



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: ASAP**

AmeriCorps Farm Project Lead Checklist (check these off and return to Caitlin)

- Completed Offer letter
- Complete Truescreen process
- Schedule fingerprints through Fieldprint via email sent to you
- Complete Bio from survey link on website
- signed* Position Description
- MVR Consent Form
- AHS Release Form
- Direct Deposit Form
- Criminal History Form
- W4
- W2 Consent Form
- Waivers for Healthcare/Childcare
- Health Form
- Grant eligibility form

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