



**PAPERWORK CHECK LIST**  
(please return this sheet by June 1)

- I have previously received and returned one signed copy of my contract and agree to abide by the Code of Conduct.
- I understand the enclosed job description(s).
- I understand and agree to abide by the enclosed framework for communicating effectively with children.

**Health History & Examination Form (medical):**

- I have filled out the meningococcal and H1N1 sections on the form.
- I have included a copy of my insurance card.
- I have received notice of the recommended vaccinations for staff in the camp setting, including protection against vaccine-preventable diseases, such as mumps and whooping cough (pertussis).
- I have included a copy of my immunization record.

**Staff under 18 years of age on the first day of camp:**

- I live in New York State and have obtained working papers or have submitted a copy of my birth certificate.
- My parents have signed "Permission to Provide . . ." included on the Medical Form.
- I will be taking routine medication this summer, and my parents have subscribed to *CampMeds*.
- My parents have signed the "Permission to leave camp grounds . . ." included on the back of my contract. This covers evenings and days off with other Scatico staff.

**Staff eligible to bring a car to camp (19 years old or completed one year of college)**

- I agree to abide by the policy enclosed in this mailing.
- Driver's License Number \_\_\_\_\_ State \_\_\_\_\_
- Vehicle License Plate \_\_\_\_\_ Model and Year \_\_\_\_\_

**Transportation to Camp:** On June 2<sup>nd</sup>, 14<sup>th</sup> and on June 20<sup>th</sup>, Staff will be picked up at 2:00PM from from Hostelling International at 891 Amsterdam Avenue (between 103<sup>rd</sup> and 104<sup>th</sup> Streets) in Manhattan. Fill out one of the following options:

- June 2: Staff working pre-camp  
I am arriving \_\_\_\_\_ by car \_\_\_\_\_ by Scatico transportation
- June 14: for Support Staff or Counselors taking the certification course in lifeguarding or first aid  
I am arriving \_\_\_\_\_ by car \_\_\_\_\_ by Scatico transportation
- June 20: for Counselors new to Scatico  
I am arriving \_\_\_\_\_ by car \_\_\_\_\_ by Scatico transportation
- June 22: for Counselors who have previously spent a summer at Scatico. Plan to arrive at camp by 3PM.
- Other arrangements \_\_\_\_\_

**Signature of Staff Member** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_