

OF 301a Volunteer Service Agreement - Natural & Cultural Resources Instructions

Individuals, organized groups and children under the age of 18 may volunteer under a current, signed Volunteer Agreement (OF301a). Every agreement must have a job description attached with the volunteer duties clearly specified and described. These forms must be signed by the volunteer or volunteer group leader, and an official government representative, preferably the park volunteer program manager, but a park division volunteer coordinator or volunteer supervisor is acceptable. All volunteers under the age of 18 must have a parent or legal guardian's signature in the appropriate field of OF301a. Any other parental approval forms (school, youth group, etc.) are not acceptable as replacements for the signed OF301a.

HOW AND WHEN TO USE THE OF301a:

- OF301a is used for both individual and group agreements (*volunteers that participate with an organized group must be signed up on an OF301b form*).
- Group contacts/ liaisons must fill out this form on behalf of volunteers. They are required to ensure that all paperwork is completed for their group and that all minors have parental or guardian consent.
- Parent or guardian consent is required for minors; a parent or guardian must sign the parental approval section of a 301a for each minor, even when they are part of a group or participating in an event (such as National Public Lands Day).
- A Position or Project Description, including safety information, must be attached to the OF301a.
- Agreement numbers (Section #4) are optional, but they are a great way to track volunteer agreements. Volunteer Agreements are legally binding documents and must be retained on file for three years beyond the date of termination, at which time they should be destroyed.
- The pdf version can be electronically signed.
- Additional pages may be attached as needed: description of duties, job hazard analysis, details about reimbursements, etc.
- Review agreements annually and amend or rewrite for accuracy as projects, requirements, reimbursements, and other elements of a volunteer's service may change. Provide the completed agreement to the volunteer or volunteer group leader for their records. The volunteer supervisor should keep a copy in a secured area or in a secured electronic folder.

Instructions

Page 1:

- 1. Individual or Group checkboxes:** Check whichever box applies; a group is 2 or more people.
- 2. Group Type:** Check the box that best describes your group type
- 3. Agency:** Name of government agency or bureau (i.e. National Park Service, Forrest Service, etc.)
- 4. Name of Volunteer Group:** Complete only if an organization is the official sponsor of the volunteers. Enter the official name of organization. Example: "Back Country Horsemen White River Chapter." Use OF301b to list the names of all volunteers participating on each project. Group liaisons are responsible for ensuring all participants

under age 18 parent/guardian fill out and sign the parental approval section of form OF301a, assuring visa requirements are met for non-citizens, and gathering medical condition information.

5. Name of Individual or Group Leader: Name of individual volunteer or on-site group leader. For a volunteer group also use form OF301b.

6 - 7 Address: Address of volunteer's/group's permanent residence.

8. Email Address: Individual volunteer's personal email addresses if available, or group leader's email.

9. Home Phone / Mobile Phone: Individual volunteer's personal phone numbers, or group leader's phone numbers. For minor this should be the parent or guardian's number.

10. Date of Birth: If this form is for an individual, please enter individual's date of birth.

11. Citizenship (US Residency): Mark "Yes" or "No" based on criteria. If "No", list their visa "status." If any group members are foreign nationals, check "No" and ensure that the organization is operating in compliance with State Department guidance; contact NPS International Affairs. Visa Status: Enter type of visa status. Only certain visa statuses allow non-residents to volunteer for the NPS for remuneration. If citizenship is not required for the volunteer position, this section may be left blank. Citizens from Canada and certain "Visa Waiver" countries are allowed to travel without a visa and may volunteer in some rare instances when no housing or reimbursements are being offered. However, they still may not volunteer for compensation without the proper visa type. Most commonly, they will need a J-1 or an F-1 Visa.

12 a – b, e. Ethnicity, Race and Gender: Optional check boxes

12c. Are you a Veteran or Active Military? Optional check box. This information allows the NPS to ensure its programs are providing opportunities for veterans and military patrons.

12d. Do you have a disability? Optional check boxes. This information allows the NPS to ensure its programs are providing opportunities to people with disabilities.

13-17. Emergency Contact Information: Name and contact information of the person who can be contacted regarding the volunteer in case of an emergency. For Group agreements, the liaison is responsible for having emergency contact information on hand for all of the volunteers providing service on the project. *This section may be left blank for youth if the parent or guardian is the same as the emergency contact (indicated contact information is same as home address).*

18 - 24. Parent or Legal Guardian Consent for Volunteer Under age 18: Name of parent or legal guardian is required including complete contact information. For Group agreements, the Group leader's name and contact information must be on page one. Parent or Guardian signs and dates box 24. The parent/guardian should also sign section 27.

25. Description of service to be performed: Follow the guidance in the block to clearly and comprehensively define the role and services requested of the volunteer with sufficient detail to answer who, what, why, when, where, and how. Attach a volunteer description. At a minimum, the description of service should include:

- I. Detailed description of duties, tasks and responsibilities.
- II. Locations of project/duties.
- III. Date(s) and times of service at each location/project.
- IV. Training required/provided. Example: Volunteer is required to maintain standard NPS certification to operate a snowmobile.
- V. Tools, equipment and Personal Protective Equipment needed/provided if not listed in the JHA.
Example: Volunteers must wear leather work boots; NPS supplies hand tools, gloves & eye protection. Types of supplies, materials and/or equipment that will be provided by the volunteer.
Example: Personal riding stock, pack stock, and tack used at volunteer's discretion; not covered by this Agreement.

26. Check All that Apply:

- Description of service attached. A full position /project description should be attached.
- List of group participants attached - required if this is a group agreement.
- Valid driver's license verified - Check if applicable. Required if volunteer will be driving a government vehicle. International volunteers will need to check with the individual state where their service will be performed, to determine what additional licensing may be required to operate a vehicle. Each situation may be different.
- Job Hazard Analysis: Recommended
- Background Investigation
- Reference Check
- Scientist emeritus (for USGS volunteers only)

27. Volunteer (or Parent or Legal Guardian if Under 18) Group Leader Affirmation: Ensure the volunteer reads and understand the information to which they are agreeing with their signature. The standard language in this block represents the legally binding basis for the agreement and includes important waiver statements, notification to the volunteer of potential background checks, a photo release, and disclaimer about volunteer service and liability.

Checkboxes for medical conditions: The volunteer should check the appropriate box for self-identification of medical conditions or physical limitations. For groups, the leader is responsible for having this information for all group participants.

Checkbox for withholding photo release: Check if an individual volunteer **does not** consent to photographs. For groups, use checkbox on OF301b.

Name of Federal Agency: Enter the name of the NPS unit, NPS.

28. Signature of Volunteer or Group Leader (or Parent or Legal Guardian if Under 18): Full signature of individual volunteer or group leader/liaison or parent / guardian and date.

Government Representative Section

33. Reimbursements: Mark “Yes” or “No.” For “Yes” specify ALL allowable reimbursements being provided for volunteers. Reimbursements under Group Volunteer Agreements will be made to the organization, not to an individual.

34. Volunteer Position/Group Project Title: Title of the volunteer assignment, such as Wilderness Steward, Information Receptionist, etc., or the project, such as Big Bend Trail Maintenance, Riverside Campground Cleanup Day, etc

35. Signature of Government Representative: Volunteer agreements obligate the agency and therefore can only be signed by a designated National Park Service employee or someone to whom that responsibility has been delegated (such as the person who is the designated volunteer supervisor; in this case there must be an NPS employee who is supervisor of record in their chain of command. There should be documentation that a non-NPS employee has been delegated to sign volunteer agreements).

Termination of Agreement Block

36. Agreement Terminated Date: Enter date the project ends or the services of the volunteer end. Volunteer Agreements are legally binding documents and must be retained on file for at least three years beyond the date of termination. When no longer needed, the documents should be destroyed.

37. Total Hours Completed: Enter the number of hours contributed by the volunteer(s) under this agreement.

38. Signature of Government Representative: Volunteer’s Supervisor or unit volunteer coordinator’s signature.

39. Agreement #: Assign and record a unique agreement number for each volunteer agreement. Volunteer Agreement numbering follows a protocol as per example:

- i. 16-IV-ALPH CODE-0001 The first two numbers designate the fiscal year.
- ii. The next two characters designate the agreement type. Use “IV” for individual volunteer agreement and “GV” for group volunteer agreement.
- iii. The next 4 letters are the park unit’s Alpha code.
- iv. The final four digits are sequential numbers for each agreement on a unit, for each year, beginning with 0001.

Provide a copy of the completed agreement to your unit volunteer coordinator/manager and one to the volunteer or volunteer group leader. The volunteer supervisor or unit coordinator/manager should keep the original or legible (if hard copy) copy in a secured location.