

LUTHERAN RETREATS, CAMPS & CONFERENCES

El Camino Pines & Luther Glen Farm

2025 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)
- ☐ 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)

Use Genius Scan App and send forms as PDF to huck@lrcchome.com

Or mail to:

LRCC

ATTN: Summer Hiring

39136 Harris Rd. Oak Glen, CA 92399