



## 2012 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, complete the online staff application.

➤ **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. Your position will not be held indefinitely.

➤ **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 requires that you prove you are a US citizen or have a valid green card. **This documentation (identification) 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 Amy Dalesandro or Jake Segal, Camping Administration; David Nickerson, Accounting Specialist; or Lorrie Cohen, Accounts Payable at the Chester County Council Service Center for identification verification and signature. An appointment can be made to meet with Amy Dalesandro or Jake Segal at the Ranger's office on the Camp Ware side of the reservation. As we work at both the Council office and camp you are not guaranteed we will be available if you should choose to show up at camp without an appointment. Please call either 610-696-2900, ext. 25 or 717-548-7045.

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 2011 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.**

## ➤ Payroll/Direct Deposit

The payroll processing service used by Chester County Council was changed as of January 1, 2011. This was a decision made by the BSA National Office in order to achieve uniformity, upgrade payroll processing capabilities, and obtain cost savings for all councils nationwide.

The major difference in the new system is the fact that it is paperless. There are no checks printed. This requires all employees to be set up for direct deposit. This will be done as part of the entire employment paperwork package at the time of being hired.

This new system will eliminate camp disruption around the distribution of physical checks, the possibility of lost checks, and the need for campers to leave camp to get checks cashed.

Click [here](#) for a copy of the direct deposit form.

## ➤ Working Papers

All staff members **17 years of age or younger** (high school graduates exempt) 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 the Chester County Councils business office has a Pennsylvania address, you are considered 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:** 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. **PLEASE NOTE: This cannot be completed until a signed contract is received.**
- Step #3:** 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 #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.

**\*Past experience has shown that some schools will want to fill their section out first, when picking up the application; some will want you to bring the application to Council first. Follow the directions provided by the school.**

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 or Jake Segal, Camping Administration; David Nickerson, Accounting Specialist; or Lorrie Cohen, Accounts Payable at the Chester County Council Service Center to have the 'working' section completed (Step # 3). Or schedule an appointment to meet with Amy D. or Jake S. at the Ranger's Office, Camp Ware.

Given enough time, the completed work permit 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/scoutsource/HealthandSafety/ahmr.aspx>

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 Agreement/Understanding**
- I-9 Immigration Form**
- W-4 Withholding Form**
- Direct Deposit Form**
- Local Earned Tax Withdraw Form**
- Work Permit or Vacation Employment Certificate (required for all paid staff 17 years of age and younger who have not graduated from high school)\***
- Permission to Transport a Minor/Emergency Contact Information (required for all paid staff 17 years of age and younger)**
- BSA Youth or Adult Application**
- Annual Health and Medical Record**

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