

INSTRUCTIONS FOR COMPLETING EMPLOYMENT MATERIALS

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3 Copies of "Letter of Employment"
Federal 2008 W-4 (must be filled out by applicant, no assistance will be given by employer)
Federal I-9
Work Permit Info
Medical Forms (Class 3 if over 40)
Venturing Application
Uniform Order Sheet
Cabelas Shorts info
Staff Week Training Weekend Information
Parents Review of Materials Check List
Parental Permission Slip
Staff Manual
Staff Code of Conduct

YOU MUST SUPPLY A COPY OF YOUR WORK PERMIT IF UNDER THE AGE OF 18

STEP 1

- *Fill out completely the 3 Contracts. Mail 2 copies back to the MSSC (McGarvey Scout Service Center).
- *Complete your W-4
- *Complete you I-9 and enclose copies of you proof of identification.
- *Schedule a physical Exam and have the physician fill out the Calss2 medical form.
- *Secure Work permit if under the age of 18 (you will need a physical to obtain your work permit)
- Fill out the enclosed Venturing application (there is no charge to join the camp Venturing Crew)
- Review with your parents all the information and have them sign the parents review sheet.
- Review with your parents the permission slip and policy on tobacco and leaving camp and have them sign it
- *Review the staff manual and your job description.
- *Review and sign the code of conduct.
- Return all above information (except where noted) by . June 1, 2008

Compensation for services can not be made until this information is submitted to the MSSC

STEP 2

Uniform Orders

To ensure that your uniforms will arrive at camp prior to staff week all orders must be submitted to the address below no later than April 15,2008. Keep a copy of your uniform order!

Return all employment materials to MSSC no later than JUNE 1, 2008

Mail to:

**McGarvey Scout Service Center
Attn: Sue
1815 Robison Road West
Erie, PA 16509**

Other Items:

If you plan on keeping a car at camp or driving back and forth (approved by the Program Director) you will need to bring a copy of your Drivers License and Insurance Card with you to camp.