

I am so excited to be able to send you your hiring documents. Attached you will find everything you need to become an official staff member for the summer of 2019. Please read this email thoroughly.

Our theme for this summer is “*Thrive*”. Our text is John 10:10. This summer we will explore the theme in three ways: 1-The vision that God has for each of us to move beyond the fears that inhibit us; 2-How we love and include those around us, and; 3-How we take care of God’s creation and help it thrive. This summer I want to invite you to Big Lake to experience what it means to thrive. Together we can rise above our fears and launch into a new adventure!

“I have come that you might have life and might have it to the fullest.” John 10:10

Below you will find essential information. Read it carefully!

We will have the Big Lake office in Gladstone open on Sunday, May 26, from 9am to 1pm for you to come in and turn in your paperwork. If at all possible, we would encourage you to come in during that time to complete hiring paperwork such as the I-9 and W-4, which cannot be uploaded.

Arrival Directions: Enter the Gladstone property through the first gate (closest to I-205) and come to the back door/north side door of the office building. Once you have RSVP’d that you are planning on coming, I will give you my cell number to text me when you arrive so that you can be let into the building.

Items to Complete

1. **Contract:** Attached is your contract. Please sign and upload your contract to our [Hiring Documents & Certifications](#) form by **Wednesday, May 22**. If you have any questions please email Debbie (debbie@biglake.org) or call (503) 850-3585.

a. **NOTE:** Kids camps will end with Magnificent Monday on August 12. More details we will give out about Magnificent Monday at staff training. “Bonus weeks” will begin August 14, continuing on through August 30. Your contract will indicate if told us you are staying for bonus weeks.

b. **The first 10 staff who return their signed contracts will receive a \$15 gift card for the Big Lake Mall.**

c. For those that are staying for the **full summer**, there is an extra **sign-on bonus** to be announced during staff training. Staff will be awarded their pick of a gift based on the order we receive your contracts.^[1]

2. **Employment Information Verification Form:** Please mail your completed form to the Big Lake office (19800 Oatfield Rd, Gladstone, OR 97027) by **Wednesday, May 22** or drop off on Sunday, May 26 between 9 a.m. and 1 p.m. If you’re not sure if your form has been received, check with Debbie (debbie@biglake.org). We must receive the original signed form – no electronic signatures, no copies, faxed or emailed documents. This form permits the Oregon Conference Human Resources Department to run a background check on you. Please be sure all four questions are answered.

*If you are under 18, you **MUST** have your parent/guardian sign and date it as well.

3. **W-4:** Please mail your completed W-4 form to the Big Lake Office in Gladstone by Wednesday, May 22 or drop off on Sunday, May 26 between 9 a.m. and 1 p.m. We must receive the original signed form – **no electronic signatures, no copies, faxed, emailed, or uploaded documents.**

- a. Fill in numbers 1, 2, 3, and 5 OR 7 (not both).
- b. Sign **AND** date (not your birthdate) the document in specified area

*If you choose to enter zero in box 5, no exemptions will be taken out of your paycheck which means that you will be taxed at the highest rate. (In layman's terms, more money will be taken out of your paycheck now, but there will be less to pay at tax time.)

4. **2019 Form OR-W-4:** This form is need only be filled out if you are wanting more taxes withheld from your pay check.

5. **Child Abuse Prevention Form:** Please read and sign this attached form and upload it to our [Hiring Documents & Certifications](#) form by **Wednesday, May 22**.

6. **I-9:** Please bring your I-9 form to Big Lake when you arrive for staff training or to the Gladstone office on May 26, to be completed in conjunction with a Big Lake office staff member. We must receive the original signed form – no electronic signatures, no copies, faxed, emailed, or uploaded documents.

a. **Only fill out Section 1**

- i. Make sure to check one and only one box regarding citizenship/residence.
- ii. Make sure to sign and date Section 1 in the correct place (about 2/3rds down the page) with **TODAY'S DATE**, not your birthdate.

b. **If you are a minor (under the age of 18)**

- i. If you are a minor, the signature of employee line **MUST** contain the words "Minor under the age of 18" printed neatly before the signature
- ii. The "Preparer and/or Translator Certification (check one):" box must indicate that a preparer assisted in the completion of Section 1 and the following information filled out by the parent or guardian.

c. **Documents to bring with you to Camp or the Gladstone office for the I-9**

- i. Please look at page 3 of the I-9 and bring with you to camp the proper documents from the "List of Acceptable Documents". **DO NOT BRING A PHOTOCOPY** of the document(s), originals only. You must bring either:

1. One item from List A, or
2. One item from List B **AND** List C

- ii. If you don't provide your identification documents by your hire date or they are expired, or you bring a copy/picture of the document, or they are not acceptable, **YOU CANNOT START WORKING – NO EXCEPTIONS!** As an employer we are required to have these on file once you start working.

7. **Direct Deposit Form:** This can be uploaded to the [Hiring Documents & Certifications](#) form. You only need to fill this out IF you would like your check to be directly deposited into your bank account. Please attach a voided check or a document that includes your account number and routing number on it.

8. **Employee Data Collection Sheet (EEO):** This form can be uploaded to the [Hiring Documents & Certifications](#) form. This form is not required. The information is purely for data collection purposes and all information you choose to fill in will be kept confidential. The HR department does request that if you decline to fill out the form, please write at the top, "Decline to fill out" so we can show we offered you the form.

9. **Employee Paid Sick Leave Notification:** This form can be uploaded to the [Hiring Documents & Certifications](#) form. Please read, sign and date this form.

10. **Certifications:** Please upload all certifications you have to the [Hiring Documents & Certifications](#) form. Each staff member is required to have specific certifications based on their job description and requirements. As a **Child care supervisor/Staff Sub** you will need to arrive at camp with the following certifications:

- a. Pediatric level CPR and First Aid
- b. Oregon Food Handler's Card

[American Heart Association](#), [American Red Cross](#) or www.cprlifeline.com/ are the main certifying bodies that staff have used in the past for Pediatric CPR and First Aid. Their websites will generally have a way to search for classes near you. Any of the certifications listed on the ACA (American Camp Association) [website](#) will be suitable if one of those is more accessible to you.

*Please note that we will not be offering Pediatric First Aid/CPR Training at camp. You will need to **arrive at camp already certified.**

11. Letter to parents of minors: This letter is for the parents of the few staff members who are minors (under the age of 18) when camp starts. If you are a minor, please have your parents read and sign the document. You can then upload it to [Hiring Documents & Certifications](#).

[1] If a contract is signed and not fulfilled, a charge for the item will appear on the store account.

Arrival Information

1. **Staff Training:** This begins on June 13 at 10:00 a.m. You are welcome to arrive the evening of June 12 to get moved in, however no formal food service will be provided until June 13 lunch.

2. **Reporting Early:** The following staff must report to camp early as listed below:

June 12: CADCO report on Wednesday at 10:00 a.m.

June 10: Wranglers report in the afternoon

June 10: Food Service report by 5:30 p.m.

3. **Swift Water Rescue Training (RAD):** Offered June 17-19. For more information see: <http://biglake.org/specialty-training-certifications/>

Other Items

1. **Staff Uniforms:** For our staff uniforms this summer you will need to bring two pairs of black shorts with the length being so that when you relax your arms at your sides, the shorts must reach your fingertips, and a pair of jeans. Jeans should be medium denim colored, not faded or ripped. You will receive to staff t-shirts for Sabbath and Sunday uniforms and a jacket.

A few options are below for shorts, but feel free to find a pair that fits within these guidelines, *and* fits you! I suggest starting your search for the perfect pair now and not leave your shopping until the last moment as I'm sure you will have other things to be doing at the last moment.

Guidelines for Uniform Shorts

- Color: black
- Clean profile (appropriately fitted waist, no exterior cargo pockets, etc.)
- Length between mid-thigh and the knee (5-9" inseam for women; 7-11" inseam for men)

Old Navy



[Women's](#) mid-rise everyday twill shorts (9")

[Men's](#) Slim Ultimate Built-in Flex, 10" inseam

Target

[Women's](#) 7" Chinos, in black

[Men's](#) 11" Relaxed Fit chinos, in black

Sierra Trading Post also has some good options for both men and women:

[Men's Columbia Sportswear Bladon Springs Shorts](#)

[Men's Hawke & Co Solid Midnight Stretch-Woven High-Performance Shorts](#)

[Women's prAna Hazel Shorts](#)

2. **Day Off Requests:** If you have any special day off requests (family weddings, etc.), these should be noted on your contract. Just a reminder: there is a three-day (3) maximum for personal leaves for the summer.

There are some exciting things happening again this summer:

1. Maranatha will once again be partnering with Big Lake to finish cabins 20 & 21 in the girls' village.
4. We will again be welcoming refugee kids to Big Lake to experience camp! Big Lake has partnered with five churches who welcome kids from the Rwandan crises area and another group from Myanmar. Campers will be joining during junior camps as well as during teen camps.

Spread the word to every family or child that is of camp age that we would love to have them join us at Big Lake this summer. We have scholarships available for kids you may know who can't afford camp. We would love to help out!

I wish you all the best as you prepare for Big Lake this summer! If you have any questions, please don't hesitate to call or email me

See you soon,

Debbie Stanton
Office Manager
Big Lake Youth Camp
503-850-3585
debbie@biglake.org