by the 8th. Let me know if you have any issues with being able to meet this deadline.

1. **Contracts:** You should receive your contract this week. Print it off and sign it. **I cannot add you to the camp payroll until I have your signed contract back, along with your payroll documents**
2. **Staff Handbook/Agreement Form:** On the website, www.mycampgrimes.org, you will find a lot of information about being on staff. One is the staff handbook that will let you know just about all information you need to know about being on staff. Print that out and read through it before you come to camp. At the end is the staff agreement form, please sign that and turn it in. If you are under 18 then make sure your parent signs it as well.
3. **Health Form:** In order to stay at camp, you need to have a completed physical. If you do not, then **YOU WILL NOT BE ALLOWED TO STAY AT CAMP!** This form can be found under the leaders' information on the website.
4. **Tax Forms and Direct Deposit:** Under the Staff Information section of the website please print off all tax forms (I-9, W-4, and NC-4). Fill them out and turn them in with all other information. We also encourage you to sign up for Direct Deposit. Please keep in mind that there are two NC-4 forms and you only need to complete one. We cannot advise you on how to fill out your tax forms. If you have questions, refer to your parent/guardian for guidance. **I cannot add you to the camp payroll until these forms are turned in at the council office**
5. **ID Photocopies:** For your I-9 form we require the following photocopies of identification:
 - a. U.S. Passport.
 - Or*
 - b. Social Security Card and a Photo ID (driver's license, school ID, learner's permit, etc.)

6. **Youth Protection/Weather Hazard Training:** At the www.scouting.org website, you will need to create a login ID if you do not have one. You do not need to be a registered scout to create an ID. Once you do this you will be able to complete training online. Click on the Training tab, then e-learning. If you have taken Weather Hazards once you do not need to take it again. But please print off a certificate again for our records. Everyone must take *Youth Protection Training*. Make sure both certificates have been printed off and turned in.

7. **Unlawful Harassment Prevention Training:** In addition to the trainings listed above, you will need to complete the Unlawful Harassment Prevention Training. If you are a returning staff member, and completed it last year, you do not have to take it again. The link for the training is: <http://el.lawroom.com/bsaregistration.aspx>.

You will need to enter your first and last name and an email. You will also need to choose the following options from the drop-down menus:

Camp Type: Local Council

State: NC

Council Name: Mecklenburg County Council, Charlotte (415)

You will also need to select whether you will be over or under the age of 18 during camp, and whether or not you are a supervisor.

8. **Workers Permit:** If you are under the age of 18, you need to complete a Workers Permit for the state of NC. This can be done at the following link:

http://www.nclabor.com/wh/youth_instructions.htm

Make sure you print it off at the end.