



# 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.
2. **Deadline for hiring paperwork:**

## **Conservation Crew Leader Checklist (check these off and return to Laura)**

- Email pictures of your ID's for I-9 compliance, *check the I-9 ID list!*
- complete Truescreen process via email Laura sent you
- schedule fingerprinting through Fieldprint via email Laura sent you
- complete Bio from survey link on website
- signed* Position Description
- AHS Release Form
- Corps Member Story survey (optional)
- Direct Deposit Form
- W2 Consent Form
- W4 federal
- W4 VT
- I-9
- Driver authorization check Form
- Health Form
- Grant eligibility form
- Uniform survey
- Mandated Reporter certificate
- Vosha online certification

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

Email docs as attachments to [laura.demaria@vycc.org](mailto:laura.demaria@vycc.org)

Questions? Email Laura at [laura.demaria@vycc.org](mailto:laura.demaria@vycc.org) or call 802-434-3969 x 200