



New York District Kiwanis Foundation Inc.

Kamp Kiwanis®

Spring 2010

Dear 2010 Staff Member,

Greetings from Kamp Kiwanis. Enclosed is some information about kamp to help you to arrive happy and with all your logistical questions answered. To aid us in reaching that goal, please read all of the enclosed documents carefully.

- ❖ **Kamp Staff Time Off:** This contains information about daily and weekly time off. Restful and fun time off is essential to a successful summer season. Start to think about how you want to use this time! If you live locally, consider ways to entertain some of our staff that has traveled from afar.
- ❖ **ABC's for Kamp Staff:** This provides detailed information about what to expect this summer.
- ❖ **Staff Action/Travel Report:** Please fax back to us as soon as possible your travel arrangements so that we may have a leadership member available to greet you.
- ❖ **Packing List:** Details all of the things you should bring to kamp to make your summer move a bit more smoothly.
- ❖ **Activity Survey:** Please complete and send back to kamp. You **must** complete these sheet. You may be asked to lead the group in an activity that you have suggested.
- ❖ **Criminal Record Check:** Please fill out this form and return back to kamp, so that we may request a record check for you.
- ❖ **Health Memo and Health Form:** This must be filled out by a physician and returned back to kamp, please note the requirements.
- ❖ **2010 Kamp Schedule**
- ❖ **Employee Biography:** Please fill out all pertinent information and return back to kamp.
- ❖ **Kamp Agreement:** Please keep one and sign the second and return it to kamp.
- ❖ **Job Description:** Please keep one and sign the second and return it to kamp.
- ❖ **Voluntary Disclosure Statement:** Please fill this out and send it back to us as soon as possible.
- ❖ **Kamp Staff Brochure**

I hope that this information is helpful. If you need to contact me please call 315-336-4568 or email me at kampkiwanis@hotmail.com I am very excited about meeting you in person and having the summer of our lives.

With warmest regards,

Rebecca O. Lopez
Executive Director