

# PACKING LIST

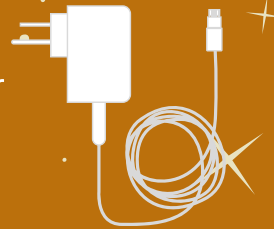
## ESSENTIAL GEAR

- 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



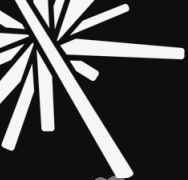
## CLOTHING & SHOES

- 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.)



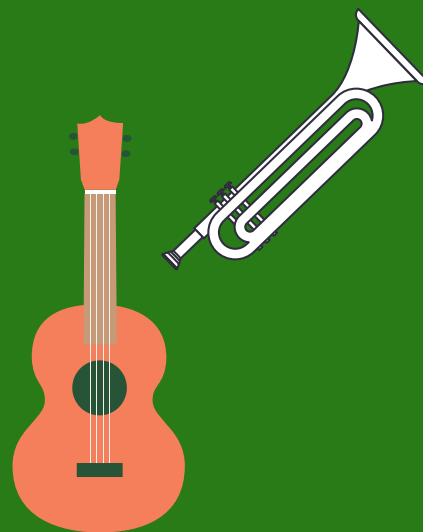
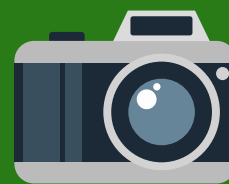
## BEDDING

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



## FUN OPTIONAL ITEMS

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

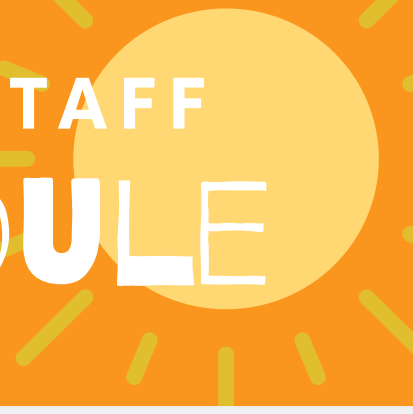


## GENERAL PACKING NOTES:

- 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 and come and go quickly.
- Your personal space is small, please remember this while packing.



# CAMP FIRE SAMISH STAFF SUMMER SCHEDULE



## STAFF ARRIVAL DATES

### Supervisory Positions

Arrive at Camp 10AM on Wednesday, June 24th

### Kitchen Positions

Arrive at Camp 11AM on Wednesday, June 24th

### Returning Staff Members

Arrive at Camp 2PM on Wednesday, June 24th

### New Staff Members

Arrive at Camp 4PM on Wednesday, June 24th

## STAFF BREAK DAYS

24 hours off

Typically 1PM - 1PM

July 4th-5th

July 11th-12th

July 18th-19th

July 25th-26th

August 1st-2nd

August 8th-9th

### Staff End of Season

August 15th-16th

Cleaning and Wrap-up

August 16th

Staff Banquet

Afternoon of August 16th

Staff Depart

## CAMPER SESSIONS

"Under the Sea"  
Day Camp

June 29th - July 3rd

"Mystery Week"  
Session 1

July 5th - July 11th

"Ye Olde Kirby  
Legend and Lore"  
Session 2

July 12th - July 18th

"Disney Days"  
Session 3

July 19th - July 25th

"Camp Kirby  
Summer Games"  
Session 4

July 26th - August 1st

"Mad Scientists"  
Session 5

August 2nd - August 8th

"Medieval Magic"  
Session 6

August 9th - August 15th



Camp Fire



# CAMP FIRE SAMISH STAFF

# THEME DESCRIPTIONS



## Under the Sea

Like they say in the Little Mermaid, 'We got no troubles, life is the bubbles, under the sea!' We're going to have a blast on our beaches and get to know our aquatic acquaintances this week.

## Mystery Week

What will happen this week is truly a mystery!

## Ye Olde Kirby

### Legend & Lore

After 97 summers, Camp Kirby has plenty of legends such as Kirby Fairies, Snow White and the Seven Dwarves, the Pacific Northwest Tree Octopus, and much more! This week we will explore the history of this great place, and some of the activities and events that happened here over the past nine decades.



**Camp Fire**

## Disney Days

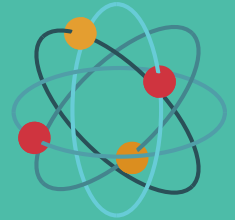
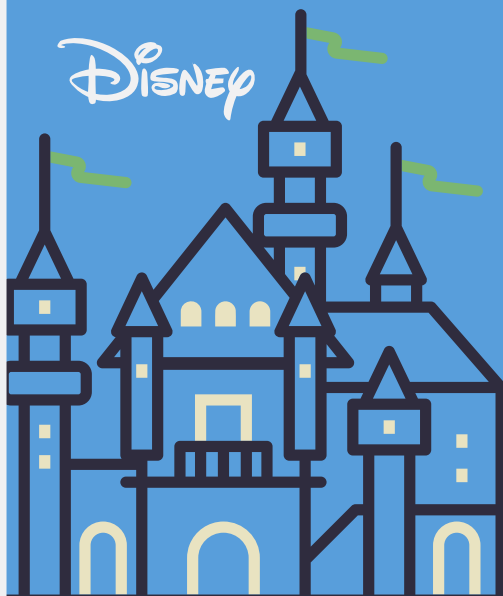
Need we say more!? This week will be a Whole New World with just the Bear Necessities. If you're wondering how much fun campers will have, say Hakuna Matata and Let it Go!

## Camp Kirby

### Summer Games

With the Summer Olympics taking place this month, we decided we should bring the games to Camp Kirby as well! Cabin groups will compete for medals in a variety of games and campy activities.

Disney



## Mad Scientists

It seems a Mad Scientist is causing trouble at Camp. Will the campers be able to use their science experiments to keep the whacky trickster from boiling over?

## Medieval Magic

Welcome all knights, wizards, princes, and princesses to a time of yore! We will be lowering our drawbridge to all campers wanting to explore a fantastical renaissance at camp.



# 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](mailto: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"/>	Job Acceptance Form	10 days after offer	Upload to Ultracamp
<input type="checkbox"/>	Signed Contract	June 1st	Upload to Ultracamp
<input type="checkbox"/>	First Aid & CPR Certifications	June 1st	Upload to Ultracamp
<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
<input type="checkbox"/>	I-9 Required Documents	Check-In	Bring to Camp

## PAYROLL INFORMATION

**Pay Days:** Paid every two weeks - July 3rd, July 17th, July 31st, August 14th, and August 28th.

**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 (Pre-camp work and June 24th-27th) pays \$50. Summer wrap-up & cleaning (August 15th-16th) also pays \$50. The remainder of your salary is split evenly across the six camper weeks. Your salary will be prorated on a daily/weekly basis for time off taken.

## 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**

# CAMP FIRE SAMISH STAFF PRE-CAMP TRAINING

## IS THERE ANYTHING I NEED TO DO BEFORE ARRIVING AT CAMP?

In addition to the paperwork that you need to complete, there is some required pre-camp training. In an attempt to utilize our in-person time in as meaningful a way as possible, we have some content we would like you to cover before you arrive at Camp. For most staff members we anticipate it taking less than 15 hours to complete all of this training. We recommend starting as soon as possible. You do not have to complete the trainings in one sitting, as your progress will be saved. These trainings can all be found on Camp Fire's Learning Lab. Kathryn can see your progress and will print certificates for your employee file as you complete courses.

## HOW DO I COMPLETE MY ONLINE TRAININGS?

- To request an account go to:  
<https://campfireresources.org/registration/>
- Please use your full name, and an email address that you will have access to through the camp season (ex: if you are graduating this year, maybe don't use your school email).
- Your role is "Program Delivery"
- Your job title is "Staff- Seasonal Outdoor Staff"
- Your supervisor is Kathryn Deshaies.

## TRAININGS: ALL STAFF MEMBERS (BESIDES KITCHEN STAFF)

- Growing Developmental Relationships (2-4 hours)
- Promoting Powerful Participation (1-3 hours)
- Emotional First Aid (2-4 hours)

## TRAININGS: ALL STAFF MEMBERS

- Camp Fire History and Vision (less than 1 hour)
- Duty to Report – Mandatory Reporting (1 hour)
- Keeping your Camp Safe (1 hour)

## TRAININGS: SUPERVISORY (COORDINATOR) POSITIONS

- Leading Effective Teams (1-3 hours)

**WE LOOK FORWARD  
TO HAVING  
YOU ON OUR TEAM!**

