



VERMONT YOUTH CONSERVATION CORPS

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**

AmeriCorps Farm Leader selection documents (check these off and return to Caitlin)

- completed offer letter
- complete Truescreen process via email Caitlin sent you
- schedule fingerprinting through Fieldprint via email Caitlin sent you
- complete Bio from survey link on website
- signed* Position Description
- AHS Release Form
- Criminal History Form
- Direct Deposit Form
- W2 Consent Form
- W4
- MVR Consent Form
- Health Form
- Grant eligibility form
- Do you have all of your ID's ready to go for your first day? Check the AC ID list to be sure!

All done? Send the all required documents to Caitlin

- Email docs as attachments to caitlin.perrier@vycc.org
- Or print, fill out and mail to:

VYCC
c/o Caitlin Perrier
1949 East Main St
Richmond, VT 05477

Questions? Email Caitlin at caitlin.perrier@vycc.org or text her at 802-693-0188