



Welcome to the 2019 Robindel Staff.

We hope that you are as excited for the summer as we are!

Below you will find a small list of items to help get *you* ready for being a staff member this summer...and *us* ready to welcome you to camp! If you have any questions, please do not hesitate to contact us.

Jolly: Jolly@robindel.com

Cori: Cori@robindel.com

Meet other staff members on our Robindel Staff Facebook page. Click [HERE](#).

As the summer nears, keep an eye out for emails with information about camp and how you can prepare for being a counselor this summer.

Emails will come from Jolly, Cori and the Department Head of the activity you will be teaching.

Please complete these items ASAP..

Note that all online forms are available through CampMinder. See page 4 titled “Camp Robindel & CampMinder” for instructions to access forms.

- 1) Read and sign your **Staff Contract** online. (This is due 10 days after you receive it.)
- 2) Make sure that you listed 3 references on your application. Remember that they need to be **professional references** (which means they can't be related to you). They can be advisers, professors, organization leaders, employers, coaches, etc. The reference form is automatically sent to them, but it is always a good idea to follow up and make sure that they received it.
- 3) Fill out your **Travel Form** online (deadline: April 15, 2019).
- 4) Fill out your **Clothing Order Form** online (deadline May 1, 2019). *See the next 2 pages for more information on this.*
- 5) Fill out your **Staff Bio Form** online (deadline May 1, 2019). Be creative and thoughtful. This is your first impression to our families. The information that you provide will be used to introduce you to our families through our website.
- 6) Fill out your **Health Forms** online (deadline June 1, 2019). *(If you are an international staff member and you have already filled out health forms, please just bring a copy with you to camp.)*
- 7) Fill out your **Staff Preferences** and **Staff Pay Forms** online (deadline June 1, 2019).

Thank You!

Once again welcome to CR.

Camp Robindel

Packing for Camp

If you are starting to think about packing for camp, then summer can't be too far away!! We hope that you are excited for the summer of your life. We are excited to welcome you!

We hope that you find the information below as well as on our website helpful.

As always, if you have any questions feel free to contact us! Email cori@robindel.com.

A few helpful things to keep in mind:

- **Put your name on everything!!**
- Space is very limited. You will have one cubby (2 ft x 2 ft x 2.5 ft) with three shelves and limited hanging space.
- We are a uniform camp - Navy blue and White are our colors. All t-shirts should be navy blue or white. Neutral colored (khaki, gray) shorts are acceptable as well.
- You may want to bring some non uniform clothing for your time off. The area is very casual!
- **Put your name on everything!!!**
- We will supply you with 2 Staff T-shirts (1 navy & 1 white). You can order additional staff clothing online. **Please place your order ASAP! (clothing examples are on the next page)**
- US/Canadian staff - please bring a pillow, blanket & towels. Sheets and pillowcases are provided by camp. Towels are washed daily.
- International staff - ALL blankets, pillows, towels and sheets are provided by camp.
- Leave your valuables at home.
- **Did we mention that you should put your name on everything??**

The packing list below should be a guide for you. Of course, depending on the activity that you are instructing you may need additional equipment (tennis racquet, cleats, one piece bathing suit, etc.). If you are unsure of what you need, please check with your department head or email us.

- | | | |
|--|---|---|
| <input type="checkbox"/> 5 Navy t-shirts | <input type="checkbox"/> Underwear, socks, bras | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> 5 White t-shirts | <input type="checkbox"/> White outfit for final banquet | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> 6 Pairs of shorts | <i>(some people like to dress up a bit, but this is not necessary.)</i> | <input type="checkbox"/> Insect Repellent |
| <input type="checkbox"/> 2 Sweatshirts | <input type="checkbox"/> Watch (NOT a phone) | <input type="checkbox"/> Coffee Mug |
| <input type="checkbox"/> Sweatpants | <input type="checkbox"/> Beach/bath towels (US staff only) | <input type="checkbox"/> Reusable plate/bowl (optional) |
| <input type="checkbox"/> Jeans | <input type="checkbox"/> Bedding (US staff only) | <input type="checkbox"/> Stationery, stamps & pens |
| <input type="checkbox"/> Rain Jacket | <input type="checkbox"/> Hat | <input type="checkbox"/> Toiletries* |
| <input type="checkbox"/> Sneakers | <input type="checkbox"/> Rain Boots, if you own them | <input type="checkbox"/> Water Bottle |
| <input type="checkbox"/> Sandals | <input type="checkbox"/> Flashlight & batteries | <input type="checkbox"/> Black Sharpie to put your name on items! |
| <input type="checkbox"/> Bathing Suit | | |
| <input type="checkbox"/> Sleepwear | | |

*There will be an opportunity to go to Walmart during the first week of staff orientation.

Examples of Staff Gear that can be ordered online which includes: Navy and White Tshirts, Wicking Tshirts, Long Sleeve Shirts, Hooded & Crew Neck Sweatshirts, Sweatpants, Trucker-Style Hats, Nalgene Water Bottles & Coffee Mugs.



**We have shorts available for purchase at camp. They do not need to be pre-ordered.



Camp Robindel & CampMinder.

2019
Camp Staff
Forms

All of the forms that you will need in order to complete the hiring process are available through CampMinder.

To access your CampMinder account:

- Go to www.robindel.com and click “My CR Login” or click [HERE](#) and login to your account. Note the option to “retrieve/reset password” if you have forgotten yours.

To fill out forms:

- Click “Forms & Documents” to see a list of all required forms.
- All forms can be completed online.
- Please note the due date for each of the forms.

Let us know if you have any questions!
See You In June!!

