



DODASA RANCH Camp



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Dear Staff Member:

Thank you for your signed contract. It won't be too long before we will all be gathered together in the beautiful state of California for a summer to remember!

For those of you who are new to Dodasa Ranch Camp, we are pleased to have you with us and look forward to meeting all of you. The experience of working at DRC is challenging, rewarding, and definitely fun! Soon you will be experiencing the reality of living with many teenagers and working with 25+ staff members from all over the world. We have hired you to be a part of an enthusiastic, energetic, and professional team, who we are confident, will work hard to ensure that our campers will have a great summer at DRC.

All staff members must return several documents or pieces of information to our office BEFORE your arrival for work. For your convenience these are located on our website under the STAFF link and PRE-CAMP STAFF FORMS. If you would rather we send these to you by post mail, please let us know, otherwise, we are expecting you to locate them online and return them to our office.

- ♦ **TRAVEL TO CAMP:** You need to **complete the travel form**, which will tell us the date of your arrival (see your contract) and where you need to be picked up. If you are an international staff, you will probably be arriving by airplane into Sacramento. Regardless, your final destination is **Burson, California**. If you would rather, simply email us your complete travel details, instead of the travel form.
- ♦ **HEALTH FORM:** California state law and the American Camp Association require each staff member to submit a copy of their health records. Please be sure you are using the health form under the STAFF link on our website (NOT the camper medical form). **You will see that there are two parts to the form; one is to be completed by you, and one by your physician. Your physical exam must have been conducted within the last 6 months.** If you do not send us a medical form that is signed by a physician, we will automatically send you to have a local doctor give you a physical exam, at your own expense, and it is highly inconveniencing for our camp medical staff. **PLEASE be sure to have this done prior to camp to avoid any unnecessary issues or financial burdens!**

*INTERNATIONAL staff should note that if CCUSA, Camp Leaders, ICCP, Bunac, etc., or any other placement agency had you take a physical exam, **the health form that you completed is acceptable to us**, but a copy of this needs to be given to us and NOT to your agency. If our healthcare staff find that there is not enough information provided by your agency's medical form, we will ask that you complete our form as well. If your agency wants a copy, please make camp a copy as well and forward it to us! PLEASE EMAIL or SEND YOUR HEALTH FORM TO CAMP & MAKE YOURSELF A COPY. We ask that you please send it to **us at least a month prior** to your camp employment.*

- ♦ **STAFF DECLARATION:** ALL STAFF (new and returning) must submit a copy of this form yearly.
- ♦ **WHAT TO BRING:** You will find a copy of our suggested STAFF PACKING LIST online to help you pack for camp. Please read the information about linens/bedding. Please photocopy any **CERTIFICATIONS or LICENSES you may have and send them to us in advance**. This includes a copy of your valid driver's license. All eligible drivers who are over age 21 will be camp driver tested. Remember also to bring your **PASSPORT and at least one other form of picture identification**. You should always photocopy any documents and keep them in a safe place at home in case they are lost or stolen here in the USA.
- ♦ **INTERNATIONAL STAFF: Organize and finalize your J-1 working visa with your placement agency.** Note that all international staff must submit (through your agency) a copy of your **criminal background check or police check**. **Camp needs a copy of this police check!** Please bring it with you, OR send it ahead to us.

- ♦ **W-4 and I-9 Government forms:** ALL STAFF must complete these two forms, but we will have you do **this when you arrive at camp.**

ADDITIONAL NOTES:

- ♦ **Some of our best staff come recommended by you.** If you know of anyone who would make a great camp counselor, tell them to email us with your name as a recommendation.
- ♦ **We are busy preparing for camp and answering phone calls...please don't be discouraged if we are unable to return your call immediately or speak with you at length. Email is always the easiest way to reach us.** We realize that you will have some questions about what will be expected of you. Be assured that you are expected to arrive to camp with energy and enthusiasm. All other expectations will be explained to you at camp. **You will have several days of staff training before the kids arrive and you will be prepared!**
- ♦ **Do not bring huge amounts of cash to camp! Be wise – bring some cash and a charge card. You will be paid bi-weekly for your work at camp.**
- ♦ Once you arrive in the USA (as an international), it is a good idea to stop to obtain a **telephone calling card that you can use to call home, or purchase a prepaid cellular phone to use.** There is a **staff phone** at camp available for you to use. We will also have internet access/wifi in your staff lounge in camp. While you may bring your **cell phone**, NO cell phones will be permitted on camp grounds.
- ♦ Talking to a former staff person who has previously been with us may prove helpful to you. Let us know if this interests you, and we are happy to help.
- ♦ Be sure to check out our official **Facebook** page, which has a link directly from our homepage of our website. We will also have a FB staff group for you to meet and greet!
- ♦ As we approach the summer, we will send new staff via email, your **STAFF TRAINING MANUAL**, which we expect you to read and understand prior to your arrival. The online STAFF HANDBOOK is available at any time and is a great resource.

Thank you for attending to these details in a timely fashion!