

BDC Staff 2019: Contract Process Check-List & Instructions

*This sheet is designed to help you organize all of the contract paperwork that our various licenses now require us to ask of you. We hope that this check off sheet assists you in “getting all of your ducks in a row.” Please return the materials to Cady (see addresses below) **ASAP** and emailed no later than **Friday, June 7th!** If you have any questions, please email info@brewsterdaycamp.com*

PART A: MUST READ: Please carefully review the following important employment documents:

EMAILED TO YOU AS AN ATTACHMENT FROM CADY:

- Your Salary Worksheet
- Your Contract of Employment Letter

FOUND IN **EMPLOYMENT---STAFF FORMS** SECTION OF THE BDC WEBSITE:

- A Welcome Letter from Dan
- Directions and Contract Contents Check-List Sheet (this piece of paper!)
- Staff Policies
- ALL 2019 Employment & Tax Forms (see Part B list *below*)
- Online Staff Training Manual

PART B: MUST COMPLETE & RETURN: Please complete the following items and return to Cady via email or snail mail:

- Your Contract of Employment (which was an email attachment) - *Sign one and return it.*
- BDC Staff Health Information Form
- Immunization Record - signed by your doctor *OR* send in your doctor’s computerized immunization form... Other state’s forms are OK too...
- Voluntary Disclosure Form
- CORI Request Form (Criminal Offender Records Inquiry)
- SORI Request Form (Sex Offender Registry Information)
- W-4 Tax Form (this one gets you paid, so don’t forget it!)
- Seasonal Employer Notice & Employee Form
- Staff Policies, Technology Usage & Training Manual Certification Form

EMAIL TO: info@brewsterdaycamp.com BY NOON FRIDAY, JUNE 7th

- OR -

USPS MAIL NO LATER THAN FRIDAY, JUNE 1st TO:

**Brewster Day Camp
Attn: Cady Douglass
3570 Main Street
Brewster, MA 02631**

PART C: MUST ARRIVE AT CAMP WITH PROPPER I.D.:

Please bring one of the following categories of ID with you when you arrive for Staff Training:

Your USA ISSUED PASSPORT

- OR -

Your STATE ISSUED DRIVER’S LICENSE/ID & SOCIAL SECURITY CARD
for U.S. employment eligibility & citizenship verification

US Law requires original/hard copy documents be presented for citizenship and employment verification. Unfortunately we are unable to accept scans/photocopies or other images to verify your documents...