



**PIERCE CAMP BIRCHMONT**  
 37 MINEOLA AVENUE  
 ROSLYN NY 11576  
 516 621 5035  
 GHowes@campbirchmont.com

# STAFF CHECKLIST . . .

1.	<b>REQUIRED Contract</b> One copy is for you to keep.	<b>RETURN</b> ONE SIGNED COPY right away. Email <a href="mailto:ghowes@campbirchmont.com">ghowes@campbirchmont.com</a> immediately if any concerns.	<input type="checkbox"/>
2.	<b>“KEY” AFFIDAVIT</b> – a CONDENSED outline of some responsibilities and expectations we see as “KEY” to being successful at camp.	<b>KEEP</b> read thoroughly and email <a href="mailto:ghowes@campbirchmont.com">ghowes@campbirchmont.com</a> if any questions or concerns as to its contents.	<input type="checkbox"/>
3.	<b>REQUIRED “Sign &amp; Return” sheet</b> showing you have read and accept the Key Affidavit.	<b>RETURN</b> Sign & return immediately	<input type="checkbox"/>
4.	<b>REQUIRED Staff Transportation Form</b>	<b>RETURN</b> — Return immediately. Email <a href="mailto:ghowes@campbirchmont.com">ghowes@campbirchmont.com</a> if any concerns.	<input type="checkbox"/>
5.	<b>REQUIRED Health History Form</b> <b><u>IMMUNIZATIONS MUST BE CURRENT.</u></b>	<b>RETURN</b> — Complete, sign, and return by June 1 <sup>st</sup> (or bring with you to camp). (INTERNATIONAL STAFF MAY USE THE FORM PROVIDED BY SPONSORING AGENCY; HOWEVER, IMMUNIZATIONS MUST BE CURRENT.)	<input type="checkbox"/>
6.	<b>REQUIRED American Camp Association (ACA) Voluntary Disclosure Statement</b>	<b>RETURN</b> — ALL Camp Staff MUST complete, sign and return each year. This is NOT optional, despite its name.	<input type="checkbox"/>
7.	<b>REQUIRED Copies of Certifications in the Specialty Area in which you are hired to work</b>	<b>SEND or BRING</b> — If you are hired as a Specialist (waterfront, tennis, etc.), make copies of your certifications (like Bronze Medallion) and send them to us (or bring them with you to camp and submit them to the office).	<input type="checkbox"/>