



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**

Conservation AmeriCorps Asst. Crew Leader Checklist (check these off and return to Caitlin)

- completed offer letter
- complete Truescreen process (Caitlin sent an email)
- Schedule fingerprints through Fieldprint via link Caitlin sent you via email
- Complete Bio from survey link
- signed* Position Description
- Direct Deposit Form
- W2 Consent Form
- W4
- MVR Consent Form
- Criminal History Check Form
- AHS Release Form
- Grant Eligibility Form
- Mandated reporter training
- Do you have all your ID's ready to go? Check the AC ID list!

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