BRIARWOOD DAY CAMP FORMS CHART / JUNIOR COUNSELOR / 2020

ALL FORMS WITH THE EXCEPTION OF WORKING PAPERS CAN BE FOUND ON BRIARWOOD'S STAFF FORMS WEB PAGE

IF YOU ARE A <u>RETURNING</u> JUNIOR COUNSELOR THAT IS <u>NOT 18</u> YEARS OLD BY THE FIRST DAY OF CAMP, PLEASE SEND THE FOLLOWING 3 FORMS TO ANNE@BRIARWOODDAYCAMP.COM

- 2020 W-4
- 2020 JUNIOR COUNSELOR HEALTH FORM, SIGNED BY A PARENT OR GUARDIAN (PLUS PERMISSION TO MEDICATE, IF APPLICABLE)
- FIRST PAGE OF THE STAFF HANDBOOK, READ AND SIGNED

IF YOU ARE A <u>RETURNING</u> JUNIOR COUNSELOR THAT <u>IS 18</u> YEARS OLD OR WILL BE BY THE FIRST DAY OF CAMP, PLEASE SEND THE FOLLOWING 5 FORMS TO ANNE@BRIARWOODDAYCAMP

- 2020 W-4
- 2020 JUNIOR COUNSELOR HEALTH FORM
- FIRST PAGE OF THE STAFF HANDBOOK, READ AND SIGNED
- 2020 CRIMINAL BACKGROUND CHECK
- FBI FINGERPRINT CLEARANCE

IF YOU ARE A <u>NEW</u> JUNIOR COUNSELOR THAT IS <u>NOT 18</u> YEARS OLD BY THE FIRST DAY OF CAMP AND HAVE <u>LIVED IN</u> <u>PENNSYLVANIA FOR AT LEAST 10 YEARS</u>, PLEASE SEND THE FOLLOWING <u>7 FORMS</u> TO ANNE@BRIARWOODDAYCAMP.COM

- 2020 W-4
- 2020 JUNIOR COUNSELOR HEALTH FORM, SIGNED BY A PARENT OR GUARDIAN (PLUS PERMISSION TO MEDICATE, IF APPLICABLE)
- FIRST PAGE OF THE STAFF HANDBOOK, READ AND SIGNED
- 2020 CRIMINAL BACKGROUND CHECK
- CHILD ABUSE CLEARANCE
- JUNIOR COUNSELOR CERTIFICATION OF RESIDENCY AND CLEAR RECORD
- WORKING PAPERS

IF YOU ARE A <u>NEW JUNIOR COUNSELOR THAT IS NOT 18</u> YEARS OLD BY THE FIRST DAY OF CAMP AND HAVE <u>NOT LIVED IN PENNSYLVANIA FOR AT LEAST 10 YEARS</u>, PLEASE SEND THE FOLLOWING <u>7 FORMS</u> TO ANNE@BRIARWOODDAYCAMP.COM

- 2020 W-4
- 2020 JUNIOR COUNSELOR HEALTH FORM, SIGNED BY A PARENT OR GUARDIAN (PLUS PERMISSION TO MEDICATE, IF APPLICABLE)
- FIRST PAGE OF THE STAFF HANDBOOK, READ AND SIGNED
- 2020 CRIMINAL BACKGROUND CHECK
- CHILD ABUSE CLEARANCE
- FBI FINGERPRINT CLEARANCE
- WORKING PAPERS

IF YOU ARE A <u>NEW</u> JUNIOR COUNSELOR THAT <u>IS 18 YEARS OLD OR WILL BE</u> BY THE FIRST DAY OF CAMP, <u>REGARDLESS OF WHERE YOU HAVE LIVED</u>, PLEASE SEND THE FOLLOWING 6 FORMS TO ANNE@BRIARWOODDAYCAMP.COM

- 2020 W-4
- 2020 JUNIOR COPUNSELOR HEALTH FORM
- FIRST PAGE OF THE STAFF HANDBOOK, READ AND SIGNED
- 2020 CRIMINAL BACKGROUND CHECK
- CHILD ABUSE CLEARANCE
- FBI FINGERPRINT CLEARANCE