

Welcome to a summer with Varsity Spirit as a summer instructor. Below – you’ll find all of the necessary details to process your contract for summer employment 2012! Please READ this document in its entirety and mail completed documents to the office by the deadline. Any questions – please contact your staffing or state director.

Congratulations – you’ve successfully logged into the NEW Varsity Employee site – here’s a description of the paperwork that you’ll need to sign, print and mail in for your employment to be validated!

STEP 1 - Paperwork...

A. Paperwork you will ELECTRONICALLY sign are listed below - Click the box(es) and that is your electronic signature (you DO NOT have to print and mail back to us) These will stay on the site for you to print or reference at any time. Please read prior to signing all of them.

1. Contract
2. Policies and Procedures
3. International Contract
4. Material Contract
5. Notice of Intent
6. Direct Deposit (ROOKIES or any VETS who have changed their banking information)
7. Maltreatment of children presentation (read and then sign)

B. Paperwork you will PRINT and MAIL back to us...

1. W4 form (EVERYONE...make sure what you want to claim is on there and YOU SIGN IT)
2. I9 form (**ROOKIES and VETS WHO HAVE CHANGED THEIR LAST NAME**)
3. Medical Release form (EVERYONE)
5. Staff Summer Availability form (Even if you did this at Tryouts, WE NEED AN UPDATED ONE!!)
6. Maltreatment of Children Test – print – take the test and mail in

C. Paperwork you will need to make copies of and mail back to the office...

1. If you haven’t turned in **BOTH ID’s** at tryouts then you will need to mail them in. (**ROOKIES**)

Choices...choose one of 3 below

- Drivers License and Social Security card
- Drivers License and Birth Certificate
- Passport will work for BOTH ID’s

2. Copy of your current car insurance (EVERYONE)

*****PLEASE CHECK THE BOX OF THE ITEMS BELOW TO ENSURE THAT THEY ARE IN YOUR ENVELOPE BEFORE MAILING/FAXING PAPERWORK INTO THE OFFICE*****

- ☐ Medical Release form (EVERYONE)
- ☐ I9 form (**ROOKIES and VETS WHO HAVE CHANGED THEIR LAST NAME**)
- ☐ Copies of 2 forms of ID to accompany your I9 form.....if you haven’t already turned them in (**ROOKIES**)
- ☐ W4 form (EVERYONE...make sure it is SIGNED)
- ☐ Staff Summer Availability form (EVERYONE)
- ☐ Copy of your current car insurance (EVERYONE)
- ☐ Maltreatment of Children Test

STEP 2 Uniforms...

- A. Once logged in on the main screen, click on the Varsity Shop logo at the bottom of the page next to the contract/pay grade buttons and it will take you to the Varsity Staff Shop.
- B. **Rookies and Vets** - you will click on the register button under “new to the squad” and create your username and password (YOU WILL ONLY HAVE TO DO THIS ONE TIME)
- C. On this screen you will enter this information
 - a. First name (your first name...not mom or dads)
 - b. Last name (your last name...not mom or dads)
 - c. Email address (your email address)
 - d. Password (whatever you want it to be...has to be 6 characters and include a number)
 - e. Verify password (enter it again)
 - f. Under Experience (you are either a rookie or a vet)
 - g. Region (West, Southwest, Midwest, Southeast, Northeast, Midsouth, Dance, etc.)
 - h. Male or Female (think you can figure that one out)
- D. You are now logged in and will see these three things across the top of the screen and what they mean
 - a. HOME (the screen you are on)
 - b. REQUIRED (this will show you all of the items that are required this year to order)
 - c. OPTIONAL (this will show you additional items you do not have to order but can)

*****Rookies, you will need to order the proper quantity of shorts and shirts to wear at a 4 day camp...the quantities are on each item you click on. You may order more, but NOT LESS!!**

- E. You will also see under the picture a link for “frequently asked questions”. This will help with any questions.
- F. If you need to make exchanges, do so the moment you get your box and try on your uniform...**ALL EXCHANGES SHOULD BE DONE PRIOR TO SUMMER TRAINING!!!**
- G. From that point it is just like shopping online...let your State/Staffing director know if you have any ?’s!

Please mail/fax all paperwork back to the region you belong to: See below for mailing/faxing instructions for each region – Paperwork deadline is May 1st

UCA Staff West Region

(WA, OR, CA, AK, HI, AZ, UT, ID, MT)

Lisa Keys

1920 Spring Oak Way

Oakdale, CA 95361

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UCA Staff Southwest Region

(TX, OK, NM)

Kelly Stoffel

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Suite 300

Memphis, TN 38115

Fax: 901.387.4317

UCA Staff Midwest Region & Northeast Region

(ND, SD, NE, MO, IL, IA, MN, WI, IN, MI, OH, CO, KS, WY) (MD, DE, NJ, PA, NY, CT, RI, MA, VT, NH, ME)

Melanie Radich

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UCA Staff Midsouth Region & Southeast Region

(AK, LA, MS, TN, AL, KY, WV)

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