



Camp Staff Onboarding Paperwork

Aside from your contract, **all paperwork listed below is available at** broadcreekbsa.org/camp-staff/#resources under the "Onboarding Documents" tab.

Upon receipt of contract packet:

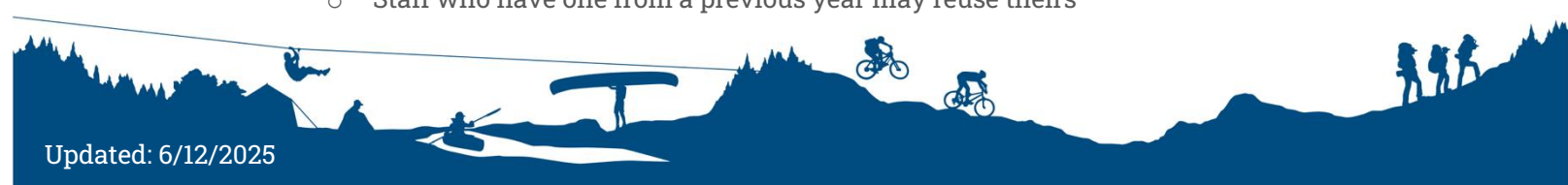
- ☐ Sign staff contract
- ☐ Complete Safeguarding Youth Training
 - Instructions are online at my.scouting.org
 - Certificates from prior years do not count; the BAC requires yearly training.
- ☐ Complete BSA Application
 - Youth version if under 18 June 20, 2025
 - Adult version if over 18 June 20, 2025 (don't forget background check form attached to the back)
 - Must be completed even if you're already a current BSA member.
 - Camp staff BSA membership does not require a fee.
- ☐ Return the signed contract, BSA Application, and YPT completion certificate to the camping department via:
 - Delivery or mail to Broad Creek or the Council Service Center
 - Scan and email to campingservices@baltimorebsa.org
- ☐ Complete Parts A and B of the BSA Annual Health and Medical Record
 - Parts A and B must be turned in at the first staff event attended.
 - Part C must be completed prior to arrival for training in June.

The above steps must be completed before attending your first spring staff event. The first three documents may be delivered at the event only if you are a current BSA member.

By Staff Arrival at Camp:

All staff (including CITs and volunteers):

- Complete Form I-9
 - Original documents used for Form I-9 must be physically inspected on arrival day (no photocopies or photos)
- Complete online Maryland CPS background check application
 - Follow steps online using guide on staff resources page.
 - Must be notarized before arrival
 - Driver's license
 - Passport
 - State-issued ID
 - School-issued ID WITH social security card or birth certificate
- Complete online Harassment Prevention training
 - Instructions included on the staff resources page.
- Complete online Hazardous Weather training
 - Instructions included on the staff resources page.
- Sign Scouter Code of Conduct form
- If under 18 years old: Complete Parental Release of Staff form
- If under 18 years old: Complete Maryland Child Work Permit at dldr.state.md.us/childworkpermit.
 - Staff who have one from a previous year may reuse theirs





Paid Staff only:

- Complete Form MW-507
- Complete Form W-4
- Complete direct deposit form (now required)
- First-year paid staff only: Complete CJIS Fingerprinting Authorization
 - Fingerprinting will be offered at camp during staff week for free; if you will be absent from this, you are on your own to arrange for fingerprinting.
 - Must have valid photo ID present for fingerprinting (same options as CPS check)

The following documents from above must be submitted via delivery, mail, or electronically to the Camping Department at or by the June 1st staff development day:

- ☐ Completed Form I-9
- ☐ Completed and notarized Maryland CPS Background Check application
- ☐ Harassment Prevention Training completion certificate
- ☐ Hazardous Weather Training completion certificate
- ☐ Signed Scouter Code of Conduct form
- ☐ If under 18 years old: Maryland Child Work Permit
- ☐ If under 18 years old: Parental Release of Staff form
- ☐ Paid staff: Completed Form MW-507
- ☐ Paid staff: Completed Form W-4
- ☐ Paid staff: Completed direct deposit form
- ☐ First-Year Paid Staff: Completed CJIS Fingerprinting Authorization

On Arrival Day, June 22, staff must bring:

- ☐ Original supporting documents used for Form I-9
 - Passport, driver's license, birth certificate, etc.
 - See Form I-9 for complete list of supporting documents.
- ☐ Completed Parts A, B, and C of the BSA Annual Health and Medical Record
 - Part C requires a physical examination by a qualified healthcare provider.
- ☐ If under 18 with medications: Completed Drug Administration Record form.
- ☐ If over 18 with medications: Completed Medication Storage Release Record form.
- ☐ If you attended position-specific training: Valid completion certificate for training.
- ☐ Any outstanding paperwork from the previous steps

Between dismissal June 28 and return on June 29

- ☐ If under 18 years old: Complete and submit Staff Night Out Driver Release form

For mail or delivery:

Broad Creek Memorial Scout Reservation
1929 Susquehanna Hall Road
Whiteford, MD 21160
410-420-4078

Baltimore Area Council Service Center
701 Wyman Park Drive
Baltimore, MD 21211
443-573-2523

