



BOY SCOUTS
OF AMERICA
BALTIMORE AREA COUNCIL

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 Youth Protection training
 - Instructions included in the contract packet.
 - Certificates from prior years do not count; the BAC requires yearly training.
- Complete BSA Application
 - Youth version if under 18 June 1st, 2023
 - Adult version if over 18 June 1st, 2023 (don't forget background check form)
 - 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

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

By Staff Development Weekend 3, June 3rd:

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.
 - A notary will be present at June 3rd development day to notarize this form. Must have valid photo ID to get form notarized. Valid photo ID options include:
 - Driver's license
 - School-issued ID WITH social security card or birth certificate
 - Passport
 - State-issued ID
- Complete online Harassment Prevention training
 - Instructions included on the staff resources page.
- Complete online Hazardous Weather training
 - Instructions included on the staff resources page.
- If over 18 years old: 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 dllr.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)

The following documents from above must be submitted via delivery, mail, or electronically to the Camping Department at or by the June 3rd 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
- If over 18 years old: 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 25th, 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 July 1st and return on July 2nd:

- 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