



Please return the following items to complete your employment no later than two months after your date of hire or before May 14th.

- Employment letter
- Registration Application (Youth or Adult Application filled out completely)
- Form W4
- Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting Form I-9
- (1) Document that establishes Identity (driver's license, school ID etc off list B)
- (1) Document that establishes Employment Authorization (SS card, Birth Certificate etc. off list C)
- Direct Deposit Authorization
- Camp Staff Code of Conduct
- GEC Driving and Riding Policy
- BSA Health & Medical form parts A, B & C
- Staff Manual Agreement
- Proof of Sexual Harassment Training
- Proof of Hazardous Weather Training
- Proof of First Aid Training (if you have it)
- Proof of CPR Training (if you have it)
- 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. All camp staff need to have a new registration application on file for their employment. No additional fees are needed.

Please return your paperwork to the council office prior to Monday, May 16th!

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