

2020 Staff Forms for Employees under 18 years old To Be Completed & Returned

Forms need to be completely filled out, signed and uploaded by June 1st.
Please call or email with any questions prior to June 1st.

Please use this page as a checklist to ensure all forms are complete and submitted.
Double check everything for signatures before submitting.

Staff Name: _____ Position: _____ Age: _____

STAFF FORMS

- Staff Policies Agreement** –following 3 pages of this document - All Staff - Every Year
- Staff Agreement– All Staff
 - Voluntary Disclosure Statement - All Staff
 - Hold Harmless Agreement – All Staff
 - Acknowledgement of Random Drug Testing – all Staff
 - Acknowledgement of Time Off and Vehicle Policies - All Staff

- Voluntary Disclosure Statement** – All Staff - Every Year - See Link online

STAFF MEDICAL FORMS

- Health History** - All Staff - Every Year – This form is online in the staff portal
- Physical Form** – All Staff – requires a physical every 2 years – Upload your PDF in the staff portal

TAX FORMS & NEW HIRE FORMS See Links online

- FORM W-4**– New Hires **OR** anyone who wants to change their withholding
- STATE OF MICHIGAN MI-W4**– New Hires **OR** anyone who wants to change their withholding
- FORM W-9**– CIT or new hires – Under 18

NEW HIRE FORMS - See Links online

- Work Permit** –**CIT or new hires – Under 18** --- This form will be sent to you in the mail and needs to be taken to school and filled out. Call the Staff Manager by March 1st if you have not received it.
- 2 Letters of Recommendation** – **New Hires Only**
- Employment Eligibility Form I-9** - **New Hires Only** - fill out page 1 & 2 and include copies of your documents for review (see note for Minors on the last page)
Link to the I9 form https://www.uscis.gov/system/files_force/files/form/i-9.pdf?download=1
Questions <https://www.uscis.gov/i-9-central>

Some forms need completed by your parents, school, or a government office.
Please double check all forms for signatures and information before scanning them into a PDF file and uploading.

LINK TO THE STAFF PORTAL [HTTPS://BLACKRIVER.CAMPBRAINSTAFF.COM/](https://blackriver.campbrainstaff.com/)

Forms need to be completely filled out and uploaded by by June 1st.
Please call or email the staff manger with any questions prior to June 1st.

First & Last Name _____

Staff Position: _____ Date of Birth: _____ Age as of June 1st _____

Staff Agreement

I _____ have read and understand the Black River Farm and Ranch Staff Manual. I understand that I must abide by the policies and procedures set forth in the manual.

If I have a suggestion to an activity, rule, or policy that may improve the program or facilities at BR I will bring it to the Senior Staff in writing, for their review. I understand that action and innovation may be the solution to a problem or inconvenience, and I will do my best to help BR maintain the best program possible.

I understand that my employment may be terminated at any time if my actions or behavior is detrimental to the welfare of others. Also, if I am in violation of the rules my employment may be immediately terminated. Violation of the tobacco, drugs, or alcohol policies will lead to automatic immediate dismissal. I have read, understand, and agreed to the staff policies including: Random Drug Testing Policy, Time Off and Vehicle Policies, and Hold Harmless.

I commit to acting as role model for young girls. This means I will lead by example and inspire them to love and believe in themselves.

For the Love of horses!

Employee Signature: _____ Date: _____

BR Parent Agreement

A parent signature is required for program staff under 18 years of age to acknowledge that you have reviewed the staff manual with your daughter and understand that she will be held to the highest standard as a staff member at Black River Farm and Ranch. Please help her prepare for the future by letting her take the lead on all communication and work-related tasks. She will be responsible for providing leadership to younger girls and the best place to start is by preparing for the job.

Parent Signature: _____ Date: _____

Tax Forms – First time staff must complete all tax forms

- I have **NO** changes to my tax forms for this season.
- I **HAVE** changes to my tax forms for this season and will submit new forms.

Signature of Employee: _____ Date: _____

Hold Harmless Agreement:

*Under 18 years old - All custodial parents must sign

The parents and/ or guardian of _____ agree to indemnify, hold harmless and protect Black River Farm and Ranch, Inc. ,it's employees and lessor, against all liabilities, claims or demands, causes of action, and judgments, arising be reason of any injuries or damages to their person growing out of or arising from said person's stay at Black River Farm and Ranch, Inc., including use and riding of horse thereon, whether said injuries are caused by negligence or breach of warranty of said person, and /or the negligence and/or breach of warranty of Black River Farm and Ranch, Inc. it's employees and lessor.
In presence of:

Parent Name: _____

Parent Name: _____

Signature: _____

Signature: _____

Witness: _____

Witness: _____

Date: _____

Date: _____

**Witness can be any adult who witnesses this document being signed*

Acknowledgement of Random Drug Testing

Parent Signature for staff less than 18 yrs

Black River is a drug free work place. Therefore, all staff members are randomly drug tested to ensure the utmost safety for themselves and our campers.

The BR Staff Manual is available to download on the website for your review.

All staff members sign and agree to the following policies:

Smoking, Drinking & Drugs

Smoking, drinking, and drugs are not permitted on the camp grounds by any staff person at any time. Being found in possession of tobacco, alcohol, or drugs on the campgrounds is cause for dismissal. Random drug testing will be conducted beginning at orientation and continuing throughout the summer.

Please refer to the Personal policies section of the Staff Manual and review the Drug, Alcohol, and Smoking sections.

I, _____ give Black River Farm and Ranch permission to randomly drug test me. I understand and agree to the staff policies stated in the staff manual.

Staff Signature _____ Date _____

Parent Consent to Drug Testing

*Parent Signature needed for staff less than 18 years of age

As a minor we need parent consent to drug test. Please sign below to allow Black River Farm and Ranch permission to drug test if your daughter is chosen for random testing.

I give Black River Farm and Ranch permission to randomly drug test _____.

(Print staff member's name)

Parent Name: _____

Parent Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Acknowledgement of Time off and Vehicle Policies

**Parent Signature needed for staff less than 18 years of age*

Parent Permission to Leave Camp Grounds for Staff less than 18 years old

Staff Person's Name: _____

We are very glad that your daughter will be on our staff this summer. Because she is less than 18 years of age, we solicit your assistance regarding her time off. Please answer the following question and return the form to Black River Farm and Ranch.

Is your daughter permitted to leave the campgrounds during her time off? (Circle one) **Yes or No**

Black River Farm and Ranch does not assume responsibility for your daughter when she is off duty and off camp grounds. If you have any specific instructions relative to her time off, please be sure to advise your daughter of the restrictions and ask her to be responsible to you.

Acknowledgement of Vehicle and Transportation Policy

Vehicles

Program Staff want to bring their cars to camp. This is a perfectly understandable and acceptable request. However, we want to protect the camp and you the car owner, from any abuse of this privilege.

Not abiding by the following rules could result in a loss of vehicle privileges for keeping a personal vehicle at camp or from being able to use camp vehicles.

Please read the following rules carefully.

Personal Vehicles

1. Your car can never proceed past the designated staff parking lot except for the following;
 - a. arrival and departure days
 - b. official camp business or with specific permission, as directed by the Camp Managers
2. The car is never to be used to store beer, wine, liquor or drugs while anywhere on camp property. If broken, this policy may also result in termination of employment.
3. The car is to remain locked at all times.
4. The car is not to be used to drive out of camp at any time, day or night, without prior permission from the Directors. The exceptions being your time off.
5. You must bring a photocopy of your driver's license, tag number, and insurance to camp office for our records.
6. We strongly recommend that you do not loan your car to fellow staff members. This way embarrassment and conflicts can be avoided about such things as gas, unintentional accidents, repairs, etc.
7. Black River Farm and Ranch does not assume responsibility for staff members while operating their personal vehicles.
8. Any staff member under 18 years of age may not drive camp owned vehicles at any time.

As the parent/ legal guardian of _____ I understand and agree to Black River Farm and Ranch's Time-off, Transportation and Vehicle policies.

Signature of Parent: _____ **Date:** _____

Signature of Parent: _____ **Date:** _____

I, _____ understand and agree to Black River Farm and Ranch's Time-off, Transportation and Vehicle policies as listed in the staff manual.

Signature of Employee: _____ **Date:** _____