



CAMP-of-the-WOODS

A Christian Family Resort and Conference Center
in the Adirondack Mountains

Dear potential COTW summer staff member,

For Staff Members under the Age of 18 as of **your start date at CAMP-of-the-WOODS**, you must complete the following forms listed below as per legal employment in New York State.

- 1) *Application for Employment Certificate.*
- 2) *Physical Fitness Certification.*
- 3) *Provide Photo Identification (driver's license, permit, etc)—the identification must have your birthdate on it.*

New York State Residents:

You must obtain working papers from the school that you attend. When you have done all of the necessary paperwork and obtained your blue or green card, please mail this in to us with your tax paperwork. If you are currently employed and are not able mail your card in until ending that job, please inform us that you have completed working papers and will bring them with you when you come to CAMP.

***Homeschoolers-** you must follow the procedures for New York State residents, going to the public middle or high school you would attend and obtaining the proper working papers. We **CANNOT** get your papers for you if live here in New York.

Out of State Residents:

All of the necessary paperwork has been included in an email for you to obtain your working papers from New York. **Please fill out only Part 1 (Parental consent) of the Application for Employment Certificate, obtain a doctor's signature on the Physical Fitness Certification, and provide a photocopy of a state issue ID which MUST have your birthdate on it.** Send **ALL** of these forms back to us and we will complete the process and get the signature of an issuing official here in New York.

All of these forms and identification (as listed above) need to be submitted as they are **REQUIRED** by New York State for any staff member under the age of 18. **If you turn 18 in the middle of the summer, you will still need working papers. WE WILL NOT BE ABLE TO PAY YOU** until these forms are properly filled out and turned in, so please follow the directions carefully and completely!

We appreciate your co-operation and patience during this process.

Blessings,
--The Personnel Office

Questions? Contact Anna Dunsworth
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