
Camp Chofetz Chaim

Summer 2019

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 instructions carefully.

When you complete all the forms required you have two choices:

- 1) Almost all forms are "fillable PDF forms". You can complete them on your computer and then save each document using your name and the name of the file as the new file name. (For example: Joe Smith - Medical form). You then should email the files to the Camp Office at CampBusinessOffice@talmudicalacademy.org.
- 2) If you prefer, you can print the forms, complete and sign them by hand and then either scan them and email them to us as above 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) Elementary Staff and Lifeguards only - Your personalized **Contract**.
- 2) **Federal (W-4) and State tax forms (Md 507)**. Consult your parents/tax advisors if you need assistance in filling out these forms.

New staff members must submit:

- 1) Elementary Staff and Lifeguards only - 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.

Please note - Regulations require that every staff member include a copy of the front and back 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).

4) **Staff Action Plan Booklet** - Per state regulations, our "Emergency, Action and Safety Plans" booklet provides our Staff members with the plans we have designed in cases of potential hazards and emergencies. **Please complete and submit only the signature page.**

5) **Conduct Policy Acknowledgement** - **Please complete and submit only the signature page.**

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

This can be done in multiple offices. Take the form we have provided with you along with a form of state-mandated ID such as a passport, license or learner's permit. (In the absence of these they will accept a social security card along with a birth certificate or school ID with a picture.) The sample form has codes on it which you will need to carry out the process. There will be 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: There is an official office to get fingerprinted in the rear of the Reisterstown Road Plaza in the office of the Criminal Justice Information System (CJIS). Two additional locations are at 103 Sudbrook Lane, 21208. (Phone: 410-602-2479) and at 4005 Seven Mile Ln, Pikesville, MD 21208. (Phone: 443-213-8908).

You do not have to submit anything to us besides the receipt if you would like to be reimbursed. The state will send us the results of the check directly.

7) **CPS Release Form** - The state of Maryland requires you to complete this form in a specific manner. Do not fill out this form by hand. Instead, you must go to the state's website (see instructions below) and open an account in your name. You then fill out a form online, print the form without signing it, and take it to a notary public. There you will sign the form in front of the notary and have it notarized.

Please follow the following instructions:

- a. Go to <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. If you cannot find one, Mrs. Guttenberg in our Business Office is a Notary.

f. Please return the **original notarized** form to the Camp Business Office.

We are happy to welcome you to the Camp Chofetz Chaim Staff. If you require assistance with any of this please contact campbusinessoffice@talmudicalacademy.org or call 410-484-6600 ext. 327. Thank you for your time. We are looking forward to a wonderful summer!!

Rabbi H. Hexter

Rabbi M. Zehnwirth

Camp Directors