

Mosholu Country Day Camp



Staff Pre-Camp Handbook

Welcome

We are excited that you are interested in working with Mosholu Montefiore, a Community Center's Country Day Camp. Selecting a summer job can be very difficult decision, but if you find the right fit it can be a very rewarding experience. We suggest that you read this handbook. If this job is for you and you perform at the level we expect the summer will be great. We are hoping that everything works out, and we look forward to having you with us for a long time to come. Camp is a special place and we hope you will share it with us.

Mosholu campers will have an opportunity to participate in an array of events such as swimming, music, art, trips, archery, tennis, golf and many more. We strive to provide the best social, recreational and educational opportunities for our camping community. They will be the first thing their campers talk about when they go home, and the first thing they look forward to seeing when they wake up; for 2 months you become this child's whole world.

This manual offers helpful hints and tips, that answer many of the questions about our camp policies and procedures.

Documentation

Prior to coming to camp, application, your contract, 2 reference forms, medical, U.S.D.A and W2 information must be completely filled out and on file with us. In order for us to place you on payroll, we must have all necessary information in our records. This is not an option. It is a requirement and will not be negotiated.

Emergency Contact

It is extremely important that the camp office receives all of your contact information. If something should occur involving while you are at work, we will need to get a hold of someone. All of your information must be up to date. It is difficult to call or contact anyone, if we do not have the appropriate contact information.

Medical Information

Every person attending camp is required to have a medical form on file. Staff members must now have the form filled out and signed by legal guardians if they are under 18, or by themselves, if they are over 18.

CAMP LUNCH

All counselors under the age of 19, who submit a USDA income eligibility form will be eligible for a free camp lunch. These forms are only checked to see that a percentage of our campers meet the income requirements, but must be on file at the camp. We will not supply lunch to any counselor who does not complete the form. Our lunch consists of a sandwich, piece of fruit and a small drink. For those who decide to bring their own lunch we suggest that you purchase an insulated cooler to put your lunch in.

Transportation

Transportation is a big concern in camp, we are interested in making sure you are picked up and dropped off on time. We expect that the bus will be at the stop on time, however if there is an issue you can call us at (718) 882-4000 ext.312.

During orientation you will be assigned to a bus. You will be expected to ride this bus to and from camp. On the bus, you will be assigned to a particular seat. The condition of the seat, as well as the safety of the children who sit next you and around you are your responsibility. Should anything happen, it will be your responsibility.

You are considered working at all times and therefore you will not be allowed to use cell phones, I-pods or other electronic devices while on the bus. Use of profane or derogatory language is unacceptable and of course we will not tolerate anyone physically touching another counselor or camper, be it in jest or not. There is also no eating on the bus.

Keep in mind that the bus must run on time, and we will not accept anyone asking for us to wait for them because they are late.

Tips and Rules Counselors Should be aware of

If a child is supposed to take medication you must make your Supervisor aware immediately. Medication must be self-administered, but under the supervision of the Camp EMT or Nurse. Do not allow any camper to medicate without the knowledge of a supervisor.

Asthma Pumps- We are asking parents to supply the child with an asthma pump that will stay in the child's bag at all times. We are requesting that the pump be in the camp bag to serve as a precaution just in case the child has an episode on the bus while traveling to or from the campgrounds. Any use of the asthma pump must be brought to the attention of your supervisor and documented.

Serious Illness or Accident Procedure

If a child is ill or has sustained an injury, our staff must be prepared to handle it. The counselor will escort your child to the camp nurse or EMT, where they will be checked out. At this time an emergency note will be written and given to you to make sure it goes home with the child. This note should be placed in the campers bag. If the child is hurt and can not move, please alert a supervisor or the camp EMT and we will deal with the situation. Often a child may claim to be feeling ill and not want to participate; should this be the case, please alert your supervisor so that the child's parents can be notified.

Children and Transportation

The counselor is expected to know what bus every child in their care takes, both coming and leaving camp. It is the counselor's responsibility to make sure that the child is brought to the appropriate bus at the conclusion of camp. Do not allow a child to tell you that they will change the bus on their own or that they will go on their own. The children are your responsibility.

Teamwork

Teamwork is a must at camp. For the 8 weeks of camp, you will be working with other individuals that will also carry the weight of your group. Do not be afraid to ask for help and input for new ideas. Everyone should take charge and show an equal worth in the group. Taking turns with the small tasks make everyone feel comfortable and give everyone a change to help lead the group. Remember there will be times when emergencies come up - your group should run just as smoothly as it normally runs.

Swimming

The counselor is an important part of our swim program. You are expected to be prepared for swim each day. Counselors do not have to know how to swim, but will be ready to assist the lifeguards and will be asked to be in the water each day. Female counselors must have a onepiece bathing suit. Male counselors must have bathing trunks (no basketball shorts or cut offs). Counselors are expected to keep accurate records. This will include the daily buddy list and swim progress reports. Our swim program has proven to be beneficial in teaching children to swim. Before children are allowed in the water, they are tested and put into appropriate swim groups. Each child receives a wristband when entering the pool area; the wristband indicates what level the child is able to swim. These wrist bands stay at camp and must be collected by you every day.

Blue wristbands indicate a Beginner swimmer

Orange wristbands indicate an Intermediate swimmer

Red wristbands indicate an exceptionally good swimmer

The Locker Room

It is important that all children in your care are supervised actively. In the locker room, children must undress and redress. Many will need direction in order to be sure that they do not lose any of their clothing. Please understand that you are responsible for the children and their items. If they lose them, it is a direct signal that you are not supervising the children during this process.

Units

Unit leaders are responsible for their groups if you should have any concerns you should direct your questions to the Unit Leaders. **ALL SUPERVISORS IN CAMP HAVE THE ABILITY TO SUPERVISE COUNSELORS.** Even the counselors who are not directly in their unit.

The Units are divided according to the grade your child will be attending in September when they are returning to school. The younger the campers are, the more counselors we assigned to supervise them.

Groups should be made up of Senior Counselors (college age or above), Asst. Counselors (18 or just graduated from HS), Junior Counselors (16 – 18) and CITs (15 years of age) Salary scale is based upon age and experience.

CALENDERS

Everyone should receive a calendar for the months of July and August. On the calendar you will find important information about upcoming events. Your calendar will inform you of upcoming late-nights, overnight, and special themes days for the month. Please be sure to check the calendar and be prepared. If we have a special dress up day, we would want you to be involved!

TRIPS

For those units that travel, counselors will be expected to actively supervise each and every aspect of the program. These trips may involve late nights and overnights. Counselors who cannot attend these trips must inform their supervisors as soon as possible. It is the counselors' responsibility to read the calendar and be sure to be available on these dates. These trips are not easy. Counselors must understand that the entire trip is considered a working situation and the counselors' behavior and work ethic are expected to meet our standards though out the entire experience.

INITIATIVE

Counselor staff is expected to participate in all activities. They must provide a sense of warmth to the campers and conduct themselves as positive role models for all of our campers.

LATE NIGHTS

Late nights will occur during the summer. Our travel groups will have various dates, where children will be brought back to the center or a location in Co-op City, at predetermined times. It is important that counselors be patient and assist us in keeping the children safe. We require all children to be signed out.

Non-travel groups will be involved in late night activities as well. On these days, the children will participate in extra activities at camp and a late night BBQ. Our busses will be stopping at the regular stops exactly 2 hours later than usual. All campers & staff who attend camp that day, will be staying on the late night, as no busses will be leaving at regular time that day. If you have something previously scheduled, please speak to your supervisor.

WHAT HAPPENS ON RAIN DAYS?

If you find that it is raining in the morning, this may not indicate that it will do so when we get to camp. The campgrounds are equipped with enough shelters, so that we can conduct program. If a severe thunderstorm was to break out, then our plan is to get the campers out of camp. Units that are on trips will have alternate plans to take them to an indoor facility for the day. Other campers will be taken to schools.

COMMUNICATION

The Day Camp continues to provide quality service for our camp family. If you have any questions or concerns, please don't hesitate to speak with the Supervisor. We are here to assist you and make the summer a great experience for all of our campers & staff.

ATTENDANCE

You are expected to work everyday that camp is in session, however if you are sick, you might get the campers sick. If you are going to miss camp, you must call the camp office at 718-882-4000 extension 312 and the messages will be forwarded to the appropriate supervisor. We understand that some staff members will be missing days for college orientation. This is an acceptable absence, just inform your supervisor of these dates as soon as possible. We do not allow camp staff to take days off for family vacations or reunions. Please schedule these events around your work schedule.

DISCIPLINE

The key to behavior modification is keeping the kids busy. If they are involved in unorganized play, the campers will misbehave. Active counselors have fewer problems. If you need to give a child a time-out make it no longer than 5 minutes, but make sure that the campers are sitting with you talking about what they did wrong. Time outs must be given immediately, not during an upcoming swim period. Repeat offenses must be reported to the supervisors and consequences will be determined by the supervisor at that time.

MORE RESPONSIBILITY

You will be given a folder with each campers name, their morning bus and their afternoon bus. You will also be given a schedule and a place to keep track of your camper's swim groups. It is essential that you carry that folder each day. If you have a better way to organize it, feel free, however you must have all of this information on you at all times.

THE EFFECTIVE COUNSELOR

The key to remaining to be effective with discipline is to make sure that you do not raise your voice unless it is really needed. Do not make empty threats like, "Your going to get kicked out of camp." Do not cross the line in your play. We never wrestle or play rough. We do not use nicknames or mother jokes. Counselors must demonstrate good leadership by participating in all activities, that does not mean playing, that means playing with the kids. The best example of this, is the understanding that in a basketball game, a counselor can always make a basket, but it is tougher for the kids. Counselors don't need to shoot, but the kids benefit from learning and feeling the thrill of scoring.

EVERYDAY CAMP ATTIRE

Counselors are expected to wear sneakers, T-shirts and shorts each and everyday. **Every single day our counselors must be prepared for swim with one piece suits for women or bathing trunks for the guys.** Long pants, sweatshirts and raincoats are acceptable in poor weather. If there is a thunderstorm we will not allow any use of umbrellas. There are no beads to be worn in camp. All chains, religious or not, must be under the shirt. Only baseball caps should be worn on the head, no du-rags or bandannas of any kind should be worn.

BEING A ROLE MODEL

First off, there is no use of nicknames in camp. Sometimes a group refers to a child by a nickname and the child might even like it. This is forbidden. The child's parents gave the child a name, so we use it. Counselors must not use their hands in any way shape or form. Play fighting is forbidden, and so is cursing or talking about inappropriate things in front of the campers. Remember the parents have paid for their child to be exposed to the camp world, not an MTV Reality Show.

WORKING WITH YOUNG CAMPERS

When working with young campers, patience and foresight are vital qualities to have. For many young campers, this is their first experience being independent of their parents. They may not have had to (totally) dress themselves, or be responsible for their belongings. In this situation, the counselor needs to prepare campers for events that will be coming up, (ex. end of an activity or putting things away), so that the campers can learn how to be independent and responsible campers. Also, young campers need to have things repeated until they understand and learn; this is where the patience comes into play. When done effectively, a young group who has counselors patterning the proper behavior can be capable individuals in a very short time.

EXPECTATIONS

Mosholu Counselors are a minimum of 16 years of age. They are expected to attend staff orientation, as well as all training sessions and are willing to put the energy in, to make the summer rewarding for their campers.

Mosholu Counselors are expected to report to work everyday. They are up-beat people who demonstrate a liking for the children. They serve as positive role models and are actively involved with the group at all times. Mosholu counselors participate in all activities and put the group above their individual desires.

Mosholu Counselors can participate in dress up activities. They can help to write songs and skits and dances. Mosholu Counselors are hands on employees, who go in the water to assist in the swim program. They speak respectfully to each other and the children and they understand and conquer the high demands of the job.

Mosholu Counselors understand that their every move is noticed by the children. They act mature, however they are not afraid to act like a child to help motivate them. They understand that working in camp is not about a paycheck, it is about molding campers lives. They understand that the only way to treat a camper is better than the way the parents treat the child, because the parents have paid the camp for that service. They respect children, each other and themselves. Counselors show the campers that they care, they don't just say it.

Mosholu Counselors should be teachers and coaches. The teacher demonstrates and fine tunes skills, like how to hit a baseball. The coach cheers the child on and supports them through the learning process. The counselors must be creative. When a group goes to the playground, the counselor can create a challenge for the group one week, an obstacle course for the group the next week, and in following weeks turn the playground into everything from a fire house to a space station. A good counselor doesn't have free time, everything is planned, organized and thought through.

Mosholu Counselors listen, learn and care. They speak with the more experienced counselors about different ways to make situations better. They speak with their supervisors about children who are difficult. They are constantly planning to make each and every activity the very best it can be and they are willing to put the safety, well being and camper fun in front of their own interests.

When your campers hug you at the end of the season you can see what a difference you've made in their lives - often with tears in their eyes - you'll know all your work was worth it. There is no satisfaction like watching your camper leave camp that last day, a better person than when he or she first started. Camp is a place where there are high standards. We are looking for motivated workers who are dedicated to a common goal.

Code of Conduct

Inappropriate behavior is unacceptable at camp. We try to keep the environment a special place and expect our staff, campers and parents to join with us in making it a place that is both physically and emotionally safe for everyone. Campers & staff are expected to behave in such a way that no person in the camp feels threatened either physically or emotionally.

The following is a list of offenses that will not be tolerated.....

- 1- Campers & staff cannot behave in such a way that it causes a substantial risk to, or results in the injury of themselves, staff members or other campers.
- 2- Campers & staff cannot name call, bully or threaten either physically or mentally any other camper or staff member.
- 3- Campers & staff cannot participate in use of profane language.
- 4- Campers & staff cannot partake in any behavior of a sexual nature that makes any member of the staff or camper feel uncomfortable.
- 5- Campers & staff cannot be in possession of any illegal article, including weapons or drugs.
- 6- Campers & staff cannot be in possession of alcohol, tobacco or fireworks of any kind.
- 7- Campers & staff cannot participate in any illegal activity, not limited to, but including stealing or vandalism.

- 8- Parents of campers, as well as staff members are expected to conduct themselves in a manner that provides a physically and emotionally safe environment for our campers, so they are expected to follow this code of conduct as well.
- 9- Campers & staff are expected to wear appropriate clothing, this is no limited to, but includes revealing clothing, graphic shirts and loose pants.
- 10-Parents, staff members and campers are expected to follow all camp rules and policies including those on the bus, on trips or on the campgrounds.

Should a member see the staff violate any of these rules, they will meet with their supervisor and dismissal from camp will be discussed. The camp reserves the right to terminate employment at the discretion of the supervisory staff.

FINALLY.....

Being a MMCC counselor means being the best that you can be. If we feel that there is something that you can improve upon, we will tell you. We will give you the tools to improve, but you must want to use these tools to make them work. Our staff is a work in progress, but keep in mind that the day a staff member thinks they know everything, is the day that they can no longer be a member of our staff. If you don't know, ask, but if you do know, try to make it even better.

Great Counselors:

- Are responsible. You can always count on them. It's surprising when they DO NOT do something on time. More importantly, they hold themselves responsible for their actions, so they take ownership of their position and their group.
- Are good role models. They speak respectfully to authority, their campers and their peers.
- Always have a positive attitude.
- Are hard working and show initiative.
- Are socially involved, in a professional manner, in the lives of their campers as well as their peers.
- Work well in adverse situations. They will stand the test of a patience, tolerance, and dedication. When a camper says, "this is boring" they make efforts to make it more entertaining for the camper. They do not have quick tempers, but long fuses.
- Think of others, not just themselves.
- Want to help.
- Have demonstrated their ability and willingness to grow, to change, and to improve.
- HAVE VISION!!!

NOW IF THIS SOUNDS LIKE IT'S FOR YOU, UNDERSTAND THAT.....

CAMP IS THE HARDEST JOB YOU WILL EVER LOVE!

Now, if this is the right job for you, please fill out ALL of the following forms
&
have them with you at the time of the interview.....

Counselor Information Form _____

2 Reference Forms _____

Medical Form _____

USDA Form _____

Copy of Working Papers _____

Copy of Birth Certificate _____

Counselor Information Sheet

Please print & complete all of the following information using ink only

First Name-

Last Name-

Date of Birth-

Age-

Social Security Number-

Cell Phone Number-

Home Phone-

Last year of school completed-

Name of school-

Experience working with children-

Experience attending summer camp-

Home Address-

Home City-

State-

Zip-

What makes you a good candidate for this position?

MMCC Country Day Camp Employment Reference Form #1

Each perspective employee must return two completed reference forms to the camp office.

Please print all information in ink!

Name of perspective
employee_____

Name of Person Providing
Reference_____

Daytime phone number of reference
(_____)_____

Address of
reference_____

City_____ State_____ Zip
Code_____

How long, how well, and under what conditions have you known the
applicant?

Please provide us with your overall assessment of the applicant and his/her
potential for success working with children?

Do you know of any problems related to responsibility, qualifications, or
performance, which should be considered?

Please check one:

I would **STRONGLY RECOMMEND** this applicant for employment at
camp.

I would **RECOMMEND** this applicant for employment at camp.

I would **RECOMMEND WITH RESERVATION** this applicant for
employment at camp.

I **DO NOT RECOMMEND** this applicant for employment at camp.

Signature of reference_____

Date_____

MMCC Country Day Camp Employment Reference Form #2

Each perspective employee must return two completed reference forms to the camp office.

Please print all information in ink!

Name of perspective employee _____

Name of Person Providing Reference _____

Daytime phone number of reference
(_____) _____

Address of reference _____

City _____ State _____ Zip
Code _____

How long, how well, and under what conditions have you known the applicant?

Please provide us with your overall assessment of the applicant and his/her potential for success working with children?

Do you know of any problems related to responsibility, qualifications, or performance, which should be considered?

Please check one:

I would **STRONGLY RECOMMEND** this applicant for employment at camp.

I would **RECOMMEND** this applicant for employment at camp.

I would **RECOMMEND WITH RESERVATION** this applicant for employment at camp.

I **DO NOT RECOMMEND** this applicant for employment at camp.

Signature of reference _____

Date _____

Mosholu Montefiore Children's Health Record

(This side to be filled out by parent)

Name Of Program _____

_____ / ____ / ____ M / F
Child's Last Name Child's First Name Birth Date Sex

Home Address: _____ Phone: _____
Mother Name: _____ Phone: _____
Father Name: _____ Phone: _____
Emergency Contact _____ Phone: _____

If none of the above is available contact:
_____ Phone: _____

Has this camper been exposed to any communicable disease during the three weeks prior to camp attendance ___yes ___no (if yes, type of exposure_____)

Health History: (Check giving approximate dates)

<u>Allergies</u>	<u>Diseases</u>
_____ Ear Infections	_____ Chicken Pox
_____ Rheumatic Fever	_____ Measles
_____ Convulsion	_____ German Measles
_____ Diabetes	_____ Mumps
_____ Behavior	_____ Other Illnesses
_____ Asthma	
_____ Hay Fever	
_____ Poison Ivy	
_____ Insect Stings	
_____ Penicillin	
_____ Other Drugs	

Other Past Illnesses _____
Operations or Serious Injuries (dates) _____
Hospitalization (dates) _____
Chronic or Recurring Illness _____
Any specific activities to be encouraged? _____
Any conditions that require activity restrictions? _____
Appliances worn (glasses, contacts, etc.) _____
Medication taken (what & how often?) _____
Suggestions from parent/ guardian _____

Consent For Emergency Medical Treatment

I do hereby give authority to the camp/ after school and program staff to obtain necessary emergency medical treatment for my child with the understanding that the family will be notified as soon as possible.

Signature Relationship to child Date Telephone #

MEAL BENEFIT FORM FOR SCHOOL YEAR _____

Complete, sign and return the form to _____. Please read the instructions. If you need help completing this form, call: _____.

1. CHILD'S NAME:

Last **First** **M.I.**

**FOR MEAL BENEFITS IN SCHOOL,
FILL OUT THIS INFORMATION:**

**FOR MEAL BENEFITS IN CHILD CARE,
FILL OUT THIS INFORMATION:**

Child's Grade: _____

Name of Child Care Center: _____

OR

Name of School: _____

Name of Family Day Care Home Provider: _____

Name of Sponsor (if known): _____

FOR MEAL BENEFITS IN THE SUMMER FOOD SERVICE PROGRAM (SFSP), CHECK THIS BOX []

2. Is this a FOSTER CHILD? (See the instructions). If this is a foster child, check here [] and write the child's monthly personal use income here: \$_____. Go to section #5.

3. Are you getting FOOD STAMPS, TANF or FDPIR benefits for your child or, for Tier II day care homes, are you enrolled in any other eligible subsidized benefit program? List the CASE NUMBER. DO NOT complete section #4. Go to section #5.

Food stamp case number: _____ **FDPIR case number:** _____

TANF case number: _____

(For Parents of children in Tier II day care homes only) Other eligible program and case number: _____

4. ALL OTHER HOUSEHOLDS: (Complete this part only if you did not complete sections #2 or #3) List all household members, including the child listed above. List all income. Go to section #5.

Names	Current Monthly Income			
	Monthly Earnings from Work (Before Deductions) Job 1	Monthly Welfare, Child Support, Alimony	Monthly Payments from Pensions, Retirement, Social Security	Monthly Earnings from Job 2 or Any Other Monthly Income
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$
11.	\$	\$	\$	\$
12.	\$	\$	\$	\$

5. SIGNATURE AND SOCIAL SECURITY NUMBER:

PENALTIES FOR MISREPRESENTATION: I certify that all of the above information is true and correct and that the food stamp, FDPIR, TANF or other eligible program case number is current, correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the Meal Benefit Form and that the deliberate misrepresentation of the information may subject me to Prosecution under applicable State and Federal laws.

Signature of Adult: _____ Social Security Number: _____ - _____ - _____

Are you a family day care home provider applying for Tier I benefits? Y N

Printed Name: _____ Home Phone: _____ Work Phone: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____ Date: _____

Privacy Act Statement: Unless you list the child's food stamp, FDPIR or TANF case number or are applying for a foster child, Section 9 of the National School Lunch Act requires that you include the social security number of the household member signing the form or indicate that the household member signing the form does not have a social security number. You do not have to list a social security number, but if a social security number is not listed or an indication is not made that the adult household member signing the form does not have a social security number, we cannot approve the form. The social security number may be used to identify the household member in verifying the correctness of the information stated on the form. This may include program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp, FDPIR or TANF office to determine current certification for food stamps, FDPIR or TANF benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported. The social security number may also be disclosed to pro-rams as authorized under the National School Lunch Act and the Child Nutrition Act, the Comptroller General of the United States, and law enforcement officials for the purpose of investigation- violations of certain Federal, State and local education, health and nutrition programs.

6. RACIAL/ETHNIC IDENTITY: You are not required to answer these questions. If you choose to do so:

Please mark one or more of the following racial identities:

- American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander
 White

Please mark one of the following ethnic identities:

- Hispanic or Latino Not Hispanic or Latino

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

For Official Use Only:

Food Stamp/FDPIR/TANF or other eligible benefit program (tier II day care homes only) household categorically eligible free:
 Yes No

MONTHLY INCOME CONVERSION: WEEKLY X 4.33, EVERY 2 WEEKS X 2.15, TWICE A MONTH X 2

Total monthly income: _____ Household size: _____ Eligible: _____ NOT Eligible: _____

Eligibility Classification: Free _____ Reduced Price _____ Paid _____ Temporary: Free _____ Reduced Price _____
Tier I _____ Tier II _____ Time Period: _____

Determining official: _____

Signature: _____ Date: _____