**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)