



Summer Staff Hiring Information 2022

Welcome to HoneyRock! 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 and along with the due date:

√	Due Date	Checklist to Complete
	5/1/2022	Confirm Arrival plans with your Supervisor. (see arrival options below)
	5/10/2022	Employment Onboarding: Login to your HoneyRock Account to accept your offer, complete your Background Check, Health Information, Dietary Information and Risk Waiver.
	5/10/2022	Complete the Get to know our Summer Staff JotForm.
	5/10/2022	Ministry Safe: Child Protect Training (All Staff will receive a separate email for this required training.)
	5/10/2022	Red Cross CPR/First Aid Online Training (You will receive a separate email for this training.)
	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.)
	Arrival Date	Print, Complete and bring to HoneyRock the following: <ul style="list-style-type: none"> • Employment Eligibility Form (I-9) (Complete Section 1 only) • Federal W-4 State Tax Form (Use this Tax Form Flow Chart to determine correct Tax Form to complete.)
	Arrival Date	<ul style="list-style-type: none"> • Direct Deposit Form (Print, sign and bring to HoneyRock)

All HoneyRock/Wheaton College employees are required to have the following forms on file.

- **Employment Eligibility Verification (I-9 Form):**
 1. Complete and Print Section 1 of the [Employment Eligibility Verification I-9 Form](#).
 2. You will be required to show proof of Identity and Employment Authorization. (Typically, a social security card and drivers license or a passport, although there are many other forms of proper ID listed on page 3 of the form in the link above.
 - **NOTE: PHOTOCOPIES 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:** The tax forms (linked below) are required in order to issue you a paycheck. Please complete and print both the Federal and the appropriate State tax form. If you are not sure which State form you need, please email [Donna Marroquin](#) to obtain a handy how to guide.
 1. [Federal W-4 Tax Form](#)
 2. [Illinois \(IL\) W-4 Form](#)
 3. [Wisconsin \(WI\) WT-4 Form](#)
 4. [Wisconsin \(WI\) W-220 Form](#)
- **Background Check Authorization:** Your offer of employment is contingent on a satisfactory background check. This check must be completed before your arrival (A link to this is found in the Staff Portal section of your HoneyRock account).
- **Staff Action Form:** You will sign this document upon your arrival at HoneyRock. It outlines your pay and date information. Please plan to be employed at HoneyRock for the dates you have agreed upon with your supervisor.

Transportation

- **Please confirm your arrival date and plans with your Supervisor.** Here are the options:
- **Bus** transportation from Wheaton to HoneyRock is available **5/14/22 or 5/21/22**. Please confirm with your supervisor which bus you should take.
- If you plan to **Drive** to camp there is parking available.
- You can **Fly** directly to Rhinelander, Wisconsin (airport code: RHI) and be picked up by camp staff. Schedule your flight to arrive before 3:00 pm. Notify your supervisor in advance if you want someone to pick you up. A \$20 fee is charged to cover fuel costs.

Paychecks

- Pay is calculated by stipend. $\text{Weekly Rate} \times \text{Number of weeks worked} = \text{Total Stipend}$
- 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.
- Weekly Room & Board charges will be deducted from your paycheck.
- If you would like to have your paycheck direct deposited into a checking or savings account of your choice, please complete the [Direct Deposit Form](#). **We strongly recommend using direct deposit, since paychecks usually arrive to HoneyRock several days after “payday”.**

Room & Board

- HoneyRock charges \$130.00 for Room & Board 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.

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.

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 office phones. However, we are happy to take messages and pass them along to you at 630-752-7474.

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 open wifi access available.

Laundry

Laundry is available at HoneyRock or in a nearby town.

PACKING LIST

What to Pack

- Sleeping bag or linens (Twin-XL size bed)
- 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