

Yawgoog Scout Reservation

Employee Checklist

Checklist for Staff under 18 years of age until August 24, 2012

- Staff Contract
- Completed IRS Form W-4
- Completed U. S. Dept of Justice Employment Eligibility Verification
- Photocopy of your Social Security Card
- Photocopy of a Photo Identification card
- Completed BSA Medical Form
- Signed copy of the Staff Statement of Understanding and Code of Conduct
- Permission to leave Yawgoog card signed by a parent or guardian
- Proof of membership in the Boy Scouts of America
- Staff Proof of Age

Checklist for Staff 18 years of age and older after June 19, 2012

- Staff Contract
- Completed IRS Form W-4
- Completed U. S. Dept of Justice Employment Eligibility Verification
- Photocopy of your Social Security Card
- Photocopy of a Photo Identification card
- Completed BSA Medical Form
- Signed copy of the Staff Statement of Understanding and Code of Conduct
- Bureau of Criminal Identification Form
- Vehicle Registration Form
- Proof of membership in the Boy Scouts of America
- Staff Proof of Age

Your staff contract, code of conduct and BCI Form should be mailed within two weeks of receiving it. All other items may be brought with you when you check in to the Bucklin upon arriving at camp. **NO STAFF WILL BE ALLOWED TO CHECK IN WITHOUT ALL OF THE PROPER PAPERWORK.** All forms can be found on the web site www.yawgoog.org Click on Staff