



Any paid member of Summer camp staff that is age 14-15 years old must submit a Virginia Work Permit regardless of which state they live, prior to arriving at camp.

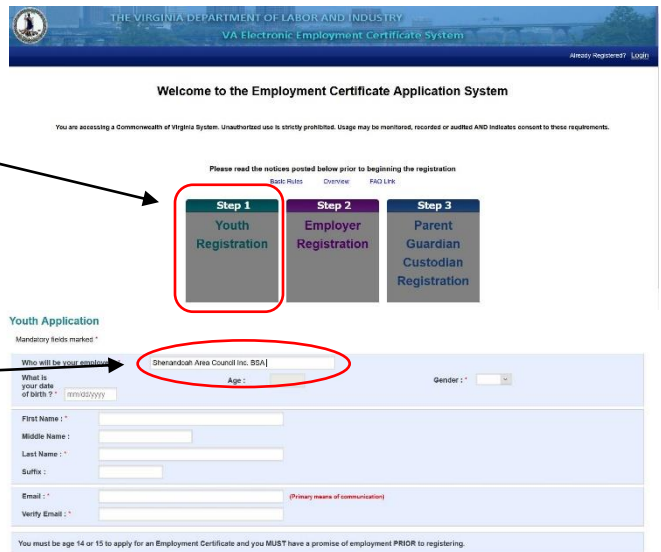
Follow the instructions below to apply for the Work Permit, after you have been officially offered and accepted a paid work position on Summer camp staff at Camp Rock Enon.

There are 3 Steps to complete to obtain a Work Permit.

STEP 1: Youth Employee Registration

Go to <https://vaeecs.doli.virginia.gov/vaeecs/>

- You do not need to login
- Have the youth employee click on “Step 1”



- The youth employee will need to complete the “Youth Registration” portion of the application.
- Enter “**Shenandoah Area Council, Inc. BSA**” as the Name of your Employer.
- Once completed you will need to send the Youth Unique Identifier number that was created to both your Employer and Parent.

STEP 2: Is completed by the Employer

After the Youth Employee completes Step 1 notice will be sent to the Employer to complete Step 2.

STEP 3: Parent/Guardian Registration

After the Employer completes Step 2 notice will be sent to the Parent/Guardian to complete Step 3.

Using the **Youth Unique Identifier** number provided the parent/guardian will need to complete the registration.



Once all three STEPs are completed, the Work Permit will be sent to the employer for their records.

The Employer will also need a copy of the Youth Employee’s birth certificate or passport for their records.