

BDC Staff 2021: 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 Max (see addresses below) ASAP and emailed no later than noon on Friday, June 7th! If you have any questions, please email Max@brewsterdaycamp.com

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

EMAILED TO YOU AS AN ATTACHMENT:

- 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!)
- 2021 Staff Policies
- ALL 2021 Employment & Tax Forms (see Part B list *below*)

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

- Your Contract of Employment (which was an email attachment)
- 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)
- Federal W-4 Tax Form
- MA W-4 Tax Form
- Seasonal Employer Certification
- Staff Policies & Technology Usage Certification Form

EMAIL TO: max@brewsterdaycamp.com BY NOON **FRIDAY, JUNE 4th**

- OR -

USPS MAIL NO LATER THAN MONDAY, MAY 31st TO:

**Brewster Day Camp
P.O. Box 1816
Attn: Max Michel
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...