

**BLOOMSBURG UNIVERSITY  
REQUEST FOR SUMMER CAMP EMPLOYMENT**

Camp: \_\_\_\_\_ Date: \_\_\_\_\_

Cost Center: \_\_\_\_\_ Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Last 4 digits of SSN (*for verification purposes only*): \_\_\_\_\_

Employment Date: from \_\_\_\_\_ to \_\_\_\_\_

Classification:

<input type="checkbox"/>
<input type="checkbox"/>

Coach

Counselor

<input type="checkbox"/>
<input type="checkbox"/>

Coach/Counselor

Other

Description of Services:

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Camp Director/Supervisor: \_\_\_\_\_

Director of Athletics (or designee): \_\_\_\_\_

1. Is this employee a current BU student-worker? YES NO  
*If YES, **STOP** here. If NO, proceed to the next question.*

2. Did this employee work your summer camp last year?  
If YES, an updated W-4 & I-9 are all that is needed.  
If NO, proceed to the checklist and provide all documents listed.

**CHECKLIST**

All forms must be completed and supporting documents attached. Forms must be in the following order for submission to the Payroll office. **USE ONE STAPLE FOR ENTIRE PACKET!**

- I-9 form with copies of supporting documents & signatures
- Copy of Social Security Card
- Earned Income (Wage Tax Questionnaire)
- W4
- EEO Self-Identification Survey
- Direct Deposit form (highly encouraged)
- Local Services Tax (LST) Exemption Form
- Employee Emergency Contact Information (recommended to keep a copy on file)