



## Briarwood Day Camp 2021 Staff Forms Needed for Employment

### A few notes to be aware of before uploading and submitting your paperwork.

1. For those staff members that have previously been employed at Briarwood Day Camp, we have a new system in place for how we will receive your paperwork. Please **carefully** read the chart below. We are aware that you may have submitted clearances for a previous season. We will still need you to resubmit the clearances by **uploading** them to your CampInTouch account.
2. For all staff members, we are unable to accept clearances that were obtained for volunteer purposes. **All clearances must be for employment purposes only. All clearances must be valid and not expired.**
3. When you request clearances from the various agencies be sure to select “**Individual Request**” if you are asked to make a choice. This will guarantee that you will receive your own clearance (this should become clear when you apply). Briarwood needs your **actual certificate for each clearance**, not the confirmation that you requested the certificate. Make sure you upload your actual clearance. **LEAVE YOURSELF PLENTY OF TIME SO YOUR CLEARANCES ARE UPLOADED BY THE DUE DATE.**
4. Except for the I-9 and your staff health form, all paperwork must be **uploaded** from your device to your CampInTouch account. The Health Form can be filled out and submitted through your CampInTouch account and the I-9 will be physically handed to us in person.
5. When we say “all staff under 18,” we mean all staff that will be under 18 on the first day of camp.

Forms	ALL STAFF UNDER 18 YEARS OF AGE THAT HAVE LIVED IN PA FOR THE PAST 10 YEARS	ALL STAFF UNDER 18 YEARS OF AGE THAT HAVE <u>NOT</u> LIVED IN PA FOR THE PAST 10 YEARS	ALL STAFF 18 YEARS OF AGE AND OLDER	PLEASE USE THIS BOX TO CHECK OFF AS YOU GO!
PA Child Abuse Clearance	Please upload to your CampInTouch account	Please upload to your CampInTouch account	Please upload to your CampInTouch account	
PA Criminal Background Check, dated 2021	Please upload to your CampInTouch account	Please upload to your CampInTouch account	Please upload to your CampInTouch account	
FBI Fingerprint Clearance	<b>NOT NEEDED</b>	Please upload to your CampInTouch account	Please upload to your CampInTouch account	
Junior Counselor Certification of Clear Record and Residency	Please upload to your CampInTouch account	<b>NOT NEEDED</b>	<b>NOT NEEDED</b>	
Certification of Transferred Valid, Existing Clearances	Please upload to your CampInTouch account <b>only if the above clearances were used for other employment</b>	Please upload to your CampInTouch account <b>only if the above clearances were used for other employment</b>	Please upload to your CampInTouch account <b>only if the above clearances were used for other employment</b>	
2021 W-4	Please upload to your CampInTouch account	Please upload to your CampInTouch account	Please upload to your CampInTouch account	
First Page of Staff Handbook, read and signed (this document will be available in the spring)	Please upload to your CampInTouch account	Please upload to your CampInTouch account	Please upload to your CampInTouch account	
Working Papers	Please upload to your CampInTouch account	Please upload to your CampInTouch account	<b>NOT NEEDED</b>	
I-9	Fill out and bring to orientation. <b>Do not email, fax, or mail.</b>	Fill out and bring to orientation. <b>Do not email, fax, or mail.</b>	Fill out and bring to orientation. <b>Do not email, fax, or mail</b>	
Staff Health Form	Please fill out and submit to your CampInTouch account	Please fill out and submit to your CampInTouch account	Please fill out and submit on your CampInTouch account	
Staff Permission to Medicate	Please upload to your CampInTouch account only if applicable	Please upload to your CampInTouch account only if applicable	<b>NOT NEEDED</b>	

If you still have questions after you've tried to take care of these items, call Anne at (215) 598-7143 or email her at [anne@briarwooddaycamp.com](mailto:anne@briarwooddaycamp.com).