Camp Hebron

There's no place quite like it!

Summer Staff Paperwork Checklist

Use the check boxes on the side to make sure you have each piece of paperwork ready to go for this summer. Please, ask questions as they come up. We can't wait to have you here!

Paperwork Name	Where can it be found?	What needs to happen with it?	Who does this apply to?	Is it done?
Summer Staff Agreement	Adobe Sign Document *Post Completion*: Staff Portal	Review, sign and submit.	All staff & volunteers.	☐
I-9 Form	Adobe Sign Document and Attached to this email. *Post Completion*: Staff Portal	Fill out Section 1. **You must bring the original ID documents with you to Camp for Section 2 to be completed.** Check page 3 for a list of acceptable documents.	New staff. Returning staff, if your ID documents have expired or changed.	☐
W-4 Form	Adobe Sign Document and Attached to this email. *Post Completion*: Staff Portal	Fill out Page 1. Sign and submit.	All staff.	☐
FBI Fingerprints	Adobe Sign Document and Attached to this email. *Post Completion*: Staff Portal	Upload a previous background check to the staff portal. OR **Follow the instructions on the IdentoGO form (Page 3) to schedule your fingerprinting appointment prior to arriving at Camp.** **Hardcopy results are mailed to you. Bring the original copy of your results or have them mailed directly to Camp. Bring your receipt/ UEID code to be reimbursed.**	See Background Check chart below.	☐

Paperwork Name	Where can it be found?	What needs to happen with it?	Who does this apply to?	Is it done?
PA Criminal Record Clearance	*Post Completion*: Staff Portal	Upload a previous background check to the staff portal. OR We'll run this background check for you.	See Background Check chart below.	☐
PA Child Abuse Clearance	Go to: CWIS *Post Completion*: Staff Portal	Upload a previous background check to the staff portal. OR **Create an Individual Login. Click Access My Clearances. Begin a new clearance application.** **Your purpose for the application is: "Individual 14 years of age or older who is applying for or holding a paid position as an employee…"** **There will be a payment code sent to individuals via email.**	See Background Check chart below.	☐
Direct Deposit Authorization	Attached to this email.	Fill out, sign and submit. Bring a voided check or reprinted deposit ticket with you to Camp.	New staff. Returning staff, if your banking info has changed.	☐
Residency Certification Form	Attached to this email.	Fill out, sign and submit.	New staff. Returning staff, if your permanent residence has changed.	☐
Worker's Compensation Form	Attached to this email.	Review, sign and submit.	All staff.	☐
Work Permit	To be obtained from your school district.	Obtain your Work Permit from your school district and bring it to Camp. We'll make a copy of it and return the original.	Staff ages 14-17.	☐

Background Check Chart

TYPE	AGE	PA Child Abuse History Clearance – Act 151	PA State Police Criminal Record Checks – Act 34	Federal (FBI) Criminal Background Check – Act 114
EMPLOYEE	Ages 14-17	No	Yes	No, if they have lived in PA for 10 years or more. Yes, if they have lived in PA less than 10 years.
	Ages 18+	Yes	Yes	Yes
Previously obtained clearances (within the past 5 years) from current employer or previous employer *ONLY,* can be used - (Volunteer clearances are NOT transferrable)				