

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

1. VOLUNTEER AGREEMENT TYPE (Choose 1) <input type="checkbox"/> Individual OR <input type="checkbox"/> Group		2. NAME OF GROUP (if applicable)	
3. NAME OF VOLUNTEER OR GROUP LEADER COMPLETING FORM (Last, First)		4. U.S. CITIZEN OR PERMANENT RESIDENT <input type="checkbox"/> Yes, I am a U.S. citizen or Permanent Resident <input type="checkbox"/> No, I am not a US Citizen or Permanent Resident (if applicable, list visa type _____)	
5. STREET ADDRESS, APT #	6. CITY	7. STATE	8. ZIP CODE
9. DATE OF BIRTH	10. PHONE	11. EMAIL ADDRESS	

12. DEMOGRAPHIC INFORMATION (Optional): Please indicate both ethnicity and race and tell us if you are a veteran or have a disability. Multiracial respondents may select two or more races. This information will inform our understanding of diversity and inclusion among the volunteer force in the natural and cultural resource areas.

12a. Ethnicity (Select one): <input type="checkbox"/> Hispanic, Latino, or Spanish Origin <input type="checkbox"/> Not Hispanic, Latino, or Spanish Origin	12b. Race (Select one or more, regardless of ethnicity): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	12c. Are you a Military Veteran or Active Duty Military? <input type="checkbox"/> Yes <input type="checkbox"/> No 12d. Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No
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EMERGENCY CONTACT INFORMATION

13. NAME (Last, First)	14. PHONE	15. EMAIL ADDRESS	
16. STREET ADDRESS, APT #	17. CITY	18. STATE	19. ZIP CODE

GOVERNMENT OFFICIAL COMPLETES THIS SECTION

20. NAME OF AGENCY/ BUREAU	21. AGREEMENT #
22. AGENCY CONTACT NAME (Last, First)	23. AGENCY CONTACT EMAIL & PHONE
24. REIMBURSEMENTS APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No Type and Rate of Reimbursement:	25. VOLUNTEER POSITION/GROUP PROJECT TITLE:

26. **Description of service to be performed.** Provide a brief abstract of volunteer or service activity and the location of the volunteer activity, and attach description of service to be performed. Service description should include details such as time and schedule commitment, use of government vehicle, use of personal equipment and/or vehicle, skills required (note certifications if necessary), level of physical activity required, etc.

VOLUNTEER/SERVICE ACTIVITY ABSTRACT

27. **Check all that apply:** Description of service attached OF-301b Volunteer Sign-up Form for Groups attached Risk Assessment attached
 Valid Driver's License required Background Investigation required
 Medical Clearance Required Other:

PARENTAL CONSENT FOR VOLUNTEER UNDER AGE 18

28. NAME	29. PHONE	30. EMAIL ADDRESS	
31. STREET ADDRESS, APT #	29. CITY	30. STATE	31. ZIP CODE

32. I affirm that I am the parent/guardian of the abovenamed volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform. I give my permission for _____ to participate in the specified volunteer activity.
 33. (NAME OF YOUTH)

34. Parent/Guardian Signature	Date
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VOLUNTEER & GROUP LEADER AFFIRMATION

35. I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees except as otherwise provided by law. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party. I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.
- I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.
- I understand the health and physical condition requirements for doing the work as described in the job description and at the project location.
- I know of no medical condition or physical limitation that may adversely affect my (or members of the group's) ability to provide this service. (If a group, see attached OF-301b)
- I consent to being photographed and to the release of my photographic image. (If a group, see attached OF-301b)

I do hereby volunteer my services as described above, to assist in authorized activities at _____ and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group. (NAME OF FEDERAL AGENCY)

36. Signature of Volunteer or Group Leader	Date
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The abovenamed agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by your volunteer group, if any.

37. Signature of Government Representative	Date
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TERMINATION OF AGREEMENT

38. Agreement Terminated Date:	Total Hours Completed:
39. Signature of Government Representative:	

PUBLIC BURDEN STATEMENT

Completing this form is voluntary, but failure to provide the information will prevent program participation. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1093-0006. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of the Interior (USDOL), U.S. Department of Agriculture (USDA), U.S. Department of Defense (USDOD), and U.S. Department of Commerce (USDOC) are equal opportunity providers and employers and prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information should contact the volunteer program to which they are applying. If you would like to file a Section 508-related complaint, please contact the DOI Section 508 Program via email at section508@ios.doi.gov or phone (202) 208-1530.

PRIVACY ACT STATEMENT

Collection and use is covered by Privacy Act System of Records INTERIOR/DOI-05 Interior Volunteer Services File System (which may be viewed at <https://www.doi.gov/privacy/doi-notices>) and OPM/GOVT-1 General Personnel Records (which may be viewed at <https://www.opm.gov/information-management/privacy-policy/#url=SORNs>) and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The information is used to identify persons interested in participating in a government volunteer program, managing the volunteer program, including tort claims and injury compensation. Records or information contained in this system may be disclosed outside the agencies participating in this program as a routine use pursuant to 5 U.S.C. 552a(b)(3). Completing this form is voluntary, but failure to provide the information will prevent program participation.

General Individual Trails Volunteer Service Agreement Addendum CY2024 (per line 26, OF301a)

LOCATION: Trails, roads, and trailheads on the Prescott National Forest

SCHEDULE AND APPROVAL: Project work will be scheduled and led by Prescott National Forest Trails and Wilderness Program Employee or authorized Volunteer Crew Leader

SAFETY AND TRAINING: Volunteers will be trained in and adhere to all Forest Service safety and customer service procedures including Forest Service ethics and conduct, job hazard analysis (JHAs), communications, volunteer roles and responsibilities, and the terms of this agreement. Tailgate safety briefings will be conducted in reference to the "Volunteer Trails Job Hazard Analysis (JHA)". These forms will be reviewed and signed prior to the start of work. Tool use or specialized equipment orientation will be conducted at the start of each volunteer project. Use of chainsaws is prohibited without FS training and authorization.

PROJECT WORK:

Trail Maintenance & Construction. All work will be completed to meet established Forest Service Standards for each classification of trail (motorized, non-motorized, equestrian, accessible, etc.) Work may consist of trail brushing and tread maintenance, which includes grubbing and digging to establish tread, out slope, and prevent erosion. Work will include, but may not be limited to: hiking on uneven terrain, digging in dirt and rock, bending and stooping, using hand tools (e.g., Pulaski, shovel, pick mattock, McLeod, rock bar, lopper, pruning saw, etc.), moving soil and rock, working outdoors in a variety of weather conditions, and moderate to heavy lifting.

Additional work may include installing signs, rehabilitating unauthorized or rerouted trails, working around mechanized equipment, and maintenance work associated with trailheads. All additional work activities not included in the Volunteer Trails JHA requires review and signature of the applicable JHA for these activities.

OTHER PROVISIONS: Volunteers working under this agreement will be responsible for his/her transportation to and from the work site. The Forest Service will not provide reimbursement for fuel or vehicle maintenance under this agreement. Volunteers may have the option to be a passenger **in** a Forest Service vehicle with a licensed U.S. Government motor vehicle operator for the purposes of volunteer work outlined by this agreement.

Volunteers will provide their own personal items (including clothing, medications, sun protection, rain gear, etc.) they may need for the work day. The Forest Service requires volunteers wear personal protective equipment (PPE) needed to comply with the USDA Health and Safety Code Handbook. PPE for general trails work includes long sleeves, long pants, eye protection, and sturdy boots. The Forest Service will provide gloves and hard hats when necessary. All factors such as specific activity, project location, and weather must be considered in identifying required PPE.

Responsibility and Conduct: The Forest Service expects all its representatives to adhere to civic-minded principles in their personal conduct and to exhibit a high degree of personal integrity. Acceptable conduct involves sincere respect for the rights and feelings of others and the assurance their personal conduct will not harm or be considered discriminatory to other volunteers, employees, or the Forest Service -- or cause an unfavorable reaction from the public.

While you are on duty you may not:

- Possess or use firearms
- Consume intoxicating beverages
- Possess or use any illegal drugs
- Use Government-owned or Government-leased vehicles, property, tools, equipment, or telephones for personal purposes
- Fight, use derogatory language, or participate in discrimination, sexual harassment, or violent or threatening behavior
- Have pets with you without special permission of the district ranger
- Violate any State game and fish regulation
- Violate any Federal, State, or local law
- Sell or distribute non-agency products or literature
- Disclose confidential information

Violation of any of the above prohibitions may constitute grounds for dismissal or other appropriate action.

Volunteer Rights

You, as a volunteer, have rights. These rights include:

- The right to be treated with respect
- The right to a workplace free of harassment
- The right to a workplace free of hostile conditions
- The right to a suitable assignment
- The right to training
- The right to qualified supervision
- The right to safe working conditions

Any work performed outside of the description in this agreement, will not be covered under the legal parameters of the volunteer agreement. Volunteers wishing to work alone or become crew leaders will be required to complete all applicable trainings as prescribed by the Prescott National Forest volunteer policy and a new volunteer agreement will need to be developed and approved.

Driving: For the purpose of this agreement, driving a federal vehicle is generally not part of the job. However, if the volunteer is required to drive a federal government vehicle in the performance of her service, a valid state driver license, good driving record, and completion of required driver training and issuance of a U.S. Government Motor Vehicle Operator's ID Card (OF 346) will need to be acquired.

FOREST SERVICE CONTACTS:

Jason Williams, *Trails and Wilderness Manager*, 928-777-2220, jason.a.williams@usda.gov,

Nina Hubbard, *Volunteer and Partnership Coordinator*, 928-567-1173, nina.hubbard@usda.gov