

MATOAKA'S STAFF CHECKLIST FOR SUMMER 2026

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

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

- Completed your online staff uniform order by April 17th.
- Finalized your travel to camp, emailed your travel details (even if driving) to molly.vanbragt@matoaka.com.
- Mailed/Emailed copies of your driver's license and/or passport to molly.vanbragt@matoaka.com.
- Completed ALL **Tax Forms** (Federal W-4, Maine W-4 & I-9) via Commonwealth PayRoll & HR (you must send an email to susannah.forbes@commpayhr.com to complete the paperwork).
- Completed the **Direct Deposit Form** via Commonwealth HR (same as above).
- International Staff (if applicable) – Emailed molly.vanbragt@matoaka.com if you would like to sign up for a Dash US bank card, you will not complete the Direct Deposit Form for Commonwealth until you arrive at camp.
- All new 2026 Staff – Complete the online **Maine Mandated Reporter Training** online. Please upload the certificate to your CamplnTouch account.
- Review the Matoaka **Staff Packing List** and get **MATOAKA READY!**

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

- Reviewed and signed the **Matoaka Staff Handbook** – Please upload the form to your CamplnTouch account.
- Online Health History Form** – This form is online on your CamplnTouch account.
- Completed the **Voluntary Disclosure Form** – This form is online on your CamplnTouch 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 2026) – Complete the **Maine Boater** online course and email your certificate to the camp office. Email with instructions will be sent out in March.

Culinary Arts and Outdoor Cooking Training

- Culinary Arts and Outdoor Cooking Staff – Complete the **State Food Safety** online course. Email with instructions and voucher code 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.