



## 2018 Summer Leader Essential Information – Indiana Overnight

### Arrival Dates and Times

**May 14** 4:30pm (dinner will be provided)

- Assistant Directors, Camp Nurse, Wrangler AD, Dining Hall Area Directors, Business Services Intern, TST Prep Crew

**May 18** 3-4pm (dinner will be provided)

- All Area Directors, Dining Hall Admin, Office Assistants, IT Intern, Site Assistants, Health Office Coordinator, Engineering Interns, Trading Post Manager

**May 22** 4:30–5:30 (dinner will be provided)

- High Adventure Instructors, Special Needs Inclusion Counselors, Photographers, Videographers, Dining Hall Staff, Aquatics Instructors, Boat/Tram Drivers, Health Officers

**May 25** 3:15-5pm (dinner will be provided)

- Summer Leaders, TST Crew Chiefs, Trading Post Staff, Craft Instructors, Wranglers, Target Sports Instructors

### Shuttles

If you are unable to drive to camp or would prefer to not have your car for the summer, we are offering shuttles from different locations in Indianapolis to Seymour. Please contact CreeAnn Gruenloh at [cgruenloh@springhillcamps.com](mailto:cgruenloh@springhillcamps.com) to reserve your spot.

#### Pick up sites

- Alabama St and E Wabash (Megabus stop new Indianapolis City Market)
- Amtrak Station (350 S Illinois St)
- Indianapolis Intl. Airport

#### Pick up times

- May 14, 18, 22 and 25 at 2pm.

Please plan accordingly, we will only pick you up if you have prearranged with the contact person above.

### Packing List

Throughout the summer, you will be moving to different housing units. From past Summer Leader feedback, we have found that plastic tubs are the easiest way to transport your belongs when it comes time to move.



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### Suggested Packing List:

- |  |  |
|--|--|
| <input type="checkbox"/> Bible                       | <input type="checkbox"/> 10 pairs of underwear   |
| <input type="checkbox"/> Notebook and pens           | <input type="checkbox"/> 10 pairs of socks   |
| <input type="checkbox"/> Toiletries                  | <input type="checkbox"/> 5 t-shirts and shorts   |
| <input type="checkbox"/> Clothes that can get dirty  | <input type="checkbox"/> 2-3 swimsuits (modest one piece only)   |
| <input type="checkbox"/> Laundry detergent and coins | <input type="checkbox"/> 1-2 pairs of jeans  |
| <input type="checkbox"/> Dirty clothes bag           | <input type="checkbox"/> 1-2 sweatshirts or jackets  |
| <input type="checkbox"/> Flashlight                  | <input type="checkbox"/> Plain white t-shirt   |
| <input type="checkbox"/> Sunglasses                  | <input type="checkbox"/> Rain jacket   |
| <input type="checkbox"/> Watch                       | <input type="checkbox"/> Athletic shoes  |
| <input type="checkbox"/> Sunscreen                   | <input type="checkbox"/> Sandals with a back (no flip-flops)   |
| <input type="checkbox"/> Insect repellent            | <input type="checkbox"/> Modest tank tops (no spaghetti straps)  |
| <input type="checkbox"/> Sheets, pillow, blanket     | <input type="checkbox"/> Super Spy Suit – black sunglasses, black t-shirt, trench coat, satchels, fedora, etc. (no toy guns) |
| <input type="checkbox"/> Sleeping bag                |  |
| <input type="checkbox"/> Towel                       |  |

### Human Resources Packing List

You will need **two forms of identification\*** from the lists below. The identification must be the original and not photocopied. If you do not bring the following items with you to training, you will not be able to work and must return home to bring them back. Contact [work@springhillcamps.com](mailto:work@springhillcamps.com) for questions.

You either need your passport or an item from both groups 2 and 3.

- |                    |           |  |            |                                |
|--------------------|-----------|--|------------|--------------------------------|
| <b>1.</b> Passport | <b>OR</b> | <b>2.</b> Valid driver’s license         | <b>AND</b> | <b>3.</b> Social security card |
|                    |           | <b>2.</b> School ID card with photograph |            | <b>3.</b> Birth Certificate    |
|                    |           | <b>2.</b> State ID card                  |            |                                |

\*At least one piece of identification must have a photograph

### Essential Paperwork

Please make sure your paperwork is complete at least 3 weeks before coming to Spring Hill.

This includes:

- + Emergency contact form
- + Health form
- + Direct deposit form
- + Federal tax form



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- + State tax form
- + Central registry clearance request (these can take up to 60 days to process)
- + Criminal background check

### Summer Leader Camper Discount Codes

As a SpringHill Summer Leader, you have the opportunity to give THREE discounts to your family or friends. The discounts are: \$25 off of a Day Camp Experience or \$150 off of an Overnight Camp experience. They can use the following discount codes during the online registration process.

- Day Camps Discount: 18SSFFDC25
- Overnight Camps Discount: 18SSFFON150

### YOUR Mailing Address for the Summer

Attn: (Your Name)  
C/O SpringHill Camps  
2221 W State Route 258  
Seymour, IN 47274

### Important Contacts at SpringHill Indiana Overnight

Main line/Registration - 812.497.0008

Camp Director/Activities - Dustin Fenton [dfenton@springhillcamps.com](mailto:dfenton@springhillcamps.com)

Explore/Ignite/Special Needs - Jennifer Bander [jbander@springhillcamps.com](mailto:jbander@springhillcamps.com)

Engage/TST - Tim Ferret [tferret@springhillcamps.com](mailto:tferret@springhillcamps.com)

Activities/Guest Services Director – Emily Anderson [eanderson@springhillcamps.com](mailto:eanderson@springhillcamps.com)

HR/Paperwork Questions – Catherine Horton [chorton@springhillcamps.com](mailto:chorton@springhillcamps.com)