



## **PAPERWORK CHECKLIST**

**Send the following documents to Luther Glen**

**39136 Harris Road, Oak Glen, CA 92399**

- Summer Staff Information Form
- Direct Deposit Form
- Health History Form
- Health Insurance Information Form & Copy of Insurance Card
- Federal Income Tax Withholding (W-4 Form)
- Employment Eligibility Verification (I-9 Form)
- Appropriate identification with copies. Acceptable documents include:
  - U.S. Passport
  - Driver's License **AND** Birth Certificate – original or certified copy
  - State ID card with photograph **AND** Social Security card
  - School ID card with photograph **AND** Birth Certificate/Social Security card
- Voluntary Disclosure Statement (only staff 18 and older)
- Background Check Authorization & Release Form (with \$12 only staff 18 and older)
- Drug Test
- Vehicle Use & Staff Driver Information Form (if you will have a car at camp)
- Spare set of vehicle keys (if you will have a car at camp) Must be turned in on arrival at camp.
- Any certification cards – CPR, First Aid, Lifeguarding, Archery, etc.
- Summer Appeal Mailing List

If you are under 18, send all of the above, EXCEPT Background Check, PLUS:

- Support Staff Parent/Guardian Permission Form (signed by parent or legal guardian)
- Completed Work Permit (from your school)