

MATOAKA'S STAFF CHECKLIST FOR SUMMER 2025

Place a check mark next to the tasks you have completed!

Matoaka 'Staff Hub' – The below forms and instructions can be found on the hub at www.matoaka.com/matoaka-staff

- ☐ Completed your online staff uniform order by April 11th.
- ☐ Finalized your travel to camp, emailed your travel details (even if driving) to molly.vanbragt@matoaka.com.
- ☐ Completed ALL **Tax Forms** (Federal W-4, Maine W-4 & I-9) and emailed/mailed them to the camp office.
- ☐ Mailed/Emailed copies of your driver's license, social security card, and/or passport.
- ☐ Completed the **Direct Deposit Form** and emailed/mailed it to the camp office.
- ☐ Mailed/Emailed the camp office a voided check or a **Direct Deposit Letter** from your bank.
- ☐ International Staff (if applicable) – Emailed molly.vanbragt@matoaka.com if you would like to sign up for a Cliq card US bank account. Or you may sign up for a Wise account on your own.
- ☐ All new 2025 Staff – Complete the online **Maine Mandated Reporter Training** online. Please upload the certificate to your CampInTouch account.
- ☐ Review the Matoaka **Staff Packing List** and get **MATOAKA READY!**

CampInTouch Account – The below forms and instructions can be found on your CampInTouch Account

- ☐ Reviewed and signed the **Matoaka Staff Handbook** – Please upload the form to your CampInTouch account.
- ☐ **Online Health History Form** – This form is online on your CampInTouch account.
- ☐ Completed the **Voluntary Disclosure Form** – This form is online on your CampInTouch account.

Waterfront Training (if applicable)

- ☐ Waterfront Staff (if applicable) – Complete the **Waterfront Lifeguard Training** online course. Email with instructions will be sent out in May.
- ☐ Waterski Staff (all waterski) – Complete the **Waterski Works** online course and email your certificate to the camp office. Email with instructions will be sent out in May.
- ☐ Fishing, Scra, Waterski Staff (if new 2025) – Complete the **Maine Boater** online course and email your certificate to the camp office. Email with instructions will be sent out in March.

We know this can be overwhelming and confusing. But it's VERY important!! If you have any questions, don't hesitate to ask – molly.vanbragt@matoaka.com.