



**We're here to save the planet, together!** We are so excited to have you on a crew this year! Use the checklist below to stay organized as you crush it through your hiring paperwork.

#LetsDigIn:

1. This is a list of the **REQUIRED PDF FORMS** you can fill out on a computer. Fill them out, save them, and email them back. Or if you don't have computer access, print them out and mail them back to us (who/where to send each is on the forms).
2. **Deadline for hiring paperwork: May 15**

**Conservation AmeriCorps Crew Leader Checklist (check these off and return to Laura)**

- signed* Position Description
- Direct Deposit Form
- W2 Consent Form
- W4
- MVR Consent Form
- Criminal History Check
- AHS Release Form

**All done? Send the all required documents to Laura**

- Email docs as attachments to [laura.demaria@vycc.org](mailto:laura.demaria@vycc.org)
- Or print, fill out and mail to:  
VYCC  
c/o Laura DeMaria  
1949 East Main St  
Richmond, VT 05477

Questions? Email Laura at [laura.demaria@vycc.org](mailto:laura.demaria@vycc.org) or text her at 802-560-8656