



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**

Youth Community Crew Member Hiring Document Checklist (check these off and return to Laura)

- signed* Position Description
- W4
- W2 Consent Form
- Direct Deposit Form
- HC-2 Form
- Media Opt Out Form *only if you are opting out*
- Health Form

All done? Send the all required documents to Laura

- Email docs as attachments to 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 or text her at 802-560-8656