



## Camp Staff Employment Paperwork Checklist

All employment paperwork is emailed out by [Peggy.Talarico@scouting.org](mailto:Peggy.Talarico@scouting.org).

### All Staff

- Letter of Agreement
- Federal W-4
- State W-4
  - o Cedars needs NE completed
  - o Amikaro needs both IA and NE completed
- I-9
  - o Complete form
  - o Employee and documents shown to Peggy Talarico or MAC staff member as designated by Peggy.
- Direct Deposit
- Annual Health & Medical Record Form – Parts A, B, C
  - o Don't submit with paperwork. Bring with staff member to camp.
- BSA Camp Staff Registration
  - o All staff must complete to be registered as camp staff
  - o Complete Youth or Adult BSA registration form
  - o Pay BSA registration fees if not currently registered
- Youth Protection Training
  - o Submit completion certificate
  - o All staff must complete online training
- Workplace Harassment Prevention Training
  - o Submit completion certificate
- Code of Conduct

### Staff who are 14 or 15 years old

- Cedars staff
  - o Nebraska Employment of Minors Certificate
- Amikaro staff – both forms
  - o Nebraska Employment of Minors Certificate
  - o Iowa Child Labor Permit