

## **Pre-Summer Checklist**

WHAT	QUESTIONS?
Read all emails <b>completely</b> when they come in - Check your junk mail if you don't see these!	JMcRae@SkyRanch.org
Confirm your 2 References have been submitted through your account	HrDept@SkyRanch.org
Triple check your arrival date and time	JMcRae@SkyRanch.org
Bring original, unexpired I-9 identification(s) to Staff Training. See FAQs for more info.	HrDept@SkyRanch.org
Complete Employment Forms through your account by May 5th	HrDept@SkyRanch.org
Complete Ministry Safe (link will be sent by April 15)	HrDept@SkyRanch.org
If Lifeguard, First Aid/CPR or Ropes Certified, bring your certification card to camp.	JMcRae@SkyRanch.org
Bring Health Insurance Card to Staff Training (if applicable)	<u>JenW@SkyRanch.org</u>
Follow @2025skyranchstaff AND @skyranchstaff on Instagram	CaitlinS@SkyRanch.org