**2023 HMSR STAFF CHECKLIST**

* Staff checklist (this document)
* Applications
  + Application Youth - <https://filestore.scouting.org/filestore/pdf/524-406.pdf>
  + Application Adult - <https://filestore.scouting.org/filestore/pdf/524-501.pdf>
* Employment Documents
  + Working Permit (under age 18 – obtain from your high school/district office)
  + W-4 form - <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
  + I-9 form (with supporting ID documents please read carefully)
    - <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>
  + Direct Deposit Form w/voided check (hard copy form)
  + Workers Compensation Acknowledgement x2 (hard copy forms)
  + Employment Contract signed
  + Residency Certification Form -

<https://www.hab-inc.com/wp-content/uploads/Residency-Certification-Form-DCED-CLGS-32-6-8-11.pdf>

* Background Clearances please submit copies once you have received them.
  + PA State Police Criminal History (there is no cost to obtain this clearance) expires
    - <https://epatch.state.pa.us/Home.jsp>
  + PA Department of Human Services Child Abuse Clearance (no cost to obtain) expires
    - <https://www.compass.state.pa.us/CWIS>
  + FBI Fingerprint Based Criminal History Clearance expires 10/23/2017 f
    - Under 18 and have lived in PA for at least the past 10 consecutive years use this link
      * <https://hmc-bsa.org/wp-content/uploads/2018/08/HMC-Disclosure-Background-Check-Updated-9-6-2019.pdf>
    - Under 18 and not lived in PA for minimum 10 years. Go to the link listed below. (this you need to pay for)
      * <https://www.identogo.com/locations/pennsylvania>
    - Over 18 (this clearance will cost money)
      * <https://www.identogo.com/locations/pennsylvania>
        + Click on digital fingerprinting, on the next screen, enter the service code, which is: 1KG6ZJ
        + Click on Schedule or manage appointment.
        + Click on locate an Enrollment Center first to find the location for providing your fingerprints which is closest to you, then go back to the Schedule an Appointment option.
        + Follow the prompts for completing the required information and printing the registration form to take to the fingerprinting location.
        + Keep your receipt.
* BSA Training Requirements: print certificates of completion once completed. <https://my.scouting.org/>
  + Youth Protection Training (online address above)
  + Youth on Youth Training (provided during staff training week)
  + Program Safety
    - Safe Swim Defense (not mandatory)
    - Safety Afloat (not mandatory)
    - Climb on Safely (not mandatory)
    - Drive Safely (all drivers over 18)
    - Hazardous Weather (all staff)
  + Harassment (mandatory)
    - <http://www.skillsoftcompliance.com/academy/default.aspx?orgid=551502>
* Additional Certifications or Awards (as required/needed)
  + CPR/AED and First Aid (with expiration no earlier that August 20th)
  + Wilderness First Aid Training (with expiration no earlier than August 20th)
  + EMT/Paramedic Certs
  + Lifeguard Certification (BSA/American Red Cross/YMCA)
  + National Rifle Association certs
  + United States Archery Association certs USAA
  + Eagle Rank (date of presentation)
  + NYLT Graduates (year)
  + Any other certs pertinent to your job
* BSA Annual Medical Form
  + [https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\_ABC.pdf?\_ga=2.13584177.746451650.1650720716-1057142824.1591627437&\_gl=1\*1xsobry\*\_ga\*MTA1NzE0MjgyNC4xNTkxNjI3NDM3\*\_ga\_20G0JHESG4\*MTY1MDcyODA3Mi4xMjQuMS4xNjUwNzI4MDcyLjYw](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf?_ga=2.13584177.746451650.1650720716-1057142824.1591627437&_gl=1*1xsobry*_ga*MTA1NzE0MjgyNC4xNTkxNjI3NDM3*_ga_20G0JHESG4*MTY1MDcyODA3Mi4xMjQuMS4xNjUwNzI4MDcyLjYw)