

Yawgoog Scout Reservation

2019 Employee Checklist

All staff new or returning must turn in the following paperwork

You will receive an email instructing you where to upload your paperwork

- Staff Contract (Parent signature if under 18 years of age)
- Code of Conduct (Parent signature)
- Completed IRS Form W-4
- Completed U. S. Dept of Justice Employment Eligibility Verification (I-9)
- Photocopy of your Social Security Card
- Photocopy of a Photo Identification card
- Completed BSA Medical Form
- Copy of your BSA membership card (or facsimile)
- Unlawful Harassment certificate
- Hazardous Weather certificate
- Youth Protection Training certificate
- Completely filled out BSA membership application (Even if you are a current member)

Checklist for Staff under 18 years of age UNTIL August 28, 2019

- * Permission to leave Yawgoog card signed by a parent or guardian
- *** Under 16 years of age: Working papers if you will not be 16 years old by June 20,
- Complete a BSA youth membership application even if you are currently registered

Checklist for Staff 18 years of age and older BEFORE June 18, 2018

- *Vehicle Registration
- *Vehicle Insurance
- Merit Badge Counselor Application
- Complete a BSA adult membership application even if you are currently registered

** Youth protection training must be valid through December 31, 2019. If in doubt, take it again.

*** Connecticut staff may need to apply to Chariho Regional High School for working papers.

If you are registered with Troop 1 Yawgoog you must submit the \$33 membership dues.

Everyone needs to have all paperwork completed prior to starting on camp staff.

For information on training and all forms go to: <http://www.yawgoog.org/staff-paperwork.html>

Any other questions, please email the reservation director at: Thomas.sisson@scouting.org