

LUTHERAN RETREATS, CAMPS & CONFERENCES

El Camino Pines & Luther Glen Farm

2026 LRCC SUMMER PAPERWORK CHECKLIST

- 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)
 - Lifescan Background Check receipt. (only staff 18 and older) (Returners do not need this)
 - Drug Test Authorization
 - Vehicle Use & Staff Driver Information Form (if you will have a car stay 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.
- If you are under 18, send all of the above, EXCEPT Voluntary Disclosure Statement & Background Check, PLUS:***
- Support Staff Parent/Guardian Permission Form (signed by parent or legal guardian)
 - Completed Work Permit (from your school)

Send forms as PDF to huck@lrcchome.com

Or mail to:

LRCC

ATTN: Summer Hiring

39136 Harris Rd. Oak Glen, CA 92399