

North Star Camp Staff Checklist 2021

► The Campintouch System

Each of you have a personal log-in page through our Campintouch system. This is where you find all of our forms and documents. Access the system at www.northstarcamp.com and click the “log-in” link in the upper right hand corner. If you don’t know your password, there should be a link to retrieve it.

For our new staff, this is the same system that you used to complete your staff application. Many of our International staff have not yet logged into the system, but should be able to retrieve their password. Email dan@northstarcamp.com if you have any problems logging in!

Below are item that will need your attention ahead of the summer.

► Forms

- Staff Info Form
- The Voluntary Disclosure Form
- The Drug and Alcohol Policy - **Fax or scan and email**
- The Basic Health History Form

* Please note, in the Health History form, there is a section where you can enter your immunization history. If you are not able to complete that on your own, there is a separate immunizations form. You can take that form to your doctor to complete and then either fax or scan and email it in.

There will be additional forms ahead of the summer that address COVID-19 testing.

► Documents

- Read the “Preparing for the Summer of 2021” Packet
- Staff Equipment List
- North Star’s Social Networking Guidelines:
- Official Job Description (job specific)

► Pre-Summer Trainings/Videos

Lifeguard Training: All waterfront instructors (canoeing, fishing, sailing, waterskiing & windsurfing) and trip leaders are expected to be lifeguard trained. Staff needing these certifications will be sent info on how to register for the online content, which must be completed before you get to camp. If you are not required to be a lifeguard, but wish to be certified, email us and we will get you enrolled. This course includes CPR/First Aid/AED

CPR/First Aid/AED Training: All Senior Counselors and certain other program staff are expected to be CPR/First Aid/AED trained. Staff needing these certifications have been sent info on how to register for the online content, which must be completed before you get to camp. If you are not required to be a certified, but wish to be certified, email us and we will get you enrolled.

Boater Safety Training: All fishing, waterski, sailing and windsurfing staff are expected to be boater safety trained. Staff needing these certifications have been sent info on how to register for the online content. If you are not required to be a certified, but wish to be certified, email us and we will get you enrolled. Staff cannot drive camp's motor boats without this.

Pre-Camp Training Modules: We will ask staff that miss pre-camp or are arriving late to watch a selection of online modules. We will send a follow-up email on that.

Any questions?

Email or call Andy, Dan or Robyn at any point!

Camp Phone: 715-462-3254

Andy: andy@northstarcamp.com - 847-943-9559

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