



CAMP ACAHELA

Dear Acahela Staffer,

Welcome to the 2025 Acahela Staff Team! You are a very important link to making this summer another milestone season at Acahela. Thank you for making the commitment to serving youth this summer through your dedication to our staff philosophy and mission!

The following information is **very important** to getting our season into full swing. Please read everything carefully and act accordingly. If you have any questions, feel free to contact me.

1. When to report to camp: All staff members should arrive at camp on:

Friday, June 27th by 10:00 am – dress is casual

Everyone should immediately check in at the Camp Office in the Admin Building with **all** your paperwork if you have not turned it in before.

2. Forms & Stuff:

Below is a list of forms and credentials that you should review and act on appropriately:

A. Uniform Order Form: The Council extends to camp staff the opportunity to purchase BSA uniforms at a discounted price (yellow sheet enclosed). You may stop in at the Scout Shop at the Service Center **with this sheet** anytime in the coming weeks if you would like to take advantage of this offer. All uniform purchases must be paid in full. Bring casual/work clothes for the initial staff week, **but bring Class A uniform also.**

Remember, as a staff we wear the official Scout uniforms during all program times. During the day, the Class B uniform consists of the olive scout shorts or pants; scout belt; scout socks –long, short, or crew; and a scouting-related T- shirt. The formal uniform for evening colors & dinner is the Class A...which is the same as the B except the official scout khaki shirt is worn instead of the T-shirt.

B. Medical Form: When you check in, you **must** have a completed BSA medical form, **parts A, B and C, signed by a physician within the last 12 months, with a copy of your insurance card attached.** So, a form signed/dated anytime after August 2024 is OK. There is not a blank form enclosed...you need to go online and access the form (if you do a web search for “BSA Medical form”, it comes right up). Type all the information into Parts A & B, and then print it (4 pages) and take it to your physician to complete Part C. Don’t forget to bring with you any medications that you usually take!

C. The W-4 tax form: This tax withholding form is enclosed and should also be completed and turned in upon check in. Ask a parent for assistance in completing this form if you need help. *(CIT’s do not have to fill out this form.)*

D. I-9 Employment Eligibility form: This form is also enclosed and should be turned in at check in. All you need to fill out is Section 1 and **bring the appropriate identifications with you** which are listed on the 2nd page. You can bring one document from List A (like a passport) **or:** one document from List B (like a drivers license, photo ID, or school report card) **and** one from List C (like a social security card or birth certificate).

E. Release of Minor Staff form: This form needs to be completed and turned in to the Camp Director for staff who are age 17 and under. This form needs to be on file *before* you can leave camp. The form is fairly self-explanatory.

F. Letter of Agreement: If you have not yet returned your letter of agreement (contract), please sign it (and have your parent sign as well if you are under 18) and bring it. Some of you already have these, but **if not, it is being sent to you separately shortly.**

OVER.....

Work Permit: Those of you age 17 and under need to provide a copy of work permit. These are available through your school or school district office. Once you have one, they are good until you turn 18, so one from a few years ago is ok.

G. Staff Hoodie Order Form: We will again be providing the opportunity to order staff hoodies for those who want them. The form and payment **MUST** be turned in **by the date stated on the form (June 7th)** to get a hoodie this year.

3. Child Abuse & Criminal History Clearances: Per PA State law, all employees **must** obtain these 3 clearances. Find the sheet enclosed with the heading “IMPORTANT: IMMEDIATE ACTION REQUIRED” and read this entire document. It walks you through, step by step, more or less, on how to obtain these and get reimbursed for the cost. **Begin this process immediately!** Bring the original certificates to camp. Once all clearances are on file, we will reimburse you for the cost of them using the form in the packet. **If you completed and turned these in previously, they are good for 5 years and you do not have to do them again until they expire.** Those under 18 likely do not have to do the FBI clearance -read the document to see if you are exempt from this. **If you turned 18 this year, you will need to complete the FBI clearance.**

4. Certifications: Any staff members who hold current, or recently expired, certification in **CPR or First Aid** or BSA Lifeguard, please bring your cert cards. Those directors and other staff members whose position requires any certifications (NCS, WSI, EMT/RN, NRA, BSA Lifeguard, CPR, etc.), be sure to bring those cards or certificates with you at check in as well.

5. Pre-Camp On-line Training Required: Before June 27th, you need to go online and complete all 3 of these trainings and **bring printed copies** of the completion certificates with you to camp. **These all need to be done every year!** If you wait to do these until the night before it’s probably not going to work!

- **BSA Youth Protection:** Go to <https://my.scouting.org/>, create an account and get logged in. The Youth Protection link is on the home page. **This training is required annually.**
- **Hazardous Weather Training:** Go to <https://my.scouting.org/>, create an account and get logged in. Click on “BSA Learn Center”, scroll down a bit and click on “BSA Learn Center”, then click on “catalog” in the search bar type “hazardous weather.” **This training is required annually.**
- **Unlawful Harassment Training:** go to <https://www.skillsoftcompliance.com/academy/default.aspx?orgid=551502> and sign in. If you are under 18, select “employee.” If you are 18 or over, select “supervisor.” (You are working at a “Local Council” camp in “Pennsylvania” for the “Northeastern Pennsylvania Council 501.”). **This training is required annually.** QR code for this is at the left.

6. Direct Deposit of Your Pay Check: Paychecks are available to be direct-deposited (preferred) to your account. The form ‘Direct Deposit Banking Authorization Form...’ is included to fill out if you choose this option. This is highly recommended! Make sure to print **VERY CLEARLY!** Or attach a voided check if possible. (*CIT’s do not have to fill out this form.*)

7. Staff Code of Conduct – Please read and sign. If under 18, a parent must also sign.

8. BSA Registration – You must be a currently registered member of the BSA to work at camp. If you are not registered or are not sure, please reach out to me to begin this process. If you turn 18 during camp, you need to have an adult application ready to process on your birthday. **You cannot get paid if you are not registered.**

Please **Send in or bring items 2B through 2G, 3, 4, 5, 6 and 7 with you** when you report at the Camp Office on June 27th. It all sounds like a lot of paperwork, and it is, however it is all necessary. Your cooperation in getting all these forms in order is appreciated very much by me! Thank you in advance.

Finally, a **checklist** of suggested and necessary items for camp as well as a list of items to leave at home, is also enclosed. I look forward to seeing you 'Round The Pond in a few weeks!

Bill Zinky, Camp Director

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