



## 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 Day Crew Member Checklist (check these off and return to Laura)

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

### All done? Send the all required documents to Laura

- Email docs as attachments to [laura.demaria@vycc.org](mailto: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](mailto:laura.demaria@vycc.org) or text her at 802-560-8656