

## **BDC Staff 2024: Contract Process Check-List & Instructions**

*This sheet is designed to be a personal checklist to help you organize all of the contract paperwork that our various licenses now require us to ask of you. Please feel free to reach out with any questions!*

- 1 **A:** Review and sign your 2024 **Contract of Employment**, including salary and additional compensations (found in your [CampMinder account](#))

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➤ **B:** PayChex Account **DUE 6/1/2024**

○ ***NEW STAFF:***

- Email [morgan@brewsterdaycamp.com](mailto:morgan@brewsterdaycamp.com) a photo/scan of one of the following forms of identification:
  1. A valid US passport
  2. A valid state driver's license **AND** your social security card OR certificate of birth

- **Create a PayChex Flex Account**

(instructions in your email from [noreply@mystaffingpro](mailto:noreply@mystaffingpro))

You will need your social security number and bank account information for this.

**\*\*THIS IS HOW YOU WILL BE PAID!\*\***

○ ***RETURNING STAFF:***

- Log into your [PayChex Flex](#) account to make sure all of your information is correct and current.

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- 1 **C:** Review and complete the **five BDC Staff Forms** found in your email: **DUE 6/1/2024**

D **D:** Health information: **DUE 6/1/2024**

- Access your [CampMinder Account](#) to complete the mandatory **Health History**.  
**THIS MUST BE DONE EVERY YEAR!**
- ***NEW STAFF:*** email **Immunization Records** to: [bdchealthoffice@gmail.com](mailto:bdchealthoffice@gmail.com)

➤ **E:** Concussion Training: **DUE 6/1/2024**

- Complete your online **Concussion Training** [HERE](#).  
[You are NOT a coach, parent or Athletic Trainer]
- If you have a HEADS UP account, you can log in to complete your training.
- ***NEW STAFF*** will need to create an account before accessing the training.  
**All employees must complete the HEADS UP training each year!**

- 1 **F:** Upload and return the following items to: [morgan@brewsterdaycamp.com](mailto:morgan@brewsterdaycamp.com), or print and present them on your first day of Training Week.

- Concussion Training Certificate
- Copies of any certifications you hold (Lifeguarding, CPR/First Aid, WSI, Small Boat Safety...)