

PAPERWORK CHECK LIST
(please return this sheet by June 1)

- I have previously received and returned one signed copy of my contract and agree to abide by the Code of Conduct.
- I understand the enclosed job description(s).
- I understand and agree to abide by the enclosed framework for communicating effectively with children.
- I authorize Camp Scatico to obtain my Motor Vehicle Records report for employment purposes and authorize anyone to disclose this information to Camp Scatico and release all persons from any liability for obtaining or providing this information. I agree that a photocopy or fax copy of this authorization is as valid as the original.

Health History & Examination Form (medical):


- I have filled out the meningococcal section on the form.
- I have included a copy of my insurance card.
- I have received notice of the recommended vaccinations for staff in the camp setting, including protection against vaccine-preventable diseases, such as mumps and whooping cough (pertussis).
- I have included a copy of my immunization record.

Staff under 18 years of age on the first day of camp:

- I live in New York State and have obtained working papers or have submitted a copy of my birth certificate.
- My parents have signed "Permission to Provide . . ." included on the Medical Form.
- I will be taking routine medication this summer, and my parents have subscribed to *CampMeds*.
- My parents have signed the "Permission to leave camp grounds . . ." included on the back of my contract. This covers evenings and days off with other Scatico staff.

Staff eligible to bring a car to camp (19 years old or completed one year of college)

- I agree to abide by the policy enclosed in this mailing.
- Driver's License Number _____ State _____
- Vehicle License Plate _____ Model and Year _____

Transportation to Camp: On June 3rd, 15th and on June 21st, Staff will be picked up at 2:00PM from from  Hostelling International at 891 Amsterdam Avenue (between 103rd and 104th Streets) in Manhattan. Fill out one of the following options:

- June 3: Staff working pre-camp
I am arriving _____ by car _____ by Scatico transportation
- June 15: for Support Staff or Counselors taking the certification course in lifeguarding or first aid
I am arriving _____ by car _____ by Scatico transportation
- June 21: for Counselors new to Scatico
I am arriving _____ by car _____ by Scatico transportation
- June 23: for Counselors who have previously spent a summer at Scatico. Plan to arrive at camp by 3PM.
- Other arrangements _____

Signature of Staff Member _____

Print Name _____ **Date** _____