



## New Hire Information

### Welcome to HoneyRock Staff!

Here you will find important information that will help you prepare for your time at HoneyRock. If you still have questions after reviewing this information, please do not hesitate to call.

### Employment Information Form

- You will sign this document upon your arrival at HoneyRock which outlines start/end dates and pay information. Please plan to be employed at HoneyRock for the dates you have agreed upon with the area supervisor.

### Form Information

All HoneyRock/Wheaton College employees are required to have the following forms on file and are available at the link below.

- Tax Forms:** The tax forms (available online; link below) are required in order to issue you a paycheck. Please complete both the Federal and the appropriate state tax form.
- Employment Eligibility Verification (I-9 Form):**
  - Complete section 1 of this form (available online; link below).
  - You will be **required to show proof of identity** and Employment Authorization. (Typically, a social security card and driver license **or** a passport, although there are many other forms of proper ID.) **NOTE: Photocopies are UNACCEPTABLE. You will not be allowed to work until proper documents are shown.**
- Background Check Authorization:** Your offer of employment is contingent on a satisfactory background check. This check must be completed before your arrival (a link will be provided in the employment onboarding section of your online account).

>> Download these forms online at [wheaton.edu/HoneyRock/About/Employment/Hired](http://wheaton.edu/HoneyRock/About/Employment/Hired)

- Staff Action Form:** You will sign this document upon your arrival at HoneyRock which outlines pay and date information. Please plan to be employed at HoneyRock for the dates you have agreed upon with the area supervisor.

### Paychecks

- Pay is calculated by stipend. Weekly Rate X Number of weeks worked = Total Stipend
- Payday is every other Friday.
- Please be aware that depending on your start date you may not receive a paycheck for up to four weeks.
- \$130 per week will be deducted from your paycheck for Room and Board.
- If you would like to have your paycheck direct deposited into a checking or savings account of your choice, please complete the direct deposit form. We recommend this method, since paychecks usually arrive at HoneyRock on the Tuesday following "payday".

### Room and Board

- HoneyRock charges \$130.00 for room and board per week. This is deducted from your paycheck.
- You will be given your room assignment when you arrive.
- During the summer, you will be staying in a cabin or dorm-style room that sleeps 4-10 people and with a bathroom/shower in a different building depending on the location.
- During the Fall/Winter/Spring seasons you will be staying in a dorm-style room that sleeps 2-6 people with a community bathroom.
- As an employee of HoneyRock you will be provided with Breakfast, Lunch and Dinner during your employment.

### Transportation

- Plan to arrive on the day BEFORE you are scheduled to begin working. You can fly directly to Rhinelander, Wisconsin (airport code: RHI) and be picked up by camp staff. Schedule your transportation to arrive before 3:00 pm. Rhinelander is approximately 45 minutes from camp. Notify your supervisor in advance if you want someone to pick you up. A \$20 donation is suggested to cover fuel costs. Parking will be available if you drive your own vehicle. A map and directions to camp are available from the HoneyRock office or online.

### Mail

- Leave the following address with your friends and family:

Your Name-Department  
HoneyRock  
8660 Honey Rock Road  
Three Lakes, WI 54562

**Note: The Three Lakes Post Office will not forward your mail when you leave.** The HoneyRock office can only forward 1st class mail (anything pre-sorted will not be forwarded, many bills come pre-sorted.) You must notify the sender of your address change.

### **Cell Phones & Messages**

There is limited cell phone coverage in the area. During the summer, we have designated areas for cell phone use.

No personal calls are allowed on the office phones. However, we are happy to take messages and pass them along to you at 715-479-7474 x 201.

### **Internet**

Please keep in mind that HoneyRock is intentionally “low-tech” for summer staff as part of the program and overall experience. Prepare yourself to “unplug” from social media, entertainment, and technology for a season of increased physical presence and investment in the HoneyRock community.

We have a computer lab available for staff during off hours with a limited number of hookups for laptops (there is an open wifi access available). Use of the lab is reserved for academic and camp use with an allowance for online errands (banking) and occasional communication with family and friends. We suggest bringing a USB Flash Drive to store files.

## Laundry

The closest towns, Eagle River and Three Lakes, are located about 10 miles from camp in different directions. You will do all of your laundry in town.

### What To Pack

- Sleeping bag or linens (Twin-XL size bed)
- Pillow
- Flashlight and batteries
- Good rain gear—waterproof jacket with hood
- Two warm long-sleeved shirts
- Several pairs of durable work pants
- Underwear
- Several pairs of wool and cotton socks
- Leather hiking/work boots
- Sneakers
- Light cotton shirts and t-shirts
- 2 hats; one for warmth and one for sun and rain
- Personal toiletries: toothbrush, etc. (A toiletry basket or bag might come in handy for trips to the bathroom/showers.)
- Towels, washcloths
- Bathing suit: trunks or 1-piece
- Nice Sunday clothes
- Fleece, sweatshirts and jacket
- Warm pants (wool or fleece)
- Bible, devotional materials, journal
- Laundry bag, detergent
- Insect repellent
- Sunglasses
- Alarm clock
- Windbreaker and nylon wind pants
- Small reading lamp
- Insulated Boots (Winter Only)
- Mittens with outer shell (Winter Only)
- Synthetic Long Underwear (Winter Only)

### Questions?

Call Cindy Daffara at 715-479-7474 x 201 or email: [cynthia.daffara@wheaton.edu](mailto:cynthia.daffara@wheaton.edu)

### Optional items to pack:

- Camera and batteries
- Musical instruments—guitar, flute, etc.
- Fishing pole and tackle
- Iron
- Compass
- Pocket knife
- Bandanas
- Mountain bike
- Cross-country or downhill skis (winter)

### What NOT to pack:

- × TV (VCR, DVD, etc.)
- × Firearms
- × Electronic games
- × Fireworks
- × Spaghetti straps, tube tops, or 2-piece swim suits (girls)
- × Speedos (men)
- × Short shorts for Men or Women (exception: running shorts used only for running).