Peaceful Valley Scout Ranch – Tahosa High Adventure Base
Denver Area Council, Boy Scouts of America
10455 W 6th Ave, Suite 100, Denver, CO 80215-8753
www.bsacoloradoadventure.org T: 303.455.5522 F: 303.455.4689

# 2014 Camp Staff Form Requirements

## Please bring all completed forms to the April 12, 2014 Orientation Meeting

| CAMP FORMS | YES | PAYROLL FORMS | YES |
|---|---|---|---|
| **References (3):** Required by all **new** employees | | **Form W-4:** Needs to be completed by every employee so we can withhold the correct federal income tax from your pay. | |
| **Leadership Team Letter of Agreement:** Need a signed copy for payroll files. | | **Form I-9:** Needs to be completed by every employee to document that each employee (both citizen and noncitizen) is authorized to work in the United States. Photocopies or facsimiles of these documents are not acceptable. **(**Acceptable documents: Valid Driver's license, Passport, valid Student I.D.) **The employee must be present during the Form 1-9 verification process.** | |
| **Health Forms (Parts A, B, C. The Colorado Addendum is required for all camp staff under the age of 18):** Required by BSA and Colorado State laws. | | **Direct Deposit:** All paychecks will be processed through direct deposit or, if you prefer, we can issue you a global cash card (similar to a debit card). Your paycheck would then be "loaded" to the card each payday. There are fees associated with the global cash card. Complete the Depository Name (your bank name), indicate if this is a checking or savings account and write the Transit/ABA (routing) number and account numbers in the appropriate space. If this is a checking account, include a voided check with the authorization form. If this is a savings account, please include a deposit slip. Please sign and date the form. | |
| **Driving Agreement:** Required for employees under the age of 18. | | **Worker's Compensation List of Designated Medical Providers:** For Work-related Injuries and Illnesses signed by employee. Select your camp. Peaceful Valley Tahosa High Adventure Camp | |
| **ADDITIONAL FORMS AND TRAININGS** | | | |
| **Child Abuse Reporting Statement:** Required for all employees. | | **Training – First Aid:** If still current, bring card to orientation. Required for all pool staff. | |
| **Background Check (18):** Required for all new employees. | | **Training – CPR:** If still current, bring card to orientation. Required for all pool staff. | |
| **Fingerprint (18):** Required for all new employees. Processed at camp. | | **Training – Youth Protection:** If still current, bring card to orientation. (Valid for two years.) | |
| **Perjury Statement:** Required for all employees. | | **Training – Harassment:** If still current, bring card to orientation. (Valid for two years.) | |
| | | **Training – Hazardous Weather:** If still current, bring card to orientation. (Valid for two years.) | |