

## **BDC Staff 2022: Contract Process Check-List & Instructions**

*This sheet is designed to be a personal checklist to help you organize all of the contract paperwork that our various licenses now require us to ask of you. All forms **MUST BE** completed and signed prior to your first day of work. Please feel free to reach out with any questions!*

**A:** Review and sign your 2022 Contract of Employment, including salary and additional compensations (found in your [CampMinder account](#))

**B:** Email [morgan@brewsterdaycamp.com](mailto:morgan@brewsterdaycamp.com) a photo/scan of one of the following forms of identification:

1. A valid US passport
2. A valid state driver's license **AND** your social security card OR certificate of birth

➤ **C: NEW STAFF:** Create a PayChex Flex account (instructions in your email) . You will need your social security number and bank account information for this.

**\*\*THIS IS HOW YOU WILL BE PAID!\*\***

**RETURNING STAFF:** Log into your PayChex Flex account, and make sure all of your information is correct and current.

**\*\*THIS IS HOW YOU WILL BE PAID!\*\***

**D:** Carefully review the following documents found at:

[brewsterdaycamp.com](http://brewsterdaycamp.com) > **WORK AT CAMP > HIRED STAFF PAPERWORK**

- o Welcome Letter (see above)
- o Directions and Contract Contents Check-List Sheet (looks much like this piece of paper!)
- o Voluntary Disclosure Form
- o [CORI Request Form](#)
- o [SORI Request Form](#)
- o 2022 Staff Policies
- o BDC Online Staff Training Manual
- o [Concussion Training link](#)

**E:** Complete your online concussion training [HERE](#). If you have a HEADS UP account, you can log in to complete your training. **NEW STAFF** members will need to create an account before accessing the training. **All employees must complete the HEADS UP training each year!**

**F:** Upload and return the following items (completed AND signed) to:

[morgan@brewsterdaycamp.com](mailto:morgan@brewsterdaycamp.com).

- o Voluntary Disclosure Form
- o CORI Request Form (Criminal Offender Records Inquiry)
- o SORI Request Form (Sex Offender Registry Information)
- o Acknowledgement of Completion for:
  - Online Staff Training Manual
  - Staff Policies & Technology Usage Certification Form
- o Concussion Training Certificate
- o Copies of any certifications you hold (Lifeguarding, CPR/First Aid, WSI, Small Boat safety...)

**G:** Access and complete your health record and immunization forms found in your [CampMinder Account](#). Email immunization forms to: [bdchealthoffice@gmail.com](mailto:bdchealthoffice@gmail.com)

**THIS MUST BE DONE EVERY YEAR!**

