



Camp Howe
P.O. Box 326
Goshen, MA 01032
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www.camphowe.com
413-549-3969

CHECKLIST

Here is a checklist of all the paperwork that needs to be returned to Terrie Campbell before you arrive at camp. The sooner the better. If you have any questions please E-mail her at executivedirector@camphowe.com or phone her at 413-549-3969. We will be reviewing these forms during staff training.

- Read and reviewed offer letter
- Read and reviewed job description

Sign and return the following:

- Personnel Policies (last pages)
- I-9 Employment Eligibility Verification with copies of required information: See list on back of form. Bring the originals with you on the first day of camp.
- State Tax Form - International Staff please complete tax forms to the best of your ability
- Federal Tax Form - International Staff please complete tax forms to the best of your ability
- Cori Acknowledgement Form for all Staff
- International Staff** - Police background check from your home country.
- American Staff who live outside of MA (as stated on your drivers licence)** a letter from your local police station listing your current criminal background (if any) or stating you have no criminal history.
- Sori Acknowledgement Form – fill in the details at the bottom of the page (Marked with *)
- Voluntary Disclosure
- Notice of Seasonal Employment
- Employment history for the past 5 years. Please be specific.
- Health History and Examination – does not need to be sent in immediately but you must have it upon arrival at camp.

Photocopies of the following certifications

Bring the original certifications with you to camp on the first day.

- CPR
- First Aid
- WSI
- Lifeguard
- Waterfront Lifeguard
- Ropes Course
- Boating- Type _____
- Archery
- Other _____
- _____
- _____
- _____
- _____

