



Camp Chofetz Chaim



Dear Staff Member,

In order for you to start your employment in camp, government regulations require you to complete and submit important paperwork. Below is a list of forms that must be completed. Please follow the instruction carefully.

Please note: Almost all forms are "fillable PDF forms". Please complete them on your computer, save the document using your name and the name of the file as the new file name (Example – Joe Smith Medical form). Then email the files to CampBusinessOffice@talmudicalacademy.org.

If you prefer, you can print them, sign them and either scan them or deliver them to the Camp Business office. Though some of this might be time-consuming, please do not delay. ALL FORMS MUST BE COMPLETED AND SUBMITTED ASAP!!

Returning staff must submit:

- 1) Your personalized **Contract**.
- 2) **Federal (W-4) and State tax forms (Md507)**. Consult your parents/tax advisors if you need assistance in filling out the forms.

New staff members must submit:

- 1) Your personalized **Contract**.
- 2) **Federal (W-4) and State tax forms (Md507)**. Consult your parents/tax advisors if you need assistance in filling out the forms.
- 3) **Staff Medical Information Form** - Please make sure to include the date of your last tetanus shot because the state is very particular about this detail.
**Regulations require that every staff member include a copy of their driver's license or permit. If you do not have a driver's license or permit you may use an alternate photo ID (e.g. school ID). In the absence of all the above, please mark the form, "Do not drive or have photo ID."
- 4) **Staff Action Plan signature page** - Per state regulations, our "Emergency, Action and Safety Plans" booklet gives you our plans in cases of potential hazards and emergencies. **Please complete the last page** and submit it to the office.
- 5) **Conduct Policy Acknowledgement - Please complete the last page** and submit it to the office.

6) **CJIS - Live Scan** - All **new** staff members must be **fingerprinted** and have a **criminal background check**.

Fingerprinting and background checks can be done in multiple places. You will need to show ID. A license or learner's permit is sufficient. In the absence of these they will accept a social security card along with a birth certificate or school ID with a picture. A passport will also be accepted. A sample form has been posted on the list of forms for you to use as a guide when being fingerprinted. It is imperative that you copy the codes on the sample exactly. The process will carry a charge in the range of \$55-\$65. If you send your receipt to the Camp Business Office **before June 15**, camp will reimburse you.

Locations: One place to get fingerprinted is in the rear of the Reisterstown Road Plaza in the office of the Criminal Justice Information System (CJIS). They are open from 8:30-6:00 pm daily. There is an additional fingerprinting office at 103 Sudbrook Lane, 21208. Phone 410-602-2479. Also there is one at 4005 Seven Mile Ln, Pikesville, MD 21208. Phone (443) 213-8908. I recommend these offices as I have been told that it is likely to give you quicker service.

7) **CPS Release Form** - The state of Maryland requires you to complete this form in a specific format. This is not a form that you fill out by hand. Instead, you must go to the state's website and open an account in your name. You then fill out a form online and then print the form and sign the form you printed in front of a notary public. Please follow the following instructions:

- a. Go to the website: <https://mydhrbenefits.dhr.state.md.us/dashboardClient/#/home>. Click on "Create Account". Fill out the required information to create an account for yourself.
- b. Click on "Organization Employee Clearance"
- c. For Part 1 - In section B, click on Youth Camp Worker. Then select County of Baltimore County, then select City of Baltimore. In the list of camps you should find Camp Chofetz Chaim. Fill out the form, including the two questions on the bottom about living in Baltimore and working in Baltimore, then click "Next".
- d. Complete Section 2, which asks for your personal information, and then click "Save" on the bottom. After you save the information, please print the page.
- e. You are required to sign the printed form in front of a notary public. Mrs. Guttenberg in our Business Office is a Notary if you cannot find one.
- f. Please return the **original** notarized form to the Camp Business Office.

For assistance with any of this please contact campbusinessoffice@talmudicalacademy.org or contact us. Thank you for your time. We are looking forward to a wonderful summer!!

Rabbi H. Hexter

Camp Directors

Rabbi M. Zehnwirth

