



Briarwood Day Camp 2024 Staff Forms Needed for Employment

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

1. We need paperwork from all employees. For all staff members, we are unable to accept clearances that were obtained for volunteer purposes.
2. For those staff members that have previously been employed at Briarwood Day Camp, we have carried over some of your forms and you will see them in your profile. However, there are certain forms that we need you to complete and upload each year. These include **Pennsylvania Criminal Background Check, First Page of the Staff Handbook, Health Form, and Permission to Medicate**. Please make sure that your forms are **not expired**. If they are, please resubmit a new clearance by using the **upload again** feature, or if you'd otherwise like to submit a new version of the old form. **Example:** If your FBI clearance or your Child Abuse clearance expired in October of 2023, you will need to upload a new, up to date form prior to employment. Also, you do not need to provide another W-4 each year unless your address is changed or if you want to change your withholdings.
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 certificate. 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 (if you are a new staff member in 2024 or if you last provided an I-9 in 2021) will be physically handed to us in person. The I-9 is good for 3 years. If you submitted an I-9 in 2022 or 2023, you do not need to resubmit that form.
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
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 2024	Please upload to your CampInTouch account	Please upload to your CampInTouch account	Please upload to your CampInTouch account
FBI Fingerprint Clearance Obtained through DHS Code 1KG738 through identogo.	NOT NEEDED (See next form)	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	NOT NEEDED	NOT NEEDED
Certification of Transferred Valid, Existing Clearances	Please upload to your CampInTouch account only if the above clearances were used for other employment	Please upload to your CampInTouch account only if the above clearances were used for other employment	Please upload to your CampInTouch account only if the above clearances were used for other employment
W-4	Please upload to your CampInTouch account	Please upload to your CampInTouch account	Please upload to your CampInTouch account
Signed First Page of Staff Handbook (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	NOT NEEDED
I-9 For staff that are new in 2024 or last provided the form in 2021	Fill it out and bring it to orientation. Do not email, fax, or mail.	Fill it out and bring it to orientation. Do not email, fax, or mail.	Fill it out and bring it to orientation. Do not email, fax, or mail
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	NOT NEEDED

If you still have questions after you've tried to take care of these items, call Susan at (215) 598-7143 or email her at susan@briarwooddaycamp.com.