



Purchase Community, Inc. • 3095 Purchase Street • Purchase NY 10577 • T. 914.949.2636 • F. 914.949.0955 • www.purchasehouse.com

All Paperwork is Due 10 Days from Contract Date

Checklist - For your reference. Check each box as you complete each item.

- Contract:** Sign and return it.
- TEAM Member Confidential Information**
- Medical History:** Required for all TEAM Members.
All TEAM Members are required to have proof of immunization to Measles, Mumps, and Rubella.
New TEAM Members: Please fill out form and include copy of immunizations. Don't forget to sign.
Returning TEAM Members: Please fill top of form, immunizations are on file for returning TEAM Members. Please fill in to update information. Don't forget to sign.
- New TEAM Member Reference Form:** 3 required for all New TEAM Members
- Returning TEAM Member Reference Form**
- Health Screening Attestation**
- Dynamo Day TEAM Member Questionnaire**
- Direct Deposit Authorization Form:** Optional: But a great idea!
- Pre-Camp, In Season and Post-Camp Worker Questionnaire**
- Certifications:** TEAM Members with Lifeguarding, First Aid, CPR, Teaching Certificates, ETC.
- Working Papers:** For All Team Members under 18 years old.
- I.R.S. Form W-4:** Required for all New TEAM Members. Optional for returners (last years will be used if new one is not filled out)
- U.S. Justice Department Form I-9:** New TEAM Members only -
Don't forget to include 2 forms of identification. Refer to form for acceptable documents.

Questions? Email: camp@purchasehouse.com