

# CAMP KIRBY STAFF INFO PACKET

PACKING LIST - SCHEDULE - HIRING CHECKLIST.

# PACKING LIST

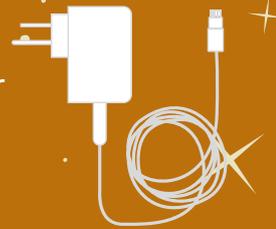
## ESSENTIAL GEAR

- 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



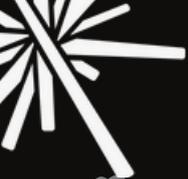
## CLOTHING & SHOES

- 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.





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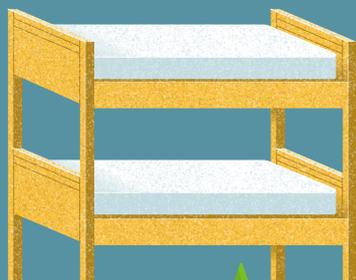
## PERSONAL ITEMS

- 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



## 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

### Director/Manager/ Coordinator Positions

Arrive at Camp 10AM on  
Thursday, June 13th

### Kitchen Positions

Arrive at Camp 10AM on  
Saturday, June 15th

### All Other Staff Members

Arrive at Camp 1PM on  
Saturday, June 15th



Camp Fire

## STAFF BREAK DAYS

24 hours off  
Typically 1PM - 1PM

June 22nd-23rd\*

June 29th-30th

July 6th-7th

July 13th-14th

July 27th-28th

August 3rd-4th

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

### Mid-Season Break

July 18th-21st

### Staff End of Season

August 10th-11th

Cleaning and Wrap-up

August 11th

Staff Banquet

Afternoon of August 11th

Staff Depart



## CAMPER SESSIONS

"Enchanted Forest"  
Session 1

"Kirby Game Show"  
Session 2

"Super Heroes"  
Session 3

"Toyland"  
Session 4 - Mini Camp

"Space is the Place"  
Session 5

"Pirates vs Robots"  
Session 6

"Myths and Legends"  
Session 7





# CAMP KIRBY STAFF HIRING CHECKLIST

## YOUR ACCOUNT

All of your staff paperwork will be completed through UltraCamp and Unity HR's isolved. UltraCamp is where you created to complete your staff application. A link to create an isolved account will be emailed to you.

## SUBMITTING PAPERWORK

The preferred method for submitting paperwork is through the online systems. You can access the online forms and upload scanned documents. You can also submit form/documents 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

### COMPLETED VIA ULTRACAMP

	DUE DATE	
<input type="checkbox"/> Certifications	Start of Camp	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 Handbook	June 1st	Online Form
<input type="checkbox"/> Health Form	June 1st	Online Form

## PAYROLL DOCUMENTS

Completed via isolved

	DUE DATE
<input type="checkbox"/> Direct Deposit Information	June 1st
<input type="checkbox"/> W-4	June 1st
<input type="checkbox"/> I-9	June 1st

## PAYROLL INFORMATION

**Pay Days:** Paid every two weeks - June 28th, July 12th, July 26th, August 9th, and August 23rd.

**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.

