



PLEASE READ IMPORTANT INFORMATION ...

April 15, 2008

Dear Camp Echo Lake Staff 2008,

The final countdown to summer is here! We can't express how excited we are to have you at camp this summer to be a part of our Echo Lake family. We are also excited to see you make the summer of 2008 an incredible experience for children. This summer will without a doubt impact your life as you impact the lives of others. You will walk away from the summer having learned life lessons that will stay with you for years to come.

Important: WE ARE NOT MAILING THE STAFF FORMS OUT TO YOU BUT RATHER POSTING THEM ONLINE FOR YOU TO DOWNLOAD AND COMPLETE!! In this email you will find an online link to the staff forms and lots of information that you will need to download NOW so you can read, complete, and return the forms to us by June 1. **Please read the below "Explanation of the Staff Forms" carefully so you know what steps you need to take before camp starts in June! Your completed staff forms MUST BE RETURNED TO US BY JUNE 1 (Call us if there is going to be any delay). **IF THERE IS NO WAY FOR YOU TO ACCESS THE ONLINE FORMS, CALL OUR OFFICE IMMEDIATELY SO WE CAN GET THE FORMS TO YOU!!!****

***In terms of your travel arrangements to camp,** if you haven't already made your travel arrangements **you should go ahead and do** so immediately for the exact dates specified for your position. *Please keep in mind that **staff must arrive ON THE DATE they are contracted for** (not before or after) and can arrive anytime on that date, **prior to 6:00pm**. You can **drive** to camp in Warrensburg, **fly** into Albany Airport, take an Amtrak **train** to Albany or Fort Edward, or take a Greyhound **bus** to Warrensburg. We will ask you to submit your travel plans online so we know exactly when and how to expect your arrival. **If you are arriving at the airport, train station, or bus station, we will have our Hospitality Staff meet you when you arrive and drive you (for FREE!) to camp in Warrensburg.**

Explanation of the Staff Forms:

Please go to www.campecholake.com/staff/forms to complete and download the following staff forms!

❖ **To Be COMPLETED and SUBMITTED ONLINE by 6/1/08**

- **Extremely Important Staff Information Form**
 - ALL Parts & Information MUST be completed and submitted online
- **Travel Information Form**
 - Complete the Travel information online
- **Get to Know the Echo Lake Staff Form**
 - Complete all questions and email us a photo online
- **NY State Department of Health Meningitis Information and Vaccination Form**
 - Read and Complete all questions

❖ **To Be DOWNLOADED, COMPLETED, and RETURNED/MAILED to us by 6/1/08**

- **Staff Health History Medical Form & Staff Licensed Medical Personal Recommendation Form**
 - **Staff Health History Medical Form:** This is an important health history form!!! **ALL STAFF MUST COMPLETE THE ENTIRE Staff Health History Medical Form giving your current health history information EACH year to work at camp.**
 - **Staff Licensed Medical Personal Recommendation Form:** This is the Physical Exam conducted and signed by Medical Doctor. **ALL staff MUST have a physical exam from a doctor once every two years to work at camp.** If you are a **FIRST TIME STAFF PERSON OR** you have worked at CEL in the past but you **DID NOT WORK AT CEL** in 2007, then **YOU MUST HAVE A PHYSICAL EXAM WITH A**

DOCTOR AND COMPLETE the **Staff Licensed Medical Personal Recommendation Form**. If you worked at CEL in 2007 and did not have a physical exam with a doctor in 2007, THEN YOU MUST HAVE A PHYSICAL EXAM WITH A DOCTOR AND COMPLETE the **Staff Licensed Medical Personal Recommendation Form** THIS YEAR. If you worked at CEL in 2007 and you DID HAVE a physical exam with a doctor in 2007, then it is OPTIONAL for you to have a physical exam with a doctor and complete the **Staff Licensed Medical Personal Recommendation Form** for 2008, unless you've had a change in your medical history in the past 12 months. Call the office if you have any questions.

- All Staff are required to submit a complete record of your IMMUNIZATIONS with your medical form! You may need to contact your pediatrician for this information.
- **Insurance Card Copy Form**
- **W-4 Financial Form**
 - ALL staff, regardless of citizenship must complete this form to be paid; *If you do not yet have a US Social Security number, you can leave that portion blank, but keep in mind that you can apply for a US Social Security number when you get to the US.

❖ **To Be DOWNLOADED and READ CAREFULLY for important information by 6/1/08**

- **The Complete Camper Experience**
 - This is the reason we are all coming to work at Echo Lake. All of our campers will have successful social, programmatic, and health living experiences at camp this summer. It is our job to ensure that that happens.
- **Camper / Parent Policies and How They Affect Staff** (for your information)
- **MMR Vaccination Information & Requirements**
- **“What Should I Bring to Camp?” Suggested Packing List**
 - Staff clothing policy: From wake up to dinner time each day, staff MUST wear an Echo Lake Staff shirt. ALL new staff will be given six staff shirts during orientation, and \$30.00 will be taken from your salary to cover the cost of these shirts. If you are a returning staff person, MAKE SURE to bring your Echo Lake Staff shirts from past summers to camp this year or you will be asked to purchase additional shirts. All staff will also have the option of purchasing a Staff Tank Top (in addition to your staff shirts) during staff orientation. Please review the suggested packing list for ideas of what else to bring to camp.
 - Activity Specialists & Head Specialists should bring to camp clothing or equipment appropriate for their activity area. We are hiring you to teach a skill & we want you to look the part.
- **Identification Documents you Must Bring to Camp**
- **“Echo Lake Idea” Program Information**
- **Great Resources for Camp**

Camp Addresses and STAFF Summer Contact Information...

Until May 21-Echo Lake Winter Office address is:

Camp Echo Lake
3 West Main Street
Elmsford, NY 10523
(914)-345-9099 or 877-CEL-STAF

After May 21-Echo Lake Summer Office Address is:

Camp Echo Lake
PO Box 188 Hudson Street
Warrensburg, NY 12885
(518)-623-9635

Your family and friends can keep in contact with you this summer by **sending letters to the Warrensburg address**. Make sure they **put your name and “Staff” on the envelope**. Also your family and friends can leave **phone messages (they will not be able to call and reach you directly) for Staff at this number (518)-623-6161**. *Please note that this is a NEW staff phone number for 2008! In case of an emergency, call the camp office at (518)-623-9635.

***FACEBOOK GROUP FOR CEL STAFF:** We have started an "OFFICIAL Camp Echo Staff 2008 Group" for all staff who have been hired to work at camp in 2008. You must get approval to be a member of this group and it is only for 2008 hired staff. Similar to our online staff message board, this group is for both new and returning staff...so please remember to be welcoming, inclusive, hospitable, and camp appropriate! Laurie (who is the administrator of the group) and the rest of the 2008 head staff (who will be listed as "officers" so you can start to get to know who they are) look forward to getting to know you and getting everyone excited for summer 2008! Feel free to ask questions about camp and get to know the amazing staff we have hired so far! This group will feature helpful tips about camp, provide information about staff forms and arrival details, allow you to begin to get to know your fellow staff, and allow us all to start getting pumped up for the summer. **So, how do you join this Facebook group?**

1. Log into Facebook, or sign up for Facebook at www.facebook.com if you're not already a member.
2. Go to the following URL: <http://www.facebook.com/p.php?i=512911481&k=RYA6Y5Q5TWTF5G1CTJ65U>
3. Click "Request to Join Group" underneath the Camp Echo Lake logo. (A group administrator will approve your membership.)

***CEL Website-Staff Message Board:** Don't forget to visit the www.campecholake.com website and chat on the Staff Message Board (if you have not logged on this year we have a brand new message board and everyone must RE-register)! Fun camp stories are being shared! Our camp director can even be spotted chatting on the message boards! PLEASE just keep in mind that ANYONE (campers, parents, new staff, etc...) has access to the staff message boards so PLEASE keep all comments appropriate for all viewing audiences and make sure to be helpful and friendly to any new staff that pop up on the message boards...you never know, they could be your new best friend! PLEASE also be careful with the words you chose and avoid using potentially offensive or "labeling" words/terms such as "newbie" or "lifer" or anything even more offensive as our message boards, just like camp, are a respectful, "camp appropriate" place to be! Thank you!

Please make sure you spend some time going over this mailing carefully! Get some rest because you are in for the **summer experience of a lifetime!!** Feel free to contact us if you need anything! See you in June!

Tony Stein
Director / Owner

Laurie Rinke
Associate Director

John Pezzolla
Senior Village Director