

VOLUNTEER SERVICE APPLICATION—NATURAL & CULTURAL RESOURCES

The volunteer application helps public lands officials and potential volunteers determine if there are volunteer opportunities that are a good match for the skills and interests identified. All volunteers are required to complete a volunteer agreement once they have identified and committed to a specific volunteer activity. Mark in the appropriate boxes and print or type all responses.

1. Name (Last, First, Middle)	2. Age	3. Telephone Number () - -	4. Email Address																											
5. Street Address, Apt. #		6. City, State, and Zip Code																												
<p>7. Which general categories are you most interested in volunteering? Check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Archaeology</td> <td style="width: 33%; vertical-align: top;"><input type="checkbox"/> GIS/GPS</td> <td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Research/Librarian</td> </tr> <tr> <td><input type="checkbox"/> Botany</td> <td><input type="checkbox"/> Fish/Wildlife</td> <td><input type="checkbox"/> Soil/Watershed</td> </tr> <tr> <td><input type="checkbox"/> Campground/Site host</td> <td><input type="checkbox"/> Historical/Preservation</td> <td><input type="checkbox"/> Timber/Fire prevention</td> </tr> <tr> <td><input type="checkbox"/> Campground maintenance</td> <td><input type="checkbox"/> Pest/Disease control</td> <td><input type="checkbox"/> Trail maintenance</td> </tr> <tr> <td><input type="checkbox"/> Construction maintenance</td> <td><input type="checkbox"/> Minerals/Geology</td> <td><input type="checkbox"/> Tour guide/Interpretation</td> </tr> <tr> <td><input type="checkbox"/> Computers</td> <td><input type="checkbox"/> Natural resources planning</td> <td><input type="checkbox"/> Visitor information</td> </tr> <tr> <td><input type="checkbox"/> Conservation education</td> <td><input type="checkbox"/> Office/Clerical</td> <td><input type="checkbox"/> Other (Please specify)</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Range/Livestock</td> <td></td> </tr> </table>				<input type="checkbox"/> Archaeology	<input type="checkbox"/> GIS/GPS	<input type="checkbox"/> Research/Librarian	<input type="checkbox"/> Botany	<input type="checkbox"/> Fish/Wildlife	<input type="checkbox"/> Soil/Watershed	<input type="checkbox"/> Campground/Site host	<input type="checkbox"/> Historical/Preservation	<input type="checkbox"/> Timber/Fire prevention	<input type="checkbox"/> Campground maintenance	<input type="checkbox"/> Pest/Disease control	<input type="checkbox"/> Trail maintenance	<input type="checkbox"/> Construction maintenance	<input type="checkbox"/> Minerals/Geology	<input type="checkbox"/> Tour guide/Interpretation	<input type="checkbox"/> Computers	<input type="checkbox"/> Natural resources planning	<input type="checkbox"/> Visitor information	<input type="checkbox"/> Conservation education	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Other (Please specify)		<input type="checkbox"/> Range/Livestock				
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<p>8. What qualifications, skills, or experiences do you have that you would like to use as a volunteer? Check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Backpacking/Camping</td> <td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Hand/Power tools</td> <td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Public speaking</td> </tr> <tr> <td><input type="checkbox"/> Biology</td> <td><input type="checkbox"/> Heavy equipment operation</td> <td><input type="checkbox"/> Research/Librarian</td> </tr> <tr> <td><input type="checkbox"/> Boat operation</td> <td><input type="checkbox"/> Horses – care/ riding</td> <td><input type="checkbox"/> Sign language</td> </tr> <tr> <td><input type="checkbox"/> Carpentry</td> <td><input type="checkbox"/> Landscaping/Reforestation</td> <td><input type="checkbox"/> Supervision</td> </tr> <tr> <td><input type="checkbox"/> Clerical/Office machines</td> <td><input type="checkbox"/> Land surveying</td> <td><input type="checkbox"/> Other trade skills (Please specify)</td> </tr> <tr> <td><input type="checkbox"/> Computer programming</td> <td><input type="checkbox"/> Livestock/Ranching</td> <td><input type="checkbox"/> Teaching</td> </tr> <tr> <td><input type="checkbox"/> Drafting/Graphics</td> <td><input type="checkbox"/> Map reading or GIS/GPS</td> <td><input type="checkbox"/> Working with people</td> </tr> <tr> <td><input type="checkbox"/> Driver's license</td> <td><input type="checkbox"/> Mountaineering</td> <td><input type="checkbox"/> Writing/Editing</td> </tr> <tr> <td><input type="checkbox"/> First aid certificate</td> <td><input type="checkbox"/> Photography</td> <td><input type="checkbox"/> Other (Please specify)</td> </tr> </table>				<input type="checkbox"/> Backpacking/Camping	<input type="checkbox"/> Hand/Power tools	<input type="checkbox"/> Public speaking	<input type="checkbox"/> Biology	<input type="checkbox"/> Heavy equipment operation	<input type="checkbox"/> Research/Librarian	<input type="checkbox"/> Boat operation	<input type="checkbox"/> Horses – care/ riding	<input type="checkbox"/> Sign language	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Landscaping/Reforestation	<input type="checkbox"/> Supervision	<input type="checkbox"/> Clerical/Office machines	<input type="checkbox"/> Land surveying	<input type="checkbox"/> Other trade skills (Please specify)	<input type="checkbox"/> Computer programming	<input type="checkbox"/> Livestock/Ranching	<input type="checkbox"/> Teaching	<input type="checkbox"/> Drafting/Graphics	<input type="checkbox"/> Map reading or GIS/GPS	<input type="checkbox"/> Working with people	<input type="checkbox"/> Driver's license	<input type="checkbox"/> Mountaineering	<input type="checkbox"/> Writing/Editing	<input type="checkbox"/> First aid certificate	<input type="checkbox"/> Photography	<input type="checkbox"/> Other (Please specify)
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<p>9. If you have a specific volunteer interest, please identify and describe your qualifications, skills, experiences, or education that may apply.</p>																														
<p>10. Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, additional information may be required)</p>																														
<p>11. a. Have you volunteered before? <input type="checkbox"/> Yes <input type="checkbox"/> No b. If yes, please list the organization where you volunteered with a contact name and phone # or email address, and briefly describe what you did.</p>																														
<p>12. Would you like to supervise other volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																														
<p>13. What are some of your objectives for volunteering? (Optional)</p>																														

<p>14. Please list any physical limitations that may impact your volunteer activities.</p>																				
<p>15. a. Which months are you available to volunteer? Check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> January</td> <td><input type="checkbox"/> February</td> <td><input type="checkbox"/> March</td> <td><input type="checkbox"/> April</td> <td><input type="checkbox"/> May</td> <td><input type="checkbox"/> June</td> </tr> <tr> <td><input type="checkbox"/> July</td> <td><input type="checkbox"/> August</td> <td><input type="checkbox"/> September</td> <td><input type="checkbox"/> October</td> <td><input type="checkbox"/> November</td> <td><input type="checkbox"/> December</td> </tr> </table> <p>15b. How many hours per week would you be available for volunteer work? Hours</p> <p>15c. Which days are you available to volunteer? Check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Monday</td> <td><input type="checkbox"/> Tuesday</td> <td><input type="checkbox"/> Wednesday</td> <td><input type="checkbox"/> Thursday</td> <td><input type="checkbox"/> Friday</td> <td><input type="checkbox"/> Saturday</td> <td><input type="checkbox"/> Sunday</td> </tr> </table>		<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
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<p>16. Specify states or locations where you would like to volunteer.</p>																				
<p>17. Specify your lodging needs:</p> <p><input type="checkbox"/> I will furnish my own lodging (such as tent; camper; own, relative's, or friend's place)</p> <p><input type="checkbox"/> I will require assistance in finding lodging</p>																				
<p>18. If a volunteer assignment is not available at the location specified in box #16, do you want your application forwarded to another location or Federal agency seeking volunteers with your background or interests?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No (Please specify)</p>																				
<p>19. How did you hear about this volunteer opportunity? Check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Volunteer.gov</td> <td><input type="checkbox"/> Brochure</td> </tr> <tr> <td><input type="checkbox"/> Other internet or website</td> <td><input type="checkbox"/> Volunteer fair or event</td> </tr> <tr> <td><input type="checkbox"/> Advertisement</td> <td><input type="checkbox"/> Other (Specify)</td> </tr> <tr> <td><input type="checkbox"/> Word of mouth (friend, colleague, family member)</td> <td></td> </tr> </table>		<input type="checkbox"/> Volunteer.gov	<input type="checkbox"/> Brochure	<input type="checkbox"/> Other internet or website	<input type="checkbox"/> Volunteer fair or event	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Word of mouth (friend, colleague, family member)												
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<p>Public Burden Statement</p> <p>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 0596-0080. 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. USDA, DOI, DOC and DOD 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.</p>																				
<p>Notice to Volunteer</p> <p>Volunteers are not considered Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefit. However, volunteer service is creditable work experience. By signing this application the volunteer(s) understand(s) s/he may be subject to a reference check, background check, and/or criminal history inquiry.</p>																				
<p>Privacy Act Statement</p> <p>Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, 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 data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.</p>																				
<p>20. Signature</p>	<p>21. Date</p>																			

Volunteer Services Agreement for Natural Resources Agencies for Individuals or Groups

Please print when completing this form

Site Name/Project Leader		Agency		Reimbursement (if any)
Name of Volunteer or Group Leader – Last, First, Middle		Age (If Individual Agreement) <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-55 <input type="checkbox"/> 56 and Older		
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Type	Email Address	Home Phone	Mobile Phone	
Street Address		City	State	Zip

IF VOLUNTEER IS UNDER AGE 18 – Name of Parent or Legal Guardian	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip

I affirm that I am the parent/guardian of the above named 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 sponsored by _____ at _____
(Name of Sponsoring Organization, if applicable) (Name of Volunteer Duty Station)

From _____ to _____
(Date) (Date) (Parent/Guardian Signature) (Date)

Emergency Contact Name	Home Phone	Mobile Phone	Email Address
Street Address	City	State	Zip

GOVERNMENT OFFICIAL COMPLETES THIS SECTION

Description of service to be performed. *Include details such as time and schedule commitment, use of personal equipment, government vehicle, skills required (note certifications if necessary), level of physical activity required, etc. Attach the complete job description and job hazard analysis to this form. If this is a group agreement, the leader is to provide the group name, a complete list of group participants to be attached to this form, and parental approval (above) completed for each volunteer under the age of 18.*

Government Vehicle required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Valid State Driver's License	<input type="checkbox"/> International Driver's License
Personal Vehicle to be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please verify that the volunteer is in possession of one of these documents. DO NOT keep a copy of the document for his/her file.	

I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. 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, and certify that the statement I have checked below is true:

- I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.
- I do know of a medical condition or physical limitation that may adversely affect my ability to provide this service and have explained it to _____.

(Name of Agency Official)

I do hereby volunteer my services as described above, to assist in agency-authorized work. I agree to follow all applicable safety guidelines.

(Signature of Volunteer)

(Date)

The above-named 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 and injury compensation to the extent not covered by your volunteer group, if any.

(Signature of Government Representative)

(Date)

Termination of Agreement

Volunteer requests formal evaluation Yes No Evaluation Completed _____
(Date)

Agreement terminated on _____
(Date) (Signature of Government Representative)

Public Burden Statement

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The U.S. Department of Agriculture (USDA) and U.S. Department of the Interior (USDI) 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 for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA and USDI are equal opportunity providers and employers.

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