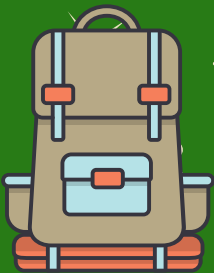


CAMP KIRBY STAFF INFO PACKET

PACKING LIST

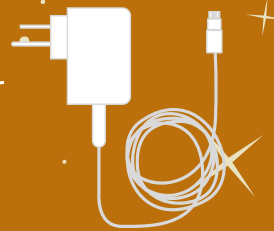
ESSENTIAL GEAR

- A backpack
- Watch
- Flashlight and/or headlamp
- Sturdy water bottle
- A notebook with pencil or pen



USEFUL GEAR

- A battery operated alarm clock (some cabins have limited electrical outlets, and we don't recommend relying on your phone for an alarm)
- Cell phone & phone charger



CLOTHING & SHOES

- Swimsuit appropriate for water sports and swimming in open water (2 is a good idea)
- Socks & Undies
- T-Shirt & Shorts
- Long pants/jeans (There are certain times that long pants are required.)
- Nice Outfit (Candlelight Dinner every Friday Night)
- Sweater/Sweatshirt
- Rain Jacket
- Pajamas (For sleeping & breakfast)

- Shoes - good, comfy shoes for lots of hiking and standing, that you won't care about getting dirty. It's ideal to bring a couple pairs. Closed toe shoes are required in many areas at camp. Sandals are okay IF they have a back strap. That means NO flip flops while "on duty." They are okay when showering and in the staff lounge. Keens/Chacos/Texas are great for camp!

- WATER SHOES/ Aqua socks / old tennis shoes/ tevas/ keens etc for waterfront. Everyone must have covered feet at the waterfront.





PACKING LIST

PERSONAL ITEMS

- Toothbrush & toothpaste
- 2 Towels - 1 that can be used for waterfront
- Shower Supplies (Soap, Shampoo, etc.)
- A shower tote is helpful
- Personal Hygiene Products
- Sunscreen/Bug Spray/Chapstick
- Medications and a lock box for medication & valuables (Your meds will have to be checked into our Camp Nurse in the Health House if you do not have a lock box.)

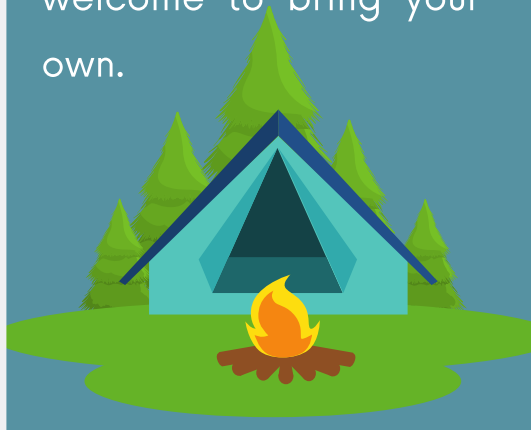


BEDDING

- A sleeping bag warm enough for sleeping outside
- Pillow
- An extra blanket

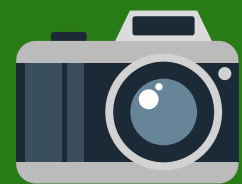
FACE COVERINGS

We will provide disposable masks for staff members, but if you have a favorite style, that meets requirements, you are welcome to bring your own.



FUN OPTIONAL ITEMS

- Costumes for theme weeks
- Kid-appropriate books
- Musical instrument
- Small pins or "flare" for your staff tie
- A camera

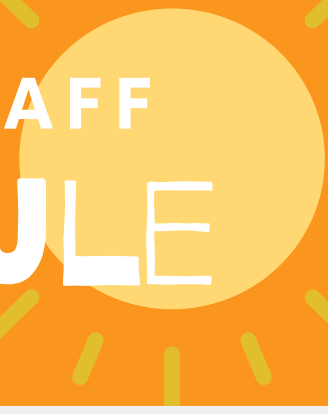


GENERAL PACKING NOTES:

- Clothing for camp should be professional, able to get dirty, and functional for working outdoors with children.
- Dressing in layers is needed most days, as cool breezes off of the water come and go quickly.
- Your personal space is small, please remember this while packing.



CAMP FIRE SAMISH STAFF SUMMER SCHEDULE



STAFF ARRIVAL DATES

Coordinator Positions

Arrive at Camp 4PM on
Sunday, June 19th

Kitchen Positions

Arrive at Camp 10AM on
Monday, June 20th

All Other Staff Members

Arrive at Camp 1PM on
Monday, June 20th



Camp Fire

STAFF BREAK DAYS

24 hours off
Typically 1PM - 1PM

June 25th-26th*

July 2nd-3rd

July 9th-10th

July 16th-17th

July 30th-31st

August 6th-7th

*1st weekend may be less
than 24 hours off

Mid-Season Break

July 21st-24th

Staff End of Season

August 13th-14th

Cleaning and Wrap-up

August 14th

Staff Banquet

Afternoon of August 14th

Staff Depart



CAMPER SESSIONS

"Blast Off!"
Session 1

"Holiday Hullabaloo"
Session 2
(No Day Camp)

"Super Heroes"
Session 3

"Animal Planet"
Session 4 - Mini Camp

"Friendly Competition"
Session 5
Day Camp Session 5 theme
is "Fairies, Gnomes, and
Trolls"

"Treasure Island"
Session 6

"Imaginarium"
Session 7





CAMP FIRE SAMISH STAFF



THEME DESCRIPTIONS



Blast Off! – Join us as we blast off into summer, and all the way to outer space! The sky is truly the limit this week.

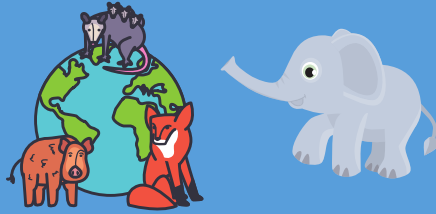
Holiday Hullabaloo



Back by popular demand is our crowd-pleasing Holiday Hullabaloo theme! To make this week more authentic, we'll even be celebrating an actual holiday together, as Session 2 includes the 4th of July! Don't forget to pack your costume for Thursday's theme dinner and costumed dance party.



Super Heroes – The Super Heroes and Villains of Camp Kirby have returned for another round of epic battle! Who will emerge victorious? Only time will tell!



Animal Planet – So many animals, so little time. This week we'll explore animals across the world and maybe even create some of our own! Remember: the wilder, the better!

Friendly Competition



Who's up for a little friendly competition? Session 5 cabin groups will compete in the first annual Camp Kirby Cup! There will also be plenty of chances to cheer on your fellow campers in events such as Capture the Flag, Scavenger Hunts, Game Shows, and more!

Day Camp - Fairies, Gnomes, and Trolls – Step into the mystical, magical world of Camp Kirby, as we embark on our "Fairies, Gnomes, and Trolls" week. By joining Camp on this quest, you will be sure to have a memorable week!



Treasure Island

Tighten your bandana and get out yer best eye patch, mateys! Our "Treasure Island" session will include intense battles, pirate shenanigans, shipwreck lunches, and more. We'll need all hands on deck to find the hidden treasure!

Imaginarium – Albert Einstein once said that "Imagination is more important than knowledge" and we think he was onto something! This week we'll have many opportunities to show off our creative sides through imagination, invention, and exploration.





CAMP FIRE SAMISH STAFF HIRING CHECKLIST

YOUR ACCOUNT

All of your staff paperwork can be accessed and uploaded through your UltraCamp account, which you created to complete your staff application. Please contact Kathryn if you have trouble accessing your account.

SUBMITTING PAPERWORK

The preferred method for submitting paperwork is through your UltraCamp account. You can access the online forms and upload scanned documents through the Document Center. You can also submit forms by email or to our Bellingham office in-person or through the mail. All paperwork is due by June 1st.

Email - Jaime@campfiresamish.org.

Drop-off/Mail - Camp Fire Samish at 1321 King Street Ste #3, Bellingham, WA 98229.

PAPERWORK FOR ALL STAFF

PAID & VOLUNTEER

	DUE DATE	
<input type="checkbox"/> Certifications	June 1st	Upload to UltraCamp
<input type="checkbox"/> Signed Contract	June 1st	Upload to Ultracamp
<input type="checkbox"/> Pre-Camp Survey	June 1st	Online Form
<input type="checkbox"/> Emergency Contact Form	June 1st	Online Form
<input type="checkbox"/> Signed Personnel Policies	June 1st	Online Form
<input type="checkbox"/> Health Form	June 1st	Online Form

PAYROLL DOCUMENTS

	DUE DATE	
<input type="checkbox"/> Direct Deposit Form	June 1st	Upload to Ultracamp
<input type="checkbox"/> W-4	June 1st	Upload to Ultracamp
<input type="checkbox"/> I-9	First Page Due June 1st.	Upload to Ultracamp Documents bring to Camp!
<input type="checkbox"/> Payroll Deduction Form	June 1st	Online Form

PAYROLL INFORMATION

Pay Days: Paid every two weeks - July 1st, July 15th, July 29th, August 12th, and August 26th.

How will I be paid? All Camp Staff are paid via direct deposit on the above pay days. If you do not have a bank account for direct deposits, your paychecks will be mailed out on the above dates. Direct Deposit is the preferred method of pay. There is a \$35 fee to recut lost checks.

How much will I get paid? Your total pay can be found on your staff contract. Staff training (June 19th-25th) pays \$100. Summer wrap-up & cleaning (August 13th-14th) pays \$50. The remainder of your salary is split across the 6 1/2 camper weeks. Your salary will be prorated on a daily/weekly basis for time off taken. Bonuses (returning staff, referral, Alumni Camp, etc) will be paid out on the final paycheck.

TAXES

Federal law requires that we withhold federal income tax, Social Security, and Medicare taxes. Washington State does not have an income tax. Some staff may qualify for exemption from the income tax or get refunded. Social Security and Medicare are required taxes and you cannot be exempted from those. L&I (worker's compensation) will also be deducted.



Camp Fire