

Please return the following items to complete your employment. Also, retain a copy for your record.

- Employment letter
- Signed Job Description
- Form W4
- Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting Form I-9
- (1) Document that establishes Identity (drivers license, school ID etc off list B)
- (1) Document that establishes Employment Authorization (SS card, Birth Certificate etc off list C)
- IOI Authorization for Direct Deposit
- Camp Staff Code of Conduct
- GEC Driving and Riding Policy
- Proof of First Aid Training (if you have it)
- Proof of CPR Training (if you have it)
- Proof of Sexual Harassment Training (instructions found on glaciersedge.org/)
- Proof of current Youth Protection Training
- Proof of any National Camp School, NRA, ARC Certifications you possess
- WI Work Permit (for ALL STAFF UNDER 16)

BSA Membership

The Boy Scouts of America require all camp staff to be registered members of the BSA in good standing. If you are a youth member of the program, you're set! If you're an adult, please fill out and submit a complete BSA Adult Application (this has to be done annually) with your paperwork.

All membership related fees will be covered by the council.

Please return your paperwork to the council office prior to June 1st!

Glacier's Edge Council
ATTN: Summer Camp Staff
5846 Manufacturer's Dr.
Madison, WI 53704