

**BRIARWOOD DAY CAMP  
FORMS CHART / SENIOR STAFF /2020**

**PLEASE NOTE:**

1. As an employee of Briarwood Day Camp, we must have the following clearances on file:
  - a. FBI Fingerprint Clearance – valid for 60 months
  - b. Child Abuse Clearance- valid for 60 months
  - c. Pennsylvania Criminal Background Check – each calendar year (dated 2020)
  
2. After you submit your clearances, **PLEASE KEEP A COPY FOR YOUR OWN RECORDS.**

**RETURNING SENIOR STAFF THAT HAVE VALID CLEARANCES, NOT EXPIRING IN 2020, PLEASE SUBMIT THE FOLLOWING 4 FORMS TO ANNE@BRIARWOODDAYCAMP.COM**

-  2020 W-4
-  2020 SENIOR STAFF HEALTH FORM
-  FIRST PAGE OF 2020 STAFF HANDBOOK, READ AND SIGNED
-  2020 PENNSYLVANIA CRIMINAL BACKGROUND CHECK

***\*\*If your FBI clearance and/or your Child Abuse clearance are expiring, you will be contacted.***

**NEW SENIOR STAFF THAT HAVE VALID AND EXISTING CLEARANCES FROM OTHER EMPLOYMENT. PLEASE SUBMIT THE FOLLOWING 7 FORMS TO ANNE@BRIARWOODDAYCAMP.COM**

**\*\*\*WE ARE UNABLE TO ACCEPT VOLUNTEER CLEARANCES. ALL CLEARANCES MUST BE FOR EMPLOYMENT ONLY\*\*\***

-  2020 W-4
-  2020 SENIOR STAFF HEALTH FORM
-  FIRST PAGE OF 2020 STAFF HANDBOOK, READ AND SIGNED
-  2020 PENNSYLVANIA CRIMINAL BACKGROUND CHECK
-  CHILD ABUSE CLEARANCE
-  FBI FINGERPRINT CLEARANCE
-  SENIOR COUNSELOR CERTIFICATION OF VALID AND EXISTING CLEARANCES

**NEW SENIOR STAFF THAT DO NOT HAVE CLEARANCES FROM OTHER EMPLOYMENT PLEASE SUBMIT THE FOLLOWING 6 FORMS TO ANNE@BRIARWOODDAYCAMP.COM**

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