



A CAMPING TRADITION SINCE 1936 IN ALGONQUIN PARK, ONTARIO

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Dear Staff Members of 2018,

May 1, 2018

We are thrilled to have you on board for the upcoming summer and as we often say, this summer will truly be “one for the record books”. Finally, we can all say we’re heading up to Tamakwa “next month”. This can only mean it’s time to share lots of information with each other in the weeks leading up to another fantastic summer on South Tea Lake. From lifeguard certifications, police checks, health forms, transportation details, veggie meal sign-up, what to bring lists, what NOT to bring lists, and much more... we have information for you and you have information for us.

We have included a few forms we need you to complete and return. Please note that the Online Medical Form does **not** require you to see a doctor. Please ensure you log in to the STAFF PORTAL to complete and submit the form. If you are unsure of specific requested dates, you can type approximate dates. If you are currently under the age of 18, please have your parents complete the form online. At the bottom of this letter, we have noted if you need to forward any other information to us. We need to have all of this information in our office by **June 1st**, before we head up to Algonquin Park for the summer. A quick reminder for staff traveling from the USA, you are required to present either a Passport, Passport Card, NEXUS card or Enhanced Driver's License.

As part of your contract, many of you are required to have a valid/current Canadian Lifesaving Society Bronze Cross Certification (or American Red Cross Life Guard Training equivalent) or higher. We must have a copy of that certification in our office. If you still need to complete this certification or re-certify your expired certification, please make sure to enroll in a class ASAP and contact Andrea to let her know the dates of your certification (or re-certification) course and where it is taking place. This way, if others need this information, then we can share it with them. Andrea can also help you find a course.

For all NEW Tamakwa staff, we have also enclosed a Prep & Packing Supplement along with a copy of the 2018 Green Book, our Camper/Parent Manual. This manual is written with our campers in mind, but it does have some very important information that pertains to all of you as well. Please read through the manual and if you have any questions, feel free to contact us by phone or e-mail. Our website contains a lot of pertinent information for the summer and our Green Book is also online at [www.tamakwa.com/green-book](http://www.tamakwa.com/green-book).

Our hiring is almost completed but we still have a few select positions available. If you know any amazing staff that would be perfect for camp, definitely give Craig their information right away! Pre-camp plans are in the works and we are very excited to see all of you getting off the boat for the first time this summer. Please feel free to call or e-mail any time with questions.

Yours truly,

*Vic, Craig & Margot*

WE STILL NEED A COPY OF YOUR (if highlighted):

BIRTH CERTIFICATE

POLICE CHECK

DRIVER'S LICENSE or PICTURE I.D.

LIFEGUARD CERTIFICATION

ALL ENCLOSED FORMS