



Summer Staff Hiring Information 2023

Welcome to HoneyRock Summer Staff 2023!

We are so excited to have you on staff this summer and are praying for you as you prepare to spend your summer with us!

Here you will find important information that will help you prepare for your time at HoneyRock. If you still have questions after reviewing this information, please do not hesitate to call or email. This is a checklist of what needs to be completed, along with the due date:

√	Due Date	Checklist to Complete
	May 1, 2023	Employment Onboarding - Login to your HoneyRock Account to complete the following: <ul style="list-style-type: none"> • Accept Your Employment Offer • Complete Your Background Check (International Staff do not need to complete this). • Provide T-Shirt Size • Provide Dietary Information • Sign Risk Waiver • Provide Transportation Arrival Information • Complete the Get to Know Our Summer Staff JotForm
	May 9, 2023	If you have NOT worked for HoneyRock or Wheaton College in the last 3 years you will be asked to complete a secondary application for Wheaton College Human Resources. In order to receive a paycheck this step must be completed. Information and a link to this application will be provided in a separate email soon.
	May 8, 2023	Ministry Safe Camper Protect Training This training is required for all staff. A separate email is being sent to you with this training. Please complete by Monday, May 8, 2023.
	May 8, 2023	Red Cross CPR/First Aid Online Training You will receive a separate email for this training only if it is needed for your position.
	Arrival Date	All HoneyRock employees will be required to complete Federal and State Tax Documents online. You will also be asked to complete Direct Deposit forms online . You will receive instructions for this in a separate email.
	Arrival Date	Forms of Identification for I-9: ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED! NO PHOTOCOPIES! (Review page 3 of the I-9 for proper identification needed and bring to HoneyRock.)

Employment Eligibility Verification (I-9 Form)

All HoneyRock/Wheaton College employees are required to complete the **and provide the Required proof of identity with ORIGINAL DOCUMENTS.**

1. Print and Complete Section 1 of the [Employment Eligibility Verification I-9 Form](#).
2. **Review page 3** for the list of ACCEPTABLE documents and bring these original documents with you to HoneyRock.
NOTE: PHOTOCOPIES or PHOTOS WILL NOT BE ACCEPTED. You will NOT be allowed to work until proper documents are shown. You need to arrive to HoneyRock with these official forms of identification in hand!

Tax Forms

Tax forms are to be completed with your application in Oracle. In order to be paid for your work at HoneyRock, completion of these documents is required. Please complete the following online (see separate email for instructions):

- **Federal Tax Form**
- **State Tax Form**
- **Direct Deposit Authorization (We strongly recommend using direct deposit, since paychecks usually arrive to HoneyRock several days after "payday".)**

Transportation

Please confirm your arrival date and plans in your **Employment Onboarding**. Here are the options you may choose from:

- **Bus** transportation from Wheaton College to HoneyRock is available **5/13/23 or 5/20/23**. Buses will begin loading at Chrouser Sports Complex at 7:30 am and will depart at 8:00 am.
- If you plan to **Drive** to HoneyRock please select **Own Transportation**. There is parking available at HoneyRock.
- You can **Fly** directly to Rhinelander, Wisconsin (airport code: RHI) and be picked up by HoneyRock Staff. **Schedule your flight to arrive before 3:00 pm** and provide the flight information in the Employment Onboarding online. A \$20 fee is charged to cover fuel costs.

Pay

1. Pay is calculated by stipend. $\text{Weekly Rate} \times \text{Number of Weeks Worked} = \text{Total Stipend}$
2. Payday is every other Friday. Please be aware that depending on your start date you may not receive a paycheck for up to four weeks.
3. Weekly Room & Board charges will be deducted from your paycheck.
4. We strongly recommend using direct deposit, since paychecks usually arrive to HoneyRock several days after “payday”.

Room & Board

- Room & Board charges are per week. This fee includes your housing and meals in Chrouser Dining Hall. This is deducted from your paycheck.
- You will be given your room assignment when you arrive. During the summer, you will be staying in a cabin or dorm-style room that sleeps 4-10 people and with a bathroom/shower in a different building depending on the location.

Cell Phones & Messages

There is limited cell phone coverage in the area. During the summer, we have designated areas for cell phone use. No personal calls are allowed on the HoneyRock office phones. However, we are happy to take messages and pass them along to you at 630-752-7474.

Mail

Leave the following address with your friends and family:

Your Name – Department (program you are working)
HoneyRock
8660 HoneyRock Road
Three Lakes, WI 54562

Note: The Three Lakes Post office **will NOT forward your mail when you leave**. The HoneyRock office can only forward 1st class mail (anything pre-sorted will not be forwarded, many bills come pre-sorted.) You must notify the sender of your address change.

Internet

Please keep in mind that HoneyRock is intentionally “low-tech” for summer staff as part of the program and overall experience. Prepare yourself to “unplug” from social media, entertainment, and technology for a season of increased physical presence and investment in the HoneyRock community. We have a library available for staff during off hours where you can use your laptop. There is WiFi access available.

Laundry

Laundry can be done in the nearby town of Three Lakes, WI.

HoneyRock Summer Staff - PACKING LIST

What to Pack

- Sleeping bag or linens (Twin-XL size bed)
(International staff will be provided with bedding.)
- Pillow *(International staff will be provided with a pillow.)*
- Flashlight and batteries (headlamp recommended)
- Good rain gear – waterproof jacket with hood
- Two warm long-sleeved shirts
- Several pairs of durable work pants
- Shorts (3" inseam or longer)
- Underwear
- Several pairs of wool, synthetic and cotton socks
- Leather hiking/work boots
- Sneakers
- Light Cotton shirts and t-shirts
- 2 hats; one for warmth and one for sun and rain
- Personal toiletries: toothbrush, etc. (A toiletry basket or bag might come in handy for trips to the bathroom/showers.)
- Towels, washcloths
- Bathing suit: trunks or 1-piece
- Nice Sunday clothes
- Fleece, sweatshirts and jacket
- Bible, devotional materials, journal
- Laundry bag, detergent
- Daypack/Backpack
- Insect repellent (25-30% DEET)
- Sunscreen
- Sunglasses
- Wrist watch
- Alarm Clock
- Windbreaker and nylon wind pants
- Lighter

Wilderness Tripping

- Durable Hiking or Tennis Shoes
- Synthetic t-shirts and long sleeve (not cotton)
- Warm NON-COTTON layer (fleece jacket, wool sweater)
- Non-cotton athletic pants or wool/fleece leggings
- Synthetic Long Underwear

Optional items to pack:

- Camera and batteries
- Musical instruments (guitar, hand percussion, flute, etc.)
- Fishing pole and tackle
- Small reading light
- Compass
- Pocket Knife or Multi-tool
- Bandanas
- Mountain Bike

What NOT to pack:

- ✗ TV (DVD, etc.)
- ✗ Firearms
- ✗ Electronic games
- ✗ Fireworks
- ✗ Spaghetti straps, tube tops, or 2-piece swim suits (women)
- ✗ Speedos (men)
- ✗ Short shorts for Men or Women (exception: running shorts used only for running.)

Questions?

Please contact your supervisor or call Donna Marroquin at 630-752-5124 or email:

donna.marroquin@wheaton.edu