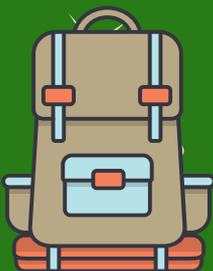


# CAMP KIRBY STAFF INFO PACKET

# PACKING LIST

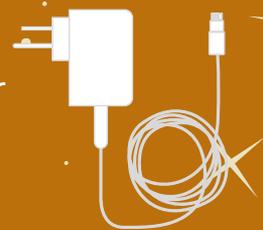
## ESSENTIAL GEAR

- 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



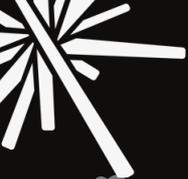
## CLOTHING & SHOES

- 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.

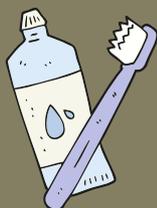




# PACKING LIST

## 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.)

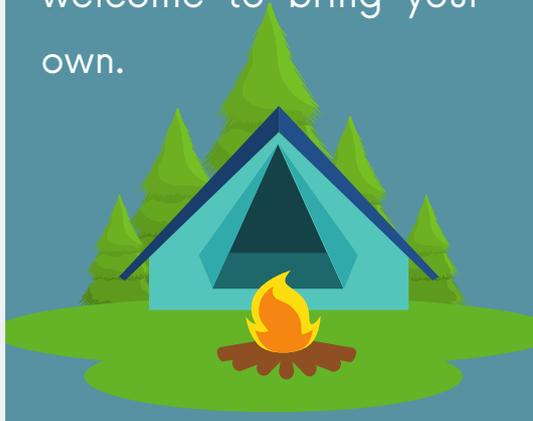


## BEDDING

- 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 KIRBY STAFF SUMMER SCHEDULE



## STAFF ARRIVAL DATES

### Coordinator Positions

Arrive at Camp 10AM on  
Thursday, June 15th

### Kitchen Positions

Arrive at Camp 10AM on  
Saturday, June 17th

### All Other Staff Members

Arrive at Camp 1PM on  
Saturday, June 17th



Camp Fire

## STAFF BREAK DAYS

24 hours off  
Typically 1PM - 1PM

June 24th-25th\*

July 1st-2nd

July 8th-9th

July 15th-16th

July 29th-30th

August 5th-6th

\*1st weekend may be less  
than 24 hours off

### Mid-Season Break

July 20th-23rd

### Staff End of Season

August 12th-13th

Cleaning and Wrap-up

August 13th

Staff Banquet

### Afternoon of August 13th

Staff Depart



## CAMPER SESSIONS

"Jurassic Kirby"  
Session 1

"Who Done It?"  
Session 2  
(No Day Camp)

"Artful Antics"  
Session 3

"Jungle Cruise"  
Session 4 - Mini Camp

"Through the Decades"  
Session 5

"Creatures of the Deep"  
Session 6

"Witches, Wizards, and  
Warlocks"  
Session 7





# CAMP KIRBY STAFF



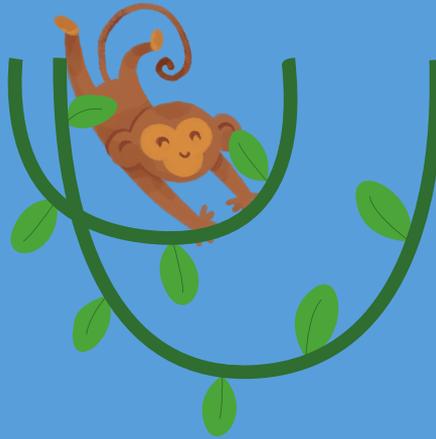
# THEME DESCRIPTIONS



**Jurassic Kirby** – T-Rex, Velociraptor, Allosaurus, Oh my! One of our most popular themes is back! Prehistoric pandemonium is bound to be in full swing as we hunt for dinosaur eggs, dig for fossils, and much more.

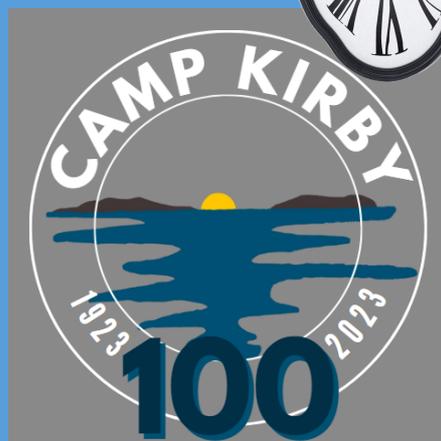
**Who Done It?** – Calling all sleuths, gumshoes, and private eyes! Your help is needed to solve this session's classic "Who Done It?" mystery.

**Artful Antics** – Prep your pallet, sharpen your pencils, and get ready to create! Flex the right side of your brain as we explore the arts. This session will also feature the annual Camp Kirby Talent show that any camper is invited to participate in!



**Jungle Cruise** – Welcome aboard for our next adventure! We'll be on the lookout for excitement around every corner as we venture into the vines for our mini session.

**Through the Decades** – Join us as we travel back in time, and explore Camp Kirby through the years!



**Creatures of the Deep**– Approach the brink of your imagination... and dive in! Deep sea, deep space, or the depths of our minds- let's find out what fantastical beings lurk beyond the light.

**Witches, Wizards, and Warlocks** – If you love a world of fantasy, magic, and mystery, then this is the week for you! The possibilities for this session are endless, because they are only limited by our imaginations.





# CAMP KIRBY 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 - [info@campfiresamish.org](mailto:info@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

Completed with our Payroll Company

	DUE DATE	
<input type="checkbox"/> Direct Deposit Form	More info coming soon	
<input type="checkbox"/> W-4	More info coming soon	
<input type="checkbox"/> I-9	More info coming soon	
<input type="checkbox"/> Payroll Deduction Form	June 1st	Online Form

## PAYROLL INFORMATION

**Pay Days:** Paid every two weeks - June 30th, July 14th, July 28th, August 11th, and August 25th.

**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. Your salary will be prorated on a daily/weekly basis for time off taken. Bonuses (returning staff, referral, 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) and PFMLA will also be deducted.



Camp Fire