

2015**Employee Documents & Training Required to Receive a Paycheck**

To: 2015 Camp Staff Members

From: Mike Manner, PA Dutch Council Program Director

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Important:

Please read this document fully. All required paperwork and training must be completed and returned to your Camp Director, unless specifically discussed with your Camp Director, **by May 1** or your first paycheck will be delayed. A paycheck will not be issued as long as any of these items remain incomplete. Do not wait to start your required paperwork or training.

All Required Forms will be posted at <http://www.padutchbsa.org/campstaff> as they become available.

1. Camp Staff Application (ALL)

If you have not already done so, complete and submit a Camp Staff Application.

2. Staff Employment Agreement and Statement of Understanding (ALL)

If you have not already done so, return your signed Staff Employment Agreement and Statement of Understanding to your Camp Director immediately upon deciding to accept summer employment with the PA Dutch Council. Do Not wait to send with your other required paperwork. Your position will not be held indefinitely.

3. W-4 Withholding Certificate (ALL Paid Employees)

In order for the PA Dutch Council to meet state and federal regulations, a 2015 W-4 Form must be completed.

4. I-9 Immigration Form (ALL Paid Employees)

In order for the PA Dutch Council to meet state and federal regulations, an I-9 Form must be completed. The federal government requires that you prove you are a US citizen or have a valid green card. Copies of required identification must be submitted with the completed form. Refer to the back of the I-9 form for acceptable forms of identification. You will only need to submit **one** form of ID if choosing from List A. **Two** forms, one from List B **and** one from List C are required if unable to provide ID from List A. All forms of ID must be current and must not expire prior to the end of the camp season.

5. Worker's Compensation 90 Day Notice Form (ALL)

In order for the PA Dutch Council to meet state and federal regulations, a Worker's Compensation 90 Day Notice Form must be completed. As a seasonal employee of the PA Dutch Council, you will be covered by the Council's Worker's Compensation policy. This form verifies that you have been notified of your rights and duties related to being covered by this policy and where you can obtain information on participating physicians. There is a different form and physician list for [Bashore](#) and [Mack](#). Make sure you select the correct Camp. Return the completed form to your Camp Director and keep the physician list.

6. [Direct Deposit Authorization Form](#) (ALL Paid Employees)

The PA Dutch Council no longer issues any paper checks. This helps eliminate camp disruption around the distribution of physical checks, the possibility of lost checks, and the need for staff to leave camp to get checks cashed. A new Direct Deposit Authorization Form must be submitted each year to ensure we have the correct bank information. If depositing into a checking account, a copy of a voided check is sufficient. If depositing into a savings account, please see your financial institution for the correct numbers to use (the numbers on the deposit slip are not correct). If you supply us with wrong information and the bank rejects your direct deposit request, it will cost you a fee of \$15.00. If you choose not to participate, or do not turn in a Direct Deposit Authorization Form, you will automatically be enrolled in our reloadable pay card program. If you had a reloadable pay card previously, that same card will be reactivated and must be used. There are fees associated with withdrawing funds from a pay card.

7. Certificate of Residence Form (ALL Paid Employees)

This form helps to gather the information on the school district in which you reside so that the correct amount of Earned Income Tax can be withheld from your pay since numerous school districts have started collecting more than just 1% in local taxes. There is a different form for [Bashore](#) and [Mack](#). Make sure you select the correct Camp.

8. [Local Services Tax Form](#) and [Exemption Form](#) (ALL Paid Employees-BASHORE ONLY)

Union Township where Bashore is located collects a Local Services Tax. If you are already paying a Local Services Tax somewhere else or you are exempt you do not have to pay this fee again. If LST tax has been paid through another employer, you must attach proof (paystub clearly stating the amount that is being withheld) to your LST Form so withholding does not happen again. If you are exempt from LST tax, you must also complete an LST Exemption Form, attach any necessary verification, and sign the bottom so withholding does not occur.

9. Working Permit (ALL STAFF UNDER AGE 18)

All staff members 17 years of age or younger, including high school graduates, are required to have a Pennsylvania work permit. As the PA Dutch Council business office has a Pennsylvania address, you are considered employed in the Commonwealth of Pennsylvania. Regardless of the state in which you reside, you are required to obtain PA state documents. These documents can be obtained at a Pennsylvania school, typically at the guidance counselor's or principal's office. Make sure this is done prior to the end of the school year. Staff members 17 years of age or younger will not be able to begin their employment until this document has been received.

10. Emergency Contact and Permission to Transport Minor Form (ALL)

All staff members must provide at least two emergency contacts in the event that something happens while at camp. In order for staff members under the age of 18 to be transported to and from camp for various reasons, including nights out, the Permission to Transport Minor portion of the page must be completed and signed by a parent or guardian.

11. BSA Camp Staff Registration (ALL)

All staff members are required to be registered with the Boy Scouts of America as a Camp Staff Member. This is in addition to any other current BSA registrations (unit, district, council) that you may have. If you do have another BSA registration there will be no additional registration fees. To register as a BSA Camp Staff Member, each staff member must complete a new BSA Membership Application. As of March 1, 2015, staff members under 18 years old must use the [BSA Youth Membership Application](#). Anyone 18 years of age or older must use the [BSA Adult Volunteer Application](#) and meet all adult BSA membership requirements even if they will be participating as a youth member until age 21. On the application, adults should use position code 49 – Camp Staff Member. Youth (anyone under 18) should write position code 49M – Camp Staff Member – Youth

12. National BSA Registered Camp Staff Code of Conduct (ALL)

A signed copy of this form must be on file for all registered camp staff members per BSA national policy.

13. Physical (ALL)

All employees must have a valid [Annual BSA Health and Medical Records Parts A, B, & C](#) on file. A copy of both sides of your family's medical insurance card must be attached. The form must be signed and dated after August 10, 2014.

14. Camp Staff Uniforms (ALL)

See the posted [PA Dutch Council Camp Staff Uniform Policy](#). All staff members are required to follow this policy and have enough BSA Field and Activity uniforms to do so. To assist staff members in obtaining enough uniforms, the PA Dutch Council Scout Shop offers a 20% discount on basic uniform parts. To receive the discount a signed Employment Agreement must be on file. Staff members may receive this discount in person at the PA Dutch Council Scout Shop with a copy of the Discount Letter. Staff members may also order uniform parts using the provided [BSA Uniform Order Form](#). Orders and payment must be received by May 15 for delivery at Staff Week. All Staff members will be provided with two camp staff polo shirts. Aquatics staff members will be provided matching swim trunks. Extra polos, swim trunks (aquatic staff only), or other Camp Staff specific apparel may be ordered using the provided order forms.

Required Training

The following online trainings must be completed prior to arriving at camp. Staff members will not be able to begin employment if these trainings are incomplete.

Each of these trainings are valid for two years. Please provide a copy of your previous training completion certificates if they are still valid.

15. Seasonal Camp Staff Unlawful Harassment Prevention Training (ALL)

- a. Go to the following link: <http://el.lawroom.com/bsaregistration.aspx>
- b. Using the drop down boxes, enter or select the required information.
- c. When the required fields have been completed you will be directed to the required training course.
- d. Complete the training course and print the certificate of completion.
- e. Provide a copy of the certificate of completion with your employment paperwork.

For questions about this training contact your Camp Director. For problems with access to, or functionality of the course contact LawRoom 1-800-652-9546 or admin@lawroom.com.

16. Youth Protection Training (ALL)

All staff members, regardless of age, must complete Youth Protection Training. Provide a copy of the certificate of completion with your employment paperwork. To take Youth Protection Training online go to <http://www.myscouting.org>.

17. Hazardous Weather Training (ALL)

All staff members, regardless of age, must complete Hazardous Weather Training. Provide a copy of the certificate of completion with your employment paperwork. To take Hazardous Weather Training online go to <http://www.myscouting.org>.

PA Child Protection Clearances and Training

With the implementation of PA Act 153 of 2014, all Camp Staff members (including CITs) and camp volunteers must now complete a series of child protection clearances prior to beginning any work in which they are “responsible for the welfare of a child or having direct contact with children.” For the purpose of this law, CITs are considered employees because they are provided Room and Board and are under the control of the Camp Director while at Camp.

Beginning in 2015, all staff members and volunteers must complete the clearances listed below. Clearances are valid for 36 months. Employees who have obtained these clearances for other organizations must complete and submit new clearances and submit an original report of each clearance to your Camp Director when completed. Clearances will be kept in locked storage at the Council Service Center.

Staff members will be responsible for paying for clearances initially. Keep your receipts. Upon receipt of all three clearances and submission of receipts, staff members will be reimbursed for their expense.

18. Pennsylvania State Police Criminal History Check – Cost \$10 (ALL)

- a. Go to <https://epatch.state.pa.us/Home.jsp>
- b. Select “Submit a New Record Check” about half way down the page to begin the process.
- c. On the Personal Information screen, select “Employment Screening” under Reason For Request.
- d. Once your request has finished processing, do one of the following:
 - i. If No Record, print the Record Check Request Results page clearly showing your Control # and “No Record.”
 - ii. If Record, submit the report that will be mailed to you.
- e. If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

19. PA Department of Human Services Child Abuse History Clearance – Cost \$10 (ALL)

- a. Go to <https://www.compass.state.pa.us/cwis/public/home>
- b. Select “Create a New Account” to begin the process.
- c. Once on the application, select “Employment with a significant likelihood of regular contact with children” as the Application Purpose.

- d. After completing and submitting your clearance application, it will take 4 to 6 weeks for your report to be mailed to you. Once you receive it, turn it in to your camp director.
- e. For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

20. Fingerprint-Based FBI Criminal Background Check – Cost \$27.50 (See Below)

- a. Required for all paid employees, CITs, and volunteers helping more than one week. Required for any volunteer who has lived outside of PA in the last 10 years.
 - i. Volunteers working one week or less are not required to obtain the FBI Clearance if they have been a continuous resident of PA for the past 10 years. Volunteers in this situation must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under § 6344.
 - 1. To do this, complete a [Disclosure Statement for Volunteers](#) form and turn it in.
- b. PA Residents: This is a multi-step process involving first registering and paying online then going to an authorized fingerprint location.
 - ii. Go to https://www.pa.cogentid.com/index_dpwNew.htm.
 - iii. Click “Registration Procedures” under the Registration heading.
 - iv. Follow the directions on the Registration Procedures page.
 - v. When you get to the online registration form, choose Credit Card under payment type. Leave the Agency ID and Agency Address fields empty.
- c. Non-PA Residents: Fingerprint cards are the only option for out-of-state applicants. Here are the steps to take to complete the process:
 - i. Find someone (local police jurisdiction or State Police) who is able to take ink-based fingerprints and place them on FBI fingerprint cards. If you need fingerprint cards, you can download them from the FBI’s website at <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/fd-258-1>.
 - i. Under Employer and Address enter – PA Dutch Council, BSA 630 Janet Ave. Suite B114, Lancaster, PA 17601
 - ii. Under Reason Fingerprinted enter Child Care
 - ii. Register on-line by going to https://www.pa.cogentid.com/index_dpwNew.htm. Select “Register Online.” Go through the online registration process. Print out the last screen where it says you have completed registration. The fee can be paid online with a credit card or you can submit a money order (if using a money order make it payable to 3M Cogent).
 - iii. Mail in the completed cards, a copy of the registration receipt and a money order (if applicable) to PA DPW Card Receiver, 3M Cogent, 5025

Bradenton Ave., Suite A Dublin, Ohio 43017 (address for 3M Cogent will be provided once you finish registering online).

- iv. **Important Note** - The FBI needs two separate sets of ink print cards submitted before they will do a name search. So, if there are any issues with having difficulty obtaining clear prints (medical condition that doesn't allow you to fully open your hands, worn fingerprints, etc.) you might be required to submit a second set of fingerprints. This isn't always necessary, but if the first set isn't clear and the FBI rejects them this will add a significant delay if you did not get two sets completed initially. Please be sure to get two done, send them both and the second set will be held to see if the FBI rejects the first set.
- v. **Important Note** – When you register on-line, you are going to enter your address. This address is used to not only assist in the search of a criminal record but is also used to mail the results letter. Be sure to enter an address where you can receive your results letter.
- d. Once finished it should take 2 to 3 weeks for you to receive your report back from the FBI. Once you receive it, turn it in.

If you have questions about any of this paperwork or required pre-camp training, contact your Camp Director or Mike at the PA Dutch Council Service Center 717-553-4205.

Staff Paperwork and Training Checklist

<u>Complete</u>	<u>What</u>	<u>Who</u>
	Staff Application	All
	Staff Employment Agreement & Statement of Understanding	All
	W-4 Withholding Certificate	All Paid
	I-9 Immigration Form	All Paid
	Worker’s Compensation 90 Day Notice Form	All Paid
	Direct Deposit Authorization Form	All Paid
	Certificate of Residence Form	All Paid
	Local Services Tax Form and Exemption Form	All Paid- Bashore Only
	Working Permit	Staff Under 18
	Emergency Contact & Permission to Transport Form	All
	BSA Camp Staff Registration	All
	National BSA Camp Staff Code of Conduct	All
	Physical	All
	Camp Staff Uniforms	All
	Unlawful Harassment Prevention Training	All
	Youth Protection Training	All
	Hazardous Weather Training	All
	PA State Police Criminal History Check	All
	Child Abuse History Clearance	All
	FBI Criminal History Check	See # 19 Above