

POTENTIAL YBC STAFF CHECKLIST

(Make Sure The Email You Use is Valid and Check It Often - Email is our means of communication for camp prep - Make sure it is not going to spam)

____ Step 1: Read any camp info at <https://www.wvcoc.org/ybc> (Make sure you look at the Info Packet)

____ Step 2: Apply to be staff at <https://pci.jotform.com/form/260675671759169> (There is a \$50 staff enrollment fee - it will be refunded if not selected as staff)

____ Step 3: Download and [Print this Form](#) and take it to a LiveScan location near you (often at a Police Dept, Notary or Shipping Service). Pay for the LiveScan and save your receipt. You will be reimbursed if cleared to be staff.

____ Step 4: Complete the Child Safety training if it is emailed to you. (If you completed this as YBC Staff in previous years you do not need to do it again)

____ Step 5: Complete this \$10 (your cost) CPR training course <https://nfhslearn.com/courses/cpr-aed> and email westvisaliacoc@gmail.com a screenshot of the completion certification. This is required for all Cabin Leaders, but I strongly recommend it for all staff. If you are already trained, you may send in your documentation.

____ Step 6: Once all clearances are complete you will receive an email letting you know that you are good to go to camp. All staff clearance docs and trainings must be completed by June 1st.