

Staff Form Checklist

Below you will find a checklist of the forms required prior to the start of camp.

ON-LINE FORM

This is a form that you will submit through our website











TYPE-IN FORM

This is a form that is designed for you to type into, digitally sign, save to your hard drive or disk and email back to camp. You may also print and send, fax or email it back.

WRITTEN FORM

This is a form that you will have to print out, fill in and send, fax or email back to the appropriate person.

REQUIRED BY ALL STAFF

-  Employment Agreement DUE: ASAP
- Email a Recent Photograph to Camp DUE: ASAP
- Any Certifications you Hold DUE: ASAP
-  MKN Rules and Regulations Form DUE: ASAP
-  MKN Substance Abuse Policy DUE: ASAP
-  MKN Info and Emergency Contact DUE: ASAP
-  Online Medical Form DUE: June 1st
-  Staff Travel Form DUE: June 1st
-  Voluntary Disclosure Statement DUE: June 1st
-  Massachusetts CORI Form DUE: June 1st
-  W-4 DUE: June 1st
-  Staff Medical Exam Form DUE: June 1st

Mailing Address

(Before 5/31)

Camp Mah-Kee-Nac
3 New King Street
White Plains, NY 10604
Fax: +1 914-997-6063


(After 5/31)

Camp Mah-Kee-Nac
6 Hawthorne Road
Lenox, MA 01240
Fax: +1 413-637-0781

REQUIRED BY US STAFF ONLY

-  Consent to Conduct Criminal Background DUE: June 1st

REQUIRED BY NON-US STAFF ONLY

-  Criminal Record Background Check DUE: June 1st
(Take this form to your local Police Force, and bring it or have it sent to Camp.)

If you have any questions or concerns, please call or email us!

800-753-9118 (US & Canada) | +1 413-881-1503 (International) | skype: CampMKN | kevin@campmkn.com