

Time Off Request Form
Northeast Georgia Council CRM Summer Camp Staff

Name _____

DO NOT MAIL

All Time Off requests must be submitted on this form no later than April 8th for Camp Rainey Mountain Staff. You will email this form in with your payroll documents to phillip.nichols@scouting.org.

NEGA Week	Dates	Time Off Request	Reason	Approval
Staff Week	May 29-June 4			
CRM 1	June 5-11			
CRM 2	June 12-18			
CRM 3	June 19-25			
CRM 4	June 26-July 2			
CRM 5	July 3-9			
CRM 6	July 10-16			
CRM 7	July 17-24			

- Fill out and return to your program director.
- If you will be gone for an entire, specific week, please write **ALL** in the "Time Off Request" Box

Week 2	June 19-25	All	Soccer Camp	
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- If you will only be gone for one or more days, but not the entire week, please list the days you will be gone.

Week 6	June 19-25	June 20-22	Visiting Grandma	
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