



Please return the following items to complete your employment no later than two months after your date of hire or before April 11th.

- 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 Peer-On-Peer Abuse 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)

Scouting America Membership

Scouting America requires all camp staff to be registered members of 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 Saturday, April 11th!

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