



O Important Things to Do and Know

- **Authorization for Background Check:** Because we work with minors, all staff must complete and pass a background check. If you have not already completed this document please fill out the form, sign it, and mail it to Outlaw Ranch **ASAP**.
- **Health Form: The enclosed health form needs to be completed before you come to camp.** You may have this done by a family doctor or at your college campus medical center. If you have had a physical since June 2009, the doctor=s office may complete the back side of the form without having another doctor=s exam. You may mail it to Outlaw at any time, or bring it with you to staff training. If you have already sent your health form in, please ignore this.
- **I-9 FORM:** You will be filling out an I-9 form at staff training to establish identity and employment eligibility. You will need to show us either:
 - a) ONE of these: a U.S. Passport, certificate of naturalization, or unexpired foreign passport with attached employment authorization.
 - OR -
 - b) BOTH a driver's license AND either a social security card or birth certificate.
- **A W-4 Form** from your friends at the Internal Revenue Service. Please complete -- return now or bring it to camp. You won't get paid until you turn one in. We will be paid in the middle of June, the middle of July, and at the end of the summer. Please plan your finances accordingly.
- **Direct Deposit Form:** Lutherans Outdoors prefers to use direct deposit to your bank account for payroll. Please complete and bring the enclosed form to staff training. If you would like to receive a check instead of direct deposit, this may be arranged.
- **College Credit:** You will have the opportunity to earn college credit for your time at camp. A brochure describing the program is enclosed. You may register for the classes and pay your fee during staff training.
- **A Map to Outlaw Ranch** with directions from Rapid City. Both Outlaw and AMR staff have training together at Outlaw Ranch the first week. Map & directions are also on the web site. **DO NOT USE GOOGLE MAPS.** There is some confusion when using this website to find the camp; sometimes it leads you here, sometimes it will lead you astray.