



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. **Please note that there are important deadlines for this paperwork** noted in your crew position section.

New to PDFs? Not tech savvy? We got you!

How to fill out and save a PDF:

A PDF is a form you can fill out on a computer, save, and then email. Here's how:

- Click and open the document. **Do not start filling it out yet!**
- Download/save the file: "Save as," label it **your first name and your last name**, save to the computer (in a spot you can find easily).
- Open the saved PDF and fill it out.

Then, email Laura at laura.demaria@vycc.org Questions? Email Laura at laura.demaria@vycc.org or text her at 802-560-8656

Conservation Camping Crew Member Checklist (check them off and return to VYCC)

- signed* CM Handbook acknowledgement
- HC-2 Form
- Direct Deposit Form
- Media Opt Out Form *only if you are opting out*
- W2 Consent Form
- W4
- Health Form
- Grant eligibility survey
- Participant contact info survey
- Do you have all your ID's ready for your first day? Check the ID requirements doc and make sure!