

2010 SUMMER CAMP EMPLOYEE PAPER WORK NEEDED TO RECEIVE A PAYCHECK

To: Camp Staff Member
From: Camping Administration
Chester County Council, BSA

➤ **Staff Application**

If you have not already done so, download, complete and return to the Chester County Council Service Center. Do not wait to send with other required paperwork.

➤ **Staff Contract**

If you have not already done so, return to the Chester County Council Service Center **immediately** upon deciding to accept summer employment with the Horseshoe Scout Reservation. Do not wait to send with other required paperwork.

➤ **W-4 Withholding Certificate**

In order for the Chester County Council to meet state and federal regulations, a W-4 Form must be completed. This document must be submitted on or before your first day of employment. You must complete this form **in order to receive a pay check.**

➤ **I-9 Immigration Form**

The federal government says that you must prove that you are a US citizen or have a valid green card. **This documentation must be presented in person.** Please be prepared to present two forms of identification the day you arrive staff week at camp or bring this identification to the Chester County Service Center in West Chester prior to camp.

See Jake Segal, Camping Associate, David Nickerson, Accounting Specialist or Lorrie Cohen, Accounts Payable at the Chester County Council Service Center for identification verification and signature **OR** set up an appointment (contact at 717-548-3352) to meet with Amy Dalesandro at the Ranger's office on the Camp Ware side of the reservation.

Refer to the back of the I-9 form for acceptable forms of identification. You will only need **one** form of ID if choosing from List A. **Two** forms, one from List B **and** one form from List C are required if unable to provide ID from List A. This identification must be witnessed by one of the above Chester County Council employees or the Camp Director.

If you were employed at Camp Horseshoe or Camp Ware during the summer of 2009 you still need to provide photo identification to support last year's I-9. Form I-9, Employment Eligibility Verification, can only be used for two consecutive years before a new form will be required.

In order for the Chester County Council to meet state and federal regulations, an I-9 Immigration Form must be completed. This document must be submitted on or before your first day of employment. You must complete this form **in order to receive a pay check.**

➤ **Direct Deposit**

Want the convenience of receiving your pay without having to go to the bank to cash your check? We strongly recommend signing up for direct deposit.

If you wish your paycheck to be deposited directly into your bank account, please fill in and return along with other paperwork.

If you were employed at Camp Horseshoe or Camp Ware during the summer of 2009, and your bank account information has not changed, the previous year's form can be used.

➤ **Working Papers**

All staff members **17 years of age or younger** are required to obtain the appropriate working papers prior to beginning employment with the Chester County Council. Individuals 15 years old must acquire a Vacation Employment Certificate; 16 or 17 years old a Transferable Work Permit.

As you will be employed in the state of Pennsylvania, regardless of state in which you reside, you are required to obtain Pennsylvania state documents. These documents can be obtained at a Pennsylvania school, typically at the guidance counselor's or principal's office.

There are several steps required in the process to obtain this documentation so it is strongly recommended that you do not wait until the last minute.

- Step #1:** Obtain an application from a school in the state of Pennsylvania.
- Step #2:** (Completed at the same time the application is obtained). In the presence of both youth and parent (or legal guardian), the authorized school staff personnel fills out the initial section of the application verifying the youth is of appropriate age to be employed.
- Step #3:** The application is then brought into the Chester County Council Service Center where the 'working' section, verifying position in which the staff member is employed as well as hours worked, is completed.
- Step #4:** The application is then taken to the staff member's physician for signature.
- Step #5:** The fully completed application is then returned to the school from which it had been originally obtained.
- Step #6:** The school issues a Vacation Employment Certificate directly to the Chester County Council for staff members 15 years old; 16 and 17 year olds will have a transferrable work permit issued directly to them, a copy must then be provided to the Council upon receipt.

Staff members 17 years of age or younger will not be able to begin their employment until this document has been received.

Again, see CCC employee Amy Dalesandro, Camping Administrator (available at Camp Ware ~ please call 717-548-3352 to make an appointment) **OR** Jake Segal, Camping Associate, David Nickerson, Accounting Specialist or Lorrie Cohen, Accounts Payable at the Chester County Council Service Center to have the 'working' section completed (Step # 3).

Given enough time, the completed application can also be mailed to the Chester County Council Service Center (504 S. Concord Road, West Chester, Pa 19382). Upon completion of the employer section, it will be returned to you. Remember a signed contract must be on hand prior to receipt of this application in order to be able to validate employment.

➤ **Permission to Transport a Minor/Emergency Contact Information**

To be completed by the parent or legal guardian of any staff member under the age of 18.

➤ **BSA Application**

All staff members are required to be registered with the Boys Scouts of America to work at camp. If you have never worked at Camp Horseshoe or Camp Ware before please download a copy of either the youth (under age 21) or adult application (21 or older), complete and send along with your other work documents.

All employees will be registered with Crew 539. Even if you are currently registered with another unit, an additional application must be completed. DO NOT mark the application 'transfer', hand write 'multiple' at the top of the application. Returning employees do not need to complete an application.

➤ **Physical**

All employees must have a valid Annual Health and Medical Record on file. Returning employees: We do not guarantee that a previous year's record will be available or that it is still current. Be prepared to get a new one. Please follow the link below to obtain a copy:

http://www.scouting.org/filestore/pdf/34605_Letter.pdf

Regardless of date obtained all Class 1, 2 and 3 health records officially expired December 31, 2009 and **WILL NOT** be accepted.

A copy of your Annual Health and Medical Record can be sent to the Council Service Center prior to the start of your employment (please note on your form which camp you will be working at) or bring a copy with you your first day of work. You must have a valid Annual Health and Medical Record on file to work at camp.

Use the following checklist to ensure that all your applicable paperwork is completed:

- Staff Employment Application**
- Staff Contract/Understanding**
- I-9 Immigration Form**
- W-4 Withholding Form**
- Direct Deposit Form**
- Work Permit or Vacation Employment Certificate (required for all paid staff 17 years of age and younger)***
- Permission to Transport a Minor/Emergency Contact Information (required for all paid staff 17 years of age and younger)**
- BSA Youth or Adult Application (new hires only)**
- Annual Health and Medical Record**

*It is strongly recommend that this is taken care before the end of the school year.