

SALARY INFORMATION SHEET – SUMMER 2023

HANDI* CAMP – PO BOX 122 AKRON, PA 17501 – 717.859.4777



COMPENSATION

Staff receives salary for camp weeks only, not orientation.

- **Housekeeping Staff:** \$30/day
- **Support Staff:** \$50/day
- **Activities Assistants*, Counselors*:** \$50/day
- **Assistant Nurses*:** \$60/day

*For positions marked with an *, **veteran** staff serving in the same position receive an extra \$10 per day in addition to base salary.*

If you are receiving a salary, continue reading. If you are choosing to volunteer, please SKIP TO BOTTOM.

- Salary checks will be issued through H*VMI's (Handi*Camp's parent organization) payroll service.
- You need to complete a W-4 Form before we can issue your salary check. From the Staff Only Webpage, PRINT the W-4 PDF file. CLEARLY PRINT your name, social security number and full permanent address (where your W-2 form should be mailed). Check the appropriate box next to letter "c." *If applicable*, complete any additional sections of the form. **Be sure to SIGN AND DATE the form at the bottom.** H*VMI will withhold Social Security and Medicare tax from each person's salary. **TURN IN YOUR FORM at ORIENTATION. If you are not attending Orientation, please mail it to our office.** (Note: The worksheets on the W-4 PDF is available if applicable to your situation. It does NOT need to be turned in.)
- **IMPORTANT NOTE:** You may be eligible for EXEMPTION from federal tax withholding. If so, no federal income tax will be withheld from your salary. *Carefully read and follow* the instructions on page 2 to determine whether you are eligible. **You will still need to sign and date the form!**
- **STATE TAXES:** State tax may need to be withheld. Those regulations vary by state. You may be asked to complete additional payroll forms depending on your state of residence. WE WILL PROVIDE THOSE FORMS once you arrive at camp. Our CFO/Accountant will help you with that process.
- A W-2 Form outlining your earnings and withholding will be mailed to you in January. **If your address changes between now and January, please let us know so we can mail your W-2 to the correct address.**

VOLUNTEERS: At times, staff members have chosen to volunteer and NOT receive a salary. If this is your desire, please SIGN, DATE the statement below, and return this form upon arrival at Orientation/camp. If you choose to volunteer, you do NOT need to fill out the W-4 Form. THANK YOU!

*"It is my desire to VOLUNTEER all of my time at Handi*Camp this summer and thus receive no salary for my work. Please do not issue me a salary check."*

PRINT NAME (first, middle initial, last)

SIGNATURE

DATE (day/month/year)