



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: Friday April 16** If you have questions please contact Caitlin at Caitlin.perrier@vycc.org

Conservation AmeriCorps Member Checklist (check these off and return to Caitlin)

- completed offer letter
- Email pictures of your ID's or A*C compliance, *check the A*C ID list!*
- complete Truescreen process via email Caitlin sent you
- schedule fingerprinting through Fieldprint via email Caitlin sent you
- signed* Position Description
- Sharing Story survey (optional)
- Criminal History Form
- Direct Deposit Form
- W2 Consent Form
- W4 federal
- W4 VT
- I-9
- Health Form
- Grant eligibility form
- Uniform survey
- Vosha online certification

Email docs as attachments to Caitlin.perrier@vycc.org If you don't have computer access you can print and fill out and mail to:

VYCC, c/o Caitlin Perrier, 1949 E. Main St. Richmond, VT 05477
Email her with questions or call her at 802-434-3969 x130